



Oak Brook Park District Board Packet

May 16, 2022

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

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

www.obparks.org





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 16, 2022 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
 - a. Approval by a majority of the Commissioners present to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF THE MAY 16, 2022 AGENDA
 - b. APPROVAL OF MINUTES
 - i. April 18, 2022 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2022
 - i. Warrant 659
4. ANNUAL MEETING
 - a. Election of Park Board President and Vice President
 - b. Appointment of Board Secretary and Treasurer
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
 - b. Strategic Plan of the Oak Brook Park District
 - c. Restroom, Concession, Storage Building Drawings
6. STAFF RECOGNITION
 - a. Sally Beaumont, Landscape Specialist
7. REPORTS:
 - a. Communications, IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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

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

www.obparks.org





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 16, 2022 – 6:30 p.m.
Canterberry Room

8. UNFINISHED BUSINESS

- a. Ordinance 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation
- b. Tennis Center Membership Pricing

9. NEW BUSINESS

- a. Restroom/Storage/Concession Building Construction Bid
- b. Ordinance 22-0620: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- c. Resolution 22-0621: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc., for Natural Areas Stewardship Project
- d. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference Held September 20-22, 2022 in Phoenix, AZ
- e. Amending: Administrative Policies and Procedures: Section 4.12 Purchasing Policy
- f. Amending: Administrative Policies and Procedures: Section 4.11 Procurement Card Policy
- g. Amending: Administrative Policies and Procedures: Section 4.4 Contracts- Policy for the Review and Authority to Approve and Execute Contracts
- h. Amending: Personnel Policy Section 3.10 Time Off Benefits – Vacation Time
- i. Amending: Personnel Policy Section 8.1 Exit Interview Policy

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 20, 2022, 6:30 P.M.

11. ADJOURNMENT

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

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

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

www.obparks.org





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 16, 2022 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]
 - a. Approval by a majority of the Commissioners present to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.
*[Request a motion and a second to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section 1-G-1 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 a second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***

*Then ask for a Motion (and a Second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*

- a. APPROVAL OF THE MAY 16, 2022 AGENDA
 - b. APPROVAL OF MINUTES
 - i. April 18, 2022 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2022
 - i. Warrant 659
4. ANNUAL MEETING
- a. Election of Park Board President and Vice President
[President Knitter asks for nominations for Board President. When all nominations have apparently been made, she announces that nominations are closed. If there is only one nomination, she asks for a Motion (and Second) to elect _____ as President. Voice Vote -- "All in favor".
If there is more than one nomination, a Motion (and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not elected by 3 votes, a Motion (and Second) is taken for the second nominee, and the process is repeated until a President is elected by Roll Call Vote. Once a President is elected, the President takes the Chair, and repeats the above process for nominees for Vice President]

Continued on next page.





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 16, 2022 – 6:30 p.m.
Canterberry Room

4. ANNUAL MEETING - CONTINUED

b. Appointment of Board Secretary and Treasurer

[The President states that the current Board Secretary is Executive Director Laure Kosey. The President proposes that, since the Board's secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection. If not, the President asks for a Motion (and Second) to appoint Laure Kosey as the District's Secretary. Voice Vote – "All in favor". If there is an objection, ask for proposed names for the appointment and proceed as with the appointment below. Then, the President asks for nominations for Treasurer. When all nominations have apparently been made, the President announces that nominations are closed. If there is only one nomination, the President asks for a Motion (and Second) to appoint _____ as Treasurer. Voice Vote -- "All in favor". If there is more than one nomination, a Motion (and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not approved for appointment by 3 votes, a Motion (and Second) is taken for the second nominee, and the process is repeated until a Treasurer is appointed by Roll Call Vote.]

5. COMMUNICATIONS/PROCLAMATIONS [For Review and Discussion Only.]

- a. Board of Commissioners to share communications
- b. Strategic Plan of the Oak Brook Park District
- c. Restroom, Concession, Storage Building Drawings

6. STAFF RECOGNITION [Greet Sally Beaumont, Landscape Specialist]

- a. Sally Beaumont, Landscape Specialist

7. REPORTS: [For Review and Discussion Only.]

- a. Communications, IT, and Administration Report
- b. Finance & Human Resources Report
- c. Recreation & Facilities Report
- d. Parks & Planning Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 16, 2022 – 6:30 p.m.
Canterberry Room

8. UNFINISHED BUSINESS

- a. Ordinance 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation *[Request a motion and a second to approve Ordinance No. 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation. Roll Call Vote...]*
- b. Tennis Center Membership Pricing *[Request a motion and a second to approve the Tennis Center Member Pricing as proposed. Roll Call Vote...]*

9. NEW BUSINESS [For Review and Discussion Only.]

- a. Restroom/Storage/Concession Building Construction Bid
- b. Ordinance 22-0620: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- c. Resolution 22-0621: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc., for Natural Areas Stewardship Project
- d. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference Held September 20-22, 2022 in Phoenix, AZ
- e. Amending: Administrative Policies and Procedures: Section 4.12 Purchasing Policy
- f. Amending: Administrative Policies and Procedures: Section 4:11 Procurement Card Policy
- g. Amending: Administrative Policies and Procedures: Section 4.4 Contracts- Policy for the Review and Authority to Approve and Execute Contracts
- h. Amending: Personnel Policy Section 3.10 Time Off Benefits – Vacation Time
- i. Amending: Personnel Policy Section 8.1 Exit Interview Policy

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 20, 2022, 6:30 P.M. [Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on June 20, 2022.]

11. ADJOURNMENT [Request a Motion and a Second to adjourn the May 16, 2022 Regular Meeting of the Oak Brook Park District Board of Commissioners. Voice Vote, All in Favor...]

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

Minutes

AGENDA
PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
April 18, 2022 – 6:30 p.m.
Canterberry Room

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2022 – APRIL 30, 2023 (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 7, 2022*)

- a. Approval by a majority of the Commissioners present to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to allow Commissioner Tom Truedson to attend the meeting by video conference, as he is unable to physically attend because of employment purposes as provided in section 1-G-1 of the Board Rules.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, and Trombetta, and President Knitter
Nays: None

Commissioner Truedson entered at 6:30 pm.

- b. Call to Order and Roll Call

Commissioner Suleiman called to order the Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2022 – April 30, 2023, at the hour of 6:30 pm. Commissioners Ivkovic Kelley, Suleiman, Trombetta, and Truedson answered "present" from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; and Bob Johnson, Director of Parks and Planning.

- c. Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2022–April 30, 2023

President Knitter entered at 6:31 pm.

President Knitter announced: "In accordance with state statute, a notice of today's public hearing was published in The Doings-Oak Brook newspaper on Thursday, April 7, 2022. A copy of the proposed budget and related budget ordinance has been available for public inspection in hard copy form at the Park District's Administration Office as well as in electronic form on our website for at least 30 days prior to today's hearing."

President Knitter asked if there were any public comments on the Proposed Budget and Appropriation Ordinance. No one Addressed the Board.

President Knitter asked the Board if there were any comments on the Budget or Ordinance.

d. Adjournment of Public Hearing

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to adjourn, April 18, 2022, Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2022 – April 30, 2023, at the hour of 6:33 pm.

Commissioner Truedson left the meeting at 6:33 pm.

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

President Knitter called to order the Regular Meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:34 pm. Commissioners Ivkovic Kelley, Suleiman, Trombetta, and President Knitter answered "present" from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room, were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; and Bob Johnson, Director of Parks and Planning.

- a. Approval by a majority of the Commissioners present to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to allow Commissioner Tom Truedson to attend the meeting by video conference, as he is unable to physically attend because of employment purposes as provided in section 1-G-1 of the Board Rules.

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

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

Nays: None

Commissioner Truedson entered at 6:35 pm.

3. OPEN FORUM

President Knitter asked if there were any public comments.

Resident William Malik voiced concerns over a rate increase of fitness center memberships for the senior residents. Claiming the pricing had increased 70%. Mr. Malik came into the Park District to reactivate his membership, and he was informed his membership price increased due to the inclusion of the pool for all memberships. Mr. Malik does not want to use the pool.

President Knitter stated they would look into his concerns.

4. CONSENT AGENDA

- a. APPROVAL OF THE APRIL 18, 2022 AGENDA
b. APPROVAL OF MINUTES
i. March 21, 2022, Regular Board Meeting Minutes

- c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2022
 - i. Warrant 658

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to approve taking a single omnibus vote on the Consent Agenda as presented.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

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

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

Commissioner Trombetta would like staff to consider free coffee for patrons, as this would be an amenity the Park District could afford.

Dr. Kosey stated coffee was offered pre-covid for a charge. This amenity is something staff has yet to revisit.

Commissioner Ivkovic Kelley stated a resident inquired to her earlier in the week about coffee being revisited as an amenity.

President Knitter stated that free coffee could be something that could quickly become abused by patrons.

- b. Master Vision of the Oak Brook Park District

Dr. Kosey stated that the Master Vision is revisited every six months to ensure the Park District uses the vision to move forward.

President Knitter would like to see the Core Values in the Master Vision renumbered, as Communication is the first one listed in the Master Vision. She believes Holistic Wellness should be first.

Commissioner Suleiman agreed with President Knitter.

Commissioner Trombetta would like to see Collaboration as the First Core Value.

Commissioner Truedson would need to think about a first choice.

President Knitter would like to see the Park District 2030 vision pushing more sustainable practices.

Commissioner Ivkovic Kelley would like to see better signage for recycling.

Commissioner Suleiman inquired about updates to playgrounds for accessibility.

Dr. Kosey assured Commissioner Suleiman those updates were part of the Strategic Plan.

6. STAFF RECOGNITION

- a. Craig Tuley, Tennis Center Facility Maintenance Manager

The Board welcomed Craig Tuley.

7. REPORTS:

- a. Communications, IT, and Administration Report

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

Dr. Kosey reported on clarification about the grants received and how funds may be allocated. The Park District received an Illinois Department of Commerce and Economic Opportunity (DCEO) Grant for creating the restrooms, concession, and storage area at the Central Park North Athletic Fields. Staff submitted a proposal for an Open Space Land Acquisition and Development (OSLAD) Grant for Phase Two of the North Fields. The state has postponed awarding recipients until late summer. The staff has also applied for a federal grant from the Community Impact Project Fund to make a bridge and restoration of the Ginger Creek shoreline.

Commissioner Trombetta inquired about using reserves to pay for some projects, as he did not want to leave any money on the table.

Dr. Kosey informed the Board that Dave Thommes and Bob Johnson applied for a bridge and shoreline restoration grant to remove the current gabion weir. They met with Congressman Quigley's office to discuss the grant option; they will find out if their bid will go to congress at the end of April.

Dr. Kosey stated that could be an option, but the Park District does not need to plan for that right now.

President Knitter stated she would be hesitant to use any more reserves as the Park District is still recovering from the pandemic.

Dr. Kosey stated staff is also working on updating the intranet and researching website updates.

- b. Finance & Human Resources Report

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

Mr. Salinas reported on the last eleven months of the current fiscal year. The General Fund is looking favorable compared to its budget as we begin to close the year out. Whereas the Rec Fund has a net surplus but looks unfavorable compared to two years ago. The Tennis Center is favorable compared to its budget.

Mr. Salinas stated the personal property replacement tax imposed on businesses had been distributed.

President Knitter asked Mr. Salinas why the Tennis Center revenues were down in the private lessons category compared to last year.

Mr. Thommes stated during aggressive pandemic restrictions placed on business, the Park District could only hold private lessons; since these restrictions have eased, group play was reinstated, and patrons shifted back to group lessons.

Commissioner Truedson stated he had numerous conversations with Mr. Salinas about the financials to ensure the Park District stays on target financially. They frequently speak about the reserves, which are critical and need to be at the top of their minds. Commissioner Truedson agrees with President Knitter and wants to build up the reserves; however, the Park District does not want too much surplus. Dr. Kosey and Mr. Salinas have done a great job cutting back and have managed a lot of cuts.

c. Recreation & Facilities Report

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

Mr. Thommes reported on several of the spring events coming to a close. Easter Bunny Baskets, Egg Droppings, and the Aquatic Egg Hunt were all very positive. The Aquatic Egg Hunt saw the largest registration ever, with 450 participants.

President Knitter likes seeing more pickleball sessions being offered and has gotten a lot of positive comments about the outdoor courts.

Commissioner Suleiman would like to see the satellite parks' pickleball courts marketed more to the community.

Mr. Thommes stated there would be a CAPRA visit soon, which staff has been preparing. An additional digital kiosk is coming to the Family Recreation Center, now in the testing stages.

d. Parks & Planning Report

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

Mr. Johnson reported meeting with representatives from CVG Architects and Upland Design.

Mr. Johnson stated the Parks Staff has been seeding and reactivating the parks, however the weather has caused some setbacks.

Mr. Johnson stated additional lights had been installed at the Dean Nature Sanctuary as staff continues to monitor the area after hours.

Mr. Johnson stated there had been more honey extracted from the bees at the Dean Nature Sanctuary. Additionally, Earth Month is underway, and staff and preschool will be building a pollinator garden in the front of the Family Recreation Center—Cori's Way, preschool wing.

President Knitter would like the Park District to reach out to the Morton Arboretum to see if we could collaborate on the bees.

Mr. Johnson stated pavement repairs are coming this month.

8. UNFINISHED BUSINESS

- a. Ordinance 22-0418: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2022, and Ending April 30, 2023.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to approve Ordinance 22-0418: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2022, and ending April 30, 2023.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

- b. Playground Surfacing Project Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suliman, to reject the base bid, accept the alternate bid for playground surfacing from PerfectTurf, LLC., and approve an agreement between the Oak Brook Park District and PerfectTurf, LLC. for a total cost not-to-exceed \$40,500.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

9. NEW BUSINESS

- a. Ordinance 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation

Mr. Salinas stated the transfer takes place yearly to allocate funds appropriately.

- b. Tennis Center Membership Pricing

Mr. Thommes stated fees had not been adjusted at the Tennis Center since 2017. They were scheduled to receive the increase in 2020, but it was delayed due to the pandemic. The Tennis Center is undercharging compared to the surrounding competitors, and they are losing business to tennis players who are going to the more expensive clubs.

Commissioner Suleiman stated as times are getting more difficult, they need to follow the market. She is not sure the residents will be ready.

Commissioner Kelley agreed with Commissioner Suleiman but believes the park district needs to be competitive with the pricing.

- c. Charles Vincent George Architects – Agreement for Professional Services (***) Requires Waiving the Board’s Rules to Approve at this meeting.)

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to waive the Board Rules to accept at this meeting the proposal from Charles Vincent George Architects for design and development services associated with the restroom/ concession/ storage, amphitheater and shelter facilities for a total cost not to exceed \$114,400, and to approve an Agreement Between the Oak Brook Park District and Charles Vincent George Architects for Professional Services.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to accept the proposal from Charles Vincent George Architects for design and development services associated with the restroom/concession/storage, amphitheater and shelter facilities for a total cost not to exceed \$114,400, and to approve an Agreement Between the Oak Brook Park District and Charles Vincent George Architects for Professional Services.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

- d. *Upland Design Ltd. – Agreement for Professional Services (***)Requires Waiving the Board’s Rules to Approve at this meeting.)*

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to waive the Board Rules to accept at this meeting the proposal from Upland Design, Ltd. for design and development services associated with phase-two construction at the north athletic fields at Central Park for a total cost not-to-exceed \$108,000 and to approve an Agreement Between the Oak Brook Park District and Upland Design, Ltd. for Professional Services.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to accept the proposal from Upland Design, Ltd. for design and development services associated with phase-two construction at the north athletic fields at Central Park for a total cost not-to-exceed \$108,000 and to approve an Agreement Between the Oak Brook Park District and Upland Design, Ltd. for Professional Services.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 16, 2022, AT 6:30 P.M.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on May 16, 2022, at 6:30 pm.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to adjourn the April 18, 2022, Regular Meeting of the Oak Brook Park District Board of Commissioners at the hour of 7:20 pm.

Laure L. Kosey, Executive Director

Financial Statement

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through April 30 2022, 2021 and 2020
100.00% completed (12 out of 12 months)

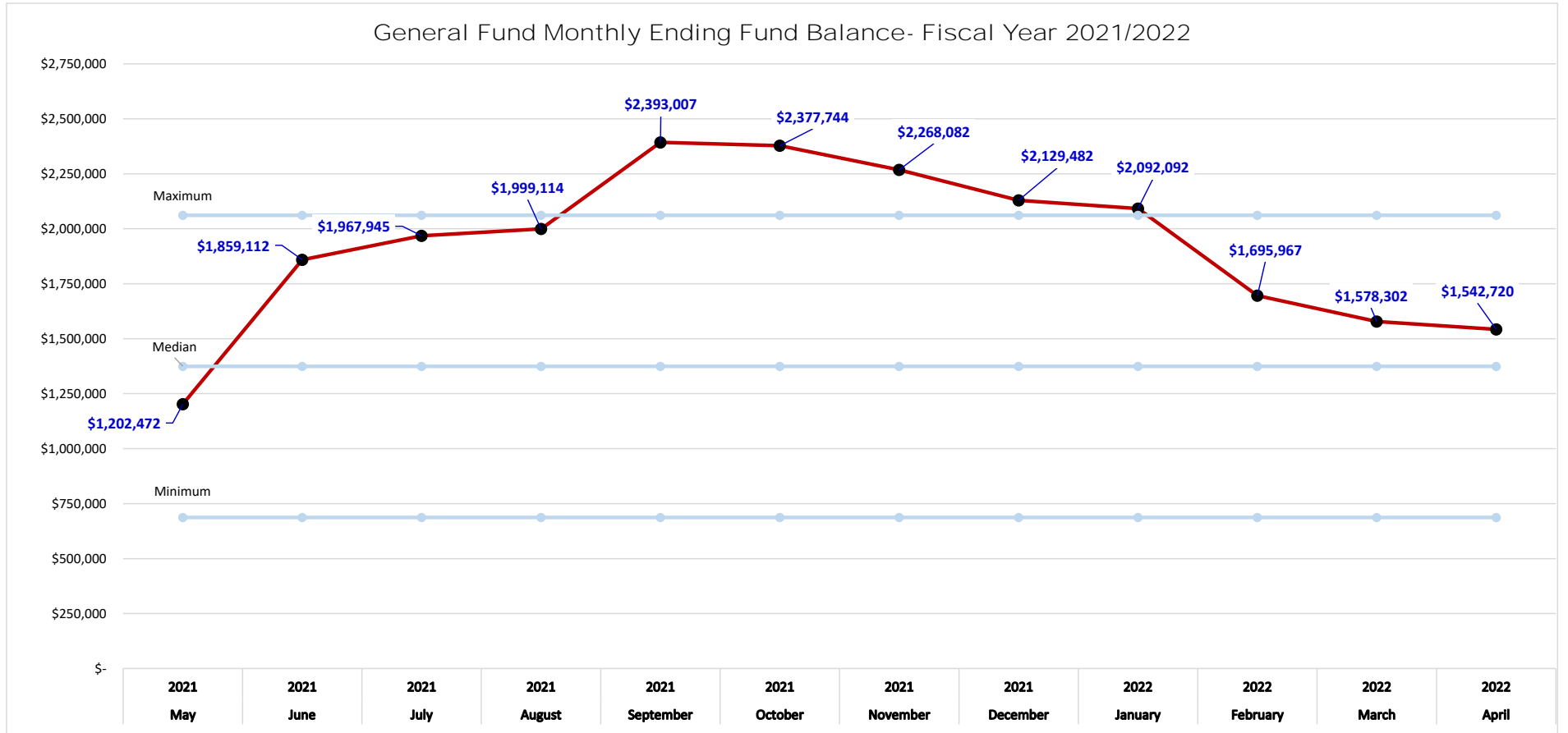
	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance							FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year" Fiscal Year 2020/2021 YTD Actual
	Original Annual Budget	April 2022 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020 YTD Actual	Percent Change		
	REVENUES										
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A	\$ -	
Finance											
Property Taxes	1,608,036	-	1,587,370	-	1,587,370	98.7%	1,497,991	89,379	6.0%	1,561,755	
Personal Prop. Repl. Taxes	99,912	52,538	251,572	-	251,572	251.8%	114,780	136,792	119.2%	108,223	
Investment Income	4,800	204	2,653	-	2,653	55.3%	11,567	(8,914)	-77.1%	6,313	
Other	10,500	439	17,185	-	17,185	163.7%	18,975	(1,790)	-9.4%	14,275	
Central Park North	65,000	1,356	70,684	-	70,684	108.7%	25,734	44,949	174.7%	56,175	
Central Park	165,000	16,403	223,407	-	223,407	135.4%	133,746	89,661	67.0%	200,544	
Building-Recreation Center	863,507	139,858	914,563	-	914,563	105.9%	847,909	66,655	7.9%	554,243	
Central Park West	59,100	10,403	50,674	-	50,674	85.7%	50,719	(45)	-0.1%	12,608	
TOTAL REVENUES	\$ 2,875,855	\$ 221,201	\$ 3,118,108	\$ -	\$ 3,118,108	108.4%	\$ 2,701,420	\$ 416,688	15.4%	\$ 2,514,136	
EXPENDITURES											
Administration	\$ 466,751	\$ 53,669	\$ 465,083	\$ 2,811	467,894	99.6%	\$ 436,846	\$ 28,237	6.5%	\$ 444,562	
Finance	450,092	38,286	367,393	1,903	369,296	81.6%	433,701	(66,308)	-15.3%	394,418	
Central Park North	23,082	994	20,934	2,240	23,174	90.7%	14,480	6,454	44.6%	8,749	
Central Park	690,755	62,716	643,569	19,278	662,847	93.2%	583,162	60,408	10.4%	553,905	
Saddlebrook Park	25,498	1,500	19,315	920	20,235	75.8%	20,063	(747)	-3.7%	13,607	
Forest Glen Park	26,624	984	17,433	2,781	20,214	65.5%	21,536	(4,103)	-19.1%	11,852	
Chillem Park	9,774	-	2,419	120	2,539	24.7%	5,183	(2,764)	-53.3%	2,222	
Dean Property	11,531	1,912	10,125	710	10,836	87.8%	10,506	(380)	-3.6%	7,924	
Professional Services	46,000	2,351	25,772	-	25,772	56.0%	80,037	(54,265)	-67.8%	43,653	
Contracts- Maint. DNS	26,000	-	25,000	-	25,000	96.2%	24,999	1	0.0%	21,168	
Building-Recreation Center	917,285	88,591	770,932	39,750	810,682	84.0%	867,339	(96,407)	-11.1%	668,957	
Central Park West	55,094	5,779	48,264	7,817	56,081	87.6%	54,126	(5,862)	-10.8%	35,074	
TOTAL EXPENDITURES	\$ 2,748,485	\$ 256,783	\$ 2,416,239	\$ 78,330	\$ 2,494,569	87.9%	\$ 2,551,977	\$ (135,738)	-5.3%	\$ 2,206,091	
TRANSFERS OUT	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000	100.0%	\$ 326,575	\$ (76,575)	N/A	\$ 385,742	
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 2,998,485	\$ 256,783	\$ 2,666,239	\$ 78,330	\$ 2,744,569	88.9%	\$ 2,878,551	\$ (212,312)	-7.4%	\$ 2,591,833	
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (122,631)	\$ (35,581)	\$ 451,869	\$ (78,330)	\$ 373,539	-368.5%	\$ (177,131)	\$ 629,000	-355.1%	\$ (77,698)	

Note> Fiscal year 2021/2022 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2019/2020, the highlighted items reflect a variance of +/-10.00% or greater. Due to the significant impact that the COVID-19 pandemic had on our operations during fiscal year 2020/2021, this schedule compares current fiscal year activity against fiscal year 2019/2020 activity.

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

Actuals- Unaudited

	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Beginning Unassigned	\$ 1,090,851	\$ 1,202,472	\$ 1,859,112	\$ 1,967,945	\$ 1,999,114	\$ 2,393,007	\$ 2,377,744	\$ 2,268,082	\$ 2,129,482	\$ 2,092,092	\$ 1,695,967	\$ 1,578,302
Monthly Net Surplus/(Deficit)	111,621	656,640	108,833	31,169	393,893	(15,263)	(109,662)	(138,601)	(37,389)	(396,125)	(117,665)	(35,581)
Ending Unassigned	\$ 1,202,472	\$ 1,859,112	\$ 1,967,945	\$ 1,999,114	\$ 2,393,007	\$ 2,377,744	\$ 2,268,082	\$ 2,129,482	\$ 2,092,092	\$ 1,695,967	\$ 1,578,302	\$ 1,542,720



Minimum (3 months Exp.)	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121	\$ 687,121
Median (6 months Exp.)	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243	\$ 1,374,243
Maximum (9 months Exp.)	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364	\$ 2,061,364

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through April 30 2022, 2021 and 2020
100.00% completed (12 out of 12 months)

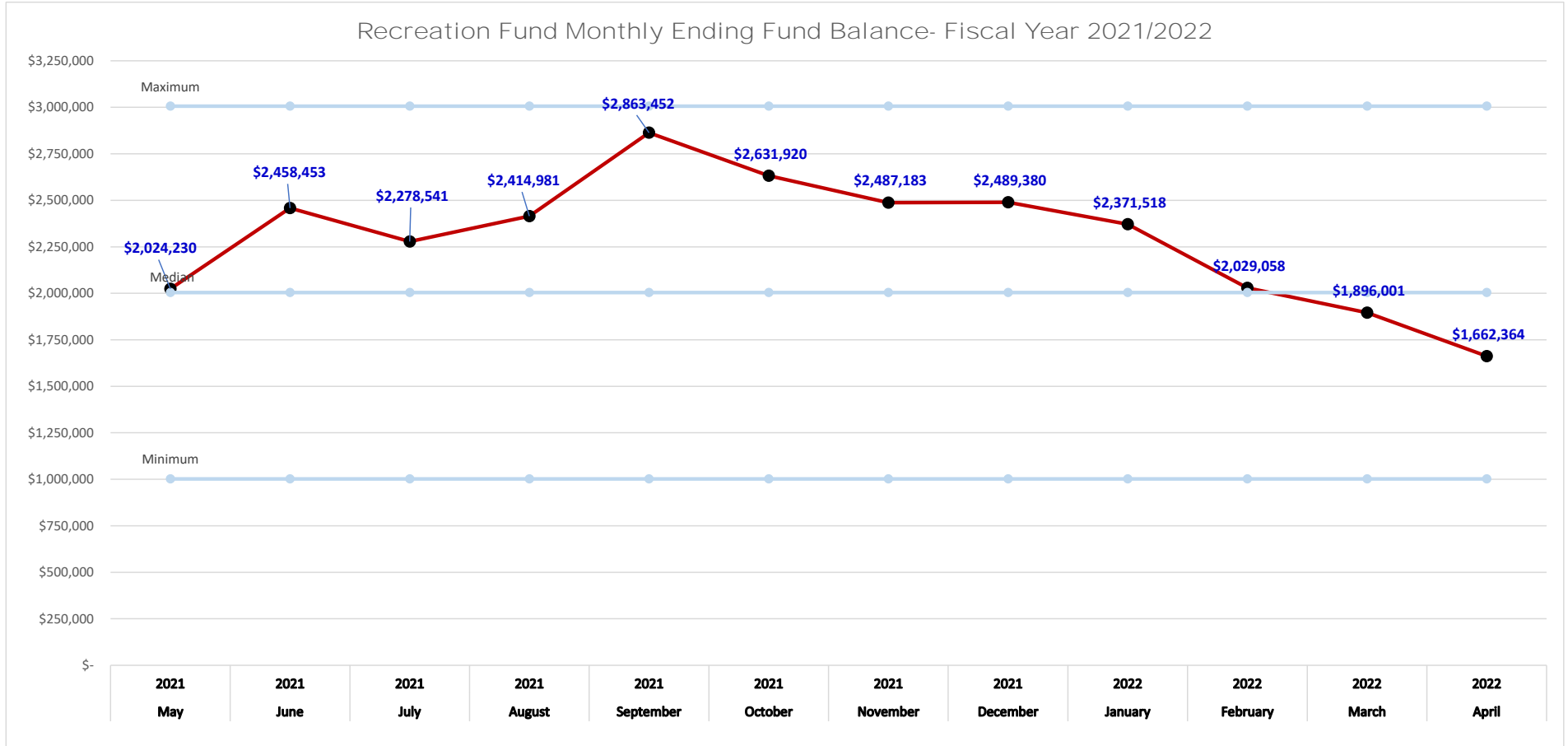
	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance						FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year"
	Original Annual Budget	April 2022 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020 YTD Actual	Percent Change	Fiscal Year 2020/2021 YTD Actual
REVENUES										
Administration										
Property Taxes	\$ 1,250,250	\$ -	\$ 1,233,136	\$ -	\$ 1,233,136	98.6%	\$ 886,534	\$ 346,602	39.1%	\$ 969,988
Personal Prop. Repl. Taxes	31,454	16,540	79,199	-	79,199	251.8%	36,134	43,064	119.2%	34,070
Investment Income	10,000	317	3,566	-	3,566	35.7%	17,188	(13,622)	-79.3%	7,411
Other	2,000	96	2,267	-	2,267	113.4%	1,473	794	53.9%	10,114
Fitness Center	687,837	45,254	411,681	-	411,681	59.9%	878,812	(467,131)	-53.2%	193,430
Aquatic Center	468,401	22,659	291,169	-	291,169	62.2%	436,984	(145,815)	-33.4%	197,504
Aquatic Recreation Prog.	697,617	8,775	371,443	-	371,443	53.2%	471,011	(99,569)	-21.1%	188,940
Children's Programs	231,035	1,155	317,105	-	317,105	137.3%	103,261	213,843	207.1%	127,380
Preschool Programs	269,592	31,100	315,601	-	315,601	117.1%	235,511	80,090	34.0%	153,373
Youth Programs	214,498	3,028	160,083	-	160,083	74.6%	227,622	(67,540)	-29.7%	70,041
Adult Programs	47,745	2,670	48,811	-	48,811	102.2%	43,306	5,505	12.7%	10,956
Pioneer Programs	67,400	190	42,117	-	42,117	62.5%	60,121	(18,003)	-29.9%	5,997
Special Events and Trips	135,770	2,541	107,186	-	107,186	78.9%	96,781	10,405	10.8%	99,562
Marketing	49,000	350	12,105	-	12,105	24.7%	84,208	(72,103)	-85.6%	22,400
Capital Outlay	-	-	-	-	-	N/A	143,000	(143,000)	N/A	-
TOTAL REVENUES	\$ 4,162,599	\$ 134,674	\$ 3,395,468	\$ -	\$ 3,395,468	81.6%	\$ 3,721,948	\$ (326,480)	-8.8%	\$ 2,091,167
EXPENDITURES										
Administration	\$ 906,213	\$ 102,612	\$ 721,232	\$ 16,116	\$ 737,348	79.6%	\$ 752,073	\$ (30,842)	-4.1%	\$ 786,294
Fitness Center	463,454	62,333	362,639	16,725	379,364	78.2%	627,092	(264,453)	-42.2%	408,571
Aquatic Center	866,125	87,540	620,639	38,697	659,335	71.7%	763,019	(142,381)	-18.7%	557,104
Aquatic Recreation Prog.	320,182	21,160	225,766	2,274	228,040	70.5%	248,747	(22,981)	-9.2%	103,244
Children's Programs	190,904	10,294	225,252	1,375	226,626	118.0%	86,073	139,178	161.7%	86,377
Preschool Programs	237,585	30,238	197,918	238	198,156	83.3%	198,128	(211)	-0.1%	112,253
Youth Programs	154,120	8,739	77,277	398	77,675	50.1%	119,993	(42,717)	-35.6%	41,049
Adult Programs	35,704	3,189	20,840	-	20,840	58.4%	32,373	(11,533)	-35.6%	6,465
Pioneer Programs	140,370	9,703	101,222	(8)	101,214	72.1%	51,120	50,102	98.0%	6,654
Special Events and Trips	96,928	3,321	82,925	(356)	82,569	85.6%	65,248	17,676	27.1%	79,670
Marketing	307,569	22,493	201,141	(342)	200,799	65.4%	285,596	(84,456)	-29.6%	239,319
Capital Outlay	289,000	6,689	275,131	-	275,131	95.2%	243,549	31,581	13.0%	139,328
TOTAL EXPENDITURES	\$ 4,008,153	\$ 368,311	\$ 3,111,979	\$ 75,118	\$ 3,187,096	77.6%	\$ 3,473,013	\$ (361,034)	-10.4%	\$ 2,566,328
TRANSFERS OUT	\$ 312,548	\$ -	\$ 312,548	\$ -	\$ 312,548	100.0%	\$ 81,011	\$ 231,537	N/A	177,973
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 4,320,701	\$ 368,311	\$ 3,424,527	\$ 75,118	\$ 3,499,644	79.3%	\$ 3,554,024	\$ (129,497)	-3.6%	\$ 2,744,301
REVENUES OVER (UNDER) EXPENDITURES	\$ (158,102)	\$ (233,637)	\$ (29,059)	\$ (75,118)	\$ (104,176)	18.4%	\$ 167,924	\$ (196,983)	-117.3%	\$ (653,133)

Note> Fiscal year 2021/2022 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2019/2020, the highlighted items reflect a variance of +/-10.00% or greater. Due to the significant impact that the COVID-19 pandemic had on our operations during fiscal year 2020/2021, this schedule compares current fiscal year activity against fiscal year 2019/2020 activity.

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

Actuals- Unaudited

	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Beginning Committed	\$ 1,691,423	\$ 2,024,230	\$ 2,458,453	\$ 2,278,541	\$ 2,414,981	\$ 2,863,452	\$ 2,631,920	\$ 2,487,183	\$ 2,489,380	\$ 2,371,518	\$ 2,029,058	\$ 1,896,001
Monthly Net Surplus/(Deficit)	332,807	434,223	(179,912)	136,440	448,471	(231,532)	(144,737)	2,197	(117,862)	(342,460)	(133,057)	(233,637)
Ending Committed	\$ 2,024,230	\$ 2,458,453	\$ 2,278,541	\$ 2,414,981	\$ 2,863,452	\$ 2,631,920	\$ 2,487,183	\$ 2,489,380	\$ 2,371,518	\$ 2,029,058	\$ 1,896,001	\$ 1,662,364



Minimum (3 months Exp.)	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038	\$ 1,002,038
Median (6 months Exp.)	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077	\$ 2,004,077
Maximum (9 months Exp.)	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115	\$ 3,006,115

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through April 30 2022, 2021 and 2020
100.00% completed (12 out of 12 months)

	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance						FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year"
	Original Annual Budget	April 2022 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020 YTD Actual	Percent Change	Fiscal Year 2020/2021 YTD Actual
REVENUES										
Administration	\$ 8,500	\$ 482	\$ 28,578	\$ -	\$ 28,578	336.2%	\$ 13,907	\$ 14,671	105.5%	\$ 44,928
Building- Racquet Club	500	-	-	-	-	0.0%	479	(479)	-100.0%	149
Programs- Racquet Club	1,803,000	56,963	1,818,861	-	1,818,861	100.9%	1,746,232	72,630	4.2%	1,450,822
TOTAL REVENUES	\$ 1,812,000	\$ 57,445	\$ 1,847,440	\$ -	\$ 1,847,440	102.0%	\$ 1,760,618	\$ 86,821	4.9%	\$ 1,495,899
EXPENSES										
Administration	\$ 691,588	\$ 57,343	\$ 485,263	\$ 2,259	\$ 487,522	70.2%	\$ 560,110	\$ (74,847)	-13.4%	\$ 457,601
Building- Racquet Club	375,829	22,964	239,713	48,191	287,903	63.8%	270,816	(31,104)	-11.5%	242,043
Programs- Racquet Club	814,500	58,026	517,815	-	517,815	63.6%	752,753	(234,938)	-31.2%	631,303
Capital Outlay	160,000	-	124,882	-	124,882	78.1%	-	124,882	#DIV/0!	0
TOTAL EXPENSES	\$ 2,041,916	\$ 138,333	\$ 1,367,673	\$ 50,449	\$ 1,418,122	67.0%	\$ 1,583,679	\$ (216,006)	-13.6%	\$ 1,330,947
REVENUES OVER (UNDER) EXPENSES	\$ (229,916)	\$ (80,888)	\$ 479,767	\$ (50,449)	\$ 429,317	-208.7%	\$ 176,939	\$ 302,828	171.1%	\$ 164,952

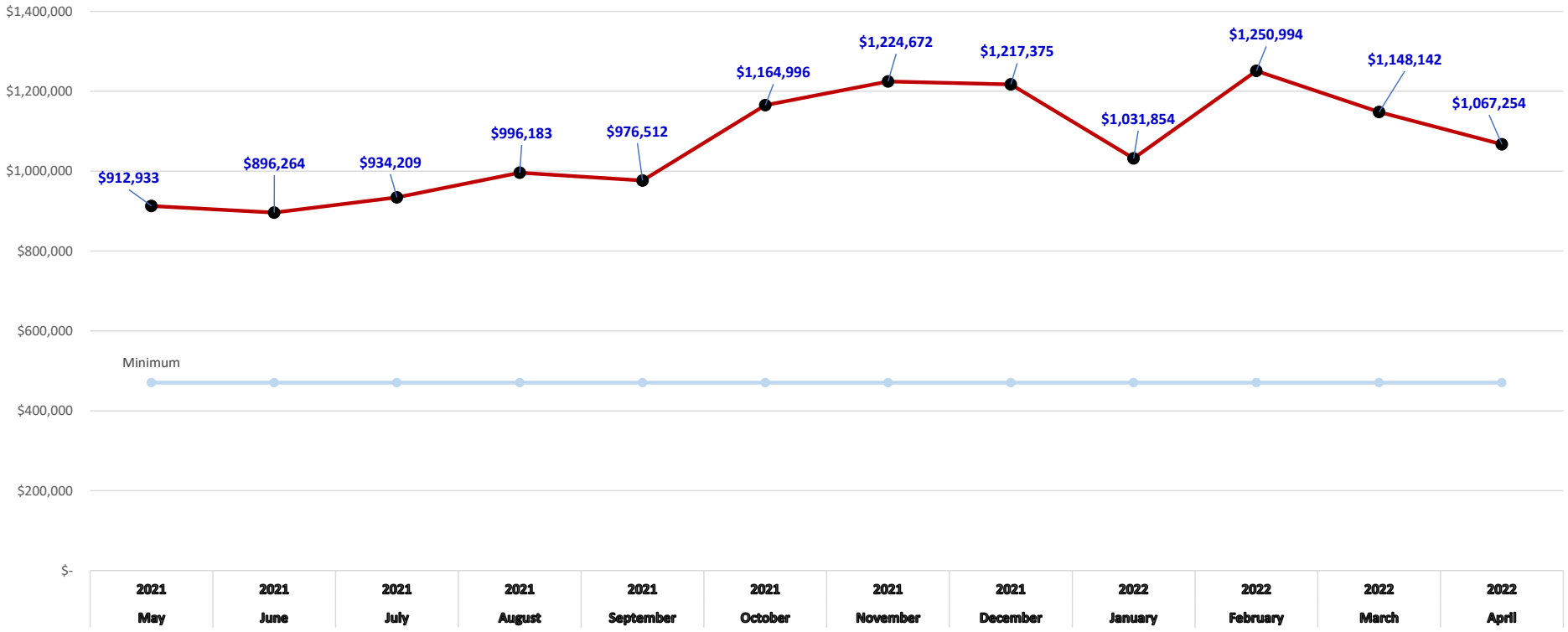
Note> Fiscal year 2021/2022 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2019/2020, the highlighted items reflect a variance of +/-10.00% or greater. Due to the significant impact that the COVID-19 pandemic had on our operations during fiscal year 2020/2021, this schedule compares current fiscal year activity against fiscal year 2019/2020 activity.

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

Actuals- Unaudited

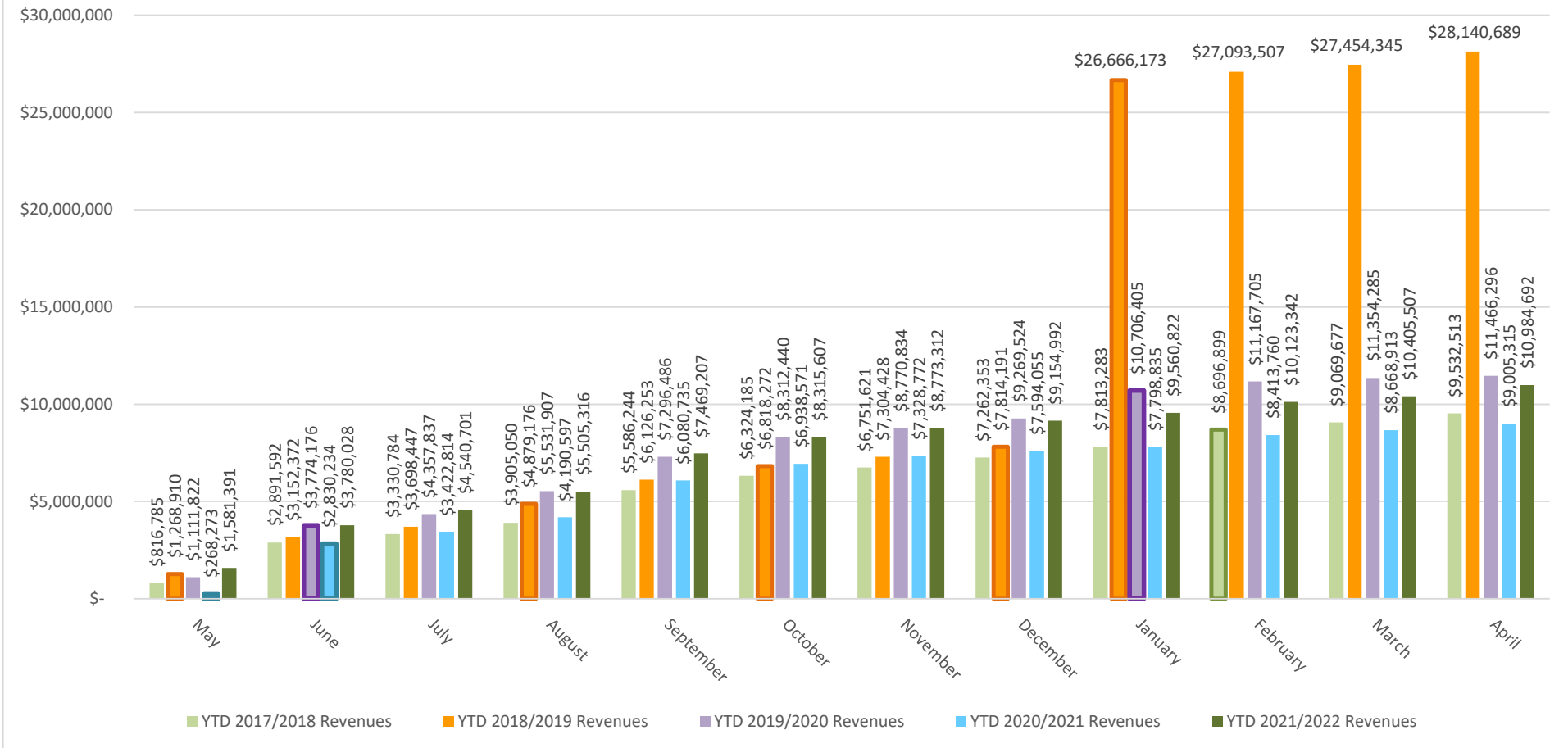
	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Beginning Investment in Capital Assets	\$ 1,695,849	\$ 1,695,849	\$ 1,695,849	1,695,849	1,695,849	1,715,249	1,743,401	1,744,461	1,744,461	1,820,731	1,820,731	1,820,731
Beginning Unrestricted	712,369	912,933	896,264	934,209	996,183	976,512	1,164,996	1,224,672	1,217,375	1,031,854	1,250,994	1,148,142
Monthly Net Surplus/(Deficit)	200,564	(16,669)	37,945	80,876	(48,242)	245,725	60,736	(7,317)	(109,521)	128,870	(12,311)	(80,888)
Ending Investment in Capital Assets	1,695,849	1,695,849	1,695,849	1,695,849	1,715,249	1,743,401	1,744,461	1,744,461	1,820,731	1,820,731	1,820,731	1,820,731
Ending Unrestricted	912,933	896,264	934,209	996,183	976,512	1,164,996	1,224,672	1,217,375	1,031,854	1,250,994	1,148,142	1,067,254

Tennis Fund Monthly Ending Unrestricted Net Position- Fiscal Year 2021/2022



Minimum (3 months Exp.)	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479	\$ 470,479
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

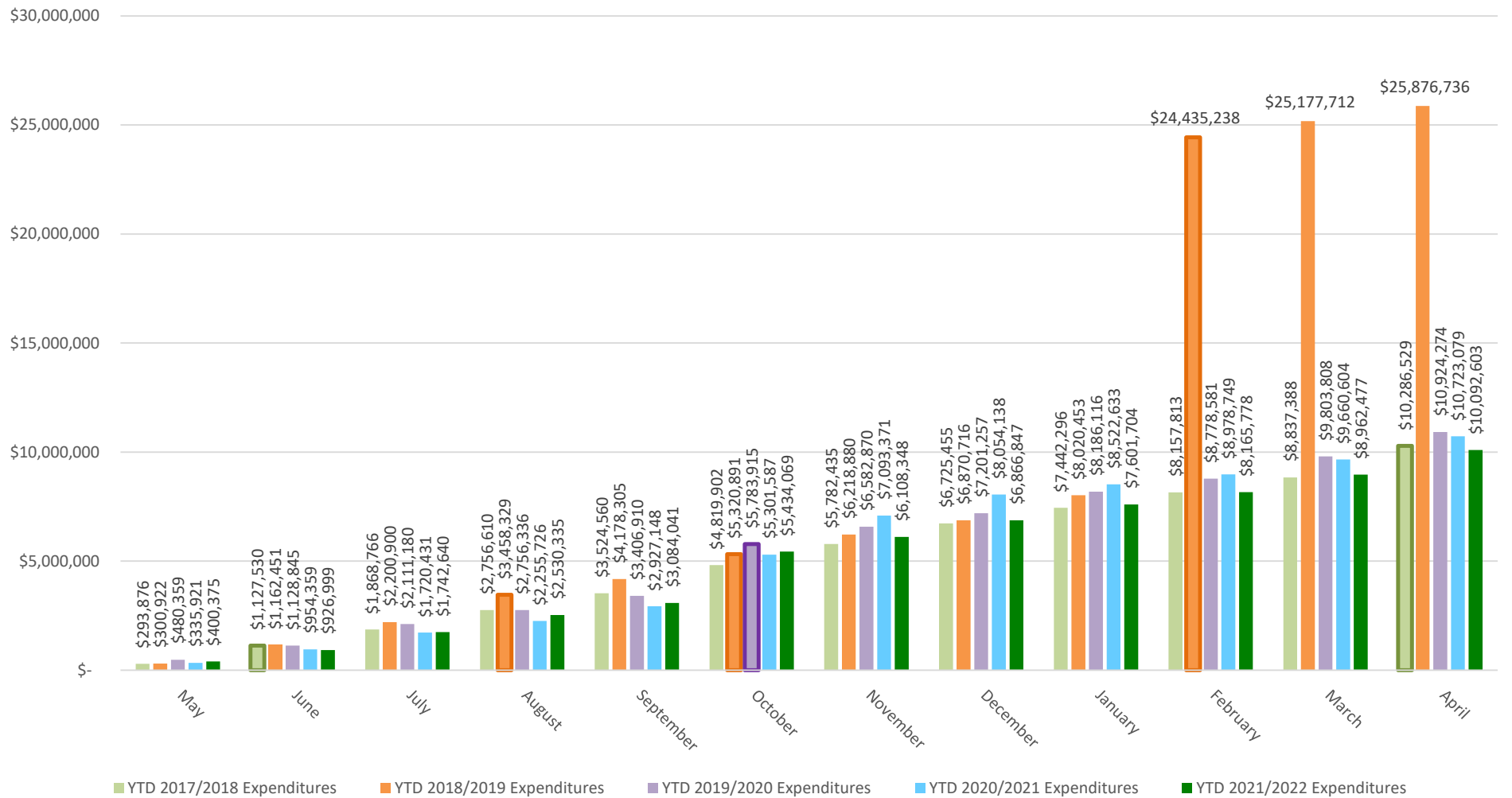
Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

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

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



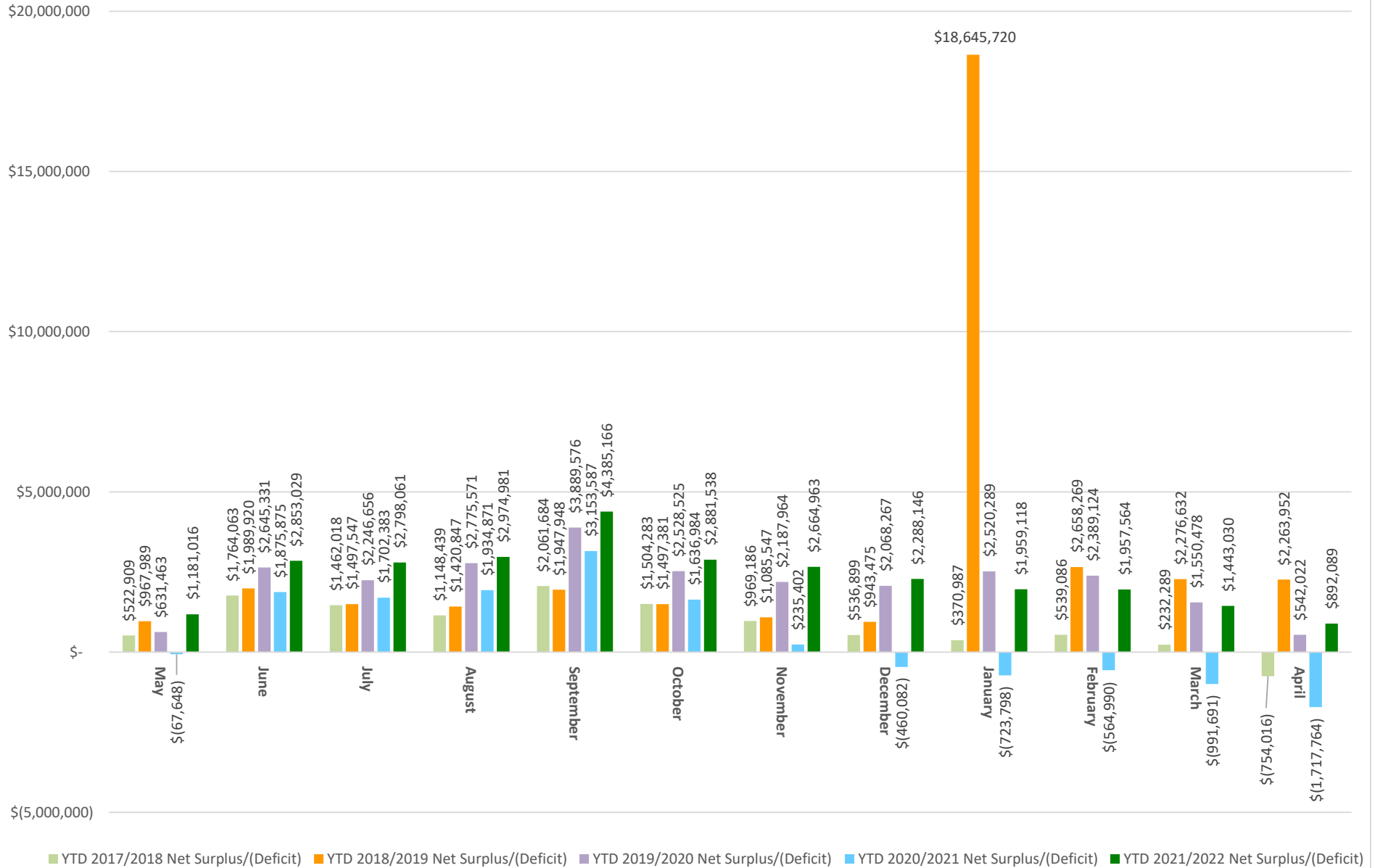
NOTES

2017/2018: During June 2017 and 2018 the Park District recognized three payroll disbursements when compared to two disbursements in June of 2015 & 2016. This is one of the reasons for the increased Y-T-D expenditures in June 2017 and 2018 over the same period in 2016 and 2015. The increased expenditures as of April 30, 2018 are primarily due to increased capital expenditures in our Capital Projects Fund (family locker room) and Tennis Center (HVAC upgrade, reflective ceiling).

2018/2019: The large increase in expenditures during August 2018 is due to the additional capital costs incurred for our Central Park improvement project. During that month we recognized \$502,035 in capital costs which brings the YTD total to \$936,997. In the prior year we had only recognized \$43,525 in capital costs as of the end of August 2017. Additionally, this fiscal year includes new expenditures related to our management of the Village's aquatic center. In February 2019 the District recorded \$15.8 million in capital expenditures for the purchase of 34 acres of land.

2019/2020: During October 2019, we made a \$1,226,621 payment on our 2019 G.O. bonds as well as a \$334,605 payment on our 2016/2012 G.O. bonds.

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
 April 2022

FUND NAME	FY 2021/2022 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (12 months)
GENERAL CORPORATE FUND			
REVENUES	\$ 2,875,855	\$ 221,201	\$ 3,118,108
EXPENDITURES	2,998,485	256,783	2,666,239
SURPLUS/(DEFICIT)	\$ (122,631)	\$ (35,581)	\$ 451,869
RECREATION FUND			
REVENUES	\$ 4,162,599	\$ 134,674	\$ 3,395,468
EXPENDITURES	4,320,701	368,311	3,424,527
SURPLUS/(DEFICIT)	\$ (158,102)	\$ (233,637)	\$ (29,059)
IMRF FUND			
REVENUES	\$ 148,375	\$ 14,611	\$ 188,717
EXPENDITURES	205,000	19,491	188,080
SURPLUS/(DEFICIT)	\$ (56,625)	\$ (4,880)	\$ 638
LIABILITY INSURANCE FUND			
REVENUES	\$ 137,439	\$ 3,900	\$ 147,392
EXPENDITURES	157,070	4,333	141,443
SURPLUS/(DEFICIT)	\$ (19,632)	\$ (433)	\$ 5,949
AUDIT FUND			
REVENUES	\$ 12,168	\$ 5	\$ 13,430
EXPENDITURES	13,038	-	13,013
SURPLUS/(DEFICIT)	\$ (870)	\$ 5	\$ 418
DEBT SERVICE FUND			
REVENUES	\$ 1,845,042	\$ 9	\$ 1,858,254
EXPENDITURES	1,830,142	307,356	1,830,106
SURPLUS/(DEFICIT)	\$ 14,900	\$ (307,347)	\$ 28,148
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUES	\$ 1,812,000	\$ 57,445	\$ 1,847,440
EXPENSES	2,041,916	138,333	1,367,673
SURPLUS/(DEFICIT)	\$ (229,916)	\$ (80,888)	\$ 479,767



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
April 2022

FUND NAME	FY 2021/2022 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (12 months)
SPORTS CORE FUND			
REVENUES	\$ 445,638	\$ -	\$ 294,585
EXPENDITURES	413,922	-	315,234
SURPLUS/(DEFICIT)	\$ 31,716	\$ -	\$ (20,649)
SPECIAL RECREATION FUND			
REVENUES	\$ 72,969	\$ 3	\$ 79,837
EXPENDITURES	130,194	4,954	101,291
SURPLUS/(DEFICIT)	\$ (57,225)	\$ (4,952)	\$ (21,454)
CAPITAL PROJECT FUND			
REVENUES	\$ 503,000	\$ 137,595	\$ 438,631
EXPENDITURES	405,500	2,500	366,267
SURPLUS/(DEFICIT)	\$ 97,500	\$ 135,095	\$ 72,364
SOCIAL SECURITY FUND			
REVENUES	\$ 139,081	\$ 9,742	\$ 165,378
EXPENDITURES	235,000	28,415	241,280
SURPLUS/(DEFICIT)	\$ (95,919)	\$ (18,673)	\$ (75,902)
CONSOLIDATED SUMMARY			
REVENUES	\$ 12,154,165	\$ 579,185	\$ 11,547,240
EXPENDITURES/EXPENSES	12,750,968	1,130,476	10,655,151
SURPLUS/(DEFICIT)	\$ (596,802)	\$ (551,291)	\$ 892,089

**OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
April 2022**

		CONSOLIDATED TOTALS
REVENUES		
Property Taxes	\$	-
Replacement Taxes		97,293
Recreation Program Fees		97,646
Fitness Center Fees		45,254
Aquatic Center & Program Fees		31,434
Marketing		350
Sports Core - Fields		-
Sports Core - Aquatics		-
Sports Core - Tennis		-
FRC Rental/Member Fees		40,915
CPW Building Rentals		10,403
Field Rentals- Central Park		16,403
Field Rentals- Central Park North		1,356
Interest		1,006
Grant Proceeds		-
Transfers		-
Donations		-
Sponsorship		-
Overhead Revenue		98,944
Miscellaneous		138,181
TOTAL- REVENUES	\$	579,185
 EXPENDITURES/EXPENSES		
Accounts Payable and Other	\$	365,861
Overhead Expenditures		98,944
April Payroll and Related Benefits		665,671
TOTAL EXPENDITURES/EXPENSES	\$	1,130,476
 NET REVENUES/(EXPENDITURES/EXPENSES)	\$	(551,291)

**Oak Brook Park District
Consolidated Balance Sheet
As of April 30, 2022**

ASSETS

	Consolidated Totals
Current Assets	
Cash and Investments	\$ 5,912,297
Receivables - Net of Allowances	
Property Taxes	4,805,629
Accounts	764,073
Due from Other Funds	-
Prepays	210,359
Inventories	<u>18,191</u>
Total Current Assets	<u>\$ 11,710,548</u>
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,153,403
Accumulated Depreciation	<u>(3,498,029)</u>
Total Noncurrent Assets	<u>\$ 1,695,849</u>
Total Assets	\$ 13,406,398

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	\$ 46,593
Total Assets and Deferred outflows of Resources	<u>\$ 13,452,991</u>

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 39,757
Accrued Payroll	14,101
Retainage Payable	-
Unearned Revenue	1,258,551
Due To Other Funds	-
Unclaimed Property	<u>2,480</u>
Total Current Liabilities	<u>\$ 1,314,888</u>
Noncurrent Liabilities	
Compensated Absences Payable	\$ 17,154
Net Pension Liability - IMRF	(104,738)
Total OPEB Liability - RBP	<u>86,345</u>
Total Noncurrent Liabilities	<u>\$ (1,239)</u>
Total Liabilities	\$ 1,313,650

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	\$ 224,437
Property Taxes	4,805,629
Total Liabilities and Deferred Inflows of Resources	<u>\$ 6,343,716</u>

FUND/NET POSITION BALANCES

Net Investment in Capital Assets	\$ 1,820,731
Non-spendable	-
Restricted	206,039
Committed	2,472,531
Unassigned/Unrestricted	<u>2,609,974</u>
Total Fund Balances	<u>\$ 7,109,275</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	<u>\$ 13,452,991</u>

OAK BROOK PARK DISTRICT
Treasurer's Report- As of April 30, 2022

Investment Type	Bank/Institution	Balance	Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>					
	Evergreen Bank	\$ 5,047,785.98	0.200%	Interest-bearing	91.03%
	Hinsdale Bank	261,800.60 *	0.270%	Interest-bearing	4.72%
	Sub-Total:	<u>\$ 5,309,586.58</u>			<u>95.76%</u>
<u>Savings</u>					
	Evergreen Bank	\$ 97,208.04	0.650%	Interest-bearing (Insured Cash Sweep)	1.75%
<u>Checking</u>					
	Fifth Third Bank	\$ 83,006.63	0.100%	Interest-bearing	1.50%
<u>Investment Pool</u>					
	The Illinois Funds	\$ 55,157.22	0.478%	Illinois Public Treasurers' Investment Pool	0.99%
	Grand Total Investments:	<u><u>\$ 5,544,958.47</u></u>			<u><u>100.00%</u></u>

<u>Benchmark</u>					
Three-month U.S. Treasury Bill			0.808%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day close on 4/29/2022.	

* Balance and yield rate have been estimated because the corresponding month-end bank statement was not available as of the date of this schedule.

Oak Brook Park District		
Schedule of Capital Expenditures/Expenses		
As of April 30, 2022		
DESCRIPTION	VENDOR	Year-to-Date Expenditures
Capital Project Fund		
New Ford Explorer- Fire extinguisher, floor mats	Various	\$ 272.11
Legal fees- FRC roof, asphalt paving, monument signs	Robbins Schwartz	2,300.00
Kubota RTV utility vehicle	Russo	16,078.99
Way finding signage- Various Locations	Alphagraphics, Vacker Sign	2,750.42
FRC roof improvements	Top Roofing, Mercury Mechanical Corp., Taylor Plumbing	240,715.73
CPW painting & acoustical panel installation	Certapro Painters, Accurate Construction	25,900.00
Central Park North- Phase 2 Design & Engineering	Upland Design	50,025.73
Central Park North- Phase 1	Integral Construction, Lauterbach & Amen	14,217.00
I.T. server replacement	Sterling Network Integration	9,007.00
	SUBTOTAL BALANCE	\$ 361,266.98
Recreation Fund		
Fitness equipment- capital lease payment No. 2 of 3	Lease Servicing Center	\$ 39,111.66
Plexiglass at Splash Island	Bear Metal Welding	11,750.00
Skid steer and trailer	Big Tex Trailer, Arends Hogan Walker, Alta Equip.	59,984.54
Outdoor pickleball courts (prev. basketball courts)	Perm-A-Seal, Peerless Fence	39,844.99
Monument & wayfinding signage- Central Park North	McMaster-Carr, Parvin-Clauss Sign Co., Anderson Landscape, Hinsdale Nurseries	42,750.46
Asphalt project- Central Park & Saddle Brook	Accu-Paving Co.	75,000.00
Soccer goals- Central Park North	Keeper Goals	6,689.00
	SUBTOTAL BALANCE	\$ 275,130.65
Tennis Fund		
Tennis Center Roof Improvement Project	Seal-Tight Exteriors Inc., Daily Herald	\$ 95,048.20
Legal fees- Outdoor courts resurfacing project	Robbins Schwartz	800.00
Interior crack repairs and sealing	Perma-Seal Basement System	18,433.75
Asphalt project- Central Park	Accu-Paving Co.	10,600.00
	SUBTOTAL BALANCE	\$ 124,881.95
Special Recreation Fund		
Asphalt project- Central Park & Saddle Brook	Accu-Paving Co.	\$ 19,997.40
	SUBTOTAL BALANCE	\$ 19,997.40
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES		\$ 781,276.98

Warrant

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43591	ANDERSON ELEVATOR CO.	03/01/2022	04/30/2022	608.00	608.00	Open	N
43615	ANDERSON LANDSCAPE SUPPLY	04/25/2022	04/30/2022	72.00	72.00	Open	N
43608	ASI SIGNAGE INNOVATIONS	02/28/2022	04/30/2022	7,394.00	7,394.00	Open	N
43690	BEAR METAL WELDING & FABRICATION	09/08/2021	04/30/2022	2,300.00	2,300.00	Open	N
43708	BEAR METAL WELDING & FABRICATION	05/04/2021	04/30/2022	11,750.00	11,750.00	Open	N
43637	BEST LIGHTS INC.	04/26/2022	04/30/2022	2,950.00	2,950.00	Open	N
43625	BROTHERS CARPET CLEANING	04/16/2022	04/30/2022	3,143.00	3,143.00	Open	N
43566	C.E. RENTALS, INC.	04/05/2022	04/30/2022	825.00	825.00	Open	N
43676	CARDMEMBER SERVICE	04/26/2022	04/30/2022	2,894.27	2,894.27	Open	N
43677	CARDMEMBER SERVICE	04/26/2022	04/30/2022	93.88	93.88	Open	N
43678*	CARDMEMBER SERVICE	04/26/2022	04/30/2022	333.39	333.39	Open	N
43679	CARDMEMBER SERVICE	04/26/2022	04/30/2022	636.57	636.57	Open	N
43680	CARDMEMBER SERVICE	04/26/2022	04/30/2022	1,543.97	1,543.97	Open	N
43681	CARDMEMBER SERVICE	04/26/2022	04/30/2022	152.96	152.96	Open	N
43682	CARDMEMBER SERVICE	04/26/2022	04/30/2022	240.21	240.21	Open	N
43683	CARDMEMBER SERVICE	04/26/2022	04/30/2022	2,301.19	2,301.19	Open	N
43684	CARDMEMBER SERVICE	04/26/2022	04/30/2022	169.00	169.00	Open	N
43685	CARDMEMBER SERVICE	04/26/2022	04/30/2022	97.53	97.53	Open	N
43686	CARDMEMBER SERVICE	04/26/2022	04/30/2022	104.97	104.97	Open	N
43687	CARDMEMBER SERVICE	04/26/2022	04/30/2022	1,432.11	1,432.11	Open	N
43688	CARDMEMBER SERVICE	04/26/2022	04/30/2022	691.87	691.87	Open	N
43689	CARDMEMBER SERVICE	04/26/2022	04/30/2022	934.50	934.50	Open	N
43691	CARDMEMBER SERVICE	04/26/2022	04/30/2022	11,651.30	11,651.30	Open	N
43692	CARDMEMBER SERVICE	04/26/2022	04/30/2022	1,103.47	1,103.47	Open	N
43693	CARDMEMBER SERVICE	04/26/2022	04/30/2022	12.22	12.22	Open	N
43694	CARDMEMBER SERVICE	04/26/2022	04/30/2022	124.02	124.02	Open	N
43695	CARDMEMBER SERVICE	04/26/2022	04/30/2022	602.90	602.90	Open	N
43696	CARDMEMBER SERVICE	04/26/2022	04/30/2022	2,035.65	2,035.65	Open	N
43697	CARDMEMBER SERVICE	04/26/2022	04/30/2022	13,130.48	13,130.48	Open	N
43698	CARDMEMBER SERVICE	04/26/2022	04/30/2022	132.26	132.26	Open	N
43699	CARDMEMBER SERVICE	04/26/2022	04/30/2022	2,938.79	2,938.79	Open	N
43700	CARDMEMBER SERVICE	04/26/2022	04/30/2022	1,480.47	1,480.47	Open	N
43701	CARDMEMBER SERVICE	04/26/2022	04/30/2022	272.07	272.07	Open	N
43609	CATAPULT	04/20/2022	04/30/2022	126.00	126.00	Open	N
43577	CHICAGO FILTER SUPPLY	04/11/2022	04/30/2022	298.62	298.62	Open	N
43597	CHICAGO FILTER SUPPLY	04/14/2022	04/30/2022	369.00	369.00	Open	N
43598	CLASSIC LANDSCAPE, LTD.	04/21/2022	04/30/2022	2,640.00	2,640.00	Open	N
43671	CONTRACTORS ACOUSTICAL SUPPLY	04/28/2022	04/30/2022	1,248.00	1,248.00	Open	N
43660	CROWN TROPHY	04/01/2022	04/30/2022	348.82	348.82	Open	N
43580	DIRECT ENERGY BUSINESS	04/14/2022	04/30/2022	14,275.76	14,275.76	Open	N
43575	DIRECT ENERGY BUSINESS	04/14/2022	04/30/2022	586.95	586.95	Open	N
43576	DIRECT ENERGY BUSINESS	04/14/2022	04/30/2022	4,691.81	4,691.81	Open	N
43639	DREISILKER ELECTRIC MOTORS INC	04/07/2022	04/30/2022	569.96	569.96	Open	N
43567	EBEL'S ACE HARDWARE #8313	04/11/2022	04/30/2022	38.47	38.47	Open	N
43571	EBEL'S ACE HARDWARE #8313	04/11/2022	04/30/2022	4.49	4.49	Open	N
43599	EBEL'S ACE HARDWARE #8313	04/19/2022	04/30/2022	153.43	153.43	Open	N
43703	EBEL'S ACE HARDWARE #8313	05/05/2022	05/16/2022	16.71	16.71	Open	N

User: NLAWLER

POST DATES 04/30/2022 - 05/16/2022

DB: Oak Brook Park L

UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43579	ELMHURST OCCUPATIONAL HEALTH	03/31/2022	04/30/2022	738.00	738.00	Open	N
43704	ELMHURST OCCUPATIONAL HEALTH	04/30/2022	04/30/2022	189.00	189.00	Open	N
43602	ENERGIZE SPORTZ	04/11/2022	04/30/2022	6,990.90	6,990.90	Open	N
43655	ENVISION HEALTHCARE INC	05/01/2022	05/16/2022	44.00	44.00	Open	N
43628	FED EX	04/27/2022	04/30/2022	44.10	44.10	Open	N
43629	FED EX	04/20/2022	04/30/2022	42.11	42.11	Open	N
43592	FERGUSON FACILITY #3400	03/18/2022	04/30/2022	2,077.56	2,077.56	Open	N
43672	FERGUSON FACILITY #3400	04/26/2022	04/30/2022	2,028.42	2,028.42	Open	N
43605	FITNESS EQUIPMENT SERVICES	04/11/2022	05/16/2022	780.00	780.00	Open	N
43650	FLAGG CREEK WATER RECLAMATION	04/26/2022	04/30/2022	1,264.69	1,264.69	Open	N
43651	FLAGG CREEK WATER RECLAMATION	04/26/2022	04/30/2022	20.97	20.97	Open	N
43652	FLAGG CREEK WATER RECLAMATION	04/26/2022	04/30/2022	60.62	60.62	Open	N
43653	FLAGG CREEK WATER RECLAMATION	04/26/2022	04/30/2022	26.87	26.87	Open	N
43589	FLUID RUNNING LLC	04/18/2022	04/30/2022	6,716.50	6,716.50	Open	N
43573	GRAINGER	03/22/2022	04/30/2022	329.52	329.52	Open	N
43668	GYMNASIUM MATTERS LLC	04/25/2022	04/30/2022	24,642.00	24,642.00	Open	N
43604	HAGG PRESS	04/15/2022	04/30/2022	2,042.50	2,042.50	Open	N
43646	HAGG PRESS	04/28/2022	04/30/2022	25.00	25.00	Open	N
43706	HAGG PRESS	04/29/2022	05/16/2022	1,052.00	1,052.00	Open	N
43661	HALOGEN SUPPLY COMPANY, INC.	03/16/2022	04/30/2022	146.63	146.63	Open	N
43662	HALOGEN SUPPLY COMPANY, INC.	03/07/2022	04/30/2022	69.26	69.26	Open	N
43663	HALOGEN SUPPLY COMPANY, INC.	03/02/2022	04/30/2022	39.86	39.86	Open	N
43596	HI TOUCH BUSINESS SERVICES	03/29/2022	04/30/2022	252.30	252.30	Open	N
43665	HI TOUCH BUSINESS SERVICES	04/20/2022	04/30/2022	1,337.79	1,337.79	Open	N
43666	HI TOUCH BUSINESS SERVICES	04/21/2022	04/30/2022	150.16	150.16	Open	N
43667	HI TOUCH BUSINESS SERVICES	04/20/2022	04/30/2022	6.49	6.49	Open	N
43622	HOME DEPOT CREDIT SERVICES	04/20/2022	04/30/2022	53.12	53.12	Open	N
43623	HOME DEPOT CREDIT SERVICES	04/19/2022	04/30/2022	76.19	76.19	Open	N
43624	HOME DEPOT CREDIT SERVICES	04/08/2022	04/30/2022	145.35	145.35	Open	N
43647	HOME DEPOT CREDIT SERVICES	04/21/2022	04/30/2022	32.30	32.30	Open	N
43630	IL DEPT OF AGRICULTURE	04/25/2022	05/16/2022	60.00	60.00	Open	N
43565	IL STATE TOLL HWY AUTHORITY	04/07/2022	04/30/2022	67.00	67.00	Open	N
43572	ILLINOIS STATE POLICE	03/31/2022	04/30/2022	110.00	110.00	Open	N
43568	INSIGHT DIRECT USA INC	03/25/2022	04/30/2022	737.58	737.58	Open	N
43569	INSIGHT DIRECT USA INC	03/24/2022	04/30/2022	3,103.44	3,103.44	Open	N
43570	INSIGHT DIRECT USA INC	03/23/2022	04/30/2022	2,376.89	2,376.89	Open	N
43675	INSIGHT DIRECT USA INC	04/06/2022	04/30/2022	1,919.97	1,919.97	Open	N
43712	INSIGHT DIRECT USA INC	04/28/2022	04/30/2022	2,068.23	2,068.23	Open	N
43574	KONICA MINOLTA BUSINESS	05/14/2022	04/30/2022	129.42	129.42	Open	N
43490	KONICA MINOLTA PREMIER FINANCE	03/30/2022	04/30/2022	739.00	739.00	Open	N
43648	LANGUAGE IN ACTION, INC	04/22/2022	04/30/2022	440.00	440.00	Open	N
43606	LDL	04/12/2022	04/30/2022	416.50	416.50	Open	N
43702	LENNO LASN	04/30/2022	04/30/2022	181.00	181.00	Open	N
43600	NEXT GENERATION	04/14/2022	04/30/2022	625.00	625.00	Open	N
43601	NEXT GENERATION	04/12/2022	04/30/2022	660.25	660.25	Open	N
43612	NEXT GENERATION	04/13/2022	04/30/2022	281.25	281.25	Open	N
43632	NEXT GENERATION	04/21/2022	04/30/2022	720.00	720.00	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43649	NEXT GENERATION	04/28/2022	04/30/2022	291.75	291.75	Open	N
43673	NEXT GENERATION	04/28/2022	04/30/2022	595.00	595.00	Open	N
43562	NICOR GAS	04/12/2022	04/30/2022	386.08	386.08	Open	N
43563	NICOR GAS	04/12/2022	04/30/2022	1,653.38	1,653.38	Open	N
43626	OAK BROOK HISTORICAL SOCIETY	05/01/2022	05/16/2022	50.00	50.00	Open	N
43564	OAK BROOK PARK DISTRICT	04/13/2022	04/30/2022	524.56	524.56	Open	N
43633	PARKREATION, INC.	04/26/2022	04/30/2022	3,086.12	3,086.12	Open	N
43705	PETTY CASH-RECREATION DEPT.	04/30/2022	04/30/2022	469.21	469.21	Open	N
43578	PFEIFFER'S PEST CONTROL	04/04/2022	04/30/2022	200.00	200.00	Open	N
43611	PFEIFFER'S PEST CONTROL	04/04/2022	04/30/2022	200.00	200.00	Open	N
43616	PRAIRIE NURSEY INC.	04/19/2022	04/30/2022	854.01	854.01	Open	N
43595	PROVEN BUSINESS SYSTEMS	04/12/2022	04/30/2022	894.00	894.00	Open	N
43631	QUADIENET FINANCE USA	03/18/2022	04/30/2022	200.00	200.00	Open	N
43593	QUADIENET LEASING	04/14/2022	05/16/2022	384.81	384.81	Open	N
43664	RENE RONQUILLO	04/27/2022	04/30/2022	172.50	172.50	Open	N
43641	ROBBINS SCHWARTZ	04/11/2022	04/30/2022	220.00	220.00	Open	N
43642	ROBBINS SCHWARTZ	04/11/2022	04/30/2022	80.00	80.00	Open	N
43643	ROBBINS SCHWARTZ	04/11/2022	04/30/2022	60.00	60.00	Open	N
43644	ROBBINS SCHWARTZ	04/11/2022	04/30/2022	40.00	40.00	Open	N
43645	ROBBINS SCHWARTZ	04/11/2022	04/30/2022	64.00	64.00	Open	N
43713	SBC WASTE SOLUTIONS	04/30/2022	05/16/2022	110.00	110.00	Open	N
43714	SBC WASTE SOLUTIONS	04/30/2022	05/16/2022	165.00	165.00	Open	N
43715	SBC WASTE SOLUTIONS	04/30/2022	05/16/2022	165.00	165.00	Open	N
43603	SOCCER MADE IN AMERICA	04/07/2022	04/30/2022	872.00	872.00	Open	N
43590	STANLEY CONVEGENT SECURITY SOLUTIC	04/06/2022	04/30/2022	3,400.00	3,400.00	Open	N
43656	STERLING NETWORK INTEGRATION	04/29/2022	04/30/2022	465.00	465.00	Open	N
43657	STERLING NETWORK INTEGRATION	04/29/2022	04/30/2022	1,550.00	1,550.00	Open	N
43658	STERLING NETWORK INTEGRATION	04/11/2022	04/30/2022	465.00	465.00	Open	N
43659	STERLING NETWORK INTEGRATION	04/29/2022	04/30/2022	620.00	620.00	Open	N
43709	STERLING NETWORK INTEGRATION	04/29/2022	04/30/2022	1,860.00	1,860.00	Open	N
43710	STERLING NETWORK INTEGRATION	04/29/2022	04/30/2022	1,860.00	1,860.00	Open	N
43711	STERLING NETWORK INTEGRATION	04/29/2022	04/30/2022	2,357.50	2,357.50	Open	N
43594	SUBURBAN FAMILY MAGAZINE	04/20/2022	05/16/2022	675.00	675.00	Open	N
43634	SWEET COMB CHICAGO	04/08/2022	05/16/2022	2,000.00	2,000.00	Open	N
43620	TAMELING INDUSTRIES INC.	04/21/2022	04/30/2022	196.00	196.00	Open	N
43635	TAMELING INDUSTRIES INC.	04/14/2022	04/30/2022	822.14	822.14	Open	N
43654	THE LIFEGUARD STORE	03/22/2022	04/30/2022	2,355.00	2,355.00	Open	N
43614	TITAN IMAGE GROUP, INC	04/20/2022	04/30/2022	365.00	365.00	Open	N
43610	TOP ROOFING	12/06/2021	04/30/2022	30,495.60	30,495.60	Open	N
43674	TOP ROOFING	03/09/2022	04/30/2022	700.00	700.00	Open	N
43619	TOTAL FIRE & SAFETY, INC.	04/06/2022	04/30/2022	203.25	203.25	Open	N
43669	TOTAL FIRE & SAFETY, INC.	04/06/2022	04/30/2022	1,073.45	1,073.45	Open	N
43670	TOTAL FIRE & SAFETY, INC.	01/28/2022	04/30/2022	747.33	747.33	Open	N
43707	TOWERSTREAM CORPORATION	05/01/2022	05/16/2022	215.00	215.00	Open	N
43640	UPLAND DESIGN LTD	04/27/2022	04/30/2022	3,278.67	3,278.67	Open	N
43613	VILLA PARK ELECTRICAL SUPPLY	03/09/2022	04/30/2022	326.61	326.61	Open	N
43638	VILLA PARK ELECTRICAL SUPPLY	04/12/2022	04/30/2022	618.80	618.80	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43621	VILLAGE OF OAK BROOK	04/08/2022	04/30/2022	200.00	200.00	Open	N
43627	VILLAGE OF OAK BROOK	04/22/2022	04/30/2022	890.54	890.54	Open	N
43617	WAREHOUSE DIRECT INC.	04/02/2022	04/30/2022	70.35	70.35	Open	N
43618	WAREHOUSE DIRECT INC.	04/11/2022	04/30/2022	27.50	27.50	Open	N
43636	WILSON SPORTING GOODS	04/18/2022	04/30/2022	723.63	723.63	Open	N
43607	WINDY CITY NINJAS	04/18/2022	04/30/2022	360.00	360.00	Open	N

# of Invoices:	147	# Due:	147	Totals:	236,238.60	236,238.60
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					<u>236,238.60</u>	<u>236,238.60</u>

* 1 Net Invoices have Credits Totalling: (27.70)

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	67,700.26	67,700.26
02 - RECREATION FUND	79,563.68	79,563.68
07 - RECREATIONAL FACILITIES FUND	51,604.20	51,604.20
09 - SPECIAL RECREATION FUND	54.86	54.86
12 - CAPITAL PROJECTS FUND	37,315.60	37,315.60

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	20,300.87	20,300.87
02 - FINANCE	1,457.70	1,457.70
04 - CENTRAL PARK NORTH	4,586.12	4,586.12
05 - CENTRAL PARK	3,761.71	3,761.71
07 - FOREST GLEN PARK	872.96	872.96
09 - DEAN PROPERTY	2,055.00	2,055.00
10 - PROFESSIONAL SERVICES	464.00	464.00
15 - BUILDING/RECREATION CENTER	48,841.31	48,841.31
20 - CENTRAL PARK WEST	3,210.43	3,210.43
21 - FITNESS CENTER	3,705.42	3,705.42
25 - AQUATIC CENTER	18,264.38	18,264.38
26 - AQUATIC-RECREATION PROGRAMS	7,843.53	7,843.53
30 - CHILDRENS PROGRAMS	8,744.37	8,744.37
31 - PRESCHOOL PROGRAMS	2,229.34	2,229.34
32 - YOUTH PROGRAMS	1,394.98	1,394.98
50 - PIONEER PROGRAMS	746.09	746.09
60 - SPECIAL EVENTS & TRIPS	2,137.12	2,137.12
71 - BUILDING/RACQUET CLUB	30,914.58	30,914.58
75 - TENNIS PROGRAMS	10,683.73	10,683.73
80 - MARKETING	7,565.36	7,565.36
81 - CAPITAL OUTLAY	19,144.00	19,144.00
95 - CAPITAL PROJECTS FUND	37,315.60	37,315.60

05/10/2022 10:04 AM
User: NLAWLER
DB: Oak Brook Park D

WARRANT #659
INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
POST DATES 04/14/2022 - 04/17/2022
JOURNALIZED
PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43561	LAUTERBACH & AMEN LLP	04/11/2022	04/14/2022	2,500.00	0.00	Paid	Y
# of Invoices:	1	# Due:	0	Totals:	2,500.00	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				2,500.00	0.00		
--- TOTALS BY FUND ---							
	12 - CAPITAL PROJECTS FUND			2,500.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	95 - CAPITAL PROJECTS FUND			2,500.00	0.00		

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
43581	IL DEPT OF REVENUE	04/20/2022	04/28/2022	542.00	0.00	Paid	Y
43582	UMB BANK N.A.	03/01/2022	04/28/2022	307,356.24	0.00	Paid	Y
43583	VILLAGE OF OAK BROOK	04/08/2022	04/28/2022	3,549.76	0.00	Paid	Y
43584	VILLAGE OF OAK BROOK	04/08/2022	04/28/2022	58.16	0.00	Paid	Y
43585	VILLAGE OF OAK BROOK	04/08/2022	04/28/2022	34.08	0.00	Paid	Y
43586	VILLAGE OF OAK BROOK	04/08/2022	04/28/2022	10.00	0.00	Paid	Y
43587	VILLAGE OF OAK BROOK	04/08/2022	04/28/2022	178.56	0.00	Paid	Y
43588	WOODRIDGE PARK DISTRICT	08/25/2021	04/28/2022	48.00	0.00	Paid	Y
# of Invoices:	8	# Due:	0	Totals:	311,776.80	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					311,776.80	0.00	

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	1,109.76	0.00
02 - RECREATION FUND	2,710.32	0.00
06 - DEBT SERVICE FUND	307,356.24	0.00
07 - RECREATIONAL FACILITIES FUND	600.48	0.00

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	12.38	0.00
01 - ADMINISTRATION CORPORATE	709.95	0.00
05 - CENTRAL PARK	44.08	0.00
15 - BUILDING/RECREATION CENTER	995.14	0.00
20 - CENTRAL PARK WEST	58.16	0.00
21 - FITNESS CENTER	709.95	0.00
25 - AQUATIC CENTER	1,242.42	0.00
50 - PIONEER PROGRAMS	48.00	0.00
71 - BUILDING/RACQUET CLUB	178.56	0.00
75 - TENNIS PROGRAMS	421.92	0.00
94 - DEBT SERVICE FUND	307,356.24	0.00

Annual Meeting

Election of Park Board President and Vice President

[President Knitter asks for nominations for Board President. When all nominations have apparently been made, she announces that nominations are closed. If there is only one nomination, she asks for a Motion (and Second) to elect _____ as President. Voice Vote -- "All in favor".

If there is more than one nomination, a Motion (and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not elected by 3 votes, a Motion (and Second) is taken for the second nominee, and the process is repeated until a President is elected by Roll Call Vote. Once a President is elected, the President takes the Chair, and repeats the above process for nominees for Vice President]

Appointment of Board Secretary and Treasurer

[The President states that the current Board Secretary is Executive Director Laure Kosey. The President proposes that, since the Board's secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection. If not, the President asks for a Motion (and Second) to appoint Laure Kosey as the District's Secretary. Voice Vote -- "All in favor". If there is an objection, ask for proposed names for the appointment and proceed as with the appointment below.

Then, the President asks for nominations for Treasurer. When all nominations have apparently been made, the President announces that nominations are closed. If there is only one nomination, the President asks for a Motion (and Second) to appoint _____ as Treasurer. Voice Vote -- "All in favor". If there is more than one nomination, a Motion (and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not approved for appointment by 3 votes, a Motion (and Second) is taken for the second nominee, and the process is repeated until a Treasurer is appointed by Roll Call Vote.]

Communications and Proclamations

Board of Commissioners to share communications
Strategic Plan of the Oak Brook Park District
Restroom, Concession, Storage Building Drawings

Oak Brook
Park District

A National Gold Medal Agency



STRATEGIC PLAN

www.obparks.org



Years

2020-2024

Updated May, 2022



Strategic Plan 2020-2024

Contents

Mission, Vision, and Core Values	1
Process	2
Performance Measures	3
SWOC Analysis	12
Appendix	14

ACKNOWLEDGMENTS

Board of Park Commissioners

Sharon Knitter	President
Lara Suleiman	Vice President
Tom Truedson	Treasurer
Frank Trombetta	Commissioner
Ivana Ivkovic Kelley	Commissioner

Staff

Laure Kosey	Executive Director
Bonnie Gibellina	Administrative Services Specialist
Mallory Price	Administrative Services Assistant

Dave Thommes	Deputy Director
---------------------	------------------------

Bob Johnson	Director of Parks and Planning
Sally Beaumont	Landscape Specialist
Santiago Escobedo	Park Specialist
Colton Lopez	Park Technician
Bob Sleva	Landscape Specialist
Felipe Perez	Park Specialist
Jake Stachowiak	Park Specialist

Rob Bond	Superintendent of Aquatics
Josh Chartrand	Building Technician
Matt Murtaugh	Building Engineer
Grant Gilchrist	Aquatic Manager
Caroline Reimann	Aquatic Programming Supervisor

Mike Contreras	Superintendent of Recreation
Kim Catris	Recreation Manager, Youth & Camp
Brian DeWolf	Recreation Manager, Athletics
Karen Spandikow	Recreation Manager, Adult

Strategic Planning Input and Review Schedule

- September, 2016**
Comprehensive Community Wide Survey
- June, 2018**
Community Focus Groups
- November 21, 2019**
All Staff Strategic Planning Workshop
- March 12, 2020**
Board of Commissioners Strategic Planning Workshop
- June 15, 2020 Regular Board Meeting**
Strategic Plan Approved
- November 16, 2020**
Strategic Plan Update

Katie Basile	Superintendent of Facilities
Kathy Chartrand	Registration Coordinator
Ryan Husch	Facility Manager
Kate Sniegowski	Facility Supervisor
Gloria Marquez	Lead Custodian
Olga Martinez	Custodian
Patricia Ornelas	Custodian
Rafael Rodriguez	Custodian
Robert Pechous	Superintendent of Communications & IT
Haley Colucci	Marketing & Communications Manager
Erik Ruiz	Graphic Designer
Rachel Jones	Corporate and Community Relations
Alin Pop	Superintendent of Enterprise Operations
Michelle Beczarski	Director of Tennis Operations
Alice Belden	Tennis Admin/Programming
Leticia Limonez	Tennis Customer Service Manager
Craig Tuley	Facility Maintenance Manager
Marco Salinas	Chief Financial Officer
Linda Noonan	Human Resources Manager
Nicole Lawler	Finance Manager

Mission:

It is the mission of the Oak Brook Park District to provide the **very best** in **park** and **recreational opportunities, facilities,** and **open lands** for **our community**.

Vision:

To provide a diverse range of opportunities designed to keep the community happy, fit and active while being its very best and feeling its very best.

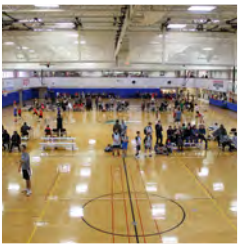


Strategic Initiatives:

- To ensure that the very best facilities are accessible and available.
- To provide the very best in parks and open space to our constituents and to be a community leader in environmental conservation and stewardship.
- To provide an all inclusive range of the very best passive and active recreational programs and opportunities to our entire community.
- To foster a diverse work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.
- To prioritize the fiscally responsible use of resources in all aspects of our operations.

Core Values:

Holistic Wellness



Providing programs, services, and opportunities designed to improve all aspects of the overall wellness of the Greater Oak Brook community.

Environmental Stewardship



Fostering the responsible use and protection of the natural environment through education, conservation, and sustainable practices.

Inclusion



Ensuring that everyone, regardless of age or ability, has access to the very best in park and recreational opportunities to enrich their quality of life.

Teamwork



Working together to incorporate the diverse culture and viewpoints of our staff and community to effectively foster recreational creativity, encouragement, and motivation.

Customer Experience



Providing the very best service to each individual who visits our park district facilities and to promote loyalty among our staff and constituents.

Open Communication



Engaging in honest, and respectful communication, both internally and externally, will educate our community on the benefits of parks and recreation.

PROCESS

The COVID-19 pandemic brought about unprecedented challenges and obstacles for the Oak Brook Park District. This Strategic Plan will reflect and incorporate these obstacles and serves as a working document. The Board of Commissioners and Staff are guided by the Oak Brook Park District's mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community, and strive to do so even when faced with uncertain times.

The Oak Brook Park District's Strategic Planning process focuses on developing a tactical and adaptive working plan linking our mission, vision, and core values, with strategic initiatives. This will ensure the operational goals for the next four years fall within the parameters of our Master Vision.

2020 Strategic Planning Workshop

On March 12, 2020 the Oak Brook Park District Board of Park Commissioners held a planning workshop to discuss the strategic plans for the District with Park District staff. The workshop reviewed the accomplishments completed under the previous strategic plan identified strengths, weaknesses, opportunities, and challenges within the District, and identified strategic initiatives and projects to accomplish in the next four years.

Review

The Oak Brook Park District Leadership Team reviews the progress of Strategic Plan initiatives every six months during regular staff and department head meetings. The Strategic Plan progress is presented semiannually at regular board meetings.

History of Oak Brook Park District's Strategic Plan

Oak Brook Park District's Strategic Planning initiative began September 11, 2010 with a planning meeting lead by consultant John Fontana. During the meeting, staff and board members utilized a SWOC analysis to better understand critical challenges and needs, then prioritize them to create S.M.A.R.T. (specific, measurable, attainable, realistic, and timely) goals, acknowledging people accountable for results and identify potential obstacles.

Staff Involvement

To ensure the success and realization of strategic initiatives, staff on every level contributes to an accurate assessment of the Oak Brook Park District's operational strengths, weaknesses, opportunities and challenges.

Board Involvement

Elected board members participate in the Strategic Planning workshop to develop goals that are designed to help make the Oak Brook Community the very best.

Community Involvement

Through regular facility surveys, program evaluations, focus groups, and client engagement, the Oak Brook Park District actively solicits and incorporates formal as well as informal resident, participant, member, and community input throughout the strategic planning process.

PERFORMANCE MEASURES

Mission:

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

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

Strategic Initiative	Performance Measures
■ To ensure that the very best facilities are accessible and available.	<ul style="list-style-type: none"> • Facility usage, including accessibility and inclusion • Facility survey satisfaction scores • Increased membership revenue • Participant attendance
■ To provide the very best in parks and open space to our constituents and to be a community leader in environmental conservation and stewardship.	<ul style="list-style-type: none"> • Park survey satisfaction scores • Park usage, including accessibility and inclusion • Event attendance • Participation in outdoor special events • Recycling in parks
■ To provide an all inclusive range of the very best passive and active recreational programs and opportunities to our entire community.	<ul style="list-style-type: none"> • Number of recreation programs offered each season • Registration numbers • Program survey satisfaction scores • Program evaluation scores • Resident participation • Nonresident participation • Inclusion statistics
■ To foster a diverse work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.	<ul style="list-style-type: none"> • Retention • CPRP and professional certification status • Employee satisfaction survey scores • Board participation and visibility • Volunteer hours served • Safety Audit scores • Orientation completion • Staff knowledge of Mission Statement • Participation in voluntary team building events • Goal achievement
■ To prioritize the fiscally responsible use of resources in all aspects of our operations.	<ul style="list-style-type: none"> • Financial audit results • Excellence in Financial Reporting status • OBPARKS Foundation involvement • Maintain healthy financial reserve balances

Be Your Very Best. Feel Your Very Best.

HAPPY | FIT | ACTIVE

IMPLEMENTATION

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

Primary Goals: Completion by November, 2022

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■	Implement consistent customer service throughout our facilities	<ul style="list-style-type: none"> Quarterly customer service training is provided to the service desk team, including the new COVID-19 protocol. Positive reinforcement for staff customer service excellence is provided through direct staff acknowledgment and Action Awards. The District Core Values will continue to be used for the development of a quarterly customer service training plan for all departments. 	Facilities ONGOING.
■	Automate HR on-boarding process	<ul style="list-style-type: none"> Identify system capabilities needed to improve the efficiency of the on-boarding process (i.e., recruitment, hire, on-boarding, orientation). Research system options, feasibility of integration with BS&A Software, and cost. Establish a budget to purchase and implement software. Prepare a Request for Proposal. Prepare a plan for implementation of the software. Train supervisors on system use. 	HR Completion set for November, 2022.
■ ■ ■ ■	Improve security	<ul style="list-style-type: none"> Develop a purchasing/replacement plan. Identify locations that need access control. 	Parks, Facilities, IT Completion set for November, 2022.
■ ■ ■	Analyze program offerings to identify gaps in service	<ul style="list-style-type: none"> Identify times of the day where new programs can be offered. Conduct surveys with current participants to identify new program ideas. 	Recreation Completion set for November, 2022.
■ ■	Focus on member retention at Family Recreation Center	<ul style="list-style-type: none"> The Annual Member Appreciation Day will take place in-person on November 5, 2021. Additional member retention efforts will continue and are ongoing, including the member referral program & free guest day on Fridays for members. A 2020-2021 initiative includes the New Member Welcome Packet and increasing the strength of the new member on-boarding program after COVID-19. The Aquatics and Fitness 3 year Business Plans were developed, which provided additional member retention services and programs that will be explored and/or provided. 	Facilities Was on hold due to COVID-19. Now resuming.
■ ■ ■ ■ ■	Update and implement tour procedure for Family Recreation Center	<ul style="list-style-type: none"> Redesign Family Recreation Center tour process. Consider accessibility and inclusion. Prepare the tour process before new post-COVID-19 memberships are launched. 	Facilities Completion set for November, 2022.
■ ■ ■	Offer more outdoor recreational opportunities at Dean Nature Sanctuary	<ul style="list-style-type: none"> Create 4 programs at Dean Nature Sanctuary. Evaluate programming and adjust accordingly. Consider accessibility and inclusion opportunities. Offering Community Garden Plots in the Spring of 2021. 	Recreation Was on hold due to COVID-19. Now resuming.

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

IMPLEMENTATION

Primary Goals: Completion by November, 2022

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■ ■	Update and distribute the new member welcome packet	<ul style="list-style-type: none"> The new member welcome packet is in process of being developed and will be launched within 2020-2021. 	Facilities, Marketing Was on hold due to COVID-19. Now resuming.
■	Install electronic schedule displays and online registration kiosks	<ul style="list-style-type: none"> Increase the amount of information to patrons. Identify locations and equipment needed. Create an installation plan recognizing accessibility and inclusion. 	Facilities, IT Completion set for November, 2022.
■ ■	Examine the perpetual swim lesson model	<ul style="list-style-type: none"> Improve swim lesson program management by having more control over registration levels and number of participants. Allow for better budget planning with consistent revenue flow through monthly installments. Understand concerns with staffing and scheduling consistency. Evaluate the feasibility of implementing the model. 	Aquatics Completion set for November, 2022.
■ ■	Electronic personal training tracking	<ul style="list-style-type: none"> Evaluate current process and inefficiencies. Develop a better tracking system. 	Facilities, IT Completion set for November, 2023.
■ ■ ■	Update lighting in Family Recreation Center to LED	<ul style="list-style-type: none"> Several regions within the facility, including the gymnasium, has been upgraded to LED lighting. Future budgetary and operational plans include on-going upgrades for Family Recreation Center to LED lighting. 	Facilities Completion set for November, 2023.
■ ■	Increase music availability in fitness studios	<ul style="list-style-type: none"> Research streaming music platforms. Install equipment in studios. 	Facilities, IT Completion set for November, 2023.

IMPLEMENTATION

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■ ■	Improve picnic area at Tennis Center patio	<ul style="list-style-type: none"> Repair damage and make improvements. Develop into a family picnic area/rental opportunity. Consider accessibility and inclusion. 	Parks, Tennis, Facilities Completion set for November, 2022.
■ ■ ■	Construct restrooms at Central Park North site	<ul style="list-style-type: none"> Research the feasibility of constructing outdoor restrooms. Determine the size and amenities of the restrooms. Work with architect and engineer to develop cost opinion. Construct restrooms that best serve the needs of the site. 	Parks, Recreation Completion set for March, 2023.
■ ■	Increase safety of the pathway system	<ul style="list-style-type: none"> Repair and pave pathways. Apply for grants to assist with funding. 	Parks ONGOING.
■ ■	Increase path system	<ul style="list-style-type: none"> Assess areas of growth. Work with Village. Develop long term development plan. Charging stations and water refill options 	Parks Completion set for November, 2024.
■ ■	Develop pocket parks	<ul style="list-style-type: none"> Develop an implementation strategy with the Village. 	Parks, Administration ONGOING.
■ ■ ■ ■	Diversify outdoor Tennis space	<ul style="list-style-type: none"> Add clay courts. Add U10 Courts. Consider accessibility and inclusion. 	Tennis, Finance, Parks Completion set for November, 2024.
■ ■ ■	Develop a corporate team building facility	<ul style="list-style-type: none"> Build a challenge course near Central Park West. Consider accessibility and inclusion. 	Parks Completion set for November, 2024.
■ ■ ■ ■	Reconfigure outdoor courts	<ul style="list-style-type: none"> Expand outdoor courts bookings and programming. Offer different playing surfaces. Organize bigger tennis events/tournaments. 	Tennis Completion set for November, 2024.
■ ■	Establish an updated interior and exterior Family Recreation Center maintenance plan	<ul style="list-style-type: none"> Maintenance is provided and administered for Family Recreation Center on a consistent basis. Staff will continue to work on the development of a structured plan. 	Facilities Was on hold due to COVID-19. Now resuming.
■ ■ ■	Update Family Recreation Center appearance and quality of use with new flooring, paint, window treatment, HVAC system and water treatment tools	<ul style="list-style-type: none"> Improve the aesthetics of the Family Aquatics Center to a more modern look. Replace 1” tile with safe and easier to maintain surfacing. Replace current window shade treatment. Replace HVAC system for better air circulation and reduced noise pollution. Implement UV disinfection system for improved water treatment. 	Aquatics Budgeted for 2023-2024.

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

IMPLEMENTATION

Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Replace synthetic soccer field	<ul style="list-style-type: none"> 10-year life span on current turf surfacing. Replace to maintain high-quality, safe playing field. 	Parks Budgeted for 2023-2024.
■ ■	Install video analytics on tennis courts	<ul style="list-style-type: none"> Improve patron's overall experience through availability of video recording their matches and line-call assistance. Improve programming quality by offering video analytics. 	Tennis Completion set for November, 2024.
■ ■	Establish a recruitment plan	<ul style="list-style-type: none"> Assess the recruitment needs of each department for hiring full-time and part-time employees. Identify and select sources to recruit various types of employees. Prepare a recruitment template that identifies the essential functions of the job and that promotes the District as a great place to work. Assess the feasibility of integrating the recruitment process with the on-boarding process. 	Human Resources, Administration Completion set for November, 2024.
■ ■ ■	Better utilize Studio D	<ul style="list-style-type: none"> Continue to evaluate feasibility of offering nighttime classes. Created timed opening/closing of exterior door to allow for better security during class times. 	Recreation, Fitness Completion set for November, 2024.
■ ■	Incorporate fitness stations and new technology throughout Central Park	<ul style="list-style-type: none"> Explore cost and feasibility of installing fitness stations. Research apps to incorporate with stations to link technology. Consider accessibility and inclusion with new stations and technology. Two new fitness stations added to the north fields central plaza in the fall of 2020. 	Parks, IT <i>COMPLETED.</i>
■ ■ ■	Develop community garden plots	<ul style="list-style-type: none"> Develop a plan to create community garden plots at a park Research how other Park Districts are managing garden plots. Create plots and work with marketing to advertise to the public. 	Parks, Marketing <i>COMPLETED.</i>

IMPLEMENTATION

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Conduct an inventory of the District's historical and cultural resources	<ul style="list-style-type: none"> Identify programs, events, parks, and facilities which have historical and/or cultural significance. Find opportunities for collaboration with local historical and cultural stewards. 	Administration, Marketing <i>COMPLETED.</i>
■ ■	Reorganizing staff job descriptions	<ul style="list-style-type: none"> Optimize administrative operation. Review and adjust administrative staff tasks. Include new COVID-19 requirement. 	Tennis, HR <i>COMPLETED.</i>
■ ■	Upgrade outdoor lighting to energy efficient LED fixtures	<ul style="list-style-type: none"> Research energy grants and rebates. Conduct an energy efficiency audit of all outdoor lighting. Select new LED fixtures with a life-expectancy of at least 10 years. Replace all parking lot lighting and select new security lighting at Central Park. 	Facilities, Parks <i>COMPLETED.</i>
■ ■ ■	Create new relationships with local businesses and retail existing sponsors	<ul style="list-style-type: none"> Keep touch with existing sponsors and partners to retain their business and keep inquiring how we can make the relationship better. Reach out to local businesses and organizations to see how we can work together with programming and special events. 	Marketing <i>COMPLETED.</i>
■ ■ ■	Develop Sustainability Team	<ul style="list-style-type: none"> Further develop the role of the team to undertake challenges like recycling, reduction of single-use plastics, and increased awareness. Develop and facilitate internal and external educational on the new rules of recycling. Considering adding community engagement, composting, zero-waste events. 	Parks, Marketing, Administration <i>COMPLETED.</i>
■	Add one SUV and pick-up truck to vehicle fleet and replace skid steer	<ul style="list-style-type: none"> The District's only SUV is in high demand by all departments. Purchase a second SUV to accommodate demand. Purchase a pickup truck to support the increasing responsibilities of the Parks department. Replace current undersized skid-steer with an appropriate model. 	Parks <i>COMPLETED.</i>
■ ■ ■ ■	Central Park West improvements	<ul style="list-style-type: none"> Fix drainage and basement issues. Upgrade plumbing. Create better storage. 	Facilities, Parks <i>COMPLETED.</i>
■ ■ ■ ■	Continue to develop junior and adult Tennis programming	<ul style="list-style-type: none"> Increase participation numbers. Add teams Add match play opportunities Add cross-fit programming. 	Tennis <i>COMPLETED.</i>
■ ■	Organize storage areas	<ul style="list-style-type: none"> Evaluate inefficiencies. Evaluate storage needs. 	Recreation, Facilities, Marketing, Tennis <i>COMPLETED.</i>

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

IMPLEMENTATION

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■	Implement a formal departmental training plan	<ul style="list-style-type: none"> Staff training on District policies & procedures, including the Emergency Action Plan, is provided on a consistent monthly and quarterly basis. Consistent staff training for all departments will continue into the future. 	Facilities <i>COMPLETED.</i>
■ ■	Transition group training into specialized fitness/tennis classes	<ul style="list-style-type: none"> Create fitness focus groups to determine specialty classes. Implement 2 classes. 	Fitness, Tennis <i>COMPLETED.</i>
■ ■ ■	Use technology in our parks for education	<ul style="list-style-type: none"> Investigate geocaching opportunities within parks. Determine feasibility of QR code technology and research comparable technology for nature education and tours via mobile devices in the parks. 	Recreation, IT <i>COMPLETED.</i>
■ ■ ■	Convert Central Park basketball courts to pickleball courts	<ul style="list-style-type: none"> Evaluate the cost to convert the existing courts to pickleball. Design courts to make the most effective use of the space. Hire qualified court surface professionals to perform the conversion. Work with marketing team to advertise the new courts. 	Parks, Marketing <i>COMPLETED.</i>
■ ■ ■ ■	Complete phase 1 of Master Vision for Central Park North Fields	<ul style="list-style-type: none"> Begin construction in summer of 2020. Perform value-engineering throughout project to provide the best improvements at the lowest cost. Ensure new soccer fields feature high-quality and resilient turf grass. Have park open for use in the spring of 2021 with fields open in fall of 2021. 	Parks <i>COMPLETED.</i>
■ ■	Streamline front desk operations	<ul style="list-style-type: none"> Assess streamlining service desk staff. Consider COVID-19 requirements, accessibility and inclusion. 	Facilities, IT <i>COMPLETED.</i>
■ ■ ■ ■	Increase cross promotion of programming and events within departments	<ul style="list-style-type: none"> Create more awareness of programming and facility options available our members and guests. Develop programming that brings departments together in designing and managing the program/event. Offer new and innovative programming that showcases the Park District staff and facilities. 	Marketing, Aquatics, Recreation, Fitness <i>COMPLETED.</i>
■	Increased cross promotion of programming and events within departments	<ul style="list-style-type: none"> Create more awareness of programming and facility options available our members and guests post COVID-19. Develop programming that brings departments together in designing and managing the program/event. Offer new and innovative programming that showcases the Park District. 	Marketing, Aquatics, Recreation, Facilities <i>COMPLETED.</i>

IMPLEMENTATION

- The Very Best Facilities
- The Very Best Parks, Conservation, & Open Space
- The Very Best Recreational Opportunities
- The Very Best Team
- Fiscal Responsibility

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Co-op programming with local library, schools, and surrounding park districts	<ul style="list-style-type: none"> Create and improve relations with local organizations by serving on committees and attending meetings. Collaborate with other local organizations to limit duplications and provide the best program opportunities. Focus on accessibility and inclusion. 	Recreation COMPLETED.
■ ■ ■ ■	Install front entrance pavers at Tennis Center	<ul style="list-style-type: none"> Improve front entrance aesthetic. Replace front pavers and parking lot curb. 	Tennis COMPLETED.
■	Increase low-impact/balance/ Pioneer fitness programming	<ul style="list-style-type: none"> Offer at least 2 new programs in the Pioneer fitness area. Creating a paid progressive balance program for Pioneers. Create virtual programming post COVID-19. 	Recreation, Facilities COMPLETED.
■ ■	Perform roof and mechanical repairs to Family Recreation Center	<ul style="list-style-type: none"> Roof and mechanical repairs have been completed and are on-going. Additional funds have been allocated within the capital budget for future repairs. 	Facilities COMPLETED.
■ ■ ■ ■	Offer more outdoor recreational opportunities in the winter	<ul style="list-style-type: none"> Offer one new winter event. Explore virtual programming in winter months. 	Recreation COMPLETED.
■	Expand obparks.org email addresses	<ul style="list-style-type: none"> Identify which staff need official email addresses. Determine the benefit vs. the cost. 	Facilities, IT, Tennis, Recreation COMPLETED.
■	Develop a bi-annual all part time staff PDRMA training	<ul style="list-style-type: none"> Provide a unified message and training to all part time staff emphasizing inclusion and anti-racism. Provide the opportunity for staff to get to know each other across departments. . 	Recreation, Aquatics, Tennis, Parks, HR COMPLETED.
■	Tennis Pro retention	<ul style="list-style-type: none"> Create an attractive employment package.. Support continuing education and training. Promote a positive working environment. Began offering health benefits to certain Tennis Pros. 	Tennis, HR COMPLETED.
■ ■	Do a feasibility study and renovate existing facilities as needed to meet programming needs	<ul style="list-style-type: none"> Evaluate existing facilities to identify areas of improvements. Evaluate existing programming to identify areas of improvements. 	Recreation, Fitness COMPLETED.
■ ■ ■	Expand custodial hours and schedule	<ul style="list-style-type: none"> Determine feasibility of adding additional shifts for cleaning high-traffic areas after hours. Explore shifting responsibilities and expanding hours and duties of custodial staff to alleviate other departmental cleaning needs. 	Facilities COMPLETED.



SWOC Analysis

Strengths

- Leadership
- Brochure quality
- Quality programs/special events
- Facilities
- Good value for programs
- Oak Brook name/brand
- Community pride
- Dedicated staff
- Customer service and hospitality
- Board strives to meet community needs
- Desire to be center of community
- Financial reserves
- Board is involved/invested
- Intelligent staff-professionally accomplished
- Customer Retention
- Social media/marketing
- Executive director/board/staff working relationship
- Corporate relations /sponsorships/partnerships
- Parks and open space
- Website
- Cleanliness and atmosphere
- Master Vision
- Staff collaboration
- Diversity and accessibility
- Work/life balance
- Safety/risk management
- Good vision
- Human resource plans
- Maintenance
- Cooperation with Village and other organizations

Strategic initiatives capitalize on our strengths to further our mission and vision.

Weaknesses

- Size of the community
- Staff cross-training on systems
- Staff turnover/fatigue (part-time)
- No bus transportation for programming
- Aging facilities
- Engaging teen participation
- Tennis court improvements
- Directional signage
- Landlocked
- Lack of program space
- Cultural arts programming

Strategic initiatives address areas of needed improvement to increase revenue and service successes.

SWOC Analysis

Opportunities

- Maintenance plans
- Branding plan/benchmarking
- Increase programming & co-op with other park districts
- Grants
- Sponsorships
- Marketing and communications
- Collaborative relationships with village, library, forest preserve, schools
- Reach out to the corporate community
- Capital plans – 10 years
- Staff development
- Human Resources
- Revenue
- Facilities
- Technology
- Cross-promotions
- Website
- Registration software program integration
- Master Vision
- Improve and update all park district equipment
- Studio D
- Pocket parks
- Tennis and recreation cross promotion
- The Village's Sports Core

Strategic initiatives evaluate the feasibility of opportunities that can increase service delivery and financial success.

Challenges

- Competition – Lifetime Fitness, Kidtopia, Natatorium
- Aging facilities
- Parking
- Customer expectations
- Burnout
- Minimum wage increase
- Resident turnover and retention
- Investing and maintaining Capital Projects
- Changing population demographics
- Parks and Recreation post-pandemic
- Unknown diseases and/or insects
- Climate change
- Duplication of services with other organizations
- Technology and security

Strategic initiatives work to prevent service and revenue interruptions and mitigate risks.

APPENDIX

MINUTES OF A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS March 12, 2020

1) CALL TO ORDER THE SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND ROLL CALL

President Sharon Knitter called the March 12, 2020 Special Meeting of the Oak Brook Park District Board of Commissioners to order at the hour of 9:00 a.m. Commissioners Tan, Suleiman, Trombetta and Knitter were present. Commissioner Truedson was absent. Also present were Laure Kosey, Executive Director, Dave Thommes, Deputy Director, Bob Johnson, Director of Parks and Planning, and Marco Salinas, Chief Financial Officer.

2) APPROVAL OF THE MARCH 12, 2020 AGENDA OF THE SPECIAL MEETING

Commissioner Kevin Tan made a motion, seconded by Commissioner Lara Suleiman, to approve the March 12, 2020 Agenda of the Special Meeting.

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

Ayes: Commissioners Suleiman, Trombetta, Tan and President Knitter.

Nays: None

Absent: Commissioner Truedson

3) OPEN FORUM

President Knitter asked whether there are any public comments under the “Open Forum.” There were no public comments.

4) SPECIAL MEETING BUSINESS

a.) **COVID-19 Discussions**

- i. President Knitter requested Executive Director Kosey to reach out to other park districts to receive feedback regarding their action plan to address the COVID-19 concern.
- ii. Executive Director Kosey stated that a letter was going to be sent to all staff as well as a separate letter to the public. Executive Director Kosey also stated that she would be available during pre-designated times throughout the week and week end to directly address any concerns.
- iii. Specific action plans and processes were discussed to address staff feeling ill and the use of sick time. If the staff was diagnosed with COVID-19, the staff member would stay at home for 2 weeks and not have to utilize sick time. The diagnosis of COVID-19 would be promptly reported to OSHA. After 2 weeks, a note would need to be received confirming the diagnosis of COVID-19 as well as the ability for the staff person to return to work.
- iv. On-going discussions ensued, with the discussion including attorney approval of aspects in handling employee concerns and employee and public communications.
- v. Discussions included facility closure and actions steps that would be taken, in the event of facility closure. The Park District would consult with the local school district, coinciding the Park District in accordance with the school district action.
- vi. Discussions included ensuring staff were cross trained in multiple departments and prepared to work remotely, in the event of facility closure.

b.) Discussion of the strategic plan of the Oak Brook Park District

- i. Mission, Visions, and Core Values were reviewed by Executive Director, Laure Kosey. Executive Director Kosey discussed development process completed by staff, who worked on the strategic initiatives within November. The Mission, Vision, and Core Values were printed and posted on the walls of the rooms for all team and Commissioners to view during presentation.
- ii. Commissioner Suleiman commented that she would like the concept of inclusion within the Vision Statement. This was acknowledged. Inclusion was also reviewed, as part of our Core Values.
- iii. The Park District SWOT Analysis was discussed within small groups, which consisted of Commissioners, intermeshed with Park District staff.
- iv. The Strategic Initiatives were discussed and prioritized.
- v. The Autumn Oaks Property was addressed, with an overview presented by Bob Johnson, Director of Parks and Planning. Diagrams were provided and noted for the proposed phases of development for the open space.

c.) Training for the Prevention of Sexual Harassment Pursuant to Article 6 of the Workplace Transparency Act, Public Act 101-0221

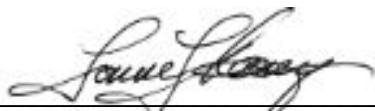
- i. Training for Park District supervisory and administrative team as well as Commissioners was provided by Stanley Griggs, Employee Assistance Program, Perspectives Representative
- ii. Training included formal presentation as well as small group discussions which took place among 3-4 Park District team members and Commissioners

5) THE NEXT REGULAR MEETING WILL BE HELD ON MARCH 16, 2020, 6:30 p.m.

President Knitter announced the next regular Board Meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 16, 2020, 6:30 p.m.

6) ADJOURNMENT

Commissioner Tan made a motion, seconded by Commissioner Trombetta to adjourn the March 12, 2020 Special Meeting at the hour of 1:00 p.m. There was no discussion and the motion passed by voice vote.



Laure L. Kosey, Executive Director



HAPPY | FIT | ACTIVE

1300-1500 Forest Gate Road, Oak Brook, IL 60523 | 630-990-4233
www.obparks.org | [Facebook.com/obparks](https://www.facebook.com/obparks) | [Twitter.com/obparks](https://twitter.com/obparks) | [Pinterest.com/obparks](https://www.pinterest.com/obparks) | [Instagram.com/obparks](https://www.instagram.com/obparks)

To ensure that the very best facilities are available to our constituents.



North Area of Central Park

The Oak Brook Park District is a recipient of a \$480,000 Department of Commerce and Economic Opportunity (DCEO) grant. The Oak Brook Park District will allocate the grant funds to build a restroom and concessions building at the Central Park North Athletic Fields. Construction will be complete by March 2023.

Safety First!

The Oak Brook Park District was granted \$500.00 from PDRMA for Emergency Trail Stickers! Be on the lookout for seven emergency stickers attached to the wayfinding sign posts throughout Central Park.

To provide the very best in park and open space to our constituents and to be a community leader in environmental conservation and stewardship.



The Sustainability Committee hosted a month-long celebration for Earth Day in April! Tree saplings were available for pickup at the Family Recreation Center entrance.

Reusable grocery bags were also handed out at the Family Recreation Center.

The committee hosted a lunch and learn in April! Staff and preschool students planted a pollinator garden in front of the Family Recreation Center as part of an "Earth Day in the Parks" grant from the Illinois Dept. of Natural Resources.

To provide a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.



NEW Events & Programming!

Cocoa Cabin was NEW this year! Families could stop in after their walk through the Winter Lights at Central Park and purchase treats and cozy beverages!

The Park District's first ever Pickleball Tournament took place in April, with 24 participants!

Oak Brook Park District turns 60!

This year, the Oak Brook Park District will turn 60! Staff has planned celebrations throughout the year - we will host "Celebrating the 60's Concert Series" this June and July, show the Pioneers some movies from the 60's, and end with a birthday celebration in November of 2022!



To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.



Champions for Change Award

The Park District was the recipient of the IPRA "Champions for Change" award. The Champions for Change Award recognizes agencies with unique and exemplary practices of increasing access and fostering diversity and inclusion within their community or organization. Well done DEI Committee for leading the way!

IPRA Conference Staff attended the IPRA Conference in January.

The "WIG"

In November of 2021, staff developed several initiatives to meet our Wildly Important Goal - to Implement a Customer Experience Metric Program by November 2022!

To prioritize the fiscally responsible use of resources in all aspects of our operations.



Oak Brook Park District Foundation

The Oak Brook Park District Foundation partnered with the Peoples Resource Center to help their seasonal efforts. Our community raised over \$3,800+ to help support each other during the winter months.

The Foundation has also begun sending out quarterly e-blasts to past donors. Each quarter, past donors will receive news updates, along with different ways to show their continued support.

2022 Sponsorship Opportunities Book

The Park District has developed a sponsorship opportunities booklet! The booklet is embedded on our website at: www.obparks.org/become-sponsor

BEING THE VERY BEST

Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Staff has learned to pivot and adapt to the "new normal", and it is much appreciated by our participants and community.



VOICES OF OAK BROOK

Community Support...

Laure,

Thank you for the mention and of course, it is my pleasure to assist at any time with grant applications. I am almost embarrassed to admit that I have worked on DCEO grants for over 22 years, am GATA certified, and know the buzzwords the administrators look for. Congratulations! We are delighted that you keep moving the bar higher and higher for tournaments.

Beth Marchetti - Executive Director, DuPage Convention & Visitors Bureau

Making a difference...

Dear Karen,

Keith and I would like to thank you for your part in our receiving of a membership for the Oak Brook Park District. We appreciate it so much and look forward to enjoying it! MORE IMPORTANTLY, we want to thank you for your kindness, consideration and friendship. It has been such a pleasure to work with you and to have fun with you! The park is very lucky to have you. You are a very special person, and we feel very fortunate that you are in our lives.

Keith and Pamela Baldwin - Members

Special Event Feedback...

Loved the vibe this year! It was super well run and a gorgeous day to celebrate!

Amy DeLuca - Pink 5k Participant

Extremely well-organized event! From the time you pulled in and were directed to parking to the volunteers on the course everything was easy to follow. Volunteers were very friendly and great variety of vendors as well.

-Anonymous Pink 5k Participant

Oak Brook Park District

A National Gold Medal Agency



STRATEGIC PLAN UPDATE

Download the plan at www.obparks.org

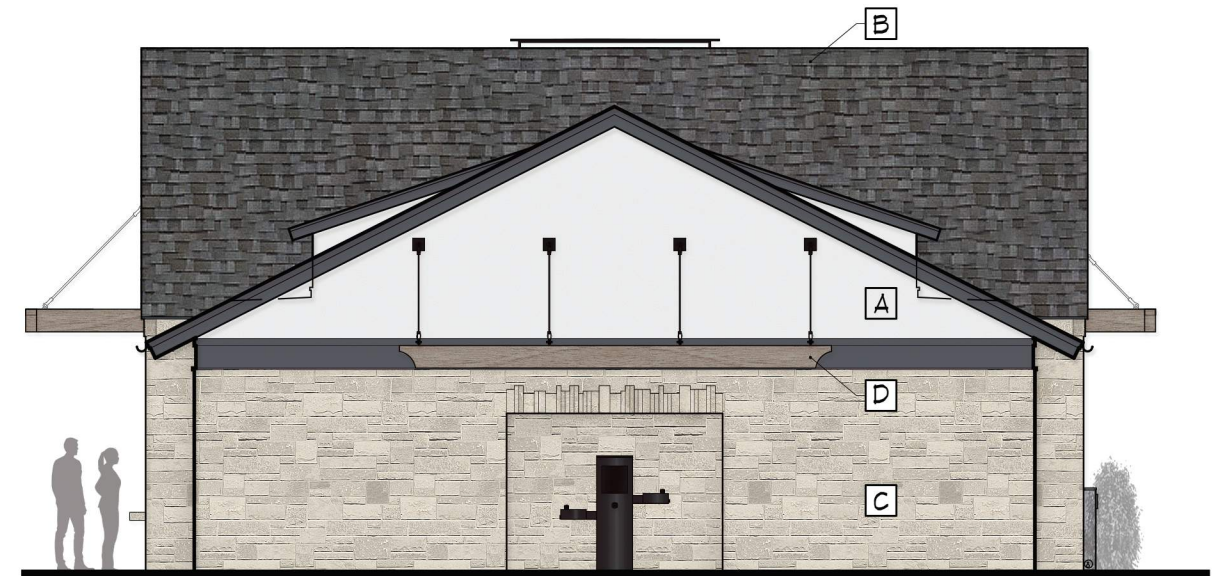
MAY, 2022

FEEL YOUR VERY BEST
HAPPY | FIT | ACTIVE



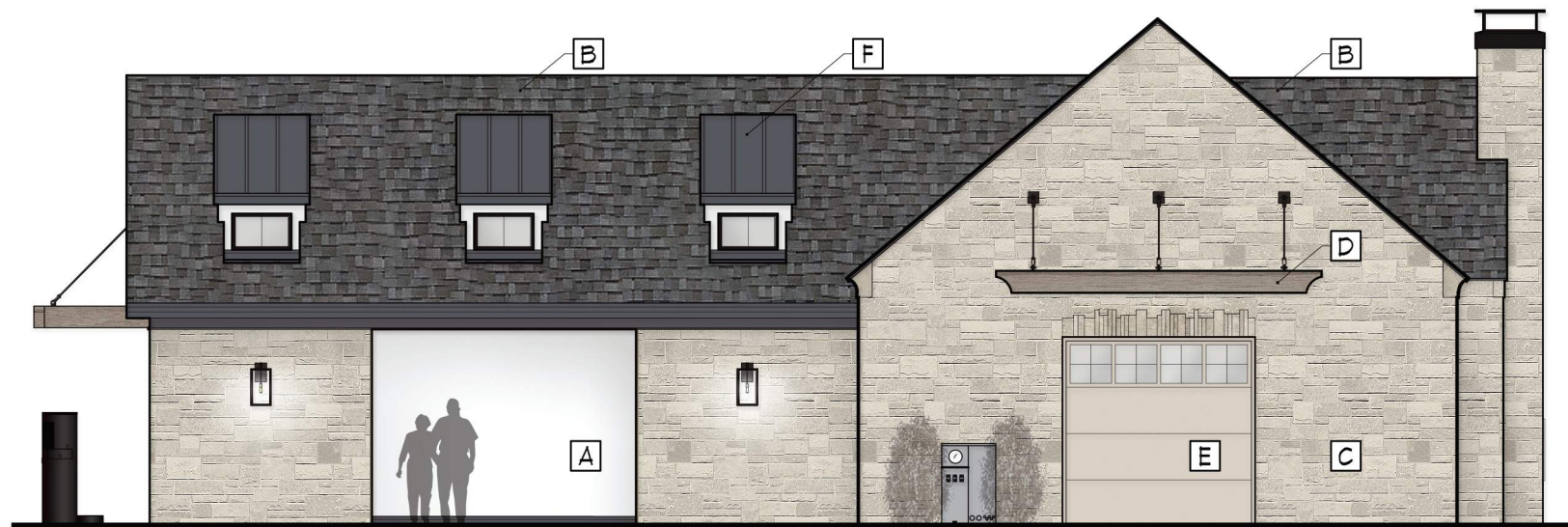
EAST ELEVATION

SCALE: 1/8" = 1'-0"



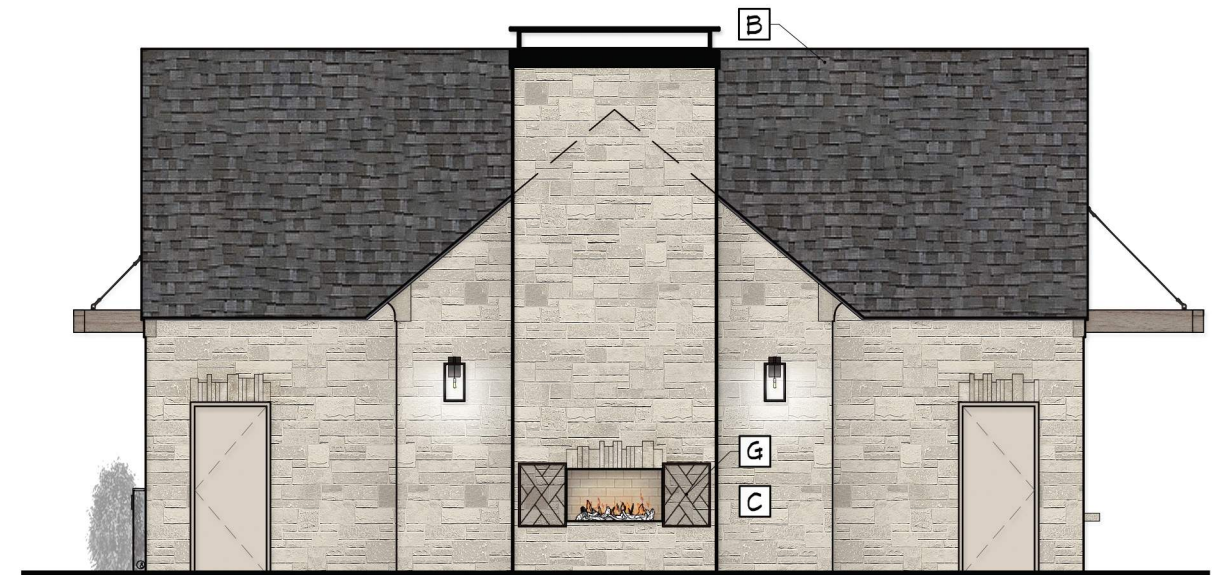
NORTH ELEVATION

SCALE: 1/8" = 1'-0"



WEST ELEVATION

SCALE: 1/8" = 1'-0"



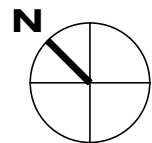
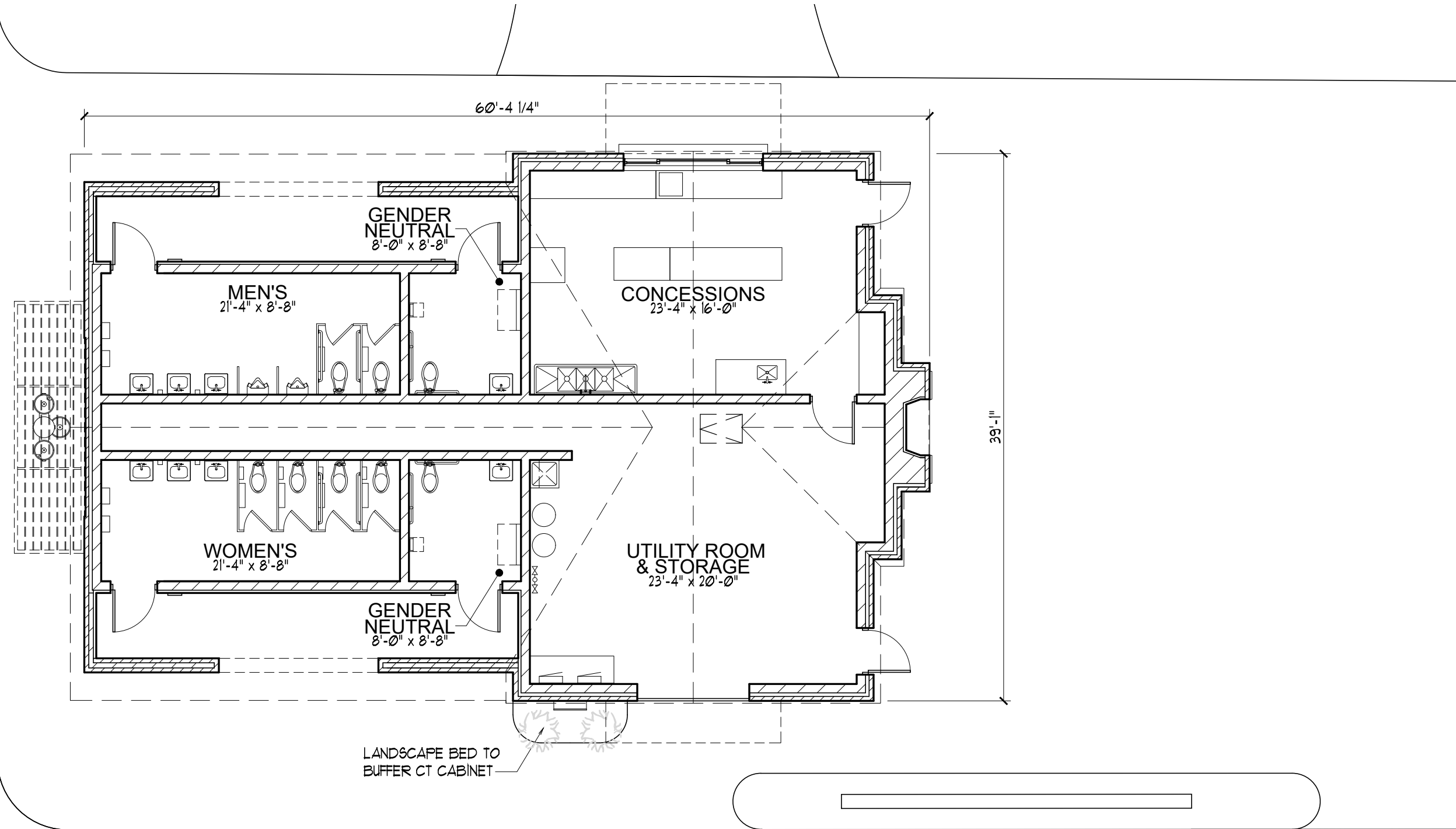
SOUTH ELEVATION

SCALE: 1/8" = 1'-0"

MATERIAL LEGEND

[A] STUCCO FINISH	[C] STONE VENEER	[E] SECTIONAL DOOR WITH TOP ROW GLAZING	[G] LINEAR FIREPLACE WITH LOCKABLE STEEL DOORS
[B] ASPHALT SHINGLES	[D] WOOD & STEEL CANOPY WITH BRACKETS	[F] STANDING SEAM METAL ROOF DORMERS	





FLOOR PLAN

SCALE: 1/8" = 1'-0"



Staff Recognition

Getting To Know
Sally Beaumont
Landscape Specialist



Birth Day: December 2nd

I decided to work at the OBPD because: I grew up in Oak Brook and my first summer job was working as a camp counselor for the Park District. I love being outdoors so it seems like the perfect place to start and hopefully end my working career.

My favorite childhood memories are: road trips with my parents. It took forever to get anywhere because my Dad wanted to stop at every historical marker along the way.

The last good movie I saw: No Time to Die

The last good book I read: The Midnight Library

My favorite meal: BBQ ribs, sweet potato with cinnamon and some really good bread.

My personal hero: I was adopted as an infant and have 2 older sisters, 14 and 17 years older than me. My middle sister had congenital heart and lung defects. No one expected her to live beyond her teens and she was told by everyone not to exert herself. She loved horses and rode as often as she could, worked as a waitress during college, got an MBA, had a great career in commercial real estate, traveled to Ukraine to adopt a little girl, and made it to 52 - living for 2 years after a heart/double lung transplant. She lived an incredibly full life just because she didn't listen very well to all those people who told her to take it easy!

I'd love to meet: living: Buzz Aldrin, dead: Amelia Earhart.

I'm better than anyone else when it comes to: Building a campfire and making s'mores.

My favorite place to vacation is: Charleston, South Carolina, **because:** it has amazing atmosphere, history and delicious food.

My dream/goal is: to travel to Iceland.

Three words that best describe me: optimistic, easy going, adventurous.

Little known fact about me: I despise pickles.

Reports

Communications, IT, and Administration Report
Finance & Human Resources Report
Recreation & Facilities Report
Parks & Planning Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: May 6, 2022
Re: April/May 2022: Communications, IT & Administration

April Board Meeting Follow Up:

Dean Nature Sanctuary Gate

After a two-month evaluation of the Dean Nature Sanctuary Parking lot with the use of cameras and police patrol, staff's recommendation is to install a gate at the entrance of the park. Staff is working with the local residents to fund this project, as it is over \$7,000 to install, hook up electricity, and purchase the gate.

May Board Meeting Discussion Points:

Strategic Plan Review

This is the annual review of the Strategic Plan. The Vision Statement and Core Values have been updated. Coming out of the pandemic, several items have been completed, as well as several items now moving toward completion.

Restroom, Concessions, and Storage Facility

Staff and Commissioner Suleiman met via Zoom with architects regarding this facility. A rendering of the building will be presented during communications of the board meeting. All feedback is welcome!

Amending Policies

The State has updated the purchasing threshold for park districts, therefore, the District's purchasing policy will reflect this update. Accrued time off benefits is being adjusted to allow for potential savings for the District. Our Exit Interview Policy needed clarification on how, who, and when the exit interview takes place at the District.

IT Report:

A new video security camera server was purchased and installed at the Tennis Center. The new server is faster and has more data storage capacity. This is needed for the increasing number of high-def security cameras at the Tennis Center. A new domain was purchased for the staff intranet site. The new site will be more accessible to all staff including part time. The URL will be teamobparks.org and will be launched in May.

Corporate and Community Relations:

Sponsorships	\$ 7,200.00
Advertising	\$ 3,200.00
Vendors	\$ 400.00
In-Kind Donations	\$ 514.00

Oak Brook Park District Foundation

Total for April: \$ 11,314.00

Marketing & Communications Report:

Facebook Analytics

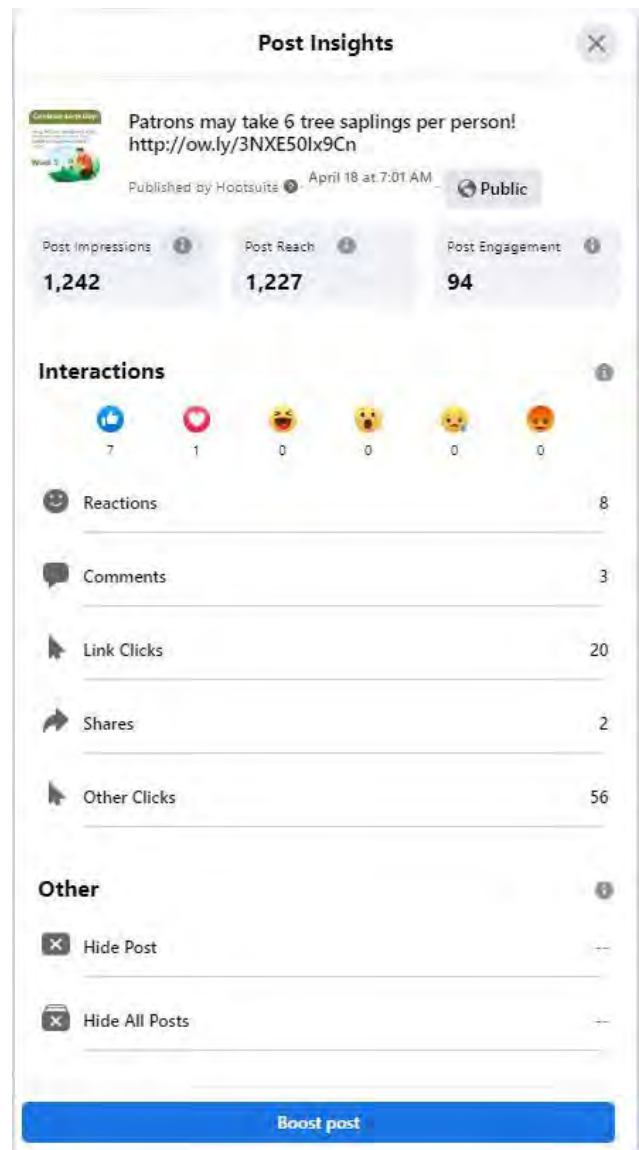
Followers: 4,311
Posts: 34
Overall Page Reach
(organic and paid): 74,214

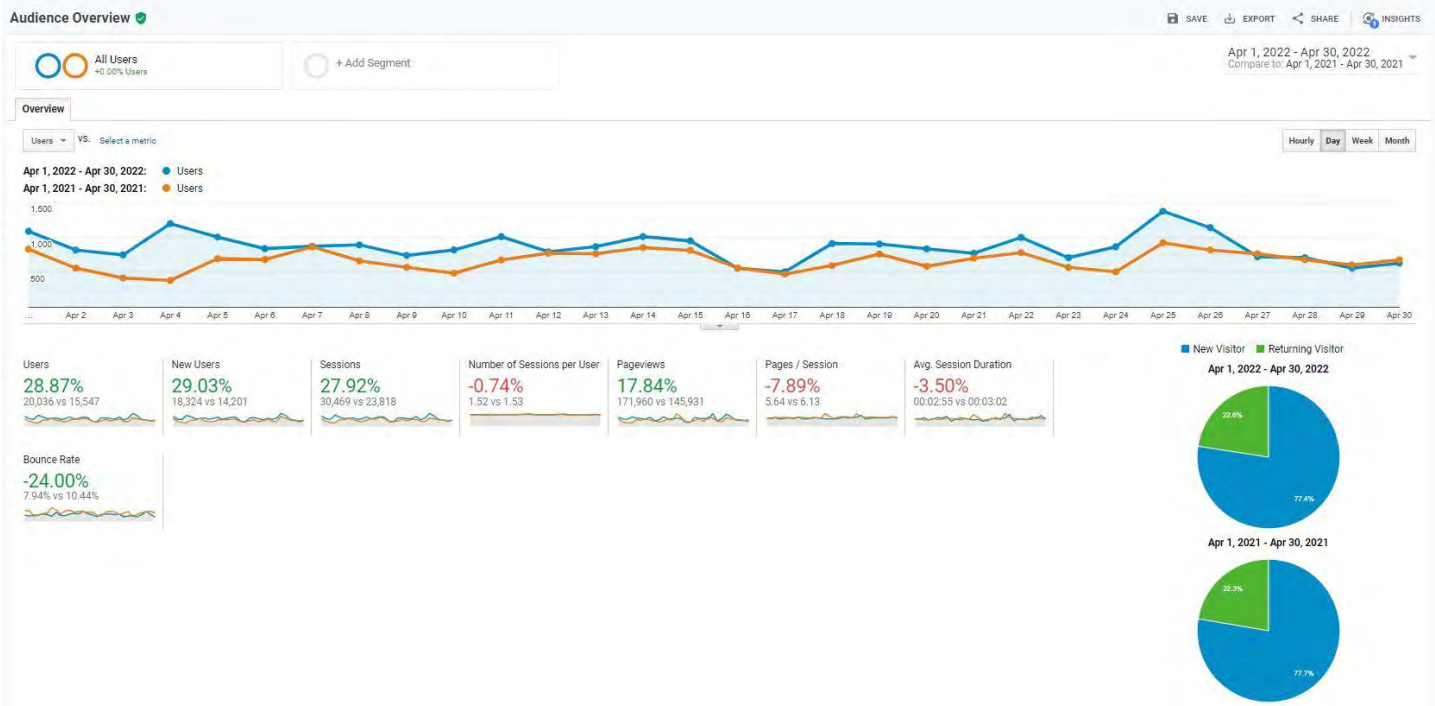
Instagram Analytics

Total Followers: 1,587(up 7)
Posts: 25
Top Post Reach: 273

Twitter Analytics

Total Followers: 1,102 (down 5)
Posts: 23
Top Post Impressions: 102





April 2022 Top pages*

1. Obparks.org
2. /Program Guide
3. Facilities/Family Aquatic Center
4. Programs/Aquatics
5. Facilities/Central Park West
6. Programs/Tennis
7. Programs/Aquatics/Swim Lessons
8. Facilities/Family Recreation Center
9. /Membership Opportunities
10. /Parties and Rentals

April 2022 Top Products*

1. Pickleball – 4/19 Intermediate/Advanced Open Play
2. Pickleball – 4/22 Intermediate/Advanced Open Play
3. Summer Family Aquatic Pool Pass
4. Pickleball – 4/15 Intermediate/Advanced Open Play
5. Pickleball – 4/18 Beginner Open Play

obparks.org Acquisition Value*

Referral Percentage Values	April 2022	April 2021
Direct:	46.5%	38.8%
Organic Search:	46.7%	46.8%
Social:	2.2%	2.9%
Referrals:	4.5%	11.4%

obparks.org Ecommerce Overview – April 2022*

	April. 2021	April 2022
Total Revenue	\$430,337	\$104,449
Transactions:	927	1,196
	2021	2022
Year to date total	\$743,224	\$579,506



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: May 10, 2022
Re: April 2022 Financials

In response to recent feedback received from the Board, going forward my commentary on the monthly financial activities of the Park District will be focused on comparing current year actual results against the current year annual budget, as well as a comparison to the actual results from fiscal year 2019/2020 (two years prior). Comparisons to Fiscal year 2020/2021 (“Covid” year) will be temporarily discontinued due to the fact that such year was highly unusual and was negatively impacted by the temporary closure of our facilities and suspension of recreation programming.

General Fund

We have now completed twelve months of our current fiscal year (100% completed), and year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$3,118,108, \$2,416,239, and \$250,000, respectively. This is resulting in a YTD net surplus of \$451,869; which is a \$629,000 increase over the \$177,131 net deficit experienced in FY 2019/2020. Following is additional commentary:

- **Revenues-** With the exception of investment income and revenues in our Central Park West department, all other revenues are either exceeding or close to budgeted expectations. When comparing to FY 2019/2020, total revenues have increased \$416,688 (15%). The largest drivers of this increase are property taxes, and personal property replacement taxes (PPRT). PPRT receipts have exceeded budgeted expectations by approximately 150%. In addition, we are benefitting from the rental/licensing fees received from Wizards Football Club (\$100,000) and Girls Lacrosse (\$22,200) that have been captured in our Central Park and Central Park North departments. Such licensing fees were not in effect in FY 2019/2020. Our Building-Recreation Center department reflects the 4th and final overhead revenue allocation totaling \$98,944.
- **Expenditures-** All departments are currently either in-line or lower than budgeted expectations. When comparing to FY 2019/2020, total expenditures have decreased \$135,738. Partially driving this decrease are decreased part-time wages (50% decrease), equipment replacement, and repairs and maintenance costs in the Building-Recreation Center department. In the Finance department, we have achieved savings in full-time and part-time wages and health insurance costs. In addition, general counsel fees are approximately 25% what they were two years prior.

Recreation Fund

YTD revenues, expenditures, and transfers out for this fund equal \$3,395,468, \$3,111,979, and \$312,548, respectively. This is resulting in a YTD net deficit of \$29,059; which is a \$196,983 decrease over the \$167,924 net surplus experienced in FY 2019/2020. Following is additional commentary:

- **Revenues-** Total revenues have decreased approximately \$326,480 when compared to two years prior. The primary driver of this is decreased membership revenues. YTD membership revenues are currently at \$557,470 whereas two years prior such revenues were \$930,295; a decrease of \$372,825. Additionally,

enrollments for many of our programs such as swim lessons, party rentals, and personal training, have not fully recovered due to the COVID-19 pandemic. On the positive side, revenues in our Children's and Preschool Programs department have increased due to the expansion of our youth basketball programming and increased enrollment in our full-day preschool and expansion of the Music Together contract programming. In addition, property tax receipts have increased approximately \$347,000 and PPRT receipts have exceeded budget by 150%.

- **Expenditures-** With the exception of our Children's department, all other departments are currently lower or in-line with budgeted expectations. In total, YTD expenditures have decreased \$361,034 when compared to two years prior. The primary driver of this, are decreased part-time and recreational programming personnel costs that have decreased approximately \$262,000 across several departments. On the other hand, expenditures in our Children's Programs department have increased due to the expansion of youth basketball. Such increased costs are being recouped in the form of increased revenues, as described in the previous paragraph. In the Pioneer Programs department, the current year increased costs are due to the allocation of specific personnel costs that were previously recorded in the Administration department. In the Special Events & Trips department, we have recognized various expenditures incurred for our Winter Lights program that did not exist two years prior. Current year capital expenditures have also increased approximately \$31,581. The current year transfer-out to the Debt Service fund has also increased by \$231,537, when compared to two years prior.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,847,440 and \$1,367,673, respectively. This is resulting in a YTD net surplus of \$479,767; which is a \$302,828 increase from two years prior. Following is additional commentary:

- **Revenues-** Total revenues have increased \$86,821 when compared to FY 2019/2020. The primary driver of this is group lesson revenues which have increased approximately \$85,000 when compared to two years prior.
- **Expenses-** All departments are currently lower than budgeted expectations and, in total, have decreased \$216,006 when compared to FY 2019/2020. This is primarily driven by a \$155,804 decrease in part-time wages for administrative and programming staff.

FINANCE & HUMAN RESOURCES:

Finance personnel has been working on various tasks including:

- Reviewing and identifying proposed amendments to several policies including our purchasing card policy, contracts policy, purchasing policy, as well as our personnel manual.
- Providing preliminary information to the auditors with regards to our FY 2021/2022 financial audit. The auditors were in the office conducting preliminary procedures including testing of our internal controls over cash collections, payroll and accounts payable.
- Distributing fiscal year-end guidance to staff with regards to accounts payable cut-off, accruals and the processing of regular and blanket purchase orders for FY 2022/2023.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: May 6, 2022
Re: Recreation & Facilities Report

Recreation

- Pioneer programs in April included: Thursday Movie Matinee (The Father), Brain Games and Mah Jong. Nineteen Pioneers also enjoyed a day trip to Teatro Zinzanni on the 17th.
- Recreation staff delivered eggs to 35 resident children for the Egg Droppings event. The Easter Bunny also visited and delivered baskets to 26 resident children.
- Preschool's annual Galaxy Gallop took place on Friday, April 29th.
- All summer camp director and counselor positions have been filled.
- Twenty-four players participated in the Park District's 1st pickleball tournament on April 30th.
- April has been challenging for outdoor rentals with the amount of rain we have gotten. Staff has been very busy trying to reschedule the grass soccer fields and ballfields.
- AMITA provided a Concussion Awareness seminar on April 6th for staff and athletic partners that utilize our gyms and fields.

Aquatics

- Caroline Reimann, our new Aquatic Programming Supervisor begins May 4th. She brings a great deal of aquatic experience from BR Ryall YMCA.
- May swim lessons are sold out at most levels. Staff is looking forward to summer sessions where we can offer more classes and have some of our college instructors back to expand class sizes.
- Aquatic parties continue to draw a lot of attention. We filled all but 5 in April and May currently only has 7 available. Private rentals are also in high demand with most of June weekends fully booked.

Fitness

- Fiscal year 21 - 22 was a year of strong membership growth, finishing with a total of 2,083 individual members and 1,132 membership packages. The ratio of residents to non-residents is 42% to 58%, respectively.
- The Pink 5K took place on May 7th with approximately 500 runners.

Facilities

- Maintenance projects for the month of April included:
 - Lifeguard office lighting was replaced with new LED flat panels and ceiling tiles were replaced in the grid.
 - A rechargeable battery station was installed in the fitness office, facilities office, and aquatic office, and the batteries commonly used in those departments were purchased, reducing the cost of purchasing batteries.
 - Signage and life rings were installed for the FAC deck attendant program.
 - RTU1B over gym 2 and RTU1 at the tennis center were repaired.
 - Replaced the ceiling tiles and lighting in the lower-level lobby in order to match the main lobby and give it a fresh updated look.
 - Assisted Gymnasium Matters with adding new auto height adjusters to gym 1, eliminating the manual crank style adjusters.
 - Installed an AED cabinet and signage in the lower-level lobby

- Inspection of the roof has been completed. The remaining roof sections of the Family Recreation Center will be replaced during fiscal year 2022-2023.
- As a result of the change in organizational structure, the following team members have been promoted to the associated positions: Ryan Husch, FRC Facility Manager; Kate Sniegowski, FRC Facility Supervisor; Jean Negrette, Lead Customer Service Representative. The position of Fitness Supervisor, reporting to the FAC Facility Manager, is still available. Thanks, and congratulations to all of the Facility Department staff for contributing to a positive culture and a great District team!

Tennis

- The Tennis Center hosted Oak Brook Spring Break tournament with 96 participants April 1st – 3rd.
- Saturday, April 30th the Tennis Center hosted the Oak Brook April Level 7 tournament with 32 participants.



Oak Brook Park District Membership Statistics 2022

Individual Member Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Members, Start of Month	1740	1850	1972	2063									NA
Members, Month End	1615	1737	1843	1947									NA
Retention Percentage	92.82%	93.89%	93.46%	94.38%									94%
New Members	245	207	211	136									799
Members Cancelled/Expired	125	113	129	116	0	0	0	0	0	0	0	0	483
Net Members	120	94	82	20	0	0	0	0	0	0	0	0	316
Resident	41%	41%	42%	42%									NA
Non-Resident	59%	59%	58%	58%									NA
Membership Package Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Memberships, Start of Month	936	971	1019	1081									NA
Memberships, Month End	864	912	970	1036									NA
Retention Percentage	92.31%	93.92%	95.19%	95.84%									94.32%
New Memberships	121	101	115	96									433
Cancelled/Expired	72	59	49	45	0	0	0	0	0	0	0	0	225
Net Memberships	49	42	66	51	0	0	0	0	0	0	0	0	208

Chart includes CPC and FRC Memberships (Tennis Only & Summer Aquatic are not included within report)



Oak Brook Park District Membership Statistics 2021

Individual Member Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Members, Start of Month	882	929	1018	1063	1094	1176	1385	1552	1489	1512	1515	1618	NA
Members, Month End	839	900	966	1008	1018	1076	1330	1394	1373	1385	1420	1536	NA
Retention Percentage	95.12%	96.88%	94.89%	94.83%	93.05%	91.50%	96.03%	89.82%	92.21%	91.60%	93.73%	94.93%	94%
New Members	84	97	111	84	167	329	254	142	126	163	207	203	1967
Members Cancelled/Expired	43	29	52	55	76	100	55	158	116	127	95	82	988
Net Members	41	68	59	29	91	229	199	-16	10	36	112	121	979
Resident	48%	47%	49%	49%	50%	52%	50%	51%	49%	47%	47%	45%	NA
Non-Resident	52%	53%	51%	51%	50%	48%	50%	49%	51%	53%	53%	55%	NA
Membership Package Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Memberships, Start of Month	488	513	560	588	614	657	738	826	790	804	834	874	NA
Memberships, Month End	463	494	534	561	575	609	701	748	738	747	784	826	NA
Retention Percentage	94.88%	96.30%	95.36%	95.41%	93.65%	92.69%	94.99%	90.56%	93.42%	92.91%	94.00%	94.51%	94.06%
New Memberships	45	57	62	57	88	152	145	60	75	96	108	96	1041
Cancelled/Expired	25	19	26	27	39	48	37	78	52	57	50	48	506
Net Memberships	20	38	36	30	49	104	108	-18	23	39	58	48	535

Chart includes CPC and FRC Memberships (Tennis Only & Summer Aquatic are not included within report)

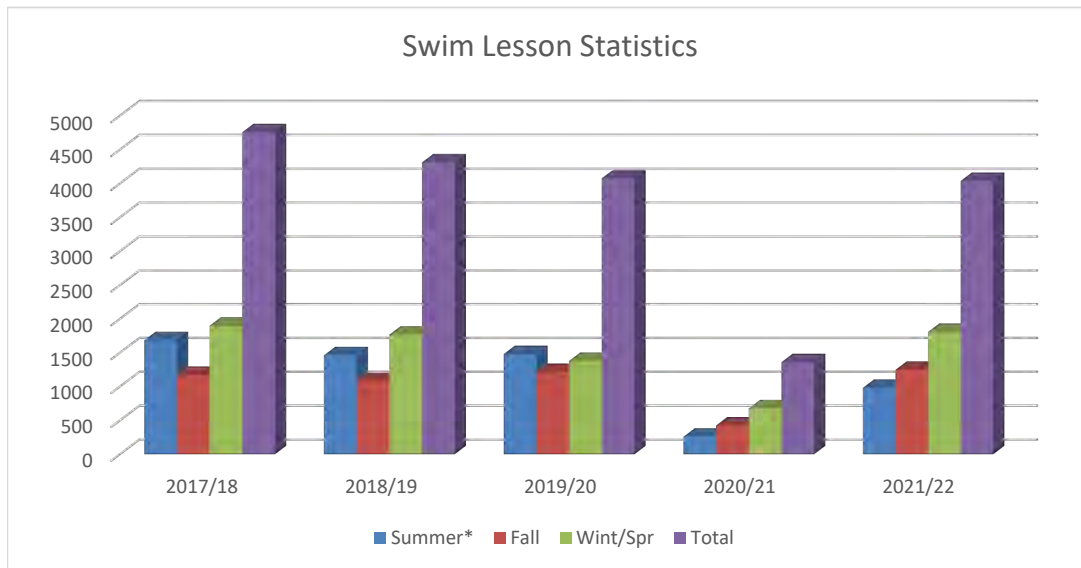


Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer*	Fall	Wint/Spr	Total
2017/18	1685	1173	1900	4758
2018/19	1463	1082	1767	4312
2019/20	1481	1217	1379	4077
2020/21	258	425	678	1361
2021/22	982	1248	1808	4038

Swim Team Statistics					
	Summer	Fall	Wint/Spr	Spring Training	Total
2017/18	32	65	46	73	216
2018/19	71	80	77	100	328
2019/20	79	90	83	0	252
2020/21	52	213	141	63	469
2021/22	59	75	63	47	244

During COVID we did month-long stroke clinics. This impacted registration numbers.





Oak Brook Park District
 Aquatic Center
 Aquatic Party Statistics

2022 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Deck Party	4	8	8	8	9	0	0	0	0	0	0	0	37
Studio Party	5	7	12	14	13	0	0	0	0	0	0	0	51
Group (by day)	0	1	1	0	0	0	0	0	0	0	0	0	2
Private (indoors only)	0	1	3	5	1	0	0	0	0	0	0	0	10
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	0	0	0	0	0	0
Splash Island Birthday	0	0	0	0	0	0	0	0	0	0	0	0	0
Camp Rentals	0	0	0	0	0	0	0	0	0	0	0	0	0
Lane Rental (lap only)	0	0	0	0	2	0	0	0	0	0	0	0	2
Scout	0	0	1	0	1	0	0	0	0	0	0	0	2
Total # Parties	9	17	25	27	26	0	0	0	0	0	0	0	104

2021	29	40	27	28	20	22	23	35	10	16	18	16	284
2020	22	32	15	0	0	0	44	48	44	44	32	31	312
2019	37	25	44	36	46	53	52	38	20	27	37	25	440



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage Report Evergreen Bank Group Athletic Turf Field

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
20 - 21	Hours	0	162	165	161	193	190	109	98	25	0	104	198	1,404
	Revenue	\$0	\$603	\$51,866	\$5,338	\$5,920	\$16,210	\$5,763	\$10,323	\$2,245	\$0	\$9,875	\$9,166	\$117,307

21 - 22	Hours	254	214	121	122	193	195	92	8	0	2	58	168	1,426
	Revenue	\$13,006	\$64,381	\$8,998	\$4,467	\$6,689	\$7,184	\$5,050	\$903	\$0	\$235	\$6,530	\$9,604	\$127,045

Natural Grass Soccer Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
20 - 21	Hours	0	2,189	2,385	2,078	2319	2,401	429	0	0	0	0	1549	13,349
	Revenue	\$0	\$14,658	\$72,990	\$28,358	\$25,528	\$22,385	\$3,498	\$0	\$0	\$0	\$0	\$29,952	\$197,367

21 - 22	Hours	3,468	1,095	875	1,056	1356	1,698	512	0	0	0	0	1315	11,375
	Revenue	\$46,925	\$98,846	\$28,504	\$17,345	\$18,536	\$24,001	\$3,455	\$0	\$0	\$0	\$0	\$3,706	\$241,319

Baseball Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
20 - 21	Hours	0	274	224	157	211.25	208	40	0	0	0	2	197.5	1,313
	Revenue	\$0	\$4,600	\$3,886	\$1,725	\$5,520	\$16,215	\$1,873	\$0	\$0	\$0	\$100	\$5,063	\$38,981

21 - 22	Hours	233	206	135	71	177	158	35	0	0	0	0	119	1,133
	Revenue	\$5,458	\$5,154	\$2,183	\$3,320	\$7,095	\$7,050	\$2,218	\$0	\$0	\$0	\$0	\$4,776	\$37,253

Totals

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
20 - 21	Hours	0	2,625	2,774	2,395	2,723	2,799	577	98	25	0	106	1,944	16,065
	Revenue	\$0	\$19,860	\$128,741	\$35,421	\$36,968	\$54,810	\$11,133	\$10,323	\$2,245	\$0	\$9,975	\$44,181	\$353,655

21 - 22	Hours	3,954	1,515	1,131	1,249	1,726	2,051	638	8	0	2	58	1,602	13,934
	Revenue	\$65,389	\$168,381	\$39,684	\$25,132	\$32,320	\$38,235	\$10,723	\$903	\$0	\$235	\$6,530	\$18,086	\$405,617



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: May 6, 2022
Re: Board Report

- Plans for the concession/restroom/storage facility at the north athletic fields are being developed by CVG Architects. Once they are finalized, they will be submitted to the Village of Oak Brook for permitting, and bids will be solicited from general contractors for construction of the facility.
- The historically rainy spring has created challenges for staff in preparing athletic fields. As the weather warms and dries out the fields, staff will resume seeding, fertilizing, and making repairs to the turf.
- An electronic gate has been purchased and will be installed at the entrance to the Dean Nature Sanctuary. The gate will be automatic, opening in the morning and closing at dark. Cars still inside the gate after dark will be allowed to exit, and police/EMS will be able to open the gate if necessary, using a specialized transmitter. The installation will take place in early summer.
- With the help of staff and preschool students, a pollinator garden has been added to the front of the Family Recreation Center. The garden was funded primarily through a Department of Natural Resources grant. The native plant garden, along with an interpretive sign, will be used to showcase the benefits of pollinators, and the need for creating and saving their habitats.
- A small tornado touched down at the Family Recreation Center parking lot on Saturday April 30th. A light pole with security cameras, as well as a spectator bleacher were damaged. Repair and replacement costs are being submitted as an insurance claim for reimbursement.
- Staff recently began using a robotic striper, Turf Tank, to assist with painting soccer and lacrosse fields at Central Park. Once it is fully functional, it is expected to reduce the time spent weekly repainting and setting up fields, allowing staff to perform other maintenance tasks nearby.
- Please see the agenda histories regarding concession building construction and native stewardship services at the Dean Nature Sanctuary.

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE NO. 22-0516: AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION

AGENDA No.: 8. A.

MEETING DATE: MAY 16, 2022

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

This ordinance authorizes staff to transfer anticipated fiscal year 2021/2022 unexpended funds from certain appropriation line items to other certain appropriation line items. Per Section 4-4 of the Illinois Park District Code, such transfers may only occur after the first six months of any fiscal year have elapsed and requires approval by two-thirds of the Park District Board.

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

Exhibit A lists the updated proposed appropriation transfers for fiscal year 2021/2022. The items shaded in yellow represent additional adjustments identified by staff subsequent to the first reading of this ordinance that was conducted by the Board at the April 18, 2022 Board meeting.

ACTION PROPOSED:

A Motion (and a second) to approve Ordinance No. 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.

ORDINANCE NO. 22-0516

AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION

WHEREAS, the first six months of fiscal year 2021-2022 of the Oak Brook Park District have elapsed; and

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

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

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

Section 1: Anticipated unexpended funds from certain specified budget and appropriation line items in the Budget and Appropriation Ordinance for fiscal year 2021-2022, in the amounts set forth in Exhibit A attached hereto, are hereby transferred to those specific line items and in the amounts, which are also set forth in such Exhibit A, such line items to be increased to the extent of the amount so transferred.

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

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

Passed and approved this 16th day of May, 2022.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary

OAK BROOK PARK DISTRICT
EXHIBIT A
BUDGET TRANSFERS- FISCAL YEAR 2021-2022

Fund & Department	Account Description	Original/Starting Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Administration (01-01)					
01-01-630-000	Administration Full-Time	\$ 323,847.26	\$ 6,636.00	\$ -	\$ 330,483.26
01-01-650-000	Group Medical & Life	68,229.82	7,727.00	-	75,956.82
01-01-730-001	Office Supplies	1,750.00	900.00	-	2,650.00
01-01-840-002	Mastercard/Visa Fees	-	273.00	-	273.00
01-02-740-025	Contingency	60,000.00	-	(15,536.00)	44,464.00
		Total: \$ 15,536.00 \$ (15,536.00)			
Finance (01-02)					
01-02-740-060	Banking Fees	\$ -	\$ 1,110.00	\$ -	\$ 1,110.00
01-02-800-000	Non-Capital/Small Equipment	300.00	1,200.00	-	1,500.00
01-02-740-025	Contingency	44,464.00	-	(2,310.00)	42,154.00
		Total: \$ 2,310.00 \$ (2,310.00)			
Central Park North (01-04)					
01-04-770-000	Electricity	\$ 5,000.00	\$ 300.00	\$ -	\$ 5,300.00
01-04-790-021	Athletic Fields	2,726.00	750.00	-	3,476.00
01-04-800-006	Park Equipment/Replace & Repair	750.00	4,000.00	-	4,750.00
01-04-840-002	Mastercard/Visa Fees	-	167.00	-	167.00
01-02-740-025	Contingency	42,154.00	-	(5,217.00)	36,937.00
		Total: \$ 5,217.00 \$ (5,217.00)			
Central Park (01-05)					
01-05-840-002	Mastercard/Visa Fees	\$ -	\$ 2,061.00	\$ -	\$ 2,061.00
01-05-650-000	Group Medical & Life	93,088.53	3,500.00	-	96,588.53
01-05-690-002	Risk Management Training	500.00	514.00	-	1,014.00
01-05-700-000	Professional Organizations	1,255.00	1,500.00	-	2,755.00
01-05-800-006	Park Equipment/Replace & Repair	6,312.50	8,000.00	-	14,312.50
01-02-740-025	Contingency	36,937.00	-	(15,575.00)	21,362.00
		Total: \$ 15,575.00 \$ (15,575.00)			
Saddlebrook Park (01-06)					
01-06-750-008	Mowing Services	\$ 6,956.48	\$ 2,420.00	\$ -	\$ 9,376.48
01-02-740-025	Contingency	21,362.00	-	(2,420.00)	18,942.00
		Total: \$ 2,420.00 \$ (2,420.00)			
Forest Glen Park (01-07)					
01-07-770-000	Electricity	\$ 4,090.00	\$ 1,500.00	\$ -	\$ 5,590.00
01-02-740-025	Contingency	18,942.00	-	(1,500.00)	17,442.00
		Total: \$ 1,500.00 \$ (1,500.00)			
Dean Nature Sanctuary (01-09)					
01-09-750-005	Security System	\$ 750.00	\$ 8,000.00	\$ -	\$ 8,750.00
01-02-740-025	Contingency	17,442.00	-	(8,000.00)	9,442.00
		Total: \$ 8,000.00 \$ (8,000.00)			

OAK BROOK PARK DISTRICT
EXHIBIT A
BUDGET TRANSFERS- FISCAL YEAR 2021-2022

Fund & Department	Account Description	Original/Starting Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Building/Recreation Center (01-15)					
01-15-840-002	Mastercard/Visa Fees	\$ 7,900.00	\$ 1,000.00	\$ -	\$ 8,900.00
01-15-700-002	State & Regional Organizations	940.00	2.00	-	942.00
01-15-740-020	Safety	-	370.00	-	370.00
01-02-740-025	Contingency	9,442.00	-	(1,372.00)	8,070.00
		Total: \$ 1,372.00 \$ (1,372.00)			
Central Park West (01-20)					
01-20-840-002	Mastercard/Visa Fees	\$ -	\$ 2,226.00	\$ -	\$ 2,226.00
01-20-650-000	Group Medical & Life	4,400.00	182.00	-	4,582.00
01-20-720-000	Business/Line Charges	1,200.00	150.00	-	1,350.00
01-20-740-000	Alcohol Permits/PDMA	4,750.00	1,500.00	-	6,250.00
01-20-765-000	Program Materials & Supplies	3,045.00	750.00	-	3,795.00
01-02-740-025	Contingency	8,070.00	-	(4,808.00)	3,262.00
		Total: \$ 4,808.00 \$ (4,808.00)			
Grand Total General Fund Budget Transfers: \$ 56,738.00					
Total FY 2021/2022 General Fund Original Appropriation Amount: \$ 2,998,485.41					
Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%): \$ 299,848.54					
Administration (02-01)					
02-01-740-060	Banking Fees	\$ -	\$ 1,110.00	\$ -	\$ 1,110.00
02-01-840-025	Contingency	60,000.00	-	(1,110.00)	58,890.00
		Total: \$ 1,110.00 \$ (1,110.00)			
Fitness Center (02-21)					
02-21-650-000	Group Medical & Life	\$ 27,951.00	\$ 2,656.00	\$ -	\$ 30,607.00
02-21-790-008	First Aid Supplies	50.00	375.00	-	425.00
02-01-840-025	Contingency	58,890.00	-	(3,031.00)	55,859.00
		Total: \$ 3,031.00 \$ (3,031.00)			
Aquatic- Recreation Programs (02-26)					
02-26-840-002	Mastercard/Visa Fees	\$ -	\$ 9,396.00	\$ -	\$ 9,396.00
02-01-840-025	Contingency	55,859.00	-	(9,396.00)	46,463.00
02-26-631-003	Part-Time Private Lessons	91,418.00	-	(9,396.00)	82,022.00
		Total: \$ 9,396.00 \$ (9,396.00)			
Children's Programs (02-30)					
02-30-840-002	Mastercard/Visa Fees	\$ -	\$ 11,618.00	\$ -	\$ 11,618.00
02-30-765-216	Youth Soccer	-	500.00	-	500.00
02-30-640-215	Youth Basketball	90,000.00	36,000.00	-	126,000.00
02-30-640-432	Sports Camp- Contract Services	30,000.00	3,500.00	-	33,500.00
02-01-840-025	Contingency	55,859.00	-	(51,618.00)	4,241.00
		Total: \$ 51,618.00 \$ (51,618.00)			

OAK BROOK PARK DISTRICT
EXHIBIT A
BUDGET TRANSFERS- FISCAL YEAR 2021-2022

Fund & Department	Account Description	Original/Starting Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Preschool Programs (02-31)					
02-31-840-002	Mastercard/Visa Fees	\$ -	\$ 9,582.00	\$ -	\$ 9,582.00
02-31-640-050	EC Contract Program	6,600.00	14,500.00	-	21,100.00
02-01-840-025	Contingency	4,241.00	-	(4,241.00)	-
02-31-631-001	EC Preschool Morning	112,175.00	-	(19,841.00)	92,334.00
Total:		\$	24,082.00	\$ (24,082.00)	

Youth Programs (02-32)					
02-32-740-005	Mastercard/Visa Fees	\$ -	\$ 8,119.00	\$ -	\$ 8,119.00
02-32-640-050	Youth Contracted Instruction	900.00	780.00	-	1,680.00
02-32-631-004	Youth Playground Camp Counselor	42,986.00	-	(8,899.00)	34,087.00
Total:		\$	8,899.00	\$ (8,899.00)	

Adult Programs (02-40)					
02-40-840-002	Mastercard/Visa Fees	\$ -	\$ 2,280.00	\$ -	\$ 2,280.00
02-40-640-171	Men's Basketball	15,000.00	-	(2,280.00)	12,720.00
Total:		\$	2,280.00	\$ (2,280.00)	

Pioneer Programs (02-50)					
02-50-840-002	Mastercard/Visa Fees	\$ -	\$ 747.00	\$ -	\$ 747.00
02-50-650-000	Group Medical & Life	20,828.72	-	(747.00)	20,081.72
Total:		\$	747.00	\$ (747.00)	

Special Events and Trips (02-60)					
02-60-840-002	Mastercard/Visa Fees	\$ -	\$ 660.00	\$ -	\$ 660.00
02-60-800-000	Non-capital/Small Equipment	1,500.00	160.00	-	1,660.00
02-60-751-001	Contract Services. Pink 5K	10,000.00	4,000.00	-	14,000.00
02-60-765-005	Program Materials Oktoberfest	2,425.00	-	(820.00)	1,605.00
02-60-765-012	Program Materials Haunted Forest	3,500.00	-	(1,500.00)	2,000.00
02-60-765-026	Program Materials Experience OBPD	3,450.00	-	(2,500.00)	950.00
Total:		\$	4,820.00	\$ (4,820.00)	

Marketing (02-80)					
02-80-840-002	Mastercard/Visa Fees	\$ -	\$ 193.00	\$ -	\$ 193.00
02-80-980-000	Education/Training	5,700.00	-	(193.00)	5,507.00
Total:		\$	193.00	\$ (193.00)	

Grand Total Recreation Fund Budget Transfers:		\$	106,176.00		
Total FY 2021/2022 Recreation Fund Original Appropriation Amount:		\$	4,320,701.00		
Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%):		\$	432,070.10		

Liability Insurance Fund (04-90)					
04-90-650-000	Group Medical & Life	\$ 9,728.47	\$ 351.00	\$ -	\$ 10,079.47
04-90-920-000	Risk Management Pool/PDRMA	101,324.10	-	(351.00)	100,973.10
Total:		\$	351.00	\$ (351.00)	

Grand Total Liability Insurance Fund Budget Transfers:		\$	351.00		
Total FY 2021/2022 Liability. Insurance. Fund Original Appropriation Amount:		\$	157,070.36		
Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%):		\$	15,707.04		

OAK BROOK PARK DISTRICT
EXHIBIT A
BUDGET TRANSFERS- FISCAL YEAR 2021-2022

Fund & Department	Account Description	Original/Starting Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Tennis Center- Administration (07-01)					
07-01-680-002	Notices/Help Wanted	\$ 500.00	\$ 884.00	\$ -	\$ 1,384.00
07-01-740-060	Banking Fees	-	1,243.00	-	1,243.00
07-01-740-025	Contingency	50,000.00	-	(2,127.00)	47,873.00
		Total:	\$ 2,127.00	\$ (2,127.00)	

Tennis Center- Building (07-71)					
07-71-750-015	Other Building Maintenance	\$ 12,000.00	\$ 40,000.00	\$ -	\$ 52,000.00
07-01-740-025	Contingency	47,873.00	-	(40,000.00)	7,873.00
		Total:	\$ 40,000.00	\$ (40,000.00)	

Grand Total Recreational Facilities Fund Budget Transfers:	\$ 42,127.00
Total FY 2021/2022 Rec. Fac. Fund Original Appropriation Amount:	\$ 2,041,916.00
Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%):	\$ 204,191.60

Sports Core-Fields (08-03)					
08-03-790-021	Athletic Fields	\$ 7,694.50	\$ 2,720.00	\$ -	\$ 10,414.50
08-03-995-100	Capital Improvement Fee	24,460.50	-	(2,720.00)	21,740.50
		Total:	\$ 2,720.00	\$ (2,720.00)	

Sports Core-Aquatic Center (08-25)					
08-25-630-000	Full-Time Staff	\$ 88,847.84	\$ 33,100.00	\$ -	\$ 121,947.84
08-25-650-000	Group Medical & Life	16,844.21	3,850.00	-	20,694.21
08-25-631-000	Part-Time Staff	67,189.24	-	(27,000.00)	40,189.24
08-25-631-001	Part-Time Managers	14,328.50	-	(5,000.00)	9,328.50
08-25-680-005	Printing/Manuals, Etc.	8,500.00	-	(4,950.00)	3,550.00
		Total:	\$ 36,950.00	\$ (36,950.00)	

Grand Total Sports Core Fund Budget Transfers:	\$ 39,670.00
Total FY 2021/2022 Sports Core Fund Original Appropriation Amount:	\$ 413,921.73
Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%):	\$ 41,392.17

Capital Projects (12-95)					
12-95-740-050	Other Miscellaneous Expenditures	\$ 500.00	\$ 4,500.00	\$ -	\$ 5,000.00
12-95-940-065	Building & Park Improvements	405,000.00	-	(4,500.00)	400,500.00
		Total:	\$ 4,500.00	\$ (4,500.00)	

Grand Total Capital Projects Fund Budget Transfers:	\$ 4,500.00
Total FY 2021/2022 Capital Projects Fund Original Appropriation Amount:	\$ 405,500.00
Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%):	\$ 40,550.00



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: TENNIS CENTER MEMBERSHIP PRICING

AGENDA NO.: 8 B

MEETING DATE: MAY 4, 2022

STAFF REVIEW:

Deputy Director, 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):

The Park District Board of Commissioners discussed and reviewed the proposed rates at the April 18th, 2022 board meeting.

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

Tennis Center staff reviewed current membership rates, as well as rates offered by nearby competitors. Following review, staff recommends raising all membership categories. The Tennis Center has not increased membership rates since 2017. In the Tennis Center business plan, the preferred membership approach is smaller, more frequent incremental increases as opposed to larger increases less frequently, however, planned increases were delayed due to COVID-19 and membership restructure.

Current and proposed rates, along with competitor analysis can be found in the chart below.

	Current	Proposed	Hinsdale RC	Courts Plus	Score	5 Seasons	Midtown
Adult	\$23 / \$29	\$26 / \$33	\$60	\$48	\$45	\$105	\$153
Adult +1	\$34 / \$43	\$38 / \$48	\$104	\$99	\$80	\$159	\$246
Junior	\$8 / \$14	\$11 / \$18	\$23	\$20	\$22	N/A	N/A
60+	\$17 / \$21	\$20 / \$24	N/A	\$37	N/A	N/A	N/A
60+ +1	\$27 / \$34	\$30 / \$37	N/A	N/A	N/A	N/A	N/A
Family	\$42 / \$55	\$47 / \$60	\$84	\$115	N/A	\$189	\$307

The new rates would go into effect September 1st, 2022. The rate increase would only affect the Tennis Center only memberships; the Campus and Family Recreation Membership pricing would remain the same.

ACTION PROPOSED:

Motion (and a Second) to approve Tennis Center Member Pricing as proposed.

New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESTROOM/STORAGE/CONCESSION BUILDING CONSTRUCTION BID

AGENDA NO.: 9 A
MEETING DATE: MAY 16, 2022

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

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Park District has been awarded a grant in the amount of \$480,000 to help fund a restroom, concession, storage building at the north athletic fields at Central Park. With the assistance and professional services of Upland Design and CVG Architects, plans are being drafted followed by permitting and preparation of construction documents. Once complete, the Park District will solicit bids from general contractors for the construction of the facility.

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

Bidding is expected to take place in mid-summer 2022, with construction beginning late summer or early fall 2022.

ACTION PROPOSED: For review and discussion only.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 22-0620 AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING CONVEYANCE OR SALE THEREOF

AGENDA No.: 9 B

MEETING DATE: MAY 16, 2022

STAFF REVIEW:

Deputy Director, Dave Thommes:

Handwritten signature of Dave Thommes in black ink.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

Items that have been recently identified as surplus are listed in the attached ordinance 22-0621.

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

The recommended manner of conveyance for each item is provided in the ordinance.

ACTION PROPOSED:

For review and discussion only.

**ORDINANCE NO. 22-0620
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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

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

<i>Quantity</i>	<i>Item</i>	<i>Brand</i>	<i>Color</i>	<i>Disposal Method</i>
1	Hot Dog Roller Machine	Wyott	Silver	Metal Recycle
2	Lobby Chairs	Not labeled	brown	Donation
2	Lobby Benches	Hon Co.	Tan	Donation
12	Stackable Conference Room Chairs	Perry	Tan/Blue	Donation
1	Piano	Hamilton	Brown/Wood	Donation

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

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

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

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

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

Section 1: The Property is hereby declared, by a three-fifths (3/5) vote of the Board members now holding office, to be no longer necessary or useful to or for the best interests of the District, and the Board hereby finds that it is in the best interest of the District to dispose of the Property as set forth in Section 2 of this Ordinance.

Section 2: The Board hereby authorizes:

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

b) All other Property to be discarded.

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

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

PASSED AND APPROVED THIS 20th DAY OF JUNE, 2022

Ayes: _____

Nays: _____

Absent: _____

OAK BROOK PARK DISTRICT

By:

Sharon Knitter, President

ATTEST:

By:

Laure L. Kosey, Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: RESOLUTION 22-0621: A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT AND DAVEY RESOURCE GROUP, INC., FOR NATURAL AREAS STEWARDSHIP PROJECT

AGENDA No.: 9C

MEETING DATE: MAY 16, 2022

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

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The natural areas stewardship work at the Dean Nature Sanctuary includes maintenance of the nearly forty native acres throughout the property. This includes spot herbicide treatments to reduce invasive species, high-mowing, seeding, planting, and controlled burns to effectively maintain the natural areas.

The Park District solicited bids in 2020 for natural areas stewardship, and awarded the contract to Davey Resource Group for the 2020-2021 season. The contract was subsequently extended for the 2021-2022 season, which ends in June 2022. The current contract with Davey Resource Group, Inc. allows for a final extension until June 2023.

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

Staff is pleased with the contractor’s performance and maintenance plan for the Dean Nature Sanctuary, and recommends extending the contract with Davey Resource Group until June 2023.

ACTION PROPOSED: For review and discussion only.

RESOLUTION NO. 22-0621

**A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK
PARK DISTRICT AND DAVEY RESOURCE GROUP, INC.,
FOR NATURAL AREAS STEWARDSHIP PROJECT**

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 July 15, 2020, the District and Davey Resource Group, Inc. (the “Contractor”) entered “An Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Areas Stewardship Project” (the “Agreement”), and Section 3 of the Agreement provided that it could be extended for an additional two (2) one-year terms upon approval of such an extension by the District and the Contractor, and upon prior appropriation therefor; and

WHEREAS, the Contractor and the District have now agreed to extend the Agreement by an Amendment to the Agreement, for an additional term of one (1) year through June 20, 2023, 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 extension of the Agreement, from June 21, 2022 to June 20, 2023, subject to the terms and conditions of an “Amendment to An Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Areas Stewardship Project” (the "Amendment"), and the President and Secretary of the District are hereby authorized, respectively, to execute and attest the Amendment 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 JUNE, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

President

ATTEST:

Secretary

**AMENDMENT TO AN AGREEMENT BETWEEN THE OAK BROOK PARK
DISTRICT AND DAVEY RESOURCE GROUP, INC.
FOR NATURAL AREAS STEWARDSHIP PROJECT**

THIS AMENDMENT (the "Amendment") to "An Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Areas Stewardship Project" (the "Agreement"), is made and entered into by and between the Oak Brook Park District (the "District") and Davey Resource Group, Inc. (the "Contractor").

WITNESSETH:

WHEREAS, the Agreement was entered between the District and the Contractor and dated July 15, 2020, for services to be provided by the Contractor for the Natural Areas Stewardship Project at the District's Dean Nature Sanctuary; and

WHEREAS, pursuant to Section 3, the term of the Agreement was to be from the execution of the Agreement through June 20, 2021; provided, however, that the Agreement could be extended for two additional one-year terms, with the final term ending on June 20, 2023, subject to the same terms and conditions, upon approval of such an extension by the Contractor and the District, and provided that sufficient funds are appropriated by the District for such extension; and

WHEREAS, the Contractor and the District have agreed to an extension of one year for the Agreement, through June 20, 2023, 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 the Contractor agree to the terms and conditions of this Amendment as follows:

ARTICLE I
THE RECITALS ARE PART OF THIS AMENDMENT

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

ARTICLE II
EXTENSION OF TERM OF AGREEMENT

A. Section 3 of the Agreement is amended to extend the term of the Agreement until June 20, 2023.

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 June, 2022.

OAK BROOK PARK DISTRICT

DAVEY RESOURCE GROUP, INC.

By: _____
Its President

By: _____
Its: _____

Attest: _____
Its Secretary

Attest: _____
Its: _____



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: APPROVAL OF A TRAVEL EXPENSE FOR COMMISSIONER ATTENDANCE AT THE NATIONAL RECREATION AND PARK ASSOCIATION CONFERENCE HELD SEPTEMBER 20-22, 2022 IN PHOENIX, AZ

AGENDA No.: 9 D

MEETING DATE: MAY 16, 2022

STAFF REVIEW: Chief Financial Officer, Marco Salinas: *Marco Salinas*

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: *Laure Kosey*

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

In accordance with the Local Government Travel Expense Act (ILCS 50/150 *et. seq.*) the Board of Commissioners must approve any commissioner travel expenses by roll call vote during an open meeting.

The National Recreation and Park Association annual conference will be held September 20 – 22, 2022 in Phoenix, AZ.

The 2022 NRPA Annual Conference provides more than 60 education sessions through 12 education tracks specifically tailored to parks and recreation and include a wide variety of topics such as equity and inclusion, leadership and personnel management, recreation and sports programming, revenue development, customer service and much more. Attendees also will have the opportunity to earn up to 1.4 Continuing Education Units (CEUs).

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

A cost estimate for commissioner travel is presented on the attached travel cost form. Staff will investigate and use every cost savings available to reduce any travel expense. NRPA is also offering a virtual conference package.

As it is anticipated registration filling up quickly for the NRPA Conference, staff is seeking a confirmation from each commissioner regarding their attendance at the 2022 NRPA conference and to approve the travel expenses for commissioners attending the conference.

ACTION PROPOSED:

For review and discussion only.

OAK BROOK PARK DISTRICT
Travel, Meal, and Lodging Expense & Reimbursement Form

Name: Commissioner	Department:	Date: 05/16/22	Purpose for Travel: NRPA Conference- Phoenix AZ
---------------------------	--------------------	-----------------------	--

ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
09/19/22	\$ 615.00	\$365	\$ 50.00	\$ 229.00	\$ 15.00	\$ 25.00	\$ 35.00			\$ 1,334.00	Full Conference Package
09/20/22			20.00	\$ 229.00	\$ 15.00	\$ 25.00	\$ 35.00			324.00	Sheraton Hotel - Conf. Headquarters
09/21/22			20.00	\$ 229.00	\$ 15.00	\$ 25.00	\$ 35.00			324.00	
09/22/22			20.00	\$ 229.00	\$ 15.00	\$ 25.00	\$ 35.00			324.00	
09/23/22			50.00		\$ 15.00	\$ 25.00	\$ 35.00			125.00	
										-	
Total:	\$ 615.00	\$ 365.00	\$ 160.00	\$ 916.00	\$ 75.00	\$ 125.00	\$ 175.00	\$ -	\$ -	\$ 2,431.00	

Department Director Approval:	Date:
--------------------------------------	--------------

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

Requestor Signature:	Date:
-----------------------------	--------------

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

2022 Mileage Reimbursement Rate: \$.585 per mile
Scan final approved form and supporting documentation to travel@obparks.org

Department Director Approval:	Date:	Executive Director Approval:	Date:
--------------------------------------	--------------	-------------------------------------	--------------

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

NRPA Annual Conference Registration | National Recreation and Park Association

 nrpa.org/conference/registration



Join us for the NRPA Annual Conference — the largest gathering of park and recreation professionals in the world!

The 2022 NRPA Annual Conference is coming to Phoenix, Arizona, September 20-22. This year's conference will feature thought-provoking keynote speakers, dynamic education sessions, an exploration-worthy exhibit hall and plenty of unique ways to network and connect with peers from across the country. If you are passionate about parks and recreation, you should not miss this event.

You also can access all 45 Speed Sessions, 18 livestreamed 1-hour education sessions and digital versions of the research session posters through the NRPA Virtual Conference. All sessions will be available for 60 days post-conference.

[Register Online Now](#)

[Download the pdf registration form](#)

[Download the pdf group registration form](#)

For more information or assistance with registration please contact nrpa@mcievents.com or call us Monday-Friday, 8 a.m. - 5 p.m. CDT at: Domestic (U.S. & Canada): 888.385.8010; International: 972.349.5891

Registration Rates

Phoenix Conference						
Registration Type	Early Bird (until August 5)		Regular (August 6–September 19)		Onsite (starting September 20)	
	Members	Nonmembers	Members	Nonmembers	Members	Nonmembers
Full Package**	\$615	\$865*	\$775	\$1,045*	\$815	\$1,125*

Phoenix Conference						
Young Professional Package**	\$515	\$655*	\$675	\$855*	\$715	\$915*
Student Package**	\$55	\$115*	\$65	\$125*	\$75	\$135*
Expo Only	\$175	\$235	\$225	\$285	\$225	\$285
Daily Passes	\$395	\$425	\$395	\$425	\$395	\$425
Spouse/Guest	\$425	\$425	\$445	\$445	\$465	\$465
Retired**	\$315	\$415*	\$325	\$415*	\$335	\$415*

* Nonmember, full-package registration fees for the in-person event include a free one-year membership to NRPA.

** Registration fees include access to the virtual conference.

Virtual Conference				
Registration Type	Early Bird (until August 5)		Regular (starting August 6)	
	Members	Nonmembers	Members	Nonmembers
Virtual Conference Full Package	\$295	\$395	\$345	\$445
Virtual Conference Student Package	\$45	\$65	\$75	\$95

Save on Registration

- Register by **August 5** to take advantage of **early bird pricing**.
- NRPA Premier Member Agencies, who purchase **four in-person** registration passes, receive **two virtual** registration passes FREE!
- Volunteers who help with education sessions and conference events in Phoenix will be eligible for a **discount on registration**. Opportunities to volunteer are limited! Contact events@nrpa.org for more information.

NRPA Annual Conference Hotel Blocks

[Hotel Information](#)

Stay Informed

Sign up at the bottom of this page for updates related to the NRPA Annual Conference. For more registration information, please [contact us](#).

[Conference Policies and Terms of Registration](#)

Education | NRPA Annual Conference

 nrpa.org/conference/program-schedule

The NRPA Annual Conference is the go-to event for inspirational education sessions and energetic networking opportunities with some of the top leaders in the park and recreation profession.

Education Tracks

- Aquatics
- Career Development
- Conservation
- Customer Service
- Equity and Inclusion
- Health and Wellness
- Leadership and Personnel Management
- Planning, Design and Maintenance
- Programming
- Public Policy and Advocacy
- Public Relations and Marketing

- Revenue Development

Session Formats

- **One-Hour Education Sessions (In-Person Only):** All one-hour education sessions will be delivered in either lecture or panel style.

- **One-Hour Hybrid Track Education Sessions (In-Person + Livestreamed):** The Hybrid Track consists of 18 one-hour education sessions that will be live-streamed on the virtual platform while delivered in-person. All one-hour education sessions will be delivered in either lecture or panel style. NRPA will assign a moderator for all Hybrid Track sessions to assist the speakers with fielding questions from the virtual and in-person audiences.

- **Speed Sessions:** All 20-minute speed sessions will have both a virtual and an optional in-person component at the conference center in Phoenix. A recording of each speed session will be available on the virtual platform for the duration of the conference. The recording will also be broadcast live in Phoenix with an in-person Q&A session to follow.
- **NRPA Research Sessions (NRS):** All NRPA Research Sessions (NRS) will have both a virtual and an in-person component at the conference center in Phoenix. Research sessions will be conducted during one of two one-hour periods in the exhibit hall in front of your poster. Research session posters will also be available on the virtual platform for the duration of the conference. Schedule and poster details will be forthcoming.

CEUs

Earn up to **1.4 CEUs** by attending the in-person or virtual conference. CEUs can be earned based on the number of sessions attended during the NRPA Annual Conference. Attendees are required to attend entire sessions and complete session evaluations to obtain CEU credit.

Education sessions for the NRPA Annual Conference are selected by the Conference Program Committee (CPC). The CPC is a dedicated group of professionals from around the country, representing all regions, specialties, and content areas that recruits, reviews, and selects education sessions for the annual conference.

Education Partner





Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: REVISION: ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL SECTION 4.12 PURCHASING POLICY

AGENDA No.: 9 E

MEETING DATE: MAY 16, 2022

STAFF REVIEW:

Finance Manager, Nicole Lawler:

Nicole Lawler

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

Laure Kosey

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

The Board of Park Commissioners last approved amendments to Section 4.12 Purchasing Policy in April 2021.

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

The current purchase order threshold of \$500 has been in place for over a decade and is being re-evaluated to reflect increases in the cost of goods and services. Not requiring the creation of purchase orders for purchases under \$1,000 will increase our efficiency and ability to pay our vendors quickly. Our current software provides robust approval tracking for all payments through the Accounts Payable module, so that all invoices will be thoroughly reviewed at several levels before payment is made.

ACTION PROPOSED:

For review and discussion only.

4.12 Purchasing Policy

Purpose:

This policy and procedure will define guidelines for the purchase of necessary goods and services for the Park District.

GENERAL GUIDELINES

- A. Purchases totaling \$499.99 or less will not require the issuance of a purchase order, with the exception of any purchases to be carried-out with a District issued procurement card ("P-Card"), regardless of the purchase amount. For further information specific to the District's P-Card program, refer to Section 4.11 Procurement Card Policy, which is incorporated into this Purchasing Policy, by reference.
- B. Purchases of \$500.00 or more will require the creation of a purchase requisition and subsequent issuance of a purchase order prior to the procurement of the goods and/or services. A purchase requisition is a written request to purchase goods and services and requires the appropriate approvals before a corresponding purchase order can be issued. A purchase order authorizes the actual purchase of goods and/or services on behalf of the district.
- C. Purchases in excess of \$25,000.00 are subject to additional procedures which are set forth in Section 4.4 Contracts – Policy for the Review, Approval and Execution of Contracts, which is incorporated into this Purchasing Policy, by reference.
- D. Purchases that are identified as "emergency" by the Executive Director are subject to additional procedures which are set forth in Section 4.6 Emergency Expenditures Policy, which is incorporated into this Purchasing Policy, by reference.
- E. The appropriate vendor(s) may need to be contacted to obtain pricing and other pertinent information so the employee ("requester") may create the corresponding purchase requisition using the District's purchase order software module ("P.O. module").
- F. Employee access to the P.O. module may only be granted by the Chief Financial Officer or Finance Manager in response to a written request from the appropriate supervisor.

Commented [NL1]: 999.99

Commented [NL2]: "where a purchase order must be created regardless of purchase amount, yet the purchase order need not be created until after the monthly statement is received."

Commented [NL3]: 1,000.00

Commented [NL4]: Add, "Purchases \$2,000 or greater will require three quotes."

Commented [NL5]: 30,000

Commented [NL6]: Add
G. Intentionally dividing a larger purchase into a series of smaller charges in an attempt to avoid obtaining the required authorizations may result in disciplinary action or termination of employment.

PROCEDURES FOR THE CREATION OF A PURCHASE REQUISITION/ORDER

- A. Once a requester has been granted access to the District's P.O. module, he/she may create a purchase requisition as follows:
 - a. Requester shall log into the P.O. module and select "add" located in the Data Entry-Purchase Order Entry menu;
 - b. A purchase requisition form will appear on the computer screen, containing numerous fields that will need to be populated with information such as vendor number, name of approving department, posting date, quantities, pricing,

descriptions of the goods and services being requested, as well as the appropriate general ledger accounts. The P.O. module will automatically alert the requester if the requested purchase will result in an “over budget” state to any of the general ledger accounts being used. Once the purchase requisition has been finalized and saved, the corresponding supervisor will receive an electronic notice that the requisition is awaiting his/her review and approval.

- B. The supervisor shall review the purchase requisition for accuracy and completeness and may approve it without further modifications, modify it before approving it, permanently cancel it, or deny it and return it to the requester for additional modifications. If approved by the supervisor, the Chief Financial Officer (C.F.O.) will receive an electronic notice that the requisition is awaiting his/her review and approval.
- C. The C.F.O. shall review the purchase requisition for accuracy and completeness and may approve it without further modifications, modify it before approving it, permanently cancel it, or deny it and return it to either the supervisor or requester for additional modifications. If the requisition is approved by the C.F.O, the P.O. module will record the appropriate encumbrances and convert the purchase requisition into a purchase order. An email notice will subsequently be sent to the requester alerting him/her that a purchase order has been created, which provides confirmation that the requested purchase of goods and/or services has been approved.
- D. When warranted, the requester shall provide the vendor or service provider with a copy of the purchase order document which contains the details of the approved purchase, as well as language concerning the district’s terms and conditions and the Illinois Prevailing Wage Act. See Exhibit “A” for a sample of a completed purchase order.

Approved by Board of Commissioners October 18, 2010

Revisions approved August 15, 2016

Revised 1-16-17

Approved by Board of Commissioners October 18, 2010, with revisions approved August 15, 2016, January 17, 2016



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: REVISION: ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL SECTION 4.11 PROCUREMENT CARD POLICY

AGENDA No.: 9 F

MEETING DATE: MAY 16, 2022

STAFF REVIEW:

Finance Manager, Nicole Lawler:

Nicole Lawler

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

Laure Kosey

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

The Board of Park Commissioners last approved amendments to Section 4.11 Procurement Card Policy in April of 2021.

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

Since the last policy revision, we have found that the structure of our financial software makes it difficult to enter these purchases into the Purchase Order module the way it is described in the current policy. The suggested amendments revise the policy to accurately match the process that is necessary to efficiently record these purchases in our system. In addition, the revised policy reflects minor procedural changes, such as the way statements are made available to employees (electronically rather than on paper) and the process for requesting a new card (we no longer use a paper 'form'). Finally, since job titles can change and positions may be added or eliminated, we've removed the list of eligible positions and streamlined the language to describe the types of employees who are eligible for a card (based on departmental recommendations and Executive Director approval).

ACTION PROPOSED:

For review and discussion only.

4.11 PROCUREMENT CARD POLICY

OVERVIEW

The Oak Brook Park District Procurement Card Program (P Card) with ~~The Private Bank~~ is established to provide an efficient, cost-effective method of making purchases for the Park District.

Commented [NL1]: CIBC

The P Card is issued with specific spending limits assigned to designated individuals at the District. Eligibility to retain and use a P Card is subject to approval by the Executive Director. Cards may be issued to the following personnel:

~~ABC Preschool Coordinator~~
~~Accounting Administrative Assistant~~
~~Administrative Assistant~~
~~Administrative Services Assistant~~
~~Administrative Services Specialist~~
~~Building Engineer~~
~~Building Technician~~
~~Chief Financial Officer~~
~~Corporate and Community Relations~~
~~Custodian, Lead (2)~~
~~Director of Parks and Planning~~
~~Deputy Director~~
~~Executive Director~~
~~Facility Coordinator~~
~~Facility Supervisor~~
~~Finance Manager~~
~~Fitness Supervisor~~
~~Graphic Designer~~
~~Human Resources Manager~~
~~Landscape Specialist~~
~~Lead Aquatic Supervisor~~
~~Marketing and Communications Manager~~
~~Park Specialist~~
~~Programing Administrative Assistant~~
~~Recreation Manager~~
~~Recreation Manager Athletics~~
~~Registration Coordinator~~
~~Superintendent of Facilities~~
~~Superintendent of Aquatic and Maintenance Operations~~
~~Superintendent of IT and Communications~~
~~Superintendent of Recreation~~
~~Superintendent of Enterprise Operations~~
~~Tennis Center Assistant Manager~~

Commented [NL2]: I suggest replacing this section with the following:

"The P Card is issued with specific spending limits assigned to designated individuals at the District. Eligibility to retain and use a P Card is subject to approval by the Executive Director. Cards may be issued to most full time and some part time personnel at the written request of the appropriate superintendent or department manager, and upon approval by the Executive Director."

The P Card program is reconciled monthly by the Finance Department to ensure the P Card procedures are followed. The Finance Department is responsible for administering the P Card's purchasing dollar limits. The Executive Director or the individual's immediate supervisor will provide written authorization to the Finance Department when changes are to be made to an individual employee's spending limit.

ELIGIBILITY FOR A PROCUREMENT CARD

A Procurement Card Agreement form (Attachment A) must be completed and submitted to the Chief Financial Officer for review and processing. The application is subject to approval by the Executive Director.

CONDITIONS OF USE

- 1) The P Card is to be used by only the person listed on the card.
- 2) The cardholder will ensure the safe custody of the P Card at all times. When not in use, the P Card may be kept in a secure drawer in their desk or in their wallet.
- 3) The P Card is to be used for only Oak Brook Park District business related expenditures. The cardholder may place an order with a supplier: a) In person; b) by phone or fax; c) by mail; or d) via the internet only when the site has been deemed secure.
- 4) ~~If the P Card is used for a personal expense in error, a voucher is needed for processing, and the cardholder shall immediately provide cash reimbursement for the charges.~~
- 5) Examples of inappropriate uses for the P Card include, but are not limited to the following:
 - a. Personal expenses
 - b. Personal Identification Numbers (PINs) are not issued such that Cash Advances are not acceptable.
 - c. Alcoholic beverages
 - d. Airline tickets and hotel reservations, unless attending a conference with prior authorization from the Executive Director
 - e. Multiple charges to manipulate the purchase limits
 - f. Any purchases not related to Park District business
- 6) The cardholder will ensure sufficient budget funds are available to cover purchases. The cardholder will follow the guidelines of the District's Purchasing Policy (4.12), and Contracts – Policy for the Review, Approval and Execution of Contracts (4.4)
- 7) The Park District is exempt from paying taxes on its purchases. It is the cardholder's responsibility to ensure that the merchant does not charge sales tax on the purchase.
- 8) ~~P Card statements will be sent directly to the Finance Department for payment. The cardholder must submit an Accounts Payable Voucher for each purchase or credit receipt~~

Commented [NL3]: "The Individual's superintendent or department manager will provide written authorization to the Finance Department when changes are to be made to an individual employee's spending limit, subject to approval by the Executive Director."

Commented [NL4]: I've added wording to the section above stating that a written request is required, and it already states that it must be approved by the Executive Director. As we do not use a 'form', this segment is redundant and should be eliminated.

Commented [NL5]: Add, "...or their designated administrative assistant"

Commented [NL6]:
"4) if the P Card is used for a personal expense in error, the employee must notify the CFO as soon as possible, and shall reimburse the District promptly."

I suggest not designating a specific form of payment for this section.

to the Finance Department for use in reconciling the card statement and processing payment. Indicate "Visa" as the vendor name on the Accounts Payable Voucher. The invoice number field on the Accounts payable Voucher is to be used for the name of the location, i.e. Target, Hobby Lobby, Fed Ex and the USPS.

- 9) The cardholder will immediately report lost, stolen or damaged cards or any fraudulent transactions to the Chief Financial Officer, in addition to contacting Customer Service at The Private Bank (886-552-8855) to report lost, stolen or damaged cards immediately. A P Card found after it has been reported lost or stolen must be destroyed by cutting it in half.
- 10) In the event of a disputed charge, the cardholder should try to resolve the dispute directly with the merchant. If the dispute cannot be resolved, the cardholder should immediately contact the Chief Finance Officer. The nature of the dispute and the final resolution of the dispute must be documented by the cardholder.
- 11) Failure to comply with these conditions of use will result in the termination of the issued P Card and the cardholder may be subject to disciplinary action up to and including termination of employment. In addition, a cardholder found to have fraudulently used the P Card is personally liable for any fraudulent charges and shall be required to reimburse the Park District for such charges.
- 12) The P Card is the property of Oak Brook Park District. Upon resignation, termination or retirement, the card must be surrendered to the Chief Financial Officer.

Approved by Board of Commissioners May 14, 2007
Revised July 2, 2015
Revised August 15, 2016
Revised 1-16-17

Commented [NL7]: add

The cardholder will download their statement each month and create a purchase order with a line for every charge or credit on their statement. The PO number should be written on the statement, then a copy of the statement along with all receipts shall be sent to the finance manager for reconciliation and processing.

Commented [NL8]: CIBC

Commented [NL9]: t

Commented [NL10]: "...or Finance Manager, at which time the card will be cancelled."



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AMENDING: ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL SECTION 4.4 CONTRACTS – POLICY FOR THE REVIEW AND AUTHORITY TO APPROVE AND EXECUTE CONTRACTS.

AGENDA No.: 9 G

MEETING DATE: MAY 16, 2022

STAFF REVIEW:

Finance Manager, Nicole Lawler:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Board of Park Commissioners last approved amendments to Section 4.12 Purchasing Policy in April 2021. In January of 2021, SB3050 was introduced. It was passed by both houses on 3/30 and was sent to Governor Pritzker on 4/28. We anticipate that this bill will be signed into law in the near future and will be effective immediately. This bill increases the amount for mandatory competitive bidding to \$30,000 (from \$25,000)

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

If approved, the accompanying proposed revisions to our Contract Policy will align our current policy with the pending revision to the Illinois Park District Code. In addition, recommended revisions to our policy would reflect the recommended changes to the Purchase Order policy. It will also increase the threshold for contracts to be approved by Department Heads from \$10,000 to \$14,999, and would allow select other employees to execute contracts between \$15,000 and \$29,999 in the Executive Director’s absence.

ACTION PROPOSED:

For review and discussion only.

4.4 Contracts – Policy for the Review, Approval and Execution of Contracts

Purpose:

The purpose of this policy is to set forth guidelines to determine: 1) when a contract requires review by legal counsel; and 2) who has the authority to approve and execute contracts on behalf of the Park District.

- A. Except as otherwise specifically provided in this Policy, all letting of contracts and purchases shall comply with the District’s Purchasing Policy (4.12) and Procurement Card Policy (4.11).
- B. Unless a purchase is exempt from bidding, contracts estimated to cost in excess of ~~\$25,000.00~~ \$30,000.00 are required to be bid in accordance with the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.* (the “Code”). Generally, a purchase is exempt from bidding if the purchase is not adapted to award by competitive bid, including those purchases listed in 70 ILCS 1205/8-1(c), or the purchase is for an emergency.
- C. For contracts estimated to cost in excess of ~~\$25,000.00~~ \$30,000.00 and are not exempt from bidding:
 - 1. Attorney shall review bid documents prior to advertisement for bid and distribution of bid documents.
 - 2. Contract shall be advertised in a newspaper published in the District to solicit bids.
 - 3. Staff will review the bids and make a recommendation to the Board for award of the contract to the lowest responsible bidder(s).
 - 4. The Board of Park Commissioners will award the contract to the bidder(s) the Board determines, in its sole discretion, to be the lowest responsible bidder in accordance with law.
 - 5. Execution by Board President and Secretary shall be required.
- C. For contracts estimated to cost in excess of ~~\$25,000~~ \$30,000.00 and are exempt from bidding:
 - 1. Three (3) price quotes shall be obtained.
 - 2. Attorney shall either prepare a contract or review a proposed contract presented from the vendor/contractor. Attorney should be contacted if District staff is uncertain whether the purchase is exempt from bidding.
 - 3. Execution by Board President and Secretary shall be required.
- D. For contracts estimated to cost \$2,000.00 - ~~\$24,999.99~~ \$29,999.99:
 - 1. Three (3) price quotes shall be obtained.
 - 2. Attorney shall either prepare a contract or review a proposed contract presented from the vendor/contractor. Alternatively, if the contractor includes any terms and conditions with its proposed contract, consult with the Executive Director to determine whether contractor’s terms and conditions require legal review. If legal

review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy shall be included with the contract and executed by the contractor and the Park District.

3. Execution by Executive Director shall be required for contracts from ~~\$10,000.00~~ ~~\$15,000.00~~ and up to ~~\$24,999.99~~ ~~\$29,999.99~~. In the absence of the Executive Director, the Deputy Director, Chief Financial Officer, or the Director of Parks and Planning may execute the contract.; ~~execution~~—Execution by Department Head/Manager shall be required for contracts from \$2,000.00 and up to ~~\$9,999.99~~ ~~\$14,999.99~~.

E. For contracts estimated to cost \$1,999.99 or less:

1. A Purchase Order shall be required for contracts for which the cost is estimated to be ~~\$500.00~~ ~~\$1,000.00~~ or more, ~~including~~—~~excluding~~ purchases made with the Procurement Card (the “P Card”).
2. Execution by Department Head/Manager shall be required, and Chief Financial Officer shall initial the Purchase Order.
3. If the contractor includes any terms and conditions with its proposal or proposed contract, consult with the Executive Director to determine whether the contractor’s terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with the proposal/contract and executed by the contractor and the Park District. The Rider may require further amendment depending on the contractor’s terms and conditions.

F. Notwithstanding the provisions of Divisions A – E of this Policy, contracts entered for emergency services shall be subject to the following:

1. An emergency shall be defined and determined as follows:
 - a. An emergency is defined as a circumstance requiring mitigation immediately, or as soon as reasonably possible, in order to prevent harm to public health, safety, or welfare or to prevent significant damage to Park District facilities, equipment, property or operations.
 - b. A declaration that such an emergency exists shall be made, in writing, signed by the Executive Director, and communicated to the Park Board of Commissioners. If the Executive Director is not available, then the Department Head/Manager responsible for the emergency mitigation shall present the circumstances of the emergency to the President of the Board of Park Commissioners, who may declare, in writing, that an emergency exists.
2. In the event the cost of the emergency is in excess of ~~\$25,000~~ ~~\$30,000~~ and is normally required to be bid in accordance with the Code, $\frac{3}{4}$ of the members of the Park Board of Commissioners must approve such an emergency purchase in order for the purchase to be exempt from bidding. See also the Emergency Expenditures Policy (4.6).

3. If the contract for the emergency is exempt from bidding as specified in Section B or because the cost is estimated to be from \$2,000.00 and up to ~~\$24,999.99~~ \$29,999.99:
 - a. Every effort shall be made to obtain more than one (1) price quote; provided, however, that if more than one (1) price quote cannot be obtained in a timely manner, the Executive Director may select a contractor to perform any necessary services at the best price that can be negotiated given the time constraints.
 - b. Execution by the Executive Director and the President of the Board of Park Commissioners shall be required for contracts for which the cost is ~~\$25,000.00~~ \$30,000.00 or more, and ratification of the contract by the Board of Park Commissioners shall be required at its next regular meeting.
 - c. Execution by the Executive Director, Deputy Director, Chief Financial Officer, or Director of Parks and Planning shall be required for contracts from ~~\$10,000.00~~ \$15,000.00 and up to ~~\$24,999.99~~ \$29,999.99; and execution by Department Head/Manager shall be required for contracts from \$2,000.00 and up to ~~\$9,999.99~~ \$14,999.99.
 - d. If the contractor includes terms and conditions with its contract, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with any such contract and executed by the contractor and the Park District.

5. Contracts for which bidding is not required by law and for which the cost is estimated to be \$1,999.99 or less:
 - a. A Purchase Order shall be required for any contract estimated to be ~~\$500.00~~ \$1,000.00 or more, ~~including-excluding~~ purchases made with the "P Card".
 - b. Execution by Department Head/Manager shall be required, and the purchase order approved by the Chief Financial Officer, ~~shall initial the Purchase Order.~~
 - c. If the contractor includes terms and conditions with its Purchase Order, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with the Purchase Order and executed by the contractor and the Park District.

**For all contracts, the Final Payout Check List shall be utilized
as appropriate for the nature of the contract.**

Policy Approved by Board of Commissioners August 16, 2016, Procedure Revisions 1-16-17, 3-15-21.

**RIDER TO AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT
AND _____ FOR _____**

This Rider amends, supplements and supersedes the Agreement between the Oak Brook Park District (the "District") and _____ (the "Contractor") for _____, including its Terms and Conditions (the "Agreement"). In the event of any conflict between any of the provisions of this Rider and the provisions of the Agreement, the provisions of this Rider shall control.

A. CONTRACTOR'S INSURANCE and HOLD HARMLESS

FAILURE TO MEET THESE INSURANCE REQUIREMENTS IS CAUSE FOR CANCELLATION OF THE AGREEMENT.

1. The Contractor shall obtain and maintain insurance of the types and in the amounts listed below.

a. Commercial General and Umbrella Liability Insurance

The Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District, its elected and appointed officials, employees, agents and volunteers shall be included as an additional named insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be deemed excess of such Contractor's insurance and shall not contribute with it.

b. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

c. Workers Compensation Insurance

Contractor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Contractor waives all rights against the District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to such Contractor's activities.

d. General Insurance Provisions

i. Evidence of Insurance: The Contractor shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the District prior to the cancellation or material change of any insurance referred to therein. Written notice to the District shall be by certified mail, return receipt requested.

Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements, or failure of the District to identify a coverage deficiency from evidence that is provided, shall not be construed as a waiver of such Contractor's obligation to maintain such insurance.

The District shall have the right, but not the obligation, of prohibiting such Contractor from entering the premises until such certificates or other

evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of the Agreement entered by the parties at the District's option.

Contractor shall provide certified copies of all insurance policies required above within 10 days of the District's written request for said copies.

ii. Acceptability of Insurers: All insurance companies shall maintain a rating no less than A-VII from A.M. Best, based on the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A-VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

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

iv. District's Insurance: Under no circumstances shall the District be required to name the Contractor, its officers, employees, agents, subcontractors, suppliers and representatives as additional insureds under District's insurance coverage.

2. To the fullest extent permitted by law, the Contractor shall indemnify, hold harmless, protect and defend the District, its officers, employees and agents, from and against any and all liability, claims, damages, losses, suits, demands, proceedings and actions, including attorneys' fees, costs and expenses of defense, which may arise from, grow out of, result from or be related directly or indirectly to any loss, damage, injury, death or damage to property resulting from the performance of the work by the Contractor or any subcontractor under the Agreement, or from any negligent or willful acts, errors or omissions in the performance of the work of the Contractor or any subcontractor hereunder, or from any breach of the Contractor's obligations or any material default by the Contractor under the Agreement.

Nothing contained herein shall be construed as prohibiting the District, its officers, employees or agents from defending, through the selection and use of their own

agents, attorneys and experts, any claims, suits, demands, proceedings or actions brought against them. The District's participation in its defense shall not remove the Contractor's duty to indemnify, defend and hold the District harmless as set forth herein.

The indemnification required hereunder shall not be limited by reason of the enumeration of insurance coverage herein provided.

The Contractor's indemnification of the District shall survive the termination or expiration of the Agreement.

B. TERMINATION:

The District may, at any time, terminate the Agreement in whole or in part for the District's convenience and without cause. In the event of such termination or in the event the District terminates this Agreement in accordance with A.1 of this Rider: a) Contractor shall recover payment for approved and properly performed work completed prior to the effective date of termination; and b) Contractor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

C. WARRANTIES:

Unless otherwise required by law, the Contractor shall provide, a minimum one (1)-year warranty on all workmanship and material provided to the District by the Contractor. **[NOTE: If Contractor provides longer warranty, this provision must be struck.]**

D. PAYMENT:

Payment shall be made by the District to the Contractor upon the District's receipt of an invoice itemizing the work properly performed, as determined by the District, for the period covered by the invoice. The contract sum shall be paid and shall bear interest in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

No Event of Default shall occur if the District complies with this Section. **[Note, contractor's terms may have other triggers for "Event of Default"].**

E. CHOICE OF LAW AND LIMITATIONS:

The Agreement, its validity, enforceability and interpretation, shall be governed by the laws of the State of Illinois, including the ten (10)-year statute of limitations in Illinois for contract claims. Jurisdiction for any claims shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

F. ASSIGNMENT:

Contractor shall not assign the Agreement to any person or entity other than an affiliate of the Contractor without the District's prior written consent.

G. LEGAL FEES:

The District shall be entitled to the award of attorneys' fees and costs in the event the District is the prevailing party in any suit or action in connection with the enforcement of the terms and conditions of the Agreement.

H. NO WAIVER OF TORT IMMUNITIES:

Nothing contained in any provision of this Agreement is intended to constitute nor shall constitute a waiver of the defenses and immunities available to the District under the Illinois Local Government and Governmental Employees Tort Immunity Act.

I. COMPLIANCE WITH LAWS:

Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded to perform the work hereunder and shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform its duties under this Agreement. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement.

The Contractor and the District hereby acknowledge and agree to the terms and conditions of this Rider.

CONTRACTOR:

OAK BROOK PARK DISTRICT:

Name of Contractor

By: _____
Signature of Authorized Representative

By: _____
Signature of Authorized Representative

Its: _____

Its: _____

Final Payout Checklist for Projects Encompassing Work on the Public Works of the Oak Brook Park District

The final payout to the contractor for projects on the public works is very important. Staff shall use this checklist to make sure that the District receives the documents required by the Contract.

_____ **Final Waiver of Lien for the contractor, all subcontractors, and supply houses.**

- Copies of the Waiver of Liens shall be included with the AP Voucher.
- Original Waiver of Liens shall be filed in the Contract File folder in the Executive Director's office.
- Waivers of Lien should be received from the contractor, subcontractors, and suppliers of materials used in the project.
- For partial payments (before the project is complete) the Waiver of Lien should match the requested invoice amount and shall reflect the total amount paid for the project to date.
- For FINAL payment, the contractor shall submit FINAL Waivers of Lien from its firm and all subcontractors. The Final Waivers of Lien should reflect that all payments have been received.

• _____ Contractors are responsible to submit their Wage and Hour report directly to the Illinois Department of Labor ("IDOL") through the portal provided on IDOL website:
<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Prevailing-Wage-Portal.aspx>

_____ **Maintenance Bond**

- Contractor shall submit a maintenance bond as required by the contract. The maintenance bond insures the warranty period.
- The bond shall be filed in the Contract File in the Executive Director's office.

_____ **Warranty Certificate(s)**

- Manufacturer's warranty certificate(s) for the product(s) installed shall be filed in the contract files in the Executive Director's office. A copy of the warranty certificate(s) shall be filed in the Project File. The project files are located in Studio D storage file cabinets.

_____ **"As Builts" or Record Drawings in hard copy and PDF. (This requirement is for most projects, however, there are some projects that do not require blueprints/plans; check the contract for this requirement.)**

- The contractor is to return to the District the set of plans utilized in the project. This set of plans shall contain the signature of the contractor and a statement that the plans are the "as-builts" or record drawings. The documents should contain the contractor's notes regarding the project and any deviations from the original plans that were agreed by the District and the Architect/Engineer. In addition, certain

projects will need to have a surveyor confirm the project meets the requirements of the ADA.

- The paper as-built shall be filed in the Project Files with the blueprint/plans and the PDF is stored on the Shared Drive, S:/Parks/Parks and Facilities.

_____ **Copies** of the invoice(s), waivers of liens, and purchase order(s) shall be filed in the Contract File.

_____ **Change Orders:**

- If a change to the contract amount or term/date of completion is required and agreed upon by the District and contractor, a change order shall be issued. In accordance with IL Compiled Statutes Chapter 720, Section 5/33E-9, the District is required to make specific findings prior to authorizing -a Change Order or a range of Change Orders which would increase or decrease the dollar amount of the contract by \$10,000 or more. The change order(s) must be presented to the Board for review of the specific findings as stated in the Resolution and receive the Board's approval. After signed by the contractor and the District, change orders shall be filed in the contract files and project files.

_____ **Project File**

- Any documents pertaining to the project, meeting notes, correspondence, one copy of the bid packet, copy of warranty, blueprints or plans, should be filed in the Project Files. Project files are located in Studio D storage file cabinets or on the shared drive of the District's computer network.

Staff shall sign this checklist and include a copy of the checklist with the Final Payout voucher submitted to accounting and with a copy of the AP Voucher and Invoice filed in the Contract File.

Staff Signature: _____

Department: _____

Project Title: _____

Date: _____



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE REVISION TO PERSONNEL POLICY MANUAL
SECTION 3.10 TIME-OFF BENEFITS – VACATION TIME**

AGENDA No.: 9 H

MEETING DATE: MAY 16, 2022

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 current Vacation Time Policy (approved by the Board of Commissioners on 11/11/2021) requires an employee to accrue vacation time in the current calendar year to use in the subsequent calendar year.

Vacation Time

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 in the new year and must be used by the end of the pay period in which February 28 occurs or it will be forfeited.

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

We are proposing to replace the current Vacation Time Policy with the attached policy, effective September 1, 2022. The proposed policy:

- Replaces the current calendar year annual accrual with a biweekly accrual based on the employee’s eligibility date and annual vacation time allotment. This will allow new hires access to vacation time during the year of hire as well as accurately align vacation hours/years of service. Moving to a biweekly accrual will also allow the benefit hours administration process to be automated and managed within the payroll system.
- Includes a maximum accrual balance of 1-1/2 times an employee’s annual vacation accrual at any point in time to encourage employees to use vacation time in order to continue to accrue.
- Aligns carry-over with the fiscal year budget and limits it to one time an employee’s annual accrual. Allowing carry-over provides employees flexibility in planning paid time-off.

ACTION PROPOSED:

For review and discussion only.

PERSONNEL POLICY MANUAL: SECTION 3.10 Time-Off Benefits

Vacation Time (Effective 9/1/2022)

Oak Brook Park District provides paid vacation for employees to take time for rest and recuperation.

Eligibility

All Full-time employees and Certified Professional Instructors are eligible for paid vacation leave benefits.

Vacation accruals begin on the first day of employment or the first day that an employee becomes eligible for such benefit. Vacation shall be accrued according to the following Vacation Accrual Schedule and will be credited to an employee’s vacation benefit account on a bi-weekly basis and timed to coincide with the District’s existing payroll disbursements schedule. Vacation leave will not be earned during an unpaid leave of absence and the length of vacation that can be used at any point in time is limited to the balance of the employee’s vacation benefit account.

Any exception to this policy is subject to approval by the Executive Director.

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. 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.

Vacation Accrual Schedule – Full-time Employees

Years of Service	Hours per Year	Approximate Hours per Biweekly Pay Period	Maximum Vacation Balance Carry-over from One Fiscal Year to Another (1 x Annual Accrual)	Maximum Vacation Balance at any Point in Time (1-1/2 x Annual Accrual)
Less than 2 years	80	3.08	80	120
2 years to 10 years	120	4.62	120	180
10 years to 20 years	160	6.15	160	240
20 or more years	200	7.69	200	300

Vacation Accrual Schedule – Certified Professional Instructors

Hours per Year	Approximate Hours per Biweekly Pay Period	Maximum Vacation Balance Carry-over from One Fiscal Year to Another (1 x Annual Accrual)	Maximum Vacation Balance at any Point in Time (1-1/2 x Annual Accrual)
30	1.15	30	45

Leave requests

To schedule vacation time, employees must submit a completed leave request form to their supervisor at least one week before the requested leave. Employees must ensure that the balance in their vacation benefit account is sufficient to cover the vacation hours requested.

Requests will be evaluated based on a number of factors, including department operating and staffing requirements. The supervisor should indicate on the leave request form whether the request has been approved or denied and should return the leave request form to the employee within three business days of the date the leave request form was submitted. If the request for vacation leave is denied, the supervisor should provide an explanation for the denial on the form returned to the employee.

Vacation Pay

Vacation will be paid at the employee's base rate at the time the leave is taken. For Certified Professional Instructors, vacation will be paid at the rate associated with the job having the greatest number of worked hours during the pay period in which the vacation time is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Accrual of Vacation Leave

Oak Brook Park District encourages employees to use available vacation time. A maximum of one time the employee's annual vacation accrual may be carried-forward to the subsequent fiscal year. The measurement date for this shall be as of the end of the pay period in which April 30 occurs. Any hours in an employee's vacation benefit account in excess of this maximum will be forfeited.

If at any point in time an employee's vacation benefit account reaches 1-1/2 times the employee's annual vacation accrual, any additional vacation accruals (credits) will cease and only resume to the extent that the vacation benefit account balance has been reduced to allow for the resumption of additional accruals.

Termination

If employment is terminated, accrued, unused vacation leave that has been earned through the last pay period of active employment will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance. In the event of the employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: PERSONNEL POLICY MANUAL SECTION 8.1: EXIT INTERVIEW

AGENDA No.: 9I

MEETING DATE: MAY 16, 2022

STAFF REVIEW: Linda Noonan, Human Resource Manager:

Handwritten signature of Linda Noonan in black 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 current Exit Interview Policy encourages all employees who resign from the District to pursue an exit interview with either their supervisor or the Executive Director.

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full-time, 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 their 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 their position, or for continuance of favorable working conditions or benefits.

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

The purpose of the proposed revision to the policy is to better capture feedback regarding the employment experience at the District in order to make improvements.

ACTION PROPOSED:

For review and discussion only.

PERSONNEL POLICY MANUAL: SECTION 8.1 Exit Interview

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full-time, part-time employee or certified professional instructor who resigns. The supervisor of a full-time employee, certified professional instructor, and other IMRF participating part-time employee shall schedule a meeting with the Human Resource Manager or Executive Director to conduct the exit interview. Other part-time employees have the option to request a meeting with their supervisor or superintendent of their department. The employee's supervisor or the Executive Director shall conduct any such purpose of such an interview is to determine for the purposes of determining, from the employee's point of view, the reasons for their 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 their position, or for continuance of favorable working conditions or benefits.