



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 20, 2017 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
 - a. Approval by a majority of the Commissioners present to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of a family or other emergency as provided in section I-G-1 (iii) of the Board Rules.
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF February 20, 2017 AGENDA
 - b. APPROVAL OF MINUTES
 - i. January 16, 2017 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING January 31, 2017
 - i. Approval of Warrant No. 596
4. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
5. STAFF RECOGNITION
 - a. None
6. REPORTS:
 - a. Executive Director & Marketing Department Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report





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BOARD OF COMMISSIONERS
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7. UNFINISHED BUSINESS

- a. Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund
- b. New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy
- c. New Policy for the Administrative Policies and Procedures Manual: Park Master Plans Policy
- d. Ordinance No.17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings
- e. Market Based Salary Range Adjustments
- f. 2017 Mowing Services Bid
- g. Resolution 17-0222: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through December 2016

8. NEW BUSINESS

- a. Resolution 17-0320: A Resolution Approving an Addendum to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing & Embroidery, Inc. for Apparel Screen Printing and Embroidery
- b. Tennis Center Reflective Ceiling Insulation and Installation Bid
- c. Tennis Center HVAC Improvements Bid
- d. Maintenance Building Force Main Improvements Project Bid
- e. Personnel Policy Revisions
- f. Tennis Center Membership Fees

9. A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS (FOR A BUDGET WORKSHOP) WILL BE HELD ON FEBRUARY 20, 2017, IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON March 20, 2017, 6:30 p.m.

11. ADJOURNMENT





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REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 20, 2017 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
 - a. Approval by a majority of the Commissioners present to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of a family or other emergency as provided in section I-G-1 (iii) of the Board Rules. ***[Ask for Motion (and Second) to approve allowing Commissioner Carson to attend the meeting by audio conference because of a family or other emergency as provided in section I-G-1 (iii) of the Board Rules. Roll Call Vote]***
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 Second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. Roll Call Vote—VOTE MUST BE UNANIMOUS.]***

[Then Ask for a Motion (and Second) to Approve the Consent Agenda, as Presented. Roll Call Vote...]
 - a. APPROVAL OF February 20, 2017 AGENDA
 - b. APPROVAL OF MINUTES
 - i. January 16, 2017 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING January 31, 2017
 - i. Approval of Warrant No. 596
4. COMMUNICATIONS/PROCLAMATIONS ***[Discussion Only]***
 - a. Board of Commissioners to share communications
5. STAFF RECOGNITION
 - a. None
6. REPORTS: ***[Discussion Only]***
 - a. Executive Director & Marketing Department Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 20, 2017 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund ***[Ask for a motion and a second to approve Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund. Roll Call Vote.]***
- b. New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy ***[Ask for a motion and a second to approve the New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy. Roll Call Vote.]***
- c. New Policy for the Administrative Policies and Procedures Manual: Park Master Plans Policy ***[Ask for a motion and a second to approve the New Policy for the Administrative Policies and Procedures Manual: Park Master Plans Policy. Roll Call Vote.]***
- d. Ordinance No.17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings ***[Ask for a motion and a second to approve Ordinance No. 17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings. Roll Call Vote.]***
- e. Market Based Salary Range Adjustments ***[Ask for a motion and a second to approve the Market Based Salary Range Adjustments as Presented. Roll Call Vote]***
- f. 2017 Mowing Services Bid ***[Ask for a motion and a second to reject all bids received for the 2017 Mowing Services Bid. Roll Call Vote.]***
- g. Resolution 17-0222: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through December 2016 ***[Ask for a motion and a second to approve Resolution 17-0222: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through December 2016. Roll Call Vote.]***

8. NEW BUSINESS

- a. Resolution 17-0320: A Resolution Approving an Addendum to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing & Embroidery, Inc. for Apparel Screen Printing and Embroidery ***[Discussion Only]***
- b. Tennis Center Reflective Ceiling Insulation and Installation Bid ***[Discussion Only]***
- c. Tennis Center HVAC Improvements Bid ***[Discussion Only]***
- d. Maintenance Building Force Main Improvements Project Bid ***[Discussion Only]***
- e. Personnel Policy Revisions ***[Discussion Only]***
- f. Tennis Center Membership Fees ***[Discussion Only]***





9. A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS (FOR A BUDGET WORKSHOP) WILL BE HELD ON FEBRUARY 20, 2017, IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING *[Announce the Special Meeting of the Oak Brook Park District Board of Commissioners (for a Budget Workshop) will be held immediately following this Regular Board Meeting.]*
10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON March 20, 2017, 6:30 p.m. *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on March 20, 2017, 6:30 p.m.]*
11. ADJOURNMENT *[Ask for a motion and second to Adjourn the Meeting (**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.

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

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

www.obparks.org



**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 16, 2017 – 6:30 p.m.
Canterberry Room**

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

President Knitter called the Regular Meeting to order at 6:30 p.m. in the Recreation Center's Canterberry Room. Commissioners Truedson, Tan, Trombetta and President Knitter answered "present". Commissioner Carson was absent. Also present were Laure Kosey, Executive Director, Dave Thommes, Director of Recreation and Facilities, Marco Salinas, Chief Financial Officer, Bob Johnson, Director of Parks and Planning, and Steven Adams, Park District Attorney.

- a. Approval by a majority of the Commissioners present to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of personal illness or disability as provided in section I-G-1 (i) of the Board Rules.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of personal illness or disability as provided in section I-G-1 (i) of the Board Rules.

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

Ayes: Commissioner Truedson, Tan, Trombetta, and President Knitter

Nays: None

Absent: Commissioner Carson.

2. OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

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

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

Ayes: Commissioner Truedson, Tan, Trombetta, Carson, and President Knitter

Nays: None

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

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

Ayes: Commissioner Truedson, Tan, Trombetta, Carson, and President Knitter

Nays: None

- b. APPROVAL OF January 16, 2017 AGENDA
- c. APPROVAL OF MINUTES
 - i. December 12, 2016 Regular Meeting Minutes
- d. APPROVAL OF FINANCIAL STATEMENT ENDING December 31, 2016
 - i. Approval of Warrant No. 595

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter asked whether any board members wished to share communications.

Commissioner Trombetta said he thinks we can do a better job in observing maintenance issues and specifically referred to an email the board received from a gentleman regarding the showers in the men's locker room. He said going back six to eight months ago, a patron pointed out to him that we had loose tiles in the men's showers, and at the time, it was pointed out to David Thommes who had it repaired. Commissioner Trombetta said he just went and looked at them this evening and again, at the base of some of the showers, there are tiles that appear to be coming out from the wall. He also said in addition to the failing tiles, the hardware in the men's showers is probably 1970's technology. He suggested that someone on staff be assigned to inspect the facility twice a month to look for needed repairs. He said it's the little things that grow into big things.

Commissioner Carson agreed.

Commissioner Trombetta said both he and Mr. Thommes both agree that the men's showers must have a professional inspection to offer a correct direction on fixing the problem. He said the men's locker room must look better.

President Knitter asked Ms. Kosey whether the men's and women's locker rooms are getting renovated through the OSLAD Grant project.

Ms. Kosey said she can't be sure until the family locker room costs are firm.

President Knitter said you can be sure that when the new family locker room is completed, people will want the current locker rooms remodeled too.

Commissioner Trombetta said the locker rooms need attention now.

Ms. Kosey said at this point, she does not know how far the \$950,000 Family Locker room Project will go, but would prefer to wait and see whether it can cover the remodeling of the current locker rooms.

Commissioner Carson said it was a very nice holiday party for the employees.

President Knitter said she received a lot of positive feedback regarding the family exercise programs held over the holidays.

Ms. Kosey said there were also many who did not like the family exercise programs and that staff will plan to offer it again at a degree that will be a happy medium for all.

b. Discussion of Verizon Cell Phone Tower

Ms. Kosey said she received a call from Verizon about installing a 150 foot tall cell phone tower at the Dean Nature Sanctuary. She noted that Verizon also approached the forest preserve. She also said that including multiple cell providers would be a part of the negotiations should the Park District decide to pursue obtaining the tower.

Mr. Adams said he has completed several cell phone tower negotiations for various clients and noted that several area park districts have cell towers on their property.

Commissioner Truedson said the Park District was approached approximately 12 years ago about putting a cell phone tower in Central Park, but the Village would not allow it.

Ms. Kosey said she already spoke with Bob Kallien at the Village who gave her the green light to pursue the tower.

Mr. Adams said the Park District would want to negotiate a higher fee/lease noting that Oak Brook is a desirable area and in need of better cell reception.

Ms. Kosey said she will have the Verizon representative make a presentation to the board at next month's meeting.

5. STAFF RECOGNITION

a. Marco Salinas, Chief Financial Officer

Ms. Kosey introduced Mr. Marco Salinas, the new Chief Financial Officer, to the board.

Mr. Salinas said his last position was as the Finance Director for the Village of Riverside, and that he also worked at Arthur Anderson for four years.

The board welcomed Mr. Salinas.

b. Alex Bonarirgo, Aquatic Supervisor

Ms. Kosey introduced Mr. Bonarirgo, the new Aquatic Supervisor, to the board.

Mr. Bonarirgo said he is looking forward to bringing excitement and fun back to the pool.

The board welcomed Mr. Bonarirgo.

6. REPORTS:

a. Executive Director & Marketing Department Report

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

Ms. Kosey presented the new travel expense form that reflects the new state rules effective March 1, 2017. She said the new procedure has the employee complete the form before a business trip using an estimate of costs and then has them complete the form again with actual figures once the trip is completed. Ms. Kosey noted that the parameters for the cap of each travel expense will be up for board approval tonight. There were no further comments or questions regarding Ms. Kosey's report.

b. Chief Financial Officer Report

Since Mr. Salinas only started working for the Park District last week, Ms. Kosey presented the financial report, which can be found in Park District records. Ms. Kosey said all financial reports are currently being revised so they will be more concise and easier to understand. She urged board members to reach out to Mr. Salinas with any suggestions. She said the new reports will be ready for use at the May meeting.

Mr. Salinas said he looks forward to hearing from the commissioners with their questions and comments.

It was noted that revenues in the Aquatic Center are lower than last year.

Mr. Thommes said private lesson revenue is down but staff is working on building them up. He said various factors play into the decrease in swim lesson revenue including a new swim facility that recently opened in Elmhurst and that some of the college aged swim coaches at the Park District left the Aquatic Center for school. Additionally, he said staff is seeing patrons signing up for only one session at time wherein the past, many had signed up for multiple sessions at registration.

There were no further comments or questions regarding the financial report.

c. Recreation & Facilities Report

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

Mr. Thommes said the facility has been very busy this past month and said several new memberships were received. He also said the new exercise class, Tabata, has been very popular.

Commissioner Trombetta said a patron recently asked him whether the Recreation Center could stay open longer on weekends.

Mr. Thommes said he has received this request primarily in regard to the summer weekend hours, and mostly from people who want to use the Splash Island after 4:00 p.m.

President Knitter asked if there is a way to keep just Splash Island open.

Mr. Thommes said the challenge is that the most popular time for a weekend Splash Island private party is from 4:00 p.m. to 6:00 p.m. He said regardless, staff will consider options to increase hours at Splash Island.

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

d. Parks & Planning Report

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

Mr. Johnson said on January 5th, the contractor took field light measurements and that Field #1 did not pass. He said the contractor told him that he knew immediately upon exiting his car that Field #1 would not pass. He said that vibrations from nearby traffic and wind can cause the misalignment of light fixtures. Mr. Johnson said the fixtures in questions will have adjustments made to them before the deadline of March, 1, 2017.

Mr. Johnson said his staff continues to conduct routine preventative maintenance throughout the Park District. He also said he will be going out to bid for the Central Park mowing contract for 2017.

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

7. UNFINISHED BUSINESS

- a. Contract negotiation results pertaining to the request for letter of interest and statement of qualifications for professional services for the "Ball Field Reconfiguration Project, including "the Clubhouse," a new facility providing programmable recreational space and other amenities for the inclusion of people of all abilities and ages

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to accept the professional services proposal from Wight & Company for the ball field reconfiguration project, including "the Clubhouse" and to approve an agreement between the Oak Brook Park District and Wight & Company for a not-to-exceed cost of \$32,500.

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

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

Nays: none

- b. Ordinance no. 17-0116: An Ordinance Regulating Travel, Meal And Lodging Expenses In Accordance With The Local Government Travel Expense Control Act
Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve Ordinance 17-0116: an ordinance regulating travel, meal and lodging expenses in accordance with the local government travel expense control act.

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

Ayes: Commissioners Truedson, Tan, Trombetta, Carson, and President Knitter.
Nays: none

8. NEW BUSINESS

- a. Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund

This issue was for presented for discussion only.

Ms. Kosey said this transfer of funds is done annually.

There were no questions or comments from the board regarding this matter.

- b. New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy

Ms. Kosey said that Bob Johnson's certification accreditation for CAPRA requires that we adopt this policy.

Mr. Adams noted that this policy will give the Park District more flexibility in matters such as the consideration of allowing a cell tower at the Dean Nature Sanctuary.

There were no questions or comments from the board regarding this matter.

- c. New Policy for the Administrative Policies and Procedures Manual: Park Master Plans Policy

Ms. Kosey presented this matter for discussion only.

There were no questions or comments from the board regarding this matter.

- d. Ordinance No.17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Ms. Kosey presented this matter for discussion only.

There were no questions or comments from the board regarding this matter.

- e. Market Based Salary Range Adjustments

Ms. Kosey said adjustment only pertains to salary ranges.

There were no questions or comments from the board regarding this matter.

- f. 2017 Mowing Services Bid

This matter was already discussed under Mr. Johnson's report.

9. ADJOURN TO CLOSED SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn to closed session at 7:18 p.m. pursuant to 5 ILCS 120/2(c)(21) for the approval, review and release of closed session minutes.

There was no discussion and the motion passed by voice vote.

10. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes, October 10, 2016
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 17-0222: A Resolution Approving and Authorizing the Release of Minutes for Closed Meetings from January, 1989 Through December 2016

11. RECONVENE TO OPEN SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to reconvene open session at the hour of 7:27 p.m.

There was no discussion and the motion passed by voice vote.

12. POTENTIAL ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

A no action declaration was made stating that the Park District will not be releasing any closed minutes at this time.

13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 20, 2017

President Knitter announced the next regarding meeting of the Oak Brook Park District Board of Park Commissioners will be held on February, 20, 2017.

14. A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS (FOR A BUDGET WORKSHOP) WILL BE HELD ON FEBRUARY 20, 2017, IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING

President Knitter announced that a special meeting of the Oak Brook Park District Board of Commissioners will be held on February 20, 2017, immediately following the regular board meeting. The special meeting is for a budget workshop.

15. ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to adjourn the meeting at 7:28 p.m.

There was no discussion and the motion passed by voice vote.

Laure L. Kosey, Executive Director

**OAK BROOK PARK DISTRICT
GENERAL FUND TREASURER'S REPORT
JANUARY 1 - 31, 2017**

		CORPORATE FUND	RECREATION FUND	I.M.R.F.	LIABILITY INSURANCE	AUDIT	G.O. BOND	SOCIAL SECURITY	SPECIAL RECREATION	CAPITAL PROJECTS	FUND TOTALS
BEGINNING BALANCE		\$ 1,831,940.68	\$ 2,676,870.32	\$ 234,940.18	\$ 87,001.70	\$ 36,000.21	\$ 54,011.17	\$ 124,332.14	\$ 54,605.80	\$ 1,989,854.35	\$ 7,089,556.55
REVENUES	Property Taxes										\$ -
	Back Taxes										-
	Replacement Taxes	15,189.36	4,781.83	4,219.27	1,125.14	-	-	2,812.84			28,128.44
	Recreation Program Fees		39,286.02								39,286.02
	Rec/Fitness Center Fees	-	60,634.16								60,634.16
	Rec/Aquatic Center Fees	-	79,656.33								79,656.33
	FRC/Building Rental Fees	46,486.37	-								46,486.37
	Theme Party Rental Fees	1,636.00									1,636.00
	Recreation Center Fees	108,526.14									108,526.14
	Shelter Building Rentals	6,847.50									6,847.50
	Field Rentals	500.00									500.00
	Interest	794.93	1,142.85	85.01	25.39	16.55	28.67	40.86	8.05	993.81	3,136.12
	Transfers	-									-
	Miscellaneous	158.00	90.00								248.00
TOTAL- REVENUES		\$ 180,138.30	\$ 185,591.19	\$ 4,304.28	\$ 1,150.53	\$ 16.55	\$ 28.67	\$ 2,853.70	\$ 8.05	\$ 993.81	\$ 375,085.08
DISBURSEMENTS	Warrant No. 596	\$ 73,123.64	\$ 204,522.62	\$ 13,576.27	\$ 49,146.25			\$ 16,447.76	\$ 32,097.25	\$ 35,770.55	\$ 424,684.34
	January Payroll	98,601.02	109,926.33						2,224.85		210,752.20
	Transfers/G.O. Bond Pay										
	Miscellaneous										
TOTAL-EXPENSES		\$ 171,724.66	\$ 314,448.95	\$ 13,576.27	\$ 49,146.25	\$ -	\$ -	\$ 16,447.76	\$ 34,322.10	\$ 35,770.55	\$ 635,436.54
ENDING BALANCE		\$ 1,840,354.32	\$ 2,548,012.56	\$ 225,668.19	\$ 39,005.98	\$ 36,016.76	\$ 54,039.84	\$ 110,738.08	\$ 20,291.75	\$ 1,955,077.61	\$ 6,829,205.09
		YEAR TO DATE RECAP 5/1/16 THRU 1/31/17									
	Property Taxes					\$ 3,190,346.18					
	Back Taxes					-					
	Replacement Taxes					119,934.90					
	Recreation Program Fees					741,550.01					
	Rec/Fitness Center Fees					592,512.49					
	Rec/Aquatic Center Fees					899,259.87					
	FRC/Building Rental Fees					218,703.80					
	Theme Party Rental Fees					9,085.00					
	Recreation Center Fees					490,353.80					
	Shelter Building Rentals					75,685.67					
	Field Rentals					75,355.93					
	Bond Proceeds					1,163,610.00					
	Grant Proceeds					200,000.00					
	Miscellaneous					1,900.58					
	Interest					6,837.19					
	Corporate					7,386.47					
	Recreation					7,504.61					
	I.M.R.F.					456.97					
	Liability Insurance					142.82					
	Audit					129.79					
	G.O. Bond					253.44					
	Social Security					235.82					
	Special Recreation					3,335.49					
	Capital Projects					\$ 7,804,580.83					

**OAK BROOK PARK DISTRICT
TENNIS CENTER TREASURER'S REPORT
JANUARY, 2017**

BEGINNING BALANCE			\$ 624,143.68
REVENUES			
	Tennis Fees		\$ 123,222.89
	Interest		427.84
	Miscellaneous		3.22
TOTAL REVENUES			\$ 123,653.95
DISBURSEMENTS			
	Warrant No. 583		\$ 61,106.89
	January Payroll		50,243.21
	Misc.Allocations From Other Funds		-
TOTAL EXPENSES			\$ 111,350.10
ENDING BALANCE			\$ 636,447.53
YEAR TO DATE RECAP			
MAY 1, 2016 THRU JANUARY 31, 2017			
TENNIS FEES			\$ 1,196,981.33
INTEREST			2,396.20
MISCELLANEOUS			46,143.24
TOTAL REVENUES			\$ 1,245,520.77
CASH AND INVESTMENTS			
AS OF JANUARY 31, 2017			
CASH & INVESTMENTS			\$ 636,447.53

OAK BROOK PARK DISTRICT FAMILY RECREATION CENTER NINE MONTH SUMMARY OF RECEIPTS & EXPENSES JANUARY, 2017						
	THIS	JANUARY	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
	MONTH	2016	TO DATE	TO DATE	PRIOR	BUDGET
REVENUES						
BUILDING RENTALS	\$ 18,486.37	\$ 26,142.42	\$ 163,459.55	\$ 168,146.61	-2.8%	\$ 223,856.00
RECREATION PROGRAM RENTALS	28,000.00	28,000.00	84,000.00	84,000.00	0.0%	112,000.00
THEME PARTIES	1,636.00	344.00	9,085.00	8,494.00	7.0%	16,200.00
OPEN GYM FEES	-	-	-	-	0.0%	-
DAILY FEES-RESIDENT	4,260.00	4,006.00	37,590.00	30,826.00	21.9%	45,000.00
DAILY FEES- NON-RESIDENT	17,628.00	16,112.00	126,920.00	110,316.00	15.1%	148,500.00
CHILD CARE FEES	1,666.50	1,924.25	17,866.00	14,945.30	19.5%	21,600.00
LOCKER RENTALS	183.29	301.16	2,208.93	2,056.45	7.4%	2,520.00
PRO SHOP SUPPLIES	106.00	251.33	523.29	666.25	-21.5%	668.41
DISK GOLF	10.00	-	186.00	292.00	-36.3%	150.00
COFFEE BAR	135.75	187.34	1,094.70	1,041.75	5.1%	1,820.00
VENDING INCOME	3,112.35	1,816.06	15,853.60	15,323.24	3.5%	20,430.00
NEW MEMBER ENROLLMENT FEES	1,700.00	1,800.00	17,950.00	15,700.00	14.3%	15,000.00
EFT ADMINISTRATION FEE	25.00	-	75.00	611.00	-87.7%	600.00
MEMBER ON HOLD FEES	300.00	460.00	2,930.00	2,721.00	7.7%	3,600.00
CASH OVER/UNDER	2.00	-	11.83	(81.50)	-114.5%	-
OVERHEAD REV FROM OTHER DEPARTMENTS	79,397.25	79,397.25	238,191.75	238,191.75	0.0%	317,589.00
MISCELLANEOUS INCOME	65.00	15.00	295.00	300.00	-1.7%	120.00
TOTAL REVENUES	\$ 156,713.51	\$ 160,756.81	\$ 718,240.65	\$ 693,549.85	3.6%	\$ 929,653.41
EXPENSES						
PERSONAL SERVICES/FULL TIME	\$ 16,472.87	\$ 14,666.66	\$ 161,065.05	\$ 140,256.92	14.8%	\$ 220,939.00
PERSONNEL/PART TIME CUSTODIAL	8,448.66	7,615.84	77,855.93	65,982.30	18.0%	123,958.12
PERSONNEL/PART TIME FRONT DESK	7,485.63	9,223.13	75,446.12	89,259.07	-15.5%	134,881.59
PERSONNEL/PART TIME OPEN GYM	-	-	-	-	0.0%	-
PERSONNEL/PART TIME CHILD CARE	3,148.37	2,994.23	30,095.95	29,392.86	2.4%	40,706.25
PERSONNEL/PART TIME EVENING SUPVR	1,638.00	130.55	14,241.48	7,942.74	79.3%	21,112.00
PERSONNEL/PART TIME ACCT & INFO TECH	-	-	-	-	0.0%	-
PERSONNEL/PART TIME PRIVATE RENTALS	128.24	162.23	1,619.08	1,037.02	-256.1%	2,600.00
PERSONNEL/PART TIME THEME PARTIES	30.06	173.54	644.80	1,514.83	-57.4%	2,340.00
INSURANCE & BENEFITS	7,157.72	6,676.98	60,085.20	60,639.70	-0.9%	92,913.36
VEHICLE EXPENSES	-	-	-	-	0.0%	100.00
GENERAL OFFICE EXPENSES	968.33	782.12	7,313.75	4,872.05	50.1%	10,530.00
PRINTING & PUBLICATIONS	-	-	45.00	-	0.0%	500.00
EDUCATIONAL TRAINING	390.00	283.87	4,452.21	2,780.67	60.1%	5,623.00
DUES & SUBSCRIPTIONS	254.00	-	968.38	593.00	63.3%	608.00
POSTAGE	17.74	100.00	132.40	365.00	-63.7%	500.00
TELEPHONE	372.20	283.82	2,144.06	2,445.65	-12.3%	4,188.00
OFFICE COMMODITIES	152.76	302.44	3,270.40	2,025.80	61.4%	3,700.00
ALCOHOL PERMITS/ PDRMA	-	-	-	-	-100.0%	-
CONTRACT SERVICES	2,046.22	8,422.97	55,892.05	74,644.73	-25.1%	75,961.56
UTILITIES	4,978.01	10,225.58	58,579.50	58,992.51	-0.7%	88,060.00
THEME PARTY SUPPLIES	110.59	193.65	2,824.15	3,070.21	-8.0%	3,560.00
MAINTENANCE COMMODITIES	2,557.06	9,019.04	27,731.73	30,535.26	-9.2%	31,894.92
BUILDING EQUIPMENT	233.65	15.48	11,391.36	18,505.45	-38.4%	19,450.00
MISCELLANEOUS EXPENSE	2,815.78	2,907.23	13,505.45	14,954.68	-9.7%	313.60
TOTAL EXPENSES	\$ 59,405.89	\$ 74,179.36	\$ 609,304.05	\$ 609,810.45	-0.1%	\$ 900,855.4
REVENUES OVER(UNDER) EXPENSES	\$ 97,307.62	\$ 86,577.45	\$ 108,936.60	\$ 83,739.40	30.1%	28798.01

OAK BROOK PARK DISTRICT						
FITNESS CENTER						
NINTH MONTH SUMMARY OF RECEIPTS & EXPENSES						
JANUARY, 2017						
	THIS	JANUARY	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
	MONTH	2016	TO DATE	TO DATE	PRIOR	BUDGET
					YEAR	
REVENUES						
FITNESS MEMBERSHIPS	\$ 32,990.48	\$ 31,791.09	\$ 305,747.73	\$ 294,380.26	3.9%	402,500.00
DAILY FITNESS FEES	-	-	-	-	0.0%	-
FITNESS MEMBERSHIPS PREMIERE-RESIDENT	73.66	1,283.26	9,873.43	9,153.69	7.9%	18,516.00
FITNESS MEMBERSHIPS PREMIERE- N/R	(151.31)	537.75	5,762.63	6,115.38	-5.8%	6,426.00
FITNESS MEMBERSHIPS COMBO- RESIDENT	1,420.27	4,015.61	48,765.77	43,579.79	11.9%	70,988.00
FITNESS MEMBERSHIPS COMBO- N/R	994.13	6,466.43	52,629.45	50,250.98	4.7%	70,343.00
FITNESS MEMBERSHIPS TENNIS COM MEM RES	(78.91)	480.00	4,974.01	4,499.96	10.5%	4,197.00
FITNESS MEMBERSHIPS TENNIS COM MEM NR	6.33	450.43	4,524.35	6,675.36	-32.2%	2,660.00
SUMMER FITNESS MEMBERSHIPS	-	-	7,448.70	5,915.00	100.0%	4,216.00
FITNESS CLUB ADULT EXERCISE	1,316.33	1,826.17	12,587.32	10,860.29	15.9%	15,930.00
TOWEL RENTALS	2,687.00	2,655.00	8,539.00	8,565.00	-0.3%	9,500.00
TRACK PROGRAMS	1,624.00	1,390.00	4,038.00	3,822.00	5.7%	5,066.53
PERSONAL TRAINING	16,647.18	2,666.31	117,350.35	108,663.99	8.0%	184,909.00
FITNESS ASSESSMENTS	-	-	-	-	0.0%	-
PICKLE BALL DROP IN	-	-	-	121.00	100.0%	100.00
SOCIALS/SPECIAL EVENTS	3,105.00	4,342.50	4,365.00	6,135.00	-28.9%	6,583.00
SPONSORSHIPS	-	-	2,000.00	12,000.00	-83.3%	12,000.00
RISK MANAGEMENT AWARDS	-	-	-	-	-100.0%	-
TOTAL REVENUES	\$ 60,634.16	\$ 57,904.55	\$ 588,605.74	\$ 570,737.70	3.1%	\$ 813,934.53
EXPENSES						
PERSONAL SERVICES/FULL TIME	\$ 5,313.59	\$ 5,060.81	\$ 49,057.82	\$ 49,099.30	-0.1%	
PERSONNEL/PART TIME FLOOR	3,631.05	3,895.26	37,152.93	37,300.11	-0.4%	66,390.40
PERSONNEL/PART TIME ADULT PROGRAMS	9,017.69	6,764.50	82,475.16	74,688.55	10.4%	53,790.00
PERSONNEL/PART TIME PERSONAL TRAINING	8,944.55	10,049.42	90,875.49	109,407.20	-16.9%	110,883.62
PERSONNEL/PART TIME FITNESS ASSESSMENT	-	-	-	-	0.0%	152,497.33
PERSONNEL/PART TIME SPECIAL EVENTS	339.70	205.03	339.70	205.03	0.0%	-
PERSONNEL/PART TIME PRGM COORDINATOR	529.15	637.25	6,820.04	9,060.18	-24.7%	1,440.00
INSURANCE & BENEFITS	1,809.13	1,686.40	16,036.71	13,549.73	18.4%	12,195.04
VECHICLE EXPENSES	-	-	-	-	0.0%	23,240.63
GENERAL OFFICE EXPENSES	842.50	782.12	10,333.81	9,262.05	11.6%	100.00
EDUCATIONAL TRAINING	200.00	-	3,454.27	2,313.72	49.3%	10,030.00
DUES & SUBSCRIPTIONS	-	-	302.46	48.46	524.1%	4,500.00
SPECIAL EVENTS	60.00	-	110.00	-	0.0%	375.00
POSTAGE	-	266.66	333.66	923.32	-63.9%	2,794.00
TELEPHONE	185.12	141.47	2,517.18	1,048.20	140.1%	1,750.00
OFFICE COMMODITIES	60.64	81.01	652.03	672.44	-3.0%	1,860.00
MISC. VISA/MASTERCARD EXPENSE	1,606.54	-	13,808.34	8,543.59	61.6%	1,300.00
TOWEL SERVICES	-	-	6,372.80	16,566.00	-61.5%	17,964.00
CONTRACT SERVICES-FACILITY RENTALS	7,250.00	7,250.00	21,750.00	21,750.00	0.0%	9,760.00
CONTRACT SERVICES	325.00	649.00	6,999.43	3,813.42	83.5%	29,000.00
FITNESS EQUIPMENT SUPPLIES	-	-	4,592.19	2,410.56	90.5%	6,000.00
UTILITIES	3,982.41	8,179.73	46,863.59	46,120.07	1.6%	5,050.00
PROMOTIONAL MATERIALS	100.00	78.12	112.50	487.35	100.0%	70,450.00
FIRST AID SUPPLIES	-	-	-	-	0.0%	750.00
COMMODITIES	-	-	208.98	133.00	57.1%	50.00
EQUIPMENT/NON-CAPITAL	245.19	-	6,210.17	12,115.00	-48.7%	500.00
OVERHEAD ALLOCATION	18,960.75	18,960.75	56,882.25	56,882.25	0.0%	7,000.00
MISCELLANEOUS EXPENSE	-	-	-	-	100.0%	75,843.00
TOTAL EXPENSES	\$ 63,403.01	\$ 64,687.53	\$ 464,261.51	\$ 476,399.53	-2.5%	\$ 665,513.02
REVENUES OVER(UNDER) EXPENSES	\$ (2,768.85)	\$ (6,782.98)	\$ 124,344.23	\$ 94,338.17	31.8%	\$ 148,421.51

OAK BROOK PARK DISTRICT						
FAMILY AQUATIC CENTER						
NINE MONTH SUMMARY OF RECEIPTS & EXPENSES						
JANUARY, 2017						
	THIS	JANUARY	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
	MONTH	2016	TO DATE	TO DATE	PRIOR	BUDGET
REVENUES					YEAR	
RENTALS/GROUP & PARTY	\$ 13,309.50	\$ 18,309.50	\$ 134,216.00	\$ 118,651.50	13.1%	\$ 154,910.00
RENTALS/RECREATION PROGRAMS	(2,804.00)	1,369.00	7,045.00	6,788.00	3.8%	7,620.00
UNIFORM REVENUE	-	-	247.00	-	100.0%	200.00
MEMBERSHIPS	12,597.95	10,960.29	111,448.09	115,160.84	-3.2%	160,020.00
SUMMER AQUATIC MEMBERSHIPS	-	-	35,671.66	20,692.75	72.4%	25,162.00
AQUATIC MEMBERSHIPS PREMIERE -RESIDENT	1,270.98	574.14	4,936.70	4,509.35	9.5%	6,000.00
AQUATIC MEMBERSHIPS PREMIERE -NR	891.17	358.50	3,196.77	4,076.93	-21.6%	5,600.00
AQUATIC MEMBERSHIPS COMBO RESIDENT	7,328.39	2,612.98	32,471.52	28,989.10	12.0%	44,000.00
AQUATIC MEMBERSHIPS COMBO NR	8,791.52	4,198.96	35,154.61	33,388.67	5.3%	48,000.00
AQUATIC MEMBERSHIP COMBO TENNIS RES	235.72	132.00	1,878.19	1,185.00	124.4%	1,000.00
AQUATIC MEMBERSHIP COMBO TENNIS NR	468.01	213.05	4,045.80	2,884.02	40.3%	2,000.00
DAILY PASS	496.00	354.00	1,740.00	3,316.00	-47.5%	2,400.00
RISK MANAGEMENT AWARDS	600.00	100.00	3,400.00	2,550.00	98.6%	4,000.00
TOTAL REVENUES	\$ 43,185.24	\$ 39,182.42	\$ 375,451.34	\$ 342,192.16	9.7%	\$ 460,912.00
EXPENSES						
PERSONAL SERVICES/FULL TIME	\$ 8,977.60	\$ 6,811.10	\$ 84,389.32	\$ 61,111.53	38.1%	\$ 115,860.36
PERSONNEL/PART TIME	14,322.99	14,998.66	158,942.19	160,718.90	-1.1%	223,175.73
PERSONNEL/PART TIME MANAGERS	3,565.95	4,197.93	37,898.53	45,536.69	-16.8%	68,323.50
PERSONNEL/ PART TIME MAINTENANCE	781.48	2,306.68	9,716.51	20,895.95	-53.5%	12,620.00
PERSONNEL/PART TIME/HOSTESS STAFF	690.93	1,371.38	13,655.23	10,111.05	35.1%	16,110.00
INSURANCE & BENEFITS	4,037.17	2,972.01	24,953.82	29,074.38	-14.2%	47,914.12
VEHICLE EXPENSES	-	-	211.12	228.88	-7.8%	700.00
GENERAL OFFICE EXPENSES	842.48	782.12	7,248.02	4,662.03	55.5%	9,554.00
PRINTING & PUBLICATIONS	-	-	-	-	0.0%	-
EDUCATIONAL TRAINING	1,424.71	319.59	5,013.08	6,318.82	-20.7%	15,300.00
DUES & SUBSCRIPTIONS	290.00	-	700.92	767.92	-8.7%	1,480.00
SUPPLIES/I.D. CARDS	-	-	460.32	690.48	-33.3%	1,300.00
PROGRAM EXPENSES	135.53	-	995.98	486.09	104.9%	2,000.00
PRIVATE RENTAL EXPENSES	824.36	1,235.46	12,444.21	11,954.79	4.1%	16,300.00
POSTAGE	-	266.68	266.68	923.36	-71.1%	1,000.00
BUSINESS LINE CHARGES	310.36	261.12	1,901.82	1,692.85	12.3%	2,700.00
OFFICE COMMODITIES	60.64	101.01	889.52	1,450.66	-38.7%	1,744.00
MISC. VISA/MASTERCARD EXPENSES	1,606.54	-	13,808.37	9,279.25	48.8%	18,000.00
CONTRACT SERVICES	(2,506.71)	3,400.00	20,886.57	18,461.82	13.1%	53,500.00
UTILITIES	6,969.21	14,314.85	82,011.15	83,777.14	-2.1%	123,287.00
MAINTENANCE SUPPLIES	8,013.32	3,314.29	29,755.64	22,808.25	30.5%	43,800.00
POOL EQUIPMENT/NON-CAPITAL	482.82	-	4,199.41	487.84	760.8%	10,000.00
OVERHEAD EXPENSE ALLOCATION	18,960.75	18,960.75	56,882.25	56,882.25	0.0%	75,843.00
MISCELLANEOUS	69.65	-	3,226.24	92.00	3406.8%	6,125.00
TOTAL EXPENSES	\$ 69,859.78	\$ 75,613.63	\$ 570,456.90	\$ 548,412.93	4.0%	\$ 866,636.71
REVENUES OVER(UNDER) EXPENSES	\$ (26,674.54)	\$ (36,431.21)	\$ (195,005.56)	\$ (206,220.77)	-5.4%	\$ (405,724.71)

OAK BROOK PARK DISTRICT						
FAMILY AQUATIC CENTER /SWIM PROGRAMS						
NINTH MONTH SUMMARY OF RECEIPTS & EXPENSES						
JANUARY, 2017						
	THIS	JANUARY	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
	MONTH	2016	TO DATE	TO DATE	PRIOR	BUDGET
REVENUES						
YOUTH CONTRACTED REVENUE	\$ -	\$ 1,340.90	\$ 479.62	\$ 4,802.50	100.0%	\$ 550.00
ADULT CONTRACTED REVENUE	2,618.57	4,881.28	72,870.24	60,259.02	100.0%	79,656.00
CHILDRENS SWIM PROGRAMS	18,368.93	25,144.54	231,535.75	248,246.85	-6.7%	269,636.53
ADULT SWIM PROGRAMS	727.68	743.00	6,255.95	33,792.07	-81.5%	13,998.00
CHILDRENS PRIVATE LESSONS	10,301.20	11,090.67	149,724.78	185,002.76	-19.1%	200,080.00
CHILDRENS SWIM TEAM	3,743.39	5,105.46	47,014.32	45,104.55	4.2%	66,030.00
ADULT SWIM TEAM	586.32	1,461.52	10,332.30	10,322.52	0.1%	11,241.00
EVENT REVENUES	125.00	61.00	2,828.00	1,705.00	65.9%	3,325.00
SPONSORSHIP	-	-	3,125.00	2,125.00	100.0%	3,000.00
	\$ 36,471.09	\$ 49,828.37	\$ 524,165.96	\$ 591,360.27	-11.4%	\$ 647,516.53
EXPENSES						
PERSONNEL/PART TIME CHILD PROGRAMS	\$ 3,161.35	\$ 4,882.22	\$ 58,517.17	\$ 63,333.08	-7.6%	\$ 82,871.25
PERSONNEL/PART TIME ADULT PROGRAMS	2,688.76	2,813.77	30,422.44	31,303.84	-2.8%	48,271.00
PERSONNEL/PART TIME SWIM PROGRAMS	2,008.18	2,548.45	21,286.19	23,926.20	-11.0%	27,476.00
PERSONNEL/PART TIME PRIVATE LESSONS	3,400.52	5,777.61	58,118.30	69,201.15	-16.0%	98,224.50
CONTRACTUAL SERVICES	1,138.52	-	35,558.11	42,290.55	-15.9%	60,480.00
PRINTING & PUBLICATIONS	-	-	-	100.00	100.0%	100.00
SWIM TEAM EXPENSES	701.30	399.52	2,495.08	2,984.88	-16.4%	7,040.00
PROGRAM MATERIALS	205.96	56.99	1,515.84	2,133.32	-28.9%	4,115.00
OTHER PROGRAM EXPENSES-UNIFORMS	-	-	797.89	367.50	117.1%	1,500.00
TOTAL EXPENSES	\$ 13,304.59	\$ 16,478.56	\$ 208,711.02	\$ 235,640.52	-11.4%	\$ 330,077.75
REVENUES OVER(UNDER) EXPENSES	\$ 23,166.50	\$ 33,349.81	\$ 315,454.94	\$ 355,719.75	-11.3%	\$ 317,438.78

**OAK BROOK PARK DISTRICT
PARKS**

**NINE MONTH SUMMARY OF RECEIPTS & EXPENSES
JANUARY, 2017**

	THIS MONTH	JANUARY 2016	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YEAR	ANNUAL BUDGET
CENTRAL PARK						
REVENUES						
FIELD RENTALS	\$ 500.00	\$ (715.00)	\$ 76,038.23	\$ 83,259.02	-8.7%	\$ 100,000.00
EXPENSES						
PERSONAL SERVICES / FULL TIME MAINT.	\$ 20,171.23	\$ 13,362.05	\$ 192,848.37	\$ 129,153.42	49.3%	\$ 264,955.20
PERSONNEL / PART TIME MAINTENANCE	-	-	13,165.30	12,012.59	9.6%	22,660.00
INSURANCE & BENEFITS	6,633.37	4,344.99	55,012.37	36,085.89	52.4%	95,531.30
WORKSHOPS	155.00	-	4,250.04	782.50	443.1%	6,175.00
MOBILE CHARGES	42.61	230.00	987.72	1,148.26	-14.0%	805.00
HOSPITALITY	44.76	47.97	90.45	289.29	-68.7%	1,680.00
CONTRACTS / PARK MAINTENANCE	161.25	69.00	75,363.00	76,985.01	-2.1%	500.00
UTILITIES / PARK MAINTENANCE	426.45	446.01	12,453.19	12,345.26	0.9%	87,590.00
COMMODITIES / PARK MAINTENANCE	8,640.05	5,084.43	71,670.21	47,976.02	49.4%	19,112.00
EQUIPMENT / PARK MAINTENANCE	59.98	195.16	11,873.35	21,487.18	-44.7%	92,546.00
SAFETY	-	-	-	-	-100.0%	20,135.00
OTHER MAINTENANCE & REPAIRS	-	-	353.00	-	0.0%	-
	\$ 36,334.70	\$ 23,779.61	\$ 438,067.00	\$ 338,265.42	29.5%	\$ 611,689.50
SADDLEBROOK PARK						
CONTRACTS / PARK MAINTENANCE	\$ -	\$ -	\$ 5,550.00	\$ 8,380.00	-33.8%	\$ 12,135.00
COMMODITIES / PARK MAINTENANCE	-	-	967.48	562.67	71.9%	3,750.00
EQUIPMENT / PARK MAINTENANCE	-	-	322.58	1,896.01	-83.0%	2,000.00
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
TOTAL EXPENSES	\$ -	\$ -	\$ 6,840.06	\$ 10,838.68	-36.9%	\$ 17,885.00
FOREST GLEN						
CONTRACTS / PARK MAINTENANCE	\$ -	\$ -	\$ 11,624.00	\$ 9,746.00	19.3%	\$ 14,804.00
UTILITIES / PARK MAINTENANCE	118.58	363.09	3,747.62	3,982.94	-5.9%	5,901.00
COMMODITIES / PARK MAINTENANCE	-	-	3,680.84	3,359.62	9.6%	3,780.00
EQUIPMENT / PARK MAINTENANCE	-	-	408.34	4,599.51	-91.1%	3,100.00
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
TOTAL EXPENSES	\$ 118.58	\$ 363.09	\$ 19,460.80	\$ 21,688.07	-10.3%	\$ 27,585.00
CHILLEM PARK						
CONTRACTS / PARK MAINTENANCE	\$ -	\$ -	\$ 1,350.00	\$ 1,540.00	-12.3%	\$ 3,330.00
COMMODITIES / PARK MAINTENANCE	-	-	1,330.00	837.80	58.7%	2,050.00
EQUIPMENT / PARK MAINTENANCE	-	-	68.20	1,208.11	100.0%	500.00
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
TOTAL EXPENSES	\$ -	\$ -	\$ 2,748.20	\$ 3,585.91	-23.4%	\$ 5,880.00
CONTRACTS / PARK MAINTENANCE	\$ -	\$ -	\$ 25,142.05	\$ 36,860.20	-31.8%	\$ 29,000.00
TOTAL PARK EXPENSES	\$ 36,453.28	\$ 24,142.70	\$ 492,258.11	\$ 411,238.28	19.7%	\$ 692,039.50
REVENUES OVER(UNDER) EXPENSES	\$ (35,953.28)	\$ (24,857.70)	\$ (416,219.88)	\$ (327,979.26)	-26.9%	\$ (592,039.50)
DEAN PROIERTY REVENUES						
SPONSORSHIP	\$ -	\$ -	\$ 3,000.00	\$ -	0.0%	\$ -
DEAN PROPERTY EXPENSES						
CONTRACTS / MAINTENANCE	\$ -	\$ 129.44	\$ 4,401.60	\$ 2,768.44	59.0%	\$ 4,304.00
UTILITIES / MAINTENANCE	-	-	97.13	-	0.0%	-
COMMODITIES / MAINTENANCE	-	-	3,888.42	1,198.62	224.4%	4,000.00
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
TOTAL EXPENSES	\$ -	\$ 129.44	\$ 8,387.15	\$ 3,967.06	111.4%	\$ 8,304.00

**OAK BROOK PARK DISTRICT
NINE MONTH SUMMARY OF RECEIPTS & EXPENSES**

CPW						
JANUARY, 2017						
	THIS	JANUARY	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
REVENUES	MONTH	2016	TO DATE	TO DATE	PRIOR	BUDGET
BUILDING RENTALS	\$ 4,727.50	\$ 4,830.84	\$ 61,143.17	\$ 60,220.17	1.5%	\$ 66,300.00
GAZEBO RENTALS	-	-	1,670.00	1,150.00	45.2%	900.00
ALCOHOL PERMITS	2,120.00	265.00	12,872.50	9,175.00	40.3%	9,540.00
TOTAL REVENUES	\$ 6,847.50	\$ 5,095.84	\$ 75,685.67	\$ 70,545.17	7.3%	\$ 76,740.00
EXPENSES						
PERSONNEL / PART TIME	\$ 429.71	\$ 299.52	\$ 6,685.38	\$ 7,285.74	-8.2%	\$ 9,360.00
INSURANCE & BENEFITS	-	-	-	-	0.0%	-
TELEPHONE	147.15	119.27	814.48	862.99	-5.6%	1,200.00
CONTRACT SERVICES	708.73	1,215.70	6,026.57	8,671.00	-30.5%	12,015.88
UTILITIES	1,767.13	619.46	6,911.21	4,692.28	47.3%	9,100.00
COMMODITIES / MAINTENANCE	-	960.14	577.82	3,994.31	-85.5%	2,624.64
NON-CAPITAL FURNITURE & EQUIPMENT	2,000.00	-	4,704.99	2,710.00	73.6%	18,400.00
MISCELLANEOUS EXP. ALCOHOL PERMITS	-	-	875.00	175.00	400.0%	6,300.00
TOTAL EXPENSES	\$ 5,052.72	\$ 3,214.09	\$ 26,595.45	\$ 28,391.32	-6.3%	\$ 59,000.52
REVENUES OVER(UNDER) EXPENSES	\$ 1,794.78	\$ 1,881.75	\$ 49,090.22	\$ 42,153.85	16.5%	\$ 17,739.48

**OAK BROOK PARK DISTRICT
RECREATION PROGRAMS**

**NINE MONTH SUMMARY OF RECEIPTS & EXPENSES
JANUARY, 2017**

CHILDRENS PROGRAMS	THIS MONTH	JANUARY 2016	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YEAR	ANNUAL BUDGET
REVENUES						
CHILDRENS ARTS & CRAFTS	\$ -	\$ -		\$ -	0.0%	\$ -
CHILDRENS ATHLETICS	4,709.50	6,578.87	46,033.55	41,462.34	11.0%	63,675.00
CHILDRENS ACTIVITIES	-	-	-	873.00	-100.0%	-
PLAYGROUND CAMPS-SPORTS CAMP	688.50	682.67	26,653.41	21,193.68	25.8%	24,470.00
CHILDRENS DANCE	-	-	-	-	0.0%	-
CHILDRENS PERFORMING ARTS	-	-	-	-	0.0%	-
CHILDRENS PROGRAMS SAFETY	-	-	-	-	0.0%	-
CHILDRENS PROGRAMS TEENS	-	-	-	-	-100.0%	-
TOTAL REVENUES	\$ 5,398.00	\$ 7,261.54	\$ 72,686.96	\$ 63,529.02	14.4%	\$ 88,145.00
EXPENSES						
PROGRAM PERSONNEL -PART TIME	\$ 3,835.81	\$ 1,968.33	\$ 13,858.37	\$ 18,933.84	-26.8%	\$ 36,212.15
CONTRACTUAL INSTRUCTION	963.00	494.50	16,186.45	16,438.00	-1.5%	20,590.01
CONTRACT SERVICES-EQUIPMENT RENTAL	-	-	-	-	0.0%	-
CONTRACT SERVICES-FACILITY RENTALS	5,250.00	5,250.00	15,750.00	15,750.00	0.0%	21,000.00
CONTRACT SERVICES-ADMISSIONS	-	-	-	-	0.0%	-
CONTRACT SERVICES-TRANSPORTATION	-	-	-	-	0.0%	-
PROGRAM MATERIALS	183.68	-	543.72	120.23	352.2%	2,000.00
COMMODITIES-FOOD	-	12.64	-	12.64	-100.0%	200.00
COMMODITIES-SHIRTS	1,725.25	-	1,725.25	-	0.0%	2,500.00
TOTAL EXPENSES	\$ 11,957.74	\$ 7,725.47	\$ 48,063.79	\$ 51,254.71	-6.2%	\$ 82,502.16
REVENUES OVER(UNDER) EXPENSES	\$ (6,559.74)	\$ (463.93)	\$ 24,623.17	\$ 12,274.31	100.6%	\$ 5,642.84
EARLY CHILDHOOD PROGRAMS						
REVENUES						
EC ENRICHMENT	\$ 1,554.42	\$ 1,904.89	\$ 26,626.29	\$ 26,346.22	1.1%	\$ 26,884.00
EC PRESCHOOL MORNING	12,584.81	(1,585.04)	102,437.46	126,981.47	-19.3%	121,794.00
EC PRESCHOOL FULL DAY	7,292.52	-	63,819.08	50,563.77	26.2%	78,540.00
EC BEGINNING PRESCHOOL	1,157.14	(518.14)	26,283.31	33,921.32	-22.5%	30,905.00
EC CONTRACT PROGRAM	2,185.00	473.00	14,726.22	7,291.54	102.0%	14,800.00
EC SPONSORSHIP	-	-	3,200.00	1,200.00	100.0%	1,200.00
TOTAL REVENUES	\$ 24,773.89	\$ 274.71	\$ 237,092.36	\$ 246,304.32	-3.7%	\$ 274,123.00
EXPENSES						
PROGRAM PERSONNEL PART TIME	\$ 8,605.89	\$ 11,921.96	\$ 107,939.74	\$ 95,342.97	13.2%	\$ 153,198.12
CONTRACTUAL INSTRUCTION	-	-	6,849.54	4,168.80	64.3%	12,800.00
CONTRACT SERVICES FACILITY RENTAL	9,250.00	9,250.00	27,750.00	27,750.00	0.0%	37,000.00
PROGRAM MATERIALS	133.01	599.86	3,017.46	3,005.52	0.4%	4,915.00
COMMODITIES - FOOD	190.26	227.10	1,590.99	1,080.89	47.2%	1,600.00
COMMODITIES -SHIRTS	-	-	-	-	100.0%	600.00
NON-CAPITAL SMALL EQUIPMENT	4,193.50	821.84	5,663.90	2,261.81	150.4%	5,000.00
TOTAL EXPENSES	\$ 22,372.66	\$ 22,820.76	\$ 152,811.63	\$ 133,609.99	14.4%	\$ 215,113.12
REVENUES OVER(UNDER) EXPENSES	\$ 2,401.23	\$ (22,546.05)	\$ 84,280.73	\$ 112,694.33	-25.2%	\$ 59,009.88

OAK BROOK PARK DISTRICT RECREATION PROGRAMS NINE MONTH SUMMARY OF RECEIPTS & EXPENSES JANUARY, 2017						
	THIS MONTH	JANUARY 2016	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YEAR	ANNUAL BUDGET
YOUTH PROGRAMS						
REVENUES						
YOUTH ACTIVITIES	\$ (9.00)	\$ (20.50)	\$ (9.00)	\$ 10,062.00	100.0%	\$ 560.00
YOUTH PERFORMING ARTS	-	-	2,984.00	-	-100.0%	1,944.00
YOUTH AFTER SCHOOL	1,107.13	-	34,817.85	-	0.0%	31,590.00
YOUTH CAMP PEE WEE	-	-	30,870.00	32,296.25	-4.4%	27,158.00
YOUTH PLAYGROUND CAMP	-	-	91,742.57	79,836.10	14.9%	72,035.00
YOUTH TEEN CAMP	-	-	-	-	0.0%	-
YOUTH BEFORE & AFTER CAMP	-	-	3,800.00	5,261.50	-27.8%	3,440.00
YOUTH SPECIALTY CAMP	446.00	1,377.50	6,454.75	1,863.50	246.4%	4,392.00
YOUTH CONTRACTED PROGRAMS	(24.00)	-	(107.00)	-	0.0%	990.00
YOUTH SPONSORSHIP	-	-	3,500.00	3,500.00	100.0%	2,000.00
TOTAL REVENUES	\$ 1,520.13	\$ 1,357.00	\$ 174,053.17	\$ 132,819.35	31.0%	\$ 144,109.00
EXPENSES						
PROGRAM PERSONNEL	\$ 3,036.75	\$ 230.91	\$ 71,530.52	\$ 55,749.96	28.3%	\$ 86,915.50
CONTRACTUAL INSTRUCTION	-	-	-	-	0.0%	-
CONTRACT SERVICES FACILITY RENTAL	3,500.00	3,500.00	10,500.00	10,500.00	0.0%	14,000.00
CONTRACT SERVICES ADMISSIONS	-	-	5,532.59	6,492.93	-14.8%	5,850.00
CONTRACT SERVICES TRANSPORTATION	-	-	3,420.00	3,572.42	-4.3%	3,900.00
PROGRAM MATERIALS	1,427.11	-	4,573.98	2,389.40	91.4%	5,970.00
COMMODITIES - FOOD	-	-	2,532.75	1,546.30	63.8%	3,500.00
COMMODITIES - SHIRTS	-	-	295.00	341.00	-13.5%	3,600.00
	\$ 7,963.86	\$ 3,730.91	\$ 98,384.84	\$ 80,592.01	22.1%	\$ 123,735.50
REVENUES OVER(UNDER) EXPENSES	\$ (6,443.73)	\$ (2,373.91)	\$ 75,668.33	\$ 52,227.34	44.9%	\$ 20,373.50
ADULT PROGRAMS						
REVENUES						
ADULTS- ARTS & CRAFTS	\$ 607.00	\$ -	\$ 3,612.00	\$ 3,448.32	4.7%	\$ 5,546.00
ADULTS- PROGRAMS	1,621.00	2,122.91	35,813.66	36,343.60	-1.5%	38,540.00
ADULTS- DANCE	690.00	-	6,257.50	6,348.00	-1.4%	11,070.00
ADULTS- SAFETY	-	-	(90.00)	-	0.0%	480.00
ADULTS- DINNER & ENTERTAINMENT	-	-	90.00	-	0.0%	-
TOTAL REVENUES	\$ 2,918.00	\$ 2,122.91	\$ 45,683.16	\$ 46,139.92	-1.0%	\$ 55,636.00
EXPENSES						
PROGRAM PERSONNEL -PART TIME	\$ 404.77	\$ 135.31	\$ 5,462.81	\$ 4,801.39	13.8%	\$ 12,343.49
CONTRACTUAL INSTRUCTION	774.00	946.00	19,455.00	18,174.30	7.0%	30,249.00
CONTRACT SERVICES-FACILITY RENTALS	1,250.00	1,250.00	3,672.03	3,750.00	0.0%	5,000.00
PROGRAM MATERIALS	-	-	2,112.45	2,919.43	-27.6%	3,250.00
COMMODITIES-SHIRTS	-	90.00	-	90.00	0.0%	800.00
TOTAL EXPENSES	\$ 2,428.77	\$ 2,421.31	\$ 30,702.29	\$ 29,735.12	3.3%	\$ 51,642.49
REVENUES OVER(UNDER) EXPENSES	\$ 489.23	\$ (298.40)	\$ 14,980.87	\$ 16,404.80	-8.7%	\$ 3,993.51
PIONEER PROGRAMS						
REVENUES						
PROGRAMS-EXERCISE	\$ 550.00	\$ 1,165.00	\$ 4,423.77	\$ 4,435.00	-0.3%	\$ 5,400.00
PIONEER CLASSES	-	-	-	544.00	-100.0%	300.00
PROGRAMS-LUNCHEONS	-	-	600.00	-	0.0%	400.00
PROGRAMS-SPONSORSHIPS	-	-	-	100.00	-100.0%	200.00
PROGRAMS-TRIPS	3,376.00	1,618.00	66,563.00	69,308.50	-4.0%	76,100.00
MULTI- DAY TRIP -LODGING	-	3,899.00	43,547.00	63,453.00	-31.4%	88,000.00
TOTAL REVENUES	\$ 3,926.00	\$ 6,682.00	\$ 115,133.77	\$ 137,840.50	-16.5%	\$ 170,400.00
EXPENSES						
PROGRAM PERSONNEL -PART TIME	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
PRINTING & PUBLICATIONS	-	-	2,035.00	994.00	104.7%	3,480.00
CONTRACT SERVICES-PERFORMERS	-	-	-	-	0.0%	250.00
CONTRACT SERVICES-FACILITY RENTALS	750.00	750.00	2,250.00	2,250.00	0.0%	3,000.00
CONTRACT SERVICES-ADMISSIONS	-	4,214.00	17,501.20	25,268.50	-30.7%	30,000.00
CONTRACT SERVICES-TRANSPORTATION	1,858.00	2,779.25	12,974.00	13,840.25	-6.3%	18,550.00
CONTRACT SERVICES-CATERING	-	-	-	524.00	100.0%	600.00
CONTRACT SERVICES-TRIPS	-	-	11,618.89	8,698.71	2.0%	9,500.00
CONTRACT SERVICES-RESTAURANTS	3,164.00	3,589.09	9,074.57	8,897.26	2.0%	17,000.00
CONTRACT SERVICES-PIONEER CLASSES	-	-	76.00	267.00	-71.5%	200.00
CONTRACT SERVICES-OTHER MULTI- DAY	-	25.69	41,948.00	57,409.34	-26.9%	86,500.00
PROGRAM MATERIALS	7.99	17.98	460.14	252.35	82.3%	601.00
COMMODITIES-FOODS	-	-	178.10	24.00	642.1%	525.00
TOTAL EXPENSES	\$ 5,779.99	\$ 11,376.01	\$ 98,115.90	\$ 118,425.41	-17.1%	\$ 170,206.00
REVENUES OVER(UNDER) EXPENSES	\$ (1,853.99)	\$ (4,694.01)	\$ 17,017.87	\$ 19,415.09	-12.3%	\$ 194.00

SPECIAL EVENTS						
NINE MONTH SUMMARY OF RECEIPTS & EXPENSES						
JANUARY, 2017						
	THIS	JANUARY	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
REVENUES	MONTH	2016	TO DATE	TO DATE	PRIOR	BUDGET
					YEAR	
SPECIAL EVENTS	\$ (11,000.00)	\$ 55.00	\$ 54,216.43	\$ 39,465.31	37.4%	\$ 47,815.00
SPONSORSHIPS	11,250.00	250.00	20,200.00	17,950.00	12.5%	27,700.00
TOTAL REVENUES	\$ 250.00	\$ 305.00	\$ 74,416.43	\$ 57,415.31	29.6%	\$ 75,515.00
EXPENSES						
PROGRAM PERSONNEL -PART TIME	\$ 16.19	\$ -	\$ 4,259.93	\$ 4,730.58	-9.9%	\$ 6,395.00
CONTRACTUAL INSTRUCTION	-	-	-	-	0.0%	-
PRINTING & PUBLICATIONS	-	-	-	-	0.0%	-
CONTRACT SERVICES-PERFORMERS	4,926.38	388.79	14,750.98	14,284.39	3.3%	17,700.00
CONTRACT SERVICES-EQUIPMENT RENTAL	853.62	-	10,335.00	8,457.55	22.2%	11,600.00
CONTRACT SERVICES-FACILITY RENTAL	750.00	750.00	2,250.00	2,561.00	-12.1%	3,000.00
CONTRACT SERVICES-TRANSPORTATION	750.00	750.00	750.00	750.00	0.0%	750.00
PROGRAM MATERIALS	(505.03)	584.57	17,632.80	15,388.85	14.6%	19,540.00
COMMODITIES-ARTS & CRAFTS	122.28	166.46	959.23	713.93	34.4%	1,850.00
COMMODITIES-FOOD	1,122.54	93.42	2,766.14	2,778.86	-0.5%	3,715.00
COMMODITIES-SHIRTS	-	-	7,471.00	4,717.77	58.4%	10,750.00
COMMODITIES-PRIZES	-	-	861.69	318.65	170.4%	1,170.00
TOTAL EXPENSES	\$ 8,035.98	\$ 2,733.24	\$ 62,036.77	\$ 54,701.58	13.4%	\$ 76,470.00
REVENUES OVER(UNDER) EXPENSES	\$ (7,785.98)	\$ (2,428.24)	\$ 12,379.66	\$ 2,713.73	356.2%	\$ (955.00)

**OAK BROOK PARK DISTRICT
MARKETING**

**NINE MONTH SUMMARY OF RECEIPTS & EXPENSES
JANUARY, 2017**

					YTD +/-	
	THIS	JANUARY	THIS YEAR	LAST YEAR	PRIOR	ANNUAL
	MONTH	2016	TO DATE	TO DATE	YEAR	BUDGET
REVENUES						
BROCHURE ADVERTISEMENTS	\$ 400.00	\$ -	\$ 10,050.00	\$ 5,750.00	74.8%	\$ 6,000.00
SPONSORSHIP	100.00	2,000.00	14,100.00	22,000.00	-35.9%	25,000.00
UNIFORM REVENUE	-	-	1,457.00	-	0.0%	500.00
TOTAL REVENUES	\$ 500.00	\$ 2,000.00	\$ 25,607.00	\$ 27,750.00	-7.7%	\$ 31,500.00
EXPENSES						
PERSONAL SERVICES / FULL TIME	\$ 12,422.00	\$ 12,278.70	\$ 119,107.78	\$ 109,306.64	9.0%	\$ 159,325.08
PERSONNEL / PART TIME	-	-	1,750.21	-	100.0%	2,109.00
INSURANCE & BENEFITS	2,032.79	2,124.86	18,030.47	20,796.44	-13.3%	44,776.86
POSTAGE -SPECIAL MAILINGS	44.25	-	11,751.00	5,905.51	99.0%	12,125.00
HOSPITALITY	-	34.72	1,182.37	489.66	334.1%	3,100.00
UNIFORMS	(292.60)	-	12,226.65	6,529.93	87.2%	15,595.00
PUBLIC RELATIONS	-	-	6,177.02	-	0.0%	-
ADVERTISEMENTS	250.00	-	8,621.85	10,979.13	-21.5%	14,850.00
GENERAL MARKETING / PROMOTIONS	8,845.00	-	14,464.71	6,285.96	130.1%	9,310.00
GENERAL MARKETING / SPONSORSHIP	358.00	-	358.00	694.51	130.1%	1,250.00
IN-HOUSE PRINTED MATERIALS	-	278.80	593.23	1,383.91	-48.5%	2,500.00
PRINTED MATERIALS	4,560.00	-	9,016.29	6,027.70	49.6%	11,650.00
SEASONAL PROGRAM BROCHURE	-	-	8,755.00	16,960.00	-48.4%	35,711.00
EDUCATION / TRAINING	-	-	2,453.29	1,529.48	-48.4%	3,475.00
GIFT CARD EXPENSE	-	-	-	-	0.0%	1.00
MATERIALS SOFTWARE	40.00	-	3,022.00	2,911.03	3.8%	3,152.00
NON-CAPITAL FURNITURE & EQUIPMENT	-	450.00	14,068.92	1,341.25	0.0%	15,000.00
TOTAL EXPENSES	\$ 28,259.44	\$ 15,167.08	\$ 231,578.79	\$ 191,141.15	21.2%	\$ 333,929.94
REVENUES OVER(UNDER) EXPENSES	\$ (27,759.44)	\$ (13,167.08)	\$ (205,971.79)	\$ (163,391.15)	-26.1%	\$ (302,429.94)

**OAK BROOK PARK DISTRICT TENNIS CENTER
NINE MONTH SUMMARY OF RECEIPTS
JANUARY, 2017**

	THIS MONTH	JANUARY 2015	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YR	ANNUAL BUDGET
REVENUES						
RENTALS	\$ 282.00	\$ 223.95	\$ 1,344.00	\$ 1,208.95	11.2%	\$ 750.00
MEMBERSHIPS - RESIDENT	564.00	408.79	15,105.67	16,296.94	-7.3%	25,000.00
MEMBERSHIPS PREMIERE - RESIDENT	1,270.98	576.14	4,612.71	4,511.35	2.2%	4,500.00
MEM - FITNESS TENNIS COMBO RES	1,316.16	480.01	5,658.03	2,705.97	109.1%	2,500.00
MEM - AQUATIC TENNIS COMBO RES	-	-	-	1,842.00	-100.0%	3,500.00
MEMBERSHIPS - NON-RESIDENT	791.33	1,485.50	58,242.71	72,537.98	-19.7%	95,000.00
MEMBERSHIPS PREMIERE - NON-RES	742.64	298.75	3,310.47	12,362.17	-68.0%	15,000.00
MEM - FITNESS TENNIS COMBO NR	963.28	450.44	3,841.16	2,731.51	-68.9%	2,500.00
MEM - AQUATIC TENNIS COMBO NR	-	-	-	-	0.0%	500.00
RESIDENT MEMBERSHIPS EFT	1,419.20	1,481.06	12,319.85	10,356.26	19.0%	15,000.00
MEMBERSHIPS - NON-RESIDENT EFT	9,534.16	8,573.09	81,381.89	56,404.80	44.3%	65,000.00
MEMBERSHIPS - CORPORATE	-	192.00	-	619.00	-100.0%	500.00
SEASONAL COURT TIME TENNIS	16,211.72	22,665.38	156,368.86	165,565.72	13.0%	165,000.00
DAILY TENNIS/COURT TIME INDOOR	22,102.00	22,764.83	121,910.49	138,351.56	-11.9%	175,000.00
DAILY TENNIS/COURT TIME OUTDOOR	-	-	1,096.50	1,268.98	-13.6%	3,000.00
DAILY RACQUETBALL TIME	-	-	-	-	0.0%	-
COURT TIME RACQUETBALL	-	-	-	-	0.0%	-
GUEST FEES	1,880.00	1,200.00	6,423.00	6,988.00	-8.1%	10,000.00
LESSONS - PRIVATE	23,923.16	24,838.52	138,151.59	149,163.34	-7.4%	175,000.00
LESSONS - GROUP	-	-	-	29.00	100.0%	-
LESSONS - GROUP ADULT	12,011.77	1,732.55	132,821.85	92,535.39	43.5%	105,000.00
LESSONS - CARDIO TENNIS	484.49	416.31	8,177.86	6,912.54	18.3%	10,000.00
LESSONS - GROUP JUNIOR DEVELOPMENT	7,025.60	4,474.10	115,116.68	95,607.96	20.4%	135,000.00
LESSONS - GROUP HIGH PERFORM ACADMY	9,547.96	1,684.29	84,534.51	97,065.57	-12.9%	155,000.00
LESSONS - GROUP DROP IN PROG	515.00	1,460.75	2,870.00	15,897.10	-81.9%	15,000.00
LESSONS - GROUP PRE ACADEMIES	4,586.88	1,317.84	79,705.81	75,544.46	5.5%	70,000.00
LESSONS - GROUP CAMPS	-	-	93,050.82	74,048.87	25.7%	75,000.00
LEAGUES	215.00	210.00	12,597.39	14,075.24	-10.5%	20,000.00
JUNIOR ACADEMY FEES	-	-	-	-	0.0%	-
TOWEL FEES	-	-	-	-	0.0%	-
TOURNAMENT FEES	5,338.15	5,269.30	30,779.92	28,423.10	8.3%	30,000.00
VENDING INCOME	272.55	(0.25)	1,173.60	380.80	208.2%	2,200.00
NEW MEMBER ENROLLMENT FEES	350.00	200.00	3,350.00	2,200.00	52.3%	4,000.00
ON HOLD MEMBER FEES	290.00	290.00	890.00	860.00	3.5%	1,000.00
PRO-SHOP	1,584.86	1,808.49	19,137.58	20,138.31	-5.0%	25,000.00
CASH OVER/UNDER	-	1.25	5.16	(38.50)	-113.4%	-
CHILD CARE	-	-	-	-	0.0%	-
INTEREST INCOME	427.84	74.24	2,396.20	756.05	216.9%	925.00
RISK MANAGEMENT AWARDS	-	-	-	-	-100.0%	-
OTHER INCOME /PROCESSING FEES	3.22	25.00	3,003.22	50.00	100.0%	1,800.00
MISCELLANEOUS INCOME	-	552.36	46,143.24	912.36	4957.6%	600.00
TOTAL REVENUES	\$ 123,653.95	\$ 105,154.69	\$ 1,245,520.77	\$ 1,168,312.78	6.6%	\$ 1,408,275.00
EXPENSES/ADMIN						
PERSONAL SERVICES/FULL TIME	\$ 10,171.21	\$ 9,801.60	\$ 129,913.54	\$ 130,497.37	-0.4%	\$ 194,517.11
PERSONAL SERVICES/PART TIME	13,224.53	12,495.13	125,772.56	115,378.53	9.0%	215,010.69
INSURANCE & BENEFITS	6,476.35	6,110.29	67,062.97	63,188.01	6.1%	111,735.44
VEHICLE EXPENSES	-	-	(31.60)	-	-100.0%	300.00
GENERAL OFFICE EXPENSES	2,793.87	549.33	10,912.04	5,988.42	82.2%	18,070.00
PRINTING & PUBLICATIONS	-	-	167.90	194.20	-13.5%	1,500.00
EDUCATIONAL TRAINING	1,056.18	150.00	4,045.83	300.00	1248.6%	7,700.00
DUES & SUBSCRIPTIONS	254.00	254.00	330.92	1,111.92	-70.2%	2,700.00
POSTAGE	-	-	69.67	-	-100.0%	750.00
TELEPHONE	1,833.36	1,227.91	8,590.51	9,626.59	-10.8%	10,800.00
OFFICE COMMODITIES	623.47	-	2,664.34	1,563.87	70.4%	7,000.00
MISS. ADMIN. EXPENSES	2,407.70	2,652.89	27,538.19	16,744.53	64.5%	104,800.00
EQUIPMENT/NON-CAPITAL	1,000.00	-	4,517.24	1,926.79	134.4%	4,700.00
AUDITING & ACCOUNTING	-	-	4,250.00	4,250.00	0.0%	4,500.00
PROFESSIONAL SERVICES/LEGAL	-	-	-	-	0.0%	500.00
MARKETING/PROMOTIONS	-	550.00	3,138.63	1,974.00	59.0%	5,500.00
	\$ 39,840.67	\$ 33,791.15	\$ 388,942.74	\$ 352,744.23	10.3%	\$ 690,083.24

**OAK BROOK PARK DISTRICT TENNIS CENTER
NINE MONTH SUMMARY OF RECEIPTS
JANUARY, 2017**

	THIS	THIS	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
	MONTH	MONTH	TO DATE	TO DATE	PRIOR YR	BUDGET
EXPENSES/BUILDING						
FULL TIME SALARIES/CUSTODIAL	\$ 2,929.97	\$ 2,868.24	\$ 27,948.94	\$ 27,194.19	2.8%	\$ 39,767.20
PART TIME SALARIES/CUSTODIAL	1,530.32	1,498.44	14,428.36	14,908.71	-3.2%	34,000.00
INSURANCE & BENEFITS	1,982.94	1,185.70	18,346.96	16,539.28	10.9%	27,737.20
CONTRACT SERVICES	6,871.28	5,930.30	44,029.20	61,675.62	-28.6%	107,245.00
UTILITIES	6,293.49	7,922.55	54,366.67	54,459.11	-0.2%	89,961.00
INSURANCE /BUILDING	16,382.45	15,317.73	32,764.90	30,635.46	7.0%	27,000.00
COMMODITIES	456.72	-	5,801.05	2,771.70	109.3%	13,001.00
EQUIPMENT	200.72	1,719.22	1,976.54	4,284.59	-53.9%	8,000.00
VENDING EXPENSES	-	-	446.55	170.56	161.8%	1,800.00
TOTAL EXPENSES-BLDG.	\$ 36,647.89	\$ 36,442.18	\$ 200,109.17	\$ 212,639.22	-5.9%	\$ 348,511.40
EXPENSES/PROGRAMS						
PERSONNEL SALARIES/FULL TIME	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
PERSONNEL SALARIES/PART TIME	22,387.18	23,584.80	212,793.78	198,955.77	7.0%	285,000.00
INSURANCE & BENEFITS	6,622.01	4,574.45	59,020.67	28,048.94	110.4%	102,949.52
EDUCATIONAL TRAINING	149.00	-	267.50	148.50	80.1%	4,500.00
ACADEMY EXPENSES	-	-	-	-	0.0%	-
LEAGUE EXPENSES	-	-	-	-	0.0%	500.00
TOURNAMENT EXPENSES	459.00	-	5,062.50	5,322.50	-4.9%	9,500.00
COMMODITIES	3,342.29	2,295.87	13,233.37	8,549.82	54.8%	20,000.00
EQUIPMENT	-	-	-	-	0.0%	1,500.00
PRO SHOP	1,902.06	1,207.66	17,099.54	16,770.22	2.0%	31,000.00
	-	-	-	-	0.0%	-
TOTAL EXPENSES-PROGRAMS	\$ 34,861.54	\$ 31,662.78	\$ 307,477.36	\$ 257,795.75	19.3%	\$ 454,949.52
EXPENSES/CAPITAL PROJECTS						
CAPITAL PROJECTS	\$ -	\$ 25,768.00	\$ 69,137.23	\$ 222,017.27	-68.9%	\$ 250,000.00
GRAND TOTAL EXPENSES	\$ 111,350.10	\$ 127,664.11	\$ 965,666.50	\$ 1,045,196.47	-7.6%	\$ 1,743,544.16
REVENUES OVER(UNDER) EXP.	\$ 12,303.85	\$ (22,509.42)	\$ 279,854.27	\$ 123,116.31	127.3%	\$ (335,269.16)

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
755	A FREEDOM FLAG CO.							
21024	01/12/17	01	FLAGS	07-71-750-000			02/20/17	542.95
		02	REQ BY PS APPR BY AP	BUILDING MAINTENANCE/REPAI ** COMMENT **				
						INVOICE TOTAL:		542.95
						VENDOR TOTAL:		542.95
3129	ADVANCED AUTO PARTS							
4214	01/25/17	01	SPARK PLUGS	01-05-790-017			02/20/17	14.76
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **				
						INVOICE TOTAL:		14.76
						VENDOR TOTAL:		14.76
1002	ADVANCED DISPOSAL CHGO CENTRAL							
2072626	10/31/16	01	OCT WASTE DISPOSAL CPW	01-20-750-002			02/20/17	215.24
		02	REQ BY BJ APPR BY LK	GARBAGE DISPOSAL ** COMMENT **				
						INVOICE TOTAL:		215.24
2072646	10/31/16	01	NOV WASTE DISPOSAL	01-15-750-002			02/20/17	179.48
		02	REQ BY BJ APPR BY LK	REFUGE DISPOSAL SERVICE ** COMMENT **				
						INVOICE TOTAL:		179.48
2075994	10/31/16	01	WASTE DISPOSAL	07-71-750-006			02/20/17	142.42
		02	REQ BY PS APPR BY AP	GARBAGE HAULING ** COMMENT **				
						INVOICE TOTAL:		142.42
2079346	11/30/16	01	DEC WASTE DISPOSAL FRC	01-15-750-002			02/20/17	110.46
		02	REQ BY BJ APPR BY LK	REFUGE DISPOSAL SERVICE ** COMMENT **				
						INVOICE TOTAL:		110.46

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1002 ADVANCED DISPOSAL CHGO CENTRAL								
2082683	11/30/16	01	WASTE DISPOSAL	07-71-750-006			02/20/17	148.80
		02	REQ BY PS APPR BY AP	GARBAGE HAULING ** COMMENT **				
						INVOICE TOTAL:		148.80
2085967	12/31/16	01	DEC WASTE DISPAOSL CPW	01-20-750-002			02/20/17	173.31
		02	REQ BY BJ APPR BY LK	GARBAGE DISPOSAL ** COMMENT **				
						INVOICE TOTAL:		173.31
2089324	11/30/16	01	WASTE DISPOSAL	07-71-750-006			02/20/17	20.29
		02	REQ BY PS APPR BY AP	GARBAGE HAULING ** COMMENT **				
						INVOICE TOTAL:		20.29
						VENDOR TOTAL:		990.00
20 AMLINGS FLOWERLAND								
04325926	01/24/17	01	COMM. RECOGNITION CARSON	01-01-740-002			02/20/17	57.90
		02	REQ BY BG APPR BY LK	BOARD/EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		57.90
						VENDOR TOTAL:		57.90
3435 AMY DELUCA								
020717	02/07/17	01	SPANISH TRANS PERSONNEL POLICY	01-01-680-050			02/20/17	251.00
		02	REQ BY BJ APPR BY LK	OTHER ** COMMENT **				
						INVOICE TOTAL:		251.00
						VENDOR TOTAL:		251.00
1315 ANDERSON PEST SOLUTIONS								
4103239	01/03/17	01	FRC JAN 2017 INSPECTION	01-15-750-007			02/20/17	88.00
				PEST CONTROL SERVICE				

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1315	ANDERSON PEST SOLUTIONS							
4103239	01/03/17	02	REQ BY JS	APPR BY DT	** COMMENT **		02/20/17	
							INVOICE TOTAL:	88.00
4103241	01/03/17	01	PEST CONTROL		07-71-750-003		02/20/17	90.00
		02	REQ BY PS	APPR BY AP	PEST CONTROL ** COMMENT **			
							INVOICE TOTAL:	90.00
4103243	01/30/17	01	CPW JAN 2017 INSPECTION		01-20-750-000		02/20/17	43.00
		02	REQ BY JS	APPR BY DT	GENERAL MAINTENANCE ** COMMENT **			
							INVOICE TOTAL:	43.00
4138324	02/01/17	01	FEB 2017 FRC		01-15-750-007		02/20/17	88.00
		02	REQ BY JS	APPR BY DT	PEST CONTROL SERVICE ** COMMENT **			
							INVOICE TOTAL:	88.00
4138326	02/01/17	01	PEST CONTROL		07-71-750-003		02/20/17	90.00
		02	REQ BY PS	APPR BY AP	PEST CONTROL ** COMMENT **			
							INVOICE TOTAL:	90.00
4138328	02/01/17	01	FEB 2017 CPW		01-20-750-000		02/20/17	43.00
		02	REQ BY JS	APPR BY DT	GENERAL MAINTENANCE ** COMMENT **			
							INVOICE TOTAL:	43.00
							VENDOR TOTAL:	442.00
171	AQUA PURE ENTERPRISES, INC.							
106786	01/23/17	01	8 CAL HYPO	12 BISULFATE	02-25-790-004		02/20/17	1,312.15
		02	REQ BY AB	APPR BY JG	CHEMICALS ** COMMENT **			
							INVOICE TOTAL:	1,312.15
							VENDOR TOTAL:	1,312.15

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3226	AT&T U-VERSE							
1383226531-28	01/28/17	01	BACKUP INTERNET	01-01-720-000			02/20/17	10.00
				BUSINESS/LINE CHARGES				
		02	BACKUP INTERNET	01-15-720-000				10.00
				BUSINESS LINE USAGE				
		03	BACKUP INTERNET	01-20-720-000				10.00
				BUSINESS LINE USAGE				
		04	BACKUP INTERNET	02-01-720-000				10.00
				BUSINESS/LINE CHARGES				
		05	BACKUP INTERNET	02-21-720-000				10.00
				BUSINESS LINE USAGE				
		06	BACKUP INTERNET	02-25-720-000				10.00
				BUSINESS LINE USAGE				
		07	BACKUP INTERNET	07-01-720-000				10.00
				BUSINESS/LINE CHARGES				
		08	REQ BY RP APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	70.00
							VENDOR TOTAL:	70.00
3103	BASS/SCHULER ENTERTAINMENT							
BSE-56739	02/06/17	01	OKTOBERFEST DEP 7TH HEAVEN	02-60-751-005			02/20/17	450.00
				CONTRACT SVCS OKTOBERFEST				
		02	REQ BY KS APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	450.00
							VENDOR TOTAL:	450.00
1502	BLICK ART MATERIALS							
196606	01/09/17	01	SUPPLIES FOR CLASSES	02-40-765-001			02/20/17	125.77
				ARTS AND CRAFTS				
		02	REQ BY AP APPR BY KS	** COMMENT **				
							INVOICE TOTAL:	125.77
197979	02/01/17	01	CLAY FOR CERAMICS	02-40-765-001			02/20/17	98.70
				ARTS AND CRAFTS				

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1502 BLICK ART MATERIALS								
197979	02/01/17	02	REQ BY AP APPR BY KS		** COMMENT **		02/20/17	
							INVOICE TOTAL:	98.70
7244764	01/30/17	01	GLAZES FOR CERAMICS	02-40-765-001			02/20/17	118.11
		02	REQ BY AP APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	118.11
							VENDOR TOTAL:	342.58
3449 BOLINGBROCK PARK DISTRICT								
117	01/24/17	01	CONFERENCE HOTEL A.PIASECKI	02-01-690-001			02/20/17	139.71
		02	REQ BY BG APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	139.71
							VENDOR TOTAL:	139.71
3451 BUILDING AUTOMATION SOLUTIONS								
SI2021469	01/31/17	01	CHLORINE SENSOR	02-25-750-040			02/20/17	1,418.00
		02	REQ BY AB APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	1,418.00
							VENDOR TOTAL:	1,418.00
1802 BUTTREY RENTAL SERVICE INC.								
233017	02/03/17	01	WINTERFEST HOCKEY LIGHTING	02-60-751-015			02/20/17	111.55
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	111.55
							VENDOR TOTAL:	111.55
1665 CHALKBOARD								

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1665	CHALKBOARD							
202597	01/08/17	01	BIRTHDAY CROWNS PRESCHOOL	02-31-765-001			02/20/17	26.67
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
							INVOICE TOTAL:	26.67
							VENDOR TOTAL:	26.67
2692	CTUC							
15-17	01/20/17	01	TOURNAMENT OFFICALS	07-75-782-000			02/20/17	365.50
		02	REQ BY AP APPR BY DT	TOURNAMENT EXPENSES ** COMMENT **				
							INVOICE TOTAL:	365.50
							VENDOR TOTAL:	365.50
1785	CLOSED CIRCUIT INNOVATIONS INC							
OAKBRMAR17	02/06/17	01	FEB SRV AGREEMENT	01-15-750-003			02/20/17	443.00
		02	REQ BY JS APPR BY DT	SECURITY SYSTEM SERVICE ** COMMENT **				
							INVOICE TOTAL:	443.00
							VENDOR TOTAL:	443.00
95	COM ED							
1/13/17	01/13/17	01	CANTERBERRY PARK DEC 2016	01-09-770-001			02/20/17	32.01
		02	REQ BY MK APP BY NS	ELECTRIC ** COMMENT **				
							INVOICE TOTAL:	32.01
							VENDOR TOTAL:	32.01
2993	COMCAST							
50170220	02/01/17	01	PRI TRUNL ALLOCATION JAN 2017	01-01-720-000			02/20/17	55.57
				BUSINESS/LINE CHARGES				

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2993	COMCAST							
50170220	02/01/17	02	PRI TRUNK ALLOCATION JAN 2017	01-15-720-000			02/20/17	41.07
				BUSINESS LINE USAGE				
		03	PRI TRUNK ALLOCATION JAN 2017	01-20-720-000				19.33
				BUSINESS LINE USAGE				
		04	PRI TRUNK ALLOCATION JAN 2017	02-01-720-000				72.48
				BUSINESS/LINE CHARGES				
		05	PRI TRUNK ALLOCATION JAN 2017	02-21-720-000				26.57
				BUSINESS LINE USAGE				
		06	PRI TRUNK ALLOCATION JAN 2017	02-25-720-000				26.57
				BUSINESS LINE USAGE				
		07	PRI TRUNK ALLOCATION JAN 2017	07-01-720-000				313.79
				BUSINESS/LINE CHARGES				
		08	REQ BY NS APPR BY MS	** COMMENT **				
							INVOICE TOTAL:	555.38
							VENDOR TOTAL:	555.38
2313	COMCAST CABLE							
COMCAST1/22/17	01/22/17	01	INTERNET	01-01-720-000			02/20/17	34.50
				BUSINESS/LINE CHARGES				
		02	INTERNET	01-15-720-000				34.50
				BUSINESS LINE USAGE				
		03	INTERNET	01-20-720-000				34.50
				BUSINESS LINE USAGE				
		04	INTERNET	02-01-720-000				34.35
				BUSINESS/LINE CHARGES				
		05	INTERNET	02-21-720-000				34.00
				BUSINESS LINE USAGE				
		06	INTERNET	02-25-720-000				34.00
				BUSINESS LINE USAGE				
		07		07-01-720-000				34.00
				BUSINESS/LINE CHARGES				
		08	REQ BY JS APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	239.85
							VENDOR TOTAL:	239.85

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3033	COMCAST CABLE							
CPMCAST1/20/17	01/20/17	01	WIFI AND CABLE	01-15-750-019			02/20/17	576.35
		02	REQ BY RP APPR BY LK	CABLE TV & WIFI ** COMMENT **				
						INVOICE TOTAL:		576.35
						VENDOR TOTAL:		576.35
74	COOK COUNTY TREASURER							
31105-2016TAXYEAR#1	02/13/17	01	PROPERTY TAXES/COOK COUNTY	01-01-740-050			02/20/17	18.01
		02	REQ BY NS APPR BY MS	OTHER EXPENSES ** COMMENT **				
						INVOICE TOTAL:		18.01
						VENDOR TOTAL:		18.01
1062	COSTCO WHOLESALE							
005784/+REFUND	01/24/17	01	PRESCHOOL/PRESCHOOL RETURN	02-31-765-001			02/20/17	-42.98
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
						INVOICE TOTAL:		-42.98
013823	01/17/17	01	VENDING SNACKS	01-15-840-025			02/20/17	1,115.00
		02	REQ BY JS APPR BY DT	VENDING SNACKS ** COMMENT **				
						INVOICE TOTAL:		1,115.00
030627	01/20/17	01	GATORADE FITNESS	02-21-765-000			02/20/17	37.76
		02	REQ BY MD APPR BY DT	FITNESS EQUIP./NEW REPL.PA ** COMMENT **				
						INVOICE TOTAL:		37.76
079247	01/17/17	01	VENDING/ALL STAFF/MATCH PLAY	07-71-840-025			02/20/17	87.34
		02	VENDING/ALL STAFF/MATCH PLAY	Vending Snacks 07-75-790-005 SPECIAL EVENT SUPPLIES				53.95

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1062	COSTCO WHOLESALE							
079247	01/17/17	03	VENDING/ALL STAFF/MATCH PLAY	07-01-730-001			02/20/17	14.99
				OFFICE SUPPLIES				
		04	VENDING/ALL STAFF/MATCH PLAY	07-01-740-050				49.40
				OTHER EXPENSES				
		05	REQ BY LL APPR BY AP	** COMMENT **				
							INVOICE TOTAL:	205.68
							VENDOR TOTAL:	1,315.46
2022	CROWN TROPHY							
29618	02/01/17	01	INDOOR SPRINT AWARDS	02-60-794-007			02/20/17	66.09
				PRIZES INDOOR TRIATHLON				
		02	REQ BY MD APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	66.09
							VENDOR TOTAL:	66.09
114	DAILY HERALD							
70155L01	12/01/16	01	OAKLEES GUIDE ADVERTISING	02-80-930-000			02/20/17	250.00
				ADVERTISEMENTS				
		02	REQ BY JC APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	250.00
T4461837	01/15/17	01	TURF GRASS MOWING	01-01-680-001			02/20/17	133.40
				NOTICES & ORDINANCES				
		02	REQ BY BG APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	133.40
							VENDOR TOTAL:	383.40
3220	DEANNA TERRAFINO							
5215554	01/19/17	01	CONFERENCE PARKING	07-01-690-001			02/20/17	10.00
				CONFERENCES				
		02	REQ BY AP APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	10.00

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3220	DEANNA TERRAFINO							
MILEAGE1/19/17	01/19/17	01	CONFERENCE MILEAGE	07-01-660-000			02/20/17	17.12
		02	REQ BY AP APPR BY DT	MILEAGE REIMBURSEMENTS ** COMMENT **				
							INVOICE TOTAL:	17.12
							VENDOR TOTAL:	27.12
2992	DEARBORN NATIONAL LIFE INS. CO							
021017	02/10/17	01	LIFE INSURANCE MARCH 2017	01-01-650-000			02/20/17	117.00
		02	LIFE INSURANCE MARCH 2017	GROUP MEDICAL & LIFE 01-05-650-000				65.00
		03	LIFE INSURANCE MARCH 2017	GROUP MEDICAL & LIFE 01-15-650-000				78.00
		04	LIFE INSURANCE MARCH 2017	GROUP MEDICAL&LIFE 02-01-650-000				65.00
		05	LIFE INSURANCE MARCH 2017	GROUP MEDICAL & LIFE 02-21-650-000				13.00
		06	LIFE INSURANCE MARCH 2017	GROUP MEDICAL & LIFE 02-25-650-000				26.00
		07	LIFE INSURANCE MARCH 2017	FULL TIME INSURANCE & BENE 02-80-650-000				39.00
		08	LIFE INSURANCE MARCH 2017	GROUP MEDICAL & LIFE 07-01-650-000				26.00
		09	LIFE INSURANCE MARCH 2017	GROUP MEDICAL & LIFE 07-71-650-002				13.00
		10	LIFE INSURANCE MARCH 2017	GROUP MEDICAL LIFE 01-01-191-004				141.80
		11	REQ BY LN APPR BY LK	OMAHA LIFE INS. PREMIUM ** COMMENT **				
							INVOICE TOTAL:	583.80
							VENDOR TOTAL:	583.80
3232	DIRECT ENERGY BUSINESS							
H17369939	01/09/17	01	TC GAS SERVICE 12/6/16-1/5/17	07-71-770-000			02/20/17	2,418.35
				GAS				

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3232	DIRECT ENERGY BUSINESS							
H17369939	01/09/17	02	REQ BY MK APPR BY NS		** COMMENT **		02/20/17	
							INVOICE TOTAL:	2,418.35
H17373889	01/10/17	01	GAS SERVICE 12/6/16-1/5/17	01-15-770-000			02/20/17	2,850.52
		02	GAS SERVICE 12/6/16-1/5/17	02-01-770-000				2,280.41
		03	GAS SERVICE 12/6/16-1/5/17	02-21-770-005				2,280.41
		04	GAS SERVICE 12/6/16-1/5/17	02-25-770-005				3,990.72
		05	REQ BY MK APPR BY NS		** COMMENT **			
							INVOICE TOTAL:	11,402.06
H174402665	02/07/17	01	TC GAS SRV 1/6/17-2/3/17	07-71-770-000			02/20/17	2,001.11
		02	REQ BY MK APPR BY NS		** COMMENT **			
							INVOICE TOTAL:	2,001.11
H17440666	02/07/17	01	GAS SRV 1/6/17-2/3/17	01-15-770-000			02/20/17	2,561.22
		02	GAS SRV 1/6/17-2/3/17	02-01-770-000				2,048.97
		03	GAS SRV 1/6/17-2/3/17	02-21-770-005				2,048.97
		04	GAS SRV 1/6/17-2/3/17	02-25-770-005				3,585.71
		05	REQ BY MK APPR BY NS		** COMMENT **			
							INVOICE TOTAL:	10,244.87
							VENDOR TOTAL:	26,066.39

3450	DORNER VALVES AND AUTOMATION							
136569-IN	01/23/17	01	FLOAT/ROD LAP POOL AUTOFILL	02-25-750-060			02/20/17	447.80
								ELECTRICAL SERVICE AND REP

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3450	DORNER VALVES AND AUTOMATION							
136569-IN	01/23/17	02	REQ BY JG APPR BY KS		** COMMENT **		02/20/17	
							INVOICE TOTAL:	447.80
							VENDOR TOTAL:	447.80
2969	DUPAGE RENT-ALL INC.							
13017	01/30/17	01	HEDGE TRIMMER SHARPENING	01-05-790-017			02/20/17	340.00
		02	REQ BY BJ APPR BY LK		TRUCK& TRACT -REPLACE& REP			
					** COMMENT **		INVOICE TOTAL:	340.00
							VENDOR TOTAL:	340.00
2276	EBEL'S ACE HARDWARE #8313							
431276/4	01/10/17	01	FASTENERS	01-05-790-007			02/20/17	3.56
		02	REQ BY BJ APPR BY LK		MAINTENANCE SUPPLIES			
					** COMMENT **		INVOICE TOTAL:	3.56
431299/4	01/13/17	01	MISC SUPPLIES	01-15-800-000			02/20/17	34.24
		02	MISC SUPPLIES		BLDG EQUIP / REP & REPLACE			
		03	REQ BY MM APPR BY DT		01-05-790-018			12.58
					TOOLS & EQUIPMENT			
					** COMMENT **		INVOICE TOTAL:	46.82
431322/4	01/17/17	01	HEAT GUN AND WATER PUMP	01-15-790-006			02/20/17	96.98
		02	REQ BY MM APPR BY DT		TOOLS			
					** COMMENT **		INVOICE TOTAL:	96.98
431384/4	01/26/17	01	MISC SUPPLIES	01-15-800-000			02/20/17	50.95
		02	REQ BY MM APPR BY DT		BLDG EQUIP / REP & REPLACE			
					** COMMENT **		INVOICE TOTAL:	50.95

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2276			EBEL'S ACE HARDWARE #8313					
431408/4	01/30/17	01	STAIN FOR BENCHES	01-06-800-006			02/20/17	35.09
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
							INVOICE TOTAL:	35.09
							VENDOR TOTAL:	233.40
3342			ENVISION HEALTHCARE INC					
165764	02/01/17	01	COBRA MONTHLY FEE	01-01-650-000			02/20/17	33.00
		02	REQ BY LN APPR BY LK	GROUP MEDICAL & LIFE ** COMMENT **				
							INVOICE TOTAL:	33.00
							VENDOR TOTAL:	33.00
3346			FIRST COMMUNICATION LLC					
ILVUS11615	01/31/17	01	LIVE VAULT ONLINE BACKUP	01-01-670-000			02/20/17	607.09
		02	REQ BY RP APPR BY LK	MAINTENANCE/CONTRACT & LEA ** COMMENT **				
							INVOICE TOTAL:	607.09
							VENDOR TOTAL:	607.09
2025			FLAGG CREEK WATER RECLAMATION					
1/26/17	01/26/17	01	SEWER SRV JAN 2017	01-05-770-008			02/20/17	19.75
		02	SEWER SRV JAN 2017	SEWER MAINTENANCE GARAGE 01-15-770-003				513.20
		03	SEWER SRV JAN 2017	SEWER 01-20-770-002				17.05
		04	SEWER SRV JAN 2017	SEWER 02-01-770-003				410.56
		05	SEWER SRV JAN 2017	SEWER 02-21-770-015				410.56
				SEWER				

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2025 FLAGG CREEK WATER RECLAMATION								
1/26/17	01/26/17	06	SEWER SRV JAN 2017	02-25-770-015			02/20/17	718.48
		07	SEWER SRV JAN 2017	07-71-770-003				77.06
		08	REQ BY MK APPR BY NS	SEWER ** COMMENT **				
							INVOICE TOTAL:	2,166.66
							VENDOR TOTAL:	2,166.66
2763 FLUID RUNNING LLC								
2017-2	01/31/17	01	WINTER SESSION 1 CLASSES	02-26-640-001			02/20/17	10,803.50
		02	REQ BY JG APPR BY LK	ADULT PROGRAMS-CONTRACTUAL ** COMMENT **				
							INVOICE TOTAL:	10,803.50
							VENDOR TOTAL:	10,803.50
3133 FULLMER LOCKSMITH SERVICE, INC								
N08397	12/22/16	01	DOOR HANDLE KITCHEN/LAUNDRY	01-15-800-000			02/20/17	114.95
		02	REQ BY MM APPR BY DT	BLDG EQUIP / REP & REPLACE ** COMMENT **				
							INVOICE TOTAL:	114.95
							VENDOR TOTAL:	114.95
3030 FUN EXPRESS								
681455510-01	12/13/16	01	TOYS FOR HOLIDAY EXPRESS BAGS	02-60-765-014			02/20/17	47.45
		02	REQ BY AB APPR BY JG	PRGM MTRLS HOLIDAY ** COMMENT **				
							INVOICE TOTAL:	47.45
							VENDOR TOTAL:	47.45
2297 GARDA CL GREAT LAKES, INC.								
10272651	02/01/17	01	ARMORED CAR PICK UP	01-01-670-005			02/20/17	231.19
				ARMORED CAR SERVICES				

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2297	GARDA CL GREAT LAKES, INC.							
10272651	02/01/17	02	REQ BY MK	APPR BY NS	** COMMENT **		02/20/17	
							INVOICE TOTAL:	231.19
							VENDOR TOTAL:	231.19
182	GEORGELO PIZZA - CHICAGO, INC.							
13604	01/05/17	01	PIZZAS FOR PARTIES	02-25-705-001			02/20/17	123.00
		02	REQ BY AB	APPR BY JG	BIRTHDAY PARTY-GROUP RENTA			
					** COMMENT **		INVOICE TOTAL:	123.00
13613	01/12/17	01	PIZZAS FOR PARTIES	02-25-705-001			02/20/17	123.00
		02	REQ BY AB	APPR BY JG	BIRTHDAY PARTY-GROUP RENTA			
					** COMMENT **		INVOICE TOTAL:	123.00
13623	01/19/17	01	PIZZAS FOR PARTIES	02-25-705-001			02/20/17	184.50
		02	REQ BY AB	APPR BY JG	BIRTHDAY PARTY-GROUP RENTA			
					** COMMENT **		INVOICE TOTAL:	184.50
13630	01/26/17	01	PIZZAS FOR PARTIES	02-25-705-001			02/20/17	123.00
		02	REQ BY AB	APPR BY JG	BIRTHDAY PARTY-GROUP RENTA			
					** COMMENT **		INVOICE TOTAL:	123.00
13641	02/02/17	01	PIZZAS FOR PARTIES	02-25-705-001			02/20/17	184.50
		02	REQ BY JG	APPR BY KS	BIRTHDAY PARTY-GROUP RENTA			
					** COMMENT **		INVOICE TOTAL:	184.50
							VENDOR TOTAL:	738.00
2404	GRAPHIC III PAPERS							
2404	01/12/17	01	PAPER MARKETING PRINTER	02-80-950-000			02/20/17	133.19
					IN HOUSE PRINTED MATERIALS			

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2404			GRAPHIC III PAPERS					
2404	01/12/17	02	REQ BY GW APPR BY LK		** COMMENT **		02/20/17	
							INVOICE TOTAL:	133.19
							VENDOR TOTAL:	133.19
2789			HAGG PRESS					
100347	01/05/17	01	WINTERFEST BANNERS	02-80-940-000			02/20/17	300.00
		02	REQ BY JC APPR BY LK	GENERAL MARKETING / PROMOT	** COMMENT **			
							INVOICE TOTAL:	300.00
100422	01/13/17	01	AGENCY SHOWCASE BANNER	02-80-941-000			02/20/17	60.00
		02	REQ BY JC APPR BY LK	GENERAL MARKETING /SPONSOR	** COMMENT **			
							INVOICE TOTAL:	60.00
100581	01/27/17	01	PINK 5K REGISTRATION TRI-FOLD	02-60-765-001			02/20/17	227.50
		02	PINK 5K REGISTRATION TRI-FOLD	PRGM MTRLS PINK 5K				
		03	REQ BY JC APPR BY DT	02-80-960-000	PRINTED MATERIALS	** COMMENT **		227.50
							INVOICE TOTAL:	455.00
							VENDOR TOTAL:	815.00
838			HOME DEPOT CREDIT SERVICES					
0583019	01/03/17	01	ELECTRICAL REPAIR AT SHOP	01-05-750-020			02/20/17	45.99
		02	REQ BY BJ APPR BY LK	ELECTRICAL SERVICES	** COMMENT **			
							INVOICE TOTAL:	45.99
2024614	01/11/17	01	FLEET SUPPLIES	01-05-790-017			02/20/17	60.61
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP	** COMMENT **			
							INVOICE TOTAL:	60.61

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838	HOME DEPOT CREDIT SERVICES							
23393	01/03/17	01	LIGHT BULBS	01-05-750-020			02/20/17	8.58
		02	REQ BY BJ APPR BY LK	ELECTRICAL SERVICES ** COMMENT **				
							INVOICE TOTAL:	8.58
3024342	01/10/17	01	STORAGE ITEMS FOR GARAGE	01-05-790-007			02/20/17	96.92
		02	REQ BY BJ APPR BY LK	MAINTENANCE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	96.92
3152521	01/10/17	01	RETURN	01-05-790-007			02/20/17	-77.22
		02	REQ BY BJ APPR BY LK	MAINTENANCE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	-77.22
3162977	01/10/17	01	CLEANER/EQUIPMENT CUSTODIAL	01-20-790-001			02/20/17	82.80
		02	REQ BY JS APPR BY DT	JANITORIAL SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	82.80
4020011	01/19/17	01	MAINTENANCE SUPPLIES	07-71-800-002			02/20/17	69.58
		02	REQ BY PS APPR BY AP	CUSTODIAL TOOLS & EQUIPMEN ** COMMENT **				
							INVOICE TOTAL:	69.58
5022757	12/29/16	01	SHOP TOOLS	01-05-790-005			02/20/17	18.39
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE ** COMMENT **				
							INVOICE TOTAL:	18.39
5031890	01/18/17	01	FUNNELS GLOVES	01-05-790-017			02/20/17	50.76
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **				
							INVOICE TOTAL:	50.76

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838 HOME DEPOT CREDIT SERVICES								
6022493	12/28/16	01	LUMBER/PIPE FOR STORAGE	01-05-790-005			02/20/17	47.87
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE ** COMMENT **				
						INVOICE TOTAL:		47.87
9020698	01/24/17	01	AIR LINE PIPE FOR GARAGE	01-05-800-006			02/20/17	473.92
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
						INVOICE TOTAL:		473.92
9020776	01/24/17	01	ICE RINK REPAIR PATCH	01-05-800-006			02/20/17	13.08
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
						INVOICE TOTAL:		13.08
9023576	01/04/17	01	SAW BLADES	01-05-790-005			02/20/17	29.70
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE ** COMMENT **				
						INVOICE TOTAL:		29.70
						VENDOR TOTAL:		920.98
3012 HOME PLUMBING SUPPLY								
49281	01/26/17	01	VALVE PARTS SHOWER FAUCET	01-15-750-004			02/20/17	361.94
		02	REQ BY MM APPR BY DT	PLUMBING SERVICE ** COMMENT **				
						INVOICE TOTAL:		361.94
49338	02/01/17	01	CHECK STOP VALVES FOR SHOWER	01-15-750-004			02/20/17	73.90
		02	REQ BY MM APPR BY DT	PLUMBING SERVICE ** COMMENT **				
						INVOICE TOTAL:		73.90
						VENDOR TOTAL:		435.84
3445 KENNEN HOOTMAN								

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3445	KENNEN HOOTMAN							
ACEWIV1112604	12/30/16	01	CONT. ED GROUP FITNESS	02-21-690-010			02/20/17	100.00
		02	REQ BY MD APPR BY DT	CONTINUING EDUCATION ** COMMENT **				
							INVOICE TOTAL:	100.00
							VENDOR TOTAL:	100.00
1500	HOUSE OF DOORS							
7165	12/31/16	01	OVERHEAD DOOR REPAIR AT SHOP	01-05-800-006			02/20/17	348.74
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
							INVOICE TOTAL:	348.74
7393	02/03/17	01	DOCK GARAGE DOOR REPAIRS	01-15-750-000			02/20/17	451.24
		02	REQ BY JS APPR BY DT	GENERAL MAINTENANCE ** COMMENT **				
							INVOICE TOTAL:	451.24
							VENDOR TOTAL:	799.98
3335	HP PRODUCTS							
12912897	01/11/17	01	CUSTODIAL	01-15-790-000			02/20/17	177.50
		02	CUSTODIAL	JANITORIAL SUPPLY / PAPER 01-15-790-003				36.90
		03	REQ BY JS APPR BY DT	JANITORIAL EQUIP/REP & REP ** COMMENT **				
							INVOICE TOTAL:	214.40
12924867	01/23/17	01	CUSTODIAL	01-15-790-000			02/20/17	414.65
		02	CUSTODIAL	JANITGRIAL SUPPLY / PAPER 01-15-790-001				414.64
		03	REQ BY JS APPR BY DT	JANITORIAL SUPP./ CLEAN .P ** COMMENT **				
							INVOICE TOTAL:	829.29

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3335	HP PRODUCTS							
I2906346	01/15/17	01	LAUNDRY DETERGENT	01-15-790-007			02/20/17	69.82
		02	REQ BY JS APPR BY DT	LOCKER ROOM SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		69.82
I2907673	01/08/17	01	CUSTODIAL & COFFEE SUPPLIES	01-15-790-000			02/20/17	343.68
		02	CUSTODIAL & COFFEE SUPPLIES	JANITORIAL SUPPLY / PAPER 01-15-790-001				196.80
		03	CUSTODIAL & COFFEE SUPPLIES	JANITORIAL SUPP./ CLEAN .P 01-15-840-006				97.37
		04	REQ BY JS APPR BY DT	COFFEE BAR SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		637.85
I2917133	01/16/17	01	DETERGENT	01-15-790-007			02/20/17	209.46
		02	REQ BY JS APPR BY DT	LOCKER ROOM SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		209.46
I29272766	01/24/17	01	CUSTODIAL SUPPLIES	07-71-790-001			02/20/17	871.30
		02	REQ BY PS APPR BY LL	JANITORIAL SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		871.30
I2928910	01/25/17	01	BLEACH	01-15-790-001			02/20/17	52.44
		02	REQ BY JS APPR BY DT	JANITORIAL SUPP./ CLEAN .P ** COMMENT **				
						INVOICE TOTAL:		52.44
I2937625	02/02/17	01	CUSTODIAL SUPPLIES	07-71-790-001			02/20/17	438.56
		02	REQ BY PS APPR BY AP	JANITORIAL SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		438.56
						VENDOR TOTAL:		3,323.12

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3269			HUGH LIGHTING DESIGN LLC					
2824	02/01/17	01	ANNUAL LIGHTING TEST FIELDS	01-05-750-020			02/20/17	1,200.00
		02	REQ BY BJ APPR BY LK	ELECTRICAL SERVICES ** COMMENT **				
							INVOICE TOTAL:	1,200.00
							VENDOR TOTAL:	1,200.00
1174			ILLINOIS AUDIO PRODUCTIONS					
105540	02/01/17	01	ONHOLD MESSAGES	01-01-670-003			02/20/17	880.00
		02	ONHOLD MESSAGES	TELEPHONE SYSTEM 07-01-720-000				440.00
		03	REQ BY RP APPR BY LK	BUSINESS/LINE CHARGES ** COMMENT **				
							INVOICE TOTAL:	1,320.00
							VENDOR TOTAL:	1,320.00
2431			IL STATE TOLL HWY AUTHORITY					
G121000000682	01/25/17	01	ILLINOIS TOLLWAY	01-01-660-002			02/20/17	70.80
		02	REQ BY BJ PPR BY LK	MILEAGE REIMBURSEMENT ** COMMENT **				
							INVOICE TOTAL:	70.80
							VENDOR TOTAL:	70.80
2541			INDUSTRIAL ELECTRIC					
246334	12/28/16	01	ELECTRIC SUPPLY	07-71-750-007			02/20/17	20.00
		02	REQ BY PS APPR BY AP	ELECTRICAL MAINTENANCE & R ** COMMENT **				
							INVOICE TOTAL:	20.00
246526	01/04/17	01	ELECTRIC SUPPLY	07-71-750-007			02/20/17	572.00
		02	REQ BY PS APPR BY AP	ELECTRICAL MAINTENANCE & R ** COMMENT **				
							INVOICE TOTAL:	572.00

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2541	INDUSTRIAL ELECTRIC							
246840	01/19/17	01	LIGHTING REPAIR PARKING LOT	01-05-750-020			02/20/17	596.00
		02	REQ BY BJ APPR BY LK	ELECTRICAL SERVICES				
				** COMMENT **				
						INVOICE TOTAL:		596.00
247044	01/31/17	01	ELECTRIC SUPPLY	07-71-750-007			02/20/17	304.50
		02	REQ BY PS APPR BY AP	ELECTRICAL MAINTENANCE & R				
				** COMMENT **				
						INVOICE TOTAL:		304.50
						VENDOR TOTAL:		1,492.50
2722	INSTITUTE IN BASIC LIFE							
20170002-1	01/13/17	01	SALINAS BUSINESS CARDS	02-80-960-000			02/20/17	53.80
		02	REQ BY JC APPR BY LK	PRINTED MATERIALS				
				** COMMENT **				
						INVOICE TOTAL:		53.80
						VENDOR TOTAL:		53.80
191	JACKSON-HIRSCH, INC.							
0819712	12/21/16	01	LAMINATING SHEETS	02-80-950-000			02/20/17	114.92
		02	LAMINATING SHEETS	IN HOUSE PRINTED MATERIALS				
		03	REQ BY LP APPR BY JC	02-31-765-003				131.92
				EC BEGINNING PRESCHOOL				
				** COMMENT **				
						INVOICE TOTAL:		246.84
0949934	08/22/16	01	LAMINATING MATERIALS	02-80-950-000			02/20/17	228.97
		02	REQ BY JC APPR BY LK	IN HOUSE PRINTED MATERIALS				
				** COMMENT **				
						INVOICE TOTAL:		228.97
						VENDOR TOTAL:		475.81
3282	JAKE STACHOWIAK							

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3282	JAKE STACHOWIAK							
001264188	08/31/16	01	80% TUITION REIMBURSEMENT	01-05-690-001			02/20/17	388.00
		02	REQ BY BJ APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		388.00
						VENDOR TOTAL:		388.00
3176	JONES TRAVEL							
104387	01/19/17	01	TRANS PIO TRIP 1/11/17	02-50-755-300			02/20/17	650.00
		02	REQ BY AP APPR BY KS	TRIP TRANSPORTATION ** COMMENT **				
						INVOICE TOTAL:		650.00
						VENDOR TOTAL:		650.00
2389	KONICA MINOLTA BUSINESS							
9003208058	01/31/17	01	MONTHLY COPY CHARGES TC	07-01-670-000			02/20/17	38.08
		02	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
						INVOICE TOTAL:		38.08
9003220526	02/02/17	01	COLOR COPY + B&W CHARGES	01-01-670-000			02/20/17	86.22
		02	COLOR COPY + B&W CHARGES	MAINTENANCE/CONTRACT & LEA 01-15-670-000				86.22
		03	COLOR COPY + B&W CHARGES	MAINT.CONTRACTS/OFFICE EQU 02-01-670-000				86.22
		04	COLOR COPY + B&W CHARGES	MAINTENANCE/ CONTRACT & LE 02-21-670-000				86.22
		05	COLOR COPY + B&W CHARGES	MAINTENANCE/CONTRACTS & LE 02-25-670-000				86.22
		06	COLOR COPY + B&W CHARGES	MAINTENANCE/CONTRACTS & LE 07-01-670-000				64.19
		07	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
						INVOICE TOTAL:		495.29
						VENDOR TOTAL:		533.37

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3446	KRUMWIEDE ROOFING CO INC							
KRE2217	02/02/17	01	CPW CUTTERS FINAL PAYMENT	01-20-800-000			02/20/17	2,624.32
		02	REQ BY JS APPR BY DT	NON-CAPITAL-FURN.FIX.&EQUI ** COMMENT **				
							INVOICE TOTAL:	2,624.32
							VENDOR TOTAL:	2,624.32
1965	LAKESHORE ATHLETIC SERVICES							
7102061	01/24/17	01	DEP TIMING SRV PINK 5K	02-01-060-000			02/20/17	2,865.00
		02	REQ BY MD APPR BY DT	PREPAID DEPOSITS ** COMMENT **				
							INVOICE TOTAL:	2,865.00
7102062	01/24/17	01	DEP TIMING SRV CORI'S TRI	02-01-060-000			02/20/17	1,045.00
		02	REQ BY MD APPR BY DT	PREPAID DEPOSITS ** COMMENT **				
							INVOICE TOTAL:	1,045.00
							VENDOR TOTAL:	3,910.00
2627	LESLIE' S POOLMART, INC.							
389-320724	02/07/17	01	POOL ENZYMES	02-25-790-004			02/20/17	325.35
		02	REQ BY AB APPR BY JG	CHEMICALS ** COMMENT **				
							INVOICE TOTAL:	325.35
							VENDOR TOTAL:	325.35
2262	LPG MUSIC INC.							
6677,6678	02/02/17	01	MUSIC TOGETHER WINTER/SPRING17	02-31-640-050			02/20/17	3,740.00
		02	REQ BY AP APPR BY KS	EC CONTRACT PROGRAM ** COMMENT **				
							INVOICE TOTAL:	3,740.00
MTPARTY12617	01/26/17	01	MT PARTY 1/15/17	01-15-780-004			02/20/17	150.00
				THEME PARTY/EXPANSION& REP				

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2262	LPG MUSIC INC.							
MTPARTY12617	01/26/17	02	REQ BY JS APPR BY DT		** COMMENT **		02/20/17	
							INVOICE TOTAL:	150.00
							VENDOR TOTAL:	3,890.00
2363	MANHARD CONSULTING LTD							
16426	07/20/16	01	ENGINEERING SRV MAIN SEWER	12-95-940-065			02/20/17	827.75
		02	REQ BY BJ APPR BY LK	BUILDING & PARK IMPROVEMEN	** COMMENT **			
							INVOICE TOTAL:	827.75
21400	01/18/17	01	DUE DILLIGENCE GABION WEIR	12-95-940-065			02/20/17	4,500.00
		02	REQ BY BJ APPR BY LK	BUILDING & PARK IMPROVEMEN	** COMMENT **			
							INVOICE TOTAL:	4,500.00
							VENDOR TOTAL:	5,327.75
2473	MCMASTER-CARR							
99784755	01/23/17	01	PIPE MARKERS	01-05-790-018			02/20/17	41.92
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT	** COMMENT **			
							INVOICE TOTAL:	41.92
							VENDOR TOTAL:	41.92
3327	MENARDS							
64318	01/12/17	01	ICE RINK REPAIR	01-05-800-006			02/20/17	45.96
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP	** COMMENT **			
							INVOICE TOTAL:	45.96
66185	02/01/17	01	POND LIGHTS	01-05-750-006			02/20/17	11.99
				POND/CREEK/DRAINAGE/SERVIC				

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3327	MENARDS							
66185	02/01/17	02	REQ BY BJ APPR BY LK	** COMMENT **			02/20/17	
							INVOICE TOTAL:	11.99
66186	02/01/17	01	POND LIGHTS	01-05-750-006			02/20/17	59.95
		02	REQ BY BJ APPR BY LK	POND/CREEK/DRAINAGE/SERVIC				
				** COMMENT **			INVOICE TOTAL:	59.95
							VENDOR TOTAL:	117.90
2253	MODESTO TECHNOLOGIES							
384	10/18/16	01	NITTL LEGUE FEES	07-75-790-008			02/20/17	116.60
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE				
				** COMMENT **			INVOICE TOTAL:	116.60
							VENDOR TOTAL:	116.60
2384	MONROE TRUCK EQUIPMENT, INC.							
315902	01/11/17	01	SNOW PLOW CUTTING EDGE	01-05-790-018			02/20/17	108.30
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **			INVOICE TOTAL:	108.30
316010	01/11/17	01	SNOW PLOW CURB GUARDS	01-05-790-018			02/20/17	225.09
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **			INVOICE TOTAL:	225.09
74364	01/10/17	01	LIFTGATE FORD F-250	01-05-790-018			02/20/17	2,814.00
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **			INVOICE TOTAL:	2,814.00
							VENDOR TOTAL:	3,147.39

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2714	MY OFFICE PRODUCTS							
460193-1/31/17	01/31/17	01	OFFICE SUPPLIES JAN 2017	01-01-730-001			02/20/17	235.18
				OFFICE SUPPLIES				
		02	OFFICE SUPPLIES JAN 2017	01-15-730-001				171.02
				OFFICE SUPPLIES				
		03	OFFICE SUPPLIES JAN 2017	02-01-730-001				99.94
				OFFICE SUPPLIES				
		04	OFFICE SUPPLIES JAN 2017	02-21-730-001				47.70
				OFFICE SUPPLIES				
		05	OFFICE SUPPLIES JAN 2017	02-25-730-001				47.70
				OFFICE SUPPLIES				
		06	REQ BY MK APPR BY NS	** COMMENT **				
							INVOICE TOTAL:	601.54
							VENDOR TOTAL:	601.54
1090A	NEOFUNDS BY NEOPOST							
POSTAGEJAN2017	01/18/17	01	POSTAGE JAN 2017	01-01-710-000			02/20/17	100.00
				POSTAGE METER				
		02	POSTAGE JAN 2017	01-15-710-000				100.00
				POSTAGE METER				
		03	POSTAGE JAN 2017	02-01-710-000				266.66
				POSTAGE METER				
		04	POSTAGE JAN 2017	02-21-710-000				266.66
				POSTAGE				
		05	POSTAGE JAN 2017	02-25-710-000				266.68
				POSTAGE				
		06	REQ BY MK APPR BY NS	** COMMENT **				
							INVOICE TOTAL:	1,000.00
							VENDOR TOTAL:	1,000.00
3034	NEVCO INC							
162893	01/27/17	01	SCOREBOARD CONTROL CORDS	01-15-800-001			02/20/17	406.52
				GYM EQUIP. / REPAIR & REPL				

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265			NICOR GAS					
2/6/2017	02/06/17	02	REQ BY MK APPR BY NS				02/20/17	
								** COMMENT **
							INVOICE TOTAL:	515.43
							VENDOR TOTAL:	3,907.88
3122			NORMAN J. LANDRUM					
DANCE6664	02/07/17	01	BALLROOM DANCE CLASS 2/7/17	02-40-640-185			02/20/17	645.00
		02	REQ BY AP APPR BY KS	BALLROOM INSTRUCTORS				
								** COMMENT **
							INVOICE TOTAL:	645.00
							VENDOR TOTAL:	645.00
2611			NORTHERN ENVIRONMENTAL DEV INC					
170116-M1	01/16/17	01	VENT TESTING	01-15-750-000			02/20/17	775.00
		02	REQ BY JS APPR BY DT	GENERAL MAINTENANCE				
								** COMMENT **
							INVOICE TOTAL:	775.00
							VENDOR TOTAL:	775.00
2916			NORTHERN IL WINTER SWIM CONF					
OBCONFCAPS2017	01/24/17	01	WINTER SWIM CONFERENCE CAPS	02-26-702-000			02/20/17	145.00
		02	REQ BY JG APPR BY KS	SWIM TEAM EXPENSE				
								** COMMENT **
							INVOICE TOTAL:	145.00
							VENDOR TOTAL:	145.00
3344			O'REILLY AUTO PARTS					
230479	01/20/17	01	OIL AND FUNNELS	01-05-790-017			02/20/17	81.80
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP				
								** COMMENT **
							INVOICE TOTAL:	81.80

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3344	O'REILLY AUTO PARTS							
230767	01/23/17	01	VEHICLE LIGHT BULBS, GREASE	01-05-790-017			02/20/17	28.26
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **				
							INVOICE TOTAL:	28.26
							VENDOR TOTAL:	110.06
3355	OAK BROOK PARK DISTRICT							
Q4-2016	01/20/17	01	REMIT FUNDS BEHALF FOUNDATION	02-01-074-000			02/20/17	4,728.05
		02	REMIT FUNDS BEHALF FOUNDATION	RECEIVABLE FROM DUE TO FOU 07-01-074-000				240.00
		03	REQ BY MS APPR BY LK	RECEIVABLE FROM DUE TO FOU ** COMMENT **				
							INVOICE TOTAL:	4,968.05
							VENDOR TOTAL:	4,968.05
289	P.D.R.M.A.							
1485465965	01/24/17	01	CHAIN SAW TRAINING CLASS	01-05-690-001			02/20/17	140.00
		02	REQ BY BJ APPR BY LK	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	140.00
							VENDOR TOTAL:	140.00
2799	BRIAN PANEK							
1/30/17	01/30/17	01	JAN 2017 BASKETBALL REFEREES	02-40-640-171			02/20/17	2,460.00
		02	JAN 2017 BASKETBALL REFEREES	MEN'S BASKETBALL 02-30-640-215				702.00
		03	REQ BY MA APPR BY DT	YOUTH BASKETBALL ** COMMENT **				
							INVOICE TOTAL:	3,162.00
							VENDOR TOTAL:	3,162.00
3388	PCM SALES							

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3388	PCM SALES							
B01720630101	02/07/17	01	PC REPLACEMENT	01-01-670-001			02/20/17	1,379.04
		02	PC REPLACEMENT	02-01-670-001				1,379.04
		03	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS COMPUTER PARTS & REPAIRS ** COMMENT **				
							INVOICE TOTAL:	2,758.08
							VENDOR TOTAL:	2,758.08
2272	PCS INDUSTRIES							
I2929409	01/25/17	01	LARGE TOWELS	02-21-750-000			02/20/17	118.00
		02	REQ BY MD APPR BY DT	TOWEL SERVICES/REPLACEMENT ** COMMENT **				
							INVOICE TOTAL:	118.00
I2930690	01/26/17	01	LARGE TOWELS	02-21-750-000			02/20/17	1,062.00
		02	REQ BY MD APPR BY DT	TOWEL SERVICES/REPLACEMENT ** COMMENT **				
							INVOICE TOTAL:	1,062.00
							VENDOR TOTAL:	1,180.00
413	PENTEGRA SYSTEMS LLC							
545866	02/07/17	01	STUDIO A SOUND SYSTEM REPLACE	02-21-760-000			02/20/17	4,987.00
		02	REQ BY RP APPR BY LK	EXERCISE EQUIPMENT MAINTEN ** COMMENT **				
							INVOICE TOTAL:	4,987.00
							VENDOR TOTAL:	4,987.00
732	PEPSI							
30111511	02/01/17	01	POP PARTY SUPPLIES	02-25-705-001			02/20/17	118.44
		02	POP PARTY SUPPLIES	BIRTHDAY PARTY-GROUP RENTA 01-15-780-000 THEME PARTY / FOOD & BEVER				39.48

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732	PEPSI							
30111511	02/01/17	03	REQ BY AB APPR BY JG		** COMMENT **		02/20/17	
							INVOICE TOTAL:	157.92
31681151	01/18/17	01	POP PARTY SUPPLIES	02-25-705-001			02/20/17	200.72
		02	POP PARTY SUPPLIES	01-15-780-000				66.91
		03	REQ BY AB APPR BY JG	THEME PARTY / FOOD & BEVER	** COMMENT **			
							INVOICE TOTAL:	267.63
							VENDOR TOTAL:	425.55
1349	PETTY CASH-RECREATION DEPT.							
PCRECFEB17	02/13/17	01	PETTY CASH RECREATION	02-60-480-012			02/20/17	10.00
		02	PETTY CASH RECREATION	REV HAUNTED FOREST				53.00
		03	PETTY CASH RESREATION	02-01-690-001				113.43
		04	PETTY CASH RECREATION	CONFERENCES				78.95
		05	REQ BY LP APPR BY DT	02-31-765-001				
				EC PRESCHOOL MORNING				
				02-01-660-002				
				MILEAGE REIMBURSEMENT	** COMMENT **			
							INVOICE TOTAL:	255.38
PCRECFEB17	01/10/17	01	PETTY CASH REC JAN 2017	02-31-765-001			02/20/17	147.83
		02	PETTY CASH REC JAN 2017	EC PRESCHOOL MORNING				13.50
		03	PETTY CASH REC JAN 2017	02-25-660-002				34.77
		04	REQ BY LP APPR BY DT	MILEAGE REIMBURSEMENT	** COMMENT **			
							INVOICE TOTAL:	196.10
							VENDOR TOTAL:	451.48
1314	PETTY CASH - CORPORATE ADMIN.							

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1314	PETTY CASH - CORPORATE ADMIN.							
PCCORPFEB17	02/13/17	01	PETTY CASH CORP FEB 2017	01-01-690-001			02/20/17	26.19
		02	PETTY CASH CORP FEB 2017	01-01-660-002				14.61
		03	REQ BY LP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		40.80
PCCORPJAN2017	01/10/17	01	PETTY CASH CORP JAN 2017	01-01-730-001			02/20/17	5.79
		02	PETTY CASH CORP JAN 2017	01-01-680-001				3.99
		03	PETTY CASH CORP JAN 2017	01-01-660-002				38.28
		04	REQ BY LP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		48.06
						VENDOR TOTAL:		88.86
295	PETTY CASH - RACQUET CLUB							
PCTCFEB17	02/03/17	01	OPEN HOUSE LIQUOR PERMIT	07-01-930-001			02/20/17	50.00
		02	REQ BY LL APPR BY DT	SPECIAL EVENTS				
				** COMMENT **				
						INVOICE TOTAL:		50.00
						VENDOR TOTAL:		50.00
850	PETTY CASH/ RECREATION CENTER							
HYATT1/21/2017	01/21/17	01	CONFERENCE	01-15-690-001			02/20/17	8.92
		02	REQ BY KC APPR BY JS	CONFERENCES				
				** COMMENT **				
						INVOICE TOTAL:		8.92
STARBUCKS1/20/17	01/20/17	01	CONFERENCE	01-15-690-001			02/20/17	5.60
				CONFERENCES				

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850	PETTY CASH/ RECREATION CENTER							
STARBUCKS1/20/17	01/20/17	02	REQ BY KC	APPR BY JS	** COMMENT **		02/20/17	
							INVOICE TOTAL:	5.60
							VENDOR TOTAL:	14.52
2625	PORTER PIPE & SUPPLY CO.							
11543530	01/23/17	01	PIPE GASKET		01-05-750-006		02/20/17	57.32
		02	REQ BY BJ	APPR BY LK	POND/CREEK/DRAINAGE/SERVIC			
					** COMMENT **		INVOICE TOTAL:	57.32
11543696	01/23/17	01	PIPE GASKET		01-05-750-006		02/20/17	35.00
		02	REQ BY BJ	APPR BY LK	POND/CREEK/DRAINAGE/SERVIC			
					** COMMENT **		INVOICE TOTAL:	35.00
							VENDOR TOTAL:	92.32
3316	CARDMEMBER SERVICE							
#1AMAZONBJ1/16/17	01/16/17	01	AIR HOSES #1		01-05-790-007		02/20/17	37.47
		02	REQ BY BJ	APPR BY LK	MAINTENANCE SUPPLIES			
					** COMMENT **		INVOICE TOTAL:	37.47
#2AMAZONBJ1/1/6/17	01/16/17	01	AIR HOSES # 2		01-05-790-007		02/20/17	37.47
		02	REQ BY BJ	APPR BY LK	MAINTENANCE SUPPLIES			
					** COMMENT **		INVOICE TOTAL:	37.47
#3AMAZONBJ1/16/17	01/16/17	01	AIR HOSES #3		01-05-790-007		02/20/17	37.47
		02	REQ BY BJ	APPR BY LK	MAINTENANCE SUPPLIES			
					** COMMENT **		INVOICE TOTAL:	37.47
#4AMAZONBJ1/16/17	01/16/17	01	GASKET		01-05-790-007		02/20/17	8.78
					MAINTENANCE SUPPLIES			

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3316			CARDMEMBER SERVICE					
#4AMAZONBJ1/16/17	01/16/17	02	REQ BY BJ APPR BY LK		** COMMENT **		02/20/17	
							INVOICE TOTAL:	8.78
#5AMAZONBJ1/16/17	01/16/17	01	VEHICLE CARE PRODUCTS	01-05-790-017			02/20/17	46.67
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP	** COMMENT **			
							INVOICE TOTAL:	46.67
11CITYDINER1/19/17AB	01/19/17	01	RP,KC,AB LUNCH @ CONFERENCE	02-25-690-001			02/20/17	21.82
		02	RP,KC,AB LUNCH @ CONFERENCE	CONFERENCE				21.82
		03	RP,KC,AB LUNCH @ CONFERENCE	01-15-690-001				21.82
		04	REQ BY AB APPR BY JG	CONFERENCE	** COMMENT **			
							INVOICE TOTAL:	65.46
11CITYDINER1/19/2017	01/19/17	01	CONFERENCE LUNCH FOR 5 STAFF	07-01-690-001			02/20/17	100.00
		02	REQ BY AP APPR BY DT	CONFERENCE	** COMMENT **			
							INVOICE TOTAL:	100.00
AJ'SLAWNMOWER1/18/17	01/18/17	01	MOWER SEAL	01-05-790-018			02/20/17	3.00
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT	** COMMENT **			
							INVOICE TOTAL:	3.00
ALPS1/9/17	12/31/16	01	CHOLRINE GAS CALIBRATE SENSOR	02-25-750-040			02/20/17	217.46
		02	REQ BY MM APPR BY DT	HVAC	** COMMENT **			
							INVOICE TOTAL:	217.46
AMAZON1/12/17KC	01/12/17	01	WRISTBANDS	01-15-840-010			02/20/17	63.92
				OPEN GYM SUPPLIES / ID CAR				

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3316 CARDMEMBER SERVICE									
AMAZON1/12/17KC	01/12/17	02	WRISTBANDS	02-21-795-001			02/20/17	31.96	
		03	REQ BY KC APPR BY DT	ID CARDS/SUPPLIES & REPAIR ** COMMENT **					
								INVOICE TOTAL:	95.88
AMAZONJOEL13017	01/30/17	01	STOOLS/MARKERS/EARBUDS	01-15-790-007			02/20/17	265.96	
		02	STOOLS/MARKERS/EARBUDS	LOCKER ROOM SUPPLIES 01-15-730-001				14.78	
		03	STOOLS/MARKESR/EARBUDS	OFFICE SUPPLIES 02-60-765-001				16.90	
		04	REQ BY JS APPR BY DT	PRGM MTRLS PINK 5K ** COMMENT **					
								INVOICE TOTAL:	297.64
AMAZONJOEL1517	01/05/17	01	MISC SUPPLIES FD FUN JAR	01-05-740-020			02/20/17	12.45	
		02	MISC SUPPLIES FD FUN JAR	HOSPITALITY 01-15-840-025				119.59	
				VENDING SNACKS					
								INVOICE TOTAL:	132.04
AMGREET1/10/17	01/10/17	01	1 YEAR MEMBERSHIP	07-01-740-050			02/20/17	29.99	
		02	REQ BY LL APPR BY AP	OTHER EXPENSES ** COMMENT **					
								INVOICE TOTAL:	29.99
APA11/21/16	11/21/16	01	APA MEMBERSHIP 2017	01-01-700-000			02/20/17	219.00	
		02	REQ BY LN APPR BY LK	PROFESSIONAL ORGANIZATIONS ** COMMENT **					
								INVOICE TOTAL:	219.00
APAMAZON1/27/17	01/27/17	01	CRAFTS FOR WINTERFEST	02-60-791-015			02/20/17	29.14	
		02	REQ BY AP APPR BY KS	A & C WINTERFEST ** COMMENT **					
								INVOICE TOTAL:	29.14

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3316 CARDMEMBER SERVICE								
APCHIPOTLE1/27/17	01/27/17	01	LUNCH WITH PRO	07-01-740-000			02/20/17	18.97
		02	REQ BY AP AQPPR BY DT	EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		18.97
APEGGHARBOR1/18/17	01/18/17	01	STAFF LUNCH	07-01-740-000			02/20/17	86.27
		02	REQ BY AP APPR BY DT	EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		86.27
APHERBKITCHEN1/20/17	01/20/17	01	BREAKFAST IPRA 1/20/17	02-01-690-000			02/20/17	15.75
		02	REQ BY AP APPR BY KS	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		15.75
APHILTON1/21/17PARK	01/21/17	01	PARKING IPRA CONFERENCE	02-01-690-000			02/20/17	60.00
		02	REQ BY AP APPR BY KS	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		60.00
APLLOYDS1/20/17	01/20/17	01	DINNER IPRA 1/20/17	02-01-690-000			02/20/17	34.50
		02	REQ BY AP APPR BY KS	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		34.50
APSTARBUCKS1/21/17	01/21/17	01	BREAKFAST IPRA 1/21/17	02-01-690-000			02/20/17	13.21
		02	REQ BY AP APPR BY KS	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		13.21
APUBER1-20-17	01/20/17	01	TRANS FOR DINNER @ CONFERENCE	02-01-690-000			02/20/17	5.81
		02	REQ BY AP APPR BY KS	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		5.81

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3316	CARDMEMBER SERVICE							
APUBER1/20/17	01/20/17	01	TRANS FOR DINNER @ CONFERENCE	02-01-690-000			02/20/17	6.35
		02	REQ BY AP APPR BY KS	WORKSHOPS				
				** COMMENT **				
							INVOICE TOTAL:	6.35
BABOLAT1/9/17	11/17/16	01	RACQUET AND STRING	07-75-870-000			02/20/17	234.09
		02	RACQUET AND STRING	TENNIS RACQUETS				
				07-75-870-007				81.00
		03	REQ BY AP APPR BY DT	RACQUET STRINGING & REPAIR				
				** COMMENT **				
							INVOICE TOTAL:	315.09
BABOLAT1/9/2017	01/04/17	01	STRING	07-75-870-007			02/20/17	166.54
		02	REQ BY AP APPR BY DT	RACQUET STRINGING & REPAIR				
				** COMMENT **				
							INVOICE TOTAL:	166.54
BILLYGOATKS1/19/17	01/19/17	01	IPRA LUNCH MM, JG, & KS	02-25-690-001			02/20/17	18.65
		02	REQ BY KS APPR BY DT	CONFERENCES				
				** COMMENT **				
							INVOICE TOTAL:	18.65
BJAMAZON#11/23/17	01/23/17	01	GLOVES	01-05-790-005			02/20/17	19.64
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **				
							INVOICE TOTAL:	19.64
BJAMAZON#21/23/17	01/23/17	01	AIR COMPRESSOR HOSE/REEL	01-05-800-006			02/20/17	169.99
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
							INVOICE TOTAL:	169.99
BJAMAZON#31/23/17	01/23/17	01	AIR COMPRESSOR MANIFOLD	01-05-800-006			02/20/17	133.26
				PARK EQUIP / REPLACE & REP				

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3316	CARDMEMBER SERVICE							
BJAMAZON#31/23/17	01/23/17	02	REQ BY BJ APPR BY LK		** COMMENT **		02/20/17	
							INVOICE TOTAL:	133.26
BJAMAZON#41/23/17	01/23/17	01	GLOVES	01-05-790-005			02/20/17	19.46
		02	REQ BY BJ APPR BY LK		MAINTENANCE GARAGE SUPPLIE			
					** COMMENT **		INVOICE TOTAL:	19.46
BJAMAZON1/24/17	01/24/17	01	RETURN RUBBER AIR HOSE	01-05-790-018			02/20/17	-26.89
		02	REQ BY BJ APPR BY LK		TOOLS & EQUIPMENT			
					** COMMENT **		INVOICE TOTAL:	-26.89
BJAMAZON1/26/17	01/26/17	01	STRING TRIMMER CARBURETOR	01-05-790-017			02/20/17	24.98
		02	REQ BY BJ APPR BY LK		TRUCK & TRACT -REPLACE & REP			
					** COMMENT **		INVOICE TOTAL:	24.98
BJHILTON1/21/17	01/21/17	01	IPRA HOTEL ROOM	01-05-690-001			02/20/17	139.71
		02	REQ BY BJ APPR BY LK		CONFERENCES			
					** COMMENT **		INVOICE TOTAL:	139.71
BJSKYLINE1/26/17	01/26/17	01	MEAL EXPENSE WV TRIP	01-05-690-000			02/20/17	7.80
		02	REQ BY BJ APPR BY LK		WORKSHOPS			
					** COMMENT **		INVOICE TOTAL:	7.80
BJWALMART1/26/17	01/26/17	01	FUEL FOR EXPLORER WV TRIP	01-05-790-025			02/20/17	30.25
		02	REQ BY BJ APPR BY LK		FUEL/GASOLINE			
					** COMMENT **		INVOICE TOTAL:	30.25
BLACKBAUD1/10/17	01/10/17	01	CONFERENCE LEADERSHIP KOSEY	01-01-690-001			02/20/17	40.00
					CONFERENCES			

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3316			CARDMEMBER SERVICE					
BLACKBAUD1/10/17	01/10/17	02	REQ BY BG APPR BY LK		** COMMENT **		02/20/17	
							INVOICE TOTAL:	40.00
BROADCASTMUSEUM1/11	01/11/17	01	REFUND NO TOUR GUIDE PIO TRIP	02-50-754-300			02/20/17	-24.00
		02	REQ BY AP APPR BY KS		TRIP ADMISSIONS ** COMMENT **			
							INVOICE TOTAL:	-24.00
BROADCASTMUSEUM2017	01/11/17	01	ADMISSION TO MUSEUM PIO TRIP	02-50-754-300			02/20/17	120.00
		02	REQ BY AP APPR BY KS		TRIP ADMISSIONS ** COMMENT **			
							INVOICE TOTAL:	120.00
CAPALN1/6/17	01/06/17	01	PAYROLL REVIEW	01-01-690-000			02/20/17	350.00
		02	REQ BY LN APPR BY LK		WORKSHOPS ** COMMENT **			
							INVOICE TOTAL:	350.00
CATINALAREDO1/11/17	01/11/17	01	LUNCH PIO TRIP 1/11/17	02-50-758-300			02/20/17	363.00
		02	REQ BY AP APPR BY KS		TRIPS - RESTAURANT ** COMMENT **			
							INVOICE TOTAL:	363.00
CHCIAGOCAB1/19/17JC	01/19/17	01	TRANSPORTATION	02-80-980-000			02/20/17	9.75
		02	REQ BY JC APPR BY LK		EDUCATION / TRAINING ** COMMENT **			
							INVOICE TOTAL:	9.75
CHCIAGOWILDERNESS1/9	01/09/17	01	MEMBERSHIP DUES 2017	01-01-700-002			02/20/17	50.00
		02	REQ BY BG APPR BY LK		STATE & REGIONAL ORGANIZAT ** COMMENT **			
							INVOICE TOTAL:	50.00
CHICAGOTAXI21/19/17	01/19/17	01	IPRA CONFERENCE TRANSPORTATION	01-01-690-001			02/20/17	13.25
					CONFERENCES			

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3316	CARDMEMBER SERVICE							
CHICAGOTAXI	21/19/17	01/19/17	02 REQ BY RP APPR BY LK		** COMMENT **		02/20/17	
							INVOICE TOTAL:	13.25
CITYSERVICE	1-19-17	LK 01/19/17	01 CONFERENCE TRAVEL KOSEY	01-01-690-001			02/20/17	15.00
			02 REQ BY BG APPR BY LK		** COMMENT **		INVOICE TOTAL:	15.00
CITYSERVICE	1/19/17	LK 01/19/17	01 CONFERENCE TRAVEL KOSEY	01-01-690-001			02/20/17	12.25
			02 REQ BY BG APPR BY LK		** COMMENT **		INVOICE TOTAL:	12.25
COMCAST	1/27/17	01/27/17	01 COMCAST CABLE	07-01-670-000			02/20/17	57.86
			02 REQ BY RP APPR BY LK		** COMMENT **		INVOICE TOTAL:	57.86
CORNERBAKERY	1/23/17	01/29/17	01 FOOD FOR SWIM MEET	02-26-702-000			02/20/17	55.00
			02 REQ BY AB APPR BY JG		** COMMENT **		INVOICE TOTAL:	55.00
CROWNTROPHY	1/23/17	01/23/17	01 TOURNAMENT TROPHIES	07-75-782-000			02/20/17	130.00
			02 REQ BY AP APPR BY DT		** COMMENT **		INVOICE TOTAL:	130.00
CROWNTROPHYKC	1/1/17	01/01/17	01 AWARDS FOR STAR PARTY	01-01-740-002			02/20/17	140.00
			02 REQ BY KC APPR BY LK		** COMMENT **		INVOICE TOTAL:	140.00
D1811	1/23/17	01/23/17	01 DIST 181 CAMP EXPO EXPENSES	02-80-823-000			02/20/17	50.00
							PUBLIC RELATIONS	

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3316	CARDMEMBER SERVICE							
D1811/23/17	01/23/17	02	REQ BY JC APPR BY LK	** COMMENT **			02/20/17	
							INVOICE TOTAL:	50.00
DEFAULTENTRY1/21/17	01/21/17	01	JR TEAM TENNIS MATCH FEE	07-75-790-008			02/20/17	90.00
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
							INVOICE TOTAL:	90.00
DEPFIRESIDE1/23/17	01/23/17	01	DEP PIO TRIP ON 4/20/17	02-50-754-300			02/20/17	36.00
		02	REQ BY AP APPR BY KS	TRIP ADMISSIONS ** COMMENT **				
							INVOICE TOTAL:	36.00
DEPMULLIGAN1/10/17	01/10/17	01	DEP MULLIGAN STEW 3/14/17	02-50-758-300			02/20/17	200.00
		02	REQ BY AP APPR BY KS	TRIPS - RESTAURANT ** COMMENT **				
							INVOICE TOTAL:	200.00
DISCOUNTSCHOOLJAN17	01/31/17	01	PRESCHOOL SUPPLIES	02-31-765-000			02/20/17	250.19
		02	REQ BY KS APPR BY DT	EC ENRICHMENT ** COMMENT **				
							INVOICE TOTAL:	250.19
DISPATCHTAXI1-20-17B	01/20/17	01	CONFERENCE TRAVEL GIBELLINA	01-01-690-001			02/20/17	10.75
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	10.75
DM2117	02/01/17	01	XM RADIO FEB 2017	01-15-750-020			02/20/17	57.94
		02	REQ BY JS APPR BY DT	MUSIC ** COMMENT **				
							INVOICE TOTAL:	57.94
DOLLARTREE1/11/17	01/11/17	01	OPEN SWIM SUPPLIES	02-25-704-000			02/20/17	22.00
				OPEN SWIM SUPPLIES				

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3316			CARDMEMBER SERVICE					
DOLLARTREE1/11/17	01/11/17	02	REQ BY AB APPR BY JG		** COMMENT **		02/20/17	
							INVOICE TOTAL:	22.00
EINSTEINS1/10/17	01/10/17	01	CREAM CHEESE - BAGEL DAY	01-01-740-002			02/20/17	30.32
		02	REQ BY MK APPR BY NS		BOARD/EMPLOYEE RECOGNITION ** COMMENT **			
							INVOICE TOTAL:	30.32
EINSTEINS2/1/17	02/01/17	01	BAGEL DAY CREAM CHEESE	01-01-740-002			02/20/17	30.32
		02	REQ BY AP APPR BY KS		BOARD/EMPLOYEE RECOGNITION ** COMMENT **			
							INVOICE TOTAL:	30.32
EWOKS1/14/17	01/14/17	01	ELECTRONIC RECYCLING	01-01-670-001			02/20/17	25.00
		02	REQ BY RP APPR BY LK		COMPUTER PARTS & REPAIRS ** COMMENT **			
							INVOICE TOTAL:	25.00
FINEPRINT1/9/17	01/09/17	01	FINE PRINT LICENSE	01-01-670-001			02/20/17	50.00
		02	REQ BY RP APPR BY LK		COMPUTER PARTS & REPAIRS ** COMMENT **			
							INVOICE TOTAL:	50.00
FIT&TENNIS12/22/16	12/22/16	01	JR TEAN TENNIS MATCH FEE	07-75-790-008			02/20/17	180.00
		02	REQ BY AP APPR BY DT		OTHER PROGRAM EXPENSE ** COMMENT **			
							INVOICE TOTAL:	180.00
FLACOSTACOS1/19/17	01/19/17	01	DINNER @IPRA AP,AB,JG, & MM	02-25-690-001			02/20/17	46.38
		02	REQ BY AP APPR BY KS		CONFERENCES ** COMMENT **			
							INVOICE TOTAL:	46.38
FLASHCABNS1/19/17	01/19/17	01	CONFERENCE CAB FARE	01-01-690-001			02/20/17	6.60
					CONFERENCES			

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3316	CARDMEMBER SERVICE							
FLASHCABNS1/19/17	01/19/17	02	REQ BY NS APPR BY MS		** COMMENT **		02/20/17	
							INVOICE TOTAL:	6.60
GAGEKS1/21/17	01/21/17	01	LUNCH LK KS ON SAT CONFERNECE	02-01-690-000			02/20/17	47.00
		02	REQ BY KS APPR BY DT	WORKSHOPS	** COMMENT **			
							INVOICE TOTAL:	47.00
GFS1/25/17AB	01/25/17	01	PARTY SUPPLIES	02-25-705-001			02/20/17	48.18
		02	PARTY SUPPLIES	BIRTHDAY PARTY-GROUP RENTA				
		03	REQ BY AB APPR BY JG	01-15-780-002				16.06
				THEME PARTY / PROGRAM MATE	** COMMENT **			
							INVOICE TOTAL:	64.24
GFSAB1/5/17	01/05/17	01	PARTY SUPPLIES	02-25-705-001			02/20/17	46.45
		02	PARTY SUPPLIES	BIRTHDAY PARTY-GROUP RENTA				
		03	REQ BY AB APPR BY JG	01-15-780-002				15.49
				THEME PARTY / PROGRAM MATE	** COMMENT **			
							INVOICE TOTAL:	61.94
GFSMK1617	01/06/17	01	WELLNESS BINGO AWARD	01-01-740-021			02/20/17	8.40
		02	WELLNESS BINGO AWARD	WELLNESS COMMITTEE				
		03	REQ BY MK APPR BY NS	02-01-840-021				8.39
				WELLNESS COMMITTEE	** COMMENT **			
							INVOICE TOTAL:	16.79
GLOBE1-19-17LK	01/19/17	01	CONFERENCE TRAVEL KOSEY	01-01-690-001			02/20/17	10.25
		02	REQ BY BG APPR BY LK	CONFERENCES	** COMMENT **			
							INVOICE TOTAL:	10.25
HEAD1/25/17	01/27/17	01	RACQUETS AND ACCESSORIES	07-75-870-000			02/20/17	69.50
				TENNIS RACQUETS				

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3316	CARDMEMBER SERVICE							
HEAD1/25/17	01/27/17	02	RACQUETS AND ACCESSORIES	07-75-870-006			02/20/17	104.58
		03	REQ BY AP APPR BY DT	ACCESORIES ** COMMENT **				
						INVOICE TOTAL:		174.08
HILTON1/21/17DT	01/21/17	01	IPRA CONFERERENCE LODGING	02-01-690-001			02/20/17	139.71
		02	REQ BY DT APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		139.71
HILTON1/22/17LK	01/22/17	01	CONFERENCE LODGING KOSEY	01-01-690-001			02/20/17	279.42
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		279.42
HILTONBJ1/22/17	01/22/17	01	IPRA HOTEL ROOM	01-05-690-001			02/20/17	139.71
		02	REQ BY BJ APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		139.71
HILTONHOTELMA1/19/17	01/19/17	01	HOTEL FOR MM AB AND MA	02-01-690-000			02/20/17	151.45
		02	REQ BY MA APPR BY DT	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		151.45
HILTONSNAXKS1/20/17	01/20/17	01	KS BREAKFAST IPRA CONFERENCE	02-01-690-000			02/20/17	7.00
		02	REQ BY KS APPR BY DT	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		7.00
HILTONSNAXMA1/19/17	01/19/17	01	BEVERAGE FOR CONFERENCE	02-01-690-000			02/20/17	3.00
		02	REQ BY MA APPR BY DT	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		3.00

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INVOICES DUE ON/BEFORE 02/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
HOBBYLOBBY1/6/17KS	01/06/17	01	HOLIDAY CRAFT REFUND	02-60-791-014			02/20/17	-122.28
		02	REQ BY KS APPR BY DT	A & C HOLIDAY ** COMMENT **				
						INVOICE TOTAL:		-122.28
HOBBYLOBBYAP1/31/17	01/31/17	01	MISC SUPPLIES	02-60-791-015			02/20/17	31.70
		02	MISC SUPPLIES	A & C WINTERFEST 02-80-941-000				21.91
		03	REQ BY AP APPR BY KS	GENERAL MARKETING /SPONSOR ** COMMENT **				
						INVOICE TOTAL:		53.61
HOBBYLOBBYGM13117	01/31/17	01	VDAY DECORATIONS	01-15-800-000			02/20/17	16.77
		02	REQ BY JS APPR BY DT	BLDG EQUIP / REP & REPLACE ** COMMENT **				
						INVOICE TOTAL:		16.77
HOBBYLOBBYKS1/6/17	01/06/17	01	HOLIDAY EXPRESS CRAFTS	02-60-791-014			02/20/17	113.22
		02	REQ BY KS APPR BY DT	A & C HOLIDAY ** COMMENT **				
						INVOICE TOTAL:		113.22
HODGES1/30/17	01/30/17	01	RIBBONS FOR SWIM TEAM	02-26-702-005			02/20/17	263.93
		02	REQ BY JG APPR BY KS	YOUTH SWIM MEET EXPENSE ** COMMENT **				
						INVOICE TOTAL:		263.93
HYTEK2.2FEB2017	02/02/17	01	MEET MGR SOFTWARE UPGRADE 6.0	02-26-702-005			02/20/17	229.00
		02	REQ BY JG APPR BY KS	YOUTH SWIM MEET EXPENSE ** COMMENT **				
						INVOICE TOTAL:		229.00
IDWHOLESAL1/07/17	01/07/17	01	RIBBON, CARDS, AND CLIPS	02-21-795-001			02/20/17	69.50
				ID CARDS/SUPPLIES & REPAIR				

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3316			CARDMEMBER SERVICE					
IDWHOLESALE1/07/17	01/07/17	02	RIBBON, CARDS, AND CLIPS	02-25-703-000			02/20/17	69.50
		03	RIBBON, CARDS, AND CLIPS	I.D.CARDS & SUPPLIES				
		04	REQ BY KC APPR BY JS	01-15-840-010				69.50
				OPEN GYM SUPPLIES / ID CAR				
				** COMMENT **				
						INVOICE TOTAL:		208.50
IRONWEARFIT1/25/17	01/25/17	01	WEIGHTED VEST RACK	02-21-800-000			02/20/17	299.99
		02	REQ BY MD APPR BY DT	EQUIPMENT NON-CAPITAL				
				** COMMENT **				
						INVOICE TOTAL:		299.99
JBSIGN1/18/17	01/18/17	01	BIRD SIGN	02-80-940-000			02/20/17	130.00
		02	REQ BY JC APPR BY LK	GENERAL MARKETING / PROMOT				
				** COMMENT **				
						INVOICE TOTAL:		130.00
JCFLASHCAB1/19/17	01/19/17	01	TRANSPORTATION	02-80-980-000			02/20/17	9.50
		02	REQ BY JC APPR BY LK	EDUCATION / TRAINING				
				** COMMENT **				
						INVOICE TOTAL:		9.50
JCLITTLEGOAT1/19/17	01/19/17	01	DINNER AT CONFERENCE	02-80-980-000			02/20/17	36.38
		02	REQ BY JC APPR BY LK	EDUCATION / TRAINING				
				** COMMENT **				
						INVOICE TOTAL:		36.38
JCMETRA1/19/17	01/19/17	01	ROUND TRIP TRAIN SHOWCASE	02-80-980-000			02/20/17	12.50
		02	REQ BY JC APPR BY LK	EDUCATION / TRAINING				
				** COMMENT **				
						INVOICE TOTAL:		12.50
JEWEL1/10/17	01/10/17	01	GATORADE FITNESS	02-21-765-000			02/20/17	27.96
				FITNESS EQUIP./NEW REPL.PA				

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3316	CARDMEMBER SERVICE							
JEWEL1/10/17	01/10/17	02	REQ BY MD APPR BY DT		** COMMENT **		02/20/17	
							INVOICE TOTAL:	27.96
JGHILTON1/23/17	01/23/17	01	JG & KS HOTEL ROOM + PARKING	02-25-690-001			02/20/17	369.42
		02	REQ BY JG APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	369.42
JIMMYGREENS1-20-16BG	01/20/17	01	MEALS FOR 12 AT CONFERENCE	01-01-690-001			02/20/17	79.04
		02	MEALS FOR 12 AT CONFERENCE	01-05-690-001				17.51
		03	MEALS FOR 12 AT CONFERNECE	01-15-690-001				18.51
		04	MEALS FOR 12 AT CONFERENCE	02-01-690-001				72.02
		05	MEALS FOR 12 AT CONFERENCE	02-25-690-001				33.01
		06	REQ BY BG APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	220.09
JIMMYGREENSBJ1/21/17	01/21/17	01	IPRA LUNCH SATURDAY	01-05-690-001			02/20/17	20.50
		02	REQ BY BJ APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	20.50
JMSAUTO1/3/17	01/03/17	01	COMPRESSOR/ENGINE SENSOR F250	01-05-790-017			02/20/17	1,398.68
		02	REQ BY BJ APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	1,398.68
KCAMAZON1/12/17	01/12/17	01	LOCKS AND HEADPHONES	01-15-840-005			02/20/17	80.00
		02	REQ BY KC APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	80.00

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3316 CARDMEMBER SERVICE								
KCAMAZON1/5/17	01/05/17	01	PRIME MEMBERSHIP	01-15-730-001			02/20/17	10.99
		02	REQ BY KC APPR BY JS	OFFICE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	10.99
KCBLUERIBBON1/19/17	01/19/17	01	IPRA TRANSPORTATION	01-15-690-001			02/20/17	12.00
		02	REQ BY KC APPR BY JS	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	12.00
KCMETRA1/19/17	01/19/17	01	IPRA TRANSPORTATION	01-15-690-001			02/20/17	12.50
		02	REQ BY KC APPR BY JS	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	12.50
KIDLIST1/23/17	01/23/17	01	KIDSLIST BIRTHDAY PARTY AD	02-80-930-000			02/20/17	150.00
		02	REQ BY JC APPR BY LK	ADVERTISEMENTS ** COMMENT **				
							INVOICE TOTAL:	150.00
KNOWLEDGEOWL1/18/17	01/18/17	01	CAPRA SOFTWARE	02-01-700-000			02/20/17	531.00
		02	REQ BY DT APPR BY LK	PROFESSIONAL ORGANIZATIONS ** COMMENT **				
							INVOICE TOTAL:	531.00
KOHL1/29/17	01/29/17	01	COFFEE MAKER	07-01-730-002			02/20/17	99.99
		02	REQ BY LL APPR BY DT	COFFEE & CONDIMENTS ** COMMENT **				
							INVOICE TOTAL:	99.99
KSAMAZON1/21/17	01/20/17	01	INCLUSION TEXTBOOK	09-01-900-000			02/20/17	19.94
		02	REQ BY KS APPR BY DT	MISC. PROGRAM EXPENSES ** COMMENT **				
							INVOICE TOTAL:	19.94

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3316	CARDMEMBER SERVICE							
KSGFA1/25/17	01/25/17	01	WINTERFEST/DOLPHIN	02-32-765-002			02/20/17	50.56
		02	WINTERFEST/DOLPHIN	02-60-765-015				64.39
		03	WINTERFEST/DOLPHIN	02-60-791-015				8.79
		04	REQ BY KS APPR BY DT	A & C WINTERFEST ** COMMENT **				
							INVOICE TOTAL:	123.74
KSHOBBYLOBBY1/23/17	01/23/17	01	WINTERFEST	02-60-791-015			02/20/17	11.98
		02	REQ BY KS APPR BY DT	A & C WINTERFEST ** COMMENT **				
							INVOICE TOTAL:	11.98
KSLAKESHORE1/30/17	01/30/17	01	PRESCHOOL SUPPLIES	02-31-765-001			02/20/17	21.23
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
							INVOICE TOTAL:	21.23
KSTARGET1/25/17	01/25/17	01	GLOVES/BIRDSEED WINTERFEST	02-60-791-015			02/20/17	7.99
		02	GLOVES/BIRDSEED WINTERFEST	A & C WINTERFEST 02-60-765-015				41.65
		03	REQ BY KS APPR BY DT	PRGM MTRLS WINTERFEST ** COMMENT **				
							INVOICE TOTAL:	49.64
LAKESHORE1/27/17	01/27/17	01	PRESCHOOL SUPPLIES	02-31-765-001			02/20/17	19.98
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
							INVOICE TOTAL:	19.98
LENSACE2/1/17	02/01/17	01	TAPE/MATERIALS WINTERFEST	02-60-765-015			02/20/17	25.96
		02	REQ BY KS APP BY DT	PRGM MTRLS WINTERFEST ** COMMENT **				
							INVOICE TOTAL:	25.96

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	LKCITYSERVICE1-19-17	01/19/17	01 CONFERENCE TRAVEL KOSEY	01-01-690-001			02/20/17	15.25
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	15.25
	LKMAGGIANOS1/9/17	01/09/17	01 WELCOME LUNCH M.SALINAS	01-01-740-002			02/20/17	21.17
		02	WELCOME LUNCH M.SALINAS	BOARD/EMPLOYEE RECOGNITION 01-01-590-000				118.97
		03	REQ BY BG APPR BY LK	MISCELLANEOUS INCOME ** COMMENT **				
							INVOICE TOTAL:	140.14
	LKPINSTripES1/6/17	01/06/17	01 STAR NIGHT 2017	01-01-740-003			02/20/17	3,134.00
		02	STAR NIGHT 2017	STAFF INCENTIVES 01-01-740-003				377.52
		03	REQ BY BG APPR BY LK	STAFF INCENTIVES ** COMMENT **				
							INVOICE TOTAL:	3,511.52
	LLMETRA1/19/17	01/19/17	01 TRAIN TO CONFERENCE ALICE & LL	07-01-690-001			02/20/17	23.00
		02	REQ BY LL APPR BY AP	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	23.00
	LLTARGET1/12/17	01/12/17	01 MATCH PLAY TREATS/CHIPS VEND	07-75-790-005			02/20/17	13.98
		02	MATCH PLAY TREATS/CHIPS VEND	SPECIAL EVENT SUPPLIES 07-71-840-025				6.99
		03	REQ BY LL APPR BY AP	Vending Snacks ** COMMENT **				
							INVOICE TOTAL:	20.97
	LOU'S1/19/17DT	01/19/17	01 IPRA CONFERENCE DINNER	02-01-690-001			02/20/17	27.39
		02	REQ BY DT APPR BY LK	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	27.39

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3316	CARDMEMBER SERVICE							
	LOUMALNATI'SMA1/19	01/19/17	01 THURSDAY LUNCH	02-01-690-000			02/20/17	13.09
		02	REQ BY MA APPR BY DT	WORKSHOPS ** COMMENT **				
						INVOICE TOTAL:		13.09
	LOUMALNATISBJ1/19/17	01/19/17	01 IPRA DINNER THURSDAY	01-05-690-001			02/20/17	31.18
		02	REQ BY BJ APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		31.18
	MAAMAZON1/30/17#1	01/30/17	01 HOCKEY BALLS FOR WINTERFEST	02-60-765-015			02/20/17	12.99
		02	REQ BY MA APPR BY DT	PRGM MTRLS WINTERFEST ** COMMENT **				
						INVOICE TOTAL:		12.99
	MAAMAZON1/30/17#2	01/30/17	01 HOCKEY BALLS FOR WINTERFEST	02-60-765-015			02/20/17	12.99
		02	REQ BY MA APPR BY DT	PRGM MTRLS WINTERFEST ** COMMENT **				
						INVOICE TOTAL:		12.99
	MDWALMART2/1/17	02/01/17	01 GATORADE/WATER GET TOUGH CLASS	02-21-800-000			02/20/17	26.72
		02	REQ BY MD APPR BY DT	EQUIPMENT NON-CAPITAL ** COMMENT **				
						INVOICE TOTAL:		26.72
	METCONMARKET1/10/17	01/10/17	01 FITNESS POSTERS	02-21-765-000			02/20/17	38.00
		02	REQ BY MD APPR BY DT	FITNESS EQUIP./NEW REPL.PA ** COMMENT **				
						INVOICE TOTAL:		38.00
	METRA1-19-17BG	01/19/17	01 CONFERENCE TRAVEL GIBELLINA	01-01-690-001			02/20/17	5.75
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		5.75

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3316 CARDMEMBER SERVICE									
METRA1-20-17BG	01/20/17	01	CONFERENCE TRAVEL GIBELLINA	01-01-690-001			02/20/17	11.50	
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **					
								INVOICE TOTAL:	11.50
METRALK1/19/17	01/19/17	01	TRAVEL KOSEY & POP	01-01-690-001			02/20/17	5.00	
		02	TRAVEL KOSEY & POP	07-01-690-001				10.00	
		03	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **					
								INVOICE TOTAL:	15.00
METRAMA1/21/17	01/21/17	01	TRAIN RIDE FROM IPRA	02-01-690-000			02/20/17	6.75	
		02	REQ BY MA APPR BY DT	WORKSHOPS ** COMMENT **					
								INVOICE TOTAL:	6.75
METRANS1/19/17	01/19/17	01	R/T TRAIN TICKET	01-01-690-001			02/20/17	11.50	
		02	REQ BY NS APPR BY MS	CONFERENCES ** COMMENT **					
								INVOICE TOTAL:	11.50
METRAWHEATON1/19/17	01/19/17	01	IPRA CONFERENCE TRANSPORTATION	01-01-690-001			02/20/17	12.50	
		02	REQ BY RP APPR BY LK	CONFERENCES ** COMMENT **					
								INVOICE TOTAL:	12.50
MMAMAZON1/25/17	01/25/17	01	PENCIL CASE ADULT BBALL BINDER	02-40-765-171			02/20/17	4.95	
		02	REQ BY MA APPR BY DT	MEN'S BASKETBALL ** COMMENT **					
								INVOICE TOTAL:	4.95
MMYELLOWCAB1/21/17	01/21/17	01	CAB RIDE CONFERENCE	01-15-690-001			02/20/17	10.25	
								CONFERENCES	

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3316			CARDMEMBER SERVICE					
OFFICEMAX1/5/17	01/05/17	02	REQ BY KC APPR BY DT		** COMMENT **		02/20/17	
							INVOICE TOTAL:	41.89
OLIVEGARDENKS1/5/17	01/05/17	01	BUDGET LUNCH KS & JG	02-25-690-001			02/20/17	20.70
		02	REQ BY KS APPR BY DT	CONFERENCES	** COMMENT **			
							INVOICE TOTAL:	20.70
PANERA1/21/17	01/21/17	01	BREAKFAST AT CONFERENCE	02-25-690-001			02/20/17	9.42
		02	BREAKFAST AT CONFERENCE	CONFERENCES				4.71
		03	REQ BY AB APPR BY JG	01-15-690-001	CONFERENCES	** COMMENT **		
							INVOICE TOTAL:	14.13
PARKINGPANDA1/18/17D	01/18/17	01	IPRA CONFERENCE PARKING	02-01-690-001			02/20/17	61.00
		02	REQ BY DT APPR BY LK	CONFERENCES	** COMMENT **			
							INVOICE TOTAL:	61.00
PARTYCITY1/25/17AB	01/25/17	01	PARTY SUPPLIES TABLE CLOTHS	02-25-705-001			02/20/17	68.95
		02	PARTY SUPPLIES TABLE CLOTHS	BIRTHDAY PARTY-GROUP RENTA				22.99
		03	REQ BY AB APPR BY JG	01-15-780-002	THEME PARTY / PROGRAM MATE	** COMMENT **		
							INVOICE TOTAL:	91.94
PARTYCITY1/5/17KC	01/05/17	01	PARTY SUPPLIES TABLE CLOTHS	02-25-705-001			02/20/17	137.17
		02	PARTY SUPPLIES TABLE CLOTHS	BIRTHDAY PARTY-GROUP RENTA				45.72
		03	REQ BY AB APPR BY JG	01-15-780-002	THEME PARTY / PROGRAM MATE	** COMMENT **		
							INVOICE TOTAL:	182.89
PAYPAL1/4/17	01/04/17	01	OBPD FOUNDATION PAYPAL	01-01-074-000			02/20/17	5.00
				RECEIVABLE DUE FROM FOUNDT				

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3316	CARDMEMBER SERVICE							
PAYPAL1/4/17	01/04/17	02	REQ BY RP APPR BY LK				02/20/17	
				** COMMENT **			INVOICE TOTAL:	5.00
PEETS1/21/17	01/21/17	01	BREAKFAST SAT KAREN	02-01-690-001			02/20/17	6.36
		02	REQ BY KS APPR BY DT	CONFERENCES				
				** COMMENT **			INVOICE TOTAL:	6.36
PROMEVO1/18/17	01/18/17	01	CHROME BIT DEVICE	02-01-670-001			02/20/17	112.46
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS				
				** COMMENT **			INVOICE TOTAL:	112.46
PSAMAZON1/13/17	01/13/17	01	SANITARY NAPKIN RECEPTACLE	07-71-750-000			02/20/17	108.60
		02	REQ BY PS APPR BY AP	BUILDING MAINTENANCE/REPAI				
				** COMMENT **			INVOICE TOTAL:	108.60
REMINGTONS1-19-17LK	01/19/17	01	CONFERENCE MEAL KOSEY	01-01-690-001			02/20/17	40.57
		02	REQ BY BG APPR BY LK	CONFERENCES				
				** COMMENT **			INVOICE TOTAL:	40.57
REMINGTONS1-20-17LK	01/20/17	01	MEAL LK,MM,DT,JG,AB,BJ,KS,MA+2	01-01-690-001			02/20/17	215.36
		02	MEAL LK,MM,DT,JG,AB,BJ,KS,MA+2	CONFERENCES				
		03	MEAL LK,MM,DT,JG,AB,BJ,KS,MA+2	01-05-690-001				60.45
		04	MEAL LK,MM,DT,JG,AB,BJ,KS,MA+2	CONFERENCES				60.45
		05	MEAL LK,MM,DT,JG,AB,BJ,KS,MA+2	01-15-690-001				181.37
		06	REQ BY BG APPR BY LK	CONFERENCES				120.92
				** COMMENT **			INVOICE TOTAL:	638.55

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3316	CARDMEMBER SERVICE							
ROSEBUD1/19/17LK	01/19/17	01	EXEC DIR MTG W/U OF I RESULTS	01-01-740-002			02/20/17	107.43
		02	REQ BY BG APPR BY LK	BOARD/EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		107.43
RPAMAZON1/13/17	01/13/17	01	DVD PLAYER REFUND	01-01-670-001			02/20/17	-81.92
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS ** COMMENT **				
						INVOICE TOTAL:		-81.92
RPAMAZON1/17/17	01/17/17	01	HP 05A TONER	01-01-730-001			02/20/17	117.28
		02	REQ BY RP APPR BY LK	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		117.28
RPAMAZON1/27/17	01/27/17	01	SCREEN PROTECTORS/CASES	01-01-670-003			02/20/17	50.16
		02	REQ BY RP APPR BY LK	TELEPHONE SYSTEM ** COMMENT **				
						INVOICE TOTAL:		50.16
RPAMAZON1/30/17	01/30/17	01	IPHONE CASE/CHARGERS	01-01-670-003			02/20/17	53.95
		02	REQ BY RP APP BY LK	TELEPHONE SYSTEM ** COMMENT **				
						INVOICE TOTAL:		53.95
RPGLOBETAXI1/19/17	01/19/17	01	IPRA CONFERENCE TRANSPORTATION	01-01-690-001			02/20/17	15.25
		02	REQ BY RP APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		15.25
RPIAPD1/5/17	01/05/17	01	IPRA/IAPD CONF 2017 PECHOUS	01-01-690-001			02/20/17	150.00
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
						INVOICE TOTAL:		150.00

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3316	CARDMEMBER SERVICE							
SCALMART1/31/17AP	01/31/17	01	DIGITAL WEIGHT SCALE	07-71-750-000			02/20/17	406.00
		02	REQ BY LL APPR BY DT	BUILDING MAINTENANCE/REPAI				
				** COMMENT **				
						INVOICE TOTAL:		406.00
SCHOLASTIC1/18/17	01/18/17	01	PRESCHOOL BOOKS	02-31-765-001			02/20/17	138.00
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING				
				** COMMENT **				
						INVOICE TOTAL:		138.00
SERVE TECH1/10/17	01/10/17	01	REPLACEMENT SERVER PLAN	01-01-670-001			02/20/17	25.00
		02	REPLACEMENT SERVER PLAN	COMPUTER PARTS & REPAIRS				25.00
				02-01-670-001				25.00
		03	REPLACEMENT SERVER PLAN	COMPUTER PARTS & REPAIRS				25.00
				07-01-670-001				25.00
		04	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS				
				** COMMENT **				
						INVOICE TOTAL:		75.00
SHOWMECABLES1/31/17	01/31/17	01	REPLACEMENT PHONE CORDS	01-01-670-003			02/20/17	50.52
		02	REQ BY RP APPR BY LK	TELEPHONE SYSTEM				
				** COMMENT **				
						INVOICE TOTAL:		50.52
STARBUCKSKS1/21/17	01/21/17	01	IPRA CONFERENCE KS	02-01-690-000			02/20/17	2.95
		02	REQ BY KS APPR BY DT	WORKSHOPS				
				** COMMENT **				
						INVOICE TOTAL:		2.95
SUNTAXI1-19-17LK	01/19/17	01	CONFERENCE TRAVEL KOSEY	01-01-690-001			02/20/17	8.75
		02	REQ BY BG APPR BY LK	CONFERENCES				
				** COMMENT **				
						INVOICE TOTAL:		8.75
SUNTAXI1-20-17LK	01/20/17	01	CONFERENCE TRAVEL KOSEY	01-01-690-001			02/20/17	10.75
				CONFERENCES				

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3316	CARDMEMBER SERVICE							
SUNTAXI1-20-17LK	01/20/17	02	REQ BY BG APPR BY LK		** COMMENT **		02/20/17	
							INVOICE TOTAL:	10.75
SWIMOUTLET1/12/17	01/12/17	01	NEW O2 BAG	02-25-790-008			02/20/17	59.94
		02	REQ BY JG APPR BY KS		SAFETY & FIRST AID ** COMMENT **			
							INVOICE TOTAL:	59.94
TARGETGLORIA13117	01/31/17	01	HAIR DRYERS	01-15-790-007			02/20/17	73.74
		02	REQ BY JS APPR BY DT		LOCKER ROOM SUPPLIES ** COMMENT **			
							INVOICE TOTAL:	73.74
TELECOMSPOT1/27/17	01/27/17	01	3 REPLACEMENT PHONES	01-01-670-003			02/20/17	114.15
		02	REQ BY RP APPR BY LK		TELEPHONE SYSTEM ** COMMENT **			
							INVOICE TOTAL:	114.15
TEMPALERT1/20/17	01/02/17	01	SENSOR CLOUD WIRELESS PLAN	01-01-670-001			02/20/17	21.00
		02	REQ BY RP APPR BY LK		COMPUTER PARTS & REPAIRS ** COMMENT **			
							INVOICE TOTAL:	21.00
TENNISSOURCE1/3/17	01/03/17	01	TENNIS SOURCE JAN 2017	07-01-740-050			02/20/17	399.00
		02	REQ BY LL APPR BY DT		OTHER EXPENSES ** COMMENT **			
							INVOICE TOTAL:	399.00
THEATREATTHECENTER17	01/30/17	01	BAL PIO LUNCH/SHOW ON 2/15/17	02-50-758-300			02/20/17	1,574.84
		02	REQ BY AP APPR BY KS		TRIPS - RESTAURANT ** COMMENT **			
							INVOICE TOTAL:	1,574.84
TIA1/20/17	01/20/17	01	TIA MEMEBERSHIP	07-01-700-000			02/20/17	100.00
					PROFESSIONAL ORGANIZATIONS			

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3316	CARDMEMBER SERVICE							
TIA1/20/17	01/20/17	02	REQ BY AP APPR BY DT		** COMMENT **		02/20/17	
							INVOICE TOTAL:	100.00
UBER1/19-1/21/17	01/21/17	01	TRANS AT CONFERENCE	02-25-690-001			02/20/17	27.25
		02	REQ BY AB APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	27.25
UPSSTORE1/23/17	01/23/17	01	SHIPPING RETURN	01-05-790-017			02/20/17	18.99
		02	REQ BY BJ APPR BY LK		TRUCK& TRACT -REPLACE& REP			
					** COMMENT **		INVOICE TOTAL:	18.99
USPS1/18/17	01/18/17	01	4TH QTR 2016 941 TAX FILING	01-01-710-001			02/20/17	6.47
		02	REQ BY LN APPR BY LK		SPECIAL DELIVERY			
					** COMMENT **		INVOICE TOTAL:	6.47
USPS1/26/17	01/26/17	01	REGISTERED MAIL STEVEN REGAN	01-01-710-001			02/20/17	6.59
		02	REQ BY LN APPR BY LK		SPECIAL DELIVERY			
					** COMMENT **		INVOICE TOTAL:	6.59
USTA1/20/17	01/20/17	01	JR TEAM TENNIS REGISTRATION	07-75-790-008			02/20/17	160.80
		02	REQ BY AP APPR BY DT		OTHER PROGRAM EXPENSE			
					** COMMENT **		INVOICE TOTAL:	160.80
USTA1/25/17	01/25/17	01	JR TEAM TENNIS REGISTRATION	07-75-790-008			02/20/17	160.80
		02	REQ BY AP APPR BY DT		OTHER PROGRAM EXPENSE			
					** COMMENT **		INVOICE TOTAL:	160.80
VENTR1/19-1/21/17	01/21/17	01	TRAIN TO/FROM CONFERENCE	02-25-690-001			02/20/17	11.50
					CONFERENCES			

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3316			CARDMEMBER SERVICE					
VENTR1/19-1/21/17	01/21/17	02	REQ BY AB APPR BY JG		** COMMENT **		02/20/17	
							INVOICE TOTAL:	11.50
WHENTOWORK1/11/17AB	01/11/17	01	WHENTOWORK SCHEDULING SOFTWARE	02-25-700-002			02/20/17	412.50
		02	WHENTOWORK SCHEDULING SOFTWARE	01-15-780-004				137.50
		03	REQ BY AB APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	550.00
WILSON1/25/17	01/25/17	01	RACQUETS	07-75-870-000			02/20/17	74.05
		02	REQ BY AP APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	74.05
WILSON1/27/17	01/27/17	01	STRINGS AND ACCESORIES	07-75-870-007			02/20/17	256.10
		02	STRINGS AND ACCESORIES	07-75-870-006				23.70
		03	REQ BY AP APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	279.80
WILSON1/4/17	01/04/17	01	RACQUETS	07-75-870-000			02/20/17	264.03
		02	REQ BY AP APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	264.03
WINGSTOP1/19/17	01/19/17	01	LUNCH IPRA CONFERENCE 1/19/17	02-01-690-000			02/20/17	23.02
		02	REQ BY AP APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	23.02
YELLOWCAB1-19-17BG	01/19/17	01	CONFERENCE TRAVEL GIBELLINA	01-01-690-001			02/20/17	11.25
			CONFERENCES					

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3316	CARDMEMBER SERVICE							
YELLOWCAB1-19-17BG	01/19/17	02	REQ BY BG APPR BY LK				02/20/17	
				** COMMENT **				
							INVOICE TOTAL:	11.25
YELLOWCABMA1/19/17	01/19/17	01	TAXI IPRA CONFERNECE	02-01-690-000			02/20/17	15.60
		02	REQ BY MA APPR BY DT	WORKSHOPS				
				** COMMENT **				
							INVOICE TOTAL:	15.60
YOLK1/20/17	01/20/17	01	BREAKFAST ALEX & MATT	01-15-690-001			02/20/17	15.38
		02	BREAKFAST ALEX & MATT	CONFERENCES				
		03	REQ BY MM APPR BY DT	02-25-690-001				15.38
				CONFERENCES				
				** COMMENT **				
							INVOICE TOTAL:	30.76
							VENDOR TOTAL:	23,366.99
1887	QUEST DIAGNOSTICS							
9168875090	01/26/17	01	DRUG TESTING JAN 2017	02-01-840-010			02/20/17	115.52
		02	REQ BY MK APPR BY NS	DRUG TESTING EXPENSE				
				** COMMENT **				
							INVOICE TOTAL:	115.52
							VENDOR TOTAL:	115.52
1159	RANDALL INDUSTRIES							
165454	01/19/17	01	HYDRAULIC OIL/FILTER ROLLER	01-05-790-017			02/20/17	219.87
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP				
				** COMMENT **				
							INVOICE TOTAL:	219.87
165777	02/06/17	01	LIFT MAINTENANCE	07-71-750-015			02/20/17	345.50
		02	REQ BY PS APPR BY AP	OTHER BUILDING MAINTENANCE				
				** COMMENT **				
							INVOICE TOTAL:	345.50
							VENDOR TOTAL:	565.37

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3386 ROBBINS SCHWARTZ								
272714	01/31/17	01	LEGAL SRV DEC 2016	01-10-821-000			02/20/17	2,888.00
		02	LEGAL SRV DEC 2016	01-10-821-000				551.00
		03	LEGAL SRV DEC 2016	01-10-821-000				114.00
		04	REQ BY BG APPR BY LK	GENERAL COUNSEL ** COMMENT **				
							INVOICE TOTAL:	3,553.00
272715SBA	12/31/16	01	LAWYER EXPENSE	01-01-074-000			02/20/17	95.00
		02	REQ BY KC APPR BY LK	RECEIVABLE DUE FROM FOUNDT ** COMMENT **				
							INVOICE TOTAL:	95.00
							VENDOR TOTAL:	3,648.00
3203 ROSATI'S PIZZA								
OCT-DEC2016	01/12/17	01	PIZZAS FOR PARTIES	02-25-705-001			02/20/17	351.00
		02	PIZZAS FOR PARTIES	BIRTHDAY PARTY-GROUP RENTA 01-15-780-000				30.50
		03	PIZZAS FOR PARTIES	THEME PARTY / FOOD & BEVER 07-01-930-001				68.00
		04	PIZZAS FOR PARTIES	SPECIAL EVENTS 02-60-792-015				33.00
		05	REQ BY AB APPR BY KS	FOOD WINTERFEST ** COMMENT **				
							INVOICE TOTAL:	482.50
							VENDOR TOTAL:	482.50
3404 ROYAL PRINCESS PARTIES								
RPP12217	01/22/17	01	1/22/17 3P-5P PARTY	01-15-780-004			02/20/17	300.00
		02	REQ BY JS APPR BY DT	THEME PARTY/EXPANSION& REP ** COMMENT **				
							INVOICE TOTAL:	300.00
							VENDOR TOTAL:	300.00

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2275	RUSSO POWER EQUIPMENT							
3699540	01/10/17	01	EQUIPMENT REPAIR PARTS	01-05-790-017			02/20/17	128.60
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP				
				** COMMENT **				
						INVOICE TOTAL:		128.60
3708803	01/16/17	01	ICE MELTER	01-05-790-002			02/20/17	1,984.50
		02	REQ BY BJ APPR BY LK	SNOW REMOVAL-SALT				
				** COMMENT **				
						INVOICE TOTAL:		1,984.50
3709371	01/17/17	01	EQUIPMENT REPAIR PARTS RETURN	01-05-790-017			02/20/17	-87.12
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP				
				** COMMENT **				
						INVOICE TOTAL:		-87.12
3709375	01/17/17	01	EQUIPMENT REPAIR PARTS	01-05-790-017			02/20/17	62.72
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP				
				** COMMENT **				
						INVOICE TOTAL:		62.72
3727689	01/31/17	01	WATER PUMP REPAIR	01-05-790-017			02/20/17	51.00
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP				
				** COMMENT **				
						INVOICE TOTAL:		51.00
3728027	01/31/17	01	FUEL LINE	01-05-790-017			02/20/17	9.30
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP				
				** COMMENT **				
						INVOICE TOTAL:		9.30
						VENDOR TOTAL:		2,149.00
2004	SAFEGUARD							
031964129	01/26/17	01	PAYROLL ENVELOPES	01-01-680-000			02/20/17	349.98
				STATIONERY & ENVELOPES				

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2004	SAFEGUARD							
031964129	01/26/17	02	REQ BY LN APPR BY LK		** COMMENT **		02/20/17	
							INVOICE TOTAL:	349.98
							VENDOR TOTAL:	349.98
3325	SEAL TIGHT EXTERIORS INC.							
17-1450RR	01/06/17	01	ROOF REPAIRS	07-71-750-000			02/20/17	2,900.00
		02	REQ BY AP APPR BY DT	BUILDING MAINTENANCE/REPAI	** COMMENT **		INVOICE TOTAL:	2,900.00
							VENDOR TOTAL:	2,900.00
40	SERVICE SANITATION, INC.							
7287069	01/13/17	01	PORTABLE RESTROOM AT ICE RINK	01-05-750-055			02/20/17	69.00
		02	REQ BY BJ APPR BY LK	PORT-A -POTTY SERVICE	** COMMENT **		INVOICE TOTAL:	69.00
							VENDOR TOTAL:	69.00
3326	SMART INDUSTRY PRODUCTS							
6158	01/20/17	01	COLLAPSABLE WASTE CANS	01-05-800-009			02/20/17	500.00
		02	COLLAPSABLE WASTE CANS	PICNIC TABLES / PARK BENCH				220.00
		03	REQ BY BJ APPR BY LK	01-05-800-008	SIGNS	** COMMENT **	INVOICE TOTAL:	720.00
							VENDOR TOTAL:	720.00
3438	SOUTH SIDE CONTROL SUPPLY CO							
S100356947.001	12/16/16	01	NUT DRIVER HAND HELD	01-15-800-000			02/20/17	9.76
				BLDG EQUIP / REP & REPLACE				

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3438	SOUTH SIDE CONTROL SUPPLY CO							
S100356947.001	12/16/16	02	REQ BY MM APPR BY DT		** COMMENT **		02/20/17	
							INVOICE TOTAL:	9.76
							VENDOR TOTAL:	9.76
2370	SPRA							
SPRA2/3/17	02/03/17	01	INDOOR SPRINT CLOCKS	02-60-765-007			02/20/17	90.00
		02	REQ BY MD APPR BY DT	PRGM MTRLS INDOOR TRIATHLO	** COMMENT **			
							INVOICE TOTAL:	90.00
							VENDOR TOTAL:	90.00
2608	SPRINT PHONE							
486632911-083	01/29/17	01	TENNIIS IPAD JANUARY 2017	07-01-720-001			02/20/17	17.25
		02	REQ BY RP APPR BY LK	MOBILE CHARGES	** COMMENT **			
							INVOICE TOTAL:	17.25
							VENDOR TOTAL:	17.25
1786	STERLING NETWORK INTEGRATION							
300109,180102	01/30/17	01	REIMAGE & UPGRADE FIREPOWER	01-10-823-010			02/20/17	1,737.50
		02	REQ BY RP APPR BY LK	COMPUTER. TECH./OUT-SOURCE	** COMMENT **			
							INVOICE TOTAL:	1,737.50
							VENDOR TOTAL:	1,737.50
2469	SWANK MOTION PICTURES, INC.							
RG2293664	02/01/17	01	DIVE IN MOVIE FINDING DORY	02-26-765-002			02/20/17	193.00
		02	REQ BY JG APPR BY KS	EVENT-SUPPLIES	** COMMENT **			
							INVOICE TOTAL:	193.00
							VENDOR TOTAL:	193.00

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3321	SWEET COMB CHICAGO							
0000155	01/18/17	01	1/2 INSTALL 2017 APAIRY	01-12-750-001			02/20/17	4,355.50
		02	REQ BY BJ APPR BY LK	CONTRACTS MAINTENANCE-DNS				
				** COMMENT **				
						INVOICE TOTAL:		4,355.50
						VENDOR TOTAL:		4,355.50
2733	THE EMPLOYERS ASSOCIATION							
195732	01/20/17	01	FSA MONTHLY FEE + ADMIN FEE	01-01-650-000			02/20/17	28.00
		02	FSA MONHTLY FEE + ADMIN FEE	GROUP MEDICAL & LIFE				49.00
		03	FSA MONTHLY FEE + ADMIN FEE	02-01-650-000				7.00
		04	FSA MONTHLY FEE + ADMIN FEE	GROUP MEDICAL & LIFE				300.00
		05	REQ BY NS APPR BY MS	07-01-650-000				
				01-01-700-050				
				OTHER				
				** COMMENT **				
						INVOICE TOTAL:		384.00
						VENDOR TOTAL:		384.00
1086	TOTAL FIRE & SAFETY, INC.							
101820	12/12/16	01	SPRINKLER INSPECTION	07-71-750-015			02/20/17	290.00
		02	REQ BY PS APPR BY AP	OTHER BUILDING MAINTENANCE				
				** COMMENT **				
						INVOICE TOTAL:		290.00
102926	01/12/17	01	FIRE EXTINGUISHER INSPECTION	07-71-750-015			02/20/17	285.10
		02	REQ BY PS APPR BY AP	OTHER BUILDING MAINTENANCE				
				** COMMENT **				
						INVOICE TOTAL:		285.10
						VENDOR TOTAL:		575.10
3228	VERIZON WIRELESS							

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3228	VERIZON WIRELESS							
9778770348	01/15/17	01	CELL PHONE SRV DEC 2016	01-01-720-001			02/20/17	218.22
		02	CELL PHONE SRV DEC 2016	MOBILE CHARGES 01-05-720-001				192.61
		03	CELL PHONE SRV DEC 2016	MOBILE CHARGES 01-15-720-001				109.59
		04	CELL PHONE SRV DEC 2016	MOBILE CHARGES 02-01-720-001				236.59
		05	CELL PHONE SRV DEC 2016	MOBILE CHARGES 02-25-720-001				125.16
		06	CELL PHONE SRV DEC 2016	MOBILE CHARGES 07-01-720-001				103.52
		07	REQ BY RP APPR BY LK	MOBILE CHARGES ** COMMENT **				
							INVOICE TOTAL:	985.69
							VENDOR TOTAL:	985.69
2974	VILLA PARK ELECTRICAL SUPPLY							
01904058	01/06/17	01	FUSE	01-05-790-017			02/20/17	35.45
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP ** COMMENT **				
							INVOICE TOTAL:	35.45
019058216	01/24/17	01	PAR 30 HALOGEN FLOOD LIGHTBULB	01-15-800-012			02/20/17	86.79
		02	REQ BY MM APPR BY DT	LIGHT BULBS ** COMMENT **				
							INVOICE TOTAL:	86.79
							VENDOR TOTAL:	122.24
385	VILLAGE OF OAK BROOK							
12642	02/01/17	01	INSURANCE PREMIUM FEB 2017	01-01-650-000			02/20/17	10,810.71
		02	INSURANCE PREMIUM FEB 2017	GROUP MEDICAL & LIFE 01-05-650-000				5,936.37
				GROUP MEDICAL & LIFE				

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385	VILLAGE OF OAK BROOK							
12642	02/01/17	03	INSURANCE PREMIUM FEB 2017	01-15-650-000			02/20/17	7,079.72
				GROUP MEDICAL&LIFE				
		04	INSURANCE PREMIUM FEB 2017	02-01-650-000				6,507.53
				GROUP MEDICAL & LIFE				
		05	INSURANCE PREMIUM FEB 2017	02-21-650-000				1,796.13
				GROUP MEDICAL & LIFE				
		06	INSURANCE PREMIUM FEB 2017	02-25-650-000				1,796.13
				FULL TIME INSURANCE & BENE				
		07	INSURANCE PREMIUM FEB 2017	02-80-650-000				3,683.63
				GROUP MEDICAL & LIFE				
		08	INSURANCE PREMIUM FEB 2017	07-01-650-000				3,347.45
				GROUP MEDICAL & LIFE				
		09	INSURANCE PREMIUM FEB 2017	07-71-650-002				1,363.95
				GROUP MEDICAL LIFE				
		10	INSURANCE PREMIUM FEB 2017	07-75-650-002				3,303.47
				GROUP MEDICAL & LIFE				
		11	INSURANCE PREMIUM FEB 2017	01-01-191-006				4,683.62
				HEALTH INSURANCE PREMIUMS				
		12	INSURANCE PREMIUM FEB 2017	01-01-075-000				39.14
				REIMBURSEMENT/A/R				
		13	REQ BY LN APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	50,347.85
							VENDOR TOTAL:	50,347.85
386	VILLAGE OF OAK BROOK							
1/31/17	01/31/17	01	WATER BILL JAN 2017	01-05-770-001			02/20/17	140.00
				WATER				
		02	WATER BILL JAN 2017	01-15-770-002				1,362.92
				WATER				
		03	WATER BILL JAN 2017	01-20-770-001				28.70
				WATER				
		04	WATER BILL JAN 2017	02-01-770-002				1,090.34
				WATER				

DATE: 02/15/17
 TIME: 10:05:07
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 02/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
386	VILLAGE OF OAK BROOK							
1/31/17	01/31/17	05	WATER BILL JAN 2017	02-21-770-010			02/20/17	1,090.34
		06	WATER BILL JAN 2017	02-25-770-010				1,908.10
		07	WATER BILL JAN 2017	07-71-770-002				206.35
		08	WATER BILL JAN 2017	01-05-770-007				28.70
		09	REQ BY MK APPR BY NS	WATER MAINTENANCE GARAGE ** COMMENT **				
							INVOICE TOTAL:	5,855.45
16467	01/13/17	01	ELEVATOR RE-INSPECTION	01-15-750-006			02/20/17	75.00
		02	REQ BY JS APPR BY DT	ELEVATOR SERVICE ** COMMENT **				
							INVOICE TOTAL:	75.00
							VENDOR TOTAL:	5,930.45
387	VILLAGE OF OAK BROOK							
16494	12/31/16	01	PARKS FUEL/GASOLINE DEC 2016	01-05-790-025			02/20/17	459.86
		02	REQ BY BG APPR BY LK	FUEL/GASOLINE ** COMMENT **				
							INVOICE TOTAL:	459.86
							VENDOR TOTAL:	459.86
3217	VORIS MECHANICAL							
983344	02/07/17	01	Q4 BILLING PM	01-15-750-001			02/20/17	1,544.25
		02	Q4 BILLING PM	HVAC SERVICES 07-71-750-009				1,958.50
		03	Q4 BILLING PM	HVAC 01-20-750-001				249.75
		04	Q4 BILLING PM	HVAC 02-25-750-040				146.25
				HVAC				

DATE: 02/15/17
 TIME: 10:05:07
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT
 DETAIL BOARD REPORT

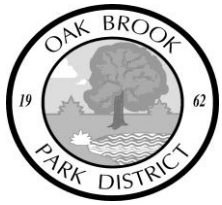
INVOICES DUE ON/BEFORE 02/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT

3217	VORIS MECHANICAL							
983344	02/07/17	05	REQ BY JS	APPR BY DT	** COMMENT **		02/20/17	
							INVOICE TOTAL:	3,898.75
							VENDOR TOTAL:	3,898.75
3242	WAREHOUSE DIRECT WORKPLACE							
3314182-0	01/24/17	01	SQUEEGEE BLADES FLOOR SCRUBBER	01-15-790-003			02/20/17	103.35
		02	REQ BY MM	APPR BY DT	JANITORIAL EQUIP/REP & REP			
					** COMMENT **		INVOICE TOTAL:	103.35
3340884-0	01/18/17	01	DEGREASER	01-05-790-018			02/20/17	173.00
		02	REQ BY BJ	APPR BY LK	TOOLS & EQUIPMENT			
					** COMMENT **		INVOICE TOTAL:	173.00
							VENDOR TOTAL:	276.35
2672	WELLS FARGO BANK N.A.							
HIGHLIFEDEC2016	12/23/16	01	ACADEMY SHIRTS	07-75-790-007			02/20/17	615.26
		02	REQ BY AP	APPR BY DT	PROGRAM MARKETING			
					** COMMENT **		INVOICE TOTAL:	615.26
							VENDOR TOTAL:	615.26
							TOTAL ALL INVOICES:	215,392.07

WARRANT NO. 596
CHECKS

<u>Check #</u>	<u>Date</u>	<u>Vendor/Description</u>	<u>Amount:</u>
49930	1/19/2017	Dearborn National Life Insurance Life insurance Feb 2017	\$570.80
49931	1/19/2017	First Communication LLC Phone service Nov & Dec 2016	\$1,836.58
499325	1/19/2017	Village of Oak Brook Water bill Dec 2016	\$5,141.50
49937	1/26/2017	Envision Healthcare Inc. Cobra monthly fee Jan 2017	\$34.00
49938	1/26/2017	Krumwiede Roofing Co. CPW gutter dep	\$2,000.00
ACH Transfer		Direct Energy Bill paid by ACH transfer on 2/9/17	\$285.24
ACH Transfer		Direct Energy Bill paid by ACH transfer on 2/9/17	\$118.58
ACH Transfer		PDRMA Bill paid by ACH transfer on 1/27/17	\$65,528.70
ACH Transfer		Konica Minlota Premiere Finance Bill paid by ACH transfer on 1/15/17	\$784.00
ACH Transfer		Direct Energy Bill paid by ACH transfer on 1/30/17	\$31.51
ACH Transfer		Direct Energy Bill paid by ACH transfer on 1/30/17	\$18,431.28
TOTAL INTERIM CHECKS & ACH TRANSFER			\$94,762.19
ACTUAL WARRANT			\$ 215,392.07
TOTAL WARRANT #596			\$310,154.26



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

Petty Cash Corporate

Petty Cash for Feb. 2017

Received By	Date	Description	Account Number	Amount
N. Strathdee	1/23/2017	Parking @ Train Station, Lunch for Conference	01-01-690-001	\$26.19
			Total	\$26.19
N. Strathdee	1/11,1/23/17	Board Packet Delivery-Trombetta, Evergreen Bank	01-01-660-002	\$4.12
L. Noonan	2/9/2017	Lisle Park District - HR Updates & Legal Review	01-01-660-002	\$10.49
			Total	\$14.61
			Grand Total	\$40.80



Oak Brook Park District

1450 Forest Gate Road
Oak Brook, IL 60523

PETTY CASH RECREATION

Petty Cash for Feb. 2017

Received By	Date	Description	Account Number	Amount
D. Thommes	10/18/16	Pizza Tip from Lunch	02-60-480-012	\$10.00
		Total		\$10.00
	1/23/17	Cab for Conference	02-01-690-001	\$15.00
	1/23/17	Train Ticket	02-01-690-001	\$6.75
	2/19/17	Conference Transportation	02-01-690-001	\$31.25
		Total		\$53.00
	1/10/17	Preschool Supplies	02-31-765-001	\$14.32
	1/31/17	Preschool Supplies	02-31-765-001	\$42.35
	2/3/17	Preschool Supplies	02-31-765-001	\$25.00
	2/8/17	Preschool Supplies	02-31-765-001	\$25.71
		Total		\$107.38
J. Cannaday	2/3/17	Conference Breakfast	02-80-980-000	\$6.05
		Total		\$6.05
M. Korman	1/6,10,13,16	GFS, FED EX Drug Test Drop Offs, Bagel Pickup	02-01-660-002	\$11.44
D. Thomes	1/19/17	IPRA Conference, Hilton Chicago	02-01-660-002	\$20.86
M. Azzaretto	2/10/17	Gurnee Park District IPRA Meeting	02-01-660-002	\$46.65
		Total		\$78.95
		Grand Total		\$255.38



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: February 15, 2017
Re: January/February 2017: Admin., Corporate Relations, IT & Marketing

January Board Meeting Follow Up:

The Cell Phone Tower

We are waiting for an update from Verizon and the DNS covenants are currently being reviewed by the attorney to see if the project is feasible.

Policies for CAPRA

The new policies being approved are for the CAPRA certification.

February Board Meeting Discussion Points:

Bids & Proposals:

Staff is being very proactive with proposals, contract renewals, and bids so projects can begin as soon as the weather gets warmer and the new budget year starts (May). These projects include: Portable Restrooms & Services, Screen Printing, Reflective Ceiling Insulation, Tennis Center HVAC, and Maintenance Building Force Main.

The Budget Workshop

Immediately following the February board meeting, the staff will present the 2017-18 budget, which includes and updated capital project plan.



JANUARY 1-31

PUBLIC RELATIONS

1-11-17 Discover why the Oak Brook Park District is one of the best in DuPage (Video).
www.discoverdupage.com/blog/week-2-new-year-new-you/

1-24-17 The Power of Parks Brings Hope to Kids around the World: Update

1-30-17 Metromix (Chicago Tribune)
Event Postings: Indoor Super Sprint Triathlon, Arthritis Water Therapy, Tennis Center Open House, Dive In Movie, Underwater Egg Hunt, the Pink 5K

CORPORATE RELATIONS

Old Town Pour House is sponsoring two seasons of the Men's Basketball League for \$2,500.

The Foundation and Park District will be partnering on the Mutt Miler, a new 1-mile run/walk with your dog scheduled for August at Central Park West. Oak Brook Kennel Club will provide pet first aid and conduct a pet safety and CPR demonstration.

TECHNOLOGY

www.obparks.org

↑ 23,402 Sessions
15,219 Users
92,443 Page Views
\$55,610 Revenue (analytics)

Referral Values:

Organic Search: \$384
Direct: \$53,806
External Referrals: \$1204
Social Media: \$0
Email: \$216

↑ **Top 3 Pages**

Home Page (24K)
Aquatics Home (7K)
Aquatics Hours (5K)

We welcomed our new Information Technology Assistant, Evan Stuit. He is currently working towards a computer science degree.

We received several quotes to upgrade Microsoft Office. All district computers have been running office 2007 for the past 8 years. We will be purchasing Office 2016.

SOCIAL MEDIA



Reach: 3,050 (ORGANIC)
Engagement: 303

Top Social Share



Total Reach: 7,955 ↑
Total Engagement: 670 ↓

Facebook.com/obparks:

15 posts, 1477 likes (17 new)

"/OakBrookOktoberfest:
0 posts, 926 likes (-1 new)

"/ThePink5K:
2 posts, 1233 likes (1 new)

"/OakBrookHauntedForest:
0 posts, 763 likes (-7 new)

January 25 at 9:37am

The Power of Parks Article Share

Post with the highest reach & engagement

Reach is the # of people that saw the post. Engagement is the # of times the post was liked, shared, clicked, or commented on.



Total Impressions: 4,515
Total Mentions: 12
Total Followers: 772 (6 new)



Total Followers: 184 (7 new)



Total Impressions: 527
Total Repins or Saves: 4
Total Followers: 84



New!
Total Impressions: 1309
Engagement: 26
Total Followers: 166

EMAIL

Number of Subscribers: 9,691

		Opens	Clicks	Revenue
1-4-2017	Fitness	49%	19%	\$0
1-12-2017	Special Events	54%	12%	\$0
1-26-2017	General Interest	37%	11%	\$0
Industry Standard		16.60%	7.21%	

Emails sent in December of 2016 generated \$216 in registration revenue in January 2017.



Memo

To: Oak Brook Park District Board of Commissioners
From: Nancy Strathdee, Finance Manager and Marco Salinas, CFO
Date: February 15, 2017
Re: Finance Department Activities for January, 2017

Finances

The accompanying January 2017 financial statements are preliminary. Department Directors have been asked to review their monthly reports along with the monthly General Ledger Activity Reports and submit any changes to Finance.

Year-to-date revenues for the General Fund equal \$2,408,955, which is approximately 1% higher than the 2016 Y-T-D revenues of \$2,382,971. When comparing actual to budget, field Rentals were negative to budget by \$(15)K due to timing, FRC Rentals were positive by \$22K, Daily Fees were positive to budget by 19K, Other FRC revenue was positive by \$10K and CPW revenue was positive by \$12K to budget.

Year-to-date expenditures for the General Fund equal \$1,925,292 which is approximately 5% higher than the 2016 Y-T-D expenditures of \$1,833,350. The primary driver of this are increased expenditures for Central Park and in Professional Services. When comparing actual to budget, the expense categories positive to budget were Salaries by \$66K, Contract & Maintenance by \$19K, and Other Expense by \$165K. The Corporate Fund expense categories negative to budget was Professional Services by \$(21)K.

Included in our current fiscal year budget is a \$285,000 transfer from the Corporate Fund to the Capital Improvement Fund to fund various capital improvements. Such transfer is expected to occur in February 2017; after the related ordinance has been approved by the Board.

The Recreation Fund revenues were positive to budget by \$94K of which Property Taxes were equal to budget, Fitness Memberships were positive to budget by \$17K, Aquatic Memberships and Aquatic Programs were positive to budget by \$41K, Children's Programs were positive to budget by \$92K of which 56K related to Preschool, 26K related to Summer Camps, 8K related to Dolphin Station and 3K related to Sport Camps. Adult Programs were equal to budget. Special Event Revenue/Sponsorship and Marketing Sponsorship were positive to budget by \$11K. Personal Training is lagging behind budget by \$(25)K, Fitness Center Sponsorships are negative to budget by \$(7)K as well as Pioneer Multi-Day Trips/Trips by \$(32)K. The Recreation Fund expenses were positive to budget by \$599K. The Recreation Fund expense categories positive to budget were Salaries by \$124K, Contract Services & Maintenance by \$57K, and Other Expense by \$418K. The other expense category is inclusive of \$236K in unspent capital expense.

Capital Expenditures for the month of January 2017 were \$36,000.00. Year-to-date capital expenditures total \$239,000.00, of which \$78,000.00 is from the Recreation Fund.

Operations

- CAFR Award
Earlier this week we received notice that the Government Finance Officers Association (GFOA) has once again awarded the Park District with the Certificate of Achievement for Excellence in Financial Reporting (Certificate). This certificate is for our latest annual financial report (CAFR) for the period ending April 30, 2016 and represents the 22nd consecutive year that the Park District has received such award. The certificate is awarded to those local governments that prepare financial reports that exceed legal requirements, the requirements of Generally Accepted Accounting Principles and provide greater disclosure and transparency over financial information.
- Petty Cash Procedures
Finance has reviewed existing processes over our petty cash funds and drafted written procedures for their administration. Once they have been finalized we will ensure that staff is made aware of any updated processes.

Human Resources

- Year-End Tax Reporting
Finance has now completed all year-end tax processes including issuance of Forms W-2 to employees, ACA reporting to employees and related reporting to the Social Security Administration
- Liability Insurance
Finance is finalizing the annual workers compensation audit that is conducted by PDRMA. Such audit involves reporting information concerning personnel allocated to specified positions and such information is used by PDRMA to set our annual insurance contribution.
- Personnel Manual
Finance has been working to initiate numerous updates to our personnel manual, partly in response to the recently enacted Local Government Travel Expense Control Act.



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
CURRENT MONTH JANUARY, 2017

FUND NAME	JANUARY ACTUAL	JANUARY BUDGET	VARIANCE \$	VARIANCE %
GENERAL CORPORATE FUND				
REVENUE	\$ 180,138.30	\$ 214,894.33	\$ (34,756.03)	-16%
EXPENSES	\$ 171,724.66	\$ 345,231.08	\$ 173,506.42	50%
SURPLUS/(DEFICIT)	\$ 8,413.64	\$ (130,336.75)	\$ 138,750.39	106%
RECREATION FUND				
REVENUE	\$ 185,591.19	\$ 255,652.94	\$ (70,061.75)	-27%
EXPENSES	\$ 314,448.95	\$ 387,090.37	\$ 72,641.42	19%
SURPLUS/(DEFICIT)	\$ (128,857.76)	\$ (131,437.43)	\$ 2,579.67	2%
IMRF FUND				
REVENUE	\$ 4,304.28	\$ 4,756.34	\$ (452.06)	-10%
EXPENSES	\$ 13,576.27	\$ 15,833.34	\$ 2,257.07	14%
SURPLUS/(DEFICIT)	\$ (9,271.99)	\$ (11,077.00)	\$ 1,805.01	16%
LIABILITY INSURANCE FUND				
REVENUE	\$ 1,150.53	\$ 1,119.17	\$ 31.36	3%
EXPENSES	\$ 49,146.25	\$ 58,650.00	\$ 9,503.75	16%
SURPLUS/(DEFICIT)	\$ (47,995.72)	\$ (57,530.83)	\$ 9,535.11	17%
AUDIT FUND				
REVENUE	\$ 16.55	\$ 227.54	\$ (210.99)	-93%
EXPENSES	\$ -	\$ 41.67	\$ 41.67	100%
SURPLUS/(DEFICIT)	\$ 16.55	\$ 185.87	\$ (169.32)	91%
DEBT SERVICE FUND				
REVENUE	\$ 28.67	\$ 3,108.23	\$ (3,079.56)	-99%
EXPENSES	\$ -	\$ -	\$ -	0%
SURPLUS/(DEFICIT)	\$ 28.67	\$ 3,108.23	\$ (3,079.56)	-99%



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
CURRENT MONTH JANUARY, 2017

FUND NAME	JANUARY ACTUAL	JANUARY BUDGET	VARIANCE \$	VARIANCE %
RECREATIONAL FACILITIES FUND (TENNIS CENTER)				
REVENUE	\$ 123,653.95	\$ 152,807.98	\$ (29,154.03)	-19%
EXPENSES	\$ 111,350.10	\$ 166,919.81	\$ 55,569.71	33%
SURPLUS/(DEFICIT)	<u>\$ 12,303.85</u>	<u>\$ (14,111.83)</u>	<u>\$ 26,415.68</u>	<u>187%</u>
SPECIAL RECREATION FUND				
REVENUE	\$ 8.05	\$ 952.04	\$ (943.99)	-99%
EXPENSES	\$ 34,322.10	\$ 7,420.00	\$ (26,902.10)	-363%
SURPLUS/(DEFICIT)	<u>\$ (34,314.05)</u>	<u>\$ (6,467.96)</u>	<u>\$ (27,846.09)</u>	<u>-431%</u>
CAPITAL PROJECT FUND				
REVENUE	\$ 993.81	\$ 191.67	\$ 802.14	419%
EXPENSES	\$ 35,770.55	\$ 70,750.01	\$ 34,979.46	49%
SURPLUS/(DEFICIT)	<u>\$ (34,776.74)</u>	<u>\$ (70,558.34)</u>	<u>\$ 35,781.60</u>	<u>51%</u>
SOCIAL SECURITY FUND				
REVENUE	\$ 2,853.70	\$ 4,246.67	\$ (1,392.97)	-33%
EXPENSES	\$ 16,447.76	\$ 20,000.01	\$ 3,552.25	18%
SURPLUS/(DEFICIT)	<u>\$ (13,594.06)</u>	<u>\$ (15,753.34)</u>	<u>\$ 2,159.28</u>	<u>14%</u>
SUMMARY				
REVENUE	\$ 498,739.03	\$ 637,956.91	\$ (139,217.88)	-22%
EXPENSES	\$ 746,786.64	\$ 1,071,936.29	\$ 325,149.65	30%
SURPLUS/(DEFICIT)	<u>\$ (248,047.61)</u>	<u>\$ (433,979.38)</u>	<u>\$ 185,931.77</u>	<u>43%</u>



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
YEAR TO DATE JANUARY, 2017

FUND NAME	JANUARY ACTUAL	JANUARY BUDGET	VARIANCE \$	VARIANCE %
GENERAL CORPORATE FUND				
REVENUE	\$ 2,408,954.74	\$ 2,358,279.57	\$ 50,675.17	2%
EXPENSES	\$ 1,925,292.10	\$ 2,174,485.73	\$ 249,193.63	11%
SURPLUS/(DEFICIT)	<u>\$ 483,662.64</u>	<u>\$ 183,793.84</u>	<u>\$ 299,868.80</u>	<u>163%</u>
RECREATION FUND				
REVENUE	\$ 3,094,441.44	\$ 3,000,239.01	\$ 94,202.43	3%
EXPENSES	\$ 2,563,159.56	\$ 3,162,653.68	\$ 599,494.12	19%
SURPLUS/(DEFICIT)	<u>\$ 531,281.88</u>	<u>\$ (162,414.67)</u>	<u>\$ 693,696.55</u>	<u>427%</u>
IMRF FUND				
REVENUE	\$ 200,966.98	\$ 200,589.98	\$ 377.00	0%
EXPENSES	\$ 139,621.14	\$ 142,499.98	\$ 2,878.84	2%
SURPLUS/(DEFICIT)	<u>\$ 61,345.84</u>	<u>\$ 58,090.00</u>	<u>\$ 3,255.84</u>	<u>6%</u>
LIABILITY INSURANCE FUND				
REVENUE	\$ 99,698.96	\$ 98,587.49	\$ 1,111.47	1%
EXPENSES	\$ 110,079.50	\$ 115,000.00	\$ 4,920.50	4%
SURPLUS/(DEFICIT)	<u>\$ (10,380.54)</u>	<u>\$ (16,412.51)</u>	<u>\$ 6,031.97</u>	<u>37%</u>
AUDIT FUND				
REVENUE	\$ 21,529.94	\$ 21,550.78	\$ (20.84)	0%
EXPENSES	\$ 12,870.00	\$ 27,724.99	\$ 14,854.99	54%
SURPLUS/(DEFICIT)	<u>\$ 8,659.94</u>	<u>\$ (6,174.21)</u>	<u>\$ 14,834.15</u>	<u>240%</u>
DEBT SERVICE FUND				
REVENUE	\$ 300,089.90	\$ 305,201.93	\$ (5,112.03)	-2%
EXPENSES	\$ 308,029.98	\$ 308,030.00	\$ 0.02	0%
SURPLUS/(DEFICIT)	<u>\$ (7,940.08)</u>	<u>\$ (2,828.07)</u>	<u>\$ (5,112.01)</u>	<u>-181%</u>



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
YEAR TO DATE JANUARY, 2017

FUND NAME	JANUARY ACTUAL	JANUARY BUDGET	VARIANCE \$	VARIANCE %
RECREATIONAL FACILITIES FUND (TENNIS CENTER)				
REVENUE	\$ 1,245,520.77	\$ 1,096,016.06	\$ 149,504.71	14%
EXPENSES	\$ 965,666.50	\$ 1,289,673.24	\$ 324,006.74	25%
SURPLUS/(DEFICIT)	<u>\$ 279,854.27</u>	<u>\$ (193,657.18)</u>	<u>\$ 473,511.45</u>	<u>245%</u>
SPECIAL RECREATION FUND				
REVENUE	\$ 89,590.31	\$ 90,126.28	\$ (535.97)	-1%
EXPENSES	\$ 84,519.69	\$ 81,740.00	\$ (2,779.69)	-3%
SURPLUS/(DEFICIT)	<u>\$ 5,070.62</u>	<u>\$ 8,386.28</u>	<u>\$ (3,315.66)</u>	<u>-40%</u>
CAPITAL PROJECT FUND				
REVENUE	\$ 1,509,445.49	\$ 1,724.99	\$ 1,507,720.50	87405%
EXPENSES	\$ 160,120.27	\$ 636,749.97	\$ 476,629.70	75%
SURPLUS/(DEFICIT)	<u>\$ 1,349,325.22</u>	<u>\$ (635,024.98)</u>	<u>\$ 1,984,350.20</u>	<u>312%</u>
SOCIAL SECURITY FUND				
REVENUE	\$ 222,363.07	\$ 220,659.99	\$ 1,703.08	1%
EXPENSES	\$ 180,553.87	\$ 179,999.97	\$ (553.90)	0%
SURPLUS/(DEFICIT)	<u>\$ 41,809.20</u>	<u>\$ 40,660.02</u>	<u>\$ 1,149.18</u>	<u>3%</u>
SUMMARY				
REVENUE	\$ 9,192,601.60	\$ 7,392,976.08	\$ 1,799,625.52	24%
EXPENSES	\$ 6,449,912.61	\$ 8,118,557.56	\$ 1,668,644.95	21%
SURPLUS/(DEFICIT)	<u>\$ 2,742,688.99</u>	<u>\$ (725,581.48)</u>	<u>\$ 3,468,270.47</u>	<u>478%</u>



Oak Brook Park District Capital Expenditures As of January, 2017

DESCRIPTION	VENDOR	DB/CR	CAPITAL ASSET REPLACEMENT	FACILITY/PARK IMPROVEMENTS
Engineering for Sewer Line	Manhard Consulting, LTD	\$ 1,200.00	\$ -	\$ 1,200.00
Engineering for Sewer Line	Manhard Consulting, LTD	4,745.00		4,745.00
Engineering for Sewer Line	Manhard Consulting, LTD	1,090.00		1,090.00
Fitness Cardio Equipment Lease # 1	Lease Servicing Center	32,760.71	32,760.71	
Kubota RTV Vehicle	Russo Power Equipment	24,007.00	24,007.00	
Boiler Installation Maintenance Garage	Dupree Heating & Air Conditioning	16,262.00		16,262.00
Boiler Installation-Electric Maintenance Garage	Southwest Electric	935.00		935.00
Concrete Work CPW Playground	Professional Paving & Concrete	16,800.00		16,800.00
Stone Base & Topsoil CPW Playground	Tamling Industries	3,219.45		3,219.45
Smart Playground Surface, CPW Playground	Playworld Systems	34,680.55		34,680.55
Ellipse Waste/Recycle Bins	Smart Industry Products	24,090.00		24,090.00
Concrete Supplies for Waster/Recycle Bins	Home Depot	330.31		330.31
	Subtotal-Capital Improvement Fund	\$ 160,120.02	\$ 56,767.71	\$ 103,352.31
Interglass Surface Lap Pool	Mid-America Pool Renovations	54,380.00	-	54,380.00
Grates Lap Pool	Mid-America Pool Renovations	24,000.00	-	24,000.00
	Subtotal-Recreation Fund Capital	\$ 78,380.00	-	\$ 78,380.00
	TOTAL BALANCE	\$ 238,500.02	\$ 56,767.71	\$ 181,732.31



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Director of Recreation & Facilities
Date: February 15, 2017
Re: Recreation & Facilities Report

Recreation

- Winterfest took place on February 3rd. Families enjoyed hockey, s'mores, meeting the Special Olympics Polar Bear, coloring contest, and a brand new bonfire.
- Pioneers visited the Museum of Broadcast on January 11 and enjoyed Cantina Laredo for a Modern Mexican lunch. Everyone raved about the restaurant and enjoyed the information and displays at the museum.
- The January movie, Lady in the Van had over 30 people in attendance.
- Ballroom dance has been very popular with over 15 students in the first winter session.
- Winter Camp ended January 5th. Attendance in winter camp continues to grow. Our new 'pee wee' winter camp was also a success averaging 12 children per day. The kids enjoyed arts and crafts, games in the gym, and pool time in the afternoon.

Aquatics

- Holiday open swim was busy, as was Martin Luther King Jr. Day. The climbing wall was up and well used by patrons.
- The last two home meets of the season were on Jan. 28th and Feb. 5th. Both were very busy and well attended. Staff received several compliments on how well the meets were run.
- The first sessions of swim lessons started on January 7th. Saturday and Sunday lessons are once again very popular.
- The spa chemical control box was sent back to the manufacturer due to electrical issues. Staff was able to temporary replace the box with the one from Splash Island in order to keep the spa open.
- Preventative maintenance was completed on the aquatic HVAC unit.
- A new movie screen for dive in movies was hung. Staff will have the new dive in movie set up ready by the March movie.
- Staff attended the IPRA conference in Chicago.

Athletics

- Staff is in the process of transitioning some of our contracted summer athletic camps to become in-house programs. Our current youth basketball head coach, Steve Hoffman, will be instructing about 6 camps this year ranging from multiple different sports including basketball, t-ball and flag football. He has a strong following for youth basketball and we are hoping it carries over to our athletic camps as well this summer!
- Ten birdhouses have been hung up along the disc golf course along with a sign at the first hole describing birds that they will attract. This was an Eagle Scout project the Park District assisted with.
- As local teams are creating their schedules, field rental requests are pouring in. The bulk of the requests are for the Evergreen Bank Athletic Field.

Fitness

- Indoor "SUPER" Sprint Triathlon had 25 registrants, 20 of which participated on Super Bowl Sunday.
- Studio A stereo has been installed.
- Choose to Lose is entering week 7 and participants appear to be enjoying new challenges, such as "Beat the Trainer" and "Plate-Loaded."

Tennis

- The Tennis Center hosted the Oak Brook Winter Open tournament with 75 participants January 13th – 15th.
- All Junior Tennis teams played and won their matches in January.

Facilities

- Our *New Year, New You* membership promotion resulted in 268 new members. This is up significantly last year when we gained 177 members.

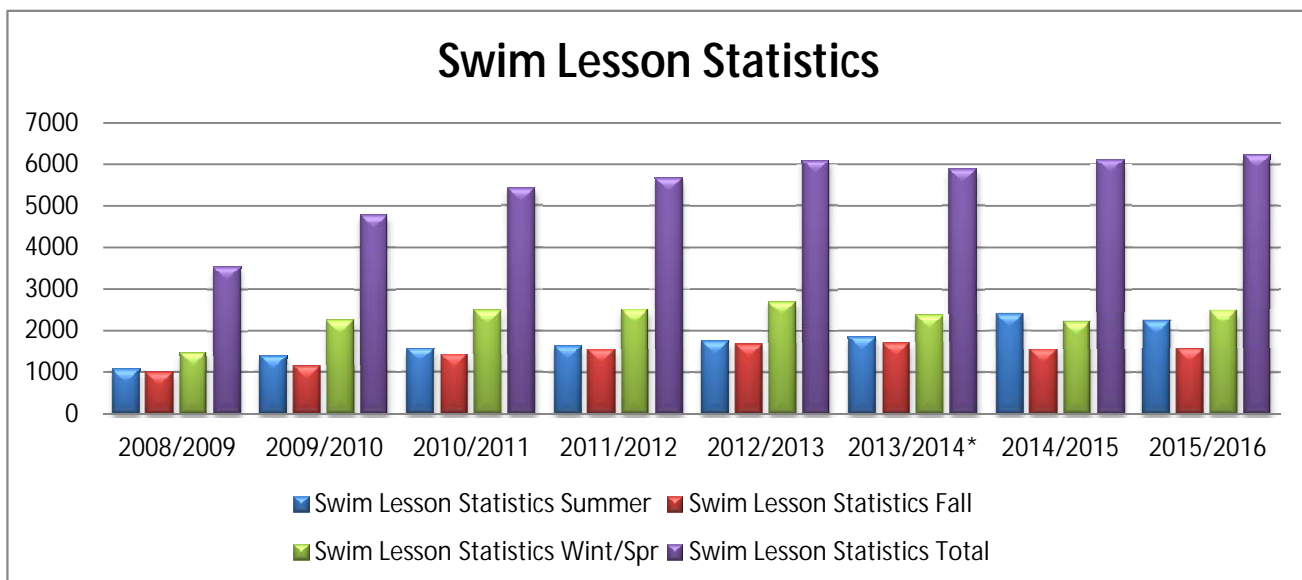


Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2008/2009	1061	986	1463	3510
2009/2010	1376	1146	2237	4759
2010/2011	1552	1404	2457	5413
2011/2012	1632	1534	2481	5647
2012/2013	1733	1673	2680	6086
2013/2014*	1826	1687	2354	5867
2014/2015	2375	1545	2181	6101
2015/2016	2202	1562	2457	6221
2016/17	1995	1451	1224	4670

Swim Team Statistics			
	Summer	Fall/Winter	Spring
2007/2008	108	76	
2008/2009	23	33	11
2009/2010	20	57	29
2010/2011	41	79	36
2011/2012	62	99	50
2012/2013	59	131	33
2013/2014	69	101	55
2014/2015	60	100	39
2015/2016	34	56	27
2016/17	32	51	20

*2014/15 Increase in kids who signed up for full season right away meant less spots available for spring.





Oak Brook Park District Aquatic Center Aquatic Party Statistics

2017 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	19												19
Super Splash Birthday	11												11
Group (by day)	8												8
Private (indoors only)	6												6
Private (indoor/outdoor combo)	0												0
Splash Island Birthday	0												0
Camp Rentals	1												1
Lane Rental (lap only)	0												0
Scout	1												1
Total # Parties	46	0	0	0	0	0	0	0	0	0	0	0	46

2016	65	60	61	80	84	90	80	68	34	49	44	46	761
2015	52	58	71	51	65	77	82	47	37	44	49	42	675
2014	51	48	77	58	69	66	46	45	48	51	58	50	667
2013	53	65	73	81	70	61	34	34	28	46	61	39	645
2012	40	55	43	65	43	59	46	29	33	44	64	41	562
2011	39	42	51	71	51	51	30	25	19	30	35	36	480
2010	37	55	57	39	55	40	31	28	21	31	38	37	469
2009	40	53	53	43	45	45	35	35	18	28	37	61	493
2008	48	62	73	78	53	44	37	39	35	30	43	31	573



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage 2015/2016 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	15/16 YTD	14/15 Actual
Hours	172	133	94	128	157	130	57	27	0	0	69	146	1,113	1194
Revenue	\$12,606	\$7,250	\$3,073	\$9,142	\$8,195	\$9,185	\$5,212	\$2,827	\$0	\$0	\$11,880	\$9,119	\$78,489	\$74,929

Athletic Field Usage 2015/2016 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	15/16 YTD	14/15 Actual
Hours	165	166	192	229	230	181	3	0	0	0	0	161.5	1,328	1217
Revenue	\$3,187	\$1,842	\$875	\$1,352	\$3,475	\$3,047	\$75	\$0	\$0	\$0	\$0	\$1,128	\$14,981	\$16,604

Athletic Field Usage 2015/2016 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	15/16 YTD	14/15 Actual
Hours	153	122	137	158	349	128	17	0	0	0	0	115	1,179	1342
Revenue	\$5,060	\$3,913	\$1,022	\$1,755	\$3,820	\$3,090	\$6,747	\$0	\$0	\$0	\$0	\$2,507	\$27,914	\$22,089

Athletic Field Usage 2016/2017 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 YTD
Hours	149	116	86	130	165	190	97	28	5				965	898
Revenue	\$11,855	\$7,598	\$3,236	\$9,478	\$8,602	\$10,652	\$5,313	\$478	\$500				\$57,710	\$57,490

Athletic Field Usage 2016/2017 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 YTD
Hours	207	105	138	177	191	196	0	0	0				1,013	1,166
Revenue	\$2,900	\$2,800	\$600	\$650	\$1,550	\$1,075	\$0	\$0	\$0				\$9,575	\$13,853

Athletic Field Usage 2016/2017 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 YTD
Hours	118	118	147	70	222	246	9	0	0				930	1,064
Revenue	\$3,123	\$1,924	\$735	\$960	\$4,062	\$3,422	\$912	\$0	\$0				\$15,138	\$25,407



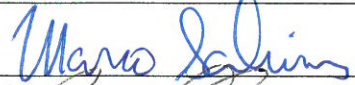

Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: February 9, 2017
Re: Board Report

- The ice rink has remained closed due to mild temperatures, but staff is prepared to open it if need be.
- The Park District received a picture of the playground that was removed from Central Park West and reinstalled in Camalu Mexico by *Kids Around the World*. The refurbished equipment was paired with like play structures, and was installed by volunteers.
- Winter fleet service is complete and staff is beginning early spring tasks including trimming bushes, brush clearing, and various other landscape cleanup work. Ball field prep work will begin at the end of the month.
- The Park District received bids for turf grass mowing in 2017. Please see the agenda history for commentary.
- The Park District is again going to bid for installation of a new “force main” sanitary sewer for the maintenance garage. Staff anticipates a more competitive pool of contractors then was experienced in the fall of 2016.



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: ORDINANCE 17-0220: AN ORDINANCE TRANSFERRING FUNDS FROM THE CORPORATE FUND TO THE CAPITAL IMPROVEMENTS FUND.	AGENDA No.: 7 A MEETING DATE: FEBRUARY 20, 2017
STAFF REVIEW:	Marco Salinas, Chief Financial Officer: 
RECOMMENDED FOR BOARD ACTION:	Laure Kosey, Executive Director: 
ITEM HISTORY(PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): Funds in the amount of \$285,000 will be transferred from the Corporate Fund to the Capital Improvements Fund.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): The Ordinance authorizing the transfer is attached.	
ACTION PROPOSED: Motion (and a second) to approve Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund.	

ORDINANCE NO. 17-0220

**AN ORDINANCE TRANSFERRING FUNDS FROM
THE CORPORATE FUND TO THE CAPITAL IMPROVEMENTS FUND**

WHEREAS, the first six months of fiscal year 2016-2017 of the Oak Brook Park District have elapsed; and

WHEREAS, Section 4-4 of the Park District Code provides that, after the first six months of any fiscal year, funds from any appropriation item may be transferred, by a two-thirds vote, to any other item of appropriation, so that the item to which said transfer is made is increased to the extent of the amount so transferred; and

WHEREAS, the Board of Park Commissioners has determined that it is necessary and desirable to make certain appropriation transfers as provided herein,

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

Section 1: Funds in the amount of \$285,000.00, which were appropriated in the Budget and Appropriation Ordinance for fiscal year 2016-2016 for the Corporate Fund, are hereby transferred to the Capital Improvements Fund, with the Capital Improvements Fund to be increased to the extent of the \$285,000.00 so transferred.

Section 2: This Ordinance shall be in full force and effect after its passage and approval by a two-thirds vote of the Board of Commissioners.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict, so that this Ordinance shall have full force and effect as written.

PASSED AND APPROVED This 20th Day of February, 2017.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: NEW POLICY FOR THE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL: SALE OF REAL ESTATE AND EXCESS PROPERTY POLICY

AGENDA NO: 7B

MEETING DATE: FEBRUARY 20, 2017

STAFF REVIEW:

Bob Johnson Director of Parks & Planning:

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):

While reviewing the Park District's policies and procedures, it was determined that a policy for the **Sale of Real Estate and Excess Property** should be developed, reviewed, and approved.

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

The recommended policy was presented to the Board at the January 16, 2017 Board Meeting.

The proposed policy is attached for the Board's review and possible approval at this meeting.

ACTION PROPOSED: Motion (and a second) to Approve the New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy.

2.14 Sale of Real Estate and Excess Personal Property Policy

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

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

Illinois law 70 (ILCS 1205/8-22) also permits park districts to sell personal property when three-fifths of the Board determines that the personal property is no longer needed or useful. The District may convey or sell this property in any manner it designates. The Board must first pass an ordinance authorizing the disposal of the personal property.



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: NEW POLICY FOR THE ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL: PARK MASTER PLANS POLICY.	AGENDA NO: 7C MEETING DATE: FEBRUARY 20, 2017
STAFF REVIEW:	Bob Johnson, Director of Parks & Planning : <i>Bob Johnson</i>
RECOMMENDED FOR BOARD ACTION:	Laure Kosey, Executive Director.: <i>Laure Kosey</i>
ITEM HISTORY(PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): While reviewing the Park District’s policies and procedures, it was determined that a policy for Park Master Plans should be developed, reviewed, and approved.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): The recommended policy was presented to the Board at the January 16, 2017 Board Meeting. The proposed policy is attached for the Board’s review and possible approval at this meeting.	
ACTION PROPOSED: Motion (and a second) to approve the New Policy For the Administrative Policies and Procedures Manual: Park Master Plans Policy.	

6.7 Park Master Plans Policy

All land controlled by the District shall serve an intended park and recreation purpose which provides public benefit. The type of use may vary from a highly developed parcel which provides for active, programmed recreation and park services to one which is undeveloped and utilized as a passive open space site.

Prior to committing to the development of a previously undeveloped open space, or redeveloping a park which significantly modifies its previous use and purpose, the Board will review and approve a Park Master Plan. This plan will govern the park site's development and will protect and preserve desirable qualities of the resource base.

Each Park Master Plan shall consist of a concept drawing which shows the spatial arrangements of various components of the plan, such as playground areas, athletic fields, buildings, pathways, landscape, etc.

Prior to adopting a Park Master Plan, staff will hold a public meeting, if applicable, to gather input from the community and surrounding neighborhood. Input gathered from these meetings, along with recommendations and standards included in community and Park District planning documents, will be used by staff to develop a preliminary draft with cost estimates and will be presented to the Board for final approval.

The Board shall endeavor to keep the master plan current and shall undertake a thorough review of the master plan at least as often as every 10 years.



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

**ORDINANCE NO. 17-0221: AN ORDINANCE AUTHORIZING
THE DESTRUCTION OF THE VERBATIM RECORD OF
CERTAIN CLOSED MEETINGS**

AGENDA No.: 7 D

MEETING DATE: FEBRUARY 20, 2017

RECOMMENDED FOR BOARD ACTION:

Laure Kosey, Executive Director:

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

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

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

The following Executive Session recordings are now over 18 months in age.

April 20, 2015	May 27, 2015
May 4, 2015	June 2, 2015
May 18, 2015	July 20, 2015
May 26, 2015	August 17, 2015

Ordinance 17-0221 authorizes the destruction of the verbatim record of the above listed meetings. The ordinance was presented for review at the January 16, 2017 Board Meeting.

ACTION PROPOSED:

Motion (and a second) to Approve Ordinance No: 17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

ORDINANCE NO. 17-0221
AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE
VERBATIM RECORD OF CERTAIN CLOSED MEETINGS

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

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

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

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

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

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

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

April 20, 2015	May 27, 2015
May 4, 2015	June 2, 2015
May 18, 2015	July 20, 2015
May 26, 2015	August 17, 2015

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

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

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

PASSED AND APPROVED This 20th Day of February, 2017.

AYES: _____

NAYS: _____

ABSENT: _____

President Sharon Knitter

ATTEST:

Laure Kosey, Secretary



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: MARKET BASED SALARY RANGE ADJUSTMENTS

AGENDA No.: 7 E

MEETING DATE FEBRUARY 20, 2017

STAFF REVIEW: Marco Salinas, Chief Financial Officer :

Handwritten signature of Marco Salinas in blue ink.

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

Handwritten signature of Laure Kosey in black ink.

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

The Park District's adoption of the market based salary range adjustments as recommended by the Management Association of Illinois.

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

The market based range adjustments equal 1.95% for the full time positions. The schedule is attached.

ACTION PROPOSED:

A Motion (and a second) to Approve the Market Based Salary Range Adjustments as Presented.

Oak Brook Park District
Pay Grades
Effective: May 1, 2017*

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
13		Hold for Future Restructuring	\$ 122,384	\$ 152,980	\$ 183,576
			\$ 58.84	\$ 73.55	\$ 88.26
12	E	Executive Director	\$ 107,734	\$ 134,666	\$ 161,599
			\$ 51.80	\$ 64.74	\$ 77.69
11		Hold for Future Restructuring	\$ 94,835	\$ 118,543	\$ 142,252
			\$ 45.59	\$ 56.99	\$ 68.39
10	E	Chief Financial Officer	\$ 83,482	\$ 104,352	\$ 125,223
	E	Director of Recreation and Facilities	\$ 40.14	\$ 50.17	\$ 60.20
9	E	Director of Parks and Planning	\$ 73,487	\$ 91,858	\$ 110,231
			\$ 35.33	\$ 44.16	\$ 53.00
8		Hold for Future Restructuring	\$ 64,689	\$ 80,861	\$ 97,035
			\$ 31.10	\$ 38.88	\$ 46.65
7	E	Tennis Center Manager	\$ 56,945	\$ 71,180	\$ 85,418
	E	Human Resource Manager	\$ 27.38	\$ 34.22	\$ 41.07
	E	Finance Manager			
	E	IT Manager			
	E	Assistant Director of Recreation			
6	E	Marketing and Promotions Manager	\$ 50,128	\$ 62,659	\$ 75,191
	NE	Building Engineer	\$ 24.10	\$ 30.12	\$ 36.15
5	E	Graphic Designer	\$ 44,126	\$ 55,158	\$ 66,189
	E	Family Aquatic Center Manager	\$ 21.21	\$ 26.52	\$ 31.82
	E	Corporate & Community Relations			
	E	Athletic and Recreation Manager			
	NE	Executive Administrative Assistant			
	E	FRC Facility Manager			
4	E	Adult Recreation Supervisor	\$ 38,844	\$ 48,555	\$ 58,265
	E	Tennis Center Assistant Manager	\$ 18.67	\$ 23.34	\$ 28.01
	NE	Park Specialist			
	NE	Account Clerk			
	NE	Landscape Specialist			
	E	FRC Facility Supervisor			
	E	Fitness Supervisor			
	E	Aquatic Facility Supervisor			
3	NE	Registration Clerk	\$ 34,194	\$ 42,742	\$ 51,290
			\$ 16.44	\$ 20.55	\$ 24.66
2	NE	Park Technician	\$ 30,101	\$ 37,625	\$ 45,150
	NE	Park District Lead Custodian	\$ 14.47	\$ 18.09	\$ 21.71
	NE	Building Technician			
1	NE	Park District Custodian	\$ 26,496	\$ 33,120	\$ 39,744
			\$ 12.74	\$ 15.92	\$ 19.11

*NOTE: Per Management Association of IL, 1.95% market adjustment increase over May 1, 2016.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: 2017 MOWING SERVICES BID

AGENDA NO: 7F

MEETING DATE: FEBRUARY 20, 2017

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

Handwritten signature of Bob Johnson.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey.

ITEM HISTORY(PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): Staff solicited, through public bid, prices for turf mowing services from qualified landscape contractors.

Bids were received and publicly read aloud at 1:00pm on Wednesday February 9, 2017.

The lowest bid received is in excess of the budgeted amount for 2017.

The Park District has a current mowing contract with Classic Landscape, LTD which expires on April 30, 2017.

The current contract with Classic Landscape provides for an extension of the contract term for an additional year, to April 30, 2018, upon approval of such an extension by Classic and the District, and upon the same terms and conditions; and provided that sufficient funds are appropriated by the District for such extension.

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

As all the Turf Grass Mowing bids exceeded the District's budget, staff recommends rejecting all bids.

Staff will discuss the possible extension of the term with Classic Landscape, LTD.

Additional information will be presented for discussion at the March 20, 2017 Board Meeting.

ACTION PROPOSED: Motion (and a Second) To Reject All Bids Received for the 2017 Mowing Services Bid.

Oak Brook Park District
 1450 Forest Gate Road
 Oak Brook, IL 60523

Turf Grass Mowing Bid

Bid Opening 2/8/17 1:00 p.m..

Bids were opened in the order of receipt.

Contractor	A#1	Bond	Certs	Refs	Mowing							Cuts	Alternate Bid 1								Total	Alternate Bid 2
					Central PK	Frst Glen	Sddle Brk	Chillem	DNS	Total	Leaf Pick- up								Hand Weeding			
											Central PK		Frst Glen	Sddle Brk	Chillem	DNS	Total	1 Leaf PU	Cost/hour			
Beary Landscape Management, Inc.	x	x	x	x	\$1,050.00	\$200.00	\$450.00	\$50.00	\$100.00	\$1,850.00	\$48,100.00	\$2,900.00	\$800.00	\$500.00	\$300.00	\$600.00	\$5,100.00	\$5,100.00	\$53,200.00	\$ 28.00		
Lizzette Medina & Co.	x	x	x	x	\$2,535.00	\$152.00	\$380.00	\$38.00	\$76.00	\$3,181.00	\$82,706.00	\$5,000.00	\$1,000.00	\$2,000.00	\$250.00	\$500.00	\$8,750.00	\$8,750.00	\$91,456.00	\$ 32.00		
Rosborough Partners	x	x	x	x	\$1,500.00	\$154.00	\$384.00	\$90.00	\$115.00	\$2,243.00	\$58,318.00	\$2,048.00	\$395.00	\$737.00	\$192.00	\$300.00	\$3,672.00	\$3,672.00	\$61,990.00	\$ 30.00		
A Safe Haven Landscaping	x	x	x	x	\$2,324.00	\$436.00	\$726.00	\$145.00	\$218.00	\$3,849.00	\$100,074.00	\$2,556.00	\$480.00	\$799.00	\$160.00	\$240.00	\$4,235.00	\$4,235.00	\$104,309.00	\$ 35.00		

Bids submitted on a per mow and per leaf pickup, (weekly cost)

Total cost calculated on 26 mows, and 1 leaf pickup.



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

RESOLUTION 17-0222: A RESOLUTION REGARDING THE REVIEW OF MINUTES FOR CLOSED MEETINGS FROM JANUARY 1989 THROUGH DECEMBER 2016

AGENDA No.: 7 G

MEETING DATE: FEBRUARY 20, 2017

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION:

Laure Kosey, Executive Director

A handwritten signature in cursive script, appearing to read "Laure Kosey", written over a horizontal line.

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

As required by the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.*, the District is required to review closed session minutes semi-annually to determine what minutes or portions of minutes no longer require confidentiality.

The Closed Meeting Minutes, dated January 1980 through December 2016, were reviewed by the park district's attorneys and the Board of Commissioners to determine what minutes or portions of minutes no longer require confidentiality. After conducting the review, it was determined that the need for confidentiality still exists as to all of those minutes that were reviewed.

Resolution 17-0222 declares the Board's compliance with the semi-annual review of the closed meeting minutes and provides the Board's determination for the need of continued confidentiality for the closed meeting minutes.

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

Resolution 17-0222 was presented to the Board of Commissioners for its review at the Closed Session of the January 16, 2017 Board Meeting.

ACTION PROPOSED:

A Motion (and a second) to Approve Resolution 17:0222: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through December 2016.

RESOLUTION NO. R17-0222

**A RESOLUTION REGARDING THE REVIEW
OF MINUTES FOR CLOSED MEETINGS
FROM JANUARY, 1989 THROUGH DECEMBER, 2016**

WHEREAS, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"), the Oak Brook Park District Board of Park Commissioners (the "Board") has completed its semi-annual review of the minutes of all closed meetings which remain on file and closed to public view; and

WHEREAS, the Board has determined that the need for confidentiality still exists as to all of those minutes that were reviewed; and

WHEREAS, the Act requires that the Board make a public recital of its findings.

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

Section 1. The Board has determined that a need for confidentiality still exists as to the closed meeting minutes reviewed. The closed meeting minutes reviewed will therefore remain closed to the public until the Board determines that the need for confidentiality no longer exists.

Section 2. This Resolution shall be in full force and effect from and after its passage and approval as required by law.

PASSED AND APPROVED This 20th DAY OF FEBRUARY, 2017.

AYES: _____

NAYS: _____

ABSENT: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 17-0320: A RESOLUTION APPROVING AN ADDENDUM TO AN AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT AND NEXT GENERATION SCREEN PRINTING AND EMBROIDERY, INC. FOR APPAREL SCREEN PRINTING AND EMBROIDERY

AGENDA NO.: 8 A

MEETING DATE: FEBRUARY. 20, 2017

STAFF REVIEW:

Jessica Cannaday, Marketing Manager:

RECOMMENDED FOR BOARD ACTION:

Laure Kosey, Executive Director:

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

The District solicited bids for apparel screen printing and embroidery services during the 2016/2017 Fiscal Year. A contract, not to exceed \$34,000, was awarded to Next Generation Screen Printing and Embroidery, Inc. of Lombard, IL. The District has been satisfied with the quality and service of Next Generation Screen Printing and Embroidery, Inc. under the current agreement.

The current agreement will expire on April 30, 2017.

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

The existing agreement with Next Generation Screen Printing and Embroidery, Inc. provides for the extension of the contract by 1 year if such extension is desired by the District and Next Generation Screen Printing and Embroidery, Inc. and sufficient appropriation is made by the District as required by law.

The staff recommendation is to extend the current terms of the contract with Next Generation Screen Printing and Embroidery, Inc, including price, for an additional year.

The Resolution and Addendum to extend the contract as recommended are attached for the Board's consideration and approval, if desired, at the March 20, 2017 Board Meeting.

ACTION PROPOSED:

For Review and Discussion Only.

RESOLUTION NO. 17-0320

**A RESOLUTION APPROVING AN ADDENDUM TO AN AGREEMENT BETWEEN
THE OAK BROOK PARK DISTRICT AND
NEXT GENERATION SCREEN PRINTING AND EMBROIDERY, INC.
FOR APPAREL SCREEN PRINTING AND EMBROIDERY SERVICES**

WHEREAS, the Oak Brook Park District (the "District") is authorized to enter contracts for supplies, materials and work (70 ILCS 1250/8-1); and

WHEREAS, on March 14, 2016, the District and Next Generation Screen Printing and Embroidery, Inc. (the "Contractor") entered an Agreement for Apparel Screen Printing and Embroidery Services (the "Agreement"), and Section 12 of the Agreement provided that it could be extended for one year upon approval of such an extension by the District and the Contractor, and upon prior appropriation therefor; and

WHEREAS, the District and the Contractor have agreed to an extension of one year, and the District has appropriated sufficient funds for such extension,

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

Section 1. The Board of Park Commissioners of the District hereby approves a one (1) year renewal of the Agreement, from May 1, 2017, to April 30, 2018, subject to the terms and conditions of the "Addendum to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc. for Apparel Screen Printing and Embroidery Services" (the "Addendum"), and the President and Secretary of the District are hereby authorized, respectively, to execute and attest the Addendum in substantially the form attached hereto and made a part of this Resolution as Exhibit "A".

Section 2. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict.

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

PASSED AND APPROVED THIS 20th Day of March, 2017.

AYES: _____

NAYS: _____

ABSENT: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary

**ADDENDUM TO AN AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT
AND NEXT GENERATION SCREEN PRINTING AND EMBROIDERY, INC.
FOR APPAREL SCREEN PRINTING AND EMBROIDERY**

THIS ADDENDUM (the "Addendum") to "An Agreement Between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc.. for Apparel Screen Printing and Embroidery " (the "Agreement"), is made and entered into by and between the Oak Brook Park District (the District") and Next Generation Screen Printing and Embroidery, Inc. ("Next Generation").

WITNESSETH:

WHEREAS, the Agreement was entered between the District and Next Generation, and dated March 14, 2016, for the provision of Apparel Screen Printing and Embroidery of the District's Apparel t by Next Generation; and

WHEREAS, pursuant to Section 12, the term of the Agreement was to be from the execution of said contract through April 30, 2017 provided, however, that the Agreement could be extended for one additional year, upon approval of such an extension by Next Generation and the District, and upon the same terms and conditions, provided that sufficient funds are appropriated by the District for such extension; and

WHEREAS, Next Generation and the District have agreed to an extension of one year of said contract through April 30, 2018, and the District has appropriated sufficient funds for such extension,

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements herein set forth, and other good and valuable consideration, the sufficiency of which is hereby acknowledged by the parties, the District and Next Generation agree to the terms and conditions of this Addendum as follows:

ARTICLE I
THE RECITALS ARE PART OF THIS ADDENDUM

The representations, covenants and recitations set forth in the foregoing recitals are material to this Addendum and are hereby incorporated into and made a part of this Addendum as though fully set forth in this Article I.

ARTICLE II
EXTENSION OF TERM OF AGREEMENT

A. Section 12 of the Agreement is amended to extend the term of the Agreement until April 30, 2018.

B. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 20th day of March 2017.

OAK BROOK PARK DISTRICT

NEXT GENERATION SCREEN
PRINTING AND EMBROIDERY, INC.

By: _____
Sharon Knitter, Its President

By: _____
Its: _____

Attest: _____
Laure Kosey, Its Secretary

Attest: _____
Its: _____



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: TENNIS CENTER REFLECTIVE CEILING INSULATION AND INSTALLATION BID

AGENDA No.: 8 B

MEETING DATE: FEBRUARY 20, 2017

STAFF REVIEW: Dave Thommes, Director of Recreation & Facilities:

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):

At the November 16, 2016 board meeting, upon staff recommendation, the Board voted to reject all the bids received at the November 2nd, 2016 bid opening for Tennis Court Reflective Ceiling Installation at the Tennis Center, on the basis of cost.

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

Staff is preparing a bid packet for the installation of reflective ceiling insulation and tennis court backdrops. Since the last bid opening, staff has made adjustments to the bid and court schedule to allow contractors easier and more consistent court access, in the hope that more competitive prices will be received.

Reflective ceiling insulation serves several important purposes. Reflective ceiling insulation creates a highly reflective surface which improves the performance and efficiency of the lighting systems, while also providing significant insulation, which will enhance the performance of the HVAC system.

The backdrops and curtains are in need of replacement and the backdrops will now include doors cut into the backdrop to enter directly onto a specific court.

The tentative bid schedule is as follows:

1. Bid documents available: February 21
2. Pre-bid meeting: March 1
3. Bid Opening: March 8
4. Work commencement and completion: June 12 – August 19

ACTION PROPOSED:

For Review and Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: TENNIS CENTER HVAC IMPROVEMENTS BID

AGENDA NO.: 8 C

MEETING DATE: FEBRUARY 20, 2017

STAFF REVIEW:

Director of Recreation & Facilities, Dave Thommes:

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):

Upon staff recommendation at the July 18, 2016 board meeting, the Board voted to reject all bids received for the Tennis Center HVAC Improvement bid on the basis of cost. Bids came in significantly higher than what was budgeted.

Since then, staff has been conducting a scope and project review with Kluber Inc., the firm the District contracted with for Professional Consulting Services on this project.

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

Tennis Center staff has identified the need to replace the aging HVAC units at the Tennis Center, which are original to the building.

The project will encompass replacing HVAC Units #1 & #2. These HVAC units service essentially all areas of the facility with the exception of the courts and the back lounge area. The project will also replace all duct work related to the two units and will require raising the ceiling in the upper lobby area.

Successful completion of this project will not only improve HVAC efficiency, but will also add VAV control and VAV boxes which will allow for greater zone control.

The tentative timeline is as follows:

Bid documents available: February 21

Mandatory Pre-Bid Meeting: March 1

Bid Opening: March 8

Work commencement: June 12

Substantial Completion: August 18

Final Completions: September 1

ACTION PROPOSED:

For Review and Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: MAINTENANCE BUILDING FORCE MAIN IMPROVEMENTS PROJECT BID

AGENDA NO: 8-D

MEETING DATE: FEBRUARY 20, 2017

STAFF REVIEW:

Bob Johnson, Director of Parks & Planning: *Bob Johnson*

RECOMMENDED FOR BOARD ACTION:

Laure Kosey, Executive Director: *Laure Kosey*

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

The Oak Brook Park District is seeking bids for the installation of a directionally bored force main sanitary sewer line originating outside the maintenance garage and terminating at an existing sanitary sewer outside of the southeast portion of the Family Recreation Center.

The Park District solicited bids in the fall of 2016, however only one bid was received, and it was rejected.

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

The shallow depth of the existing sewer line causes it to freeze in sub-freezing weather conditions rendering it unusable. The new sewer will be installed to a proper depth below the frost line. It will be connected to the existing sewer ejector pit that serves the Parks Maintenance garage and then directionally bored around the splash park to an existing sanitary sewer.

ACTION PROPOSED: For Review And Discussion Only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE: PERSONNEL POLICY REVISIONS

AGENDA NO.: 8 E

MEETING DATE: FEBRUARY 20, 2017

STAFF REVIEW:

Linda Noonan, Human Resource Manager:

RECOMMENDED FOR BOARD ACTION:

Laure Kosey, Executive Director:

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

The Board of Commissioners approved the Personnel Policy Manual, in its entirety, at the October 20, 2014 Board Meeting. Subsequent revisions were approved by the Board during the September 21 and November 16, 2015 Board Meetings.

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

Proposed revisions to the Personnel Policy Manual (Amended and Approved 11/16/15) are shown in red text and are the result of changes and additions in federal and state laws, as well as to further clarify various policies.

The updated sections have been reviewed by our attorneys, Robbins Schwartz. *(Note: The Table of Contents does not accurately reflect revisions and page numbers due to the "Edited View.")*

Following are the new/revised laws that have driven several of the changes:

- Fair Labor Standards Act (pending change)
- Local Government Travel Expense Control Act (new)
- Illinois Child Bereavement Leave (new)
- Illinois Employee Sick Leave Act (new)
- Occupational Safety and Health Act (new reporting rules)

The Personnel Manual and revisions will be presented to the Board for final approval at the March 20, 2017 Board Meeting.

ACTION PROPOSED:

For Review and Discussion Only.



Personnel Policy Manual

The contents of this Personnel Policy Manual do not constitute the terms of a contract of employment. Nothing contained in this Manual should be construed as a promise of continued employment. Rather, employment at the District is on an “at will” basis, meaning that either the employee or the District may terminate the employment relationship at any time, for any reason not expressly prohibited by law. The contents of this Manual are subject to change at any time and without prior notice at the discretion of the District.

Revisions for review by Board of Commissioners 2/20/17

Amended November 23, 2016

Amended and Approved: November 16, 2015

Amended and Approved: September 21, 2015

Amended and Approved: October 20, 2014

Amended and Approved: January 1, 2014

Addendum Approved: September 16, 2013

Amended and Approved: May 20, 2013

Amended and Approved: October 10, 2011

Amended and Approved: July 2007

Approved: November 14, 2005

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



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SECTION I: INTRODUCTION

1.1 Introduction and At-Will Disclaimer

Welcome to the Oak Brook Park District! The District is proud of its record of continuing growth and expansion of services offered to the residents of the District. The growth and reputation of the District are the direct *results of* individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals.

There are several things that are important to keep in mind about this Manual.

First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for District employees as a general reference guide.

Second, this Manual supersedes all previously issued manuals. An employee's decision to continue employment with the District after this revision and any future revision to this Manual shall be deemed to constitute such employee's agreement with all such revisions. **The District and the District's Board reserve the right to unilaterally revise, supplement or discontinue any of the policies, rules, guidelines or benefits described in this Manual, with or without notice.** The District will try to inform employees of any changes as they occur.

Third, nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create, and no such written or oral statement shall create an employment contract, either expressed or implied, to remain in the District's employ. Neither this Manual nor any provision hereof guarantees any fixed terms and conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by the District, or an employee may resign for any reason at any time. In other words, employees may terminate their employment with the District at any time, with or without cause or notice, and the District retains a similar right. No supervisor or other representative of the District (except as delegated and approved by the District's Board) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Fourth, each employee is expected to review this Manual and become familiar with its contents. Accordingly, upon receipt of this Manual, each employee must sign, date and return the Employee Acknowledgement Form found in the Appendix to this Manual. This form will be maintained in the District's files and the employee's personnel file. If an employee has any comments, suggestions, or questions about any aspect of his/her employment, such employee is encouraged to discuss them with his/her immediate supervisor or the ~~Director of Finance and Human Resources~~*Human Resource Manager*. He/She will listen to the employee's concerns,

consider appropriate action to be taken, if necessary, and either provide the employee with the necessary information, or direct the employee to someone who can provide such information. The Executive Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director will be final.

Where the context of this Manual permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and shall not affect the meaning or construction, or be used in the interpretation of this Manual or any of its provisions.

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial or administrative body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

<i>Note</i>	Please review the Employment Contract Disclaimer and sign the Acknowledgment Form in the Appendix to this Manual.
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1.2 Personnel Policy Manual Administration

This Manual and revisions will be distributed to all employees of the District in paper or electronic form. The Executive Director of the District, and anyone properly designated by the Executive Director, or any person designated as interim or acting Executive Director in the absence of the Executive Director, shall be responsible for the administration of this Manual.

The District has posted Notices, as required by law, to advise employees of their legal rights with respect to their employment and of Federal and State laws.

1.3 Purpose of Personnel Policy Manual

The purpose of this Manual is to provide all employees of the District with pertinent information regarding the District's day-to-day policies and procedures. THIS MANUAL DOES NOT STATE CONTRACTUAL TERMS BETWEEN THE EMPLOYEE AND THE DISTRICT. It is impossible to foresee all circumstances, which may arise; thus, the District reserves the right to change any procedure or policy without prior notice and to not adhere to any policy or procedure when the District deems it necessary in a given situation. However, this Manual does state the District's present policies and procedures, which it intends to apply in most situations.

1.4 Party to a Civil Union

Pursuant to Public Act 096-1513, a "party to a civil union", as defined in such Public Act, means a person who has lawfully established a civil union pursuant thereto. "Party to a Civil Union" shall be

included in any definition or use of the term “spouse”, “family”, “immediate family”, “dependent”, “next of kin”, and other terms that denote the spousal relationship as those terms are used in this Manual.

Section II: General Employment Policies

2.1 Employee Classifications

It is the policy of the District to define employment classifications in order to administer policies and benefits. Employment classifications shall be determined by the Executive Director who shall, when appropriate and practical, consult with the District's Board. The employment classification should be specified prior to the hiring of an employee so that the appropriate policies and benefits may be properly communicated to the employee. The designation of an employment classification in no way alters the employment-at-will nature of the employment relationship, and occasional changes in the number of hours worked by an employee does not affect the employee's classification.

All employees of the District shall be classified in one or more of the following categories:

- a.) Appointed Employee - The position of Executive Director who also acts as the Secretary to the Board of Park Commissioners shall be defined as an appointed employee. The District's Board will be responsible for setting the compensation, benefits, and duties of all appointed employees, and such employees shall be responsible to the District's Board.
- b.) Introductory Employee – An introductory employee is a full time or part time employee working within their first 60 days with the District. The introductory period is an opportunity for the employee and the District to evaluate whether the employee is suitable for a position with the District. Once the employee successfully completes the introductory period, the employee will continue employment under the classification for which they were hired. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the District's employment At-Will policy. The District reserves the right to extend or shorten the introductory period within its discretion.
- c.) Full time Employee - A full time employee is defined as one who is hired for an indefinite period for a full time work schedule, which normally averages 40 hours or more per work week. Full time employees meeting appropriate length of service requirements are eligible to participate in all District-sponsored benefit programs.
- d.) Regular Part time Employee - A regular part time employee is defined as one who is hired for an indefinite period to work at least 1,000 hours per year (or 20 hours per week on average on a year-round basis). The number of hours that a regular part time employee actually works will not change the employee's status or classification as a regular part time employee. Regular Part time employees are eligible to participate in such District sponsored benefit programs as are, by the terms of this Manual, made available to them.
- e.) Limited Part time Employee - A limited part time employee is defined as one who is hired for an indefinite period either (a) to work less than 1,000 hours per year, or less than 20 hours per week on average on a year-round basis; or (b) to work for a short term, a season or a specific period of time, or for a specific work project, with the understanding that such employment will cease at the expiration of the season or specific period of time or when services are no longer needed.

The District does not guarantee that limited part time employees will be rehired in a subsequent season, or if rehired, for the same position. Such limited part time employees are not eligible for District sponsored benefits programs, and are eligible only for Workers' Compensation.

- f.) Executive Employee - Any employee whose primary duty consists of the management of the District or of a customarily recognized department or subdivision; who customarily and regularly directs the work of two or more other employees; who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and the advancement and promotion or any other change of status of other employees will be given particular importance; who customarily and regularly exercises discretionary powers; and who is compensated on a salary basis at a rate of not less ~~the \$455 per week~~ *than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.*
- g.) Administrative Employee - Any employee whose primary duty consists of either the performance of office or non-manual work directly related to management policies or general business operations of the District or those served by it; who customarily and regularly exercises discretion and independent judgment with respect to matters of significance; who regularly and directly assists an employee employed in an executive or administrative capacity, or who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or who executes under only general supervision, special assignments and tasks; and who is compensated on a salary or fee basis at a rate of not less ~~the \$455 per week~~ *than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.*
- ~~g.)~~h.) Professional Employee - Any employee whose primary duty consists of the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education, an apprenticeship, or training in the performance of routine mental, manual or physical processes), or work that is original and creative in character in a recognized field of artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination or talent of the employee, or work that requires theoretical and practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and who is employed and engaged in these activities as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the software field; whose work requires the consistent exercise of discretion and judgment in its performance; whose work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical or physical work), and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; whose primary duties include the consistent exercise of discretion and judgment; and who is compensated for services on a salary or fee basis at a rate of not less ~~the \$455 per week~~ *than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.*

~~h.)~~ Certified Professional Instructor - A Certified Professional Instructor (*CPI*) is a Regular Part time Employee who is hired for an indefinite period to work at least 1,560 hours per calendar year, *1,300 hours of which must be worked in providing in a CPI related services position*. In addition to the minimum hours worked, a Certified Professional Instructor shall meet the following criteria:

- (i) Provide instructional services, including, but not limited to, tennis instruction, personal fitness training, swim coaching, and fitness class instruction.
- (ii) Have professional certification or a license in the relevant field of such instructor, from a recognized program that provides training for professional instructors.

The District reserves the right to change an employee's work hours and employment classification if such change is in the best interest of the District.

2.2 Contract Services

In certain instances, the District may use services contracted through a seasonal help firm or a self-employed independent contractor. Individuals performing tasks on a contract basis are not deemed to be employees of the District.

2.3 Employee Recruitment and Selection

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

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

2.4 Employment of Relatives

It is policy of the District to discourage the hiring, transfer, or promotion of relatives of District employees. For purposes of this policy, relatives include immediate family, defined as follows: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of the same household. No person shall be hired, transferred or promoted to a position in which he/she would report to and be supervised by a supervisor or department director who is a relative, as defined herein. Notwithstanding the foregoing, the District may employ a relative, as defined herein, provided that the Executive Director has approved such employment and written notice of such employment has been provided to the District's Board.

2.5 Employment Standards

All new employees are subject to the following standards for employment:

They must be legally qualified to work in the United States as evidenced by submitting appropriate identity and employment authorization documents, including Form I-9, as required by the Immigration Reform and Control Act.

They must possess a valid driver's license appropriate for any vehicle that may be operated in the course of performing job duties.

They must be physically and mentally fit to perform assigned job duties. With respect to certain positions, the District will conduct a post-offer-physical exam, including appropriate tests to determine the presence of drugs or alcohol in the body. The physical exam shall be scheduled after the employee has accepted the job offer conditioned on a satisfactory physical exam, and prior to the start of work. All employment decisions based upon the post-offer physical exam must be made on a non-discriminatory basis. In reviewing the results of the physical exam, the District shall consider the following:

Physical or Mental Condition - In the event that the individual's mental or physical condition affects his/her ability to perform the job, the District shall consider what reasonable accommodations may be made to the work environment or job duties in order to accommodate qualified disabled individuals. When reasonable accommodations are not feasible, and where a physical or mental condition impairs the individual's ability to meet normal job performance standards, such factor(s) may disqualify the individual from employment.

Drug and Alcohol Testing - To ensure the safety and well-being of all employees and residents of the District, it is the District's policy that a positive test result indicating presence of drugs or alcohol shall be sufficient grounds to withdraw an offer of employment.

The District recognizes the importance of hiring and retaining qualified employees to accomplish the tasks of the District. It is incumbent upon the District to hire employees who are qualified, responsible and not a threat to the participants' and fellow employees' safety or property of the District. It is the policy of the District to take steps within its power and within the law to assure that current and potential employees are of good character and have the qualifications and background necessary for work with the District for which the applicant has applied.

The District is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) shall not be considered by the District until an interview has been scheduled or an offer of employment has been made. Such other convictions shall not automatically disqualify an applicant from consideration but will, rather, be considered in relationship to the specific job and its requirements.

The District requires the applicant's permission for this procedure, which can be given by the applicant's signature. Occasionally, the applicant will be required to submit to a fingerprint test to verify identity. The applicant agrees to participate in the fingerprinting verification, if it is required.

The District shall keep the results of the criminal background check confidential and will provide the applicant with a copy of all materials obtained as required by law. It is the intent of the District to protect itself, its employees, property, and program and facility participants. It is the District's policy that a report of criminal activity shall be sufficient grounds to withdraw an offer of employment.

2.6 Equal Employment Opportunity

The success of the District is founded on the skill, effort, and dedication of our employees. In order to achieve our goals, the District is committed to a philosophy of employee relations in which each employee is treated fairly and with respect, and is recognized as an individual. It is, therefore, the policy of the District to provide equal employment opportunities for all employees and candidates for employment and to make all reasonable accommodations for individuals with a physical or mental disability.

The District is committed to making all employment decisions without regard to an individual's race, color, creed, religion, sex, sexual orientation, pregnancy, national origin, ancestry, genetic information, age, political affiliations, marital status, physical or mental disability, or status as a military veteran or any other protected characteristic as established by law. This policy includes employment practices such as recruitment, hiring, promotion, training, transfer, compensation, benefits, discipline, appraisal, termination of employment, and other terms or conditions of employment. In cases where sex or physical requirements of a position constitute a bona fide occupational qualification necessary for proper and efficient functioning in the position, and where no reasonable accommodation is possible, an adverse employment decision shall not be deemed discrimination. Each supervisor is responsible for administering employment practices in a manner that is consistent with the District's policy of providing equal employment opportunities. Any complaint relating to the District's efforts to provide equal employment opportunities may be brought directly to the attention of the Executive Director.

2.7 Health Records - HIPAA Policy and Notice

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the District has a responsibility to protect employee's personal health information. The District is required to keep employee health information private, share this information only when necessary and follow privacy practices. Special efforts will be made to protect the names of people who have HIV/AIDS or receive drug and alcohol treatment.

In general, the District may use and disclose health information without an authorization for purposes of treatment, payment and health care operations. However, the District must obtain a

signed authorization from the individual or the individual's personal representative for all uses and disclosures of health information that are not otherwise permitted or required by law.

Any individual who believes his/her rights have been violated as granted by HIPAA privacy regulations or any other state or federal laws dealing with privacy and confidentiality may file a written complaint regarding the alleged privacy violation. Complaints should be submitted to the ~~Director of Finance and Human Resources~~ *Human Resource Manager* for investigation, tracking, and quality improvement purposes.

Employees may also report a complaint to the Office for Civil Rights, Department of Health and Human Services, Jacob Javits Federal Building, 26 Federal Plaza, Suite 3312, New York, New York 10278; (212)264 3313 or (800) 368-1019.

2.8 Indemnification and Liability Insurance

If any claim, action, suit, proceeding or investigation is instituted against an officer or employee or former officer or employee of the District, which allegedly arose out of an act or omission occurring within the scope of duties of such officer or employee, the District shall do the following:

Appear and defend against the claim or action; and

Indemnify the officer, employee or former officer or employee for court costs incurred in the defense of such claim or action; and

Pay, or indemnify the officer, employee or former officer or employee for a judgment based on such claim or action, except for any judgment for punitive damages; and

Pay, or indemnify the officer, employee or former officer or employee for a compromise or settlement of such a claim or action except for any portion thereof specifically attributable to punitive damages, if such compromise or settlement is approved by the court having jurisdiction over such claim, action, suit or proceeding, with express knowledge of the existence of the indemnification provided hereby

No defense, indemnification for a judgment, compromise, settlement, court costs or other payment shall be made by the District with respect to any claim, action, suit, proceeding, or investigation of an officer or employee or former employee, if the District itself, or officers of the District acting in their governmental capacities, and the officer or employee are adverse parties in such claim, action, suit, proceeding, or investigation.

2.9 Performance Evaluations

An employee's performance evaluation follows a standardized format that is initiated by an employee's immediate supervisor, with a recommendation to, and with review and approval of, the next highest level of authority. Both the employee and the supervisor shall sign the written evaluation form as evidence of mutual knowledge. The signing of this appraisal form does not

necessarily indicate that the employee agrees with the evaluation. Every employee must be evaluated at least once every twelve months. Evaluations may occur more frequently if warranted. Evaluations should be initiated before March 1st of each calendar year. The written evaluation form becomes a part of the employee's personnel file and shall not become public without the written consent of the affected employee.

The Personnel Record Review Act (820 ILCS 40/11) prohibits disclosure of performance evaluations pursuant to any Freedom of Information Act request.

2.10 Personnel Records

All employee personnel and payroll records are confidential, and access to such records is limited to a need-to-know basis in order to preserve such confidentiality. Employee records are maintained in confidence by an individual designated by the Executive Director. An employee may be granted limited and supervised access to his/her employee personnel file to verify accuracy of information contained in the file. With the exception of the immediate supervisor, no employee will be permitted access to personnel records of other employees. The employee is responsible for keeping the District informed of any changes affecting the employee's personnel records such as:

Name, address, telephone number
Marital status or number of dependents
Number of income tax exemptions
Beneficiaries of any District-provided group insurance
Persons to notify in case of an emergency

SECTION III: Employee Benefits

3.1 Disability - IMRF Disability Benefits Plan

A disability is any serious physical or mental impairment that makes a participating employee unable to perform the duties of any position that might reasonably be assigned by the District. District employees participating in the Illinois Municipal Retirement Fund (IMRF) may apply for disability benefits. If an employee's application for IMRF disability benefits is approved, the employee is receiving disability benefits, the employee shall:

Continue to earn IMRF service credit as if working (at no cost to the employee).

Continue to be covered by IMRF death benefit protection.

Receive 50% of the employee's average monthly earnings.

Be assured that the employee's future pension would be based on his/her full salary, not on the reduced disability benefit.

IMRF disability benefits are not paid for the first 30 calendar days from the date of disability. Payments may be delayed or reduced if the employee is receiving compensation from the District beyond that 30-day period. The IMRF disability benefit may be also reduced if the employee receives either workers' compensation and/or receives or is eligible for Social Security disability benefits.

In the event that an employee suffers serious illness or injury and becomes eligible for and receives IMRF disability benefits prior to utilizing all available benefit hours, any personal hours and accrued sick time and vacation time will remain available to the employee and will be administered in accordance with the District's policies. During the disability, the employee's length-of-service time for retirement will continue uninterrupted. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period. During the period of disability, the following procedure will be followed regarding District-sponsored insurance programs:

For the first three months that an individual is receiving a disability payment from IMRF, the District will pay the District's share for costs of the monthly premiums for any employee who is otherwise eligible for such benefits. Each employee who makes the election to take the District sponsored insurance benefits will be responsible for his/her share of the monthly insurance premium. This payment will be required to be paid on the 1st of every month during the initial three months that such an employee is receiving disability payments from IMRF.

After the completion of the third month of receiving disability payments from IMRF, the employee shall pay the District the full monthly premium for the applicable benefits.

If the employee fails to make such payment to the District for two consecutive months, the employee's participation in the program shall be terminated. The District also reserves the right to terminate the employee's participation in the program if the District changes insurance carriers and the new insurance carriers exclude such participation from their coverage.

Participation in District-sponsored insurance programs under the above arrangement shall be extended for a maximum of two years from the date on which the disability payments began. Termination of this participation shall occur if any of the following events arise during the two-year period: (i) individual terminates employment with the District; (ii) individual retires; (iii) individual returns to work; (iv) individual voluntarily withdraws from the programs; or (v) individual qualifies for Federal Medicare payments.

3.2 Education Degrees and Tuition Reimbursement

All full time employees with at least one year of employment with the District are eligible for District-sponsored education assistance to attend undergraduate or graduate-level, accredited college programs. The courses selected by the employee must be reasonably related to the employee's job performance, and the schedule of courses selected by the employee must be practical and compatible with his/her normal work hours.

An eligible employee seeking education assistance from the District for undergraduate or graduate programs must submit a written application for assistance to his/her immediate supervisor prior to the start of the course. The written application must be approved by the supervisor and the Executive Director prior to the start of the course, taking into account the availability of budgeted funds. The written application for approval will also include a signed authorization by which the employee agrees to allow the District to deduct any advanced or reimbursed tuition if the employee leaves the District within 12 months of any reimbursement or, in the case of advance payment of tuition, if the employee fails to obtain the required grade in the course(s) for which tuition was paid. Upon approval for education assistance, the District will reimburse the employee for 80% of the tuition upon presentation by the employee of a tuition receipt and an official grade report from the accredited educational institution; provided that the employee has achieved a grade of "B" or higher for the approved course(s). The total amount of education assistance received by an employee in a calendar year shall not exceed the maximum annual amounts described below.

The maximum annual amount available to an eligible employee for tuition reimbursement will be based upon the employee's number of years of service as follows:

1-3 years of service	\$1,500 per year
4-5 years of service	\$3,000 per year
6 years or more	\$5,000 per year

If the employee receives education assistance from another source, for example, the G.I. Bill, the District will only reimburse the employee for that portion of the tuition not covered by the other source. With prior written approval of the Executive Director, an advancement of 50% of the tuition

may be made to the employee prior to taking the course. If the employee does not earn the required grade in the course, fails to complete the course, or resigns his/her employment prior to completing the course, the employee must return the amount advanced by the District.

No time off with pay will be allowed for an employee to attend courses in connection with the District's approved education assistance program. No meal or transportation allowances will be given and all books and classroom supplies are to be purchased by the employee and are not part of the costs eligible for reimbursement from the District.

Any employee who voluntarily terminates his/her employment will be required to reimburse the District for all education assistance received in the twelve months preceding his/her last day of work.

3.3 Employee Assistance Program

The Employee Assistance Program (EAP) is a District-sponsored benefit provided to all full time employees and their families. The EAP provides third party counseling concerning financial, legal, divorce, work/life balance, and similar issues. All referrals to the EAP hotline and subsequent appointments are confidential between the employee and the assigned counselor, and there is never any communication between the EAP and any person who refers an employee. Part time employees may be referred to EAP by their immediate supervisor if the supervisor believes the EAP could provide assistance.

3.4 Employee Recognition

The District has approved the following policies as guidelines for employee recognition.

Birthday Recognition

Any employee wishing to celebrate his/her birthday may do so within his/her own department by bringing in treats or dessert to share with the other department employees.

Farewell Parties

The District will contribute up to \$200.00 for a farewell party for any full time employee who has over 5 years of service with the District and is resigning in good standing. The immediate supervisor of the full time employee shall coordinate the farewell party.

The District will contribute up to \$50.00 for a farewell party for any part time employee who has over 5 years of service with the District and is resigning in good standing. The immediate supervisor shall coordinate the farewell party for the employee, and such party should be held within the department from which the employee is leaving.

Service Awards

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

Employees will be recognized for their years of services during the annual employee holiday party

according to the number of years worked at the District. The years of service will be recognized with a certificate and a choice of a gift from the Award Service Level corresponding to the years of service according to the following chart.

Service Awards	
Years of Service	Award Service Level
5 Years	I
10 Years	II
15 or More Years	III

3.5 Flexible Spending Accounts ~~(Revised 11/16/15)~~

The Flexible Spending Account (FSA) benefit allows full time employees the option to have pretax dollars deducted from their gross pay over 24 pay periods per calendar year to be used for dependent care or medical expenses. The FSA can be used for dependent care such as after school care, summer camp, vacation camp and daycare. The IRS establishes the limit for dependent care each calendar year. The FSA can also be used for out of pocket medical insurance co-pays, annual deductibles for medical and dental, prescription drugs, contacts, contact lens solutions, glasses and orthodontia. The District will establish an annual dollar limit for the medical FSA.

Full time employees who have chosen to use the FSA health benefit may submit claims and receipts with service dates through the end of the calendar year. A maximum of \$500 of any unused funds will automatically be rolled over for use in the following calendar year.

Full time employees who have elected to participate in the FSA dependent care benefit may submit claims and receipts with service dates through the end of the calendar year for reimbursement through the first quarter of the next calendar year. Any FSA monies not claimed by April 1 of the next calendar year will not be refunded or carried forward to the new calendar year.

3.6 Group Insurance Plans

All full time employees with at least one month of continuous service with the District, and who satisfy the eligibility requirements set out in the contracts of insurance, are eligible to participate in District-sponsored insurance programs. Effective July 1, 2015, part time employees who work, or are expected to work, at least 1,560 hours in the established measurement period and who satisfy the eligibility requirements set out in the contract of insurance, are eligible to participate in District-sponsored insurance programs. The Executive Director shall be eligible to participate in District-sponsored insurance programs under the terms and conditions agreed upon by the District's Board.

The terms and conditions of the District-sponsored insurance programs are subject to change by the District or by the insurance carriers at any time and without prior notice. In the event of any change to the programs, all eligible employees will be notified of such changes as soon as possible. In the

event of separation or retirement from the District, an employee who has ten (10) years of continuous full time employment with the District and who is eligible to receive an IMRF retirement or disability pension may elect to receive group insurance for the employee and/or his/her dependents, provided that the full cost of said insurance is paid by the recipient.

Hospital and Medical Insurance - All eligible employees (including dependents) may participate in the District's group hospitalization, medical, and major insurance program, subject to any requirements of insurability or physical examinations required by the insurance carrier. Coverage is effective 30 days from the date of hire for full time employees and part time employees who are expected to work at least 1,560 hours in the standard measurement period. Specific details of the insurance coverage are described in the group insurance certificate that is issued to eligible employees. Each eligible employee is responsible for advising his/her supervisor in the event of any change of dependents, births, marriage, divorce, or other family changes affecting the employee's participation in the insurance program. Upon separation of employment from the District, an eligible employee may elect to continue medical insurance coverage as permitted under the COBRA insurance continuation law ("COBRA"). Pursuant to the provisions of COBRA, the separating employee may be required to bear the full costs of continuing coverage. COBRA also makes continuation of insurance coverage available for the employee's spouse or dependents in the event of marital separation, divorce, death, or other qualifying events.

Life Insurance: All full time employees are eligible on the first day of employment for District-sponsored term life insurance, subject to medical evidence of insurability. The District shall assume 100% of the costs of this benefit, and shall provide such insurance in the amount of \$100,000 for each eligible employee.

Dental Insurance: All eligible employees may participate in the District's dental insurance program with coverage effective 30 days from date of hire.

Vision Insurance: All eligible employees may participate in the District's vision insurance program effective on the first day of the month following date of hire.

Effective May, 2011, all eligible employees who have made the election for Hospital and Medical Insurance coverage shall be required to contribute a percentage of the monthly premium as a payroll deduction, as determined by the District's Board. Effective May 1, 2015, eligible employees will also be required to contribute a percentage of the monthly premium as a payroll deduction for dental and vision insurance. An acknowledgement must be signed by each eligible employee authorizing the payroll deduction, and such acknowledgement shall be filed in his/ her employee personnel file.

The District's Board shall have the right, in its sole discretion, to increase the percentage of the employee's contribution, upon written notice to all employees who have elected the coverage.

3.78 Professional Development and Reimbursement of Expenses (Revised 1/16/17)

All full time and regular part time employees are encouraged to continue their professional education and improve their skills by attending professional conferences, workshops, seminars, tradeshow, networking meetings, and team building outings, and by obtaining professional certifications. Attendance at *and reimbursement for* any professional/educational development event must be conducive to the employee's work at the District and approved in advance by the employee's ~~supervisor, supervising~~ department director, and the Executive Director. Requests should be made *in writing on the Travel, Meal, and Lodging Expense & Reimbursement Request Form using the Oak Brook Park District Continuing Professional Development Form* and shall include a copy of the registration form and promotional information for the event.

~~The form, with instructions for completion, is available from the Human Resources Department.~~

- a) State or Other Conferences - All full time employees are eligible to attend the IPRA/IAPD State Conference. Full time employees may substitute another state conference for the IPRA/IAPD Conference; however, if they choose to do so, they must receive approval from their immediate supervisor and Executive Director. Attendance at national conferences is generally limited to department directors; however, exceptions may be granted to full time staff depending on circumstances and approval from their immediate supervisor and the Executive Director.
- b) In-Service Training Programs - It is the responsibility of the Executive Director and department directors and supervisors to identify training programs, seminars, or other means of employee development that will assist employees in improving their job performance. Likewise, it is the responsibility of each employee to take advantage of such training, as well as other means of self-development that may be made available to District employees. All employees of the District are eligible, and may be required to attend training programs that are carried out during the employee's regular working hours and that are conducted on-site at the District. Such training will be provided at the District's expense.

~~Reimbursable Expenses - The Executive Director may approve reimbursement expenses for travel and attendance at approved educational/professional development events for full time and regular part time employees. Such reimbursement shall be based upon the actual expenses incurred by the employee. Reimbursable expenses normally include round trip, coach airfare or use of a personal vehicle, ground transportation, single room occupancy, meals and conference registration. The Executive Director shall approve the employee's means of transportation to any conference or meeting.~~

~~Any expenses not previously prepaid for the educational/professional development event shall be submitted for reimbursement utilizing the District's Accounts Payable Request Form. All supporting receipts must be itemized and attached to the Accounts Payable Request Form. Employees are responsible for personal expenses and must deduct these costs from the receipt(s) before submittal.~~

The District's Board may, at any time, adjust or limit any reimbursable costs, in its discretion.

The following expenses may be reimbursed by the District, subject to the conditions set forth herein: Reimbursable expenses for travel, meals and lodging shall be approved as set forth herein and in accordance with the Local Government Travel Expense Control Act, 50 ILCS 150/1 et seq., and the District's Ordinance No. 17-0116 Regulating Travel, Meal and Lodging Expenses.

Subject to the conditions set forth herein, the District shall only reimburse travel, meal and lodging expenses incurred in conducting business for the District and incurred in attending for any approved training, professional development or education beneficial to the District, up to the specified maximum allowable amounts expenses as follows:

Maximum Reimbursable Rates for Transportation	
<i>Air Travel</i>	<i>Lowest reasonable rate (coach)</i>
<i>Auto</i>	<i>IRS standard mileage rate when expense was incurred and applicable tolls</i>
<i>Rental Car</i>	<i>Lowest reasonable rate (midsize)</i>
<i>Rail or Bus</i>	<i>Lowest reasonable rate and cost shall not exceed airfare</i>
<i>Taxi, Shuttle, Rideshare, or Public Transportation</i>	<i>Actual reasonable rate</i>
Maximum Reimbursable Rates for Meals	
<i>Breakfast</i>	<i>\$15</i>
<i>Lunch</i>	<i>\$25</i>
<i>Dinner</i>	<i>\$35</i>
Maximum Reimbursable Rates for Lodging	
<i>All Locations</i>	<i>\$225/night or lowest available conference housing rate</i>

Conditions for reimbursement of travel, meal and lodging expenses:

1. General Conditions: ~~[NK1]~~All supporting receipts must be itemized and attached to the Travel, Meal and Lodging Expense & Reimbursement Request Form and submitted ~~[NK2]~~for appropriate approval ~~and~~ prior to reimbursement. Employees are responsible for personal expenses and must deduct these costs from the receipt(s) before submittal. Such reimbursement shall be based upon the actual expenses incurred by the employee. Reimbursable expenses normally include round trip coach airfare or use of a personal vehicle, ground transportation, single room occupancy, meals and registration. The supervising Department Director shall approve the employee's expenses prior to any event. Approval of expenses incurred in excess of the maximum allowable amounts, as set forth above, shall be made by the Board as set forth in ~~subsection 6~~ Ordinance No. 17-0116.

- 1.2. Use of the District Procurement Card to Payment for Approved ~~Educational/Professional Development~~ Event Expenses: Cash advances for estimated travel expenses within the maximum allowable limits may be granted with prior approval by the Executive Director.

~~[NK3] Employees may use their District assigned Procurement Card (P-Card) to pay for approved Advance payment will be made for specific reservations for travel, advance registration, meal and lodging expenses, but may not exceed the maximum allowable amounts as set forth in the above chart. An employee must use his or her own personal credit card or funds for any costs incurred in excess of the maximum allowable amounts and request reimbursement for the same, which must be approved by the Board in accordance with Ordinance No. 17-0116. Payment will be made directly to the service provider. Employees are required to submit an itemized itemize eligible event expenses paid with the District P-Card along with expenses requiring reimbursement on the same Travel, Meal and Lodging Expense & Reimbursement Request Form. Accounts payable vouchers and receipts for each expense must be attached to the Form and submitted to the Board [NK4] for approval and prior to reimbursement. accounts payable payment voucher for the actual expenses, including receipts, to the Executive Director or his/her designee.~~ Group functions must list the names of all employees in attendance. Incurred expenses will be reimbursed only for District employees.

2.3. Transportation: The least expensive mode of transportation shall be used, provided that the employee incurs no unreasonable hardship. *The supervising Department Director shall approve the employee's means of transportation prior to any event.* Employees will be reimbursed for air travel at the coach airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. Emergency circumstances must be explained in writing and a copy of the ticket or purchase receipt must be presented. Rail or bus travel is reimbursable for the actual cost; provided that rail or bus travel costs may not exceed the cost of coach fare, and a copy of the ticket or purchase receipt must be presented.

Use of personal vehicles is permissible at the standard mileage rate set forth by the Internal Revenue Service. Reimbursement may not exceed the cost of coach airfare. Mileage to and from transportation terminals, *toll charges* and costs for parking are also included as reimbursable expenses. The rental cost of a vehicle is reimbursable when warranted and with prior approval of the [NK5] Executive Director, *subject to Board approval in the event the cost exceeds the maximum allowable amount as set forth in the above chart.* —Use of taxis and limousines must be specifically related to District business and may be used when District vehicles are not available.

3.4. Lodging: *Employees must obtain approval from their supervising Department Director for all* ~~All~~ lodging expenses *prior to incurring any such expenses* ~~require prior approval by the Executive Director.~~ The District may pay for overnight lodging for employees registered to attend *an event educational/professional development event sessions* occurring on multiple days, and will cover only those nights that occur during the attended educational/professional event session days, *including prior night lodging for early morning meetings.* Lodging will be reimbursed based on the standard single room rate. When multiple employees attend the same ~~conference~~ *event*, same-sex employees will be required to share double rooms. Employees, who wish to stay in a single room or will have a roommate other than a District employee, will be reimbursed 50% of the double room rate.

Other expenses incurred that are related to overnight lodging shall be reimbursed when specifically related to District business and approved by *supervising Department Director, subject to the Board-Board approval in the event the cost exceeds the maximum allowable amount as set forth in the above chart. in accordance with District Ordinance No. 170-0116. Executive Director.* All receipts must be itemized and presented for reimbursement. Employees are responsible for personal expenses at the time of checkout and must deduct the charges on the expense voucher.

~~4.5.~~ Meals/Food: *As set forth above, the maximum allowable amounts for meal costs Employees are allowed \$75.0050.00 per day for all meal costs, including gratuity, for all-day educational/professional development approved events are as follows: -The meal allowance includes a) \$15.0010.00 for breakfast; b); \$25.0015.00 for lunch; ; and c) \$35.0025.00 for dinner. An employee will only be reimbursed for the amount incurred and, in the event an employee incurs an excess of the maximum allowable amount, the employee must request reimbursement, which must be approved by the Board in accordance with Ordinance No. 17-0116Any unused portion of the allowance is not reimbursable.* If a meal is provided as part of the registration *for the event*, that meal will be deducted from the daily meal allowance. Vouchers must accompany all expenses for reimbursement.

~~5.6.~~ Expenses Incurred in Excess of Maximum Allowed: *Expenses incurred by an employee in excess of any maximum allowable amounts expense as specified above must be first approved by the Board at an open meeting before reimbursement will be made to the employee. In the event of any emergency or other extraordinary circumstances, the Board may approve more than the maximum allowable expenses as set forth above.*

~~6.7.~~ Wages/Salary: Employees attending educational/professional development events, *conferences, meetings or other events*, will be compensated a maximum of 8 hours for that working day. The Executive Director must approve any request for additional hours.

~~7.8.~~ Reservation to Amend: *The District's Board may, at any time, adjust or limit any reimbursable expense, including but not limited to the categories for which reimbursement will be made and the maximum allowable amount for each authorized category, in its discretion or as required by law.*

3.89 Professional and Service Organizations

Professional Organizations - Full time employees and regular part time employees are encouraged to become members of professional organizations related to their work for the District. These organizations may be local, state, regional, metropolitan, or national in scope. If the Executive Director determines that membership in an organization furthers an employee's work for the District, the District shall pay the membership fees to the organization on behalf of the employee.

Community Service Groups - Full time employees and regular part time employees are also encouraged to participate in local civic or service clubs that foster desirable community relationships for the District. Any membership dues and expenses for such organizations are reimbursable if approved by the Executive Director in advance.

3.97 IMRF Pension Plan & Social Security Retirement Benefit Plans (Revised 12/22/16)

457(b) Deferred Compensation Plan (NEW)

All District employees (minimum age 21 years) are eligible to participate in the Board authorized Tax Deferred Compensation Plan (Resolution R16-0817 approved 8/15/16). The Plan provides eligible employees a way to save for retirement through pretax and after tax contributions. The Plan offers a selection of financial services firms and investment options from which to choose. Employee contributions are made through regular payroll deductions.

IMRF Pension Plan & Social Security

All eligible District employees shall participate in the combined retirement program of the Illinois Municipal Retirement Fund (IMRF) and Social Security upon employment and shall contribute through payroll deduction a percentage of salary or wages based upon retirement fund requirements. All full time employees are eligible for IMRF. Part time employees who work 1,000 hours or more annually are eligible for IMRF as well. The District shall also contribute a percentage of salary or wages of each employee based upon retirement fund requirements.

In the event employment is terminated, the amount which the employee contributed to the retirement fund (IMRF only) is refundable. The benefits of the Illinois Municipal Retirement Fund (IMRF) and eligibility for IMRF are subject to state law and may change without prior notice to the District.

The Executive Director shall advise District employees of any changes in the IMRF program whenever possible.

All District employees shall be included in the Social Security Retirement program through payroll deductions, unless otherwise determined to be on a contractual-agreement basis with the District. The District shall also contribute an amount as required by law to the Social Security program. Termination of employment will not result in a refund of employee contributions for Social Security.

3.10 Time-off Benefits

When an employee requires any leave of absence, a written request shall be submitted to his/her immediate supervisor for approval.

Bereavement Leave (Revised 6/29/16)

In the event of a death in the immediate family, full time employees may be granted up to three (3) working days of paid bereavement leave to attend the funeral of an immediate family member with the approval of the employee's immediate supervisor. "Immediate family" is defined as the employee's spouse, child, parent, sibling and grandparent; as well as the employee's spouse's parent, sibling, child and grandparent. Upon returning to work, the employee must record his absence as a Bereavement Leave on his attendance record. Proof of death and relationship to the deceased may be required. *Nothing in this section is meant to diminish the rights of an employee under the Illinois Child Bereavement Leave Act should the employee be eligible for leave under the Act.*

Child Bereavement Leave (NEW)

In the event of a death of a child, an employee may be entitled to unpaid bereavement leave in accordance with the Illinois Child Bereavement Leave Act (820 ILCS 154/1 et seq.) (the “Act”). In order to be eligible for leave under the Act, an employee must have been employed by the District for at least 12 months and have at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

The Act provides eligible employees with a maximum of two weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or a funeral alternative of a child; (2) make arrangements necessitated by the death of a child; or (3) grieve the death of a child. Leave under the Act must be completed within 60 days after the date on which the employee receives notice of the death of the child. The employee shall provide at least 48 hours’ advance notice of the employee’s intention to take bereavement leave under the Act, unless providing such a notice is not reasonable and practicable. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.

The Act defines “child” as an employee’s son or daughter who is a biological, adopted, or foster child. A stepchild, legal ward, or a child of a person standing in loco parentis.

Eligible employees may elect to substitute any unpaid or any accrued and unused paid leave available to the employee under any other federal, state, or local law, or District policy, for unpaid leave under the Act. An employee eligible for leave under the Act shall not entitle the employee to unpaid leave that exceeds or is in addition to the amount of leave available to the employee under FMLA.

The District may require reasonable documentation of proof of death and relationship of the deceased. Documentation of proof of death may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

Compensatory Time (Revised 12/22/16)

Full time exempt employees may accumulate up to 40 hours of compensatory time within a calendar year. The accrual of additional compensatory time is subject to approval by the Executive Director. One hour of compensatory time may be banked for every hour worked over 80 hours in a defined two-week payroll period, up to a maximum of 40 hours within a calendar year. *Compensatory time may also be banked for hours worked over 72 hours in a pay period containing one District holiday; or for hours worked over 64 hours in a pay period in which two District holidays occur.* All unused compensatory time banked in any calendar year shall be forfeited at the end of the year unless the Executive Director determines, in his/her discretion, to allow an employee to carry forward such unused compensatory time for an additional period not to exceed 60 days. Use of compensatory time shall require at least three days written notice in advance and approval of the employee’s immediate supervisor and the Executive Director. Employees will not be entitled to payment of unused compensatory upon their voluntary or involuntary separation from the District.

Family and Medical Leave (FMLA)

It is the policy of the District to grant family leave to eligible employees when the employee or a member of the employee's immediate family has a serious medical condition, or upon the birth or adoption of a new child in the employee's home, or any other qualifying circumstance under the FMLA. Immediate family is defined as the employee's spouse, child, parent, and sibling as well as the employee's spouse's parent, sibling, and child.

- a.) Eligibility: All employees who have at least 12 months of continuous service with the District and who have worked at least 1250 hours during the previous 12 months are eligible for up to a total of 12 work weeks of unpaid leave during any rolling 12-month period for certain family and medical reasons (and up to 26 work weeks of unpaid leave to care for a covered service member). A rolling 12-month period is defined as the current month plus the immediate 11 months preceding the current month. Employees failing to meet these eligibility requirements are not entitled to leave under this policy.

Family and Medical Leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per work week or workday) if necessary. If leave is unpaid, the employee's salary base will be reduced based on the amount of time actually worked.

- b.) Request for Leave: An eligible employee is responsible for submitting a family leave request in writing to the immediate supervisor and the Executive Director at least 30 days prior to any anticipated leave, or as soon as practical when the absence cannot be anticipated. Upon receipt of the leave request, the supervisor and Executive Director shall confer with the employee to consider possibilities for intermittent leave, reduced work schedules, transfer or reassignment, or other arrangements which promote the mutual benefit of the employee and the District, and may request medical certification of the claimed serious health condition of the employee or a family member. In the event of any question regarding the medical justification for the requested leave the District may, at its own expense, obtain a second medical opinion.
- c.) Reporting Requirements: An employee on FMLA shall be required to report periodically on his/her status and intention to return to work, and further medical certification may be required.
- d.) Wage or Salary: An employee's regular wage or salary will be suspended during approved family leave. If the employee is otherwise eligible for such benefits, the employee may receive pay from the use of accrued sick time, personal time, vacation time or compensatory time during approved family leave. The employee may also request sick time from the Sick Bank, if he/she qualifies. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

- e.) Group Insurance Benefits: The District will continue to pay its portion of any applicable District-sponsored group insurance benefits for a period of not more than 12 weeks during an approved family leave. The employee must make arrangements for payment of his/her share of the insurance premiums before the leave commences. If the employee does not return to work after the leave, or fails to pay his/her portion of the premiums, the employee will be required to reimburse the District for the costs and expenses incurred by the District for maintaining the insurance during the leave.
- f.) Returning from Leave: Upon return to work from such leave, an employee will be placed in the same position or an equivalent position with like pay, benefits, and conditions; provided that the employee's total time on leave in a rolling 12-month period has not exceeded 12 weeks.
- g.) Failure to Return from Leave: In the event that an employee fails to return to work on the agreed date at the end of the family leave, the employee's continued absence shall be considered unauthorized and shall subject the offending employee to corrective disciplinary action, including termination of employment. Any employee claiming family leave under false pretenses shall be subject to termination of employment.
- h.) Concurrent Leave Benefits: An employee may substitute any accrued paid vacation time, personal time, sick time or compensatory time (if the employee otherwise qualifies) for unpaid leave under this policy, and any such paid time off shall be taken concurrently with the Family and Medical Leave. If the employee otherwise qualifies for disability pay, such pay will be remitted to the employee at the same time he/she is on Family and Medical Leave. Similarly, if the employee otherwise qualifies for any other type of leave of absence, such leave must be taken concurrently with the Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation will also be counted toward an employee's Family and Medical Leave.

Holidays

It is the policy of the District to observe designated holidays by providing time off with pay for eligible employees. To be eligible for a paid holiday, an employee must be classified as a full time employee, and must have been employed by the District for at least 30 days. In addition, the employee must work the regularly scheduled workdays before and after the holiday unless the employee is on approved vacation leave for either or both of these days. When a holiday occurs during the employee's vacation, the holiday will not count toward the employee's use of vacation days, and the employee may schedule an alternate day of vacation.

Holiday pay is based on an employee's regular pay rate per day. Time off without pay for regularly scheduled holidays is permitted for regular part time and limited part time employees with the approval of their immediate supervisor.

Regularly Scheduled Holidays: Under normal circumstances, eligible employees shall be granted 8 hours of leave with pay to observe the following holidays:

- New Year's Day

- Good Friday
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (first Monday in September)
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve Day
- Christmas Day
- New Year's Eve

Saturday/Sunday Holidays: In the event that one of the above designated holidays falls on a Saturday, the District will observe the previous Friday as the holiday. If the holiday falls on a Sunday, the District will observe the following Monday as the holiday.

Payment for Hours Worked on a Regularly Scheduled Holiday:

Full time Exempt Employees: When a full time exempt employee is required to work on a regularly scheduled holiday, the employee will be paid for the holiday, and may take equivalent time off during the same pay period or will be given compensatory time equal to the number of hours worked if the employee has not already accrued the maximum compensatory hours allowed during the calendar year.

Full time Non-Exempt Employees: When a full time non-exempt employee is required to work on a regularly scheduled holiday, the employee will be paid for the holiday, and will also be paid for the hours worked.

Illinois Family Military Leave

Under the Family Military Leave Act an employer with more than 50 employees must provide up to 30 days of unpaid leave to covered employees who are either the spouse, parents, grandparents or children of soldiers being called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

- a.) Use of Other Leave: Unpaid leave under this Act can be taken only after the employee has exhausted all accrued vacation, personal leave, and compensatory time. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.
- b.) Relationship to Family Medical Leave Act (FMLA): This leave is in addition to the family military leave available under the FMLA. However, if an employee also uses qualifying leave under FMLA, the amount of leave available under the Family Military Leave Act will be reduced by the number of days the employee takes under the FMLA.

- c.) Eligibility: For the purpose of this Act, employee is defined as a person employed for at least 12 months with at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.
- d.) Notice: If the leave under this Act is for five (5) consecutive workdays or more, the employee must provide the District with at least fourteen (14) days notice in advance of the leave date. For leave of less than five (5) consecutive workdays the employee should provide as much advance notice as is practicable.
- e.) Benefits: Employees shall maintain benefits at the employee's expense for the duration of the leave.
- f.) Verification: The District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Jury Service

The District recognizes the civic responsibility of its employees to participate in jury service when summoned. All full time employees of the District shall be granted the necessary leave from work to participate in jury service only upon receipt of a copy of the jury summons. The payment of salaries and/or wages for jury service may not exceed 10 working days without approval by the Executive Director. In addition, all District-sponsored benefits will continue uninterrupted during the period of jury service. In order to receive pay from the District, employees eligible for pay must endorse the original check received for jury duty to the District and submit the endorsed check to the Finance Department.

Leaves to serve on a jury by regular part time and limited part time employees will be without pay from the District.

Upon receipt of a summons for jury duty, all employees are responsible for notifying their immediate supervisor as soon as possible. In the event that the employee is released from jury duty during any day of service (permitting a half of day work or more), the employee is expected to return to work.

Military Leave

It is the policy of the District to support an employee's responsibility of military service by permitting time off from work as necessary to fulfill military obligations. As soon as the employee receives any military orders, it is the responsibility of the employee to notify his/her supervisor. Military leave will be granted for military obligations such as reserve summer training camp, guard activation in a declared emergency, or for an extended tour of duty up to four years (or five years if at the convenience of the military).

Annual Reserve Training: Full time employees shall receive pay from the District for the difference between their regular pay and their military pay, for a period up to ten working days per calendar year. During annual reserve training, all benefits and length of service for such employees shall continue on an uninterrupted basis. In addition, full time employees will be entitled to holiday pay

for any District-observed holiday occurring during the annual reserve-training period. Military leave for annual reserve training granted to all regular part time and limited part time employees shall be without pay from the District.

- a) **Extended Military Obligation:** When full time employees require military leave greater than ten working days per calendar year, such leave will be granted without pay from the District, unless the employee utilizes accrued sick time, available vacation time, accrued personal time off or the Executive Director, in consultation with the District's Board, considers it appropriate and in the best interests of the District to make such payments. Extended military leave granted to all employees will be made without pay from the District. In the case of extended military leave, the Executive Director may determine that it is in the best interests of the District to separate an employee from the District's payroll and discontinue District-sponsored benefits during such leave. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

Re-employment After Extended Military Service: Any former employee who is discharged from military service under honorable conditions and applies for reinstatement with the District within 90 days after discharge from the military shall be reinstated for the same or similar position. Upon re-employment, the employee shall be rehired without loss of any applicable length-of-service credits, benefits, or pay rate.

Personal Time

Full time employees will receive three (3) personal days each calendar year that may be taken at any time within the calendar year to observe a birthday or religious matter, to attend to personal business, or to take time off for any other similar activities.

Certified Professional Instructors, who are required to work a minimum of 1,560 hours during the calendar year, may accrue up to 48 hours of personal time to be used during the following year beginning January 1 and ending December 31. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked.

Regular part time employees, who work a minimum of 1000 hours during the calendar year, may accrue up to 48 hours of personal time to be used during the following year beginning January 1 and ending December 31. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked.

Personal time will be paid at the current hourly rate of the employee's job position having the most worked hours.

In all cases, personal time off must be requested in writing from the employee's immediate supervisor or the Executive Director at least 5 days in advance. There is no accumulation or carryover of personal time off, and any unused personal time remaining at the end of the calendar year will be forfeited; provided, however, that the immediate supervisor or the Executive Director

shall have the discretion in appropriate circumstances and in the best interests of the District to allow an employee to carry forward unused personal days for a period of up to 60 days.

Separation or Retirement: An employee is entitled to payment for any unused personal time that may be remaining at the time of the employee's voluntary or involuntary separation from the District.

School Conference and Activity Leave

An employee may be eligible to take up to a total of eight (8) hours of unpaid school conference and activity leave per school year to attend school conferences or classroom activities related to the employee's child(ren), if the conference or classroom activities cannot be scheduled during non-working hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four hours of such leave may be taken in any one day, and such leave will not be granted until the employee has used all available vacation time, personal time, and compensatory time.

Before arranging attendance at the school conference or activity, and at least seven (7) days in advance of the requested time off, the employee must provide the District with a written request for leave. In an emergency situation, the employee may give twenty-four (24) hours notice. In addition, the employee must consult with his/her immediate supervisor to schedule the leave so as not to unduly disrupt operations.

School Conference and Activity Leave shall be unpaid. The employee may choose, however, to make up the time taken for such leave on a different day or shift if such an arrangement can reasonably be provided by the District. If an employee chooses not to make up the time taken, or an arrangement to make up such time cannot be made, the employee will not be compensated for the leave taken.

Upon completion of school conference or activity leave, the employee may be required to produce documentation of the conference or activity from the school administrator, and to submit such documentation to the District.

<i>Note</i>	Failure to submit the required documentation upon the request of the District within two (2) working days of the school conference or activity leave may subject the employee to disciplinary action, up to and including termination of employment.
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Sick Bank *(Revised 12/22/16)*

The Sick Bank is intended to enable a full time employee, who has either depleted or not yet accrued enough sick time, to take short term leaves of absence with pay due to serious illness, injury or other medically necessary reason or to care for an immediate family member's serious illness, injury or other medically necessary reason. Such leave may be taken only if the employee has exhausted all

paid leave (i.e., sick, personal, vacation and compensatory time). Sick Bank time may not be distributed to employees on workers' compensation, ~~FMLA~~, or disability leave.

Contribution of Sick Hours: Each full time employee is required to contribute a minimum of 8 hours of sick time per calendar year to be eligible for withdrawal from the Sick Bank. Employees may donate up to 48 hours of sick time per calendar year to the Sick Bank.

Any accrued hours of sick time in excess of the 280-hours/employee limit will automatically be deposited into the Sick Bank at the close of the calendar year.

Eligibility: In order to use Sick Bank time, an employee must have been employed full time for a minimum of 6 months at the time of the request. Additionally, an employee must first exhaust all of his/her own accrued paid time off (i.e., sick, personal, vacation and compensatory time).

Effect on Benefits: An employee granted leave under this policy will continue to be covered under the District's group health insurance plan on the same conditions as coverage would have been provided if he/she had been continuously employed during the leave period.

An employee will continue to accrue benefit hours (sick, personal and vacation) while he/she is using Sick Bank time. *Once approved Sick Bank time commences, the employee will not be required to use benefit hours (personal, sick, vacation) that accrue during the approved sick leave period in place of preapproved Sick Bank hours.*

Holiday hours will be paid and not count against approved Sick Bank time.

Effect on Family and Medical Act (FMLA) and Victims' Economic Security and Safety Act (VESSA) Leave: Sick Bank time will count toward an eligible employee's leave allotment of 12-weeks maximum per 12-month period available to eligible employees under FMLA and VESSA.

Limitations: Employees may be granted no more days of Sick Bank time than have been determined to be medically necessary by his/her physician up to a maximum of 60 workdays for an employee's own illness or injury and 10 workdays for an employee to care for a member of his/her immediate family in a rolling 12-month period.

Returning to Work: An employee must return to work when he/she is medically able, as determined by his/her physician or the District's occupational health provider. If deemed necessary by a physician, an employee may return to work on a part time basis and the hours not worked will be designated as Sick Bank time.

Work Release: When an employee returns to work after the use of Sick Bank time for his/her own illness, injury or other medically necessary reason, the employee must bring a release from his/her physician stating that the employee is able to return to work. The District reserves the right to require an employee to undergo an examination by the District's occupational health provider to verify fitness to return to work.

Procedure for Requesting Leave: An appointed committee will administer the Sick Bank. A form requesting use of Sick Bank time should be completed and returned to the ~~Director of Finance and Human Resources~~*Human Resource Manager*.

If the employee's physician or an immediate family member's physician determines that the employee cannot return to work due to the continued illness, injury or other medically necessary reason of the employee or an immediate family member, after using the number of days of Sick Bank time initially granted to the employee, the employee may, upon the determination of such physician that additional leave is needed, complete and return a new request form to the ~~Director of Finance and Human Resources~~*Human Resource Manager* for additional Sick Bank time.

Separation or Retirement: An employee is not entitled to any payment for unused Sick Bank days that may be remaining at the time of the employee's voluntary or involuntary separation from the District.

Sick Time *(revised 1/13/17)*

It is the policy of the District to provide all eligible employees with a paid sick time benefit in the event of incidental or brief absences due to the employee's illness or the illness of an immediate family member. The benefit for eligible employees should not be considered a privilege to be used at the employee's discretion, and no attempt should be made by the employee to utilize all available sick days under false pretenses. Falsification of the reason for use of paid sick leave shall be considered grounds for corrective discipline, up to and including termination of employment.

Eligibility: Full time employees are eligible for paid sick time pursuant to the terms and conditions described below. Regular part time, limited part time and certified professional instructor employees are not eligible for paid sick time. Paid sick time shall be used in the event of actual sickness or illness of the employee or of someone in the employee's immediate family, or to attend a medical, dental, or other sickness-prevention appointment. ~~"Immediate family" is defined as the employee's spouse, child, parent, sibling, and grandparent, as well as the employee's spouse's parent, sibling, child and grandparent.~~ *"Immediate family" in regards to this policy is defined as the employee's child, spouse, domestic partner, sibling, parent, stepparent, grandchild, grandparent, mother-in-law, father-in-law and stepchild, as well as the employee's spouse's sibling and grandparent.*

Approval and Accrual of Sick Time: All paid sick leave must be approved by the employee's immediate supervisor or the Executive Director. Unused sick leave may be accrued from year to year, however, no more than 35 sick days or 280 hours of sick time, may be accumulated. All full time employees will earn 4 hours of sick leave for each calendar month employed by the District.

Request for Sick Time: In order for an eligible employee to receive paid sick time, the employee must notify his/her immediate supervisor as soon as practical of the illness and of the approximate length of absence required. Whenever possible, the employee should notify his/her immediate supervisor at least one hour before the time set for beginning daily duties. The employee shall further notify the supervisor prior to leaving his/her home during approved sick time. **An employee using three or more consecutive days of sick time may be required by the immediate supervisor to submit a physician's statement certifying the illness.** Any employee claiming illness under false pretenses shall be subject to corrective discipline, including termination of employment.

Separation or Retirement: An employee is not entitled to any payment for unused sick time that may be remaining at the time of the employee's voluntary or involuntary separation from the District.

Vacation Time

The District believes that an employee's vacation time provides an important opportunity for rest and relaxation, and strongly recommends that all eligible employees make full use of their paid vacation benefit. Paid vacation time shall be computed in conjunction with the calendar year from January 1 through December 31, and such time shall be accrued in the calendar year prior to that in which it is used. However, with respect to new employees, vacation time is computed on a monthly basis until they reach January 1 of the year following their date of hire. All paid vacation time that is not used by the end of the calendar year following the year in which it was accrued *may be carried over for use within 60 days in the new year or it will be forfeited.* ~~The Executive Director and the Director of Finance and Human Resources, shall have the discretion in appropriate circumstances and in the best interests of the District to allow an employee to carry forward no more than 80 hours of unused vacation time for a period of up to 60 days.~~

Eligibility: Full time employees and certified professional instructors are eligible for paid vacation time pursuant to the terms and conditions described below. Regular part time and limited part time employees are not eligible for paid vacation time.

Length of Vacation Time for New Employees: New full time employees will be entitled to take vacation time after they have been employed by the District for at least six (6) months. Employees, who reach January 1 prior to having worked six months with the District, will be entitled to take their accrued vacation time after completion of their sixth full month of employment.

Paid vacation time for newly hired full time employees will be computed at the rate of 5/6th of a day for each full calendar month worked in the calendar year of hire, rounded off to the nearest half day.

Paid vacation time for new certified professional instructors will be computed at the rate of 2.5 hours of paid vacation time for each full calendar month worked up to 30 hours per calendar year.

The length of vacation time permitted to eligible full time employees and certified professional instructors during the calendar year immediately following their date of hire will be as shown in the following chart:

Length of Vacation Time permitted to new Full Time Employees during the calendar year immediately following their date of hire and Certified Professional Instructor Employees during the calendar year following eligibility:		
First Full Month of Employment	Full Time Employees	Certified Professional Instructors
January	10 days	30.0 Hours
February	9 days	27.5 Hours
March	8 days	25.0 Hours
April	7 1/2 days	22.5 Hours
May	7 days	20.0 Hours
June	6 days	17.5 Hours
July	5 days	15.0 Hours
August	4 days	12.5 Hours
September	3 days	10.0 Hours
October	2 1/2 days	7.5 Hours
November	2 days	5.0 Hours
December	1 day	2.5 Hours

For example, if an eligible full time employee begins work with the District on May 15th, the employee will not be entitled to take any paid vacation time until the following January 1st. At that time, since the employee worked seven full calendar months during the previous calendar year (June through December), the employee will have accrued 6 paid vacation days that can be taken during the following calendar year.

Length of Vacation Time for Existing Employees Changing from Part time to Full time Status: Vacation time for an employee moving from an IMRF qualifying part time position to a full time position will be calculated based on their most current IMRF participation date, and be available for use on January 1 of the year following change of status. Vacation time for an employee going from a non-IMRF qualifying part time position to a full time position will be calculated from the start of their full time employment date according to the above accrual table, and be available for use on January 1 of the year following change of status.

Length of Subsequent Vacation Time: Starting with January 1st of each calendar year, eligible employees will begin to accrue paid vacation time on a calendar-year basis. Eligible employees will accrue paid vacation throughout the calendar year, and all accrued vacation time will be available for use beginning the following January 1st. The amount of paid vacation time granted to eligible employees is shown in the following charts. Subsequent vacation time for a newly hired full-time employee or a non-IMRF part-time employee accepting a full time position is calculated based on the full time hire date. Subsequent vacation time for an employee changing from an IMRF eligible part time position to a full time position is calculated on the most recent IMRF participation date.

Full Time Employees	Paid Vacation Time
Less than 2 years of service	10 working days (80 hours)
2 to 10 calendar years of service	15 working days (120 hours)
10 to 20 calendar years of service	20 working days (160 hours)
20 or more years of service	25 working days (200 hours)

Certified Professional Instructors Paid Vacation Time
May accrue a maximum of 30 hours per calendar year.

Request for Paid Vacation Time/Pay: Employees shall make their requests for paid vacation time at least 30 days in advance by notifying their immediate supervisor or the Executive Director in writing. All requests for vacation time are subject to approval by the immediate supervisor or Executive Director after consideration of the District’s staffing needs and other vacation requests. Vacation time off should be scheduled in units of at least one week, unless other arrangements are approved in advance. If a paid holiday occurs during the employee’s vacation time, the holiday shall not be considered as part of the employee’s vacation time.

Separation or Retirement: Upon separation or retirement from the District, an employee is entitled to be paid for any unused vacation time that was accrued from the previous calendar year, prorated through the last full calendar month of service.

Victims Economic Security and Safety Act (VESSA)

District employees may take unpaid leave under the Victims’ Economic Security and Safety Act (“VESSA”) in order to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. An employee may take this leave to seek services for someone who is a victim of domestic or sexual violence if the victim is: 1) the employee; 2) a covered family member (spouse, child, and parent); or 3) a household member (who is currently residing with the employee). VESSA leave is not allowed, however, if the employee’s interests regarding the violent act are adverse to the victim’s interests, and the District’s Executive Director may request a copy of a police report concerning the act or threat of domestic violence, sexual assault or stalking if there is any question concerning the adverse interests of the employee and the victim. The employee may take leave for a child who is a victim if that child is under the age of eighteen (18) or, if the child is eighteen (18) years or older if the child is mentally or physically disabled and incapable of self-care.

Employees are eligible to take up to twelve (12) work weeks of unpaid VESSA leave within any twelve (12) month period and shall be restored to the same or an equivalent position upon their return from leave.

a.) Reasons for Leave:

An employee may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or to recover from, physical or psychological injuries caused by domestic or sexual violence; (2) to obtain services from a victim services organization; (3) to obtain psychological or other counseling; (4) to participate in safety planning, to seek seasonal or permanent relocation, to take other actions to increase the safety of the victim from future domestic or sexual violence or to ensure economic security; or (5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from domestic or sexual violence. If an employee misrepresents the facts in order to be granted a VESSA leave, such employee will be subject to disciplinary action, up to and including termination of employment.

b.) Notice Of Leave

An employee must give the District's Executive Director at least forty-eight (48) hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If an employee is unable to provide advance notice, such employee must provide notice when able to do so but in any event, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

c.) Reporting While On Leave

An employee on VESSA leave shall be required to contact such employee's supervisor on a regular basis regarding the status of such leave and such employee's intention to return to work.

d.) Certification

Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that: (1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member; (2) the victim was subjected to an act or threat of domestic or sexual violence; and (3) the leave is to seek assistance for a purpose covered by the Act as stated in the provisions of this Manual. The employee must provide two (2) types of written documentation as certification: (1) a sworn statement by the employee showing that the leave qualifies for a purpose covered by VESSA, and; (2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic or sexual violence or the effects of the violence; (b) a police or court record; or (c) other corroborating evidence.

It is the employee's responsibility to ensure that the District receives the proper certification. If the District does not receive adequate certification within a reasonable time period after leave is requested, or if the certification does not confirm a VESSA-qualifying purpose, the employee's absences may instead be processed under other applicable leave policies and the employee will be held accountable for time taken under the District's attendance requirements.

e.) Leave Is Unpaid

VESSA leave is unpaid leave. An employee on VESSA leave may elect to substitute any period of unpaid leave for which the employee is eligible under federal, state or local law. An employee on VESSA leave may also elect to use any accrued paid time off which would otherwise apply to the circumstances of the leave, including any accrued sick time, vacation time, compensatory time or personal time. For instance, if VESSA leave is required because the employee is temporarily disabled due to domestic or sexual violence, the employee may use any accrued sick time for that portion of the leave. The substitution of any such paid or unpaid leave time shall not extend the maximum twelve (12) week VESSA leave period.

f.) Medical And Other Benefits

During an approved VESSA leave, the District will continue to pay its portion of any applicable District-sponsored group insurance benefits for a period of not more than 12 weeks unless the Executive Director, in consultation with the District's Board, determines that additional payments would be appropriate and in the best interests of the District. The employee must make arrangements for payment of his/her share of the insurance premiums. If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the District for the cost of the premiums paid by the District for maintaining health care coverage during the employee's unpaid leave, unless the employee cannot return to work because of the continuance, onset or recurrence of domestic or sexual violence, or other circumstances beyond the employee's control. In such a case, the employee will be required to produce written certification to confirm the circumstances beyond the employee's control. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

g.) Intermittent And Reduced Schedule Leave

VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours the employee works per work week or workday). If leave is unpaid, the District will determine the employee's salary based on the amount of time actually worked.

h.) Other Applicable Leaves

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA, which also qualifies under the Family and Medical Leave Act (FMLA), will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for

which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will also be designated as VESSA leave.

i.) Returning From Leave

If the employee wishes and is able to return to work at the expiration of the leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions; however, the employee has no greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken the leave. The employee must return to work immediately after the expiration of the approved VESSA leave in order to be reinstated to the same position or an equivalent position.

If the employee takes leave because of the employee's own medical or psychological condition, the employee is required to provide medical certification that the employee is fit to resume work, according to the District's usual policies.

j.) Reasonable Accommodation In The Workplace

The District will consider making reasonable accommodations to an employee or job applicant for a known limitation resulting from domestic or sexual violence, unless the accommodation would cause the District an undue hardship. If the employee is an otherwise qualified individual who can perform the essential functions of the job, but needs such an accommodation, the District may provide an adjustment to the job structure, workplace facility, or work requirements, including a change in the employee's telephone number or seating assignment, or installation of a lock or implementation of a safety procedure in the employee's work area in response to a need covered by VESSA. The District will also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic or sexual violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the ~~Director of Finance and Human Resources~~ *Human Resource Manager* or the Executive Director.

k.) Confidentiality

The District will maintain the employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The District will not disclose the nature of the leave other than to those specific persons who need to know in order to ensure the employee receives the appropriate VESSA rights, except as requested or consented to in writing by the employee or as otherwise required by applicable federal or State law.

l.) No Retaliation

The District strictly forbids any of its elected or appointed officials, employees, supervisors, or other representatives from discriminating, retaliating, harassing, interfering with, restraining or otherwise treating an employee unfavorably, with respect to compensation, terms, conditions or privileges of employment, for requesting or taking VESSA leave or exercising any other rights under VESSA. If the employee believes he/she has been denied

VESSA rights, or if the employee believes he/she has been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the ~~Director of Finance and Human Resources~~ or *Human Resource Manager* or the Executive Director.

The District will investigate the employee's concerns and take corrective action if it determines that any of its elected or appointed officials or employees has violated the District's VESSA policy.

3.11 Voting Time

The District fully supports all employees' participation in government by voting in federal, state, and local elections. In most cases, polling schedules for voting allow employees who are eligible to vote ample opportunity to vote before or after their working hours, and/or employees will be encouraged to take advantage of early voting opportunities. However, when the polling schedules conflict with work schedules of the District's employees, the employee's immediate supervisor will grant a maximum of two (2) hours time off, with pay, for voting.

3.12 Workers' Compensation *(revised 12/22/16)*

All District employees are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of his/her employment with the District. Should the work-related injury result in time off in excess of 30 days, Illinois Municipal Retirement Fund (IMRF) employees may be eligible for concurrent IMRF disability benefits. For injuries resulting in permanent disability or disability expected to last in excess of one year, Social Security Disability benefits may also be available. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of an employee's assigned duties are not covered under the Act.

Any work-related injury or illness **(even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related)** must immediately be reported directly to the employee's immediate supervisor or department director if the immediate supervisor cannot be reached directly. **The District's risk management association will evaluate all claims.**

<i>Note</i>	Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.
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The District strictly prohibits retaliation against any employee who, in good faith, reports a work-related injury or illness, irrespective of whether the employee fails to comply with the reporting procedures under this policy. However, the District reserves the right to discipline any employee for engaging in unsafe, careless, or reckless conduct contributing to an avoidable workplace injury or illness, or for filing a fraudulent workers' compensation claim.

Upon notification, the District shall instruct the employee to report to a hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest

hospital emergency room for treatment and then utilize the District's occupational health services provider if additional treatment is necessary.

All medical evaluations by any licensed physician must be submitted to the Safety Coordinator for the duration of the period of leave.

The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.

The District may assign an injured employee to a modified duty assignment. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District.

The District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken over and above that which is necessary will be charged to the employee's available sick time, vacation time, personal time, compensatory time, or other time off. If the employee does not have any available time off, the employee will be compensated only to the extent required by law.

If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

Section IV: Employee Conduct

4.1 Alcohol and Drug Abuse *(revised 12/22/16)*

The District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to assure the health and safety of all its patrons and employees.

This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the District's CDL Alcohol and Drug Testing Procedures for employees holding positions that require a Commercial Driver's License. The procedures are detailed in the District's Safety Manual.

Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial driver's license ("CDL Testing Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The CDL Testing Policy is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the CDL Testing Policy applies, in the event of any conflict between any of the provisions of the CDL Testing Policy and the provisions of any other Park District Policy, rule, procedure, or practice, the provisions of the CDL Testing Policy will control.

Acts Prohibited

The unlawful manufacture, distribution, dispensation, **P**ossession, or use of a **C**ontrolled **S**ubstance, including **C**eannabis, **M**edical **M**arijuana and **A**lcohol, is prohibited on District **P**roperty or while acting on behalf of the District. This prohibition shall apply to the administration or **P**ossession of **C**eannabis for personal medical use by a qualified patient under the Illinois Medical Cannabis Act on District **P**roperty or while acting on behalf of the District.

Definitions

For purposes of this policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) which provisions are specifically incorporated in this policy by reference *and includes Medical Marijuana.*
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, **P**ossession, or use of any controlled substance or cannabis.
5. *"District" or "Park District" shall mean the Oak Brook Park District.*
- ~~5.6.~~ "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District sponsored events or field trips and property of others when presence thereon by a District employee is related to employment with the District.
- ~~6.7.~~ "Drugs" mean **L**egal **D**rugs and **C**ontrolled **S**ubstances, including **C**eannabis ~~and medical marijuana.~~
- ~~7.8.~~ "Legal Drugs" mean prescription drugs, including **M**edical **M**arijuana and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- ~~8.9.~~ "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.

10. "Medical Marijuana" means marijuana used by registered patients with debilitating medical conditions who are engaged in the medical use of marijuana in compliance with the Illinois Compassionate Use of Medical Cannabis Pilot Program (410 ILCS 130/1 et seq.).

9-11. "Policy" means this Alcohol and Drug Abuse Policy of the Oak Brook Park District.

10-12. "Possess" or "Possession" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

11-13. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or a position in which an employee is responsible for the administration or enforcement of alcohol/drug policies.

12-14. "Under the Influence" means that the employee is affected by Alcohol or Drugs in any determinable manner, including slurred speech, impaired dexterity or agility, inappropriate demeanor, or similar symptoms indicative of the likelihood that such employee is Under the Influence and is impaired in his/her ability to safely perform job responsibilities, including, but not limited to, driving a vehicle or using equipment, or that such employee is a danger to himself/herself, to other employees, or to participants in District programs or activities on District Property or while acting on behalf of the District. A determination of being Under the Influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

Voluntary Treatment

It is the responsibility of each employee to seek assistance before Alcohol or Drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of ~~this the District's drug and alcohol Policy~~ or other rules of conduct. Seeking such assistance will not be a defense for violating the ~~this District's drug and alcohol Policy~~, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from Alcohol or Drug addictions are encouraged to consult voluntarily with ~~Park-District~~ management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan or the District's Employee Assistance Program. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with the District's HIPAA policy.

Screening and Testing

The District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have ~~Public Safety Responsibilities~~ to be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of

safety rules *and reasonable suspicion that the employee is Under the Influence of Alcohol or Drugs*, during and after an employee's participation in an *Alcohol or Drug* counseling or rehabilitation program, or upon reasonable suspicion that the employee is *Under the Influence of Alcohol or Drugs*. The screening or testing will be conducted by a *Medical Facility* selected by the Park District at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the *Medical Facility* may recommend. Employees who undergo *Alcohol or Drug* screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of *Legal Drugs*, including *Medical Marijuana*, and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive *Drug* and/or *Alcohol* test may result in disciplinary action, up to and including termination of employment; provided that an employee who tests positive for *Cannabis* and who is a qualified patient under the Illinois Medical Cannabis Act shall not be disciplined for a confirmed positive drug test unless such person is determined to be *Under the Influence*, as defined in this Section, by the means of determining whether an individual is *Under the Influence* as set forth in this Section.

Each District employee or prospective employee is required to sign a consent form prior to taking the *Drug* screening.

Each employee and prospective employee may also be required to sign a separate consent form requested by the *Medical Facility* conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including termination of employment, as deemed appropriate by the District, in its sole discretion, under the circumstances.

Treatment

If the *Medical Facility* recommends treatment, the District may, depending on the circumstances as determined in the sole discretion of the District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the *Medical Facility* certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but are not limited to, future *Alcohol* and/or *Drug* testing. *This section will be construed in a manner consistent with your rights and obligations under the Illinois Compassionate Use of Medical Cannabis Pilot Program (410 ILCS130/1 et seq.), including any applicable interpretive rules that may be adopted, now or in the future, pursuant to this Policy. Be assured that the District respects the rights of our employees who are registered patients with debilitating medical conditions who are engaging in the uses of Medical Marijuana in compliance with the law. However, as with Alcohol and Drugs, employees may not operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, supervise minors, or have Public Safety Responsibility while being Under the Influence. Additionally, employees may be disciplined or discharged for reporting to work in Possession of or Under the Influence of Cannabis. In all cases, an employee who is a registered patient engaged in the use of Medical Marijuana is*

subject to all of the District's normal drug testing requirements, personnel policies and disciplinary penalties for policy violations.

Use of Legal Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has **P**ublic **S**safety **R**esponsibility and who has taken a **L**egal **D**rug (including **M**edical **M**marijuana) must report the use of such **L**egal **D**rug to their immediate supervisor if the **L**egal **D**rug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the **L**egal **D**rug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the department director, will decide whether or not the employee may safely continue to perform the job while using the **L**egal **D**rug. Failure to declare the use of such **L**egal **D**rug may be cause for discipline up to and including termination of employment.

Notice of Conviction

Any employee who is convicted of violating any federal or state **e**Criminal **D**rug **S**statute must notify the Executive Director within five (5) days after such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, **P**ossession or use of any **C**ontrolled **S**ubstance or **C**eannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including termination of employment.

Discipline/Penalties for Violation

An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this policy, will be disciplined in accordance with the Discipline Process section of this Manual; provided that an employee who tests positive for cannabis and who is a qualified patient under the Illinois Medical Cannabis Act shall not be disciplined for a confirmed positive drug test unless such person is determined to be under the influence, as defined in this Section, by the means of determining whether an individual is under the influence as set forth in this Section. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate agency. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not, in itself, protect the employee from disciplinary action should job performance remain unsatisfactory.

In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this policy and this Manual, the District will discipline an employee up to and including termination of employment for the following:

1. If the employee refuses to submit to diagnosis, testing or screening upon an authorized request of the District;
2. If the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing;
3. If the medical facility recommends treatment and the employee refuses to undergo such treatment;
4. If, while undergoing treatment, the employee fails or refuses to follow the course of treatment;
5. If the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this policy; or,
6. If the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

Pre-Employment Screening

As a final prerequisite in the Park District employment selection procedure, persons otherwise offered a full-time, labor intensive position with the Park District will be required to undertake a physical examination which may include a drug and alcohol screening test.

Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis (including medical marijuana), employees may be subject to inspection as follows:

Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which an employee is permitted to use during employment with the District, are and remain the property of the District. Employees are not permitted to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District.

Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including termination of employment.

Records

The District will maintain medical records confidentially, including records concerning alcohol or drug abuse, diagnosis, and treatment, in a file separate from the regular employee personnel files in accordance with the terms of the District HIPAA Policy. Access will be limited to the terms and individuals identified in the District's HIPAA policy. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

4.2 Attendance at Work

All employees are expected to be ready for work in a fit condition at the designated starting time.

4.3 Blogging and Social Media (Revised 9/21/15)

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. The Oak Brook Park District has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and MySpace.

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with clients, parents, members, donors, media, and other District constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

a) Policies For All Social Media Sites, Including Personal Sites

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Oak Brook Park District, residents, nonresidents or employees. Adhere to all applicable district privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the district.
- **Don't use Oak Brook Park District logos for endorsements:** Do not use the Oak Brook Park District logo or any other agency images or iconography on personal social media sites. Do not use the Oak Brook Park District's name to promote a product, cause, or political party or candidate.
- **Respect Park District time and property:** Park district computers and time on the job are reserved for park district-related business as approved by supervisors. There are 15 minutes per day allotted to social media sites per user. After this time has expired, users will be timed out until the next day.
- **Coexisting with park district participants:** Oak Brook Park District employees, summer staff and volunteers shall refrain from any proactive one-on-one communications with Oak Brook Park District customers (including teens) on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers or teens. Responses to customer and teen-initiated communications should be limited to those that are park district-related. Public one-on-one communications (i.e. posting a comment to a wall) are discouraged at all times

Park District employees, summer staff and volunteers agree not to use a social networking profile, group page, blog, or other Internet medium to discuss behavior that is prohibited by park district policy or the Code of Conduct, including, but not limited to, alcohol or drug use, sexual behavior, delinquent behavior, etc.

- **Terms of service:** Obey the Terms of Service of any social media platform employed.

b) Best Practices

- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the Park District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the marketing manager.
- **Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the park district in any capacity. (See "Park District Social Media" below.)

- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the park district and its institutional voice.
- **Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective sponsors, current sponsors, residents, nonresidents, current employers, board members, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **On personal sites,** identify your views as your own. If you identify yourself as an Oak Brook Park District employee or staff member online, it should be clear that the views expressed are not necessarily those of the institution.
- **Photography:** Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.

c) Park District Social Media Sites

- **Purpose of Park District Social Media Sites:** The Park District will utilize social media to increase our presence on the web, and develop conversational platform with our constituents that is both informational and promotional.
- **Content and Monitoring:** The Marketing Manager and ~~IT Specialist~~*IT Manager* are responsible for the content of and monitoring all park district pages. Departments or employees that would like to contribute content or create a new social media promotion must contact the Marketing Manager.
- **Approval:** The Executive Director must approve all social media sites, promotion and communications that assume the Park District voice.
- **FOIA Requests:** The Illinois Freedom of Information Act states that “Written requests may be submitted to a public body via personal delivery, mail, telefax, or other means available to the public body” (5ILCS 140/3 (c)). Therefore, if a member of the public posts a comment on an agency’s account that clearly requests certain records, it will be construed as a valid FOIA request. The marketing manager will forward all available information to the FOIA officer to address or clarify the request. The Park District will make a reasonable effort to ensure that contact information for FOIA requests is available on social sites.
- **Acknowledge who you are:** If you are representing Oak Brook Park District when posting on a social media platform, acknowledge this.
- **Link back to the Park District:** www.obparks.org is the only official website of the Oak Brook Park District. Whenever possible, link back to the Oak Brook Park District web site.

Ideally, posts should be very brief, redirecting a visitor to content that resides within the Oak Brook Park District web environment.

- **Protect the Park District voice:** Posts on social media sites should protect the park district’s institutional voice by remaining professional in tone and in good taste. No individual Oak Brook Park District department or program should construe its social media site as representing the park district as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or program rather than to the park district as a whole.

4.4 Break Time for Nursing Mothers

The Fair Labor Standards Act (FLSA), as amended March 23, 2010 when the Patient Protection and Affordable Care Act (PPACA) took effect, requires employers to provide reasonable break time for nursing mothers to express breast milk for up to one year following the child’s birth.

The District’s “Break Time for Nursing Mothers Policy” outlines guidance for compliance with the law, and prohibits discrimination and/or harassment of employees who exercise their right under this policy. This policy establishes standards for breastfeeding and expressing milk for a nursing mother while at work.

Employees shall be provided a place to express their milk. The location provided will be private and functional as a space for expressing breast milk. A bathroom, even if private, is not a permissible location.

Employees shall be provided flexible breaks to accommodate milk expression. Breaks for more than 15 minutes in length are unpaid for non-exempt employees and this time should be reflected on the time record.

Supervisors who receive an accommodation request will work with the ~~Director of Finance and Human Resources~~ *Human Resource Manager* to review available space (private space with a secured door) and notify employee of appropriate space use.

4.5 Children in the Workplace

The presence of children in the workplace with an employee parent during an employee’s workday is inappropriate and is to be avoided except in extraordinary emergency situations. This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, reduce property and general liability, and help maintain the District’s professional work environment.

Childcare is the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work with the employee is only an option when all other emergency options have been exhausted.

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. If the supervisor determines that it is not appropriate for the child to accompany the employee parent to the workplace, the employee will be required to take vacation or personal leave, with or without pay. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times. The District will accept no liability for property damage or personal injury resulting from the presence of the child in the workplace and, by bringing the child to the workplace, the employee parent agrees to accept total responsibility for such liability. If an employee parent finds it necessary to bring a child to the workplace an excessive number of times, as determined by the supervisor, the employee parent may be subject to disciplinary action, up to and including termination.

4.6 Chronic Illness

It is the policy of the District to ensure a safe and healthful workplace for all employees and to prohibit arbitrary discrimination in the event an employee becomes afflicted with a chronic illness/disease.

In the event that an employee incurs a medical condition or disease that may affect the health or safety of the employee, co-workers, or the public, the employee has a responsibility to seek appropriate medical care. When the District becomes aware of an employee's medical condition, the District will take the appropriate medical action based on the doctor's recommendation about the employee's ability to work.

Eligible employees with a chronic illness/disease are entitled to participate in District-sponsored benefits plan, group insurance, sick leave, medical leave, family leave, and any other benefits or leave for which they would otherwise be eligible.

In addition, supervisory employees are responsible for making all employment decisions relating to individuals with a chronic illness/disease in a non-discriminatory manner. This includes hiring, promotion, pay, benefits, training, discipline, termination of employment, or other terms or conditions of employment.

4.7 Donations (Acceptance of)

Any and all donations to the District shall be referred to the Executive Director for consideration, review, approval, or further direction as to use of any accepted donation and acknowledgement to the donor.

4.8 Donations (Giving of)

The Marketing Department will oversee the giving of donations from the District. The Executive Director must approve all donations. The District's Board must approve all monetary donations. All donations will be restricted to events and organizations sponsoring events in Oak Brook, and the following bordering communities: Oakbrook Terrace, Elmhurst, Western Springs, Westchester, Downers Grove, Clarendon Hills, Westmont, Hinsdale, LaGrange, and Villa Park.

Only one donation per organization will be made per calendar year. All gift certificate donations will expire one year from the date of issuance. The District will supply, with each donation, a certificate and an information sheet explaining all terms of the donation.

4.9 Dress Code

It is the desire of District to project a consistent, professional image to the public. The personal appearance of employees conveys to the public a general impression of the District. Employees must be neat, clean and orderly at all times while on duty.

Body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to the employee, his/her coworkers or the public.

Tattoos shall not be offensive in nature (i.e., words and/or symbols of profanity). Any tattoo design that is determined to be offensive, unprofessional or excessive must be covered. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

The District will provide Oak Brook Park District apparel to employees who are required to wear uniforms while on duty. In accordance with the department's dress code and each employee's job description, shirts, sweatshirts, caps/hats and other protective gear may be required. While on duty, only apparel with the "Oak Brook Park District" embroidery or screen print shall be worn by employees. Employees shall not wear District logo shirts when not on duty or while exercising/working out. Apparel with affiliate or sponsor logos may be worn with supervisor approval.

The District provides personal protective equipment (PPE) which is to be worn during work functions that have been identified by supervisory personnel and the District's Safety Committee. OSHA and the Illinois Department of Labor require that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment. Employers must select and have affected employees use PPE suitable for protection from existing hazards. These hazards are listed in Workplace Hazard Assessments, which also list the required PPE. PPE may consist of earplugs, ear covers, helmets, safety goggles/glasses, chaps, protective gloves and other equipment. Employees will be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Employees are required to wear the PPE as assigned and identified in the Workplace Hazard Assessment. Employees are required to return PPE to the designated storage area upon completion of the job

assignment on a daily basis or as directed by their supervisor. Employees who do not comply with personal protective equipment procedures shall be subject to discipline.

Front-line Employees

Employees having direct contact with the public are responsible for wearing an “Oak Brook Park District” nametag and shirt. These employees include: Front Desk Employees, Fitness Floor Employees, Program Instructors and Personal Trainers. The District will provide “Oak Brook Park District” shirts and nametags. Employees are required to return nametags and shirts to their supervisors upon termination of employment.

Slacks, shorts, or skirts can be worn. They are to be casual in style and in khaki, black or navy colors. Shorts shall be no higher than the top of the knee. Skirts shall be no higher than 2 inches above the knee. Jeans or athletic pants may only be permitted if necessary to perform a specific job function.

Aquatic Center Employees

Life Guards: Lifeguards will wear the prescribed guard suit *and shirt, t-shirt and ID badge*. Female Guards are allowed to wear *navy-red* shorts, or *navy-red* warm-up pants, *and red sweatshirts*. Guard whistles and lanyards must be worn around the neck or wrist at all times. Absolutely no twirling of these items is permitted. *Polarized sunglasses, sunscreen and a hat or visor must be worn while outside.*

Swim Instructors: All swim instructors while on duty are required to wear the provided uniform consisting of a *red black*, one-piece swimsuit or *redblack* swim trunks. No towels shall be worn on deck. If an instructor is out of the water, he/she may wear instructor shorts *and a Park District issued shirt*. *They may also wear a royal blue staff sweatshirt and sweatpants.*

Park Maintenance, Facility Maintenance and Janitorial Employees

The District will provide “Oak Brook Park District” shirts and caps/hats for Park/Facility maintenance and janitorial employees. Such employees are required to return uniforms to their supervisors upon termination of employment.

The wide variety of maintenance tasks conducted at the District make it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant its use. Maintenance employees may wish to have both a standard work boot and safety shoe available so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

Janitorial Employees may wear dark colored khakis or work pants. Pants shall not have holes or stains. Shoes shall have non-skid soles and provide sturdy traction for possible wet floors that occur during cleaning operations.

Park Maintenance/Facility Maintenance Employees are to wear durable work pants in dark colors, which provide protection for the duties assigned. Pants shall not have holes or stains. Pants

used for painting purposes are permitted to have paint stains and are to be worn only during painting projects.

Executive & Administrative Employees

Employees are expected to dress in business casual attire Monday through Thursday. Exceptions to the business casual code will only be permitted if necessary to perform a specific job function or on Casual Friday. Minimum business casual dress includes:

Shirts: Button down dress shirts, button down casual shirts, golf shirts, sweaters, turtlenecks, and mock turtlenecks are acceptable. Sweatshirts, shirts with logos, tank tops, midriff tops, halter-tops, tops with bare shoulders, low-cut necklines, and t-shirts, unless worn under another blouse or jacket, are inappropriate.

Pants: Slacks and pants should be of cotton, synthetic or a blend of dress/casual pants. Jeans, athletic pants, shorts, Bermuda shorts, bib overalls, leggings, and any spandex are inappropriate.

Skirts and Dresses: Casual dresses and skirts should be at a length no shorter than 2 inches above the knee and/or split below the knee. Mini-dresses, skorts, sundresses and spaghetti-strap dresses are inappropriate.

Footwear: Dress shoes, loafers, or flat leather shoes should be worn with coordinating socks. Dress heels and dress sandals are acceptable. Athletic footwear or casual rubber flip-flops are inappropriate.

“Casual Friday” dress includes:

Shirts: Button down dress shirts, button down casual shirts, golf shirts, sweaters, turtlenecks, and mock turtlenecks are acceptable. Sweatshirts, shirts with logos, tank tops, midriff tops, halter-tops, tops with bare shoulders, low-cut necklines, and t-shirts, unless worn under another blouse or jacket, are inappropriate. Oak Brook Park District logo wear is permitted, including sweatshirts and warm-up tops.

Pants: Jeans that are dark blue or black denim are permitted. The jeans shall not have any holes, frayed hems, or “washed out” color. Oak Brook Park District logo wear is also permitted.

Skirts and Dresses: Casual dresses and skirts at a length no shorter than 2 inches above the knee and/or split below the knee are acceptable. Dark blue or black jean skirts meeting the length guidelines are permitted. Jean skirts with holes, frayed hems or “washed out” color are not permitted. Mini-dresses, skorts, sundresses and spaghetti-strap dresses are inappropriate.

Footwear: Dress shoes, loafers, athletic, or flat leather shoes with coordinating socks; dress heels and dress sandals are acceptable. Flip-flops are inappropriate.

Dress Code Infractions:

Failure to comply with the dress code policy will result in:

First Offense: A verbal warning will be issued.

Second Offense: A written warning will be issued and the employee will be sent home to change.

Third Offense: Employment may be terminated.

4.10 Driving on District Business

The District is committed to promoting safe and responsible driving for all of its employees. Employees who operate District-owned, leased/rented, or personal vehicles during the performance of their jobs must follow the rules and meet the driving record qualifications as established in the Vehicle Policy (Oak Brook Park District Safety Manual). Since the District has the sole discretion in determining who may drive in the course of District business, the District has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information etc. and must be made aware of any driving violations, changes to driver information and driver status immediately. Any individual who is in violation of the safety expectations identified herein or in the vehicle policy may be subject to disciplinary action by the District, up to and including termination of employment.

4.11 Emergency Closings

On occasion, due to inclement weather, power outages, national crisis, or other emergency situations, the District may close for all or part of a normally scheduled workday. Supervisors will notify employees by email, text or phone if the facility will be closed. The Oak Brook Park District also participates in the Emergency Closing Center System in which radio and television stations report on emergency closings of schools, organizations, and businesses. Announcements of the closings are broadcasted on WGN Radio 720-AM, WBBM Radio 780-AM, or televised on CBS Channel 2, NBC Channel 5, ABC Channel 7, WGN-TV Channel 9, or CLTV cable. The Emergency Closing Center also posts the information on their website: www.emergencyclosingcenter.com.

Depending on the type of emergency, certain services of the District may continue, for example, park maintenance crews scheduled for snow plowing during a snow storm. The District's directors and/or their designated representative will contact employees in essential operations to set the schedule for work. The emergency work schedule shall be determined so as to meet the needs of the District and maintain the safety of the employees and patrons.

The determination of whether an absence or tardiness is weather-related will be left to the discretion of an employee's immediate supervisor. Supervisors are expected to make employee safety a top priority.

The following guidelines shall govern whether or how an employee will be compensated in these situations:

When operations are officially closed due to emergency conditions, the time off from scheduled work for full time employees will be paid.

Full time employees in essential operations may be asked to work on a day when facilities are officially closed. In these circumstances, full time employees who work will receive pay at their regular hourly rate for hours worked.

Employees who have scheduled benefit hours on the day of an emergency closing will be paid benefit hours as previously approved.

An employee, who for personal reasons, wishes to leave work early during severe weather conditions may do so with the permission of his/her supervisor and may opt to deduct such time from his/her accrued vacation, personal, or compensatory time.

If an employee is unable to report for work, but the program/facility for which he/she works is open, the employee (whether exempt or not exempt) will not be paid for that day unless the employee opts to deduct such time from his/her accrued vacation, personal, or compensatory time.

4.12 Gifts

No employee may accept any gift, reward or gratuity of any kind, or grant any special favor to others. If a gift, gratuity, or reward is offered to an employee, the employee shall immediately report it to his/her supervisor, who will consult with the Executive Director as to whether a gift, reward or gratuity should be retained by the employee. All decisions concerning the acceptance of gifts, rewards or gratuities shall be made by the Executive Director in accordance with the Illinois Gift Ban Act. In all instances where a gift, reward or gratuity must be declined, an employee should do so graciously and tactfully.

4.13 Identity Protection

The District has approved three important policies regarding identity protection:

- Identity Theft Prevention – Customer Information Policy
- Identity Theft Prevention – Social Security Numbers Policy
- Data Security Policy

These policies are mandated by law and are in response to the ever growing crime of identity theft. *Identity Theft* is a fraud committed or attempted using the Identifying Information of another person without authority. The District's Safety Manual contains these policies in their entirety. Highlights of the policies are presented below. All employees shall take every precaution to protect the identity of any individual.

Identity Theft Prevention – Customer Information Policy

Pursuant to the Federal Trade Commission's "Red Flag" Rules under the *Fair and Accurate Credit Transactions Act of 2003 (Section 114)*, the District has implemented a Program to detect, prevent, and mitigate instances of Identity Theft, and provide for identification, detection, and appropriate response to patterns, practices, or specific activities, known as "Red Flags", which could indicate Identity Theft in the fraudulent use of credit cards, membership or registration accounts of the District's patrons.

The employees of the District that interact directly with patrons on a day to day basis shall have the initial responsibility for monitoring the information and documentation provided by the patron or

any third-party in connection with the opening of new accounts, modification of, or access to existing accounts and the detection of any Red Flags that might arise.

The Executive Director or a designee shall see to it that all employees who might be called upon to assist a patron are properly trained so that they have a working familiarity with the relevant Red Flags identified in this Program, and so as to be able to recognize any Red Flags that might surface in connection with the transaction. An employee who is not sufficiently trained in this Program shall not have the authority to provide the patron with any service transaction without the direct supervision and specific approval of a management employee. Employees shall receive additional training as appropriate, as changes to the Program are made.

All management employees shall be properly trained so that they can recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may be present. Management employees shall be responsible for making the final decision on any such unresolved Red Flags.

For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the District's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to those employees who need to know them for purposes of preventing Identity Theft in the use of credit cards, and/or patron membership/registration accounts. However, any employee who has suspicion of fraudulent use of credit cards or personal identity of any individual shall immediately report such concern to their immediate supervisor.

Identity Theft Prevention – Social Security Numbers Policy

Pursuant to the requirements of the *Identity Protection Act (5 ILCS 179/1 et seq.)* the District has established a Program to protect social security numbers from unauthorized disclosure.

No person acting on behalf of the District may do any of the following:

1. Publicly post or publicly display in any manner an individual's social security number.
2. Print an individual's social security number on any card required for the individual to access products or services provided by the District.
3. Require an individual to transmit his/her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, and electronic mail or any similar method of delivery, unless State or Federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision of the Act or this policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in

connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under the Act or this policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

Except as otherwise provided in the Act or this policy, no person may do any of the following:

1. Collect, use or disclose a social security number from an individual, unless:
 - a.) Required to do so under State or Federal law, rules or regulations, or unless the collection, use or disclosure of the social security number is otherwise necessary for the performance of the District's duties and responsibilities;
 - b.) The need and purpose for the social security number is documented before collection of the social security number; and
 - c.) The social security number collected is relevant to the documented need and purpose.
2. Require an individual to use his/her social security number to access an Internet website.
3. Use the social security number for any purpose other than the purpose for which it was collected.
4. Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by the Act or this policy.

All District employees who have access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Such training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Data Security Policy

The District acknowledges that safeguarding sensitive data in files and on computers makes good business sense. Loss of confidential customer and/or employee data can lead to lawsuits, the erosion of trust in the District and affect our reputation in the community. The Data Security Policy serves to set standards for collecting, securing, and disposing of sensitive personal information. The policy, in accordance with the *Illinois Personal Information Protection Act (815 ILCS 530)*, also establishes specific steps to be taken upon discovery of a security breach. All employees are responsible for adhering to the procedure provided in this policy to secure personal information held by the District.

4.14 Non-Compete, Non-Disclosure and Non-Solicitation

The District has the right to protect its valuable intellectual property rights and maintain the confidentiality of patron contacts and relationships, program and service planning information, or similar business information. Protection of confidential business information is vital to the interests and success of the District. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if they do not actually benefit from the disclosure of the information. Such information includes, but is not limited to: information about the operations and policies of the District, patron information and databases, unique marketing tools, brochures or advertisements, and/or personal information concerning the District's employees.

4.15 Non-Discrimination and Anti-Harassment

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, pregnancy, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, sexual orientation, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment on the basis of sex, sexual orientation, pregnancy, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definitions of Harassment

- Sexual harassment may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a.) Submission to the conduct is made, either implicitly or explicitly, a condition of the individual's employment;
 - b.) Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or
 - c.) The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

- Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Retaliation Is Prohibited

The District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing or discriminatory conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued.

If an individual experiences or witnesses harassment or discrimination of any kind, the individual should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the offending person, his/her immediate supervisor, his/her department director, and/or the Executive Director. The individual should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at the individual reporting a complaint.

- Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, any person who experiences or witnesses such behavior should directly and clearly express objection to the offending person(s) regardless of whether the behavior is directed at the person objecting. If the person objecting is the harassed employee, he/she should clearly state that the conduct is unwelcome and that the offending behavior must stop. However, the person objecting is not required to directly confront the person who is the source of the report, question, or complaint before notifying the persons identified below as those designated to receive such reports, questions or complaints. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- Report to Supervisory and Administrative Employees: At the same time direct communication is undertaken with the offender, or in the event an individual feels threatened or intimidated by the offending person, the person objecting should promptly report the offending behavior to his/her immediate supervisor or department director. If the person objecting feels uncomfortable doing so, or if his/her immediate supervisor and/or department director is the source of the problem, condones the problem or ignores the problem, the offending behavior should be reported directly to the Executive Director.
- Report to Executive Director: A person objecting to offending behavior may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or a designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid.
- Report to President of the District's Board: If the Executive Director is the source of the problem, condones the problem, or ignores the problem, the person objecting should immediately contact the President of the District's Board.

Harassment Allegations Against Non-Employees/Third Parties

If an individual makes a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The District will make reasonable effort to protect the individual from further contact with such persons. All employees must recognize, however, that the District has limited control over the actions of non-employees.

<p><i>Important Notice To All Employees</i></p>	<p>Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his/her rights in pursuing legal action.</p>
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Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, regardless of who the offender may be or whether or not the reporting employee is the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. The District reserves the right and hereby provides notice that third parties may be contacted to investigate claims of harassment. All employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

The District will determine what constitutes harassment, discrimination or retaliation based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling and/or disciplinary action, such as a warning, a reprimand, withholding of a promotion or pay increase, a reassignment, a seasonal suspension without pay, or termination of employment, as the District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual harassment, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination of employment.

While the District hopes to be able to resolve any complaints of harassment within the District, the District acknowledges the right of individuals to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if the Department determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, an individual may file a complaint directly with the HRC between the 365th and the 395th day.

4.16 Outside Work

All District employees who secure outside employment shall notify their immediate supervisor and the Executive Director in writing of such employment. The outside employment may not interfere with the employee's normal duties with the District or in any way bring discredit to the District. Furthermore, the employee is not permitted to receive outside compensation for performing any work on District time.

4.17 Political Activity

All District employees are encouraged to exercise their individual right to vote as citizens. However, except as otherwise provided by law, employees shall not use their authority, position or title as a District employee as a means of influencing an election. Further, employees shall not solicit campaign funds on behalf of candidates for District offices, take an active part in a political campaign on behalf of any candidate for office, or take part in the management of political activity on any level while on duty, or while wearing or utilizing any equipment, wearing apparel or supplies owned or provided by the District.

4.18 Public Relations

It is expected that all District employees will be a credit and exhibit loyalty to the District. Employees are expected to be courteous to the public, their fellow workers, and supervisors.

4.19 Romantic Relationships

Consenting "romantic" or sexual relationships between employees, especially between a supervisor and an employee, may at some point lead to unhappy complications and significant difficulties for all concerned – the employee, the supervisor and the District. Any such relationship may, therefore, be contrary to the best interests of the District.

Accordingly, the District strongly discourages such relationships and any conduct (such as dating between a supervisor and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship.

By its discouragement of romantic and sexual relationships, the District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship between employees or between a supervisor and an employee should develop, it shall be the responsibility and mandatory obligation of the employee or supervisor to promptly disclose the existence of the relationship to his/her department director.

The District recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed, or at least hoped, however, that either or both of the parties to such a

relationship will appreciate this meaning of the term as it applies to either or both of them, and that they will act in a manner consistent with this policy.

The department director shall inform the Executive Director and others who need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, the District may take all steps that it, in its discretion, deems appropriate. At a minimum, the employee and supervisor will not thereafter be permitted to work together on the same matters (including matters pending at the time that disclosure of the relationship is made), and the supervisor must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor has or has had such a relationship.

In addition, and in order for the District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that he/she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his/her views about the matter known to the department director, the ~~Director of Finance and Human Resources~~ *Human Resource Manager*, or the Executive Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

4.20 Safety and Reporting Employee Injury

The District is committed to providing a safe and healthful working environment for all District employees. Employees are responsible for performing their job duties in a safe manner, following all applicable safety procedures. Failure to follow safety procedures of the District is subject to disciplinary action up to and including suspension or termination of employment. In the event of any accident or injury to the employee while on the job, the employee must report the incident immediately to his/her supervisor within 24 hours of the incident. The supervisor is responsible for completing and providing an incident investigation report to the District's Safety Coordinator and Executive Director within 24 hours of the incident. Any employee injured on the job may be instructed to report for a medical examination and/or treatment. Failure to timely report such injury or to report for treatment may result in a forfeiture of the employee's rights in accordance with the provisions of the Illinois Workers' Compensation Act.

4.21 Smoke Free Workplace

Consistent with the Smoke Free Illinois Act and the District's General Use Regulations Ordinance, the Oak Brook Park District is committed to protecting everyone from exposure to second-hand smoke.

All Park District facilities and parks have been designated to be smoke-free. This includes offices and work areas, restrooms, conference and meeting rooms, lunch rooms, playgrounds, athletic fields, picnic areas, and all other areas within the District's operation. Smoking is also prohibited in all District vehicles, whether on District Property or not.

All employees and visitors must comply with this policy, without exception. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

4.22 Staff Solicitation

Any solicitation by an employee to obtain sponsorships from other employees for charity or school events or to sell goods, products or services to other employees, shall comply with the following guidelines:

1. No active, person-to-person solicitation shall be allowed, and all solicitation shall be by posting or disseminating information or notices as provided herein.
2. No employee will be allowed to set up a table at the District to disseminate information or sell goods, products or services.
3. Employees may be allowed to post information or notices, for no longer than two weeks at a time, for the purpose of soliciting sponsorships or selling goods, products or services to other employees; provided that such information or notices shall be posted only on bulletin boards at the time clock and copy machine; and further provided that advance approval must be obtained from the Executive Director.
4. Employees may be allowed to disseminate information or notices for the purpose of soliciting sponsorships or selling goods, products or services to other employees by placing such information or notices in employee mailboxes; provided that advance approval must be obtained from the Executive Director.
5. Posting or dissemination of information or notices will be permitted only if the information or notices posted or disseminated do not:
 - a. Unreasonably disturb or interfere with District business;
 - b. Harass, embarrass, or intimidate persons who are being solicited; or
 - c. Involve any message that is discriminatory, hateful, obscene, profane or libelous, or which is likely to incite or produce imminent lawless action, as determined in accordance with the standards for such content that have been or are established by law.
6. An employee who violates this policy may be subject to discipline up to and including termination of employment

4.23 Unauthorized Absence

Any unauthorized absence of an employee of the District shall be without pay and shall subject the offending employee to corrective disciplinary action, up to and including termination of employment. Any employee who is absent without approval for a period of three consecutive working days shall be deemed to have abandoned his/her position and to have resigned.

4.24 Violence in the Workplace

The safety and security of all employees is of primary importance at the District. Threats, stalking, threatening and abusive behavior, or acts of violence, including any threat of or action to cause bodily harm or property damage to employees, visitors, patrons, or District facilities or property, by anyone on District property, on a District-controlled site, or in connection with District employment, facilities, programs or services will not be tolerated. This includes words or actions made in jest.

All employees are responsible for notifying their supervisor, department director, and the Executive Director of any violations of this policy. Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent, or that could endanger the health or safety of an employee or patron.

If a situation or incident is currently ongoing, or if the incident involves a threat of bodily harm, actual bodily harm or property damage, a call should immediately be made to 911.

4.25 Weapons in the Workplace (Effective 7/10/15)

Employees may not possess or use any weapons, while on District property or while conducting District business, in accordance with the Illinois Firearm Concealed Carry Act. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person. Please note that this law applies regardless of whether an employee possesses a concealed weapons permit or is allowed by law to possess a weapon.

Employees who violate this policy will be subject to disciplinary action, up to and including employment termination.

4.26 Work Schedules and Meal Breaks

The hours of operation for the District will be established by the Executive Director and anyone properly designated by the Executive Director. It is normal practice of the District to have employees available as necessary and appropriate from Monday through Sunday.

It is the policy of the District to arrange employee work schedules as necessary to accommodate the requirements of the District's operations and the needs of the District's residents. Hours of work shall be established for each position as part of the job description for that position, subject to any changes in the schedule by the Executive Director or the employee's immediate supervisor. Full time employees of the District are employed for the totality of work required in a given position and they are expected to be on duty when the need exists for their service. All employees are expected to work all scheduled hours, and the District reserves the right to adjust the work schedule of any employee if such adjustment is in the best interests of the District.

All employees working 7-1/2 or more consecutive hours per day are required to take a minimum 30-minute unpaid meal break. The meal break should be scheduled within the first five (5) hours of an

employee's shift, and the meal break deduction should be documented on the employee's time record.

All non-exempt employees working 20 hours or more in a calendar week (Sunday – Saturday) shall receive 24 consecutive hours of rest in that calendar week.

A department's supervisory personnel should avoid taking vacation time, personal time, or compensatory time at the same time as one another. It is the responsibility of the department directors to make sure other directors or employees are available to cover the operations of their department in the absence of the department director.

Section V: DISCIPLINE PROCESS & GRIEVANCES

5.1 Discipline Process

No employee is guaranteed continued employment with the District for any specified period of time. Employment with the District is on an “at will” basis, meaning that the employment relationship may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law.

Notwithstanding the “at will” status of all employees, the tenure of all employees shall be contingent upon acceptable conduct and satisfactory performance of duties as determined by the District. Every employee is responsible to obey all rules of the District and to comply with and assist in carrying into effect the provisions of the District’s policies. Failure to meet acceptable standards of conduct and job performance shall result in disciplinary action, up to and including termination of employment.

As a general guideline only, it is the District’s intent that progressive disciplinary procedures will be of benefit to the District and the employee, as such procedures may serve to improve the behavior of an employee that may be detrimental or disruptive to the effective operation of the department and the District. The disciplinary procedures need not be followed under circumstances where the Executive Director believes that an employee’s unsatisfactory behavior warrants accelerated or compound disciplinary action, up to and including termination of employment. These guidelines shall not prevent, limit or delay the District in taking any disciplinary action where the District deems such action to be appropriate. The following progressive disciplinary procedures may be followed, in the District’s sole discretion:

1. Oral warning or reprimand by the immediate supervisor.
2. Written warning or reprimand as determined by the immediate supervisor and approval by the Executive Director.
3. Written notice of suspension, without pay, for up to thirty (30) days, as determined by the immediate supervisor with the approval of the Executive Director.
4. Written notice of termination of employment, as determined by the immediate supervisor with the approval of the Executive Director.

The following list sets forth examples of violations of the District’s rules and regulations that may provide a basis for disciplinary action. They include but are not limited to:

- Failure to adhere to District policies and/or procedures including, without limitation, safety policies, ordinances and procedures, or engaging in any conduct determined by the District in its sole discretion not to be in its best interests.

- Absence from duty without permission, habitual tardiness, chronic absenteeism, or misrepresentation of material facts relating to the use of leave.
- Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.
- Leaving the job during working hours without permission.
- Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by the employee's supervisor(s) or inability or unwillingness to take orders from supervisor(s).
- Insubordinate, uncooperative, hostile or discourteous attitude or conduct toward the employee's supervisor(s), the District's Board, co-workers or members of the public.
- Threatening or striking any person who is in or on District property or participating in District activities or fighting while on duty.
- Being wasteful of or willfully destroying District supplies, materials, vehicles, equipment, tools, or other District property.
- Failure to wear uniform or safety equipment (*e.g.*, safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures, or the failure to wear appropriate clothing for duties as required by this Manual or department manuals, rules and/or procedures.
- Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.
- Failure to follow any federal, state, local or District law, rule or regulation while on duty or while in or on District property, or engaging in criminal activity while on duty or while in or on District property.
- Failure to report an accident or known hazardous conditions to the employee's immediate supervisor.
- Gambling while on duty.
- Being under the influence or possession of intoxicants or illegal drugs while on duty or on District property, or failure to notify the District that the employee is taking legal drugs when such notice is required.
- Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.

- Possession of weapons in or on District property or while on duty.
- Felony conviction.
- Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly; or a careless and uninterested attitude in the performance thereof.
- Failure to maintain a valid driver's license or other license or certification which may be required for the employee's position or as provided in this Manual.
- Smoking in restricted areas.
- Harassment of other employees or members of the public.
- Dishonesty; lying to District employees or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District, including, without limitation, accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.
- Time card violations.
- Unauthorized possession, use or copying of any records that are the property of the District.
- Sleeping on duty.
- Performance of unauthorized work on District time.
- Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

5.2 Grievances

All employees having a grievance arising from their employment shall have the right to appeal to their immediate supervisor and finally to the Executive Director until the matter is settled. Except as otherwise provided by District policies, an employee must first submit a written grievance to his/her immediate supervisor within 5 days of the incident or occurrence. The supervisor shall investigate and provide a written response to the employee's grievance within 5 days after the grievance was filed by the employee. If the supervisory resolution of the grievance is not satisfactory to the employee, or if the supervisor fails to investigate or act on the grievance, the employee may file a written appeal to the Executive Director. The Executive Director shall investigate all sides of the grievance and issue a written decision within 5 days after notice of the employee's appeal. The decision shall be provided to the employee and the employee's immediate supervisor. The decision of the Executive Director shall be final and the grievance shall be considered closed upon resolution by the Executive Director.

Section VI: District Property and Facilities

6.1 Computer, Email, and Internet Usage

Computers, computer files, the e-mail system, and software furnished to employees are the District's property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored by approved employees only. Employees have no reasonable expectation of privacy for their computer and e-mail usage, and the District reserves the right, by approved employees only, to intercept, monitor, copy, view or download computer files and e-mail messages to ensure compliance with this policy. Additionally, all messages sent or received are and remain District property.

Misuse of Computers/E-mail: The District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. No anonymous messages may be sent, and all e-mail messages shall be signed.

Games: Use of computer games on District computers is prohibited. Installation of personal computer games onto District computers is prohibited. Games installed on District computers may be deleted without notice.

Violations: Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Access: Employee Internet access must be authorized by appropriate supervisory employees in each department consistent with prior approval granted by the Executive Director. Internet access is limited to District business as determined by the Executive Director and resources provided for a fee shall be downloaded from the Internet only with the express permission of the Executive Director or his/her designee. Unauthorized or inappropriate use will be subject to disciplinary action, up to and including termination of employment.

Copyrights: Copyright law may protect certain information on the Internet. Before reproducing or using copyrighted information, employees must consult with a supervisor, as certain reproduction of such information may be prohibited.

Access Upon Termination of Employment: Employees terminated from employment with the District for any reason have no right to the contents of the District's computer or e-mail system.

6.2 Employee Parking

All employees working at the Family Recreation Center are required to park in the last two rows of the Family Recreation Center Parking lot *or in spaces located on the north side of the building*, unless assigned otherwise.

All employees working at the Tennis Center are required to park in the back parking lot facing the soccer field, unless assigned otherwise.

Exceptions to the location of employee parking may occur when necessary to accommodate the District's programs or maintenance needs. Employees will be notified by their supervisor when such accommodations are required and of the interim location for designated employee parking.

6.3 Keys/Access Card

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. Employees who are assigned keys/access cards, safe combinations or other access to District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys/access cards to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys/access cards may not be transferred from one employee to another.

6.4 Record Retention and Freedom of Information Act

The District's records are produced in the course of the District's business, whether paper or electronic, and are important District assets. A public record may be as obvious as a memorandum, an e-mail, a vendor contract, a patron registration/membership form, patron correspondence, or an invoice, or something not as obvious, such as a computerized desk calendar or appointment book.

Record Retention

The law requires the District to maintain certain types of records for a specified period of time. The District has developed a policy, as well as schedules and procedures for the retention and destruction/disposal of the District's records.

Failure to retain the District's records for the minimum periods identified in the District's Record Retention Schedule could subject the District to penalties, result in a loss of confidentiality for proprietary information, and cause the loss of records to which the public is entitled to access, as provided under the Freedom of Information Act.

All employees shall fully comply with the District's record retention and destruction policies, schedules and procedures.

Under Illinois State Statute 720 ILCS 5/32-8 (Tampering with Public Records), "a person who knowingly and without lawful authority alters, destroys, defaces, removes, or conceals any public record commits a Class 4 felony."

An employee who tampers with public records shall also be subject to disciplinary action, up to and including termination of employment.

Freedom of Information Act

The Freedom of Information Act (FOIA) is a State law that guarantees the public access to records of governmental entities, including the District. The act establishes the legal process by which requests for District records may be made. The District strives to provide transparency in the operations of the District by publishing information in the District's brochure and on its website. Certain records are exempt from the Freedom of Information Act. Due to the complexity of the Act, employees shall not directly respond to requests for the District's records, but shall immediately direct all public inquiries for records to the District's Freedom of Information Act Officer. The ~~Director of Finance and Human Resources~~ *Finance Manager* is the District's Freedom of Information Act Officer.

6.5 Return of District Property

All District property furnished to employees shall be returned to the District immediately upon the request of a supervisor or the Executive Director. Failure to return District property may result in corrective disciplinary action, up to and including termination of employment. By execution of the acceptance of the terms and conditions of this Manual, the employee shall be deemed to have agreed that the established value of District property that is not returned may be deducted from the employee's paycheck(s).

6.6 Telephone and Cellular Telephone Usage

Personal phone calls, texting, and emailing should be kept to a minimum. While at the District, employees must exercise the same discretion in using personal cell phones as for the use of District phones. Personal calls, texting, and emailing during the work hours, regardless of the device used, can interfere with employee productivity and be distracting to others.

All employees are asked to make personal calls/texting/emails during breaks and meal periods.

The District will not be liable for the loss of personal cell phones brought into the workplace. Employees are not authorized to use personal cell phones in place of District provided cell phones.

Cell Phones and Driving

Employees whose job responsibilities include driving, and who must use a cell phone for District business, are subject to State law, as well as this policy. Electronic communications while driving are permitted with hands-free or voice-activated devices; or when reporting an emergency using one button to start and end a call. Accessing electronic mail or the Internet, text messaging, or instant messaging while driving is strictly prohibited. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. Allow voice mail to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and put the vehicle transmission in park before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option:

- Use a hands-free or voice-activated device;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues; and,
- Keep eyes and attention on the road and both hands free to operate the vehicle.

Under no circumstances are employees allowed to place themselves at risk to fulfill District needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

Personal Use of District-Provided Cell Phones

Where job or District needs demand immediate employee access, a District cell phone may be issued. Personal use of such equipment is not permitted. Phone records may be audited for compliance. Employees in possession of District cell phones are expected to protect the equipment from loss, damage or theft. Failure to report equipment misuse may result in disciplinary action up to and including termination of employment.

6.7 Use of District Equipment and Vehicles *(Revised 8/18/16)*

District equipment, supplies and vehicles are to be used for District business only. *Any exception to this policy must be authorized by the Executive Director and a Waiver & Release of Liability Indemnification Agreement (Appendix A) signed by the employee.* Employees shall be responsible for the care and conservation of equipment, supplies and vehicles and shall promptly report any accident, breakdown, or malfunction of any unit so that necessary repairs may be made.

District vehicles are to be operated according to the District's vehicle policy (Oak Brook Park District Safety Manual) by authorized licensed employees only. Employees required to utilize District maintenance vehicles shall be trained and oriented in the safe operation of the equipment prior to use. The administrative vehicle shall be used for local errands and to attend local training seminars.

6.8 Use of District Facilities and Programs *(Revised 9/21/15)*

Facility Criteria

Qualified employees are eligible for complimentary membership to the Fitness Center, Family Aquatic Center and the Tennis Center.

Full time employees, regular part time employees, certified professional instructors, and their immediate family members (spouse and dependent children under 17 years, or under 21 years with student ID) are eligible for complimentary memberships and complimentary Walk-On court time at the Tennis Center.

Limited part time employees are eligible for complimentary memberships and complimentary Walk-On court time at the Tennis Center. Family members are not included.

Facility rentals will be at the resident rate for all employees. If the facility is available 2 weeks prior to the event, the rental fee will be at cost.

Program Criteria

Employees and/or their immediate family members, who wish to register for programs, trips, and events may register at the resident rate. If programs, trips and events have availability on the day of non-resident registration, the fee will be at 50% of the residential rate. Employees and/or their immediate family members who wish to utilize childcare will pay the resident rate for infants (0-1 year old) and 75% of the resident rate for children older than 1 year.

Tennis Center Drop-In Programs

Full time employees, regular part time employees, certified professional instructors and their immediate family members (spouse and dependent children in school) are eligible for complimentary drop-in programs at the Tennis Center (provided that the class is not full) and a 20% Pro Shop discount.

Limited part time employees are eligible for complimentary drop-in programs at the Tennis Center (provided that the class is not full) and a 20% Pro Shop discount. Family members are not included.

Summer Camps

Employees may register their eligible children for Pee Wee Camp, Playground Camp, Playground Camp Aftercare, Last Chance Camp, and Junior Counselor at a 75% discount if there is availability two weeks prior to the start of the program.

Contracted Programs

Employees and their immediate family members will be asked to pay the resident rate for any contracted programs.

Participation in any recreation program by a District employee may not conflict with their normal working hours *and shall not displace a paying patron.*

6.9 Use of District Name, Seal, Logo and Service Marks

The District name, seal, logos and service marks represent excellence in all areas of the District – fitness, tennis, aquatics, recreation, parks, and administration - to the District’s constituents and guests. The name, seal, logos and service marks have a unique value, and are afforded special protection by state law and District policy. The District has registered certain service marks with the Illinois Secretary of State.

The name “Oak Brook Park District” and all abbreviations thereof are property of the District and may not be used to imply, either directly or indirectly the District’s endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the District’s Board and Executive Director. Unauthorized use of any of the District’s name, seals, logos, or service marks may constitute infringement of the law and District policy.

Employees may use the District’s letterhead, envelopes, business cards or other promotional material, provided that such use is restricted to conducting official District business, within the course and scope of the employee’s employment responsibilities.

Employees may not create alternative versions of the District Seal.

District logos are developed through the mutual coordination of the Marketing Department and the department directors of the District for the purpose of establishing brand identity and marketing opportunities.

To ensure consistency in the use of the District’s name, seal, logos, or service marks, such use must be approved by the District’s Marketing Department before production.

Unauthorized use of the District’s name, seal, logos, or service marks may result in disciplinary action up to and including termination of employment.

6.10 Work Product

“Work Product” is created when a District employee creates, designs and prints promotional or informational products, and/or obtains Sponsorship Contacts for the support of the District’s programs and special events, in the course of his/her employment at the District.

Except as provided herein, all Work Product made or maintained by an employee while working for the District, shall be and will remain the sole property of the District, and the employee shall have no right to use such property for any other purpose than the welfare and benefit of the District.

For such time as an employee is employed by the District, and for a minimum of two (2) years after termination of employment, whether voluntarily or involuntarily, the employee shall not utilize any Work Product created by the employee for the District for the employee’s private purposes, or for the benefit of the employee’s private business or enterprise. This includes, but is not limited to,

utilizing or posting samples of the employee's Work Product created for the District as Work Product owned by the employee for the employee's private business or enterprise promotion. However, the employee may retain one physical copy of samples of the Work Product for use solely for a professional portfolio, so long as such Work Product is never published, posted on-line, or reproduced without the express written permission of the District.

Section VII: Payroll Policies

7.1 Compensation Program

Preparation

The Executive Director shall be responsible for developing a uniform and equitable pay plan for final approval by the District's Board. Salaries and wages shall be determined with due regard to the Pay Plan Range, requisite qualifications, rates of pay for comparable work in other public and private employment in the area, recommendations of the supervisory employees, compliance with the financial policies of the District and other economic considerations. All job positions are included in the Pay Plan Range, which includes a minimum and maximum rate of pay for each job position.

Amendments

The Executive Director, may recommend amendments to the Pay Plan when in his/her judgment the rate of pay for any position is too high or too low because of changes in responsibilities or work involved, rates of pay for comparable work in other public and private employment in the area, the District's financial condition, District policies, or other pertinent conditions. The District's Board must approve all adjustments to the Pay Plan Range.

Administration

The minimum rate of pay shall normally be paid upon appointment to the position. Appointment rates above the minimum rate may be paid when the employee's qualifications and/or job experience with other employers are determined by the Executive Director to be greater than the required minimum standards.

Salary adjustments for full time employees shall be approved by the District's Board. The Executive Director shall approve wages paid to all other employees. Salary and wage pay adjustments for all employees shall not be automatic, but shall be determined based upon each employee's performance evaluation and the recommendation of the employee's immediate supervisor with review and approval by the next higher level of authority.

7.2 Definitions *(Revised 11/23/16; Effective 12/24/16)*

Exempt Employee: An employee to whom the minimum wage and overtime provisions of the Fair Labor Standards Act do not apply. Exempt employees are ineligible for overtime pay.

Non-Exempt Employee: An employee subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees must be paid overtime for hours worked in excess of 40 in a work week.

Work Week: The District work week begins at 12:01 am ~~Monday-Saturday~~ and ends at 12:00 midnight the following ~~Sunday~~Friday.

7.3 Overtime Pay

Overtime will be paid according to Fair Labor Standards Act and Illinois Department of Labor standards.

Exempt employees are not eligible for overtime pay.

Non-exempt employees are entitled to overtime compensation at the rate of 1½ times their regular hourly rate for all actual hours worked in excess of 40 in a single work week. Paid time off (i.e., personal time, sick time, vacation time, and holidays) is not included in calculating overtime. Prior approval of the non-exempt employee's immediate supervisor is required before working overtime. Non-exempt employees working overtime without approval may be subject to disciplinary action, up to and including termination of employment.

7.4 Payroll Period and Payroll Deductions

Payroll Period: Employees shall be paid bi-weekly (every two weeks) or 26 times per year.

Payroll Deductions: Mandated payroll deductions shall include Social Security, Medicare, State and Federal income tax, group insurance (if applicable), Illinois Municipal Retirement Fund (if applicable), and any other payroll deduction required by law.

Note	Employees are not to clock in or out for other employees. Recording another employee's time record or falsification of an employee's own time record is a violation of District rules and is grounds for disciplinary action, up to and including termination of employment.
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7.5 Recording Hours Worked and Benefit Hours Used *(Revised 1/12/17)*

All employees (exempt and non-exempt) are required to use the automated timekeeping system to accurately record their hours worked and benefit hours used. Non-exempt employees are required to clock in/out for payroll and attendance purposes. Exempt employee timekeeping records will be used to track attendance and accrual of Compensatory Hours. These time records, which must be approved by each employee's immediate supervisor, are the basis for the paycheck calculation and benefit hour tracking. In/out punches are computed to the nearest quarter of an hour (15 minutes).

Employees eligible for paid time off benefit hours must complete a Time-Off Request Form and submit it to their supervisor prior to using benefit hours.

Full Time Exempt Employees

Full Time Exempt employees will be paid for a total of 80 hours in a biweekly payroll period. The 80 hours shall be fulfilled first by worked hours followed by preapproved benefit hours. If a Full Time Exempt employee works over 80 hours in a biweekly payroll period, the employee may accrue Compensatory Hours.

A total of 40 Compensatory Hours per calendar year may be accrued for use in the calendar year. Compensatory Hours are earned during any pay period where the employee works over 80 hours; or works over 72 hours in a pay period where one District holiday occurs; or works over 64 hours in a pay period in which two District holidays occur.

An Exempt Employee who has exhausted their applicable benefit hours will be subject to a reduced salary for absences from work for one or more full days for personal reasons, sickness, disability, to offset amounts received as jury or witness fees, military pay, significant infractions of safety rules, or unpaid disciplinary suspensions of one or more full days imposed for workplace rule infractions. Also, deductions from full salary may apply in the initial or final week of employment, or for weeks in which an exempt employee takes unpaid leave under the FMLA.

Non-Exempt Employees

Non-Exempt Employees will earn overtime pay (1.5 times regular rate of pay) for any hours worked over 40 in a work week (Saturday – Friday). The preapproved use of benefit hours [NK6] will be paid for a maximum of 8 hours in a work day.

If a Non-Exempt Employee misses an entry into the timekeeping system, the employee must complete and sign a paper timesheet and submit it to his/her supervisor within the current pay period. The supervisor will manually enter the employee's work hours and benefit hours via the manager timekeeping portal.

A Non-Exempt Employee will be paid for preapproved benefit hours on any regularly scheduled work day (maximum of 8 hours/day). However, when an employee has not been preapproved to use benefit hours and their supervisor has directed them to flex their hours during the work week, they may not use benefit hours to replace the flexed hours. [NK7]

Example #1: John is a Non-Exempt Employee who regularly works 40 hours/week, Monday – Friday. He has been preapproved to use 40 benefit hours from Monday – Friday during the first week of the pay period. His supervisor calls him in to clear snow for 8 hours on the Sunday before he is scheduled to use benefit hours. John will be paid for 48 hours (8 hours worked plus 40 benefit hours) for the week.

Example #2: John is a Non-Exempt Employee who regularly works 40 hours/week, Monday – Friday. He is scheduled to work 8 hours at a special event on Saturday, the first day of the work week. His supervisor directs him to flex his hours during the week by taking the following Friday off (8 hours) to make up for work performed at the special event. John worked 8 hours each day Saturday, Monday, Tuesday, Wednesday and Thursday. He may not use 8 benefit hours for Friday because he flexed 8 hours on Friday to make up for hours worked on Saturday.

Example #3: John is a Non-Exempt Employee who works 10 hours on Monday. He is directed by his supervisor to flex the extra 2 hours he worked on Monday by working only 6 hours on Tuesday. He may not use 2 benefit hours on Tuesday to make up an 8-hour day.

~~All employees (exempt and non-exempt) are required to use the automated timekeeping system to accurately record their hours worked and benefit hours used. Non-exempt employees are required to clock in/out for payroll and attendance purposes. Exempt employee timekeeping records will be used to track attendance.~~

~~If a non-exempt employee misses an entry into the timekeeping system, the employee must complete and sign a paper timesheet and submit it to his/her supervisor within the current pay period. Likewise, all requests to use benefit hours must be submitted on a Time Off Request form for approval by the supervisor. The supervisor will manually enter the non-exempt employee's work hours and benefit hours via the manager timekeeping portal.~~

~~Exempt employees must also complete a Time Off Request form and submit it to their supervisor prior to using benefit hours and recording them on their time record.~~

~~These time records, which must be approved by each employee's immediate supervisor, are the basis for the paycheck calculation. In/out punches are computed to the nearest quarter of an hour (15 minutes).~~

Section VIII: Separation of Employment

8.1 Exit Interview

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full time, regular part time employee or certified professional instructor who resigns. The employee's supervisor or the Executive Director shall conduct any such interview for the purposes of determining, from the employee's point of view, the reasons for his/her resignation, positive and negative aspects of the employee's work experience, working conditions, relationship with supervisors, other employees and the District, as well as any recommendations from the employee for improvement of the working conditions for his/her position, or for continuance of favorable working conditions or benefits.

8.2 Layoff

The Executive Director shall have the right to lay off any employee when it is deemed necessary because of shortage of work or funds, or other legitimate reasons. An effort shall be made to transfer qualified employees to open positions in another department rather than to lay them off, but such a transfer may not always be feasible.

Determination of those employees to be retained or laid off shall be based on considerations of job performance evaluations and shall rest exclusively with the Executive Director.

For a period of one year following the employee's last day of work, an employee who has been laid off shall be given preference in filling positions which are subsequently opened if the employee is qualified for the position and had favorable job performance evaluations prior to layoff.

No suspension or termination of employment as a disciplinary action shall be considered a layoff, and no terminated employee shall be eligible for reemployment.

8.3 Reemployment

Re-employment may be considered for past employees who have resigned in good standing and subsequently apply for open positions. Rehired employees must follow the standard employment procedures and policies.

8.4 Resignation

In order for any employee to resign from a position in good standing, the employee shall submit to the Executive Director, through his/her immediate supervisor, a written notice of resignation at least 14 calendar days prior to separation.

8.5 Return of Park District Property

Upon termination of employment, for any reason, and before officially separating from the Park District, the employee must return all Park District property, including tools, keys, access cards, uniforms, equipment, credit cards, work products and Park District documents.

8.6 Termination of Employment

All employees of the District serve on an “at will” basis, which means that the employment relationship may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law.

Involuntary Termination of Employment: An employee shall be informed by the District, in writing, by his/her immediate supervisor, of any involuntary termination of employment.

8.7 References or Recommendations for Former District Employees ~~(Added 9/21/15)~~

This policy will define guidelines for providing references and recommendations for former employees of the District.

It shall be the policy of the District that when former District employees request official references or recommendations from the District, only the ~~Director of Finance and Human Resources~~*Human Resource Manager* may provide such a reference, recommendation or statement of employment on behalf of the District and on official District letterhead. Any personal reference or recommendation from any other employee or any Commissioner of the District shall not be prepared on official District letterhead and shall be prepared only from the point of view of having personally known and worked with the former District employee, and not in any official District capacity.

Appendix

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APPENDIX A

OAK BROOK PARK DISTRICT

**PERMIT FOR
PERSONAL USE OF DISTRICT PROPERTY**

Waiver & Release of Liability, Indemnification Agreement

In consideration of the Oak Brook Park District permitting the below named individual to use for personal use and benefit the property listed below, I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I or my minor child/ward may have and arising out of the use of the property, and any and all activities connected with, or in any way associated with the use of the property against the District and its officers, agents and employees (hereinafter collectively referred to as "District").

I do hereby fully release and discharge the District from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the use of the property.

I agree to indemnify, hold harmless and defend the District (including reimbursement of reasonable attorney fees) arising from or in connection with my or my minor child's/ward's use of the property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of lost or damage to the property, unless otherwise agreed.

(Property User's Signature)

(Date)

(Print Property User's Name)

Property permitted for use:

*Safety Instructions
Received*

APPENDIX B: Employment Contract Disclaimer and Signed Acknowledgment

The Oak Brook Park District Personnel Policy Manual (“Manual”) is available to employees electronically in a PDF format or in a printed hard copy format available from the Human Resources Department. Employees shall indicate that they have received a copy of the Manual in their choice of format by checking the appropriate box below and returning this form to their supervisor.

- I acknowledge I have received the Manual in an **electronic format** and accept responsibility for accessing it according to the instructions provided.
- I acknowledge I have received the Manual in **hard copy**.

By signing this Acknowledgement, I hereby acknowledge receipt of the Oak Brook Park District Personnel Policy Manual (“Manual”). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, the human resources department, or Executive Director.

I understand that the information in the Manual is subject to change. I understand that changes in Park District policies may supersede, modify, or render obsolete the information summarized in the Manual. As the Park District provides updated policy information, I accept responsibility for reading and abiding by the policy changes.

I understand that this Manual has been developed as a general reference guide for Oak Brook Park District (Park District) employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either expressed or implied, on the part of the Park District. I also understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the Park District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of the Park District, other than the Executive Director with the Board’s expressed approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other Park District policies, rules, and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgment and return it to the Human Resources Department.

Employee Signature: _____

Print Name: _____

Date: _____



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: TENNIS CENTER MEMBERSHIP FEES

AGENDA NO.: 8 F

MEETING DATE: FEBRUARY 20, 2017

STAFF REVIEW:

Dave Thommes, Director of Recreation & Facilities:

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):

In accordance with Section 5.5 (2) of the Administrative Policies and Procedures Manual, any increase of membership or facility rental fees must be approved by the Board.

The current Tennis Center membership rates were reviewed and approved by the Board at the January and February 2015 Board Meetings.

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

Staff has reviewed all current Tennis Center membership rates and area competitor rates. After review, staff is recommending an increase to all membership categories. Staff feels these increases are necessary in order to keep up with increasing expenses. Depending on programming revenue, operating expenses increase 5 – 10% each year. In addition, as an enterprise fund, where all costs must be covered through programming and membership revenue, staff planned membership rate increases between 3 – 5% periodically as approved in the Tennis Center Business Plan, as opposed to one big increase.

Current and proposed rates, along with competitor analysis can be found on the pages that follow. If approved, new rates would go into effect June 1st, 2017.

ACTION PROPOSED:

For Review and Discussion Only.

**Oak Brook Park District
Tennis Center Membership Fees**

	<u>OB Tennis Center Current</u>	<u>OB Tennis Center Proposed</u>	<u>Hinsdale RC</u>	<u>Courts Plus</u>	<u>Score</u>	<u>5 Seasons</u>	<u>Midtown</u>
Adult	\$21 / \$27	\$23 / \$29	\$48	\$49	\$45	\$99	\$150
Adult +1	\$32 / \$41	\$34 / \$43	\$71	\$81	\$80	N/A	N/A
Junior	\$7 / \$12	\$8 / \$14	\$20	\$13	\$22	\$82	\$82
55+	\$16 / \$20	\$17 / \$21	N/A	\$39	N/A	N/A	N/A
55+ +1	\$25 / \$32	\$27 / \$34	N/A	\$65	N/A	N/A	N/A
Family	\$40 / \$53	\$42 / \$55	\$94	\$12 - \$32 per person	N/A	N/A	N/A