



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 13, 2017 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
  - a. APPROVAL OF November 13, 2017 AGENDA
  - b. APPROVAL OF MINUTES
    - i. October 16, 2017 Regular Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING October 31, 2017
    - i. Approval of Warrant No. 605
4. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
  - b. Ten-year Service Recognition of Commissioner Kathy Carson
  - c. Strategic Plan Update
  - d. Tennis Center Business Plan
  - e. Funding Options for Universal Playground
5. STAFF RECOGNITION
  - a. None
6. REPORTS:
  - a. Administrative, IT, and Marketing 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**  
**November 13, 2017 – 6:30 p.m.**  
**Canterberry Room**

7. UNFINISHED BUSINESS

- a. None

8. NEW BUSINESS

- a. Ordinance No 17-1211: An Ordinance Levying Taxes and Assessing Taxes For The Fiscal Year 2018-2019 Of The Oak Brook Park District of DuPage and Cook Counties, Illinois.  
A Public Hearing is scheduled to commence at the beginning of the December 11, 2017 Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for Fiscal Year 2018-2019 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.
- b. IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts
- c. Records Management and Disposal
- i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 23, 2017
- d. 2018 Board Meeting Dates
- e. Amendment: Administrative Policies and Procedures: Section 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON December 11, 2017, 6:30 p.m.

10. ADJOURNMENT





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 13, 2017 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER 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.]*
2. OPEN FORUM *[Ask whether there are any public comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
3. CONSENT AGENDA *[Request a motion (and second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***

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

- a. APPROVAL OF November 13, 2017 AGENDA
  - b. APPROVAL OF MINUTES
    - i. October 16, 2017 Regular Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING October 31, 2017
    - i. Approval of Warrant No. 605
4. COMMUNICATIONS/PROCLAMATIONS
    - a. Board of Commissioners to share communications *[Discussion Only]*
    - b. Ten-year Service Recognition of Commissioner Kathy Carson *[Executive Director Laure Kosey will present the IPRA/IAPD Ten Year Service Recognition Plaque to Commissioner Carson – photo opportunity.]*
    - c. Strategic Plan Update *[Discussion only – Six month update of the Strategic Plan.]*
    - d. Tennis Center Business Plan *[Discussion Only – Review of the Tennis Center Business Plan.]*
    - e. Funding Options for Universal Playground *[Discussion Only – Laure Kosey will present the Funding Options.]*
  5. STAFF RECOGNITION
    - a. None





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**November 13, 2017 – 6:30 p.m.**  
**Canterberry Room**

6. **REPORTS:** *[Discussion Only]*
  - a. Administrative, IT, and Marketing Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
7. **UNFINISHED BUSINESS**
  - a. None
8. **NEW BUSINESS** *[Discussion Only]*
  - a. Ordinance No 17-1211: An Ordinance Levying Taxes and Assessing Taxes For The Fiscal Year 2018-2019 Of The Oak Brook Park District of DuPage and Cook Counties, Illinois.  
A Public Hearing is scheduled to commence at the beginning of the December 11, 2017 Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for Fiscal Year 2018-2019 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.
  - b. IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park Districts
  - c. Records Management and Disposal
    - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 23, 2017
  - d. 2018 Board Meeting Dates
  - e. Amendment: Administrative Policies and Procedures: Section 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook
9. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON December 11, 2017, 6:30 p.m. [Announce the next meeting of the Oak Brook Park District Board of Commissioners will be held on the Second Monday of December – December 11, 2017.]**
10. **ADJOURNMENT** *[Request a motion and a second to Adjourn the Meeting. Voice Vote “All in favor...]*



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

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

Vice-President Carson called the Regular Meeting to order at 6:30 p.m.in the Recreation Center’s Canterberry Room. Commissioners Truedson, Tan, Trombetta, and Carson answered “present.” President Knitter was absent at the time of roll call. Also present were Laure Kosey, Executive Director, Marco Salinas, Chief Financial Officer, Dave Thommes, Director of Recreation, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

Vice President Carson asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

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

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

Ayes: Commissioners Truedson, Tan, Carson, and Trombetta,

Nays: None

Absent: President Knitter

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the October 16, 2017 Consent Agenda.

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

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

Nays: None

Absent: President Knitter

a. APPROVAL OF October 16, 2017 AGENDA

b. APPROVAL OF MINUTES

i. September 18, 2017 Regular Meeting Minutes

ii. October 5, 2017 Special Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING September 30, 2017

i. Approval of Warrant No. 604

#### 4. COMMUNICATIONS/PROCLAMATIONS

##### a. Board of Commissioners to share communications

This item was discussed after “Item b. Presentation of the Audit Report”.

Commissioner Trombetta said last Thursday he attended the Sports Core Long Range Planning Committee Meeting which was also attended by Village President Lalimalani, Village Trustee Baar, Chris Thompson, Manager of the Bath & Tennis Club, and several other residents. He said the Village board members who were in attendance seemed to believe that the Park District would be taking over the daily operations of the Bath & Tennis Club.

Commissioner Trombetta said he told those in attendance at the meeting that the Village Board recently accused the Park District, at a public Village Board meeting, of lying, being deceitful, and of mismanaging its money and that the Park Board is not happy.

President Knitter said she received a telephone call today from Village Trustee Moin Saiyed regarding the Village’s wish for the Park District to take over the Bath & Tennis Club’s daily pool operations. President Knitter said she too expressed her disappointment with the Village Board to Trustee Saiyed, noting that the Village Board did not stand up against the false accusations made by one of its Trustees. President Knitter said consequently, there is no trust between the Boards.

Commissioner Tan said he took the Trustee’s accusations very personally and that it is very unfortunate that none of the other Trustees spoke up against his disparaging remarks and should not have allowed his comments to stand. Commissioner Tan also said that he believes the Park District would be set up to fail if it took over the Bath and Tennis Club’s daily pool operations and that we have more than enough projects to keep staff busy.

Commissioner Truedson said that historically, the relationship between the Village and Park District boards has run hot and cold but agreed with President Knitter when she remarked that the operational relationship between Village and Park District staff is really good.

After a lengthy discussion, the Board concurred to not proceed with drafting a proposal for lifeguard services at the Bath & Tennis Club.

The Board also concurred that at present, there is no respect from the Village Board for the Park District.

The Board did make note that Trustee Asif Yusuf was a very good supporter of the Park District during approval process of the Park District’s Special Use Permit.

Commissioner Tan congratulated Mr. Salinas and his department for the clean audit.

President Knitter said she heard many great comments about the Haunted Forest. She also suggested having goblins and other entertainers roam the line next year to keep people entertained during the wait.

President Knitter gave thanks to Village Trustee Yusuf for his donation of pumpkins for the Haunted Forest event.

b. Presentation of the Audit Report by Sean Hickey, Lauterbach & Amen, LLP

This item was discussed before “Item a. Board Communications”.

Mr. Sean Hickey, of Lauterbach & Amen, LLP presented his firm’s audit report, a copy of which can be found in the Park District records.

Sharon Knitter entered the meeting at 6:33 p.m.

There were no questions regarding the audit report.

c. Oak Brook Park District receives accreditation status from the Commission for Accreditation of Park and Recreation Agencies (CAPRA), which accredits park and recreation agencies for excellence in operation and service.

Ms. Kosey announced that the Park District recently received accreditation status from the Commission for Accreditation of Parks and Recreation Agencies. She said the Park District is one of only 200 agencies in the U.S. that have made this achievement and only ten of which are in the State of Illinois. She noted that it renews every five years.

A picture was taken.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

a. Administrative, IT, and Marketing Report

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

Ms. Kosey said that during meetings with the Village for the District’s application to amend the Special Use Ordinance for the Central Park Improvements project, Little League expressed deep concern for the safety of the players due to the adjustments made to the Ball Field Lights. Forest Gate Homeowners Association became concerned of possible legal action by players if they are injured on Ball Field 1 which may be contributed to the adjustments to the ball field lights to accommodate Forest Gate concerns. After discussion with the Village Board, it is now required to add language to the Little League Ball Field Rental Agreement. The Village required that Forest Gate approve the language of this Agreement. She said Forest Gate did review the draft Agreement and made several changes, but none were significant. Little League has shown willingness to abide by the requirement and has signed the agreement. She said the Agreement will be up for Board approval later in the meeting and that she will need it when meeting with Wight & Co. later this week.

Ms. Kosey said the new website is ready to launch but that she expects there to be bugs at first, which is typical when launching a new website.

President Knitter suggested launching the website in parts and/or to track high and low times for website usage so that it can be launched when the site is typically not as busy.

There were no further comments regarding Ms. Kosey's report.

b. Finance & Human Resources Report

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

Mr. Salinas reviewed various financial schedules with the Board and noted that the Park District is experiencing a year-to-date surplus.

Mr. Salinas said he recently met with representatives for the new financial software. He said they will be on site in November to observe our day-to-day financial operations and that the target date for the conversion is February 5, 2018. He said in the meantime, there is a lot of work to be done.

There were no comments regarding Mr. Salinas' report.

c. Recreation & Facilities Report

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

Mr. Thommes said that the Haunted Forest only ran one night due to inclement weather and that it still took in \$7,000, which is very good.

Mr. Thommes said the locker room project is moving along very nicely.

Commissioner Truedson began a discussion regarding the security procedures for admission payments at the Haunted Forest. Ideas were suggested for next year which include hiring an off-duty police officer for each night of the event, though the event only runs three hours per night.

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

d. Parks & Planning Report

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

Mr. Johnson discussed the various fall plantings that he and his staff are working on and also work completed at the Dean Nature Sanctuary which included harvesting the honey from the hives and stocking a small supply of fish in the pond.

There was discussion about making the Dean Nature Sanctuary's boat launch more usable including the idea of removing one of the flagstones to reduce the height of the launch. Ms. Kosey said staff is currently working on a few ideas regarding this matter.

Mr. Johnson said there was no significant damage to Park District property from the recent heavy rains.



There were no comments regarding Mr. Johnson's report.

## 7. UNFINISHED BUSINESS

### a. Request for Proposals for Waste and Recycling Collection Services

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to accept the proposal from Waste Management, Inc., for waste and recycling services, and to authorize an agreement between the Oak Brook Park District and Waste Management, Inc. for a monthly contract cost of \$475.

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

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

Nays: None

## 8. NEW BUSINESS

### a. Resolution 17-1017: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or More for the Family Locker Room Renovation with CW Burns Co., Inc. (\*\*Requires Board Action at this meeting.)

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to waive the Board's rules to approve at this meeting, Resolution 17-1017: A Resolution authorizing and approving a change order involving an increase in the contract price of \$10,000 or more for the Family Locker Room renovation with CW Burns Co., Inc. for shower handle extension.

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

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

Nays: None

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve Resolution 17-1017: A Resolution authorizing and approving a change order involving an increase in the contract price of \$10,000 or more for the Family Locker Room renovation with CW Burns Co., Inc. for shower handle extensions.

Mr. Thommes said since we kept the old control boxes and with the new tile, the handles needed to be upgraded to longer ones. He said the actual cost for this upgrade is \$341.

Ms. Kosey noted that the law requires that a motion to approve a change order state that it covers expenses up to \$10,000, but to clarify the actual cost of the change order, additional language in the motion can be included which will state the actual cost.

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

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

Nays: None

- b. Resolution 17-1018: A Resolution Authorizing and Approving the Oak Brook Little League Rental Agreement (\*\*\*)Requires Board Action at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to waive the Board Rules, to authorize and approve at this meeting the Oak Brook Little League Rental Agreement.

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to waive the Board Rules, to authorize and approve the Oak Brook Little League Rental Agreement as presented.

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

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

- c. Oak Brook Park District Agreement for Naming Rights (\*\*\*)Requires Board Action at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to waive the Board Rules, approve at this meeting, the Oak Brook Park District Agreement for Naming Rights.

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to approve the Oak Brook Park District Agreement for Naming Rights.

Ms. Kosey said she wants to be proactive with this matter because she is beginning discussions and negotiations with possible donors for naming rights for the universal playground. She clarified that she would notify the Board with any received proposals.

It was noted that naming rights would be in effect for 25 years which is the average life of a playground.

For comparison purposes, Ms. Kosey reviewed the current naming rights agreements for Cori's Way and the Turf Field with Evergreen Bank.

The Board concurred to give its proxy to Ms. Kosey to negotiate the naming rights. Ms. Kosey said she will work with Commissioner Tan when in negotiations.

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

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

Nays: None

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON November 13, 2017, 6:30 p.m.

President Knitter announced the next meeting of the Oak Brook Board of Commissioners will be held on November 13, 2017, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn at the hour of 7:24p.m.

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

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Laure L. Kosey, Executive Director

**Oak Brook Park District**  
**General Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through October 31, 2017 and 2016**  
**50.00% completed (6 out of 12 months)**

	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	Original 2017/2018 Annual Budget	October 2017 Actual	2017/2018 Year-To-Date Actual	2017/2018 Y-T-D Actual as a % of Annual Budget	2016/2017 Year- To-Date Actual	2017/2018 Y-T-D Actual Higher/ (Lower) than 2016/2017	Percent Change
<b>REVENUES</b>							
<b>Administration</b>							
Property Taxes	\$ 1,528,000	\$ 59,862	\$ 1,454,707	95.2%	\$ 1,418,519	\$ 36,188	2.6%
Personal Property Repl. Taxes	95,000	11,174	56,233	59.2%	49,746	6,487	13.0%
Investment Income	10,000	958	5,223	52.2%	4,204	1,019	24.2%
Other	3,000	1,092	1,146	38.2%	910	236	26.0%
<b>Central Park</b>	97,000	15,056	86,705	89.4%	65,765	20,940	31.8%
<b>Dean Property</b>	-	2,000	2,000	N/A	3,000	(1,000)	-33.3%
<b>Building-Recreation Center</b>	987,062	140,534	446,674	45.3%	481,476	(34,803)	-7.2%
<b>Central Park West</b>	79,750	7,979	38,198	47.9%	53,366	(15,167)	-28.4%
<b>TOTAL REVENUES</b>	<b>\$ 2,799,812</b>	<b>\$ 238,655</b>	<b>\$ 2,090,887</b>	<b>74.7%</b>	<b>\$ 2,076,986</b>	<b>\$ 13,901</b>	<b>0.7%</b>
<b>EXPENDITURES</b>							
<b>Administration</b>	\$ 932,503	\$ 66,795	\$ 385,925	41.4%	\$ 367,766	\$ 18,159	4.9%
<b>Central Park</b>	608,519	43,324	273,481	44.9%	294,986	(21,505)	-7.3%
<b>Saddlebrook Park</b>	17,870	2,713	9,716	54.4%	5,175	4,541	87.7%
<b>Forest Glen Park</b>	28,631	850	14,501	50.6%	13,669	832	6.1%
<b>Chillem Park</b>	7,465	184	5,307	71.1%	2,008	3,298	164.2%
<b>Dean Property</b>	13,948	397	9,713	69.6%	7,347	2,366	32.2%
<b>Professional Services</b>	81,200	7,828	12,441	15.3%	41,646	(29,205)	-70.1%
<b>Contracts- Maintenance DNS</b>	37,000	4,216	8,318	22.5%	16,245	(7,927)	-48.8%
<b>Building-Recreation Center</b>	964,376	58,464	377,088	39.1%	394,556	(17,469)	-4.4%
<b>Central Park West</b>	63,214	2,459	15,946	25.2%	17,967	(2,021)	-11.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,754,726</b>	<b>\$ 187,229</b>	<b>\$ 1,112,435</b>	<b>40.4%</b>	<b>\$ 1,161,366</b>	<b>\$ (48,931)</b>	<b>-4.2%</b>
<b>TRANSFERS OUT</b>	\$ 410,000	\$ -	\$ -	0.0%	\$ 142,500	\$ (142,500)	N/A
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,164,726</b>	<b>\$ 187,229</b>	<b>\$ 1,112,435</b>	<b>35.2%</b>	<b>\$ 1,303,866</b>	<b>\$ (191,431)</b>	<b>-14.7%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (364,914)</b>	<b>\$ 51,426</b>	<b>\$ 978,452</b>	<b>-268.1%</b>	<b>\$ 773,120</b>	<b>\$ 205,332</b>	<b>26.6%</b>

**Note>** Fiscal year 2017/2018 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

**Oak Brook Park District**  
**Recreation Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through October 31, 2017 and 2016**  
**50.00% completed (6 out of 12 months)**

	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	Original 2017/2018 Annual Budget	October 2017 Actual	2017/2018 Year-To-Date Actual	2017/2018 Y-T-D Actual as a % of Annual Budget	2016/2017 Year-To-Date Actual	2017/2018 Y-T-D Actual Higher/ (Lower) than 2016/2017	Percent Change
<b>REVENUES</b>							
<b>Administration</b>							
Property Taxes	\$ 894,000	\$ 58,104	\$ 851,122	95.2%	\$ 806,471	\$ 44,651	5.5%
Personal Property Repl. Taxes	32,000	3,518	17,703	55.3%	15,661	2,042	13.0%
Investment Income	12,000	1,326	7,458	62.1%	6,176	1,282	20.8%
Other	3,000	120	990	33.0%	1,201	(211)	-17.5%
<b>Fitness Center</b>	849,212	48,022	413,597	48.7%	393,273	20,324	5.2%
<b>Aquatic Center</b>	474,032	58,345	247,448	52.2%	248,974	(1,526)	-0.6%
<b>Aquatic Recreation Programs</b>	607,588	30,120	324,208	53.4%	398,574	(74,367)	-18.7%
<b>Children's Programs</b>	83,960	14,499	65,367	77.9%	48,846	16,521	33.8%
<b>Preschool Programs</b>	309,767	29,392	117,537	37.9%	140,702	(23,165)	-16.5%
<b>Youth Programs</b>	168,335	4,062	163,051	96.9%	163,707	(656)	-0.4%
<b>Adult Programs</b>	53,890	1,773	37,856	70.2%	34,742	3,115	9.0%
<b>Pioneer Programs</b>	169,850	419	55,165	32.5%	103,454	(48,289)	-46.7%
<b>Special Events and Trips</b>	91,765	11,814	70,118	76.4%	69,989	129	0.2%
<b>Marketing</b>	96,700	333	19,350	20.0%	11,950	7,400	61.9%
<b>TOTAL REVENUES</b>	<b>\$ 3,846,099</b>	<b>\$ 261,847</b>	<b>\$ 2,390,969</b>	<b>62.2%</b>	<b>\$ 2,443,719</b>	<b>\$ (52,749)</b>	<b>-2.2%</b>
<b>EXPENDITURES</b>							
<b>Administration</b>	\$ 896,234	\$ 86,066	\$ 328,901	36.7%	\$ 340,153	\$ (11,252)	-3.3%
<b>Fitness Center</b>	695,987	62,038	297,657	42.8%	306,216	(8,558)	-2.8%
<b>Aquatic Center</b>	864,800	62,122	346,158	40.0%	396,117	(49,959)	-12.6%
<b>Aquatic Recreation Programs</b>	319,880	9,540	109,332	34.2%	140,453	(31,121)	-22.2%
<b>Children's Programs</b>	80,668	7,228	27,835	34.5%	25,824	2,011	7.8%
<b>Preschool Programs</b>	247,199	27,106	77,783	31.5%	79,974	(2,191)	-2.7%
<b>Youth Programs</b>	139,340	6,136	86,620	62.2%	83,404	3,216	3.9%
<b>Adult Programs</b>	49,351	4,439	18,709	37.9%	20,777	(2,068)	-10.0%
<b>Pioneer Programs</b>	166,191	2,128	38,301	23.0%	85,499	(47,197)	-55.2%
<b>Special Events and Trips</b>	91,430	4,289	55,422	60.6%	44,491	10,931	24.6%
<b>Marketing</b>	333,851	20,180	140,428	42.1%	137,375	3,053	2.2%
<b>Capital Outlay</b>	363,000	-	32,761	9.0%	78,380	(45,619)	N/A
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,247,931</b>	<b>\$ 291,272</b>	<b>\$ 1,559,909</b>	<b>36.7%</b>	<b>\$ 1,738,663</b>	<b>\$ (178,754)</b>	<b>-10.3%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (401,832)</b>	<b>\$ (29,425)</b>	<b>\$ 831,060</b>	<b>-206.8%</b>	<b>\$ 705,056</b>	<b>\$ 126,004</b>	<b>17.9%</b>

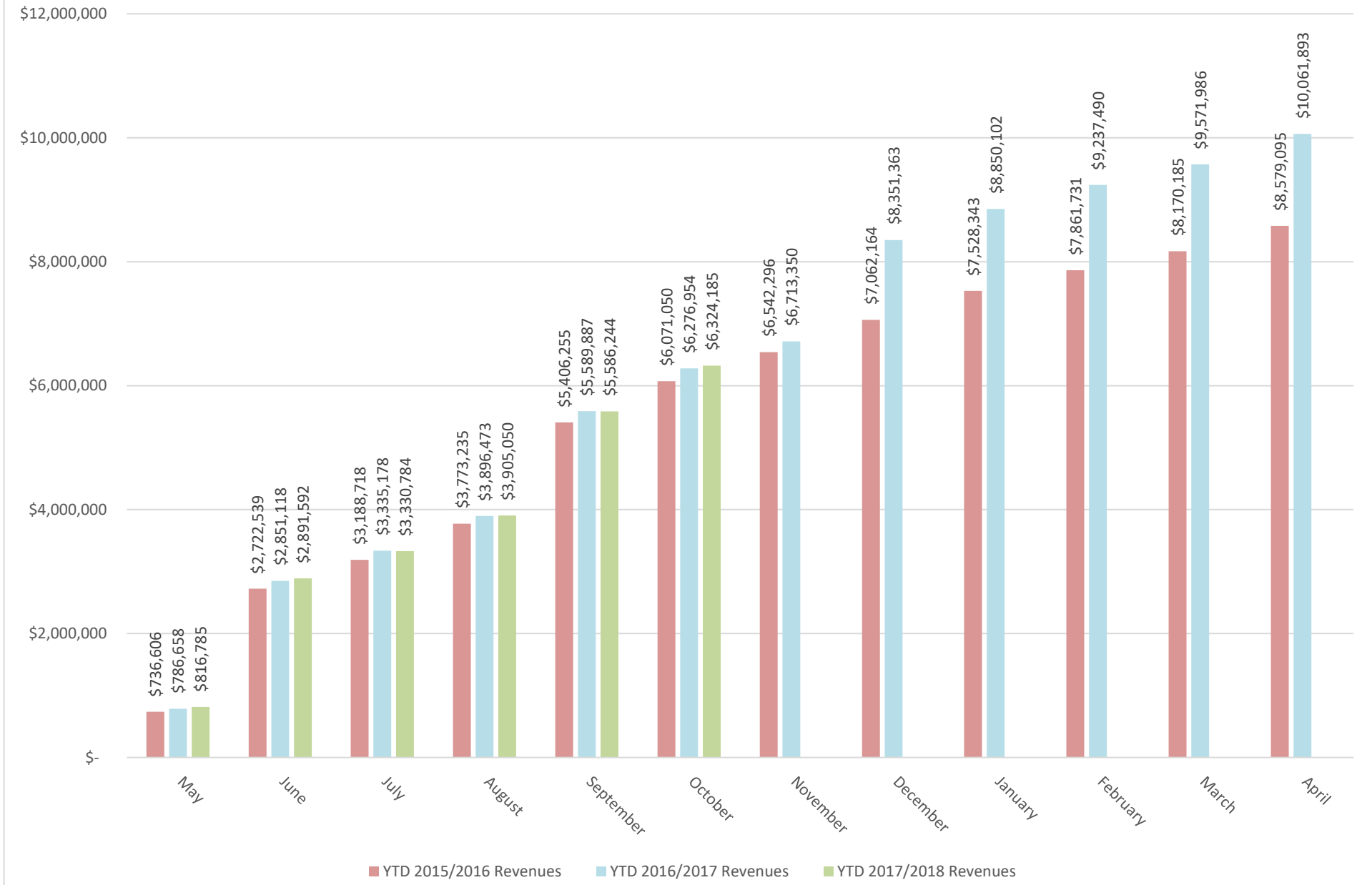
**Note>** Fiscal year 2017/2018 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

**Oak Brook Park District**  
**Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited**  
**Fiscal Year-to-Date Activity through October 31, 2017 and 2016**  
**50.00% completed (6 out of 12 months)**

	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	Original 2017/2018 Annual Budget	October 2017 Actual	2017/2018 Year-To-Date Actual	2017/2018 Y-T-D Actual as a % of Annual Budget	2016/2017 Year- To-Date Actual	2017/2018 Y-T-D Actual Higher/ (Lower) than 2016/2017	Percent Change
<b>REVENUES</b>							
Administration	\$ 4,900	\$ 980	\$ 3,784	77.2%	\$ 47,476	\$ (43,691)	-92.0%
Building- Racquet Club	1,700	-	414	24.3%	501	(88)	-17.5%
Programs- Racquet Club	1,457,500	270,086	953,976	65.5%	807,449	146,527	18.1%
<b>TOTAL REVENUES</b>	<b>\$ 1,464,100</b>	<b>\$ 271,065</b>	<b>\$ 958,174</b>	<b>65.4%</b>	<b>\$ 855,426</b>	<b>\$ 102,748</b>	<b>12.0%</b>
<b>EXPENSES</b>							
Administration	\$ 710,040	\$ 36,010	\$ 256,421	36.1%	\$ 257,026	\$ (605)	-0.2%
Building- Racquet Club	366,920	12,753	109,314	29.8%	115,653	(6,339)	-5.5%
Programs- Racquet Club	490,371	36,485	217,831	44.4%	194,089	23,741	12.2%
Capital Outlay	495,000	2,270	377,367	76.2%	68,795	308,572	448.5%
<b>TOTAL EXPENSES</b>	<b>\$ 2,062,331</b>	<b>\$ 87,518</b>	<b>\$ 960,933</b>	<b>46.6%</b>	<b>\$ 635,563</b>	<b>\$ 325,369</b>	<b>51.2%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (598,231)</b>	<b>\$ 183,547</b>	<b>\$ (2,759)</b>	<b>0.5%</b>	<b>\$ 219,863</b>	<b>\$ (222,622)</b>	<b>-101.3%</b>

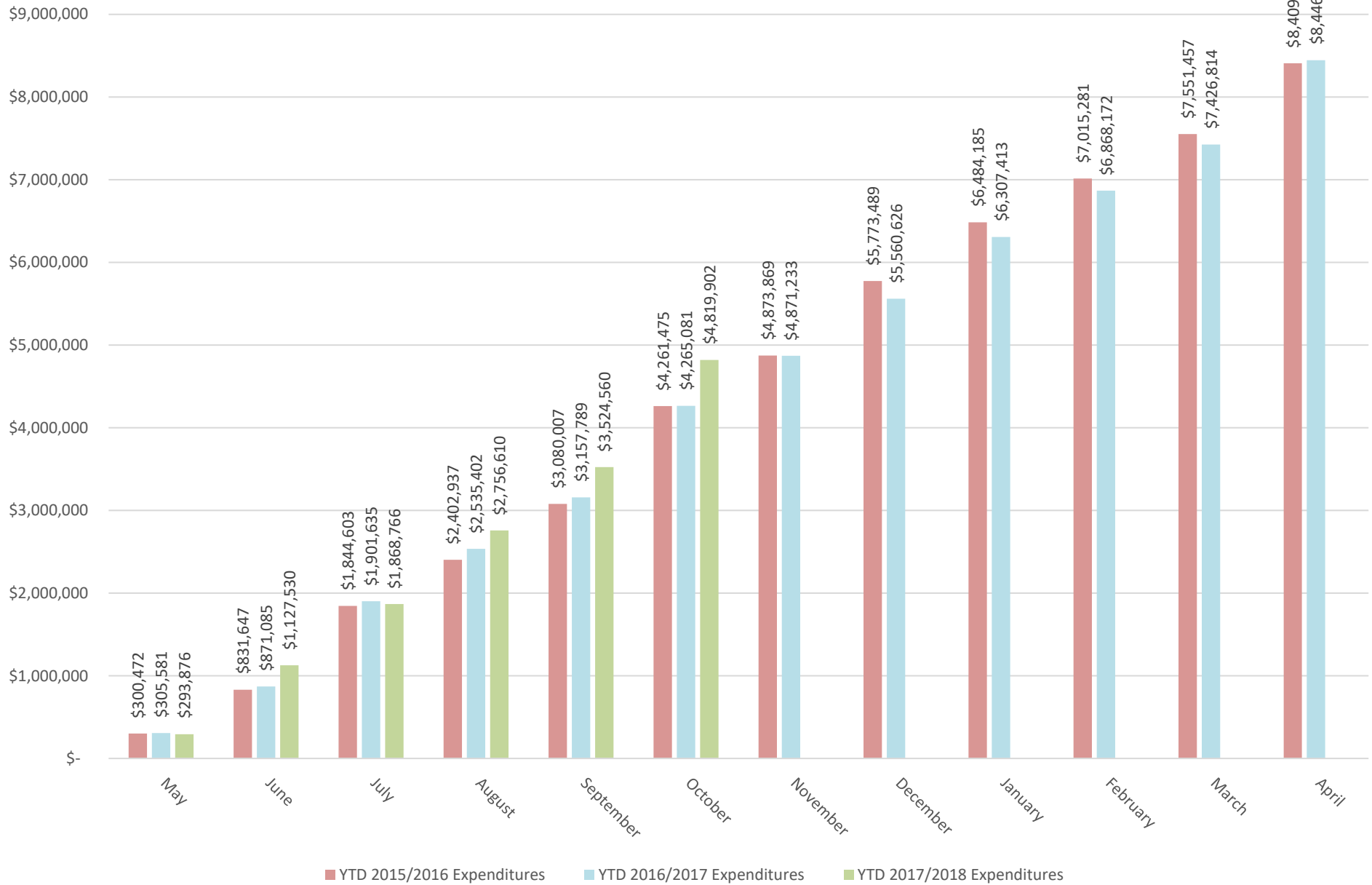
**Note>** Fiscal year 2017/2018 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

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



**Note>** In December 2016 the Park District recorded \$1,163,610 in bond proceeds in the Capital Projects Fund. This is the primary reason for the large increase in YTD revenues during FY 2016/2017.

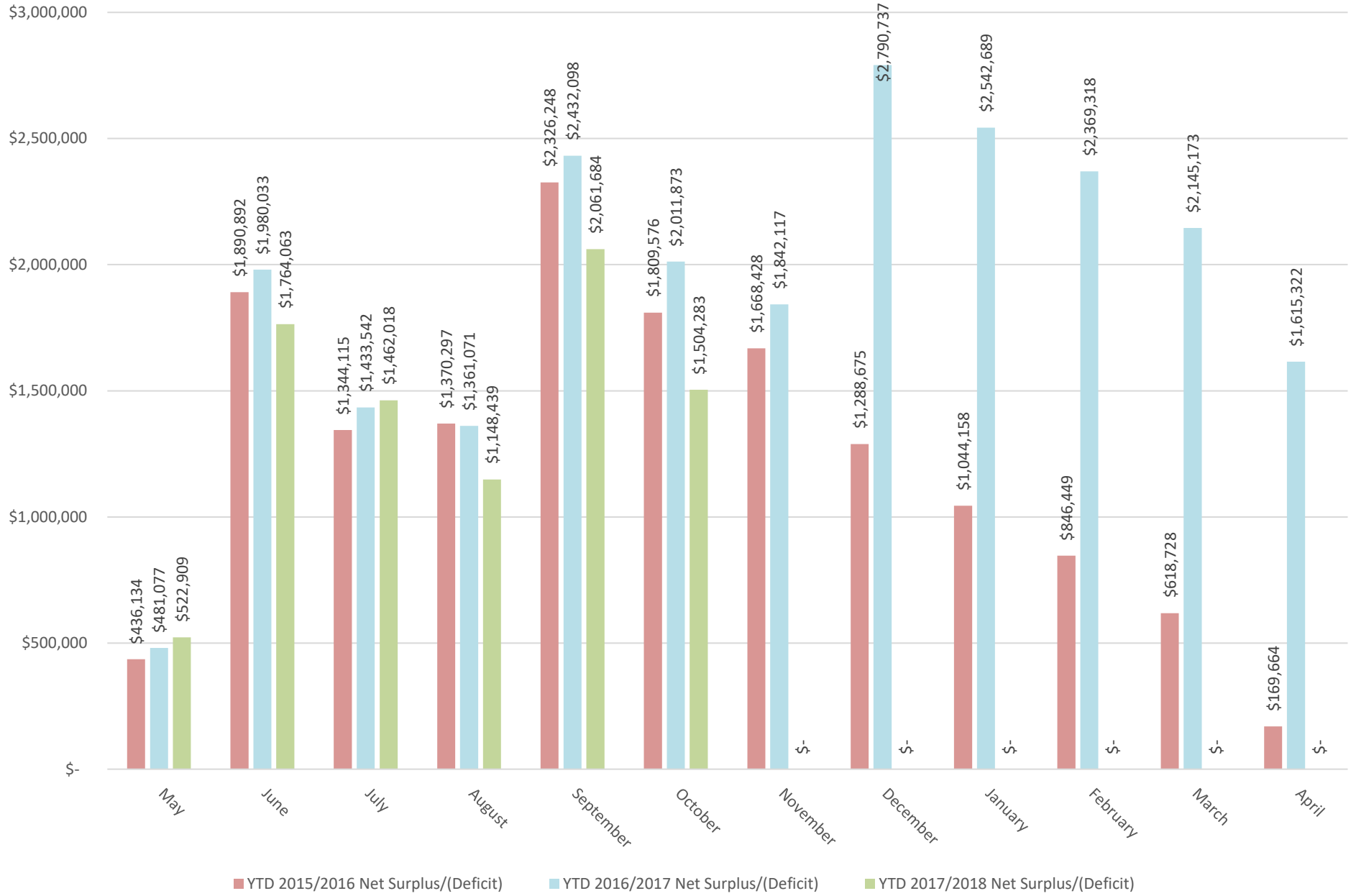
## Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



**Note>** During June 2017 the Park District recognized three payroll disbursements when compared to two disbursements in the prior year. This is the primary reason for the increased Y-T-D expenditures in June 2017 over the same period in 2016 and 2015. The increases in August through October 2017 are primarily driven by increased capital expenditures in our Capital Projects Fund and Tennis Center (HVAC upgrade, reflective ceiling, family locker room).



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





OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
OCTOBER, 2017

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUE	\$ 238,655	\$ 2,090,887	\$ 2,799,812
EXPENSES	\$ 187,229	\$ 1,112,435	\$ 3,164,726
SURPLUS/(DEFICIT)	\$ 51,426	\$ 978,452	\$ (364,914)
RECREATION FUND			
REVENUE	\$ 261,847	\$ 2,390,969	\$ 3,846,100
EXPENSES	\$ 291,272	\$ 1,559,909	\$ 4,247,931
SURPLUS/(DEFICIT)	\$ (29,425)	\$ 831,060	\$ (401,831)
IMRF FUND			
REVENUE	\$ (16,582)	\$ 169,738	\$ 185,750
EXPENSES	\$ 15,044	\$ 96,344	\$ 200,000
SURPLUS/(DEFICIT)	\$ (31,625)	\$ 73,394	\$ (14,250)
LIABILITY INSURANCE FUND			
REVENUE	\$ (38,252)	\$ 54,665	\$ 60,250
EXPENSES	\$ 2,574	\$ 70,926	\$ 168,305
SURPLUS/(DEFICIT)	\$ (40,826)	\$ (16,261)	\$ (108,055)
AUDIT FUND			
REVENUE	\$ (7,144)	\$ 13,437	\$ 14,130
EXPENSES	\$ -	\$ 11,513	\$ 27,850
SURPLUS/(DEFICIT)	\$ (7,144)	\$ 1,925	\$ (13,720)
DEBT SERVICE FUND			
REVENUE	\$ 2,376	\$ 289,452	\$ 331,250
EXPENSES	\$ 330,988	\$ 330,988	\$ 330,914
SURPLUS/(DEFICIT)	\$ (328,612)	\$ (41,536)	\$ 336



OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
OCTOBER, 2017

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 271,065	\$ 958,174	\$ 1,464,100
EXPENSES	\$ 87,518	\$ 960,933	\$ 2,062,331
SURPLUS/(DEFICIT)	<u>\$ 183,547</u>	<u>\$ (2,759)</u>	<u>\$ (598,231)</u>
SPECIAL RECREATION FUND			
REVENUE	\$ 6,398	\$ 92,125	\$ 117,750
EXPENSES	\$ 2,819	\$ 43,827	\$ 124,700
SURPLUS/(DEFICIT)	<u>\$ 3,579</u>	<u>\$ 48,299</u>	<u>\$ (6,950)</u>
CAPITAL PROJECT FUND			
REVENUE	\$ 1,195	\$ 37,528	\$ 413,000
EXPENSES	\$ 360,864	\$ 513,556	\$ 2,352,884
SURPLUS/(DEFICIT)	<u>\$ (359,669)</u>	<u>\$ (476,028)</u>	<u>\$ (1,939,884)</u>
SOCIAL SECURITY FUND			
REVENUE	\$ 18,382	\$ 227,210	\$ 247,700
EXPENSES	\$ 17,034	\$ 119,473	\$ 258,000
SURPLUS/(DEFICIT)	<u>\$ 1,348</u>	<u>\$ 107,737</u>	<u>\$ (10,300)</u>
SUMMARY			
REVENUE	\$ 737,941	\$ 6,324,185	\$ 9,479,842
EXPENSES	\$1,295,342	\$ 4,819,902	\$ 12,937,640
SURPLUS/(DEFICIT)	<u>\$ (557,401)</u>	<u>\$ 1,504,283</u>	<u>\$ (3,457,799)</u>

**OAK BROOK PARK DISTRICT  
CONSOLIDATED AGENCY TREASURER'S REPORT  
OCTOBER, 2017**

		<b>CONSOLIDATED TOTALS</b>
<b>REVENUES</b>		
	Property Taxes	\$ 76,484
	Back Taxes	-
	Replacement Taxes	20,693
	Recreation Program Fees	331,656
	Rec/Fitness Center Fees	48,022
	Rec/Aquatic Center Fees	88,465
	FRC/Building Rental Fees	45,174
	Theme Party Rental Fees	1,808
	Recreation Center Fees	93,484
	CPW Building Rentals	7,979
	Field Rentals	15,056
	Interest	4,659
	Transfers	-
	Sponsorship	2,721
	Miscellaneous	1,740
	<b>TOTAL- REVENUES</b>	<b>\$ 737,941</b>
<b>DISBURSEMENTS</b>		
	Warrant No.604	\$ 1,008,628
	October Payroll	286,715
	<b>TOTAL DISBURSEMENTS</b>	<b>\$ 1,295,342</b>

**Oak Brook Park District  
Consolidated Agency Balance Sheet  
as of October 31, 2017**

ASSETS	Consolidated Totals
Current Assets	
Cash and Investments	\$ 7,730,925
Receivables - Net of Allowances	-
Property Taxes	3,231,020
Accounts	343,557
Due from Other Funds	-
Prepays	-
Inventories	16,707
<b>Total Current Assets</b>	<u>\$ 11,322,209</u>
Noncurrent Assets	
Capital Assets	
Nondepreciable	40,475
Depreciable	4,104,958
Accumulated Depreciation	<u>(2,934,780)</u>
<b>Total Noncurrent Assets</b>	1,210,653
<b>Total Assets</b>	<b>12,532,862</b>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	<u>95,047</u>
<b>Total Assets and Deferred outflows of Resources</b>	<u>12,627,909</u>
LIABILITIES	
Accounts Payable	17,499
Accrued Payroll	16,594
Other Payables	714,033
Due To Other Funds	12,793
Compensated Absences Payable	<u>7,885</u>
<b>Total Liabilities</b>	768,805
Noncurrent Liabilities	
Compensated Absences Payable	6,200
Net Pension Liability - IMRF	<u>162,214</u>
<b>Total Noncurrent Liabilities</b>	168,414
<b>Total Liabilities</b>	<b>937,219</b>
DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	21,693
Property Taxes	<u>3,231,741</u>
<b>Total Liabilities and Deferred Inflows of Resources</b>	<u>4,190,653</u>
FUND BALANCES	
Net Investment in Capital Assets	1,082,902
Nonspendable	-
Restricted	514,406
Committed	4,088,425
Unassigned	<u>2,751,523</u>
<b>Total Fund Balances</b>	<u>8,437,255</u>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<u>\$ 12,627,909</u>





## Oak Brook Park District Capital Expenditures As of October 31, 2017

DESCRIPTION	VENDOR	DB/CR	CAPITAL ASSET REPLACEMENT	FACILITY/PARK IMPROVEMENTS
Gabion Weir Engineering	Manhard Consulting Ltd	\$ 15,807.77	\$ -	\$ 15,807.77
Gabian Weir Replacement	IDNR	2,825.00		2,825.00
IT Security Camera	Sterling Network Int	6,247.00	6,247.00	
IT Security Camera	Shoe Me Cables	454.38	454.38	
Electrical Work Locker Rooms	Airport Electric	60,789.84		60,789.84
Profession Svces - Central Park	Wight & Company	27,432.43		27,432.43
Locker Room Installment 3	Wight & Company	10,039.37		10,039.37
Locker Room Installment 4	Wight & Company	4,574.32		4,574.32
Demolition Locker Rooms	Alpine Demolition Services	56,610.00		56,610.00
Plumbing Locker Rooms	C.W. Burns Company, Inc.	13,140.00		13,140.00
Plumbing Locker Rooms	C.W. Burns Company, Inc.	54,450.00		54,450.00
General Carpentry Locker Rooms	DBM Services Inc.	17,874.00		17,874.00
General Carpentry Locker Rooms 2	DBM Services Inc.	110,950.20		110,950.20
Hvac Units 2 & 5	Trane U.S. Inc	54,751.00		54,751.00
Hvac Install Family Locker	MG Mechanical Contractors	33,514.20		33,514.20
Legal Services for Capital Projects	Robbins Schwartz	17,366.00		17,366.00
Legal Notice for Special Use Hearing	Village of Oak Brook	483.00		483.00
Lighting Consultant Central Park	Hugh Lighting Design	1,007.49		1,007.49
Permit	Ill Dept of Public Health	1,000.00		1,000.00
Finianial Suite Software 1	BS & A	24,240.00	24,240.00	
	Subtotal-Capital Improvement Fund	\$ 513,556.00	\$ 30,941.38	\$ 482,614.62
Fitness Cardio Equipment - Pymt 2 of 3	Lease Servicing Center National Coop Leasing	32,760.71	32,760.71	
	Subtotal-Recreation Fund Capital	\$ 32,760.71	32,760.71	\$ -
	<b>TOTAL BALANCE</b>	<b>\$ 546,316.71</b>	<b>\$ 63,702.09</b>	<b>\$ 482,614.62</b>

DATE: 11/08/17  
TIME: 14:04:45  
ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

PAGE: 1

WARRANT NO.605

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
755	A FREEDOM FLAG CO.							
21623	10/10/17	01	ILLINOIS STATE FLAG	01-15-800-005			11/13/17	310.95
		02	REQ BY KC APPR BY DT	SIGNAGE				
				** COMMENT **				
						INVOICE TOTAL:		310.95
						VENDOR TOTAL:		310.95
3129	ADVANCED AUTO PARTS							
7767	10/11/17	01	VEHICLE SRV ITEMS OIL/FILTERS	01-05-790-017			11/13/17	162.78
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP				
				** COMMENT **				
						INVOICE TOTAL:		162.78
						VENDOR TOTAL:		162.78
1002	ADVANCED DISPOSAL CHGO CENTRAL							
2150957	09/30/17	01	WASTE DISPOSAL CPW	01-20-750-002			11/13/17	144.97
		02	REQ BY BJ APPR BY LK	GARBAGE DISPOSAL				
				** COMMENT **				
						INVOICE TOTAL:		144.97
2150977	09/30/17	01	WASTE DISPOSAL FRC	01-15-750-002			11/13/17	174.94
		02	REQ BY BJ APPR BY LK	REFUGE DISPOSAL SERVICE				
				** COMMENT **				
						INVOICE TOTAL:		174.94
T80002154086	09/30/17	01	WASTE DISPOSAL	07-71-750-006			11/13/17	150.95
		02	REQ BY PS APPR BY AP	GARBAGE HAULING				
				** COMMENT **				
						INVOICE TOTAL:		150.95
						VENDOR TOTAL:		470.86
20	AMLINGS FLOWERLAND							
04341664	10/20/17	01	COMMISSIONER RECOGNITION SK	01-01-740-002			11/13/17	54.95
				BOARD/EMPLOYEE RECOGNITION,				





DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
171	AQUA PURE ENTERPRISES, INC.							
11365	10/26/17	02	REQ BY JG APPR BY KS				11/13/17	
					** COMMENT **			
							INVOICE TOTAL:	34.32
							VENDOR TOTAL:	2,421.89
3226	AT&T U-VERSE							
13832265310-28/17	11/03/17	01	BACKUP INTERNET	01-01-720-000			11/13/17	11.00
				BUSINESS/LINE CHARGES				
		02	BACKUP INTERNET	01-15-720-000				11.00
				BUSINESS LINE USAGE				
		03	BACKUP INTERNET	01-20-720-000				11.00
				BUSINESS LINE USAGE				
		04	BACKUP INTERNET	02-01-720-000				11.00
				BUSINESS/LINE CHARGES				
		05	BACKUP INTERNET	02-21-720-000				11.00
				BUSINESS LINE USAGE				
		06	BACKUP INTERNET	02-25-720-000				10.44
				BUSINESS LINE USAGE				
		07	BACKUP INTERNET	07-01-720-000				10.00
				BUSINESS/LINE CHARGES				
		08	REQ BY RP APPR BY LK					
				** COMMENT **				
							INVOICE TOTAL:	75.44
							VENDOR TOTAL:	75.44
1020	BULLS/SOX TRAINING ACADEMY							
8107	11/01/17	01	FUNDAMENTALS CAMP FALL 2017	02-30-640-432			11/13/17	25.00
				SPORTS CAMP CONTRACT. SERV				
		02	REQ BY MA APPR BY DT					
				** COMMENT **				
							INVOICE TOTAL:	25.00
							VENDOR TOTAL:	25.00
1802	BUTTREY RENTAL SERVICE INC.							
243921	10/16/17	01	LIGHT TOWER HAUNTED FOREST	02-60-752-C12			11/13/17	395.25
				CONTRACT SVCS EQ HAUNTED FO				

DATE: 11/08/17  
TIME: 14:04:46  
ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1802	BUTTREY RENTAL SERVICE INC.							
243921	10/16/17	02	REQ BY KS	APPR BY DT	** COMMENT **		11/13/17	
						INVOICE TOTAL:		395.25
244529	10/03/17	01	POST POUNDER HAUNTED FOREST	02-60-752-012			11/13/17	145.20
		02	REQ BY KS	AP-PR BY DT	CNTRACT SVCS EQ HAUNTED FO ** COMMENT **			
						INVOICE TOTAL:		145.20
						VENDOR TOTAL:		540.45
3505	C.W. BURNS CO. INC.							
PAYAPP3	10/19/17	01	FAMILY LOCKER ROOM PLUMBING	12-95-940-065			11/13/17	17,100.00
		02	REQ BY DT	APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **			
						INVOICE TOTAL:		17,100.00
						VENDOR TOTAL:		17,100.00
2289	CLASSIC LANDSCAPE, LTD.							
115871	11/01/17	01	TURF MOW OCT 2017	01-05-750-008			11/13/17	3,916.80
		02	TURF MOW OCT 2017	01-07-750-008				367.20
		03	TURF MOW OCT 2017	01-06-750-008				474.30
		04	TURF MOW OCT 2017	01-08-750-008				137.70
		05	TURF MOW OCT 2017	01-09-750-008				198.90
		06	REQ BY BG	APPR BY LK	MOWING ** COMMENT **			
						INVOICE TOTAL:		5,094.90
						VENDOR TOTAL:		5,094.90
95	COM ED							

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
95			COM ED					
10/26/17	10/26/17	01	ELECTRIC DNS 9/27/17-10/26/17	01-09-770-001			11/13/17	32.08
		02	REQ BY MK APPR BY NS	ELECTRIC ** COMMENT **				
							INVOICE TOTAL:	32.08
							VENDOR TOTAL:	32.08
2313			COMCAST CABLE					
COMCAST10/22/17	10/22/17	01	INTERNET	01-01-720-000			11/13/17	34.50
		02	INTERNET	BUSINESS/LINE CHARGES 01-15-720-000				34.50
		03	INTERNET	BUSINESS LINE USAGE 01-20-720-000				34.50
		04	INTERNET	BUSINESS LINE USAGE 02-01-720-000				34.35
		05	INTERNET	BUSINESS/LINE CHARGES 02-21-720-000				34.00
		06	INTERNET	BUSINESS LINE USAGE 02-25-720-000				34.00
		07	INTERNET	BUSINESS LINE USAGE 07-01-720-000				34.00
		08	REQ BY RP APPR BY LK	BUSINESS/LINE CHARGES ** COMMENT **				
							INVOICE TOTAL:	239.85
							VENDOR TOTAL:	239.85
3033			COMCAST CABLE					
COMCAST10/20	10/20/17	01	WIFI AND CABLE	01-15-750-019			11/13/17	585.84
		02	REQ BY RP APPR BY LK	CABLE TV & WIFI ** COMMENT **				
							INVOICE TOTAL:	585.84
							VENDOR TOTAL:	585.84
2230			COSTCO MEMBERSHIP					

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2230	COSTCO MEMBERSHIP							
102417	10/24/17	01	MEMBERSHIP RENEWAL 2018	01-01-700-050			11/13/17	180.00
		02	REQ BY BG APPR BY LK	OTHER	** COMMENT **			
						INVOICE TOTAL:		180.00
						VENDOR TOTAL:		180.00
1062	COSTCO WHOLESALE							
038565	10/26/17	01	COFFEE AND MOVIE PIO SUPPLIES	01-01-730-002			11/13/17	42.55
		02	COFFEE AND MOVIE PIO SUPPLIES	COFFEE & CONDIMENTS				29.75
		03	REQ BY KC APPR BY KS	02-50-765-305				
				PIONEER DROP IN SUPPLIES	** COMMENT **			
						INVOICE TOTAL:		72.30
044923	10/17/17	01	ALL STAFF LUNCH & CAKE	01-15-690-003			11/13/17	54.97
		02	ALL STAFF LUNCH & CAKE	STAFF TRAINING				18.99
		03	REQ BY KC APPR BY DT	01-01-740-002				
				BOARD/EMPLOYEE RECOGNITION	** COMMENT **			
						INVOICE TOTAL:		73.96
						VENDOR TOTAL:		146.26
3513	CRUNCH INC							
D27939	07/07/17	01	BARN TEARDOWN @ DNS	12-95-940-032			11/13/17	5,000.00
		02	REQ BY BJ APPR BY LK	DEAN NATURE SANCTUARY	** COMMENT **			
						INVOICE TOTAL:		5,000.00
						VENDOR TOTAL:		5,000.00
114A	DAILY HERALD							
70180-86LO1	10/01/17	01	OAKLEES AD POOL PARTY/DAILYFEE	02-80-930-000			11/13/17	700.00
				ADVERTISEMENTS				

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
114A	DAILY HERALD							
70180-86L01	10/01/17	02	REQ BY JC    APPR BY LK		** COMMENT **		11/13/17	
							INVOICE TOTAL:	700.00
85089L01	09/30/17	01	HAUNTED FOREST AD DAILYHERALD	02-80-930-000			11/13/17	372.00
		02	REQ BY JC    APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	372.00
87430L01	10/01/17	01	DAILY HERALD    ONLINE AD	02-80-930-000			11/13/17	125.00
		02	REQ BY JC    APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	125.00
							VENDOR TOTAL:	1,197.00
3418	DAVE THOMMES							
INDYTECH10/31/17	10/31/17	01	TUITION REIMBURSEMENT	02-01-650-001			11/13/17	1,041.60
		02	REQ BY DT    APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	1,041.60
							VENDOR TOTAL:	1,041.60
3503	DBM SERVICES INC.							
PAYAPP3	10/26/17	01	CAPENTRY FAMILY LOCKER ROOM	12-95-940-065			11/13/17	217,958.67
		02	REQ BY DT    APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	217,958.67
							VENDOR TOTAL:	217,958.67
3232	DIRECT ENERGY BUSINESS							
HS7321010	10/20/17	01	TC GAS SRV 9/6/17-10/4/17	07-71-770-000			11/13/17	11.33
					GAS			

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3232	DIRECT ENERGY BUSINESS							
HS7321010	10/20/17	02	REQ BY MK APPR BY NS		** COMMENT **		11/13/17	
							INVOICE TOTAL:	11.33
HS7321011	10/20/17	01	GAS SRV 9/6/17-10/4/17	01-15-770-000			11/13/17	314.61
		02	GAS SRV 9/6/17-10/4/17	02-01-770-000				251.69
		03	GAS SRV 9/6/17-10/4/17	02-21-770-005				251.69
		04	GAS SRV 9/6/17-10/4/17	02-25-770-005				440.46
		05	REQ BY MK APPR BY NS		** COMMENT **			
							INVOICE TOTAL:	1,258.45
							VENDOR TOTAL:	1,269.78
884	DIRECT FITNESS SOLUTIONS, INC.							
233622	10/23/17	01	AIR ASSULT BIKES	02-21-800-000			11/13/17	3,196.00
		02	REQ BY MD APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	3,196.00
							VENDOR TOTAL:	3,196.00
2276	EBEL'S ACE HARDWARE #8313							
433206/4	10/06/17	01	MISC SUPPLIES	02-25-790-001			11/13/17	26.97
		02	REQ BY MM APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	26.97
433207/4	10/06/17	01	MISC SUPPLIES	01-15-750-000			11/13/17	35.23
		02	REQ BY MM APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	35.23

DATE: 11/08/17  
TIME: 14:04:46  
ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

PAGE: 9

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2276	EBEL'S ACE HARDWARE #8313							
433310/4	10/23/17	01	KEY BALL FIELD ELECTRIC PANELS	01-05-800-006			11/13/17	6.72
		02	REQ BY BY APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
						INVOICE TOTAL:		6.72
433361/4	10/31/17	01	MISC SUPPLIES	01-15-750-000			11/13/17	55.57
		02	REQ BY MM APPR BY DT	GENERAL MAINTENANCE ** COMMENT **				
						INVOICE TOTAL:		55.57
						VENDOR TOTAL:		124.49
3342	ENVISION HEALTHCARE INC							
173003	11/01/17	01	COBRA ADMIN FEE	01-01-650-000			11/13/17	35.00
		02	REQ BY LN APPR BY LK	GROUP MEDICAL & LIFE ** COMMENT **				
						INVOICE TOTAL:		35.00
						VENDOR TOTAL:		35.00
134	FED EX							
5-972-93278	10/25/17	01	CONTRACTS	01-01-710-001			11/13/17	27.07
		02	REQ BY BG APPR BY LK	SPECIAL DELIVERY ** COMMENT **				
						INVOICE TOTAL:		27.07
						VENDOR TOTAL:		27.07
3346	FIRST COMMUNICATION LLC							
114698483	10/01/17	01	PHONE SRV SEPT 2017	01-01-720-000			11/13/17	99.63
		02	PHONE SRV SEPT 2017	BUSINESS/LINE CHARGES 01-15-720-000				73.64
		03	PHONE SRV SEPT 2017	BUSINESS LINE USAGE 01-20-720-000				34.66
				BUSINESS LINE USAGE				



INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3346 FIRST COMMUNICATION LLC								
114698483	10/01/17	04	PHONE SRV SEPT 2017	02-01-720-000			11/13/17	129.96
				BUSINESS/LINE CHARGES				
		05	PHONE SRV SEPT 2017	02-21-720-000				47.65
				BUSINESS LINE USAGE				
		06	PHONE SRV SEPT 2017	02-25-720-000				47.65
				BUSINESS LINE USAGE				
		07	PHONE SRV SEPT 2017	07-01-720-000				562.65
				BUSINESS/LINE CHARGES				
		08	REQ BY NS APPR BY MS	** COMMENT **				
							INVOICE TOTAL:	995.84
							VENDOR TOTAL:	995.84
1064 FITNESS EQUIPMENT SERVICES								
3485	10/11/17	01	AMT TV REPAIR/LOOSE PULLEY	02-21-760-000			11/13/17	207.00
				EXERCISE EQUIPMENT MAINTEN				
		02	REQ BY MD APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	207.00
3514	11/07/17	01	SPIN BIKE PULLEY REPAIR	02-21-760-000			11/13/17	214.50
				EXERCISE EQUIPMENT MAINTEN				
		02	REQ BY MD APPR BY DT	** COMMENT **				
							INVOICE TOTAL:	214.50
							VENDOR TOTAL:	421.50
2025 FLAGG CREEK WATER RECLAMATION								
10/26/17	10/26/17	01	SEWER SERVICE OCT 2017	01-05-770-008			11/13/17	68.93
				SEWER MAINTENANCE GARAGE				
		02	SEWER SERVICE OCT 2017	01-15-770-003				522.91
				SEWER				
		03	SEWER SERVICE OCT 2017	01-20-770-002				50.06
				SEWER				
		04	SEWER SERVICE OCT 2017	02-01-770-003				418.33
				SEWER				

DATE: 11/08/17  
TIME: 14:04:46  
ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

PAGE: 11

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
2025	FLAGG CREEK WATER RECLAMATION							
10/26/17	10/26/17	05	SEWER SERVICE OCT 2017	02-21-770-015			11/13/17	418.33
				SEWER				
		06	SEWER SERVICE OCT 2017	02-25-770-015				732.08
				SEWER				
		07	SEWER SERVICE OCT 2017	07-71-770-003				57.61
				SEWER				
		08	REQ BY MK APPR BY NS	** COMMENT **				
						INVOICE TOTAL:		2,268.25
						VENDOR TOTAL:		2,268.25
2763	FLUID RUNNING LLC							
2017-10	11/01/17	01	FALL CLASSES	02-26-640-001			11/13/17	4,459.50
				ADULT PROGRAMS-CONTRACTUAL				
		02	REQ BY JG APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		4,459.50
						VENDOR TOTAL:		4,459.50
182	GEORGELO PIZZA - CHICAGO, INC.							
13958	10/05/17	01	PIZZAS FOR PARTIES	02-25-705-001			11/13/17	189.50
				BIRTHDAY PARTY-GROUP RENTA				
		02	REQ BY AB APPR BY KS	** COMMENT **				
						INVOICE TOTAL:		189.50
13975	10/19/17	01	PIZZAS FOR PARTIES	02-25-705-001			11/13/17	128.00
				BIRTHDAY PARTY-GROUP RENTA				
		02	REQ BY AB APPR BY JG	** COMMENT **				
						INVOICE TOTAL:		128.00
						VENDOR TOTAL:		317.50
2404	GRAPHIC III PAPERS							
604167	10/26/17	01	PAPER FOR MARKETING PRINTER	02-80-950-000			11/13/17	53.25
				IN HOUSE PRINTED MATERIALS				

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2404	GRAPHIC III PAPERS							
604167	10/26/17	02	PAPER FOR MARKETING PRINTER	02-26-765-000			11/13/17	156.08
		03	REQ BY GW APPR BY JC	CHILDRENS PROGRAMS-SUPPLIE				
				** COMMENT **				
						INVOICE TOTAL:		209.33
						VENDOR TOTAL:		209.33
2492	JESSICA GRAY							
TUITIONFALL2017	10/31/17	01	COLLEGE COURSE SPORT/TOURISM	02-25-650-001			11/13/17	2,192.40
		02	REQ BY JG APPR BY KS	COLLEGE COURSES				
				** COMMENT **				
						INVOICE TOTAL:		2,192.40
						VENDOR TOTAL:		2,192.40
2789	HAGG PRESS							
103182	10/06/17	01	HAUNTED FOREST/PUMPKIN SWIM	02-80-960-000			11/13/17	300.00
		02	REQ BY JC APPR BY LK	PRINTED MATERIALS				
				** COMMENT **				
						INVOICE TOTAL:		300.00
73219	10/13/17	01	PINK 5K 2018 TRIFOLDS	02-60-752-001			11/13/17	688.00
		02	REQ BY MD APPR BY DT	CNTRACT SVCS EQ PINK 5K				
				** COMMENT **				
						INVOICE TOTAL:		688.00
						VENDOR TOTAL:		988.00
2927	HARRIS COMPUTER SYSTEMS							
MN00003535	10/31/17	01	MAINTENANCE 1YR RELATIVITY	12-95-940-065			11/13/17	143.00
		02	REQ BY MS APPR BY LK	BUILDING & PARK IMPROVEMEN				
				** COMMENT **				
						INVOICE TOTAL:		143.00
						VENDOR TOTAL:		143.00

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3417	HINSDALE NURSERIES INC							
1589704	10/27/17	01	TULIP BULBS	01-07-790-010			11/13/17	228.00
		02	REQ BY BJ APPR BY LK	LANDSCAPE / ORNAMENTAL SUP				
				** COMMENT **				
						INVOICE TOTAL:		228.00
						VENDOR TOTAL:		228.00
838	HOME DEPOT CREDIT SERVICES							
1010871	10/09/17	01	GRUB CONTROL FENCE REPAIR	01-05-800-006			11/13/17	29.18
		02	GRUB CONTROL FENCE REPAIR	PARK EQUIP / REPLACE & REP				
				01-05-790-023				94.85
		03	REQ BY BJ APPR BY LK	TURF & CHEMICAL PRODUCTS				
				** COMMENT **				
						INVOICE TOTAL:		124.03
1012238	10/19/17	01	SUPPLIES FOR TEMP FRONT DESK	02-01-670-001			11/13/17	71.53
		02	SUPPLIES FOR TEMP FRONT DESK	COMPUTER PARTS & REPAIRS				
				01-15-790-006				11.96
		03	REQ BY MM APPR BY DT	TOOLS				
				** COMMENT **				
						INVOICE TOTAL:		83.49
5010427	10/05/17	01	MAINTENANCE SUPPLIES	07-71-800-002			11/13/17	61.75
		02	REQ BY PS APPR BY AP	CUSTODIAL TOOLS & EQUIPMEN				
				** COMMENT **				
						INVOICE TOTAL:		61.75
6020370	10/24/17	01	TARPS FOR OUTDOOR EQUIPMENT	01-05-790-007			11/13/17	226.10
		02	REQ BY BJ APPR BY LK	MAINTENANCE SUPPLIES				
				** COMMENT **				
						INVOICE TOTAL:		226.10
6020387	10/24/17	01	4FT BULBS FOR GARAGE	01-05-790-007			11/13/17	160.51
				MAINTENANCE SUPPLIES				

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
838	HOME DEPOT CREDIT SERVICES							
6020387	10/24/17	02	REQ BY BJ APPR BY LK		** COMMENT **		11/13/17	
							INVOICE TOTAL:	160.51
8010053	10/02/17	01	MAINTENANCE SUPPLIES	01-05-790-007			11/13/17	73.31
		02	REQ BY BJ APPR BY LK		MAINTENANCE SUPPLIES ** COMMENT **			
							INVOICE TOTAL:	73.31
9011179	10/11/17	01	FLASHLIGHT, CLAMP & GRIND WHEEL	01-05-790-007			11/13/17	99.42
		02	REQ BY BJ APPR BY LK		MAINTENANCE SUPPLIES ** COMMENT **			
							INVOICE TOTAL:	99.42
							VENDOR TOTAL:	828.61
3012	HOME PLUMBING SUPPLY							
51179	10/16/17	01	PARTS SINK VALVE RAINBOW ROOM	01-15-750-004			11/13/17	184.00
		02	REQ BY MM APPR BY DT		PLUMBING SERVICE ** COMMENT **			
							INVOICE TOTAL:	184.00
							VENDOR TOTAL:	184.00
3335	HP PRODUCTS							
13186360	09/25/17	01	CLEANING SUPPLY/PAPER PRODUCTS	01-15-790-000			11/13/17	836.48
		02	CLEANING SUPPLY/PAPER PRODUCTS		JANITORIAL SUPPLY / PAPER			
		03	REQ BY KC APPR BY DT		01-15-790-001 JANITORIAL SUPP./ CLEAN .P ** COMMENT **			886.18
							INVOICE TOTAL:	1,722.66
13187847	09/26/17	01	CLEANING SUPPLY/PAPER PRODUCTS	01-15-790-000			11/13/17	528.90
		02	CLEANING SUPPLY/PAPER PRODUCTS		JANITORIAL SUPPLY / PAPER			
					01-15-790-007 LOCKER ROOM SUPPLIES			906.60



DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
2665	IPS PACKAGING-IS2							
S1937359.001	11/01/17	02	REQ BY BJ APPR BY LK				11/13/17	
				** COMMENT **				
							INVOICE TOTAL:	1,569.05
							VENDOR TOTAL:	1,569.05
191	JACKSON-HIRSCH, INC.							
0975214	10/04/17	01	LAMINATING	02-26-681-000			11/13/17	50.00
		02	LAMINATING	CHILDRENS PROGRAMS-PRINT & 02-31-765-001				79.56
		03	LAMINATING	EC PRESCHOOL MORNING 02-32-765-004				50.00
		04	LAMINATING	YOUTH PLAYGROUND CAMP 02-80-950-000				50.00
		05	REQ BY KS APPR BY DT	IN HOUSE PRINTED MATERIALS ** COMMENT **				
							INVOICE TOTAL:	229.56
							VENDOR TOTAL:	229.56
3402	JAMES LEZATTE							
93017	09/30/17	01	STRINGING SEPT. 2017	07-75-870-007			11/13/17	376.00
		02	REQ BY AP APPR BY DT	RACQUET STRINGING & REPAIR ** COMMENT **				
							INVOICE TOTAL:	376.00
							VENDOR TOTAL:	376.00
3176	JONES TRAVEL							
105912	10/20/17	01	TRANS PIO TRIP 10/14/17	02-50-755-300			11/13/17	695.00
		02	REQ BY KC APPR BY KS	TRIP TRANSPORTATION ** COMMENT **				
							INVOICE TOTAL:	695.00
105913	10/31/17	01	TRANS PIO TRIP MILLION DOLLAR	02-50-755-300			11/13/17	600.00
				TRIP TRANSPORTATION				

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3176	JONES TRAVEL							
105913	10/31/17	02	TRANS PIO TRIP MILLION DOLLAR	09-01-900-000			11/13/17	100.00
		03	REQ BY KC APPR BY KS	MISC. PROGRAM EXPENSES				
				** COMMENT **				
							INVOICE TOTAL:	700.00
							VENDOR TOTAL:	1,395.00
3356	KEEPITSAFE INC.							
ILVUS22216	10/31/17	01	LIVE VAULT ONLINE BACKUP	01-01-670-000			11/13/17	431.90
		02	REQ BY RP APPR BY LK	MAINTENANCE/CONTRACT & LEA				
				** COMMENT **				
							INVOICE TOTAL:	431.90
							VENDOR TOTAL:	431.90
2720	KIEFT BROTHERS, INC.							
226840	10/17/17	01	DRAINAGE PIPE/STRUCTURE CP	01-05-800-006			11/13/17	922.07
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
							INVOICE TOTAL:	922.07
226895	10/19/17	01	DRAINAGE PIPE CENTRAL PARK	01-05-800-006			11/13/17	78.26
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
							INVOICE TOTAL:	78.26
							VENDOR TOTAL:	1,000.33
3512	KINGSTON TILE COMPANY LTD							
KINSTONPAYAPP1	10/27/17	01	FAMILY LOCKER ROOM TILE WORK	12-95-940-065			11/13/17	101,367.00
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN				
				** COMMENT **				
							INVOICE TOTAL:	101,367.00
							VENDOR TOTAL:	101,367.00



DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3239	SHARON KNITTER							
NRPA0917	10/16/17	01	NRPA CONFERENCE EXPENSE REIM	01-01-690-001			11/13/17	624.36
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	624.36
							VENDOR TOTAL:	624.36
2389	KONICA MINOLTA BUSINESS							
9004006960	10/31/17	01	MONTHLY COPY CHARGES TC	07-01-670-000			11/13/17	18.85
		02	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
							INVOICE TOTAL:	18.85
9004020022	11/02/17	01	COLOR COPY + B & W CHARGES	01-01-670-000			11/13/17	69.07
		02	COLOR COPY + B & W CHARGES	MAINTENANCE/CONTRACT & LEA 01-15-670-000				69.07
		03	COLOR COPY + B & W CHARGES	MAINT.CONTRACTS/OFFICE EQU 02-01-670-000				69.07
		04	COLOR COPY + B & W CHARGES	MAINTENANCE/ CONTRACT & LE 02-21-670-000				69.07
		05	COLOR COPY + B & W CHARGES	MAINTENANCE/CONTRACTS & LE 02-25-670-000				69.08
		06	COLOR COPY + B & W CHARGES	MAINTENANCE/CONTRACTS & LE 07-01-670-000				44.17
		07	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
							INVOICE TOTAL:	389.53
							VENDOR TOTAL:	408.38
2609	LAURE KOSEY							
MONAMIGABI10-24-17	10/24/17	01	EXEC DIR MTG W/SCHOOL DIST	01-01-690-001			11/13/17	70.77
		02	REQ BY BG APPR BY LK	CONFERENCES ** COMMENT **				
							INVOICE TOTAL:	70.77
							VENDOR TOTAL:	70.77

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

PAGE: 19

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3303	LAUTERBACH & AMEN LLP							
24699	10/23/17	01	FINAL BILL FY2016/2017 AUDIT	05-92-926-000			11/13/17	1,500.00
				AUDIT EXPENSE				
		02	FINAL BILL FY2016/2017 AUDIT	07-01-820-000				500.00
				AUDITING AND ACCOUNTING				
		03	FINAL BILL FY2016/2017 AUDIT	01-01-074-000				200.00
				RECEIVABLE DUE FROM FOUNDT				
		04	REQ BY MS APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	2,200.00
							VENDOR TOTAL:	2,200.00
528	THE LIFEGUARD STORE							
349229	06/06/17	01	STAFF SUITS	02-25-840-005			11/13/17	496.00
				UNIFORMS				
		02	STAFF SUITS	02-26-840-005				1,139.00
				UNIFORMS				
		03	STAFF SUITS	02-25-800-000				813.10
				NON-CAPITAL/SMALL EQUIPMEN				
		04	REQ BY AB APPR BY JG	** COMMENT **				
							INVOICE TOTAL:	2,448.10
							VENDOR TOTAL:	2,448.10
2262	LPG MUSIC INC.							
FALL17	10/30/17	01	FALL 20 PARTICIPANTS`	02-31-640-050			11/13/17	2,655.00
				EC CONTRACT PROGRAM				
		02	REQ BY KC APPR BY KS	** COMMENT **				
							INVOICE TOTAL:	2,655.00
							VENDOR TOTAL:	2,655.00
2706	KRISTYN LUBAS							
92717	09/27/17	01	REIM INSTRUCTOR TRAINING	02-25-690-005			11/13/17	375.00
				EMPLOYEE TRAINING				

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2706			KRISTYN LUBAS					
92717	09/27/17	02	REQ BY AB APPR BY JG				11/13/17	
					** COMMENT **			
							INVOICE TOTAL:	375.00
							VENDOR TOTAL:	375.00
1697			MARKET ACCESS CORP.					
5005	10/02/17	01	ALCOHOL PERMITS	01-20-740-000			11/13/17	1,050.00
		02	REQ BY KC APPR BY DT	ALCOHOL PERMITS/PDMA				
				** COMMENT **				
							INVOICE TOTAL:	1,050.00
							VENDOR TOTAL:	1,050.00
2473			MCMMASTER-CARR					
48042699	10/12/17	01	DRILL BITS	01-05-790-007			11/13/17	140.73
		02	REQ BY BJ APPR BY LK	MAINTENANCE SUPPLIES				
				** COMMENT **				
							INVOICE TOTAL:	140.73
							VENDOR TOTAL:	140.73
3510			MG MECHANICAL CONTRACTING INC					
PAYAPP2	09/19/17	01	HVAC INSTALL FAMILY LOCKER ROO	12-95-940-065			11/13/17	3,893.40
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN				
				** COMMENT **				
							INVOICE TOTAL:	3,893.40
							VENDOR TOTAL:	3,893.40
2253			MODESTO TECHNOLOGIES					
413	10/02/17	01	NITTL LEGUE FEES	07-75-790-008			11/13/17	540.00
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE				
				** COMMENT **				
							INVOICE TOTAL:	540.00
							VENDOR TOTAL:	540.00

DATE: 11/08/17  
TIME: 14:04:46  
ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

PAGE: 21

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2714	MY OFFICE PRODUCTS							
WO-12089717	10/11/17	01	OFFICE SUPPLIES	01-01-730-001 OFFICE SUPPLIES			11/13/17	131.96
		02	OFFICE SUPPLIES	01-15-730-001 OFFICE SUPPLIES				86.19
		03	OFFICE SUPPLIES	02-01-730-001 OFFICE SUPPLIES				165.54
		04	OFFICE SUPPLIES	02-21-730-001 OFFICE SUPPLIES				13.78
		05	OFFICE SUPPLIES	02-25-730-001 OFFICE SUPPLIES				63.85
		06	REQ BY MK    APPR BY NS	** COMMENT **				
						INVOICE TOTAL:		461.32
WO-12093376	10/12/17	01	OFFICE SUPPLIES	01-01-730-001 OFFICE SUPPLIES			11/13/17	40.22
		02	OFFICE SUPPLIES	01-15-730-001 OFFICE SUPPLIES				28.33
		03	OFFICE SUPPLIES	02-01-730-001 OFFICE SUPPLIES				28.33
		04	OFFICE SUPPLIES	02-21-730-001 OFFICE SUPPLIES				28.33
		05	OFFICE SUPPLIES	02-25-730-001 OFFICE SUPPLIES				28.33
		06	REQ BY MK    APPR BY NS	** COMMENT **				
						INVOICE TOTAL:		153.54
WO-12124900	10/25/17	01	OFFICE SUPPLIES	01-01-730-001 OFFICE SUPPLIES			11/13/17	142.69
		02	OFFICE SUPPLIES	01-15-730-001 OFFICE SUPPLIES				14.16
		03	OFFICE SUPPLIES	02-01-730-001 OFFICE SUPPLIES				20.18
		04	OFFICE SUPPLIES	02-21-730-001 OFFICE SUPPLIES				14.17

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT	
2714 MY OFFICE PRODUCTS									
WO-12124900	10/25/17	05	OFFICE SUPPLIES	02-25-730-001			11/13/17	14.17	
		06	REQ BY MK APPR BY NS	OFFICE SUPPLIES ** COMMENT **					
								INVOICE TOTAL:	205.37
WO-12146210	11/02/17	01	OFFICE SUPPLIES	01-01-730-001			11/13/17	26.17	
		02	OFFICE SUPPLIES	01-15-730-001				26.17	
		03	OFFICE SUPPLIES	OFFICE SUPPLIES 02-01-730-001				106.18	
		04	OFFICE SUPPLIES	OFFICE SUPPLIES 02-21-730-001				26.17	
		05	OFFICE SUPPLIES	OFFICE SUPPLIES 02-25-730-001				26.17	
		06	REQ BY MK APPR BY NS	OFFICE SUPPLIES ** COMMENT **					
								INVOICE TOTAL:	210.86
WO-12150196	11/03/17	01	OFFICE SUPPLIES	01-15-730-001			11/13/17	112.87	
		02	REQ BY MK APPR BY NS	OFFICE SUPPLIES ** COMMENT **					
								INVOICE TOTAL:	112.87
								VENDOR TOTAL:	1,143.96
2682 NEXT GENERATION									
14511	09/18/17	01	GALAXY GALLOP	02-31-765-001			11/13/17	552.00	
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **					
								INVOICE TOTAL:	552.00
14551	10/04/17	01	HAUNTED FOREST	02-60-765-012			11/13/17	1,199.40	
		02	REQ BY KS APPR BY DT	PRGM MTRLS HAUNTED FOREST ** COMMENT **					
								INVOICE TOTAL:	1,199.40

DATE: 11/08/17  
TIME: 14:04:46  
ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

PAGE: 23

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2682	NEXT GENERATION							
14614	10/26/17	01	SHIRTS TO BE REIM BY IPRA	02-60-765-028			11/13/17	210.00
		02	REQ BY KS APPR BY DT	PRGM MTRLS TBD ** COMMENT **				
							INVOICE TOTAL:	210.00
							VENDOR TOTAL:	1,961.40
3122	NORMAN J. LANDRUM							
LANDRUM101017	10/10/17	01	BALLROOM DANCE	02-40-640-185			11/13/17	946.00
		02	REQ BY KC APPR BY KS	BALLROOM INSTRUCTORS ** COMMENT **				
							INVOICE TOTAL:	946.00
							VENDOR TOTAL:	946.00
2916	NORTHERN IL WINTER SWIM CONF							
OB2017	10/10/17	01	WINTER SWIMTEAM CONF. DUES	02-26-702-000			11/13/17	425.00
		02	REQ BY JG APPR BY DT	SWIM TEAM EXPENSE ** COMMENT **				
							INVOICE TOTAL:	425.00
							VENDOR TOTAL:	425.00
3491	OAKBROOK TERRACE PARK DISTRICT							
OBTFALL2017	11/04/17	01	YOUNG EXPLORES COOP OBT EXTRA	02-32-640-050			11/13/17	16.20
		02	REQ BY KC APPR BY KS	YOUTH CONTRACTED INSTRUCTI ** COMMENT **				
							INVOICE TOTAL:	16.20
							VENDOR TOTAL:	16.20
2799	BRIAN PANEK							
103017	10/30/17	01	OCTOBER 2017 B-BALL OFFICIALS	02-40-640-171			11/13/17	2,296.00
				MEN'S BASKETBALL				

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2799	BRIAN PANEK							
103017	10/30/17	02	REQ BY MA APPR BY DT		** COMMENT **		11/13/17	
							INVOICE TOTAL:	2,296.00
							VENDOR TOTAL:	2,296.00
732	PEPSI							
28808451	10/27/17	01	POP PARTY SUPPLIES	02-25-705-001			11/13/17	271.48
		02	POP PARTY SUPPLIES	01-15-780-000				90.50
		03	REQ BY AB APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	361.98
							VENDOR TOTAL:	361.98
1349	PETTY CASH-RECREATION DEPT.							
PCRECNNOV2017	11/02/17	01	PETTY CASH RECREATION	02-32-765-005			11/13/17	21.90
		02	PETTY CASH RECREATION	02-01-690-001				40.00
		03	PETTY CAH RECREATION	02-31-765-001				30.48
		04	REQ BY LP APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	92.38
							VENDOR TOTAL:	92.38
1314	PETTY CASH - CORPORATE ADMIN.							
PCCORPNOV2017	11/07/17	01	PETTY CASH CORPORATE	01-01-660-002			11/13/17	3.00
		02	REQ BY LP APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	3.00
							VENDOR TOTAL:	3.00
850	PETTY CASH/ RECREATION CENTER							

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
850	PETTY CASH/ RECREATION CENTER							
PCSEPT2017	09/27/17	01	DINNER FOR CUSTODIAL STAFF	01-15-690-003			11/13/17	67.92
		02	REQ BY KC APPR BY DT	STAFF TRAINING ** COMMENT **				
							INVOICE TOTAL:	67.92
							VENDOR TOTAL:	67.92
3197	PIONEER MANUFACTURING CO.							
657532	09/26/17	01	PAINT SPRAYER CLEANER	01-05-790-007			11/13/17	60.00
		02	REQ BY BJ APPR BY LK	MAINTENANCE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	60.00
							VENDOR TOTAL:	60.00
2625	PORTER PIPE & SUPPLY CO.							
11647990-00	10/06/17	01	GAS VALVE FOR POOL HEATER	02-25-750-040			11/13/17	193.64
		02	REQ BY MM APPR BY JG	HVAC ** COMMENT **				
							INVOICE TOTAL:	193.64
11650418-00	10/12/17	01	SWITCH FOR POOL HEATER	02-25-750-040			11/13/17	78.18
		02	REQ BY MM APPR BY DT	HVAC ** COMMENT **				
							INVOICE TOTAL:	78.18
11655513-00	10/24/17	01	FITTINGS FOR REPIPING HEATER	02-25-790-001			11/13/17	36.15
		02	REQ BY MM APPR BY DT	AQUATIC MAINTENANCE SUPPLI ** COMMENT **				
							INVOICE TOTAL:	36.15
11656276-00	10/25/17	01	REPAIR TO LEISURE POOL HEATER	02-25-790-001			11/13/17	186.05
		02	REQ BY MM APPR BY DT	AQUATIC MAINTENANCE SUPPLI ** COMMENT **				
							INVOICE TOTAL:	186.05
							VENDOR TOTAL:	494.02



DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
ABAMAMZON10/11/17	10/11/17	01	LIGHT PROJECTOR	02-26-765-002			11/13/17	55.99
		02	REQ BY AB APPR BY JG	EVENT-SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		55.99
ABAMAZON10/12/17	10/12/17	01	OFFICE SUPPLIES & SIGN HOLDER	02-25-730-001			11/13/17	54.93
		02	REQ BY AB APPR BY JG	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		54.93
ABAMAZON10/25/17	10/25/17	01	DIVIDERS FOR BINDERS	02-25-730-001			11/13/17	4.80
		02	REQ BY AB APPR BY JG	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		4.80
ABAMAZON101917	10/19/17	01	DIVIDERS FOR BINDERS	02-25-730-001			11/13/17	4.80
		02	REQ BY AB APPR BY JG	OFFICE SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		4.80
ABBB&SINC10/10/17	10/10/17	01	PLAY BALLS FOR POOL	02-25-704-000			11/13/17	136.43
		02	REQ BY AB APPR BY KS	OPEN SWIM SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		136.43
ABFUNEXPRESS10/5/17	10/05/17	01	HAUNTED FOREST/PUMPKIN SWIM	02-26-765-002			11/13/17	77.65
		02	HAUNTED FOREST/PUMPKIN SWIM	EVENT-SUPPLIES 02-60-791-012				283.19
		03	REQ BY AB APPR BY KS	A & C HAUNTED FOREST ** COMMENT **				
						INVOICE TOTAL:		360.84
ABGFS10/26/17	10/26/17	01	PARTY SUPPLIES	02-25-705-001			11/13/17	76.02
				BIRTHDAY PARTY-GROUP RENTA				

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3316	CARDMEMBER SERVICE							
ABGFS10/26/17	10/26/17	02	PARTY SUPPLIES	01-15-780-002			11/13/17	25.34
		03	REQ BY AB APPR BY JG	THEME PARTY / PROGRAM MATE ** COMMENT **				
						INVOICE TOTAL:		101.36
ABGFS10/6/17	10/06/17	01	PARTY SUPPLIES	02-25-705-001			11/13/17	42.63
		02	PARTY SUPPLIES	BIRTHDAY PARTY-GROUP RENTA 01-15-780-002				14.21
		03	REQ BY AB APPR BY KS	THEME PARTY / PROGRAM MATE ** COMMENT **				
						INVOICE TOTAL:		56.84
ABHOMEDEPOT10/12-17	10/12/17	01	TIKI TORCH CANISTER	02-60-765-012			11/13/17	11.10
		02	REQ BY AB APPR BY KS	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
						INVOICE TOTAL:		11.10
ABHOMEDEPOT10/12/17	10/12/17	01	TIKI TORCH CANISTER	02-60-765-012			11/13/17	6.63
		02	REQ BY AB APPR BY KS	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
						INVOICE TOTAL:		6.63
ABHOMEDEPOT10/4/17	10/04/17	01	POTS/PLANTS FOR AQUATIC CENTER	02-25-790-001			11/13/17	37.85
		02	REQ BY AB APPR BY KS	AQUATIC MAINTENANCE SUPPLI ** COMMENT **				
						INVOICE TOTAL:		37.85
ABHOMEDEPOT10/5/17	10/05/17	01	DRUM AUGER	01-15-790-006			11/13/17	19.98
		02	REQ BY AB APPR BY JG	TOOLS ** COMMENT **				
						INVOICE TOTAL:		19.98
ABIPRA10/11/17	10/11/17	01	IPRA MANAGEMENT SCHOOL	02-25-690-000			11/13/17	50.00
				WORKSHOPS				

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316			CARDMEMBER SERVICE					
ABIPRA10/11/17	10/11/17	02	REQ BY AB APPR BY JG		** COMMENT **		11/13/17	
							INVOICE TOTAL:	50.00
ABJEWEL10/14/17	10/14/17	01	POP FOR PARTIES	02-25-705-001			11/13/17	12.81
		02	POP FOR PARTIES	BIRTHDAY PARTY-GROUP RENTA				4.27
		03	REQ BY AB APPR BY KS	01-15-780-000				
				THEME PARTY / FOOD & BEVER				
				** COMMENT **			INVOICE TOTAL:	17.08
ABLIFEGUARD10/2/17	10/02/17	01	RESCUE TUBES	02-25-704-000			11/13/17	138.76
		02	REQ BY AB APPR BY JG	OPEN SWIM SUPPLIES				
				** COMMENT **			INVOICE TOTAL:	138.76
ABPARTYCITY10/12/17	10/12/17	01	TABLECLOTHS AND WHISTLES	02-60-765-012			11/13/17	51.80
		02	REQ BY AB APPR BY KS	PRGM MTRLS HAUNTED FOREST				
				** COMMENT **			INVOICE TOTAL:	51.80
ABPARTYCITY10/26/17	10/26/17	01	PARTY SUPPLIES TABLE CLOTHS	02-25-705-001			11/13/17	13.98
		02	REQ BY AB APPR BY JG	BIRTHDAY PARTY-GROUP RENTA				
				** COMMENT **			INVOICE TOTAL:	13.98
ABREALBBQ10/26/17	10/26/17	01	ACTION AWARD LUNCH	01-01-740-021			11/13/17	8.98
		02	ACTION AWARD LUNCH	WELLNESS COMMITTEE				
		03	REQ BY AB APPR BY JG	02-01-840-021				8.99
				WELLNESS COMMITTEE				
				** COMMENT **			INVOICE TOTAL:	17.97
ABULINE10/4/17	10/04/17	01	GLASS JARS	02-60-791-012			11/13/17	183.30
				A & C HAUNTED FOREST				

DATE: 11/08/17  
TIME: 14:04:46  
ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
ABULINE10/4/17	10/04/17	02	GLASS JARS	02-60-791-014			11/13/17	61.10
		03	REQ BY AB APPR BY KS	A & C HOLIDAY ** COMMENT **				
						INVOICE TOTAL:		244.40
ABWANNEMAKERS10417	10/04/17	01	TAX REFUND	02-25-790-001			11/13/17	-4.48
		02	REQ BY AB APPR BY JG	AQUATIC MAINTENANCE SUPPLI ** COMMENT **				
						INVOICE TOTAL:		-4.48
APAMAZON101017	10/10/17	01	FIRE EXTINGUISHER SIGN	07-71-750-000			11/13/17	13.45
		02	REQ BY AP APPR BY DT	BUILDING MAINTENANCE/REPAI ** COMMENT **				
						INVOICE TOTAL:		13.45
APAMAZONOCT17	10/24/17	01	TENNIS BOTTLES	07-01-740-000			11/13/17	234.52
		02	REQ BY AP APPR BY DT	EMPLOYEE RECOGNITION ** COMMENT **				
						INVOICE TOTAL:		234.52
APBARRINGTON102117	10/21/17	01	JR TEAM TENNIS MATCH FEES	07-75-790-008			11/13/17	90.00
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		90.00
APCROWN10317	10/03/17	01	TOURNAMENT TROPHIES	07-75-782-000			11/13/17	186.00
		02	REQ BY AP APPR BY DT	TOURNAMENT EXPENSES ** COMMENT **				
						INVOICE TOTAL:		186.00
APDM11117	11/01/17	01	SIRIUS RADIO	07-71-750-000			11/13/17	395.40
		02	REQ BY AP APPR BY DT	BUILDING MAINTENANCE/REPAI ** COMMENT **				
						INVOICE TOTAL:		395.40

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3316	CARDMEMBER SERVICE							
APPACVAN102717	10/27/17	01	HVAC PROJECT	07-80-805-000			11/13/17	290.00
		02	REQ BY AP APPR BY DT	CAPITAL PROJECTS				
				** COMMENT **				
						INVOICE TOTAL:		290.00
APPAYPAL101217	10/12/17	01	TEACHING EQUIPMENT	07-75-790-003			11/13/17	68.49
		02	REQ BY AP APPR BY DT	TENNIS/TEACHING AIDS & SUP				
				** COMMENT **				
						INVOICE TOTAL:		68.49
APTACOBAR10417	10/04/17	01	LUNCH WITH PRO	07-01-740-000			11/13/17	37.04
		02	REQ BY AP APPR BY DT	EMPLOYEE RECOGNITION				
				** COMMENT **				
						INVOICE TOTAL:		37.04
APTENNIS102117	10/21/17	01	JR TEAM TENNIS MATCH FEES	07-75-790-008			11/13/17	180.00
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE				
				** COMMENT **				
						INVOICE TOTAL:		180.00
APTENNISOURCE11117	11/01/17	01	TENNIS SOURCE MONTHLY FEE	07-01-670-000			11/13/17	399.00
		02	REQ BY AP APPR BY DT	MAINTENANCE/CONTRACTS & LE				
				** COMMENT **				
						INVOICE TOTAL:		399.00
APUSTA102717	10/27/17	01	TOURNAMENT FEE	07-75-782-000			11/13/17	53.00
		02	REQ BY AP APPR BY DT	TOURNAMENT EXPENSES				
				** COMMENT **				
						INVOICE TOTAL:		53.00
BGALEGRE10-18-17	10/18/17	01	TEAMBUILDING H.FOREST CLEANUP	02-60-765-012			11/13/17	83.48
		02	TEAMBUILDING H FORSET CLEANUP	PRGM MTRLS HAUNTED FOREST				
				01-01-740-002				83.47
				BOARD/EMPLOYEE RECOGNITION				

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3316	CARDMEMBER SERVICE							
BGALEGRE10-18-17	10/18/17	03	REQ BY BG APPR BY LK		** COMMENT **		11/13/17	
							INVOICE TOTAL:	166.95
BGAMAZON10-20-17	10/20/17	01	POTLUCK COOKOFF	01-01-740-002			11/13/17	37.98
		02	REQ BY BG APPR BY LK	BOARD/EMPLOYEE RECOGNITION	** COMMENT **			
							INVOICE TOTAL:	37.98
BGHOMEDEPOT10-12-17	10/12/17	01	DOWEL RODS HF STORY TELLING	02-60-765-012			11/13/17	6.30
		02	REQ BY BG APPR BY LK	PRGM MTRLS HAUNTED FOREST	** COMMENT **			
							INVOICE TOTAL:	6.30
BGIAPD10-11-17	10/11/17	01	MAILING COST 10YR SRV AWARD KC	01-01-740-002			11/13/17	15.00
		02	REQ BY BG APPR BY LK	BOARD/EMPLOYEE RECOGNITION	** COMMENT **			
							INVOICE TOTAL:	15.00
BGIAPD102417	10/24/17	01	IPRA LEGAL SYMPOSIUM MS	01-01-690-000			11/13/17	195.00
		02	REQ BY BG APPR BY LK	WORKSHOPS	** COMMENT **			
							INVOICE TOTAL:	195.00
BGPDRMA10-9-17	10/09/17	01	RISK MANAGEMENT BG	01-01-690-002			11/13/17	65.00
		02	REQ BY BG APPR BY LK	RISK MANAGEMENT TRAINING	** COMMENT **			
							INVOICE TOTAL:	65.00
BGPLANNERPADS102017	10/20/17	01	DESK CALENDAR BG	01-01-730-001			11/13/17	39.77
		02	REQ BY BG APPR BY LK	OFFICE SUPPLIES	** COMMENT **			
							INVOICE TOTAL:	39.77
BJAMAZON10-24-17	10/24/17	01	BREAK ROOM CHAIRS	01-05-790-005			11/13/17	318.00
				MAINTENANCE GARAGE SUPPLIE				



DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3316	CARDMEMBER SERVICE							
JCFACEBOOK103117	10/31/17	02	REQ BY JC APPR BY LK	** COMMENT **			11/13/17	
							INVOICE TOTAL:	20.00
JCJEWEL103017	10/30/17	01	STAFF LUNCHEON	02-80-740-020			11/13/17	25.11
		02	REQ BY JC APPR BY LK	HOSPITALITY ** COMMENT **				
							INVOICE TOTAL:	25.11
JCPARTYCITY101317	10/13/17	01	MAKEUP	02-60-765-012			11/13/17	47.79
		02	REQ BY KS APPR BY DT	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
							INVOICE TOTAL:	47.79
JCWALMART101317	10/13/17	01	MAKEUP	02-60-765-012			11/13/17	23.52
		02	REQ BY KS APPR BY DT	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
							INVOICE TOTAL:	23.52
JGGFS102017	10/20/17	01	PUMPKIN SWIM SUPPLIES	02-26-765-002			11/13/17	72.62
		02	REQ BY JG APPR BY KS	EVENT-SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	72.62
JGNEWEGG10/4/17	10/30/17	01	TEALIGHTS H.FOREST/H.EXPRESS	02-60-791-012			11/13/17	132.21
		02	TEALIGHTS H.FOREST/H.EXPRESS	A & C HAUNTED FOREST 02-60-791-014				50.74
		03	REQ BY AB APPR BY KS	A & C HOLIDAY ** COMMENT **				
							INVOICE TOTAL:	182.95
JGPETES10/13/17	10/13/17	01	PUMPKINS FOR HAUNTED FOREST	02-60-765-012			11/13/17	262.50
		02	REQ BY JG APPR BY KS	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
							INVOICE TOTAL:	262.50



DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316 CARDMEMBER SERVICE								
KAGIORDANOS10517	10/05/17	01	PRESCHOOL HOT LUNCH 10/5	02-31-792-001			11/13/17	95.00
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
						INVOICE TOTAL:		95.00
KAWALGREENS101017	10/10/17	01	HAUNTED CARVING TOOLS	02-60-765-012			11/13/17	18.22
		02	REQ BY KS APPR BY DT	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
						INVOICE TOTAL:		18.22
KELAMAZON10/12/17	10/12/17	01	ICE PACKS	01-15-840-000			11/13/17	72.00
		02	REQ BY KC APPR BY DT	FIRST AID SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		72.00
KELAMAZON101217	10/12/17	01	BANDAIDS	01-15-840-000			11/13/17	15.16
		02	REQ BY KC APPR BY DT	FIRST AID SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		15.16
KELBOXED101017	10/10/17	01	VENDEING SNACKS	01-15-840-025			11/13/17	668.24
		02	REQ BY KC APPR BY DT	VENDING SNACKS ** COMMENT **				
						INVOICE TOTAL:		668.24
KELDM11117	11/01/17	01	SIRIUS XM	01-15-750-020			11/13/17	57.94
		02	REQ BY KC APPR BY DT	MUSIC ** COMMENT **				
						INVOICE TOTAL:		57.94
KELHCMEDEPOT10/10/17	10/10/17	01	WASTE BIN FOR CPW	01-20-790-003			11/13/17	39.94
		02	REQ BY KC APPR BY DT	REPAIR & REPLACEMENT SUPPL ** COMMENT **				
						INVOICE TOTAL:		39.94

DATE: 11/08/17  
 TIME: 14:04:46  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3316	CARDMEMBER SERVICE							
KELIPRA101117	10/11/17	01	FACILITY MMANAGEMENT WORKSHOP	01-15-690-003			11/13/17	50.00
		02	REQ BY KC APPR BY DT	STAFF TRAINING				
				** COMMENT **				
						INVOICE TOTAL:		50.00
KELRENTALCAR102817	10/28/17	01	RENTALCAR SUPER. MANAGE SCHOOL	01-05-690-001			11/13/17	53.04
		02	REQ BY KC APPR BY DT	CONFERENCES				
				** COMMENT **				
						INVOICE TOTAL:		53.04
KIMCHICAGOARC100517	10/05/17	01	PRIORITY PASSES OPEN HOUSE	02-50-757-300			11/13/17	330.00
		02	REQ BY KC APPR BY KS	TRIPS - DINNER & TICKETS				
				** COMMENT **				
						INVOICE TOTAL:		330.00
KIMDAVANTI101417	10/14/17	01	LUNCH FOR OPEN HOUSE TRIP	02-50-758-300			11/13/17	965.70
		02	REQ BY KC APPR BY KS	TRIPS - RESTAURANT				
				** COMMENT **				
						INVOICE TOTAL:		965.70
KIMDRURYLANE10/25/17	10/25/17	01	LUNCH & 42ND STREET	02-50-757-300			11/13/17	107.38
		02	REQ BY KC APPR BY KS	TRIPS - DINNER & TICKETS				
				** COMMENT **				
						INVOICE TOTAL:		107.38
KIMDRURYLANE101717	10/17/17	01	DEP JOSEPH AND TATC	02-50-757-300			11/13/17	120.00
		02	REQ BY KC APPR BY KS	TRIPS - DINNER & TICKETS				
				** COMMENT **				
						INVOICE TOTAL:		120.00
KIMDRURYLANE102517	10/25/17	01	LUNCH AND 42ND STREET	02-50-757-300			11/13/17	1,001.18
		02	LUNCH AND 42ND STREET	TRIPS - DINNER & TICKETS				
				09-01-900-000				53.69
				MISC. PROGRAM EXPENSES				



DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3316	CARDMEMBER SERVICE							
KIMJEWEL102017	10/20/17	02	REQ BY KC APPR BY KS		** COMMENT **		11/13/17	
							INVOICE TOTAL:	9.96
KIMMARROITT92717	09/27/17	01	DEP FOR PLAY AND LUNCH	02-50-757-300			11/13/17	333.00
		02	REQ BY KC APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	333.00
KIMMENARDS101917	10/19/17	01	HANDWARMERS RETURNS	02-60-765-012			11/13/17	-44.91
		02	REQ BY KC APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	-44.91
KIMPARAMOUNT10/5/17	10/05/17	01	LUNCH MILLION DOLLAR QUARTET	02-50-757-300			11/13/17	495.00
		02	REQ BY KC APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	495.00
KIMPARAMOUNT10517	10/05/17	01	TIX FOR MILLION DOLLAR QUARTET	02-50-757-300			11/13/17	1,107.30
		02	REQ BY KC APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	1,107.30
KIMPDRMA102617	10/26/17	01	PDRMA RISK MANAGEMENT	02-01-690-000			11/13/17	65.00
		02	REQ BY KC APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	65.00
KIMSPRA101017	10/10/17	01	SHOWCASE FEE FOR BANDS	02-01-690-000			11/13/17	18.00
		02	REQ BY KC APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	18.00
KSACE10517	10/05/17	01	HAUNTED TIKI/TOOLS	02-60-765-012			11/13/17	77.92
					** COMMENT **			
							INVOICE TOTAL:	77.92

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
KSACE10517	10/05/17	02	REQ BY KS APPR BY DT	** COMMENT **			11/13/17	
							INVOICE TOTAL:	77.92
KSAMAZON10417	10/04/17	01	PRESCHOOL SUPPLIES BOOKS	02-31-765-001			11/13/17	82.60
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING	** COMMENT **			
							INVOICE TOTAL:	82.60
KSDOLLARTREE10317	10/03/17	01	GLOW	02-60-765-012			11/13/17	64.00
		02	REQ BY KS APPR BY DT	PRGM MTRLS HAUNTED FOREST	** COMMENT **			
							INVOICE TOTAL:	64.00
KSDOLLARTREE10717	10/07/17	01	GLOW	02-60-765-012			11/13/17	75.00
		02	REQ BY KS APPR BY DT	PRGM MTRLS HAUNTED FOREST	** COMMENT **			
							INVOICE TOTAL:	75.00
KSFUNEXPRESS10/30/17	10/30/17	01	REFUND FOR MISSING ITEMS	02-31-765-001			11/13/17	-3.19
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING	** COMMENT **			
							INVOICE TOTAL:	-3.19
KSGFS101717	10/17/17	01	DOLPHIN SNACKS/PRESCHOOL TREAT	02-32-765-002			11/13/17	123.53
		02	DOLPHIN SNACKS/PRESCHOOL TREAT	YOUTH AFTER SCHOOL	02-31-765-002			30.59
		03	REQ BY KS APPR BY DT	EC PRESCHOOL FULL DAY	** COMMENT **			
							INVOICE TOTAL:	154.12
KSGIORDANOS101217	10/12/17	01	PRESCHOOL HOT LUNCH 10/12/17	02-31-792-001			11/13/17	95.00
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING	** COMMENT **			
							INVOICE TOTAL:	95.00

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
KSGIORDANOS101717	10/17/17	01	PRESCOOL HOT LUNCH 10/12/17	02-31-792-001			11/13/17	90.00
		02	REQ BY KS APPR BY DT	EC PRESCHOOL MORNING ** COMMENT **				
						INVOICE TOTAL:		90.00
KSHARBORFREIGHT10917	10/09/17	01	HAUNTED DRILLS	02-60-765-012			11/13/17	29.48
		02	REQ BY KS APPR BY DT	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
						INVOICE TOTAL:		29.48
KSHOMEDEPOT10417	10/04/17	01	HAUNTED SUPPLIES	02-60-765-012			11/13/17	3.90
		02	REQ BY KS APPR BY DT	PRGM MTRLS HAUNTED FOREST ** COMMENT **				
						INVOICE TOTAL:		3.90
KSJEWEL101717	10/17/17	01	TAKE DOWN LUNCH	02-60-792-012			11/13/17	44.94
		02	REQ BY KS APPR BY DT	FOOD HAUNTED FOREST ** COMMENT **				
						INVOICE TOTAL:		44.94
KSMOON101317	10/13/17	01	BOUNCE HOUSE HF	02-60-752-012			11/13/17	678.00
		02	REQ BY KS APPR BY DT	CNTRACT SVCS EQ HAUNTED FO ** COMMENT **				
						INVOICE TOTAL:		678.00
KSNETFLIX10417	10/04/17	01	MOVIES PIO/DOLPHIN	02-50-765-305			11/13/17	5.99
		02	MOVIES PIO/DOLPHIN	PIONEER DROP IN SUPPLIES				
		03	REQ BY KS APPR BY DT	02-32-765-002 YOUTH AFTER SCHOOL ** COMMENT **				6.00
						INVOICE TOTAL:		11.99
KSPARTYCITY102717	10/27/17	01	THANKSGIVING FEAST TABLECLOTHS	02-31-765-001			11/13/17	62.79
				EC PRESCHOOL MORNING				

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
KSPARTYCITY102717	10/27/17	02	REQ BY KS APPR BY DT		** COMMENT **		11/13/17	
							INVOICE TOTAL:	62.79
KSPETES102417	10/24/17	01	PUMPKINS PRESCHOOL WAGON RIDE	02-31-765-001			11/13/17	70.00
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	70.00
KSPORTILLOS10317	10/03/17	01	HAUNTED LUNCH PARKS SETUP	02-60-792-012			11/13/17	40.80
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	40.80
KSSUNKIN10517	10/05/17	01	DONUTS FOR WORK CREW	02-60-792-012			11/13/17	9.99
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	9.99
KSTACOGRILL101017	10/10/17	01	HAUNTED FOREST PARKS LUNCH	02-60-792-012			11/13/17	59.44
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	59.44
KSWALGREENS101317	10/13/17	01	MAKEUP HAUNTED	02-60-765-012			11/13/17	17.37
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	17.37
KSWALGREENS10617	10/06/17	01	HAUNTED DRINKS	02-60-765-012			11/13/17	31.97
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	31.97
KSWFUNEXPRESS102017	10/20/17	01	HALLOWEEN TRICK OR TREAT	02-31-765-001			11/13/17	50.87
					** COMMENT **			

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
KSWFUNEXPRESS102017	10/20/17	02	REQ BY KS APPR BY DT		** COMMENT **		11/13/17	
							INVOICE TOTAL:	50.87
LIXSPECIALTY102017	10/20/17	01	FUNDRAISING COMMITTEE MTG	02-80-740-020			11/13/17	9.96
		02	REQ BY LL APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	9.96
LKPINSTRIPES10-6-17	10/06/17	01	EXEC DIR NETWORKING LUNCH	01-01-740-002			11/13/17	54.24
		02	REQ BY BG APPR BY LK		** COMMENT **	BOARD/EMPLOYEE RECOGNITION		
							INVOICE TOTAL:	54.24
LKSEASONS5210-17-17	10/17/17	01	EXE. DIR FUNDING MTG. LK & LIZ	01-01-740-002			11/13/17	37.07
		02	REQ BY BG APPR BY LK		** COMMENT **	BOARD/EMPLOYEE RECOGNITION		
							INVOICE TOTAL:	37.07
LLBOXED10417	10/04/17	01	CREDIT RETURN DAMAGED PRODUCT	07-71-840-025			11/13/17	-124.93
		02	REQ BY LL APPR BY AP		** COMMENT **	Vending Snacks		
							INVOICE TOTAL:	-124.93
LLDOLLARTREE102617	10/26/17	01	HALLOWEEN DECOR MATCH PLAY	07-75-790-005			11/13/17	22.00
		02	REQ BY LL APPR BY AP		** COMMENT **	SPECIAL EVENT SUPPLIES		
							INVOICE TOTAL:	22.00
LLGFS102517	10/25/17	01	HALLOWEEN CANDY MATCH PLAY	07-75-790-005			11/13/17	93.18
		02	REQ BY LL APPR BY AP		** COMMENT **	SPECIAL EVENT SUPPLIES		
							INVOICE TOTAL:	93.18
LLJASONS10417	10/04/17	01	STAFF BDAY LUNCH	07-01-740-000			11/13/17	33.92
						EMPLOYEE RECOGNITION		



DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
LLJASONS10417	10/04/17	02	REQ BY LL APPR BY AP		** COMMENT **		11/13/17	
							INVOICE TOTAL:	33.92
LLJEWEL103117	10/31/17	01	CHILI ALL STAFF LUNCH	07-01-740-050			11/13/17	13.59
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	13.59
LLJIMMYJOHNS103117	10/31/17	01	BDAY LUNCH STAFF	07-01-740-000			11/13/17	10.33
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	10.33
LLMARIANOS101917	10/19/17	01	PLATES FOR JR TEAM TENNIS	07-75-790-005			11/13/17	4.89
		02	REQ BY LL APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	4.89
LLMARIANOS102617	10/26/17	01	TREATS MATCH PLAY/STAFF	07-75-790-005			11/13/17	38.00
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	38.00
LLPARTYCITY102817	10/28/17	01	BALLOON TANK SPECIAL EVENTS	07-75-790-005			11/13/17	39.99
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	39.99
LLPDRMA10317	10/03/17	01	RISK MANAGEMENT	07-75-690-000			11/13/17	65.00
		02	REQ BY LL APPR BY AP		** COMMENT **			
							INVOICE TOTAL:	65.00
LLPORTILLOS81817	08/18/17	01	STAFF PICNIC	07-01-740-000			11/13/17	295.10
					** COMMENT **			



DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3316	CARDMEMBER SERVICE							
LNPDRMA10217	10/02/17	02	REQ BY LN APPR BY LK		** COMMENT **		11/13/17	
							INVOICE TOTAL:	65.00
LNUSPS10617	10/06/17	01	NATIONWIDE RETIREMENT SOLUTION	01-01-710-001			11/13/17	6.59
		02	REQ BY LN APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	6.59
MADOLLARTREE92717	09/27/17	01	HAUNTED FOREST GLOW	02-60-765-012			11/13/17	192.00
		02	REQ BY KC APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	192.00
MAGFS101917	10/19/17	01	GFS HOT CHOCOLATE RETURN	02-60-765-012			11/13/17	-27.16
		02	REQ BY MA APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	-27.16
MAGIORDANOS102517	10/25/17	01	PRESCHOOL LUNCH 10/25/17	02-31-792-001			11/13/17	69.30
		02	REQ BY MA APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	69.30
MAGIORDANOS10417	10/04/17	01	PRESCHOOL LUNCH 10/4/17	02-31-792-001			11/13/17	65.00
		02	REQ BY MA APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	65.00
MAJIMMY101517	10/19/17	01	ACTION AWARD LUNCH WINNER	01-01-740-021			11/13/17	15.39
		02	REQ BY KC APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	15.39
MASANTO72717	07/27/17	01	ADULT SOFTBALL SOFTBALLS	02-40-765-175			11/13/17	747.00
					COED SOFTBALL			



DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000-WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
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3316	CARDMEMBER SERVICE							
MDWALMART10317	10/03/17	02	REQ BY MD APPR BY DT		** COMMENT **		11/13/17	
							INVOICE TOTAL:	114.76
MKCHALKBOARD101517	10/15/17	01	WELLNESS BOARD	01-01-740-021			11/13/17	1.99
		02	WELLNESS BOARD	02-01-840-021				2.00
		03	REQ BY MK APPR BY NS		** COMMENT **			
							INVOICE TOTAL:	3.99
MMAMAZON10117	10/11/17	01	MISC SUPPLIES	02-25-790-001			11/13/17	12.98
		02	REQ BY MM APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	12.98
MMPDRMA10/18/17	10/18/17	01	RMI CONFERENCE	01-15-690-003			11/13/17	65.00
		02	REQ BY MM APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	65.00
MMPDRMA101817	10/18/17	01	HELP COURSE	01-15-690-003			11/13/17	199.00
		02	REQ BY MM APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	199.00
MSDOLLARTREE101217	10/12/17	01	RETURN HAUNTED FOREST GLOW	02-60-765-012			11/13/17	-48.00
		02	REQ BY KC APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	-48.00
RHAMAZON10/25/17	10/25/17	01	MEMBERSHIP CARDS	01-15-840-010			11/13/17	25.99
		02	REQ BY RH APPR BY KC		** COMMENT **			
							INVOICE TOTAL:	25.99

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3316	CARDMEMBER SERVICE							
RHAMAZON10/5/17	10/05/17	01	WRISTBANDS/BADGE CLIPS	01-15-840-010			11/13/17	53.95
				OPEN GYM SUPPLIES / ID CAR				
		02	WRISTBANDS/BADGE CLIPS	02-21-795-001				53.95
		03	WRISTBANDS/BADGE CLIPS	02-25-703-000				53.95
				I.D.CARDS & SUPPLIES				
		04	WRISTBANDS/BADGE CLIPS	01-15-840-010				15.70
				OPEN GYM SUPPLIES / ID CAR				
		05	REQ BY RH APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		177.55
RPAMAZON10/27/17	10/27/17	01	COMPUTER ADAPTORS/CABLES	02-01-670-001			11/13/17	48.45
				COMPUTER PARTS & REPAIRS				
		02	COMPUTER ADAPTORS/CABLES	07-01-670-001				15.99
				COMPUTER PARTS & REPAIRS				
		03	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		64.44
RPAMAZON10/28/17	10/28/17	01	COAX ADAPTORS	02-01-670-001			11/13/17	15.96
				COMPUTER PARTS & REPAIRS				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		15.96
RPAMAZON10/4/17	10/04/17	01	HAYWAGON LIGHTS/ACCESSORIES	02-60-752-012			11/13/17	108.49
				CONTRACT SVCS EQ HAUNTED FO				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		108.49
RPAMAZON10/8/17	10/08/17	01	FLUIDS & TECH HAUNTED FOREST	02-60-765-012			11/13/17	181.60
				PRGM MTRLS HAUNTED FOREST				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		181.60
RPCOMCAST10517	10/05/17	01	COMCAST CABLE	07-01-670-000			11/13/17	71.44
				MAINTENANCE/CONTRACTS & LE				

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3316	CARDMEMBER SERVICE							
RPCOMCAST10517	10/05/17	02	REQ BY RP APPR BY LK		** COMMENT **		11/13/17	
							INVOICE TOTAL:	71.44
RPHOMEDEOPT10/25/17	10/25/17	01	SURGE PROTECTORS/CABLE TIES	02-01-670-001			11/13/17	56.38
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS	** COMMENT **		INVOICE TOTAL:	56.38
RPHOMEDEPOT10/13/17	10/13/17	01	GFCI OUTLETS/ELECTRICAL TAPE	01-20-750-005			11/13/17	58.31
		02	REQ BY RP APPR BY LK	ELECTRIC SERVICE & REPAIRS	** COMMENT **		INVOICE TOTAL:	58.31
RPHOMEDEPOT10/9/17	10/09/17	01	EXTENSION CORDS	02-01-730-001			11/13/17	359.82
		02	EXTENSION CORDS	OFFICE SUPPLIES				43.88
		03	REQ BY RP APPR BY LK	02-60-765-012	PRGM MTRLS HAUNTED FOREST	** COMMENT **	INVOICE TOTAL:	403.70
RPPAYPAL10/2/17	10/02/17	01	OYPD FOUNDATION PAYPAL	01-01-074-000			11/13/17	5.00
		02	REQ BY RP APPR BY LK	RECEIVABLE DUE FROM FOUNDT	** COMMENT **		INVOICE TOTAL:	5.00
RPTEMPALERT102817	10/28/17	01	SENSOR CLOUD WIRELSS PLAN	01-01-670-001			11/13/17	21.00
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS	** COMMENT **		INVOICE TOTAL:	21.00
jcdcvb10517	10/05/17	01	ANNUAL DCVB MEETING	02-80-980-000			11/13/17	80.00
		02	REQ BY JC APPR BY LK	EDUCATION / TRAINING	** COMMENT **		INVOICE TOTAL:	80.00
							VENDOR TOTAL:	21,089.79

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1887 QUEST DIAGNOSTICS								
917309171	10/26/17	01	DRUG TESTING OCT2017	02-01-840-010			11/13/17	317.68
		02	REQ BY MK APPR BY NS	DRUG TESTING EXPENSE ** COMMENT **				
							INVOICE TOTAL:	317.68
							VENDOR TOTAL:	317.68
3195 RICHMOND FISHERIES								
100317	10/03/17	01	FISH STOCKING AT DNS	01-12-750-001			11/13/17	300.00
		02	REQ BY BJ APPR BY LK	CONTRACTS MAINTENANCE-DNS ** COMMENT **				
							INVOICE TOTAL:	300.00
							VENDOR TOTAL:	300.00
3386 ROBBINS SCHWARTZ								
277428	10/15/17	01	LEGAL SERVICE SEPT. 2017	01-10-821-000			11/13/17	2,033.00
		02	LEGAL SERVICE SEPT. 2017	GENERAL COUNSEL 12-95-940-065				6,555.00
		03	REQ BY BG APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
							INVOICE TOTAL:	8,588.00
							VENDOR TOTAL:	8,588.00
3203 ROSATI'S PIZZA								
AUGUST2017	08/28/17	01	PIZZA CHARGES JUNE-AUGUST	02-25-705-001			11/13/17	1,921.50
		02	PIZZA CHARGES JUNE-AUGUST	BIRTHDAY PARTY-GROUP RENTA 01-15-780-000				470.00
		03	PIZZA CHARGES JUNE-AUGUST	THEME PARTY / FOOD & BEVER 07-01-930-001				82.00
		04	PIZZAS CHARGES JUNE-AUGUST	SPECIAL EVENTS 02-32-792-005				64.50
				YOUTH TEEN CAMP				



DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3203	ROSATI'S PIZZA							
AUGUST2017	08/28/17	05	REQ BY AB APPR BY JG		** COMMENT **		11/13/17	
							INVOICE TOTAL:	2,538.00
							VENDOR TOTAL:	2,538.00
3404	ROYAL PRINCESS PARTIES							
RPP10/21/17	10/21/17	01	RPP 10/21/17	01-15-780-002			11/13/17	300.00
		02	REQ BY KC APPR BY DT		THEME PARTY / PROGRAM MATE			
					** COMMENT **		INVOICE TOTAL:	300.00
							VENDOR TOTAL:	300.00
3437	SCHOLASTIC INC							
M63601579	10/03/17	01	BOOK ORDERS	02-31-765-001			11/13/17	193.60
		02	REQ BY KS APPR BY DT		EC PRESCHOOL MORNING			
					** COMMENT **		INVOICE TOTAL:	193.60
M63845002	10/05/17	01	BOOK ORDERS	02-31-765-001			11/13/17	184.80
		02	REQ BY KS APPR BY DT		EC PRESCHOOL MORNING			
					** COMMENT **		INVOICE TOTAL:	184.80
							VENDOR TOTAL:	378.40
40	SERVICE SANITATION, INC.							
7431039	10/30/17	01	CENTRAL PARK PORTABLE RESTROOM	01-05-750-055			11/13/17	392.00
		02	REQ BY BJ APPR BY LK		PORT-A -POTTY SERVICE			
					** COMMENT **		INVOICE TOTAL:	392.00
7431040	10/20/17	01	DNS PORTABLE RESTROOM	01-09-750-020			11/13/17	99.50
					PORT-A-POTTY			

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
40	SERVICE SANITATION, INC.							
7431040	10/20/17	02	REQ BY BJ APPR BY LK	** COMMENT **			11/13/17	
							INVOICE TOTAL:	99.50
							VENDOR TOTAL:	491.50
3067	SHAW MEDIA							
1454577	09/30/17	01	2017/18 WEEKLY AD SEPT 2017	02-80-930-000			11/13/17	150.00
		02	REQ BY JC APPR BY LK	ADVERTISEMENTS				
				** COMMENT **			INVOICE TOTAL:	150.00
1468347	10/31/17	01	2017/2018 WEEKLY AD OCT	02-80-930-000			11/13/17	200.00
		02	REQ BY JC APPR BY LK	ADVERTISEMENTS				
				** COMMENT **			INVOICE TOTAL:	200.00
							VENDOR TOTAL:	350.00
3201	SHI INTERNATIONAL CORP.							
B07186298	10/04/17	01	ACCESS POINT SOFTWARE LIC 2020	01-01-800-005			11/13/17	571.00
		02	ACCESS POINT SOFTWARE LIC 2020	NON-CAPITAL/COMPUTER & PRI				571.00
		03	ACCESS POINT SOFTWARE LIC 2020	02-01-800-005				571.00
		04	REQ BY RP APPR BY LK	NON-CAPITAL/COMPUTER & PRI				571.00
				07-01-800-005			INVOICE TOTAL:	1,713.00
				NON CAPITAL/COMPUTER & PRI			VENDOR TOTAL:	1,713.00
				** COMMENT **				
3378	SITEONE LANDSCAPE SUPPLY LLC							
78894953	09/19/17	01	TREES CENTRAL PARK REIM	01-05-790-008			11/13/17	1,068.00
		02	REQ BY BJ APPR BY LK	TREE REPLACEMENT PROGRAM				
				** COMMENT **			INVOICE TOTAL:	1,068.00

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3378 SITEONE LANDSCAPE SUPPLY LLC								
83167909	10/23/17	01	TREES SOUTHSIDE OF CP	01-05-790-008			11/13/17	801.00
				TREE REPLACEMENT PROGRAM				
						INVOICE TOTAL:		801.00
83172493	10/23/17	01	TREES FOR SOUTH SIDE CP	01-05-790-008			11/13/17	267.00
				TREE REPLACEMENT PROGRAM				
		02	REQ BY BJ APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		267.00
						VENDOR TOTAL:		2,136.00
3106 SOUTHWEST ELECTRIC								
10126	09/26/17	01	ELECTRICAL WORK	07-71-750-007			11/13/17	170.00
				ELECTRICAL MAINTENANCE & R				
		02	REQ BY AP APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		170.00
						VENDOR TOTAL:		170.00
2466 KAREN SPANDIKOW								
MILEAGEKS2017	11/06/17	01	MILEAGE KS MAY-OCT 2017	02-25-660-002			11/13/17	72.22
				MILEAGE REIMBURSEMENT				
		02	MILEAGE KS MAY-OCT 2017	02-01-660-002				72.23
				MILEAGE REIMBURSEMENT				
		03	REQ BY KS APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		144.45
						VENDOR TOTAL:		144.45
2608 SPRINT PHONE								
48/6632911-092	09/29/17	01	TENNIS IPAD OCTOBER 2017	07-01-720-001			11/13/17	17.25
				MOBILE CHARGES				
		02	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		17.25
						VENDOR TOTAL:		17.25

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
2458	TAMELING INDUSTRIES INC.							
0119690-IN	10/12/17	01	TOPSOIL	01-07-790-010			11/13/17	15.00
		02	REQ BY BJ APPR BY LK	LANDSCAPE / ORNAMENTAL SUP ** COMMENT **				
							INVOICE TOTAL:	15.00
							VENDOR TOTAL:	15.00
3514	THE CLAIMS CENTER							
1709125.01	10/24/17	01	CLAIM FOR EQUIPMENT DAMAGE	01-07-770-000			11/13/17	1,416.78
		02	REQ BY BJ APPR BY LK	ELECTRICITY ** COMMENT **				
							INVOICE TOTAL:	1,416.78
							VENDOR TOTAL:	1,416.78
2733	THE EMPLOYERS ASSOCIATION							
204026	10/09/17	01	FSA MONTHLY FEE	01-01-650-000			11/13/17	28.00
		02	FSA MONTHLY FEE	GROUP MEDICAL & LIFE 02-01-650-000				49.00
		03	FSA MONTHLY FEE	GROUP MEDICAL & LIFE 07-01-650-000				7.00
		04	REQ BY NS APPR BY MS	GROUP MEDICAL & LIFE ** COMMENT **				
							INVOICE TOTAL:	84.00
204626	10/25/17	01	FSA MONTHLY FEE	01-01-650-000			11/13/17	28.00
		02	FSA MONTHLY FEE	GROUP MEDICAL & LIFE 02-01-650-000				49.00
		03	FSA MONTHLY FEE	GROUP MEDICAL & LIFE 07-01-650-000				7.00
		04	REQ BY NS APPR BY MS	GROUP MEDICAL & LIFE ** COMMENT **				
							INVOICE TOTAL:	84.00
							VENDOR TOTAL:	168.00

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
1086	TOTAL FIRE & SAFETY, INC.							
112845	08/21/17	01	ALARM SERVICE	01-15-750-013			11/13/17	250.00
		02	REQ BY KC APPR BY DT	FIRE ALARM/SPRINKLER SERVI				
				** COMMENT **				
						INVOICE TOTAL:		250.00
						VENDOR TOTAL:		250.00
3169	TRANE U.S. INC.							
38482278	10/02/17	01	REPAIRS HVAC UNIT 3	01-15-750-001			11/13/17	916.00
		02	REQ BY KC APPR BY LK	HVAC SERVICES				
				** COMMENT **				
						INVOICE TOTAL:		916.00
						VENDOR TOTAL:		916.00
3228	VERIZON WIRELESS							
3228	10/15/17	01	CELL PHONE SRV SEPT 2017	01-01-720-001			11/13/17	218.62
				MOBILE CHARGES				
		02	CELL PHONE SRV SEPT 2017	01-05-720-001				187.22
				MOBILE CHARGES				
		03	CELL PHONE SRV SEPT 2017	01-15-720-001				110.74
				MOBILE CHARGES				
		04	CELL PHONE SRV SEPT 2017	02-01-720-001				237.97
				MOBILE CHARGES				
		05	CELL PHONE SRV SEPT 2017	02-25-720-001				99.31
				MOBILE CHARGES				
		06	CELL PHONE SRV SEPT 2017	07-01-720-001				135.84
				MOBILE CHARGES				
		07	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		989.70
						VENDOR TOTAL:		989.70
2974	VILLA PARK ELECTRICAL SUPPLY							
112274	09/27/17	01	PARKING LOT LIGHT BULBS	01-15-750-000			11/13/17	115.44
				GENERAL MAINTENANCE				



DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
385	VILLAGE OF OAK BROOK							
107	10/30/17	04	INS PREM NOV 2017	02-01-650-000			11/13/17	6,977.69
				GROUP MEDICAL & LIFE				
		05	INS PREM NOV 2017	02-21-650-000				1,783.02
				GROUP MEDICAL & LIFE				
		06	INS PREM NOV 2017	02-25-650-000				2,302.97
				FULL TIME INSURANCE & BENE				
		07	INS PREM NOV 2017	02-80-650-000				3,890.90
				GROUP MEDICAL & LIFE				
		08	INS PREM NOV 2017	07-01-650-000				3,324.91
				GROUP MEDICAL & LIFE				
		09	INS PREM NOV 2017	07-71-650-002				1,354.44
				GROUP MEDICAL LIFE				
		10	INS PREM NOV 2017	07-75-650-002				3,278.12
				GROUP MEDICAL & LIFE				
		11	INS PREM NOV 2017	01-01-191-006				5,455.16
				HEALTH INSURANCE PREMIUMS				
		12	INS PREM NOV 2017	01-01-075-000				39.04
				REIMBURSEMENT/A/R				
		13	INS PREM NOV 2017	04-90-650-000				594.34
				GROUP MEDICAL & LIFE				
		14	REQ BY LN APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	54,593.78
							VENDOR TOTAL:	54,593.78
387	VILLAGE OF OAK BROOK							
17031	10/20/17	01	PARKS FUEL/GASOLINE SEPT 2017	01-05-790-025			11/13/17	485.12
				FUEL/GASOLINE				
		02	REQ BY BG APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	485.12
							VENDOR TOTAL:	485.12
3242	WAREHOUSE DIRECT WORKPLACE							
3671440	10/27/17	01	SWEEPING COMPOUND & TOWELS	01-05-790-005			11/13/17	106.50
				MAINTENANCE GARAGE SUPPLIE				

DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3242	WAREHOUSE DIRECT WORKPLACE							
3671440	10/27/17	02	REQ BY BJ APPR BY LK				11/13/17	
							** COMMENT **	
							INVOICE TOTAL:	106.50
							VENDOR TOTAL:	106.50
1843	WASHBURN MACHINERY							
119345	10/04/17	01	WASHER REPAIR	01-15-800-010			11/13/17	667.99
		02	REQ BY KC APPR BY DT	EQUIPMENT NON CAPITAL				
							** COMMENT **	
							INVOICE TOTAL:	667.99
							VENDOR TOTAL:	667.99
2937	WESTWORX, LTD							
XT00006209*	10/31/17	01	LICENSE/INTALL OF RELATIVITY	12-95-940-065			11/13/17	900.00
		02	REQ BY MS APPR BY LK	BUILDING & PARK IMPROVEMEN				
							** COMMENT **	
							INVOICE TOTAL:	900.00
							VENDOR TOTAL:	900.00
3448	WILLIAM C. VOIGT							
1817	10/12/17	01	PICKLEBALL INSTRUCTION FALL 1	02-40-640-432			11/13/17	136.50
		02	REQ BY MA APPR BY DT	PICKEL BALL CONTRACT SERVI				
							** COMMENT **	
							INVOICE TOTAL:	136.50
							VENDOR TOTAL:	136.50
410	WILSON SPORTING GOODS							
4523351832	09/19/17	01	RACQUET	07-75-870-000			11/13/17	130.51
		02	REQ BY AP APPR BY DT	TENNIS RACQUETS				
							** COMMENT **	
							INVOICE TOTAL:	130.51



DATE: 11/08/17  
 TIME: 14:04:47  
 ID: AP441000.WOW

OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 11/13/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
410	WILSON SPORTING GOODS							
4523478798	10/05/17	01	ACCESSORIES	07-75-870-006			11/13/17	169.40
		02	REQ BY AP APPR BY DT	ACCESORIES ** COMMENT **				
							INVOICE TOTAL:	169.40
							VENDOR TOTAL:	299.91
2910	WINCRAFT, INCORPORATED							
992908	10/30/17	01	SMALL TOWELS	02-21-750-000			11/13/17	873.29
		02	REQ BY MD APPR BY DT	TOWEL SERVICES/REPLACEMENT ** COMMENT **				
							INVOICE TOTAL:	873.29
							VENDOR TOTAL:	873.29
3463	WIGHT & COMPANY							
40647	08/31/17	01	PROFESSIONAL SRV BF RECONFIG.	12-95-940-065			11/13/17	3,805.27
		02	REQ BY BJ APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
							INVOICE TOTAL:	3,805.27
40884	09/30/17	01	PROF SRV FAMILY LOCKER ROOM #4	12-95-940-065			11/13/17	4,667.84
		02	REQ BY DT APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
							INVOICE TOTAL:	4,667.84
40910	09/30/17	01	ARCHITECT/ENGINEERING SRV CP	12-95-940-065			11/13/17	48,000.00
		02	REQ BY BJ APPR BY LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
							INVOICE TOTAL:	48,000.00
							VENDOR TOTAL:	56,473.11
							TOTAL ALL INVOICES:	561,636.38

WARRANT NO. 605  
CHECKS

<u>Check #</u>	<u>Date</u>	<u>Vendor/Description</u>	<u>Amount:</u>
50996	10/16/2017	ComEd Electric DNS 8/29-9/27/17	\$ 32.08
50997	10/16/2017	MailFinance Qrtly lease/postage machine	\$ 699.00
50998	10/16/2017	Village of Oak Brook Water bill	\$ 5,734.80
51009	10/26/2017	Commeg Systems Inc. TimePro System renewal	\$ 1,500.00
51010	10/26/2017	Compliance Poster Labor Law posters	\$ 248.38
51011	10/26/17	Dearnborn National Life Ins Life insurance Nov. 2017	\$ 570.80
51012	10/26/2017	Elmhurst Memorial Occupational Health Physical A.Deliman	\$ 80.00
51013	10/26/2017	Envision Healthcare Inc. COBRA admin fee	\$ 34.00
51015	10/26/2017	Pepsi Pop for parties	\$ 164.59
<b>ACH Transfer</b>		MB Financial Bill paid by ACH on 10/30/17	\$ 330,987.98
<b>ACH Transfer</b>		Konica Minolta Premiere Finance Bill paid by ACH on 10/17/17	\$ 784.00
<b>ACH Transfer</b>		Direct Energy Bill paid by ACH transfer on 10/26/17	\$ 11,923.70
		<b>TOTAL INTERIM CHECKS &amp; ACH TRANSFER</b>	<b>\$352,759.33</b>
		<b>ACTUAL WARRANT</b>	<b>\$ 561,636.38</b>
		<b>TOTAL WARRANT #605</b>	<b>\$ 914,395.71</b>



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash - Corporate

Petty Cash for Nov. 2017

Received By	Date	Description	Account Number	Amount
L. Noonan	10/18/2017	Giordano's Pickup for Preschool Lunches	01-01-660-002	\$3.00
			<b>Total</b>	<b>\$3.00</b>
			<b>Grand Total</b>	<b>\$3.00</b>



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash - Recreation

Petty Cash for Nov. 2017

Received By	Date	Description	Account Number	Amount
D. Thommes	8/3/2017	Teen Camp Gas for Bus	02-32-765-005	\$21.90
		<b>Total</b>		<b>\$21.90</b>
	9/28/17	Cab to Airport for Conference	02-01-690-001	\$40.00
		<b>Total</b>		<b>\$40.00</b>
	10/23/17	Preschool Supplies	02-31-765-001	\$18.00
	10/26/17	Fun With Science Supplies	02-31-765-001	\$12.48
		<b>Total</b>		<b>\$30.48</b>
			<b>Grand Total</b>	<b>\$92.38</b>

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



The fire damaged portion of the Dean Nature Sanctuary Barn was removed and the remaining structure was repaired and repainted.

Tennis Center HVAC system was replaced. Lobby renovations were completed and reflective insulation was installed on all the tennis courts.

Family Recreation Center locker rooms were renovated and a new inclusive family locker room has been added.



The Central Park Improvement Plan is scheduled to break ground in the spring of 2018.

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



Additional Honey Bee Colonies were added to Dean Nature Sanctuary.



Trees were planted.



2000 lbs of recyclable materials were collected from our parks.

Tennis practice backboards were replaced in 3 satellite parks.

A replacement plan for the gabion weir structure in Ginger Creek has been developed.

**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.**



**48 Teens** registered for the NEW Teen Service Camp.

**83% increase in revenue:**  
General athletic summer camps were run in-house this year.  
2016 Net Income: \$1,389  
2017 Net Income: \$8,042

**47% increase in revenue:**  
All summer athletic programming:  
2016 Net Income: \$13,728  
2017 Net Income: \$24,162

**NEW!** Cooperative Programming

- Before & After School
- Kiwanis Pancake Breakfast
- National Night Out

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



Mission Alignment training was conducted during All Staff Team Building, Summer Seasonal Staff Training, Tennis Center Team Building and was featured at a Lunch and Learn.



**Action! Award**  
42 team members have been nominated for recognition through the Action Award Program (12% increase)

**12 Staff** became OSHA approved scissor lift operators.

The Parks Department operations and safety manual has been completely redeveloped.

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



Oak Brook Park District became the 8th agency in Illinois to achieve National Certification.



Received an unmodified audit opinion for the Comprehensive Annual Financial Report (CAFR) for Fiscal Year ending April 30, 2017.

**www.obparks.org** was redesigned to be fully responsive and improve conversion rates.

PERFORMANCE MEASURES

Winter/Spring 2017 | Summer 2017 | Fall 2017\*

# of recreation programs available to the Greater Oak Brook Community by season:  
Winter/Spring 2017: **588**  
Summer 2017: **632**  
Fall 2017: **545**



**90%** of programs offered ran



**12,000+** Program Participants  
R: 40%  
NR: 60%

**WORLD CLASS Programming NPS 77**

810 program evaluations were distributed. The overall Net Promoter Score for OBPARKS Programming is 77. According to global NPS standards, anything above 70 is considered "World Class."



**95.9%** Average Member Retention Rate

**Athletic Field Rental Revenue**  
May-September 2017:  
\$62,124 (Up 4.7% Fiscal YTD)

**Facility Usage**  
January-September 2017:  
303,487 (Up 10% Calendar YTD)

\*Fall 2017 numbers are incomplete. Data may change.

Initiatives in Progress:

- Basketball and Tennis Court Renovation Plan
- Ginger Creek Restoration
- Pathway System Plan
- Central Park Improvement Plan
- Employee Open House and Project Education
- Improved Security
- Increase Participation in Special Events
- Improve Picnic Area at the Tennis Center

BE YOUR VERY BEST  
HAPPY | FIT | ACTIVE  
FEEL YOUR VERY BEST

Created November 6, 2017

Oak Brook Park District

A National Gold Medal Agency



STRATEGIC PLAN UPDATE

NOVEMBER 2017



# STRATEGIC PLAN



HAPPY | FIT | ACTIVE



**2016-2020**

**Updated November 2017**

# Strategic Plan 2016-2020

1. Mission, Vision and Core Values
2. Process
3. Performance Measures
4. Short Term Goals
8. Long Term Goals
10. SWOT Analysis
13. Appendix



## ACKNOWLEDGMENTS

### Board of Park Commissioners

Sharon Knitter	President
Kathleen Carson	Vice President
Kevin Tan	Treasurer
Frank Trombetta	Commissioner
Tom Truedson	Commissioner

### Strategic Planning Input and Review Schedule

#### September 2016

Comprehensive Community Wide Survey

#### October 2016

Employee Satisfaction Survey

#### January 17, 2017: Strategic Plan Staff Review

#### February 5-11, 2017

Facility Usage Surveys Available

#### February 19-25, 2017:

Tennis Usage Survey Available

#### June 15, 2017: Strategic Plan Staff Review

#### July 2017 Regular Board Meeting

Strategic Plan Updates Presented

### Staff

Laure Kosey	Executive Director
Santos Alvarado	Landscape Specialist
Mike Azzaretto	Athletic and Recreation Manager
Alice Belden	Tennis Center Front Desk Supervisor
Gina Blinstrubas	Administrative Assistant/Registration
Jessica Cannaday	Marketing Manager
Kristina Crunk	Corporate and Community Relations
Mike Delgado	Fitness Supervisor
Bonnie Gibellina	Executive Administrative Assistant
Jessica Gray	Family Aquatic Center Manager
Ryan Husch	Facility Coordinator
Bob Johnson	Director of Parks and Planning
Michelle Korman	Account Clerk
Leticia Limonez	Tennis Center Assistant Manager
Gloria Marquez	Lead Custodian
Olga Martinez	Custodian
Linda Noonan	Payroll/HR & Safety Administrator
Patricia Ornelas	Custodian
Robert Pechous	IT Manager
Felipe Perez	Parks Specialist
Amanda Piasecki	Preschool Coordinator
Linda Pizzello	Administrative Assistant
Alin Pop	Tennis Center Manager
Karen Spandikow	Assistant Director of Recreation
Joel Schick	Facility Manager
Rich Snodgrass	Tennis Professional
Nancy Strathdee	Director of Finances and HR
Dave Thommes	Director of Recreation and Facilities
Jarret Tinman	Parks Maintenance
Greg Wooley	Graphic Designer

# 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 members of the Greater Oak Brook Community happy, fit and active. By maintaining fiscally responsible practices and focusing on communication, environmental stewardship, and accessibility, the Oak Brook Park District works to help our community as a whole be its very best and feel its very best.

BE YOUR VERY BEST  
HAPPY | FIT | ACTIVE



FEEL YOUR VERY BEST

# Strategic Initiatives:

- To ensure that the very best facilities are available to our constituents.
- 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 a diverse range of the very best passive and active recreational programs and opportunities to our entire community, regardless of age or ability.
- To foster a 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:

## Communication



Engaging in open, honest, and respectful communication both internally and externally will educate our community as to

the benefits of parks & recreation and help to foster creativity, program development, encouragement, motivation, and loyalty among our staff and constituents.

## Collaboration



Working together to incorporate the diverse culture and viewpoints of our staff and community to effectively bring the numerous

benefits of park and recreational opportunities and open space to our community.

## Accessibility & 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 and help them work to be their very best and feel their very best.

## Holistic Wellness



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

## Consistent Customer Service



Providing the very best experience to each individual who visits park district facilities or participates in programming.

## Environmental Conservation & Stewardship



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



# PROCESS

*The Oak Brook Park District's Strategic Planning process focuses on developing a tactical and adaptive working plan linking our mission and vision with policy making and organization. This will ensure the operational goals for the next three years fall within the parameters of our mission and vision.*

*The following plan was guided by the Oak Brook Park District's continuous effort to provide the very best in park and recreational opportunities, facilities, and open lands for our community.*

## 2016 Strategic Planning Workshop

On May 18, 2016 a Special Meeting of the Board of Park Commissioners was held to discuss the strategic plans of the District with Park District staff. The meeting reviewed the accomplishments completed under the previous strategic plan that was developed in 2010, discussed the needs identified through the community wide interest and assessment survey, and identified strategic initiatives and projects to guide the District for the future.

### Review

Oak Brook Park District Board and Staff participate in an annual strategic planning session each May. The Oak Brook Park District Leadership Team reviews the progress of Strategic Plan initiatives throughout the year 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 SWOT 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 annual assessment of the Oak Brook Park District's operational strengths, weaknesses, opportunities and threats.

### Board Involvement

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

### 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 year.

# 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
<span style="color: red;">■</span> To ensure that the very best facilities are available to our constituents.	<ul style="list-style-type: none"> <li>Facility usage</li> <li>Facility survey satisfaction scores</li> <li>Increased membership revenue</li> <li>Party numbers</li> <li>Rental numbers</li> </ul>
<span style="color: green;">■</span> 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"> <li>Park survey satisfaction scores</li> <li>Park usage</li> <li>Event attendance</li> <li>Increased participation in outdoor special events</li> <li>Increased recycling in parks</li> </ul>
<span style="color: blue;">■</span> 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.	<ul style="list-style-type: none"> <li>Number of recreation programs offered each season</li> <li>Registration numbers</li> <li>Program survey satisfaction scores</li> <li>Program evaluation scores</li> <li>Resident participation</li> <li>Nonresident participation</li> <li>Inclusion statistics</li> </ul>
<span style="color: orange;">■</span> To foster a work environment that encourages collaborative teamwork and the development of the very best in park and recreation professionals.	<ul style="list-style-type: none"> <li>Retention</li> <li>CPRP and professional certification status</li> <li>Employee satisfaction survey scores</li> <li>Board participation and visibility</li> <li>Volunteer hours served</li> <li>Safety Audit scores</li> <li>Orientation completion</li> <li>Staff knowledge of Mission Statement</li> <li>Participation in voluntary team building events</li> <li>Goal achievement</li> </ul>
<span style="color: black;">■</span> To prioritize the fiscally responsible use of resources in all aspects of our operations.	<ul style="list-style-type: none"> <li>Fund balances-Budget vs. Actual</li> <li>Financial audit results</li> <li>Excellence in Financial Reporting status</li> <li>OBPARKS Foundation involvement</li> </ul>

**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

## Short Term Goals: Completion by December 2018

Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: black;">■</span>	<b>Develop Monthly Facility Inspections</b>	<ul style="list-style-type: none"> <li>Develop inspections- <b>COMPLETED</b></li> <li>Assign inspections - <b>COMPLETED</b></li> <li>Create inspection schedule - <b>COMPLETED</b></li> <li>Follow-up - <b>COMPLETED/ONGOING</b></li> </ul> <i>Parks developed and implemented park, playground, athletic field, and equipment inspections. Data is documented.</i>	Facilities and Parks <i>Staff is working on a technology based system for inputting and tracking inspection data to be implemented in early 2018.</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: black;">■</span>	<b>Create a Preventative Maintenance Plan</b>	<ul style="list-style-type: none"> <li>Inventory equipment - <b>COMPLETED</b></li> <li>Identify tasks - <b>ONGOING</b></li> <li>Identify frequently contracted/outsourced jobs <b>COMPLETED</b></li> </ul> <i>An HVAC schedule has been implemented.</i>	Facilities and Parks <i>Parks developed a comprehensive maintenance plan, park classifications, and operating standards for equipment and park sites.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span>	<b>Better Utilize Studio D</b>	<ul style="list-style-type: none"> <li>Develop free programming outside of fitness</li> <li>Increase paid fitness classes offered in Studio D - <b>ONGOING</b></li> <li>Solve public accessibility issues and investigate renovation options</li> </ul>	Recreation and Facilities
<span style="color: red;">■</span> <span style="color: orange;">■</span> <span style="color: black;">■</span>	<b>Organize Storage Areas</b>	<ul style="list-style-type: none"> <li>Evaluate inefficiencies - <b>ONGOING</b></li> <li>Evaluate storage needs - <b>ONGOING</b></li> </ul>	Recreation, Facilities, AIM, Tennis <i>FRC storage was reorganized in 2017.</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: black;">■</span>	<b>Increase Recycling at the Park District</b>	<ul style="list-style-type: none"> <li>Educate staff members <b>ONGOING</b></li> <li>Training provided by WM employees</li> <li>Develop visuals for key locations <b>COMPLETED</b></li> <li>Recycling at special events <b>COMPLETE/ONGOING</b></li> <li>Reduce the use of styrofoam</li> </ul>	Director of Parks and Planning, Facilities, Marketing <i>A formal recycling plan has been developed.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span>	<b>Promote Current Family Locker Rooms</b>	<ul style="list-style-type: none"> <li>Increase staff training</li> <li>Add security access to boiler room</li> <li>Increase signage</li> <li>Make the locker rooms more fun</li> <li>Increase benches, hooks, and lockers</li> </ul>	Facilities, IT, and Marketing <i>This initiative has been completed through the Locker Room Renovation Project.</i>
<span style="color: orange;">■</span>	<b>Employee Open House For New Improvements</b>	<ul style="list-style-type: none"> <li>Team building events at facilities</li> <li>Host department meeting in different facilities</li> </ul>	All Departments
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: black;">■</span>	<b>Improved Security</b>	<ul style="list-style-type: none"> <li>Identify locations that need access control - <b>ONGOING</b></li> <li>Develop a purchasing plan</li> </ul> <i>20 security cameras have been replaced at the FRC and 4 new cameras have been added. A plan is in place to increase security at the Dean Nature Sanctuary and Tennis Center.</i>	Facilities & IT <i>2 Access Control Points were added to the FRC in Spring of 2017</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span>	<b>Improve Parking by Tennis Center &amp; Soccer Fields</b>	<ul style="list-style-type: none"> <li>Add signage and increase communication</li> <li>Develop central scheduling procedures to better communicate rental of Central Park West (CPW) with field use, and Tennis Center use.</li> <li>Incorporate Pioneer Parking into communication</li> </ul>	Facilities, Recreation, Marketing, Athletic and Recreation Manager, Tennis Center Manager

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# IMPLEMENTATION

## Short Term Goals: Completion by December 2018

Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	<b>Develop renovation plan for outdoor basketball and tennis courts</b>	<ul style="list-style-type: none"> <li>• Assess amenities and prioritize need - <b>COMPLETED</b></li> <li>• Prioritize safety improvements - <b>COMPLETED</b></li> <li>• Increase public use</li> <li>• Increase value of the satellite parks</li> </ul>	Parks <i>Basketball Court and Tennis Court renovation plan will begin in the 2018/19 Fiscal Year.</i>
<span style="color: green;">■</span> <span style="color: orange;">■</span>	<b>Increase staff knowledge of parks and facilities</b>	<ul style="list-style-type: none"> <li>• Improve staff orientation <b>COMPLETE/ONGOING</b></li> <li>• Improve cross training staff</li> <li>• Market amenities in newsletters and employee communication <b>COMPLETED/ONGOING</b></li> </ul>	Parks, HR, and Marketing
<span style="color: blue;">■</span> <span style="color: orange;">■</span>	<b>Update Passport and online orientation annually</b>	<ul style="list-style-type: none"> <li>• Provide the most up to date training to all new staff <b>COMPLETED/ONGOING</b></li> <li>• Provide continuous training to existing staff in the review process <b>COMPLETED/ONGOING</b></li> </ul>	Marketing, HR
<span style="color: blue;">■</span> <span style="color: orange;">■</span>	<b>Revamp the BOB Award</b>	<ul style="list-style-type: none"> <li>• Allow supervisors to distribute the awards to staff <b>COMPLETED</b></li> <li>• Improve morale/attitude - <b>COMPLETED/ONGOING</b></li> </ul>	HR, Directors/Managers, Executive Director
<span style="color: orange;">■</span>	<b>Make leadership more visible/accessible</b>	<ul style="list-style-type: none"> <li>• Directors/Department heads to make appearances at other departmental meetings</li> <li>• Develop a central staff/department meeting schedule</li> <li>• Create more open lines of communication</li> </ul>	All Directors <i>Finance &amp; Human Resources Department implemented weekly staff meetings.</i>
<span style="color: blue;">■</span> <span style="color: orange;">■</span>	<b>Create staff focus groups</b>	<ul style="list-style-type: none"> <li>• Determine the types of activities in which staff prefers to participate</li> <li>• Improve staff recognition programs</li> <li>• Teambuild across departments</li> </ul>	HR and Executive Director
<span style="color: orange;">■</span>	<b>Develop a bi-annual All Part Time Staff PDRMA Training</b>	<ul style="list-style-type: none"> <li>• Provide a unified message and training to all part time staff</li> <li>• Provide the opportunity for staff to get to know each other across departments</li> </ul>	Recreation, Aquatics, Tennis, Parks, HR
<span style="color: orange;">■</span>	<b>Create an annual coupon book for staff</b> <b>NOT FEASIBLE</b>	<ul style="list-style-type: none"> <li>• Solicit coupons from local businesses</li> <li>• Create an employee appreciation book</li> </ul> <p><b>NOT FEASIBLE</b></p>	Marketing/Corporate and Community Relations  <b>NOT FEASIBLE</b>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span>	<b>Tennis Pro Retention</b>	<ul style="list-style-type: none"> <li>• Create an attractive employment package <b>ONGOING</b></li> <li>• Support continuing education and training</li> <li>• Promote a positive working environment</li> </ul>	Tennis Center Manager and HR <i>Began offering health benefits for certain Tennis Pros</i>

# IMPLEMENTATION

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## Short Term Goals: Completion by December 2018

Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Continue to develop Junior and Adult Tennis Programming	<ul style="list-style-type: none"> <li>Increase participation numbers - <b>ONGOING</b></li> <li>Add teams</li> <li>Add match play opportunities</li> <li>Add crossfit programming</li> <li>Increase revenue - <b>COMPLETED/ONGOING</b></li> </ul>	Tennis Center Manager
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Diversify Tennis Membership	<ul style="list-style-type: none"> <li>Increase membership revenue - <b>ONGOING</b></li> <li>Increase adult memberships - <b>ONGOING</b></li> <li>Promote Combo memberships - <b>ONGOING</b></li> <li>Increase fees/dues - <b>ONGOING</b></li> <li>Increase percentage of EFT members - <b>ONGOING</b></li> </ul>	Tennis Center Manager, Marketing, Finance <i>All members were upgraded to Premiere status during construction.</i>
<span style="color: blue;">■</span>	Offer more social recreational special events	<ul style="list-style-type: none"> <li>Create 2 new special events <b>COMPLETED</b></li> </ul>	Recreation and Marketing <i>Staff offered the Mutt Miler, Turkey Dri Tri, Hockey Day, and Haunted Hustle.</i>
<span style="color: blue;">■</span> <span style="color: brown;">■</span>	Increase participation in current special events	<ul style="list-style-type: none"> <li>Create a plan to increase revenue and attendance at The Pink 5k, Concerts, and Oktoberfest <b>ONGOING</b></li> </ul>	Marketing and Recreation
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span>	Offer more outdoor recreational opportunities at Dean Nature Sanctuary	<ul style="list-style-type: none"> <li>Create 4 programs at Dean Nature Sanctuary</li> </ul>	Recreation, Early Childhood <i>Offered a Pollinator Education Course in 2017- did not run.</i>
<span style="color: blue;">■</span> <span style="color: brown;">■</span>	Transition group training into specialized fitness/tennis classes	<ul style="list-style-type: none"> <li>Create fitness focus groups to determine specialty classes</li> </ul>	Fitness
<span style="color: blue;">■</span>	Explore the possibility to offer more Martial Arts Programming	<ul style="list-style-type: none"> <li>Add exploratory questions to Community Wide Survey <b>COMPLETED</b></li> </ul>	Recreation, Marketing <i>Exploratory questions were included in the Community Attitude and Assessment.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span>	Utilize unique spaces to increase programming	<ul style="list-style-type: none"> <li>Create new programming opportunities for Central Park West <b>ONGOING</b></li> <li>Utilize racquetball courts for programming <b>ONGOING</b></li> <li>Utilize Studio D for programming <b>ONGOING</b></li> </ul>	Recreation, Facilities <i>Paint Nights were offered at CPW but did not run.</i>

# IMPLEMENTATION

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## Short Term Goals: Completion by December 2018

Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Offer more outdoor recreational opportunities in the winter	<ul style="list-style-type: none"> <li>Offer one new winter event <b>COMPLETED/ONGOING</b> Snowshoeing Clinic, Hockey Night</li> </ul>	Assistant Director of Recreation
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Increase revenue generated by athletic programs	<ul style="list-style-type: none"> <li>Offer new in house programs each season <b>COMPLETED/ONGOING</b></li> <li>Utilize unique programming space/Synthetic Field <b>COMPLETED/ONGOING</b></li> <li>Develop feeder programs <b>COMPLETED/ONGOING</b></li> </ul>	Athletic and Recreation Manager <i>2016 Summer General Athletic Camp Net Revenue: \$1,389</i> <i>2017 Summer General Athletic Camp Net Revenue: \$8,042</i>
<span style="color: blue;">■</span>	Attract teens and college students to Central Park	<ul style="list-style-type: none"> <li>Promote Disc Golf</li> <li>Promote unstructured recreational opportunities in Central Park</li> <li>Create targeted summer camp <b>COMPLETED</b></li> </ul>	Assistant Director of Recreation <i>48 teens registered for the NEW Tic Tac Toe Teen Service Camp.</i>
<span style="color: blue;">■</span> <span style="color: brown;">■</span>	Collaborate programs with other community groups	<ul style="list-style-type: none"> <li>Co-op one event with Kiwanis <b>COMPLETED/ONGOING</b></li> <li>Co-op one event or program with School District <b>COMPLETED/ONGOING</b></li> </ul>	Assistant Director of Recreation <i>We currently partner with Kiwanis on the Pancake Breakfast, we coordinated National Night Out with the Village, and co-op with the School District on Dolphin Station. We also participated in Butler 53's Trunk or Treat.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Increase efficiency of communication systems	<ul style="list-style-type: none"> <li>Explore technological alternatives to improve program evaluation and survey distribution. <b>COMPLETE/ONGOING</b></li> <li>Utilize new technology to better communicate with patrons and promote programming <b>COMPLETE/ONGOING</b></li> </ul>	Marketing Manager, IT Manager <i>Program evaluations are now automatically delivered upon the last session of a program. NPS is also being tracked.</i>



# IMPLEMENTATION

## Long Term Goals: Completion by December 2020

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

Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: brown;">■</span>	Develop Underutilized Space at the Garage	<ul style="list-style-type: none"> <li>Add additional loft</li> <li>Pave “trailer area”</li> <li>Create material storage area</li> </ul>	Parks <i>The unpaved portion on the west side of the garage has been cleared of debris, greatly increasing storage.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Build Family Locker Rooms	<ul style="list-style-type: none"> <li>Prioritize in Capital Improvement Plan <b>COMPLETED</b></li> <li>Develop focus group with participants <b>COMPLETED</b></li> <li>Engineering consultation <b>COMPLETED</b></li> </ul>	Facilities & Recreation <b>COMPLETED</b>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Improve Picnic area at Tennis Center Patio	<ul style="list-style-type: none"> <li>Repair damage and make improvements <b>ONGOING</b></li> <li>Develop into family picnic area/rental opportunity</li> </ul>	Parks, Tennis, Facilities <i>Brick pavers have been replaced while a permanent solution is developed.</i>
<span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Ginger Creek Restoration	<ul style="list-style-type: none"> <li>Shoreline restoration <b>IN PROGRESS</b></li> <li>Geese Mitigation <b>IN PROGRESS</b></li> </ul>	Parks <i>A phased approach addressing shoreline stabilization will begin in 2018.</i>
<span style="color: green;">■</span> <span style="color: blue;">■</span>	Increase Safety of the Pathway System	<ul style="list-style-type: none"> <li>Develop a repaving plan</li> <li>Repair and pave pathways <b>ONGOING</b></li> </ul>	Parks <i>Paving is prioritized by condition until a long-term plan is completed.</i>
<span style="color: green;">■</span> <span style="color: blue;">■</span>	Increase Path System	<ul style="list-style-type: none"> <li>Assess areas of growth</li> <li>Work with Village</li> <li>Develop longterm development plan</li> </ul>	Parks
<span style="color: green;">■</span> <span style="color: blue;">■</span>	Develop Pocket Parks	<ul style="list-style-type: none"> <li>Develop implementation strategy with the Village</li> <li>Utilize the Foundation to supply benches</li> </ul>	OBPARKS Foundation Executive Director; Director of Parks and Planning, Marketing
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Diversify Outdoor Tennis Space	<ul style="list-style-type: none"> <li>Add clay courts</li> <li>Add Pickleball courts</li> <li>Add U10 Courts</li> </ul>	Tennis Center Manager, Finance, Director of Parks and Planning
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Central Park West (CPW) Improvements	<ul style="list-style-type: none"> <li>Fix drainage and basement issues</li> <li>Replace gutters and repair water damage <b>GUTTERS REPLACED</b></li> <li>Plumbing upgrades</li> <li>Create better storage</li> </ul>	Facility Manger, Director of Parks and Planning <b>ONGOING</b>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span>	Increase CPW Capacity <b>NOT FEASIBLE</b>	<ul style="list-style-type: none"> <li>Evaluate funding feasibility</li> <li>Consult an architect</li> </ul> <b>NOT FEASIBLE</b>	Facility Manager, Finance, Director of Parks & Planning <b>NOT FEASIBLE</b>
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Increase awareness of CPW	<ul style="list-style-type: none"> <li>Promote to corporate rentals <b>IN PROGRESS</b></li> <li>Research other rental rates <b>COMPLETED/ONGOING</b></li> <li>Add signage <b>COMPLETED</b></li> </ul>	Marketing Manager <i>Weekday events have increased.</i>

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

# IMPLEMENTATION

## Long Term Goals: Completion by December 2020

Initiative(s)	Goal	Objectives	Lead/Department & Updates
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Develop a Corporate Team Building Facility	<ul style="list-style-type: none"> <li>• Build a challenge course</li> <li>• Hire an Event Planner</li> </ul>	Executive Director
<span style="color: red;">■</span> <span style="color: blue;">■</span>	Improve technology at Central Park West (CPW)	<ul style="list-style-type: none"> <li>• Replace sound system <span style="color: green;">COMPLETE</span></li> <li>• Add TVs <span style="color: green;">COMPLETE</span></li> </ul>	Facility Manager <i>A new projector was installed in lieu of TVs.</i>
<span style="color: red;">■</span> <span style="color: blue;">■</span>	Offer unique program space for Gateway	<ul style="list-style-type: none"> <li>• Utilize our facilities to provide two new programs for Gateway Special Recreation</li> </ul>	Assistant Director of Recreation
<span style="color: red;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Offer OBPD incentives to party participants	<ul style="list-style-type: none"> <li>• Provide a giveaway to new trial party participants to encourage them to return to the facility <span style="color: green;">IN PROGRESS</span></li> <li>• Increase daily admission/membership revenue <span style="color: green;">IN PROGRESS</span></li> </ul>	Facilities and Marketing <i>Party offerings and structure are currently under evaluation.</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: brown;">■</span>	Ballfield Renovation	<ul style="list-style-type: none"> <li>• Evaluate funding feasibility <span style="color: green;">COMPLETED</span></li> <li>• Prioritize usage to determine amenities <span style="color: green;">COMPLETED</span></li> <li>• Develop Capital Plan <span style="color: green;">COMPLETED</span></li> </ul>	Executive Director, Director of Parks and Planning, Corporate Relations <i>Breaking ground in 2018</i>
<span style="color: red;">■</span> <span style="color: green;">■</span> <span style="color: blue;">■</span> <span style="color: orange;">■</span> <span style="color: brown;">■</span>	Utilize new technology in program development	<ul style="list-style-type: none"> <li>• Monitor technological trends and how they can be applied to new programming and operations</li> <li>• Increase adult education programming on trending technologies</li> </ul>	Recreation, IT, Marketing





# SWOT Analysis

## Strengths

- Location
- Affordable fees
- Cleanliness
- Programming
- Equipment is protected
- Rentals
- High Standards
- Strong nonresident participation/visits
- Attractive open space
- Wide range of outdoor amenities
- Mature trees
- Centralized flagship park location
- Village pathway system
- Synthetic Soccer Field
- Outdoor Special Events
- Strong niche programming
- 55+ programming
- Aquatic programming location
- Good name recognition
- Solid signature special events
- Staff diversity
- Staff loyalty
- Part time staff recruitment
- Tennis membership value
- Tennis Center customer service
- Indoor & outdoor tennis courts
- Captive audience
- Consistent tennis programming
- Facility reinvestment (Tennis)

## Weaknesses

- Entrance to Central Park West (CPW)
- Basement and concrete of CPW
- Parking capacity at CPW
- Gutters
- Amenities surrounding CPW need updating
- Number of contracted programs
- Customer service Family Recreation Center (FRC)
- Repair and replacement planning
- Lack of rentable space
- Field and tennis courts need improvements
- Signage to different locations
- Staff is not aware of all the park locations and amenities
- Inadequate canoe launch at Dean Nature Sanctuary
- Landlocked
- Lack of programming space
- Teen programming
- In house athletic programming
- Youth and adult cultural arts programming
- Time management for training
- Passport for new hires
- Staff at Tennis Center and FRC do not know each other
- Employee appreciation
- Morale
- Drainage at the Tennis Center
- Membership demographic
- Tennis Center staff knowledge of all park services
- Aging facility
- Young adult participation at Tennis Center

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

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

# SWOT Analysis

## Opportunities

- Increase the capacity of Central Park West (CPW)
- Corporate rentals
- Room for rental fee increase
- Corporate team building challenge course
- Monthly visual facility inspections
- New work order software
- New uses for underutilized spaces
- Studio D
- Storage utilization at maintenance facility
- Cooperation with Village
- Pocket parks in subdivisions
- Land acquisition
- Update landscaping
- Picnic area for large groups
- Increased police presence
- Grant funding or cooperative funding for trails
- Financial assistance from OBPARKS Foundation
- Community Survey
- Feeder programming
- Increasing niche paid fitness classes
- Tennis and recreation cross promotion
- Oktoberfest
- Library and school district audience
- Social hours at the Tennis Center
- Stay at home moms/childcare service
- Cross training Tennis Center and FRC staff
- Team building for part time staff
- One on one time with staff and supervisors
- Staff recognition
- Jr. programming development
- Adult program development
- Promoting Combo/Premiere memberships
- Transition from yearly to monthly memberships
- Ability to increase fees
- Adult club teams

## Threats

- Competition
- Aging facilities
- Lack of advertising/awareness of CPW
- Perception that the park district belongs to the village
- Wear and tear
- Limited funding for park maintenance
- Limited staffing for park maintenance
- Unknown or new diseases or insects
- Geese
- Weather
- Aging amenities/playgrounds
- Residents aging out of programming
- Duplication of services with library and school district
- Club teams
- Staff training
- Aging Tennis Center
- Limited availability of Tennis Pros
- Technology and security

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

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

# APPENDIX 1

**MINUTES OF THE SPECIAL MEETING  
OF THE  
OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS  
May 18, 2016**

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

Vice President Kathy Carson called to order the Special Meeting of the Oak Brook Park District Board of Commissioners, at the hour of 9:11 a.m., held on Wednesday, May 18, 2016. at the Oak Brook Park District Central Park West Facility, 1500 Forest Gate Road, Oak Brook, IL 60523. Commissioners Trombetta, Tan, and Carson answered "present". Commissioners Knitter and Truedson were absent.

Also present were Laure Kosey, Executive Director and staff representing the various departments of the Park District.

2) APPROVAL OF AGENDA FOR THE SPECIAL MEETING OF May 18, 2016

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve the Agenda of the Special Meeting of May 18, 2016.

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

Ayes: Commissioners: Trombetta, Tan, and Vice President Carson  
Nays: None

3) OPEN FORUM

No one addressed the Board.

4) COMMUNICATIONS

a) Commissioners to share communications  
No communications were shared.

5) NEW BUSINESS

a) Strategic Planning Workshop

Laure Kosey opened the Strategic Planning session of the meeting. Ms. Kosey reviewed the prior history of the park district's strategic planning.

She also stated that preliminary meetings were held in preparation of this meeting. Now we need to get everyone's input. She encourages commissioners and staff to make a goal to speak up at least once or twice. She reminded all that this is our park district and that we need to make the park district the best it can be.

The park district's Mission Statement was reviewed. Ms. Kosey asked staff to think of the Mission Statement as a personal mission statement such as "I am trying to provide the very best for our customers."

The park district's Vision Statement and Core Values were reviewed. The Core Values' seven pillars incorporate the park district's "4 C's" – Communication, Collaboration, Consistency and Customer Service, with the three remaining pillars standing for Environmental Conservation Stewardship, Accessibility and Inclusion, and Holistic Wellness.

Staff with the commissioners were divided into five teams to conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis pertaining to the group topic assigned, keeping the Mission Statement, Vision Statement and Core Values in mind.

The five teams addressed the SWOT Analysis in the following categories:

- Family Recreation Center and Maintenance Garage, chaired by Dave Thommes, Director of Recreation and Facilities
- Tennis Center and Central Park West Facilities, chaired by Laure Kosey, Executive Director
- Staff/Human Resources, chaired by Nancy Strathdee, director of Finance and HR
- Parks, chaired by Bob Johnson, Director of Parks and Planning
- Programming, chaired by Karen Spandikow, Assistant Director of Recreation.

A short recess was held at 10:00 a.m.

After returning from the recess, the five team chairs remained at their assigned topic, while the rest of the team moved to the next table to discuss the assigned category SWOT analysis and to offer additional ideas. The teams rotated through each of the categories until all were reviewed.

Ms. Kosey said the SWOT Analyses will be reviewed by department heads to develop the strategic plan of the park district, which will then be presented to the Board of Commissioners for review and approval at the July 2016 Board Meeting.

#### 6) NEXT REGULAR MEETING June 20, 2016

Vice President Carson announced the next regular meeting of the Board of Commissioners would be held on June 20, 2016 at 6:30 p.m.

#### 7) ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to adjourn the Special Board Meeting at the hour of 11:32 a.m.

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

Ayes: Commissioners: Trombetta, Tan, and Vice President Carson

Nays: None

  
\_\_\_\_\_  
Laure Kosey, Executive Director

# APPENDIX 2

## Situation Analysis

The Oak Brook Park District has currently identified that it is working with an aging community. According to 2010 census information, the median age in Oak Brook is 54.5 (29.3% households are 65 and above).

The Village of Oak Brook has 5 school districts and a large corporate corridor, but no central business district. The Oak Brook Park District has the potential of serving the need for a downtown as it is easily accessible. The median household income is \$132,389 (census of 2010) and residents of Oak Brook expect a very high level of service and quality.

## Current Membership and Client Profile

The Oak Brook Park District currently has over 3,900 members. The Oak Brook Park District's Family Recreation Center serves over 2,100 members and boasts an average retention rate of just over 96% (well above the industry standard average retention rate of 72.4% as reported by the International Health, Racquet and Sportsclub Association, IHRSA).

<b>Aquatic</b>	6.10% Corporate	21.7% Resident	72.2% Nonresident
<b>Aquatic/Tennis</b>	4.30% Corporate	39.2% Resident	56.5% Nonresident
<b>Fitness</b>	19.3% Corporate	54.6% Resident	26.1% Nonresident
<b>Fit/Aquatic</b>	8.30% Corporate	47.9% Resident	43.8% Nonresident
<b>Fit/Tennis</b>	8.50% Corporate	66.1% Resident	25.4% Nonresident
<b>Premiere</b>	8.00% Corporate	61.3% Resident	30.7% Nonresident
<b>Tennis</b>	N/A	21.7% Resident	78.3% Nonresident

According to staff, the agency attracts many nonresidents and corporate professionals. Current members and customers of the Oak Brook Park District are predominantly Caucasian, Asian and Middle Eastern.

## Key Stake Holders

The Oak Brook Park District has identified key stake holders as residents and non-residents, Commissioners, Village Board and Administration, Oak Brook employees and families, members, corporations, volunteers, outside vendors, Library, School District, Historical Society, Illinois Park and Recreation Association, Illinois Association of Park Districts, National Recreation and Park Association, and Gateway Special Recreation Association for people with special needs.

## Competition

The Oak Brook Park District has identified key competitors as private clubs, Village Sports Core, forest preserves, library, home gyms, home owner associations, churches, other park districts, sport programs at schools, clubs and travel teams, YMCA, country clubs and corporate fitness centers.

## Oak Brook Park District Community Wide Interest and Assessment Survey Synopsis

In early 2014, the Oak Brook Park District mailed a Community Wide Interest and Assessment Survey to each household in Oak Brook to determine the level of recreational usage and needs of the resident constituency. 328 surveys were returned representing 940 Oak Brook residents.

### **Interest and Usage:**

Approximately 43% of the respondents were members of the Oak Brook Park District. 88.5% of the respondents regularly participate in recreational programming at the Oak Brook Park District with swim lessons and group exercise being the most utilized programming.

All of the respondents indicated using facilities or outdoor amenities in some way, with the outdoor walking paths and fitness center being the highest utilized. 14.6% of the respondents indicated that they preferred facilities outside of the Oak Brook Park District for their recreational and wellness needs.

### **Satisfaction and Needs Assessment:**

Overall, the residents of the Oak Brook Park District expressed an above average satisfaction rating of Oak Brook Park District facilities.

Outdoor parks and amenities also received above average satisfaction ratings, with the exception of the Community Ice Rink, Forest Glen Park, and outdoor basketball courts in Central Park.

All age groups communicated a high level of satisfaction with the quality of programming offered. However, residents of the Oak Brook Park District requested a significant increase in the number and variety of group exercise and wellness programming, as well as improved childcare in order to better meet the recreational demands of the community.

Residents also expressed a need for the addition of a sauna or steam room at the Family Recreation Center, increased indoor exercise space, and expressed a need for increased outdoor swimming opportunities.

Information regarding the Community Wide Interest and Assessment Survey may be found at [www.obparks.org](http://www.obparks.org).



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# **Oak Brook Tennis Center**

## **2015-2020 Year Business Plan**

<b>Previous</b>	<b>2014-2015</b>
<b>Year 1.</b>	<b>2015-2016</b>
<b>Year 2.</b>	<b>2016-2017</b>
<b>Year 3.</b>	<b>2017-2018</b>
<b>Year 4.</b>	<b>2018-2019</b>
<b>Year 5.</b>	<b>2019-2020</b>

**Presented By Alin Pop**  
**Tennis Center Manager**  
*USTA High Performance*  
*PTR Master of Tennis*

**Updated Oct 2017**



# Contents

## **1. OAK BROOK PARK DISTRICT TENNIS CENTER**

- 1.1 Executive Summary
- 1.2 Mission and Vision

## **2. INDUSTRY ANALYSIS AND SERVICES OVERVIEW**

- 2.1 Industry Analysis
- 2.2 Services Overview
- 2.3 Benefits and Features

## **3. MARKETING ANALYSIS**

- 3.1 SWOT
- 3.2 Competitor Analysis
- 3.3 Demographic Analysis

## **4. OPERATIONAL PLAN**

- 4.1 Programming and Membership
- 4.2 Staff and Administrative Procedures
- 4.3 Building

## **5. MARKETING OPERATIONAL STRATEGY**

- 5.1 Branding
- 5.2 Brand Reinforcement
- 5.3 Member Retention
- 5.4 Membership Sales
- 5.5 Increase Program Participation

## **6. FINANCIAL PLAN**

- 6.1 Membership Numbers
- 6.2 Estimated 5 Year Revenue
- 6.3 Estimated 5 Year Expenses
- 6.4 Estimated 5 Year Profit

# 1. The Oak Brook Tennis Center

## 1.1 Executive Summary

The Oak Brook Tennis Center developed its first business plan in 2010/2011. As a result of its successful implementation, the tennis center has increased annual revenue from \$839,000 to \$1,209,000 and overcame an annual deficit of more than \$18,000 to record an average profit of \$150,000+ each year.

The Oak Brook Tennis Center will continue to provide social and competitive tennis opportunities that follow the most progressive industry standards as set by the USTA and ITA. Through comprehensive customer service training, careful attention to programming, controlling costs and generating awareness, the Oak Brook Tennis Center will continue to position itself as an industry leader and promote the lifelong benefits of tennis.

The programming outlined in the 2010/2011 business plan currently generates more than 50% of the Tennis Center's revenue. We will continue the development of the 10 and Under Tennis program and work to grow adult group lesson participation as well as adult club teams in order to increase the number of frequent tennis consumers and players, as they are the key revenue drivers of the sport. These initiatives will follow the \$40+ million annual investment of the USTA's national tennis awareness campaign.

This business plan continues the successful strategies implemented in years past and its initiatives that were put into place beginning Fiscal Year 2015/2016. The plan outlines the continuing operational model for a five year period.

## 1.2 Mission and Vision:

**Mission:** To support the mission of the Oak Brook Park District by providing the very best in tennis services, opportunities and facilities for our residents and neighboring communities.

**Vision:** To create awareness of the lifelong health benefits of Tennis by providing competitive and recreational progressive training programs for youth and adults as well as creating social opportunities for play.

## 2. Marketing Analysis and Services Overview

### 2.1 Industry Analysis

The following was derived from data reported in the Tennis Industry Association [TIA] 2015 Annual State of the Industry Report:

According to the TIA, the U.S. tennis participation is at 17.9 million players, up 1% from 2013, according to data from the Physical Activity Council (PAC) 2015 Participation Study. However, “core” tennis players, who play 10 or more times a year, dipped 1% to 9.91 million in 2014. Core tennis players account for an estimated 90% of total expenditures in the sport. Also, the percentage of adult core players in the 18-to-24 age segment dropped nearly 3%, while core players ages 55-plus increased 1%.

The Oak Brook Tennis Center is proud to be part of a collaborative industry effort, led by the USTA, that helped to increase the number of players in the 6- to 12-year-old age bracket 4% to 2.14 million in 2014, and grow the number of 13- to 17-year-old players by 9% to 2.23 million.

While the industry saw a significant drop in revenue from racquet and retail sales, the average number of private lessons taught each week rose 4% in 2014, while the number of weekly group lessons surged 34%. The TIA’s Court Activity Monitor (CAM) reported that nearly 60% of facilities saw an increase in new 10U players. All other CAM components—including total courts used/book, new first-time adult players, rejoining adults, youth and adult tournament play and league play—also showed net gains

### 2.2 Services Overview

The Oak Brook Tennis Center will provide the following services:

- Court Sales
  - Daily Tennis
  - Seasonal Court Time
- Programming:
  - Juniors:
    - Junior Development
    - 10 and Under Academies
    - High School Training
    - High Performance Academy
  - Adults:
    - Group lessons
    - Cardio Tennis
    - Leagues
    - Teams
  - Private Lessons
- Tournaments
- Pro Shop
- Other recreational opportunities (Racquetball, Wallyball, Table Tennis)

### 2.3 Benefits and Features:

The Oak Brook Tennis Center will provide the following benefits and features to our members:

- Progressive youth and adult instruction that will establish tennis as a “sport of a lifetime”
- Social and community outreach programs as well as tournaments will provide the opportunity to play more frequently
- An experienced club manager that will be able to train staff to provide an outstanding level of service based on the most progressive instructional industry standards as defined by the USTA
- Systematic improvement of facility conditions and re-investment into the facility

### 3. Marketing Analysis:

#### 3.1 SWOT Analysis

<p><b>Strengths</b></p> <ul style="list-style-type: none"> <li>• Low membership fees and good value compared to competitors</li> <li>• Ability to train professionals in-house due to manager’s industry knowledge</li> <li>• Strong customer service standards and dedicated front desk staff</li> <li>• Facility setting</li> <li>• Number of courts</li> <li>• Park district provides a captive fitness/wellness audience</li> </ul>	<p><b>Weakness</b></p> <ul style="list-style-type: none"> <li>• Current membership demographics (age) and activity trends</li> <li>• Behind our competitors in terms of our established programs</li> <li>• Low adult programming participation</li> <li>• High Performance Academy dependant on one or two teaching professionals</li> <li>• Aging facility</li> </ul>
<p><b>Opportunities</b></p> <ul style="list-style-type: none"> <li>• Further development and diversification of Junior programming</li> <li>• Development of the 10 and Under Academies</li> <li>• Increase participation in Adult programming and Adult club teams</li> <li>• Promote Combo/Premiere Memberships</li> <li>• Possibility to increase membership fees and still have competitive pricing</li> <li>• Switch most members to an ongoing monthly membership</li> </ul>	<p><b>Threats</b></p> <ul style="list-style-type: none"> <li>• Should a tennis professional leave, he would subsequently take his High Performance Academy students with him, causing a significant loss in revenue</li> <li>• Limited availability of new tennis professionals</li> <li>• Limited ability to retain/attract career tennis professionals</li> </ul>

#### 3.2 Competitor Analysis

We have determined that the Oak Brook Tennis Center is in direct competition with four specific tennis facilities that offer services throughout the year along with various Country Clubs and Bath and Tennis clubs that offer tennis as an amenity in the warmer seasons. Below is a brief profile of our direct competition:

**1. Hinsdale Racquet Club**

**Established in 1971**

**5730 South Grant Street | Hinsdale (5.2 miles)**

1. Established junior development programming
2. Established junior high performance programming
3. Established adult programming
4. 40% higher membership fees
5. Similar court fees

**2. Five Seasons Sports Club**

**Established in 1988**

**6901 South Madison St. | Burr Ridge (6.3 miles)**

1. Established junior programming
2. Established adult programming and teams structure
3. Higher membership fees that include fitness membership services
4. Similar court fees

**3. Elmhurst Court Plus**

**186 S. West Avenue | Elmhurst (5 miles)**

1. Established junior programming
2. Established adult programming and teams structure
3. 20% higher membership fees
4. Slightly lower court fees

**4. SCORE**

**6550 Joliet Road | Countryside (8.3 miles)**

1. Established junior development programming
2. Established junior high performance programming
3. Established adult programming and teams structure
4. 50% higher membership fees
5. Similar court fees

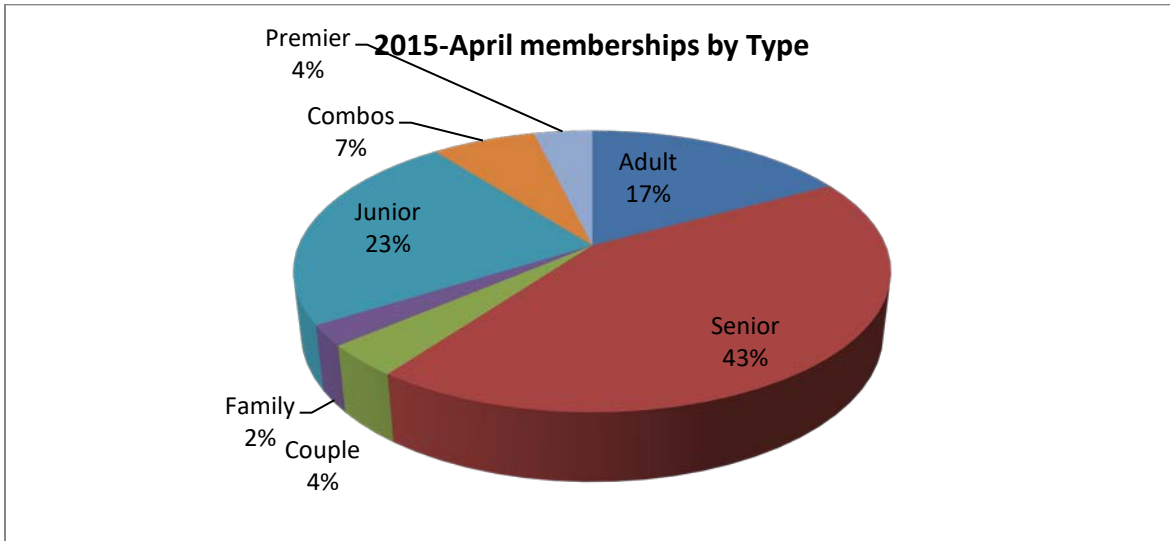
**Summer Programs (Country Clubs, Bath and Tennis Clubs)**

1. Offer tennis as a service to their members
2. Tennis revenue is not important as they generate revenue through memberships sales and assessment dues
3. Attract good quality pros due to the high percentage of programming revenue allocated to instructors
4. No court fees

### 3.3 Demographic Analysis

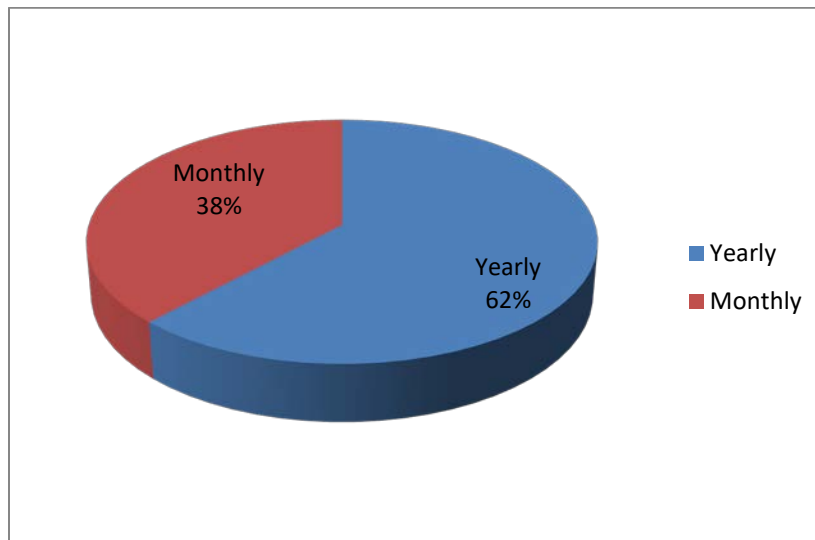
#### Membership Type (April 2015)

Adult	Senior	Couple	Family	Junior	Combo	Premier	Total
145	364	31	20	198	57	32	847



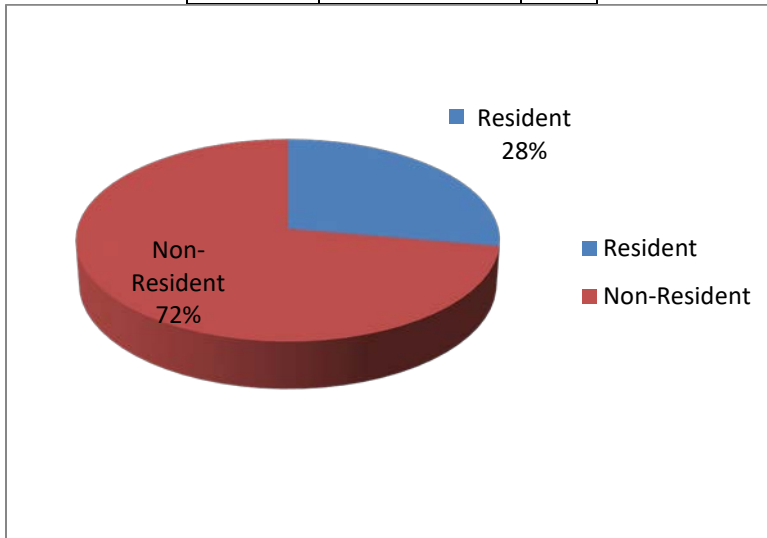
#### Membership Type of Payment (April 2015)

Yearly	Monthly	Total
525	322	847

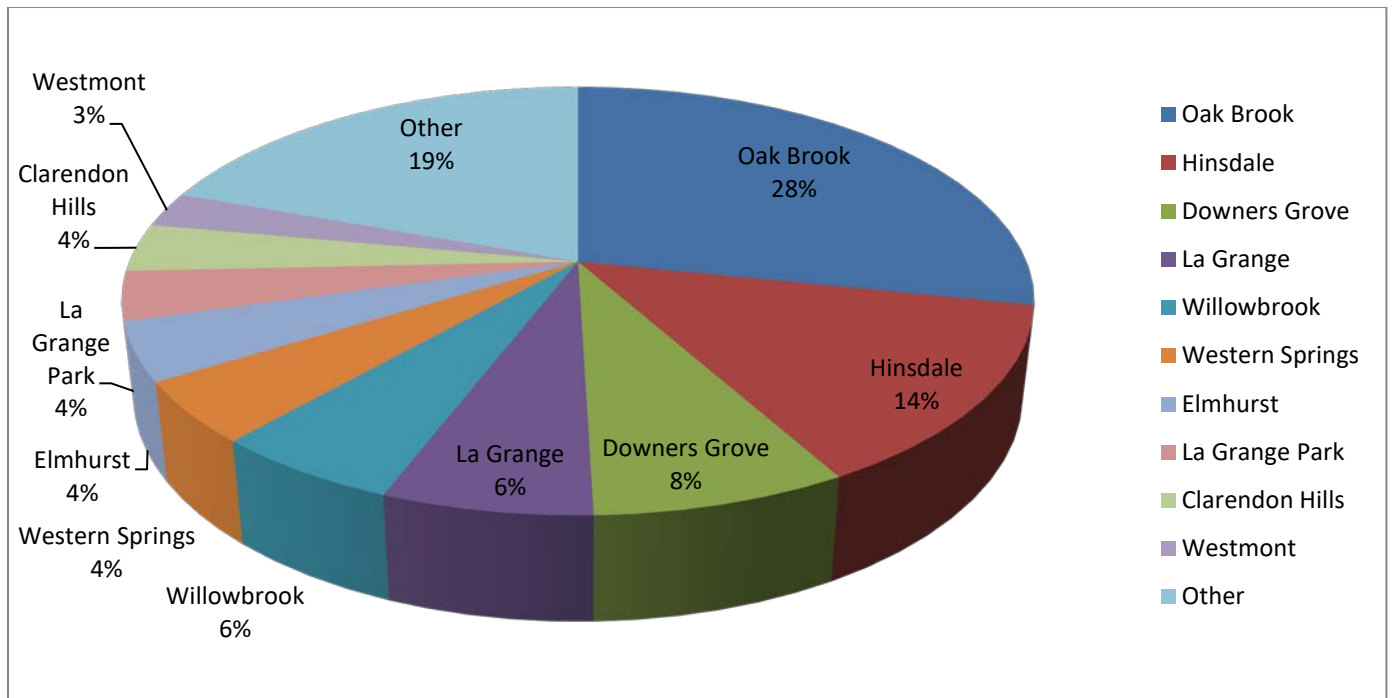


## Membership Demographics

Resident	Non-Resident	Total
235	612	847



## Memberships by Community

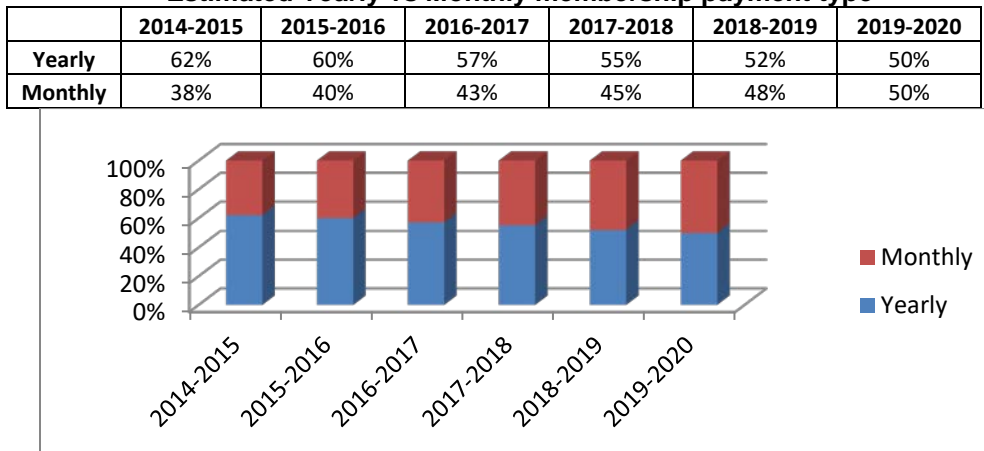


## 4. Operational Plan

### 4.1 Membership

- Increase membership value through facility improvements, new amenities, use of technology, increased programming, and professional staffing.
- Progressively increase membership prices to reduce market differences.
- Promote the Combo and Premiere memberships that offer access to multiple Park District facilities.
- Keep Senior memberships pricing lower than the Adult memberships and encourage them through Pioneer court prices to use a low demand court time.
- Encourage members to switch from the annual to the monthly membership payment option
- Offer credit card on file payment options.

**Estimated Yearly vs Monthly membership payment type**



### 4.2 Programming

- Continue the development and diversification of the Junior Program.
- Increase the percentage of Junior Development revenue versus Academy Revenue.
- Increase the offering and participation in Adult programming.
- Offer more adult teams and organized team practices.
- Continue the growth of the junior summer camp to support year round programming.
- Continue to run USTA tournaments and leagues.

### 4.3 Staff and Administrative procedures

- Continue to optimize the overall administrative procedures
- Add online court bookings for teaching professionals and members.
- Continue to hire and train new tennis professionals that can support a year round program and organize training workshops at our facility.
- Offer benefits to qualified tennis professionals.
- Consistently review and organize the administrative duties in order to increase administrative operational efficiency.
- Work with the marketing department to maximize cross promotional opportunities.

### 4.4 Building

- Plan and perform facility capital improvements: HVAC Systems, tennis courts reflective insulation and backdrops, front desk improvements, roof improvements, re-building of the outdoor courts.
- Perform facility improvements through operational budget.
- Reorganize custodial structure through a full time lead custodial/maintenance position.



## 5. Marketing Operational Strategy

### 5.1 Branding

The Oak Brook Tennis Center will continue to brand its programs and facilities to reinforce the message that we provide a new approach to a traditional game. The color scheme has been inspired by the USTA Blue/Green court colors (bright green, white and royal blue) while the Optima font and style for the words "Oak Brook" tie the Tennis Center back to the roots of the community.

### 5.2 Brand Reinforcement

The Oak Brook Park District offers many avenues through which the Tennis Center may visually reinforce its brand and create impressions within the markets already drawn in through the park district. Reaching these customers will help create top of mind awareness of the Tennis Center which may convert to program or membership sales. Communication methods utilized include but are not limited to:

- **Strategic Banner placement**
- **Home page of [www.obparks.org](http://www.obparks.org)**
- **Social Media (specifically Facebook and Pinterest)**
- **Park District eNewsletter**
- **Seasonal Brochure**
- **Flyers**
- **Tournaments**

### 5.3 Member Retention

Keeping and maintaining current member's costs 75%-150% less than attracting new customers. We will continue to work to successfully retain our current members and program participants.

We will focus the majority of our marketing investments and resources on member retention and facility advocacy and create the following initiatives:

- **Electronic and Ongoing Member Communication**
- **Increased cross marketing**
- **Customer Service**
- **Open House events**
- **PR Campaigns**

### 5.4 Membership Sales

We hope to drive membership sales through our programming and current members. Other investments will be made through:

- **Continuing established year-round membership promotions**
- **Special Club Events**
- **Improve frontline sales strategy**

### 5.5 Increase Program Participation

By increasing awareness of our offerings we will increase program participation through:

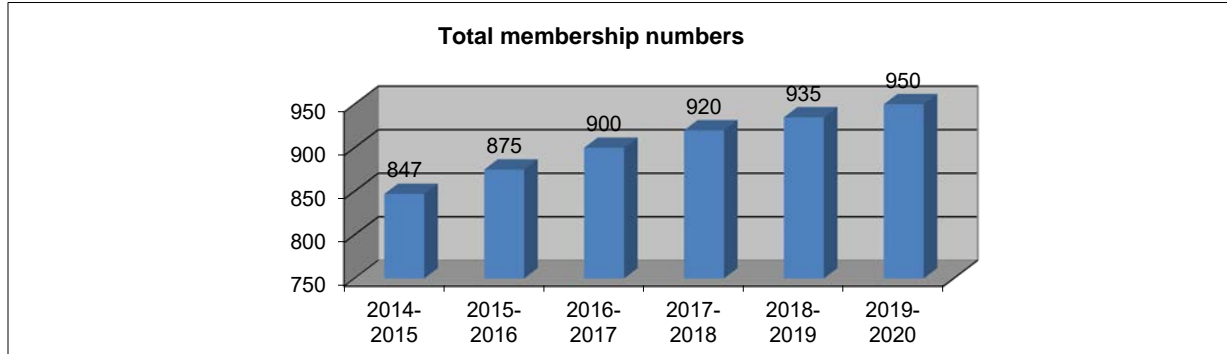
- **Visible Development Pathways**
- **Complimentary Match Plays**
- **Junior Team Tennis participation**
- **PR Campaigns**
- **Quality Tennis Professionals**

## 6. Financial Plan

### 6.1 Membership numbers

Estimated total membership numbers

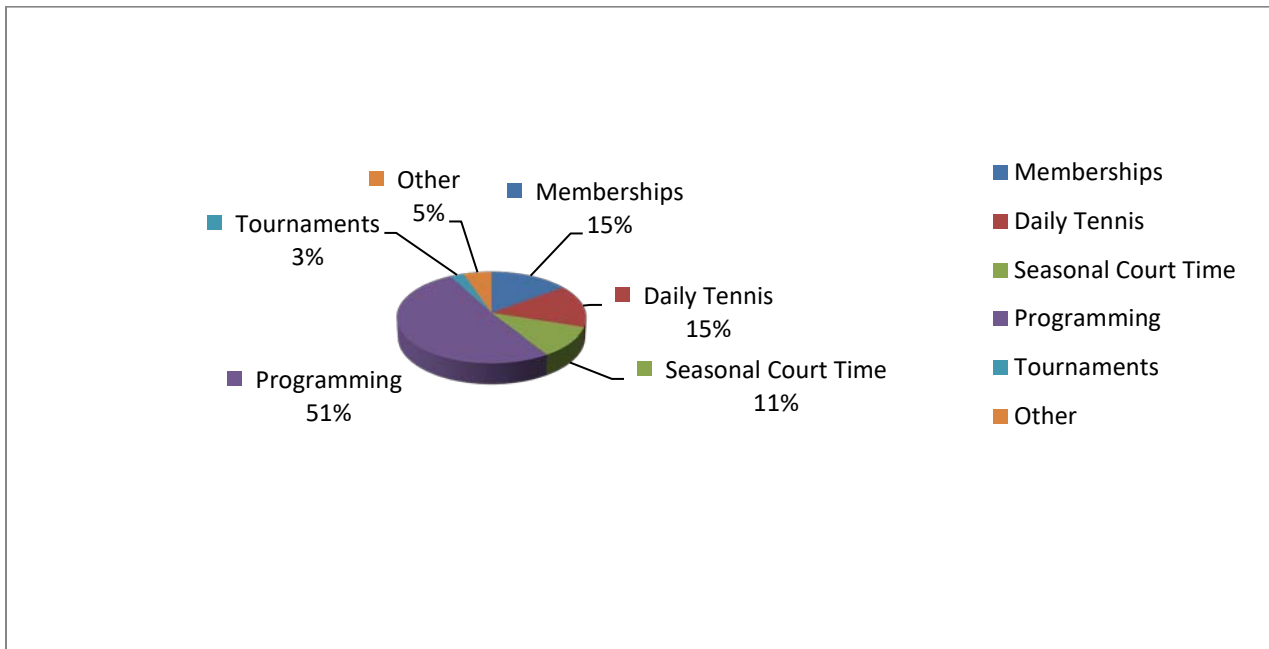
2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
847	875	900	920	935	950



### 6.2 Estimated 5 year Revenue:

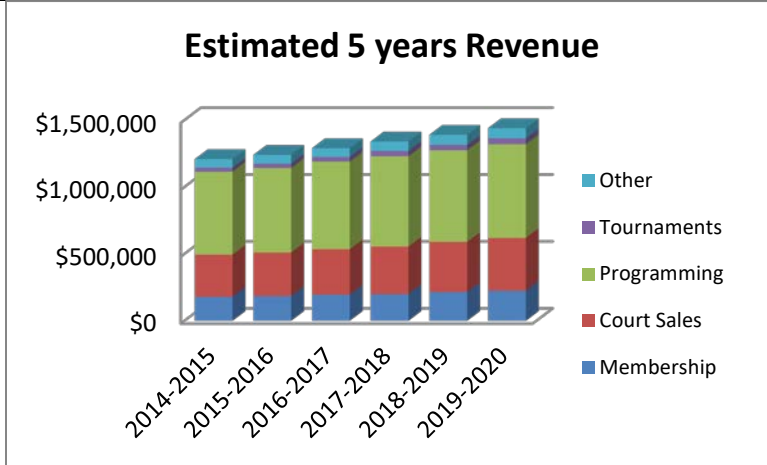
Revenue Breakdown (April 2015)

Memberships	Daily Tennis	Seasonal Court Time	Programming	Tournaments	Other	Total
\$179,500	\$183,000	\$132,000	\$619,500	\$31,000	\$64,000	\$1,209,000



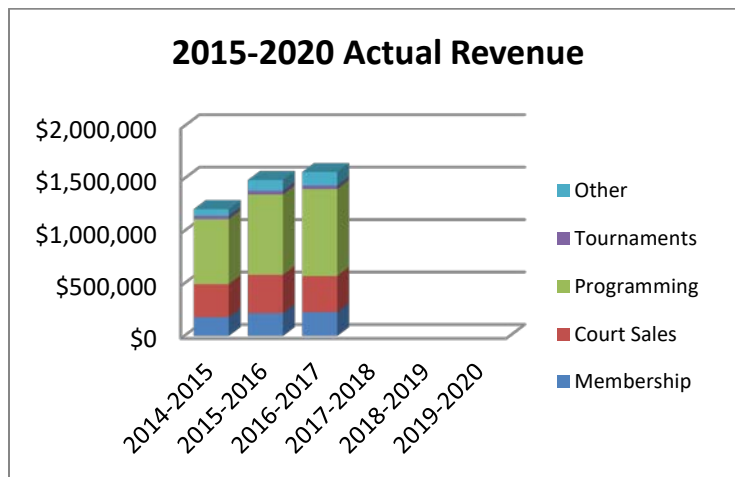
## Estimated 5 year Revenue

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Membership</b>	\$179,500	\$185,000	\$195,000	\$200,000	\$215,000	\$225,000
<b>Court Sales</b>	\$315,000	\$325,000	\$340,000	\$355,000	\$375,000	\$395,000
<b>Programming</b>	\$619,500	\$632,000	\$655,000	\$675,000	\$685,000	\$700,000
<b>Tournaments</b>	\$31,000	\$33,000	\$35,000	\$40,000	\$40,000	\$45,000
<b>Other</b>	\$64,000	\$65,000	\$65,000	\$70,000	\$75,000	\$75,000
<b>Total</b>	<b>\$1,209,000</b>	<b>\$1,240,000</b>	<b>\$1,290,000</b>	<b>\$1,340,000</b>	<b>\$1,390,000</b>	<b>\$1,440,000</b>



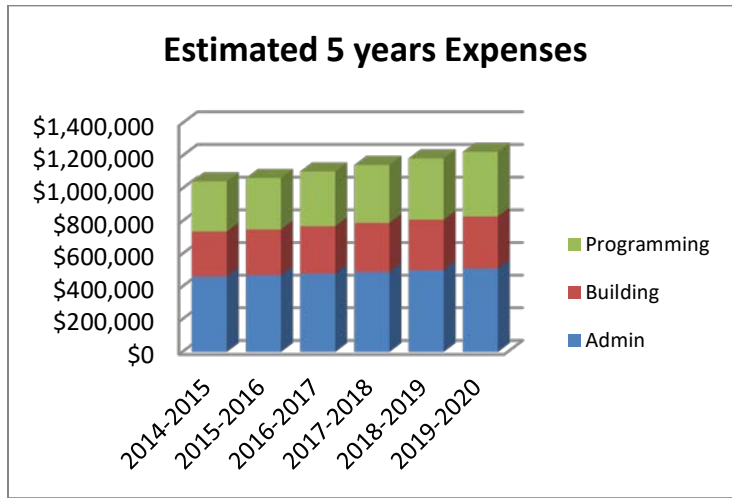
## 2009-2015 Actual Revenue

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Membership</b>	\$179,500	\$217,000	\$227,000			
<b>Court Sales</b>	\$315,000	\$366,500	\$345,500			
<b>Programming</b>	\$619,500	\$765,500	\$828,500			
<b>Tournaments</b>	\$31,000	\$36,500	\$34,500			
<b>Other</b>	\$64,000	\$102,000	\$128,000			
<b>Total</b>	<b>\$1,209,000</b>	<b>\$1,487,500</b>	<b>\$1,563,500</b>			



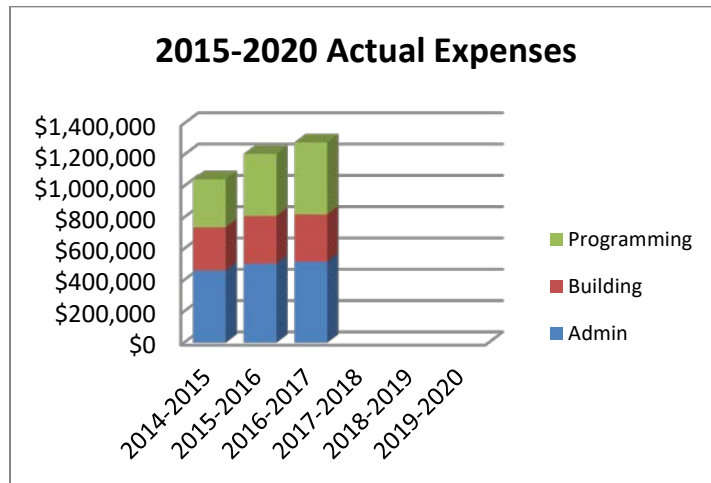
### 6.3 Estimated 5 years Expenses

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Admin	\$461,000	\$470,000	\$480,000	\$490,000	\$500,000	\$510,000
Building	\$276,500	\$280,000	\$290,000	\$300,000	\$310,000	\$320,000
Programming	\$306,500	\$315,000	\$335,000	\$355,000	\$375,000	\$395,000
<b>Total</b>	<b>\$1,044,000</b>	<b>\$1,065,000</b>	<b>\$1,105,000</b>	<b>\$1,145,000</b>	<b>\$1,185,000</b>	<b>\$1,225,000</b>



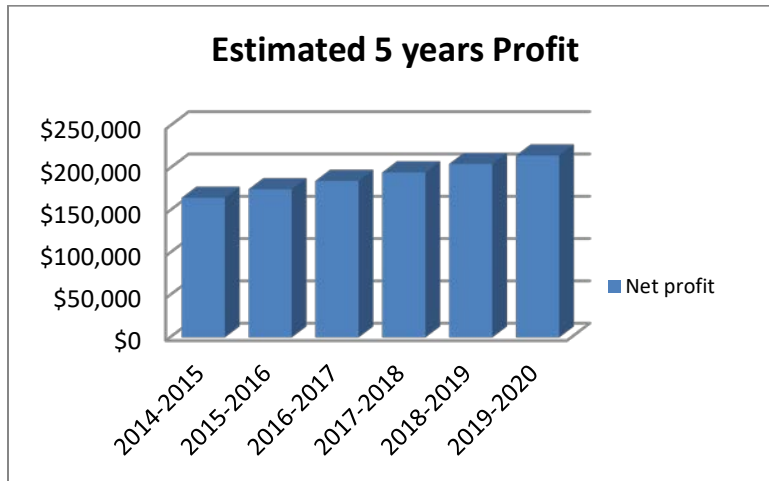
### 2015-2020 Actual Expenses

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
Admin	\$461,000	\$505,500	\$517,500			
Building	\$276,500	\$305,000	\$302,500			
Programming	\$306,500	\$396,000	\$460,000			
<b>Total</b>	<b>\$1,044,000</b>	<b>\$1,206,500</b>	<b>\$1,280,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



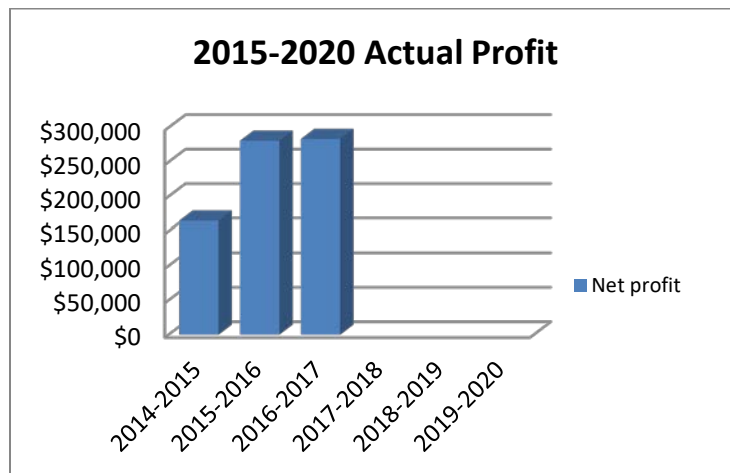
## 6.4 Estimated 5 year Profit

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Revenue</b>	\$1,209,000	\$1,240,000	\$1,290,000	\$1,340,000	\$1,390,000	\$1,440,000
<b>Expenses</b>	\$1,044,000	\$1,065,000	\$1,105,000	\$1,145,000	\$1,185,000	\$1,225,000
<b>Net profit</b>	<b>\$165,000</b>	<b>\$175,000</b>	<b>\$185,000</b>	<b>\$195,000</b>	<b>\$205,000</b>	<b>\$215,000</b>



## 2009-2015 Actual Profit

	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020
<b>Revenue</b>	\$1,209,000	\$1,487,500	\$1,563,500			
<b>Expenses</b>	\$1,044,000	\$1,206,500	\$1,280,000			
<b>Net profit</b>	<b>\$165,000</b>	<b>\$281,000</b>	<b>\$283,500</b>			





# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: November 8, 2017  
Re: October/November 2017: Admin., Corporate Relations, IT & Marketing

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## **October Board Meeting Follow Up:**

No unfinished business to follow up.

## **November Board Meeting Discussion Points:**

### **Tennis Center Business Plan and Strategic Plan Updates**

Updates for both plans have been review by staff.

### **2018 Board Meeting Dates**

All board meetings will be on the third Monday of each month except for November. The November meeting will on the second Monday due to the Thanksgiving holiday.

### **Membership Rates**

Points of clarification needed to be inserted into the policy and procedures for Elected Officials and Village of Oak Brook employees.

### **Universal Playground**

Fundraising update and possible alternative funding options.

Oct 2017 • 31 days

Twitter.com/obparks

**Top Tweet** earned 405 impressions  
 Congratulations to all Gold Medal winners! A special shout out to fellow IL agency @stascaParkDist #NOLA #NRPAConference agoldmedal

**Top mention** earned 2 engagements  
**Fluid Running** @fluidrunning Oct 20  
 Register for Fall Session 2 at @obparks 1 pic.twitter.com/A1JMUR1YO

**Top Follower** followed by 1,222 people

**Moline Parks & Rec** @molinerecreation  
 Making Moline a fun and healthy place to live, work, and play!

**Top media Tweet** earned 405 impressions  
 We are the 8th park & recreation agency in Illinois to achieve National Accreditation! #BeYourVeryBest  
 pic.twitter.com/yFmGvR073

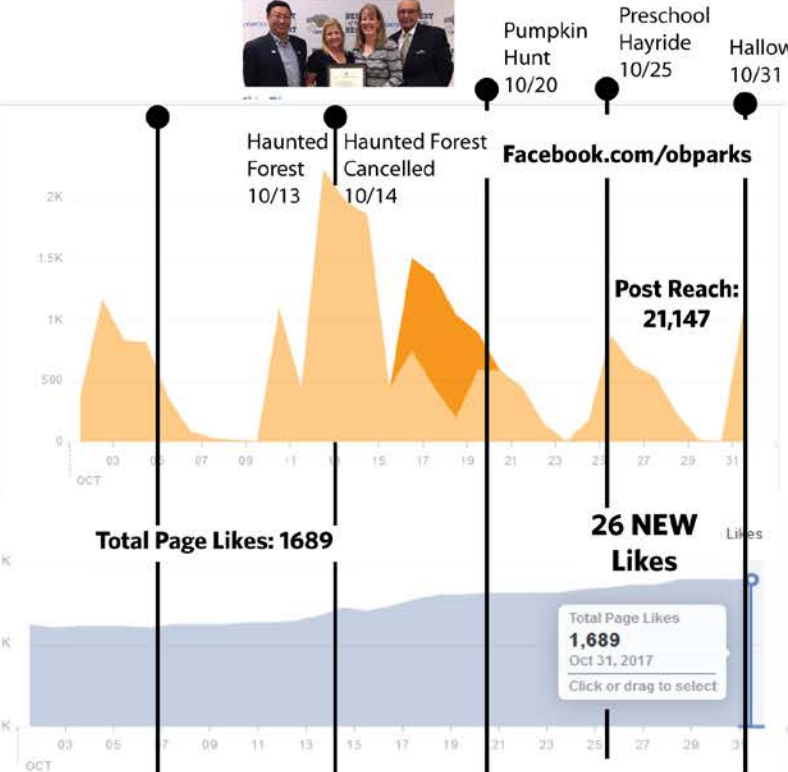
**OCT 2017 SUMMARY**  
 Tweets: 3 Tweet Impressions: 4,126  
 Profile visits: 276 Mentions: 4  
 New followers: 7

**October Marketing, IT & Corporate Relations Report**

**Facebook.com/oakbrookhauntedforest**  
**Likes: 774**  
**Post Reach: 1068**  
**Facebook Event (Friday only): 1000 Reached 81 Responses**



**Friday, October 13**  
**One Vendor = \$188**  
**Attendance: 1000-1200**  
**Chocolate and Donations = \$95**



**Advertisements Sold:**  
 Fusion Academy \$333.34

**Universal Playground Donations:**  
 -McDonald's: \$1000  
 -Global Marble and Granite Imports: \$2000

**IT Initiatives**

The new www.obparks.org was launched!  
 404 redirects were fixed.

Purchased a new server for the BS&A software.



**eMarketing**

	Opens	Clicks	Conversions
10/19/17 General eNews	32%	9%	\$0
10/14/17 Haunt. For. Cancelled	37%	3%	\$29
10/9/17 Special Events	50%	14%	\$44

**www.obparks.org Referral Values**

	Oct.	Sept.	Aug.	July
Direct:	\$40,165	\$33,883	\$93,363	\$41,551
Organic Search:	\$1403	\$1606	\$3,474	\$455
External Refs:	\$987	\$790	\$1,324	\$1,810
Email:	\$73	\$0	\$1,490	\$300
Social Media:	\$0	\$0	\$30	\$84

**Top Pages**  
 1. Home      2. Haunted Forest      3. Swim Lessons



# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: November 8, 2017  
Re: October 2017 Financials

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## General Fund

We have now completed six months of the current fiscal year. Year-to-date (YTD) revenues in this fund equal \$2,090,887, which are in-line with prior year's revenues of \$2,076,986. On the expenditure side, YTD expenditures equal \$1,112,435, which are lower than prior year's expenditures of \$1,161,366. YTD, we are experiencing a net surplus of \$978,452, which is an increase over last year's net surplus of \$773,120. Following is a more detailed analysis of the General Fund's activities:

**Administration- Property Taxes-** This revenue source is in-line with our expectations and reflects a 2.6% increase over prior year.

**Administration- Personal Property Replacement Taxes (PPRT)-** This revenue source is ahead of target and higher than prior year due to a one-time accounting adjustment. We expect this revenue to normalize (be lower) in the following fiscal year.

**Saddlebrook & Chillem Parks-** Expenditures in both of these cost centers are higher than prior year due to the purchase of mulch, costs incurred for weed control services and tree maintenance costs that weren't incurred in the prior year.

**Dean Property-** YTD expenditures are ahead of target at 70% of budget and higher than last year due to the recent purchase of a security camera system and related hardware (\$3,625). This system is in the process of being installed.

**Professional Services-** Legal counsel fees are budgeted in this cost center at \$60,000. Such costs are currently at \$4,874, which is a significant decrease over prior year's costs of \$40,140. A large portion of our current year costs are related to ongoing capital improvement projects (tennis court resurfacing, family locker room project, HVAC replacement, Central Park Improvements) and such costs are being capitalized in our Capital Projects Fund rather than being immediately expensed.

**Contracts- Maintenance DNS-** Expenditures were significantly higher in the prior year due to costs incurred (approx. \$5,100) to establish the apiary program and to purchase harvesting equipment and related supplies (e.g. honey extractor, smoker, bee suit).

## Recreation Fund

YTD revenues in this fund are currently at \$2,390,969 which is a decrease over prior year's revenues of \$2,443,719. YTD expenditures are currently at \$1,559,909 and have also decreased over prior year's expenditures of \$1,738,663. There is currently a YTD net surplus of \$831,060, which is an increase over prior year's net surplus of \$705,056. Following is a more detailed analysis of the Recreation Fund's activities:



**Aquatic Recreation Programs-** These revenues have decreased approximately 19%. Staff believes that this is due to the recent establishment of private swim schools in the villages of Elmhurst and Burr Ridge, which is diverting non-resident participants away from the Park District.

**Preschool Programs-** YTD revenues are currently unfavorable against budget and have also decreased over prior year. This variance is due to a change in our methodology for recording deferred revenues since registration levels are consistent with the prior year.

**Pioneer Programs-** YTD revenues of \$55,165 are below our current budgeted target as well as prior year's revenues of \$103,454. This is due to our use of a 3<sup>rd</sup> party travel agency for our out of state tour whereas prior year's tour was administered in-house. This arrangement has resulted in decreased revenues as well as expenditures.

**Special Events & Trips-** YTD revenues are comparable to prior year however, expenditures are ahead of budget target and prior year. This is primarily due to the accelerated timing of our donation activity and expenditures incurred for our summer concert series and Oktoberfest.

**Capital Outlay-** The YTD expenditure balance of \$32,761 represents lease payment 2 of 3 for our fitness center exercise equipment.

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

YTD total revenues and expenses have increased over prior year. The fund is currently experiencing a net deficit of \$2,759 which is primarily due to the increase in capital project costs. This year's capital costs total \$377,367, which is a 449% increase over last year's costs of \$68,795. Following is a more detailed analysis of the Tennis Center's activities:

**Programs- Racquet Club-** Overall revenues in this cost center are higher than prior year by 18.1%, due to increased private lesson revenues (\$85,683 -vs- \$73,057) and group lesson revenues (\$539,790 -vs- \$389,868). As expected, this has also resulted in an overall increase in expenses of 12.2%.

**Capital Outlay-** Current YTD costs are higher than prior year due to expenses related to the HVAC upgrade and reflective ceiling projects.

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#### **FINANCE OPERATIONS:**

- With the assistance from BS&A and MSI, we have performed a preliminary data extraction of our financial database. Various errors were identified and we are in the process of correcting them. We are still on track for the onsite visit from BS&A scheduled for November 29 – December 1.
- Finance has been working with Laure and department managers to update our existing merit pay policy. The proposed policy will be included on the December 11, 2017 Board agenda.
- We have prepared and filed the annual Statement of Receipts and Disbursements report with the DuPage and Cook County Clerks offices along with a copy of our latest Comprehensive Annual Financial Report (CAFR).
- Finance and Administration have been working together on a request from PDRMA to update information over all parcels of land owned by the Park District.

#### **HUMAN RESOURCES:**

- We have distributed the annual open enrollment forms for the Park District sponsored Flexible Spending Account (FSA). This benefit allows participants to set aside money on a pre-tax basis to pay for eligible health and dependent care costs.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Dave Thommes, Director of Recreation & Facilities  
Date: November 7, 2017  
Re: Recreation & Facilities Report

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## Recreation

- Haunted Forest was a great success with over 1,000 in attendance! Unfortunately, the event was cancelled on Saturday due to thunderstorms.
- The four-year-old preschoolers enjoyed a Bee program from the Park District staff.
- Both the three and four-year-old preschoolers enjoyed a first ever wagon ride to a 'pumpkin patch' on October 25<sup>th</sup>! Thanks to the Parks staff for driving the tractor!
- Three and four-year old preschoolers trick or treated through the Park District on Halloween! They then paraded through the gym!

## Aquatics

- Fall programming at the Aquatic Center began September 30<sup>th</sup>.
- Swim Team and Aquatic Staff are working on a new software set up for swim team, which will improve communication between parents and coaches, allow parents easier access to their children's records, and simplify administrative work for the coaches.
- The Pumpkin Swim was a success with 81 registered participants. Evaluation results were excellent.
- Maintenance staff is working on replacing all pool deck drains.
- The Aquatic Facility Supervisor attended a facility management workshop.
- Both leisure pool heaters underwent in house repairs.
- Winterization of Splash Island has begun. Staff will finish with the air compressor in mid-November.

## Athletics

- Alfonso Corral is ending his internship with the Park District on November 17.
- A new session of Tae Kwon Do began with 60 kids enrolled.
- Currently, we have 89 kids signed up for our youth basketball league as of 11/1/17. At this time last year, we had 50 kids enrolled. We have 1 month until the registration deadline.

## Fitness

- Thirty-six participants are registered for the brand-new Turkey Dri-Tri! This event includes rowing, biking and running.
- We bought four new fitness bikes for the triathlon, current and new paid classes, current and new group exercise classes and personal training.

## Tennis

- The Tennis Center hosted Oak Brook Tennis Center Fall I Open tournament with 65 participants October 6<sup>th</sup> through the 8<sup>th</sup>.
- The main front desk, upper level lounge and locker rooms have all be reopened and are fully operational.
- All of the Junior Tennis teams played their first matches in October and won their first round.

## Facilities

October-17			
	Retained	Total	Rate
Aquatic	164	174	94.3%
Aqua/Ten	3	3	100.0%
Fitness	371	380	97.6%
Fit/Aqua	151	179	84.4%
Fit/Ten	28	29	93.5%
Premiere	28	30	93.3%
<b>Yearly Total</b>	<b>745</b>	<b>795</b>	<b>93.7%</b>
EFT Aqua	646	678	95.3%
EFT Aqua/Ten	32	32	100.0%
EFT Fitness	1053	1066	98.8%
EFT Fit/Aqua	556	576	96.5%
EFT Fit/Ten	66	66	100.0%
EFT Premiere	119	122	97.5%
<b>Yearly &amp; EFT</b>	<b>3217</b>	<b>3335</b>	<b>96.5%</b>

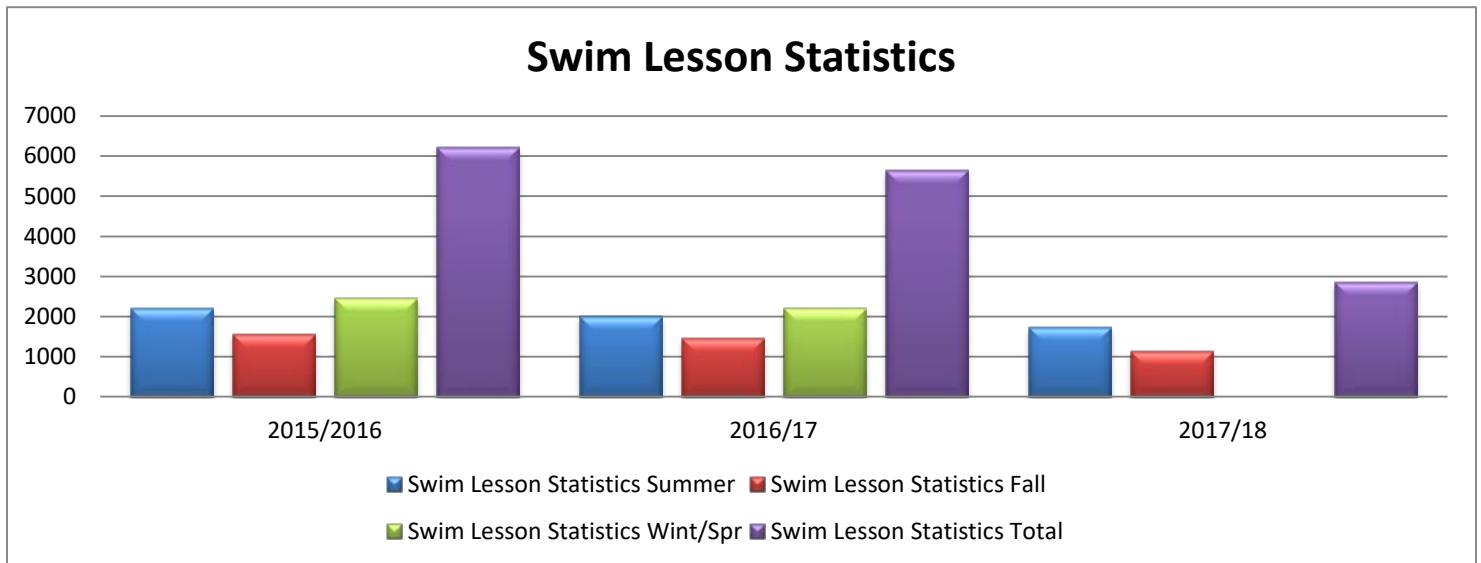
We gained 51 new members in the month of October.



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

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2015/2016	2202	1562	2457	6221
2016/17	1995	1451	2201	5647
2017/18	1721	1124		2845

Swim Team Statistics			
	Summer	Fall/Winter	Spring
2015/2016	34	56	27
2016/17	32	51	21
2017/18	25	49	





Oak Brook Park District  
 Aquatic Center  
 Aquatic Party Statistics

2017 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	19	32	27	30	23	28	20	10	1	25			215
Super Splash Birthday	11	6	11	12	8	12	10	7		10			87
Group (by day)	8	4	7	6	2	2	3	6		3			41
Private (indoors only)	6	7	7	3	2	2	0	0	1	4			32
Private (indoor/outdoor combo)	0	0	0	0	0	0	3	2		0			5
Splash Island Birthday	0	0	0	0	0	2	6	3		0			11
Camp Rentals	1	0	3	0	2	11	18	9		1			45
Lane Rental (lap only)	0	0	0	1	8	0	26	0		0			35
Scout	1	3	4	3	2	3	12	0		1			29
<b>Total # Parties</b>	<b>46</b>	<b>52</b>	<b>59</b>	<b>55</b>	<b>47</b>	<b>60</b>	<b>98</b>	<b>37</b>	<b>2</b>	<b>44</b>	<b>0</b>	<b>0</b>	<b>500</b>

<b>2016</b>	65	60	61	80	84	90	80	68	34	49	44	46	761
<b>2015</b>	52	58	71	51	65	77	82	47	37	44	49	42	675



## Oak Brook Park District Athletic Fields Rental Report

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 Actual
Hours	149	116	86	130	165	190	97	28	5	26	108	135	1,233	1,113
Revenue	\$11,855	\$7,598	\$3,236	\$9,478	\$8,602	\$10,652	\$5,313	\$478	\$500	\$2,600	\$8,334	\$10,115	\$78,758	\$78,489

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 Actual
Hours	207	105	138	177	191	196	0	0	0	0	0	93	1,106	1,328
Revenue	\$2,500	\$2,200	\$600	\$650	\$1,550	\$1,075	\$0	\$0	\$0	\$0	\$0	\$1,275	\$9,850	\$14,981

### Athletic Field Usage 2015/2016 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 Actual
Hours	118	118	147	70	222	246	9	0	0	0	0	57	987	1,179
Revenue	\$3,123	\$1,924	\$735	\$960	\$4,062	\$3,422	\$912	\$0	\$0	\$0	\$0	\$1,508	\$16,645	\$27,914

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 YTD
Hours	177	103	109	180	188	183							940	836
Revenue	\$13,262	\$5,222	\$2,103	\$10,385	\$11,120	\$12,907							\$55,000	\$51,419

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 YTD
Hours	159	140	133	202	211	200							1,045	1,013
Revenue	\$4,203	\$2,248	\$833	\$1,138	\$6,713	\$2,088							\$17,220	\$8,575

### Athletic Field Usage 2016/2017 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	17/18 YTD	16/17 YTD
Hours	88	148	151	209	183	81							860	921
Revenue	\$2,778	\$4,157	\$1,284	\$2,425	\$4,235	\$2,079							\$16,957	\$14,226



# Oak Brook Park District Facility Statistics and Data

Facility Usage													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>2016</b>	45,124	40,601	32,809	32,567	30,733	33,211	23,428	17,907	17,578	23,112	31,682	37,338	366,090
<b>Weekday Avg</b>	1,475	1,387	1,107	1,077	1,083	1,240	854	646	631	814	1,014	1,267	1,050
<b>Weekend Avg</b>	1,419	1,436	1,051	973	768	743	634	382	541	601	1,039	1,183	898
<b>2017</b>	43,582	37,431	45,170	31,760	31,932	35,136	33,194	27,695	17,587	24,816			328,303
<b>Weekday Avg</b>	1,355	1,252	1,597	1,107	1,069	1,342	1,165	911	637	853			1,129
<b>Weekend Avg</b>	1,531	1,551	1,054	1,071	736	700	944	887	467	672			961

Facility Rentals													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>2016</b>	268	258	227	220	231	209	160	203	177	211	224	248	2,636
<b>Gym Rentals</b>	182	175	131	127	130	120	81	114	102	139	137	164	1,602
<b>Room Rentals</b>	79	83	86	81	88	64	56	68	61	70	75	74	885
<b>CPW Rentals</b>	9	8	10	12	13	25	23	21	14	2	12	10	159
<b>CPW Revenue</b>	\$2,763	\$3,325	\$3,258	\$4,840	\$4,713	\$10,105	\$9,535	\$6,335	\$5,650	\$593	\$3,823	\$4,325	\$59,263
<b>2017</b>	231	198	224	200	147	158	154	163	149	135			1,759
<b>Gym Rentals</b>	164	132	136	112	82	81	81	89	90	107			1,074
<b>Gym Revenue</b>								\$11,855.00	\$11,040.00	\$13,125.00			\$ 36,020.00
<b>Room Rentals</b>	57	56	69	77	55	56	57	58	45	51			581
<b>Room Revenue</b>								\$ 4,580.00	\$ 2,565.00	\$ 4,350.00			11,495
<b>CPW Rentals</b>	10	10	19	11	10	21	16	16	14	7			134
<b>CPW Revenue</b>	\$3,745	\$3,360	\$6,413	\$4,330	\$2,395	\$9,430	\$7,143	\$5,575	\$6,893	\$3,590			\$52,873

Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>2016</b>	2	3	3	7	6	8	1	2	3	5	1	1	42
<b>2017</b>	4	2	4	7	5	4	9	2	5	6			48

Oak Brook Park District  
Family Recreation Center  
Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
<b>2015</b>	2,368	2,412	2,467	2,489	2,520	2,572	2,628	2,464	2,636	2,564	2,534	3,299
<b>Resident</b>	67%	67%	67%	67%	67%	66%	66%	64%	65%	65%	63%	54%
<b>Non Resident</b>	33%	33%	33%	33%	33%	34%	34%	36%	35%	35%	37%	46%
<b>EFT</b>	2,123	2,141	2,195	2,192	2,149	2,243	2,207	2,263	2,318	2,277	2,556	2,492
<b>2016</b>	3,524	3,456	3,704	3,623	4,053	4,204	4,333	4,220	3,603	3,571	3,600	3,757
<b>Resident</b>	54%	53%	54%	56%	54%	52%	52%	52%	56%	55%	57%	56%
<b>Non Resident</b>	46%	47%	46%	44%	46%	48%	48%	48%	44%	45%	43%	44%
<b>EFT</b>	2,216	2,674	2,188	2,170	2,205	2,177	2,212	2,207	2,207	2,197	2,209	2,329
<b>2017</b>	3,901	3,715	3,686	3,848	4,150	4,230	4,283	3,812*	3711*	3,665*		
<b>Resident</b>	55%	53%	53%	54%	53%	52%	52%	54%	55%	55%		
<b>Non Resident</b>	45%	47%	47%	46%	47%	48%	48%	46%	45%	45%		
<b>EFT</b>	2,481	2,495	2,514	2,538	2,499	2,499	2,511	2,529	2,513	2,520		
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
<b>2015</b>	10,055	8,974	9,813	8,938	8,713	9,082	8,655	8,545	7,911	8,612	8,261**	10,880
<b>2016</b>	13,418	13,216	12,915	12,360	11,828	11,750	11,538	10,900	9,097	10,625	10,233	10,034
<b>2017</b>	12,631	11,559	12,351	11,245	14,711	16,596	17,065	12,568*	8238*	12,812		

\*Locker Room Renovation began August 14, 2017





# Memo

To: Board of Commissioners  
From: Bob Johnson, Director of Parks and Planning  
Date: November 8, 2017  
Re: Board Report

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- The Central Park Improvements project is approaching the 100% construction documentation phase, at which point the project will move forward with permitting. Staff anticipates bidding documents to be ready for December 6<sup>th</sup> with a bid opening date of December 20<sup>th</sup>.
- The parks are being “winterized” with tennis nets being removed, water and irrigation being deactivated, and final landscape cleanup underway.
- Staff planted over 800 new tulip bulbs at Central Park that will emerge in the spring of 2018.
- Power along with cable for security cameras were installed at the Dean Nature Sanctuary. Cameras will allow more efficient monitoring of the site and lighting on the exterior of the barn will be an added security measure.
- Two staff attended snow plow driving training and all snow removal equipment has been readied for the winter season.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE NO. 17-1211: AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL YEAR 2018-2019 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND COOK COUNTIES, ILLINOIS**

**AGENDA No.:** 8 A

**MEETING DATE:** NOVEMBER 13, 2017

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in blue ink.

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in blue ink.

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

The State of Illinois Truth in Taxation Act requires that no less than twenty days prior to any taxing body adopting its tax levies, it must determine how many dollars in property tax extensions will be necessary. This determination is for the 2017 tax levy that will be collected in 2018 and beyond.

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

The total estimated 2017 tax levy for the Park District is \$3,377,910. Of this amount, \$3,069,879 is comprised of the corporate and special purpose levies (i.e. aggregate levy) and \$308,031 represents the debt service levy for our 2012 General Obligation Limited Tax Park bonds. Although the aggregate levy amount represents a 5.13% increase over prior year's final levy amount of \$2,920,021, such amount will be reduced by DuPage and Cook County in accordance with the Property Tax Extension Limitation Law (PTELL). Under PTELL, our final levy extension should increase approximately 2.07% over prior year, plus any new growth in Equalized Assessed Value (EAV). Our levy for debt service has decreased slightly; from \$311,720 in the prior year to \$308,031.

A public hearing for our 2017 property tax levy will be scheduled for December 11, 2017 with final adoption of the levy also to be scheduled on that same day. Notice of this public hearing will be published in a local newspaper in accordance with the Truth in Taxation Act.

### **ACTION PROPOSED:**

For review and discussion only.

**ORDINANCE NO 17-1211****AN ORDINANCE LEVYING TAXES AND ASSESSING TAXES FOR FISCAL YEAR 2018-2019 OF THE OAK BROOK PARK DISTRICT OF DUPAGE AND COOK COUNTIES, ILLINOIS**

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

**SECTION 1:** A tax for the following sum of money, totaling \$3,377,910 or as much thereof as may be authorized by law, to defray expenses and liabilities of the Park District, be and the same, is hereby levied commencing on the 1<sup>st</sup> day of May, 2018 and ending on the 30<sup>th</sup> day of April, 2019.

**ARTICLE I - GENERAL CORPORATE FUND**

A. ADMINISTRATIVE EXPENSES	\$ 724,879
B. PARK EXPENSES	595,000
C. PROFESSIONAL SERVICES	60,000
D. BUILDING EXPENSES	<u>15,000</u>
TOTAL - GENERAL CORPORATE FUND	\$1,394,879

**ARTICLE II - RECREATION FUND**

A. ADMINISTRATIVE EXPENSES	\$690,000
B. RECREATION/FITNESS & AQUATIC PROGRAM EXPENSES	<u>210,000</u>
TOTAL - RECREATION FUND	\$900,000

**ARTICLE III - ILLINOIS MUNICIPAL RETIREMENT FUND**

ADMINISTRATIVE EXPENSES	\$165,000
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**ARTICLE IV - SOCIAL SECURITY FUND**

ADMINISTRATIVE EXPENSES	\$255,000
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**ARTICLE V - LIABILITY INSURANCE FUND**

ADMINISTRATIVE EXPENSES	\$230,000
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**ARTICLE VI - AUDIT FUND**

CONTRACTUAL & PROFESSIONAL SERVICES	\$0
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**ARTICLE VII - DEBT SERVICE FUND**

PRINCIPAL & INTEREST EXPENSES \$308,031

**ARTICLE VIII – SPECIAL RECREATION FUND**

ADMINISTRATION EXPENSES \$45,000  
PROGRAM EXPENSES 80,000  
TOTAL – SPECIAL RECREATION FUND \$125,000

**ARTICLE IX - RECAPITULATION**

GENERAL CORPORATE FUND \$1,394,879  
RECREATION FUND 900,000  
ILLINOIS MUNICIPAL RETIREMENT FUND 165,000  
SOCIAL SECURITY FUND 255,000  
LIABILITY INSURANCE FUND 230,000  
AUDIT FUND 0  
DEBT SERVICE FUND 308,031  
SPECIAL RECREATION FUND 125,000  
  
TOTAL TAXES LEVIED \$3,377,910

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

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

PASSED this 11th day of December, 2017.

APPROVED this 11th day of December, 2017.

AYES:

NAYS:

ABSENT:

\_\_\_\_\_  
PRESIDENT

ATTEST: \_\_\_\_\_  
SECRETARY



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

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

**AGENDA NO.:** 8B

**MEETING DATE:** NOVEMBER 13, 2017

**STAFF REVIEW:**

Bob Johnson, Director of Parks & Planning:

*Bob Johnson* 4k

**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):**

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

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

The attached document grants the proper credentials to the individual appointed to represent the Oak Brook Park District at the Association's Annual Business Meeting held during the IPRA/IAPD Conference, Saturday, January 20, 2018 at 3:30 p.m.

Bob Johnson, Director of Parks and Planning, is willing to represent the Oak Brook Park District at the Annual Business Meeting.

If the Board concurs with this appointment, the Board will be asked to make a motion during its December 11, 2017 Board Meeting to appoint Bob Johnson as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.

**ACTION PROPOSED:**

For Review and Discussion Only.



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 4, 2017

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hilton Hotel, Chicago, Illinois, January 18-20, 2018.

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

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

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

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

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom of the Hilton Hotel, 720 S. Michigan Avenue in Chicago, Illinois.

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

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

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

**CREDENTIALS CERTIFICATE**

This is to certify that at a meeting of the Governing Board of the \_\_\_\_\_  
\_\_\_\_\_ held at  
*(Name of Agency)*  
\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
*(Location)* *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held at the Hilton Hotel, Chicago, Illinois on **Saturday, January 20, 2018 at 3:30 p.m. in the Grand Ballroom:**

<u>Name</u>	<u>Title</u>
-------------	--------------

Delegate: \_\_\_\_\_

1st Alternate: \_\_\_\_\_

2nd Alternate: \_\_\_\_\_

3rd Alternate: \_\_\_\_\_

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

Affix Seal: \_\_\_\_\_  
Signed: \_\_\_\_\_  
*(President of Board)*

Attest: \_\_\_\_\_  
*(Board Secretary)*

Return this form to: Illinois Association of Park Districts  
211 East Monroe Street  
Springfield, IL 62701-1186



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RECORDS MANAGEMENT AND DISPOSAL:  
APPLICATION FOR AUTHORITY TO DISPOSE OF LOCAL  
RECORDS NO. 15:098, RECORDS DISPOSAL CERTIFICATE FOR  
MARCH 23, 2017**

**AGENDA NO.: 8 C**

**MEETING DATE: NOVEMBER 13, 2017**

#### STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A handwritten signature in black ink, appearing to read "Laure Kosey", written over the text "Executive Director, Laure Kosey:".

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

The *Illinois Local Records Act* establishes that the Local Records Commission will determine how long records are to be retained and it is the Commission that approves the destruction/disposal of records. Under the authority of the Local Records Act, the Secretary of State serves as the State Archivist. One of the duties of the State Archivist is to assist state and local government agencies with the disposal of records. In Illinois, no public record may be disposed without the approval of the appropriate Records Commission.

During 2009, an inventory of all the District's paper records was conducted. Upon completion, the inventory was consolidated into record retention categories, from which the State's Local Records Unit created the District's "Application for Authority to Dispose of Local Records." The Application for Authority to Dispose of Local Records identifies the categories and the required retention period for each.

Records that have been retained for their individual required retention periods, and are not required for litigation, are listed on a "Records Disposal Certificate", and are submitted to be approved by the Local Records Commission 60 days prior to disposal. The "Records Disposal Certificates" are attached for records that have reached the end of their required retention period and are eligible for disposal.

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

The attached "Records Disposal Certificates" are presented to the Board for information and discussion, if any. If the Board approves the Certificates at its December Board Meeting, the District will submit the paperwork to the Local Records Commission for approval. Commission rules require that a "Records Disposal Certificate" be filed with the Records Management Section of the Office of the Secretary of State sixty (60) days prior to disposal of any records. Once final approval is received, the District can dispose of the old records identified on the Records Disposal Certificate.

#### **ACTION PROPOSED:**

For Review and Discussion Only.



# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
 Illinois State Archives Building  
 Springfield, Illinois 62756  
 (217) 782-7075

APPLICATION # 15:098  
 COUNTY: DuPage  
 AGENCY: Oak Brook Park District  
(Agency Division)  
 ADDRESS: 1450 Forest Gate Road  
(Street, P.O. Box)  
Oak Brook, IL 60523  
(City, Zip Code)  
 TELEPHONE: 630-990-4233

**Directions:**

1. Fill in all blanks and columns
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
2	Accident/Incident Reports	2010-2010	Negligible
3	Administrative/Miscellaneous, email correspondence	2016-2016	1 cu ft
4	Applications for Employment & electronic	2015-2015	Negligible
5	Applications for usage of Park District Facilities	2015-2015	Negligible
6	Aquatic Center Manager's Log	2015-2015	Negligible
7	Audits (1 copy retained, surplus copies destroyed)	2015-2015	Negligible
8	Backflow Test Results	2014-2014	Negligible
9	Bids, Specifications/RFP's - unsuccessful	2014-2014	1 cu ft
9	Bid, Specifications/RFP's - successful	2007-2007	Negligible
11	Budgets and/or Budget Worksheets	2010-2010	Negligible
12	Cancelled Bonds and Coupons	-	None
13	Cancelled Cks, Bnk Stmtns, Deposits & Reconcils	2010-2010	1 cu ft.
14	Certificate of Insurance	2014-2014	Negligible
15	Certs of Publications, Newspaper Clippings, Notice	2016-2016	Negligible
16	Certificate of Status of Exempt Property	-	None
18	Contracts, Leases & Agreements	2007-2007	1 cu ft
19	Customer Disputes & Complaints	2013-2013	Negligible
19	Customer Suggestions	2015-2015	Negligible
20	Election Records	2014-2014	Negligible
21	Electronic Fund Transfers	2010-2010	1 cu ft.
22	Elevator Inspections	2012-2012	Negligible
23	Employee Medical Records	2012-2012	Negligible
24	Employee's Sign-in Sheets for Training	2015-2015	Negligible
25	Employee Wage Reports & Statements	2010-2010	Negligible
26	Employer's Injury Summary for Employees Accidents	2010-2010	Negligible
27	Event Information (Park Openings, Ribbon Cuttings)	2010-2010	Negligible
28	Financial Aid Applications - Prgrm Fee Assistance	-	None
29	Fixed Asset Reports	2010-2010	Negligible
30	"Freedom of Information Act" Requests & Denials	2015-2015	Negligible

If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

March 23, 2018

Signature

Date

Laure L. Kosey, Executive Director

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized)

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
 Illinois State Archives Building  
 Springfield, Illinois 62756  
 (217) 782-7075

APPLICATION # 15:098  
 COUNTY: DuPage  
 AGENCY: Oak Brook Park District  
(Agency Division)  
 ADDRESS: 1450 Forest Gate Road  
(Street, P.O. Box)  
Oak Brook, IL 60523  
(City, Zip Code)  
 TELEPHONE: 630-990-4233

**Directions:**

1. Fill in all blanks and columns
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
32	Grant Records	2014-2014	Negligible
33	Group Lesson Records	2015-2015	Negligible
34	Illinois Municipal Retirement Fund Records	2010-2010	Negligible
35	Inspections (All Types)	2013-2013	Negligible
36	Insurance Claims	2010-2010	Negligible
37	Intergovernmental Agency Agreements	-	None
38	Internship Records	2010-2010	Negligible
39	Investment Records	2010-2010	Negligible
40	Invoices, Vouchers, Paid Bills (P.O's and Payables)	2010-2010	6 cu ft
41	Job Descriptions	2012-2012	Negligible
42	Journal Entries and Worksheets	2015-2015	2 cu ft
43	Legal Case Files	2014-2014	Negligible
44	Licenses and Permits	2016-2016	Negligible
45	Lifeguard's Rescue Reports	2010-2010	Negligible
46	Lifeguard's Training Records	2012-2012	Negligible
47	Lists of Vendors Used	2015-2015	Negligible
48	Lost and Found Record Sheets	2010-2010	Negligible
49	Material Safety Data Sheets/Safety Data Sheets	-	None
50	Membership Database - retained until superceded	2017-2017	Negligible
52	Monthly, Annual, Year to Date Reports	2010-2010	Negligible
53	O.S.H.A Logs	2012-2012	Negligible
54	Park District Brochures Newsletters, Pamphlets	2016-2016	Negligible
55	Prk Dist Given Gift Certs & Donation - Public Grps	2014-2014	Negligible
56	Prk Dist Mission Statements, Strategic Planning	2014-2014	Negligible
58	Patron Attendance Sign-in Sheets	2015-2015	Negligible
59	Payroll Records	2010-2010	Negligible
60	PDRMA Risk Assessment Reprts	2010-2010	Negligible
61	Personnel Files	2012-2012	Negligible
62	Playground Audits	2007-2007	Negligible

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I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

March 23, 2018

Signature

Date

Laure L.Kosey, Executive Director

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized)

# RECORDS DISPOSAL CERTIFICATE

TO: Local Records Commission  
Illinois State Archives Building  
Springfield, Illinois 62756  
(217) 782-7075

APPLICATION # 15:098  
COUNTY: DuPage County  
AGENCY: Oak Brook Park District  
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ADDRESS: 1450 Forest Gate Road  
(Street, P.O. Box)  
Oak Brook, IL 60523  
(City, Zip Code)  
TELEPHONE: 630-990-4233

**Directions:**

1. Fill in all blanks and columns
2. Sign and send certificate to above address sixty (60) days prior to disposal date.
3. Retain records until approved copy is returned.

APPLICATION ITEM NO.	RECORD SERIES	INCLUSIVE DATES	CUBIC FEET TO BE DISPOSED
63	Potential Capital Projects Lists	2016-2016	Negligible
64	Program & Membership Cancellation & Refund Records	2015-2015	Negligible
65	Program & Membership Registrations & Waivers	2014-2014	12 cu. ft.
66	Prgm Reg. Database- retained until superceded	2017-2017	Negligible
67	Questionnaires & Surveys & Electronic	2015-2015	Negligible
68	Receipts	2015-2015	12 cu. ft.
69	Referendum Records	2016-2016	Negligible
70	Sales Tax Returns/Records	2010-2010	.5 cu ft.
71	Special Use Applications	-	None
72	Statements of Economic Interest	2015-2015	Negligible
73	Tax Objections	2014-2014	Negligible
74	Time Records (Employee)	2015-2015	2 cu. ft.
75	Tree & Park Bench Donations to Park District	-	None
76	U.S., Immigration & Naturalization Form I-9	2016-2016	Negligible
77	Vehicle & Equipment Maint Records Manuals	2016-2016	Negligible
78	Volunteer Records	2012-2012	Negligible
79	Water Sample Test Results- bacteriological	2012-2012	Negligible
79	Water Sample Test Results - Chemical	2006-2006	None
80	Work Orders & Electronic	2016-2016	Negligible
81	Worker's Compensation Records	2010-2010	Negligible
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If any of the above records are filmed, I hereby certify that the film on which the records were reproduced complies with the standards given in Sections 4000.50 and 4000.60 of the Regulations of the Local Records Commission. If records are digitized, I certify that the original is reproduced accurately and legibly in all details in a medium that does not permit additions, deletions, or changes to the images.

I hereby certify that in compliance with authorization received from the Local Records Commission the records listed above will be disposed of on or after

March 23, 2018

Signature

Date

Laure L. Kosey, Executive Director

Please print name and title on the line above

(Signature required only if records have been microfilmed or digitized)



## Oak Brook Park District

BOARD MEETING  
AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: 2017 BOARD MEETING DATES**

**AGENDA NO.:** 8D  
**MEETING DATE:** NOVEMBER 13, 2017

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A handwritten signature in black ink, appearing to read "Laure Kosey", written over the text "Executive Director, Laure Kosey:".

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

In preparation for the publication notice of the Regularly Scheduled Board Meeting Dates, attached are the 2018 dates.

Meetings are scheduled for the third Monday of the month except when the third Monday would occur during a holiday week. In that event, the Board Meeting would be scheduled for the second Monday of the month. For the 2018 calendar, it was only necessary to schedule the November 2018 Board meeting to the second Monday, November 12, 2018 to avoid scheduling during the Thanksgiving week

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

The Board will be asked to approve the 2018 meeting dates for the Regularly Scheduled Board Meetings at the Board's December 11, 2017 meeting.

**ACTION PROPOSED:**

For Review and Discussion Only.



**2018 Calendar of the Regularly Scheduled Meeting Dates  
of the  
Oak Brook Park District Board of Commissioners**

The Board Meetings are held on the third Monday of the month, \*except when such meeting would occur during a holiday week, in which the meeting will then be held on the second Monday of the month. The meetings begin at 6:30 p.m. and are held at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523.

January 15, 2018  
February 19, 2018  
March 19, 2018  
April 16, 2018  
May 21, 2018  
June 18, 2018  
July 16, 2018  
August 20, 2018  
September 17, 2018  
October 15, 2018  
November 12, 2018 \*  
December 17, 2018

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





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: AMENDMENT: ADMINISTRATIVE POLICIES AND PROCEDURES: SECTION 6.3 MEMBERSHIP RATES FOR ELECTED OFFICIALS AND EMPLOYEES OF THE VILLAGE OF OAK BROOK**

**AGENDA NO.:** 8 E

**MEETING DATE:** NOVEMBER 13, 2017

**STAFF REVIEW:**

Director of Recreation & Facilities, Dave Thommes

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

Staff is looking to update and clarify membership rates for the elected officials and employees of the Village of Oak Brook.

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

Staff is proposing the following membership rates for elected officials and employees of the Village of Oak Brook, collectively referred to as “employees” in the policy.:

Employees of the Village of Oak Brook, and their spouses and household members 21 years of age and under may enroll for park district membership of their choice based on the following membership fee schedule:

1. Waiver of the enrollment fee.
2. \$10 per person, per month for a Fitness, Aquatic or Tennis membership. Employees or household members wishing to have a combo-membership pay \$10 per person, per month, per each type of membership or \$30 total per person for a Premiere membership. Employees or household members may also pay on an annual basis for a cost of \$120 per membership type or \$300 for a Premiere membership, per person.

**ACTION PROPOSED:**

For Discussion Only.

### 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook

The Board of Park Commissioners of the Oak Brook Park District recognizes the value of maintaining healthy work environments, and in providing physical fitness opportunities to employees, knowing that physical fitness will improve and individual's ability to perform job functions, reduce stress, and be better prepared physically and psychologically; and

The District and the Village of Oak Brook provide insurance to their employees through the same risk pool, and recognize the insurance costs savings in maintaining healthy lifestyles for employees of the District and the Village of Oak Brook.

The Board of Park Commissioners has approved a special membership category for the elected officials and employees of the Village of Oak Brook, (hereinafter referred to as "employees") for the use of and membership in the facilities of the District, and in particular for the use of and membership in the Fitness Center, the Family Aquatic Center, and the Tennis Center.

~~Employees of the Village of Oak Brook are eligible for the following membership rate:~~

#### ~~A.) Waiver of Enrollment Fee and Corporate Resident Rate:~~

~~Effective April 12, 2010, all personnel employed by the Village of Oak Brook shall be eligible for the special Corporate Membership Rate and the initial enrollment fee shall be waived.~~

#### A.B.) Village Employee Membership Fees:

Employees of the Village of Oak Brook, -and/or the employees' spouse and children 21 years of age and under (hereinafter referred to as "Household Members") may enroll for membership ~~in their choice of District facilities~~ based on the following fee/current membership fee schedule:

- Waiver of the enrollment fee.
- \$10 per person, per month for a Fitness, Aquatic or Tennis membership. Employees or the employees' household members wishing to have a combo-membership pay \$10 per person, per month, per each type of membership or \$30 total per person for a Premiere membership. Employees or the employees' household members may also pay on an annual basis for a cost of \$120 per membership or \$300 for a Premiere membership, per person. for Corporate Residents, as posted on the District's website (www.obparks.org) or published in the District's brochure at the time of enrollment. All standard registration policies apply. Membership fees may be increased as determined by the Board.

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#### C.B.) Membership Enrollment Requirements:

Employees of the Village of Oak Brook are required to show a valid state I.D. and submit a letter from Village of Oak Brook's Human Resources Department, bearing the Village of Oak Brook's letterhead and verifying employment at the time of the initial membership application, which form shall be made

available by the District during enrollment. On an annual basis, on the anniversary date of the initial membership enrollment, the Employee of the Village of Oak Brook is required to submit a letter from the Village of Oak Brook's Human Resources Department verifying current employment.

Approved by Board of Commissioners April 12, 2010

[Reviewed and Updated, November 13, 2017](#)

Resolution 10-0415