



# Oak Brook Park District Board Packet

October 18, 2021

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)





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**October 18, 2021 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
  - a. Approval by a majority of the Commissioners present to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.
2. OPEN FORUM
3. CONSENT AGENDA
  - a. APPROVAL OF THE OCTOBER 18, 2021 AGENDA
  - b. APPROVAL OF MINUTES
    - i. September 13, 2021 Regular Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2021
    - i. Warrant 652
4. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
  - b. IAPD “Best Friend of Illinois Parks – Business Award” to the Oak Brook Park District in recognition of Ace Hardware Corporate Headquarters’ Support of the Winter Lights of Central Park
  - c. Ann Scales, Principal at Lauterbach & Amen, LLP will present the audit report for the fiscal year ending April 30, 2021
  - d. Master Vision 2020-2030 review
5. STAFF RECOGNITION
  - a. Josh Chartrand, Building Technician
6. REPORTS:
  - a. Communications, IT, and Administration Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report

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





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**October 18, 2021 – 6:30 p.m.**  
**Canterberry Room**

7. UNFINISHED BUSINESS

- a. Approval of Employee Referral Incentive
- b. Resolution 21-1018: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Area Stewardship Services.
- c. Tennis Center Roof Repair Project Bid

8. NEW BUSINESS

- a. Oak Brook Park District COVID-19 Vaccination and Testing Policy (\*\*\*)Requires waiving the Board Rules to approve at this meeting.)
- b. Personnel Policy Manual – New Section 4.28 Work Related Expense Reimbursement Policy

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 15, 2021, 6:30 P.M.

10. ADJOURNMENT

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

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)





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**October 18, 2021 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL  
*[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
  - a. Approval by a majority of the Commissioners present to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.  
*[Request a motion and a second to allow Commissioner Tom Truedson to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section 1-G-1 of the Board Rules. **Roll Call Vote...**]*
2. OPEN FORUM *[Ask whether there are any public comments under the “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 THE OCTOBER 18, 2021 AGENDA
  - b. APPROVAL OF MINUTES
    - i. September 13, 2021 Regular Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2021
    - i. Warrant 652
4. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only.]*
  - a. Board of Commissioners to share communications
  - b. IAPD “Best Friend of Illinois Parks – Business Award” to the Oak Brook Park District in recognition of Ace Hardware Corporate Headquarters’ Support of the Winter Lights of Central Park *[Announce the Oak Brook Park District received the IAPD “Best Friends of Illinois Parks – Business Award in recognition of Ace Hardware Corporate Headquarters’ Support of the Winter Lights of Central Park.”]*
  - c. Ann Scales, Principal at Lauterbach & Amen, LLP will present the audit report for the fiscal year ending April 30, 2021 *[Invite Ann Scales, Principal at Lauterbach and Amen, LLP to present the Audit Report.]*
  - d. Master Vision 2020-2030 review *[For Review and Discussion Only.]*





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**October 18, 2021 – 6:30 p.m.**  
**Canterberry Room**

5. STAFF RECOGNITION

- a. Josh Chartrand, Building Technician *[Welcome Josh Chartrand, new Building Technician.]*

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

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

7. UNFINISHED BUSINESS

- a. Approval of Employee Referral Incentive *[Request a motion and a second to Approve the Employee Referral Incentive. Roll Call Vote...]*  
b. Resolution 21-1018: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Area Stewardship Services. *[Request a motion and a second to approve Resolution 21-1018: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for the Natural Area Stewardship Services. Roll Call Vote...]*  
c. Tennis Center Roof Repair Project Bid *[A motion and a second to accept the base bid and alternate bids from Seal Tight Exteriors, Inc. for the Tennis Center Roof Repair Project and to approve an Agreement Between the Oak Brook Park District and Seal Tight Exteriors, Inc. for a not to exceed cost of \$76,270. Roll Call Vote...]*

8. NEW BUSINESS

- a. Oak Brook Park District COVID-19 Vaccination and Testing Policy (\*\*Requires waiving the Board Rules to approve at this meeting.) *[Request a motion and a second to waive the Board Rules to Approve at this meeting the Oak Brook Park District COVID-19 Vaccination and Testing Policy. Roll Call Vote...]*  
*Then request a motion and a second to Approve the Oak Brook Park District COVID-19 Vaccination and Testing Policy.*  
b. Personnel Policy Manual – New Section 4.28 Work Related Expense Reimbursement Policy *[For Review and Discussion Only.]*

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 15, 2021, 6:30 p.m. *[Announce the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on November 15, 2021, 6:30 p.m.]*



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**October 18, 2021 – 6:30 p.m.**  
**Canterberry Room**

10. **ADJOURNMENT** *[Request a motion and a second to adjourn the October 18, 2021 Regular Meeting of the Oak Brook Park District Board of Commissioners. **All in Favor...**]*

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

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

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

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

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



## Minutes

**MINUTES**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**September 13, 2021 – 6:30 p.m.**  
**Canterberry Room**

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

President Knitter called to order the regular meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:30 p.m. Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter answered "present" from the Oak Brook Park District Family Recreation Center, Canterberry Conference Room. Also present in Canterberry Conference Room, Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; Bob Johnson, Director of Parks and Planning; and Steve Adams, District Attorney.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF THE SEPTEMBER 13, 2021 AGENDA
- b. APPROVAL OF MINUTES
  - i. August 16, 2021, Special Board Meeting Minutes
  - ii. August 16, 2021, Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2021
  - i. Warrant 651

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

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

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

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

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

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



#### 4. COMMUNICATIONS/PROCLAMATIONS

##### a. Board of Commissioners to Share Communications

Commissioner Suleiman informed the Board she had an additional conversation with the gentleman selling the Forest Glen Property.

Commissioner Sulieman also informed the Commissioners a resident thanked her for Phase 1 at the North Area of Central Park.

Commissioner Ivkovic Kelley informed the Commissioners of an incident at the Tennis Center with improper mask-wearing. A resident of LaGrange, whose son takes lessons at the Tennis Center, brought this to her attention.

Dr. Kosey stated proper mask-wearing would be recomunicated to staff and members; there have been improvements.

##### b. Sports Core in 2022 Discussion

Dr. Kosey stated there must be a decision about the management of the Sports Core for the 2022 season before October 1, 2021.

President Knitter stated the Park District composed a letter in response to the situation to make sure the Village of Oak Brook upheld their end of the contract. The Park District did not file a lawsuit against the Village.

Commissioner Truedson stated he would like to reach out to the Village Trustees to get their point of view on the season. He would like to move forward in confidence, as the Park District has helped the Village manage the facility for two years.

Commissioner Trombetta would like to see if both parties were up to negotiation.

Commissioner Suleiman stated further exploration was needed.

Dr. Kosey informed the Board, team members who worked at the Sports Core overcame adverse challenges. Rob Bond, Superintendent of Aquatics and Maintenance; Allegra Wozniak, Aquatic Supervisor; and Dave Thommes, Deputy Director, worked through the majority of these challenges together.

#### 5. STAFF RECOGNITION

##### a. None

6. REPORTS:

a. Communications, IT, and Administration Report

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

Dr. Kosey reported a proposal for a new employee referral program.

Dr. Kosey stated there are two new sponsors for the Winter Lights at Central Park, and she continues to receive positive reviews of the event.

b. Finance & Human Resources Report

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

Mr. Salinas reported on the completion of the first four months of the fiscal year.

Mr. Salinas stated the General and Recreation Funds have good surpluses. The Tennis Center suffers due to current membership revenue being low.

Mr. Salinas stated everything is looking financially standard. The Park District is not at the level of pre-pandemic. However, programming is going well, and the additional cost savings have continued benefits.

c. Recreation & Facilities Report

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

Mr. Thommes reported staff is seeking to hire a Facility Maintenance team member at the Tennis Center.

Mr. Thommes stated the roof is still under construction.

Commissioner Suleiman asked about the new track-only program.

Mr. Thommes stated they received a lot of feedback about the removal of the walking track punch card. They are creating a new program where residents and non-residents can sign up for the track at designated times for a discounted rate.

d. Parks & Planning Report

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

Mr. Johnson reported the installation of the irrigation filtration system at the North Area of Central Park is working well.

Mr. Johnson stated the Parks Department has been updating signs throughout the parks.

Mr. Johnson submitted the OSLAD Grant for Phase 2 of the North Area.

Mr. Johnson stated the asphalt at Saddlebrook, and Central Park ended. The Parks Department is currently seeking to restore other portions of the path.

## 7. UNFINISHED BUSINESS

- a. Designation of Staff to Serve as the Open Meetings Officer and to complete the Annual Electronic Training Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve the designation of Dave Thommes to serve as the open meetings officer and to complete the annual electronic training curriculum developed and administered by the Illinois Attorney General's Public Access Counselor.

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

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

- b. Designation of Staff to Serve as the Freedom of Information Officer and to complete the Annual Electronic Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve the designation of Bonnie Gibellina to act as the Oak Brook Park District's Freedom of Information Officer and to complete the annual electronic training curriculum developed and administered by the Illinois Attorney General's Public Access Counselor.

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

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

## 8. NEW BUSINESS

- a. Resolution 21-0913: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Accu-Paving Co., a division of Mertes Contracting Corporation, for the Asphalt Replacement Project (\*\*\*)Requires waiving the Board's Rules to Approve at this meeting.)

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to waive the Board rules to approve at this meeting Resolution 21-0913: A Resolution authorizing and approving a change order involving an increase in the contract price of \$10,000 or more with

Accu-Paving Co., a division of Mertes Contracting Corporation, for the Asphalt Replacement Project.

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

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to approve Resolution 21-0913: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Accu-Paving Co., a division of Mertes Contracting Corporation, for the Asphalt Replacement Project.

Mr. Johnson stated the bid for Saddlebrook and Central Park came in underbid; they are seeking to use the additional improvements to the paths.

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

b. Approval of Employee Referral Incentive

President Knitter thinks this is a great idea.

c. Resolution 21-1018: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for Natural Area Stewardship Services.

Mr. Johnson would like to extend the agreement with Davey Resource Group, Inc.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 18, 2021

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Commissioners would be held on October 18, 2021, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to adjourn, September 16, 2021, Regular Meeting of the Oak Brook Park District Board of Commissioners at the hour of 7:20 p.m.

---

Dr. Laure Kosey, Executive Director

## Financial Statement

**Oak Brook Park District**  
**General Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through September 30 2021, 2020 and 2019**  
**41.67% completed (5 out of 12 months)**

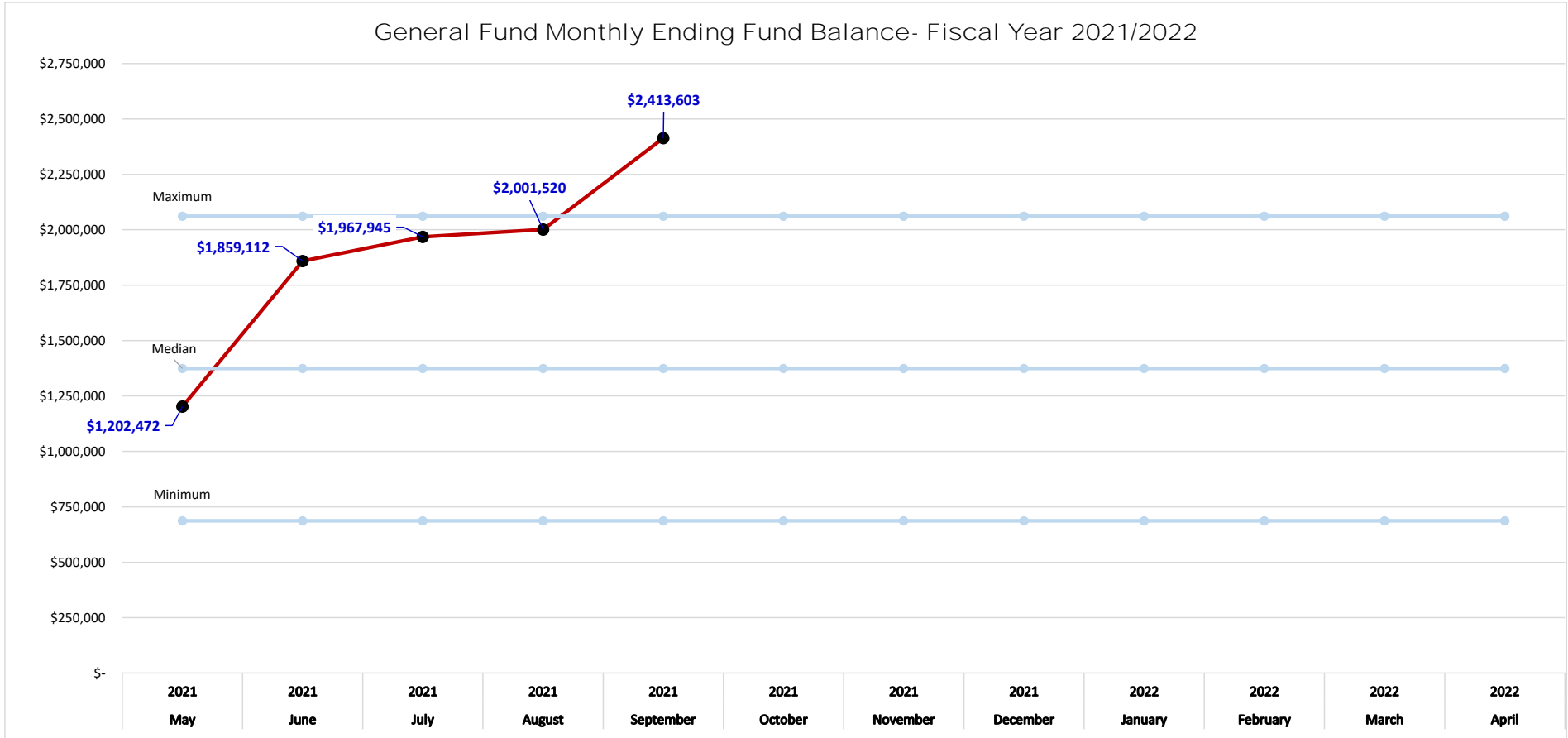
	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance						FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year"	
	Original Annual Budget	September 2021 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020 YTD Actual	Percent Change		Fiscal Year 2020/2021 YTD Actual
<b>REVENUES</b>											
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	-	N/A	\$ -
Finance											
Property Taxes	1,608,036	515,103	1,530,431	-	1,530,431	95.2%	1,400,979	129,452	9.2%	1,490,737	
Personal Prop. Repl. Taxes	99,912	-	66,851	-	66,851	66.9%	42,707	24,144	56.5%	39,523	
Investment Income	4,800	-	769	-	769	16.0%	4,785	(4,016)	-83.9%	3,785	
Other	10,500	2,636	11,875	-	11,875	113.1%	6,925	4,949	71.5%	3,904	
Central Park North	65,000	2,338	63,106	-	63,106	97.1%	24,057	39,050	162.3%	51,825	
Central Park	165,000	22,480	175,341	-	175,341	106.3%	91,621	83,720	91.4%	88,913	
Building-Recreation Center	863,507	26,673	352,043	-	352,043	40.8%	305,699	46,345	15.2%	235,698	
Central Park West	59,100	595	29,360	-	29,360	49.7%	33,705	(4,345)	-12.9%	3,245	
<b>TOTAL REVENUES</b>	<b>\$ 2,875,855</b>	<b>\$ 569,824</b>	<b>\$ 2,229,776</b>	<b>\$ -</b>	<b>\$ 2,229,776</b>	<b>77.5%</b>	<b>\$ 1,910,477</b>	<b>\$ 319,299</b>	<b>16.7%</b>	<b>\$ 1,917,630</b>	
<b>EXPENDITURES</b>											
Administration	\$ 466,751	\$ 34,006	\$ 168,782	\$ 7,222	176,004	36.2%	\$ 175,287	\$ (6,505)	-3.7%	\$ 164,691	
Finance	450,092	27,649	136,388	17,257	153,645	30.3%	160,107	(23,720)	-14.8%	155,253	
Central Park North	23,082	1,368	14,257	990	15,247	61.8%	8,817	5,440	61.7%	4,462	
Central Park	690,755	41,806	250,135	50,764	300,900	36.2%	268,390	(18,254)	-6.8%	216,609	
Saddlebrook Park	25,498	-	12,944	3,989	16,932	50.8%	6,837	6,107	89.3%	4,823	
Forest Glen Park	26,624	-	10,610	6,549	17,159	39.9%	8,369	2,241	26.8%	7,614	
Chillem Park	9,774	-	1,439	1,042	2,481	14.7%	1,489	(50)	-3.4%	1,185	
Dean Property	11,531	102	2,306	1,500	3,806	20.0%	6,108	(3,803)	-62.3%	3,047	
Professional Services	46,000	420	7,203	-	7,203	15.7%	18,175	(10,972)	-60.4%	17,174	
Contracts- Maint. DNS	26,000	-	13,558	8,017	21,575	52.1%	11,602	1,956	16.9%	2,000	
Building-Recreation Center	917,285	50,815	277,316	67,621	344,937	30.2%	342,908	(65,592)	-19.1%	223,119	
Central Park West	55,094	1,575	11,976	11,936	23,912	21.7%	19,804	(7,828)	-39.5%	10,660	
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,748,485</b>	<b>\$ 157,742</b>	<b>\$ 906,913</b>	<b>\$ 176,887</b>	<b>\$ 1,083,800</b>	<b>33.0%</b>	<b>\$ 1,027,894</b>	<b>\$ (120,981)</b>	<b>-11.8%</b>	<b>\$ 810,636</b>	
<b>TRANSFERS OUT</b>											
TRANSFERS OUT	\$ 250,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	-	N/A	\$ -
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 2,998,485</b>	<b>\$ 157,742</b>	<b>\$ 906,913</b>	<b>\$ 176,887</b>	<b>\$ 1,083,800</b>	<b>30.2%</b>	<b>\$ 1,027,894</b>	<b>\$ (120,981)</b>	<b>-11.8%</b>	<b>\$ 810,636</b>	
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (122,631)</b>	<b>\$ 412,083</b>	<b>\$ 1,322,863</b>	<b>\$ (176,887)</b>	<b>\$ 1,145,975</b>	<b>-1078.7%</b>	<b>\$ 882,583</b>	<b>\$ 440,280</b>	<b>49.9%</b>	<b>\$ 1,106,995</b>	

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

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

**Actuals- Unaudited**

	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Beginning Unassigned	\$ 1,090,740	\$ 1,202,472	\$ 1,859,112	\$ 1,967,945	\$ 2,001,520							
Monthly Net Surplus/(Deficit)	111,732	656,640	108,833	33,575	412,083							
Ending Unassigned	\$ 1,202,472	\$ 1,859,112	\$ 1,967,945	\$ 2,001,520	\$ 2,413,603							



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

**Oak Brook Park District**  
**Recreation Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through September 30 2021, 2020 and 2019**  
**41.67% completed (5 out of 12 months)**

	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance						FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year"
	Original Annual Budget	September 2021 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020 YTD Actual	Percent Change	Fiscal Year 2020/2021 YTD Actual
<b>REVENUES</b>										
Administration										
Property Taxes	\$ 1,250,250	\$ 400,154	\$ 1,188,903	\$ -	\$ 1,188,903	95.1%	\$ 829,121	\$ 359,782	43.4%	\$ 926,366
Personal Prop. Repl. Taxes	31,454	-	21,046	-	21,046	66.9%	13,445	7,601	56.5%	12,443
Investment Income	10,000	-	858	-	858	8.6%	7,579	(6,721)	-88.7%	4,495
Other	2,000	199	923	-	923	46.2%	850	73	8.6%	420
Fitness Center	687,837	30,535	149,813	-	149,813	21.8%	358,629	(208,816)	-58.2%	73,870
Aquatic Center	468,401	16,983	129,749	-	129,749	27.7%	219,614	(89,865)	-40.9%	83,462
Aquatic Recreation Prog.	697,617	20,924	211,753	-	211,753	30.4%	318,624	(106,871)	-33.5%	68,438
Children's Programs	231,035	94,097	239,720	-	239,720	103.8%	66,561	173,160	260.2%	55,311
Preschool Programs	269,592	26,433	70,831	-	70,831	26.3%	71,683	(852)	-1.2%	1,151
Youth Programs	214,498	5,523	136,721	-	136,721	63.7%	197,510	(60,789)	-30.8%	50,786
Adult Programs	47,745	3,027	21,611	-	21,611	45.3%	30,418	(8,807)	-29.0%	2,380
Pioneer Programs	67,400	3,465	24,540	-	24,540	36.4%	45,726	(21,186)	-46.3%	5,880
Special Events and Trips	135,770	6,387	30,778	-	30,778	22.7%	66,256	(35,478)	-53.5%	17,857
Marketing	49,000	500	1,750	-	1,750	3.6%	30,675	(28,925)	-94.3%	-
Capital Outlay	-	-	-	-	-	N/A	-	-	N/A	-
<b>TOTAL REVENUES</b>	<b>\$ 4,162,599</b>	<b>\$ 608,226</b>	<b>\$ 2,228,996</b>	<b>\$ -</b>	<b>\$ 2,228,996</b>	<b>53.5%</b>	<b>\$ 2,256,691</b>	<b>\$ (27,695)</b>	<b>-1.2%</b>	<b>\$ 1,302,858</b>
<b>EXPENDITURES</b>										
Administration	\$ 906,213	\$ 42,047	\$ 254,786	\$ 39,033	\$ 293,820	28.1%	\$ 266,518	\$ (11,732)	-4.4%	\$ 329,279
Fitness Center	463,454	17,509	119,215	36,228	155,443	25.7%	245,974	(126,759)	-51.5%	121,167
Aquatic Center	866,125	29,034	183,750	75,125	258,875	21.2%	315,288	(131,538)	-41.7%	224,595
Aquatic Recreation Prog.	320,182	2,772	77,158	753	77,911	24.1%	92,033	(14,875)	-16.2%	18,871
Children's Programs	190,904	2,591	59,304	5,277	64,581	31.1%	31,694	27,610	87.1%	11,387
Preschool Programs	237,585	16,015	35,612	1,726	37,337	15.0%	51,059	(15,447)	-30.3%	18,916
Youth Programs	154,120	2,560	40,118	339	40,457	26.0%	86,753	(46,635)	-53.8%	24,742
Adult Programs	35,704	620	2,748	5,205	7,953	7.7%	12,982	(10,235)	-78.8%	1,460
Pioneer Programs	140,370	6,147	35,622	2,852	38,474	25.4%	24,808	10,814	43.6%	3,654
Special Events and Trips	96,928	2,836	15,111	5,965	21,076	15.6%	53,941	(38,830)	-72.0%	15,653
Marketing	307,569	14,723	69,569	21,171	90,740	22.6%	128,238	(58,669)	-45.7%	104,386
Capital Outlay	289,000	-	130,036	76,451	206,487	45.0%	43,674	86,362	197.7%	138,944
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,008,153</b>	<b>\$ 136,853</b>	<b>\$ 1,023,027</b>	<b>\$ 270,126</b>	<b>\$ 1,293,153</b>	<b>25.5%</b>	<b>\$ 1,352,961</b>	<b>\$ (329,934)</b>	<b>-24.4%</b>	<b>\$ 1,013,055</b>
<b>TRANSFERS OUT</b>	<b>\$ 312,548</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>	<b>-</b>
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 4,320,701</b>	<b>\$ 136,853</b>	<b>\$ 1,023,027</b>	<b>\$ 270,126</b>	<b>\$ 1,293,153</b>	<b>23.7%</b>	<b>\$ 1,352,961</b>	<b>\$ (329,934)</b>	<b>-24.4%</b>	<b>\$ 1,013,055</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (158,102)</b>	<b>\$ 471,373</b>	<b>\$ 1,205,969</b>	<b>\$ (270,126)</b>	<b>\$ 935,844</b>	<b>-762.8%</b>	<b>\$ 903,730</b>	<b>\$ 302,239</b>	<b>33.4%</b>	<b>\$ 289,802</b>

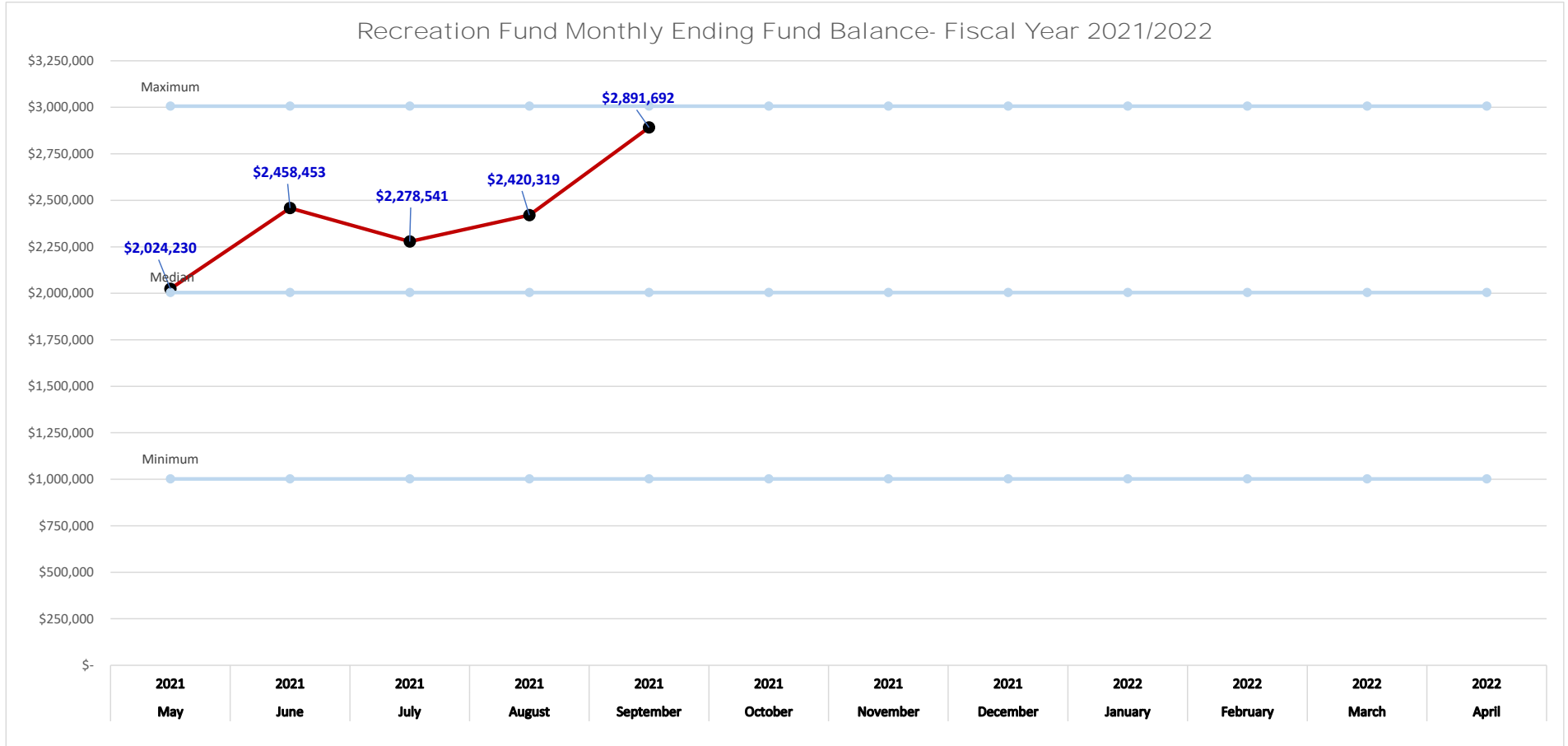
**Note>** Fiscal year 2021/2022 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2019/2020, the highlighted items reflect a variance of +/-10.00% or greater. Due to the significant impact that the COVID-19 pandemic had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



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

**Actuals- Unaudited**

	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Beginning Committed	\$ 1,685,723	\$ 2,024,230	\$ 2,458,453	\$ 2,278,541	\$ 2,420,319							
Monthly Net Surplus/(Deficit)	338,507	434,223	(179,912)	141,778	471,373							
Ending Committed	\$ 2,024,230	\$ 2,458,453	\$ 2,278,541	\$ 2,420,319	\$ 2,891,692							



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

**Oak Brook Park District**  
**Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited**  
**Fiscal Year-to-Date Activity through September 30 2021, 2020 and 2019**  
**41.67% completed (5 out of 12 months)**

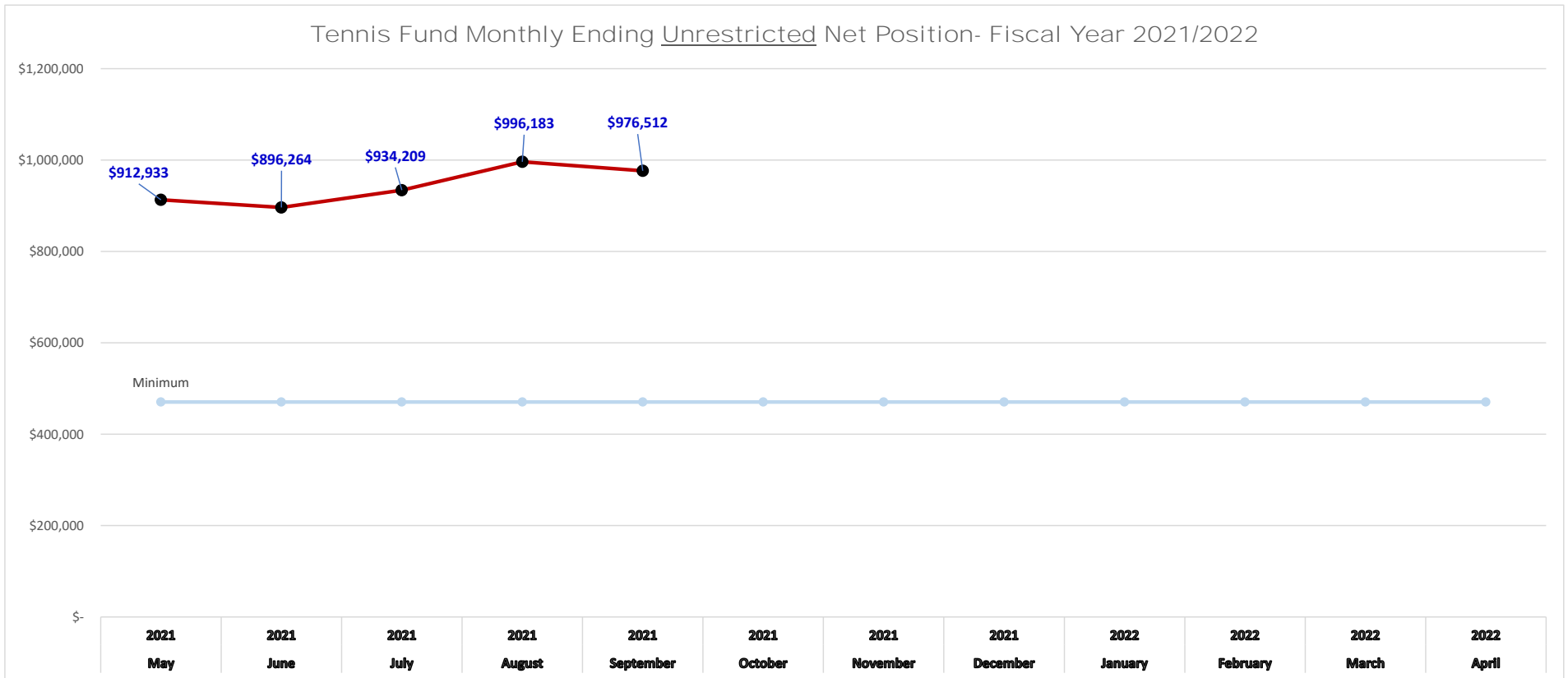
	Fiscal Year 2021/2022 Highlighted items reflect more than 8.33% variance						FY 2021/2022 compared to FY 2019/2020 Highlighted items reflect more than 10% variance			"Covid-19 Year"	
	Original Annual Budget	September 2021 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2019/2020 YTD Actual	FY 2021/2022 YTD Higher/(Lower) than 2019/2020			Fiscal Year 2020/2021 YTD Actual
								YTD Actual	YTD Actual		
<b>REVENUES</b>											
Administration	\$ 8,500	\$ 188	\$ 28,166	\$ -	\$ 28,166	331.4%	\$ 9,766	\$ 18,399	188.4%	\$ 9,933	
Building- Racquet Club	500	-	-	-	-	0.0%	479	(479)	-100.0%	-	
Programs- Racquet Club	1,803,000	104,441	749,514	-	749,514	41.6%	898,006	(148,493)	-16.5%	597,961	
<b>TOTAL REVENUES</b>	<b>\$ 1,812,000</b>	<b>\$ 104,629</b>	<b>\$ 777,679</b>	<b>\$ -</b>	<b>\$ 777,679</b>	<b>42.9%</b>	<b>\$ 908,252</b>	<b>\$ (130,573)</b>	<b>-14.4%</b>	<b>\$ 607,894</b>	
<b>EXPENSES</b>											
Administration	\$ 691,588	\$ 58,012	\$ 201,555	\$ 17,722	\$ 219,277	29.1%	\$ 200,515	\$ 1,040	0.5%	\$ 146,705	
Building- Racquet Club	375,829	14,842	89,973	110,698	200,671	23.9%	107,123	(17,150)	-16.0%	86,882	
Programs- Racquet Club	814,500	31,547	182,061	7,704	189,765	22.4%	220,049	(37,987)	-17.3%	159,894	
Capital Outlay	160,000	19,400	19,400	29,034	48,434	12.1%	45,243	(25,843)	-57.1%	49,600	
<b>TOTAL EXPENSES</b>	<b>\$ 2,041,916</b>	<b>\$ 123,801</b>	<b>\$ 492,990</b>	<b>\$ 165,158</b>	<b>\$ 658,147</b>	<b>24.1%</b>	<b>\$ 572,930</b>	<b>\$ (79,940)</b>	<b>-14.0%</b>	<b>\$ 443,081</b>	
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (229,916)</b>	<b>\$ (19,173)</b>	<b>\$ 284,690</b>	<b>\$ (165,158)</b>	<b>\$ 119,532</b>	<b>-123.8%</b>	<b>\$ 335,322</b>	<b>\$ (50,632)</b>	<b>-15.1%</b>	<b>\$ 164,813</b>	

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

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

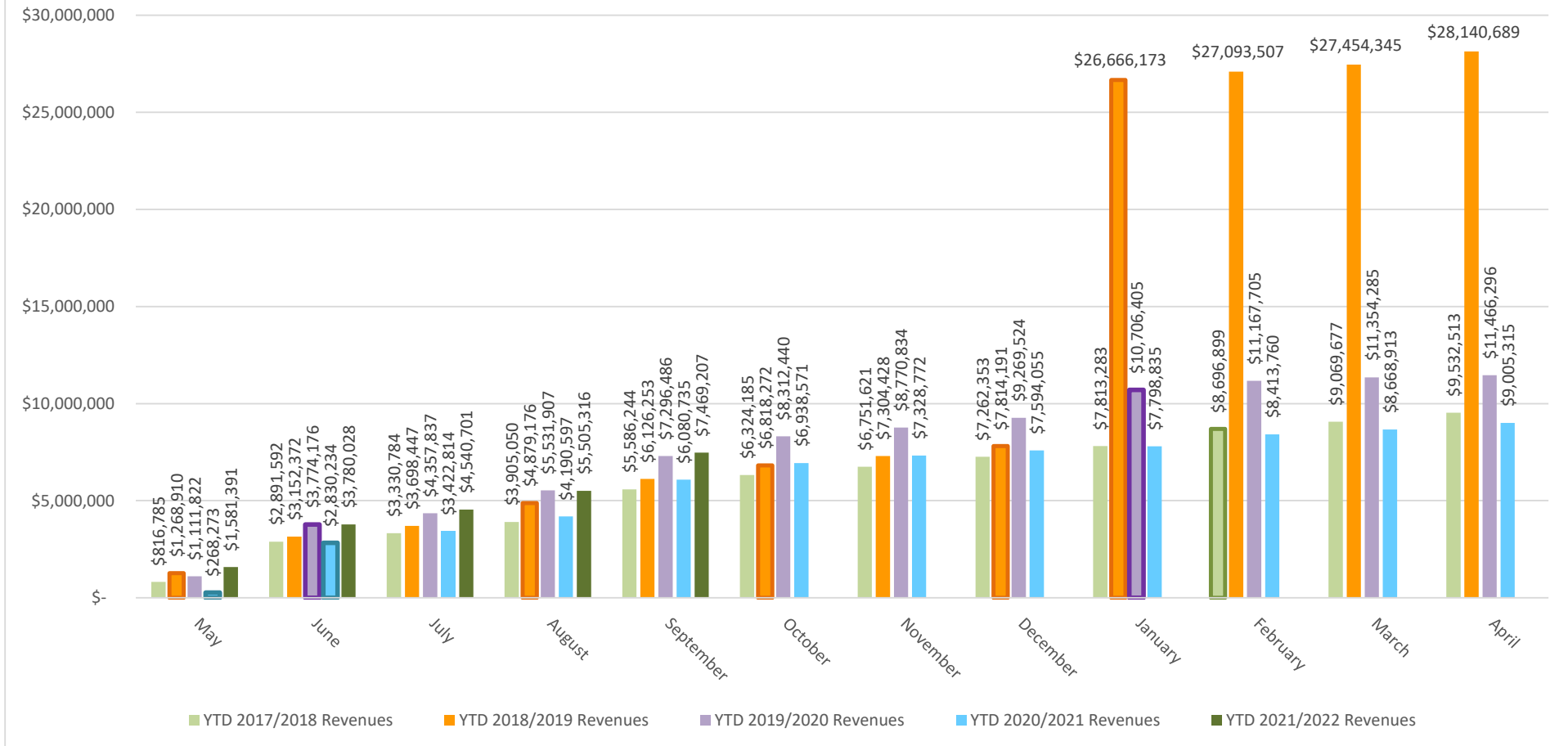
Actuals- Unaudited

	May 2021	June 2021	July 2021	August 2021	September 2021	October 2021	November 2021	December 2021	January 2022	February 2022	March 2022	April 2022
Beginning Investment in Capital Assets	\$ 1,695,849	\$ 1,695,849	\$ 1,695,849	1,695,849	1,695,849							
Beginning Unrestricted	711,222	912,933	896,264	934,209	996,183							
Monthly Net Surplus/(Deficit)	201,711	(16,669)	37,945	80,876	(19,173)							
Ending Investment in Capital Assets	1,695,849	1,695,849	1,695,849	1,695,849	1,715,249							
<b>Ending Unrestricted</b>	<b>912,933</b>	<b>896,264</b>	<b>934,209</b>	<b>996,183</b>	<b>976,512</b>							



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

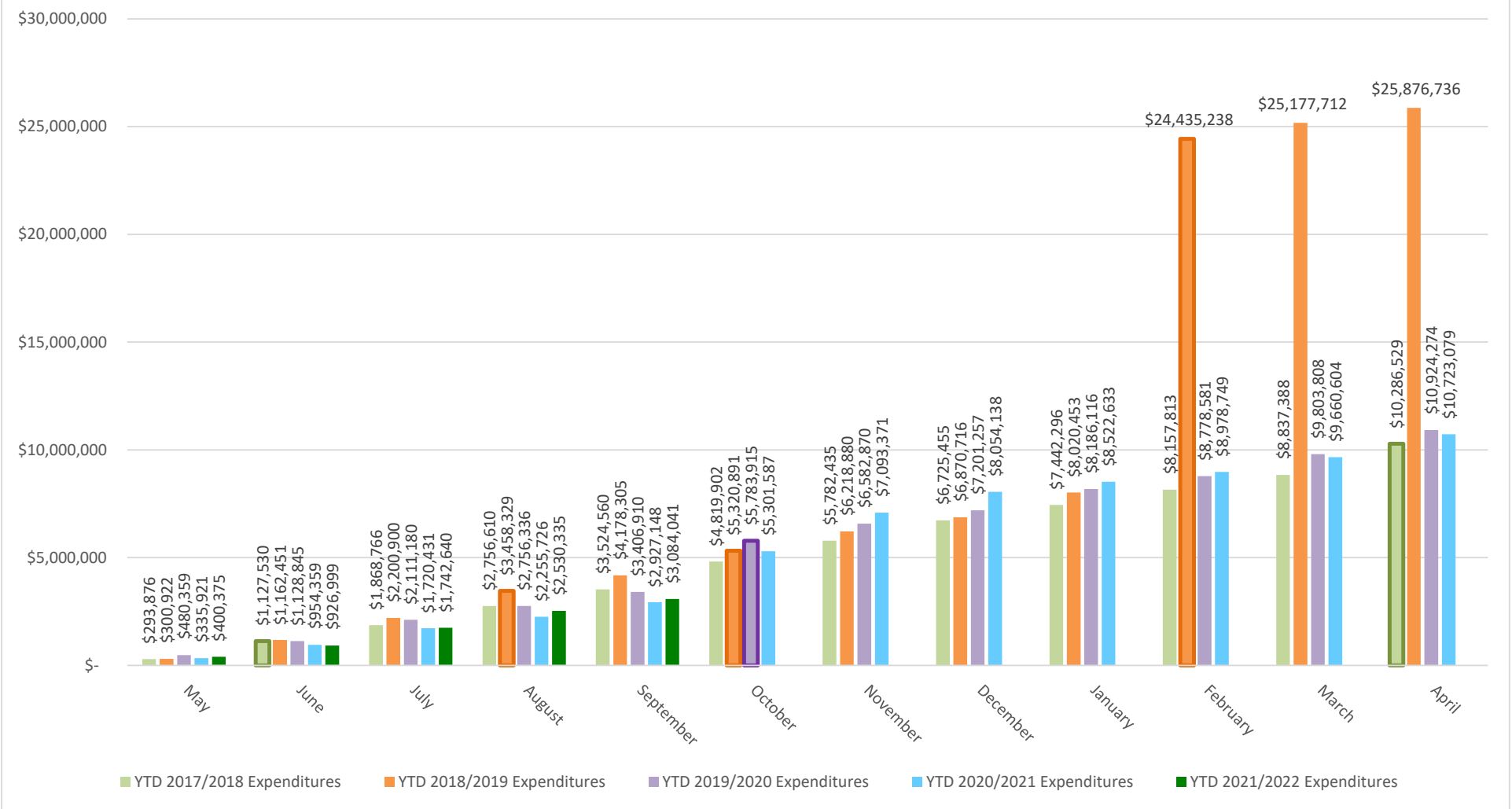
## Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



### NOTES

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

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



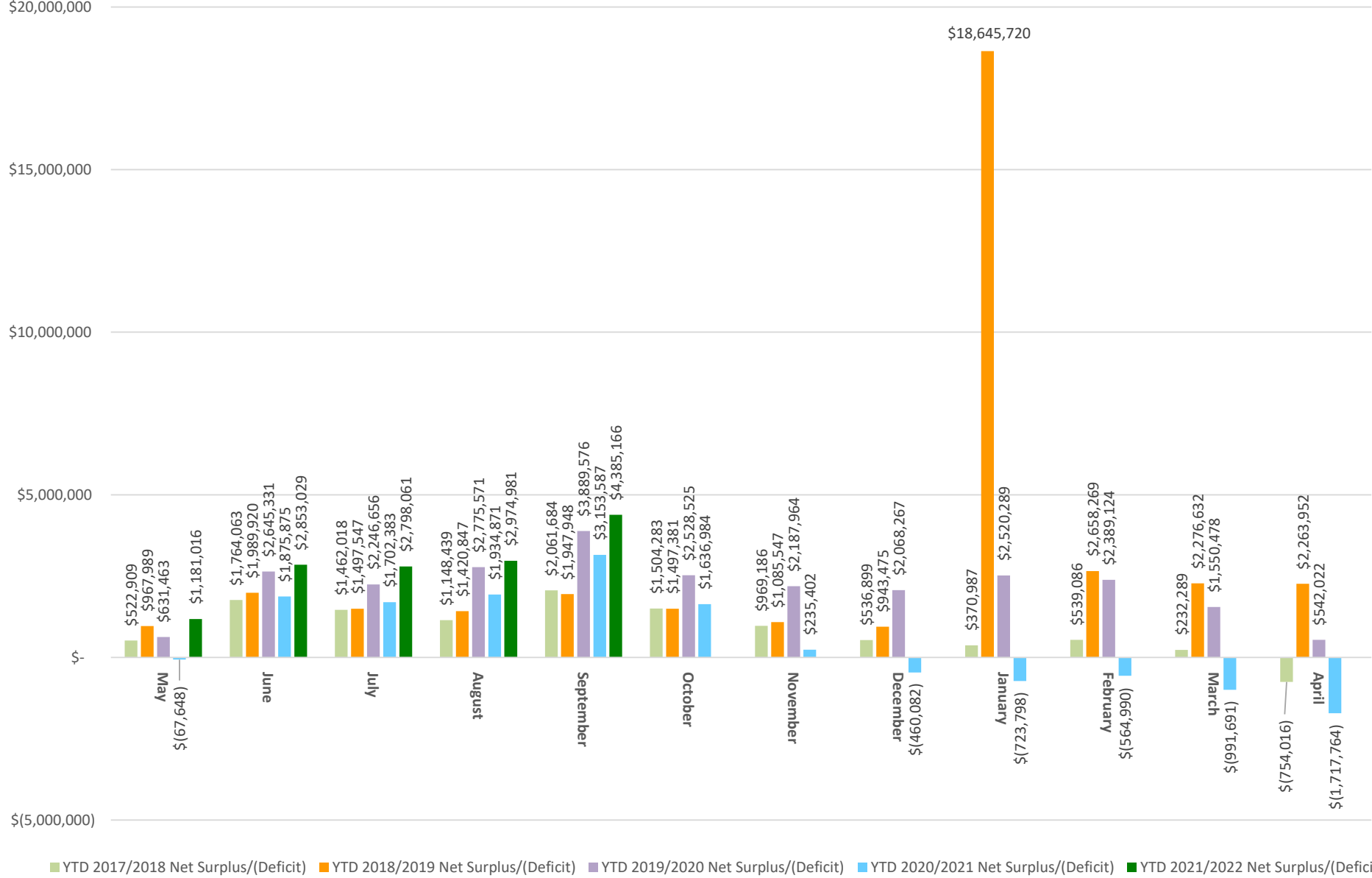
**NOTES**

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

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

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

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





**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENSE REPORT**  
**September 2021**

FUND NAME	FY 2021/2022 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (5 months)
<b>GENERAL CORPORATE FUND</b>			
REVENUES	\$ 2,875,855	\$ 569,824	\$ 2,229,776
EXPENDITURES	2,998,485	157,742	906,913
SURPLUS/(DEFICIT)	\$ (122,631)	\$ 412,083	\$ 1,322,863
<b>RECREATION FUND</b>			
REVENUES	\$ 4,162,599	\$ 608,226	\$ 2,228,996
EXPENDITURES	4,320,701	136,853	1,023,027
SURPLUS/(DEFICIT)	\$ (158,102)	\$ 471,373	\$ 1,205,969
<b>IMRF FUND</b>			
REVENUES	\$ 148,375	\$ 38,497	\$ 133,016
EXPENDITURES	205,000	14,784	75,862
SURPLUS/(DEFICIT)	\$ (56,625)	\$ 23,713	\$ 57,154
<b>LIABILITY INSURANCE FUND</b>			
REVENUES	\$ 137,439	\$ 41,750	\$ 129,029
EXPENDITURES	157,070	3,175	61,015
SURPLUS/(DEFICIT)	\$ (19,632)	\$ 38,576	\$ 68,014
<b>AUDIT FUND</b>			
REVENUES	\$ 12,168	\$ 4,338	\$ 12,909
EXPENDITURES	13,038	-	11,513
SURPLUS/(DEFICIT)	\$ (870)	\$ 4,338	\$ 1,396
<b>DEBT SERVICE FUND</b>			
REVENUES	\$ 1,845,042	\$ 501,548	\$ 1,490,192
EXPENDITURES	1,830,142	9,338	13,656
SURPLUS/(DEFICIT)	\$ 14,900	\$ 492,210	\$ 1,476,536
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>			
REVENUES	\$ 1,812,000	\$ 104,629	\$ 777,679
EXPENSES	2,041,916	123,801	492,990
SURPLUS/(DEFICIT)	\$ (229,916)	\$ (19,173)	\$ 284,690



**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENSE REPORT**  
**September 2021**

<b>FUND NAME</b>	<b>FY 2021/2022 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (5 months)</b>
<b>SPORTS CORE FUND</b>			
REVENUES	\$ 445,638	\$ 20,393	\$ 285,745
EXPENDITURES	413,922	17,787	227,309
SURPLUS/(DEFICIT)	\$ 31,716	\$ 2,606	\$ 58,436
<b>SPECIAL RECREATION FUND</b>			
REVENUES	\$ 72,969	\$ 18,435	\$ 54,783
EXPENDITURES	130,194	1,169	36,775
SURPLUS/(DEFICIT)	\$ (57,225)	\$ 17,266	\$ 18,008
<b>CAPITAL PROJECT FUND</b>			
REVENUES	\$ 503,000	\$ -	\$ 271
EXPENDITURES	405,500	92,700	137,881
SURPLUS/(DEFICIT)	\$ 97,500	\$ (92,700)	\$ (137,610)
<b>SOCIAL SECURITY FUND</b>			
REVENUES	\$ 139,081	\$ 38,497	\$ 126,811
EXPENDITURES	235,000	16,680	97,100
SURPLUS/(DEFICIT)	\$ (95,919)	\$ 21,818	\$ 29,710
<b>CONSOLIDATED SUMMARY</b>			
REVENUES	\$ 12,154,165	\$ 1,946,137	\$ 7,469,207
EXPENDITURES	12,750,968	574,028	3,084,041
SURPLUS/(DEFICIT)	\$ (596,802)	\$ 1,372,109	\$ 4,385,166



**OAK BROOK PARK DISTRICT  
CONSOLIDATED REVENUES AND EXPENDITURES REPORT  
September 2021**

	<b>CONSOLIDATED TOTALS</b>
<b>REVENUES</b>	
Property Taxes	\$ 1,558,323
Replacement Taxes	-
Recreation Program Fees	243,373
Fitness Center Fees	30,535
Aquatic Center & Program Fees	37,907
Marketing	500
Sports Core - Fields	20,013
Sports Core - Aquatics	170
Sports Core - Tennis	210
FRC Rental/Member Fees	26,673
CPW Building Rentals	595
Field Rentals- Central Park	22,480
Field Rentals- Central Park North	2,338
Interest	-
Grant Proceeds	-
Transfers	-
Donations	-
Sponsorship	-
Overhead Revenue	-
Miscellaneous	3,022
<b>TOTAL- REVENUES</b>	<b>\$ 1,946,138</b>
<b>EXPENDITURES/EXPENSES</b>	
Accounts Payable and Other	\$ 168,098
Overhead Expenditures	-
September Payroll and Related Benefits	405,930
<b>TOTAL EXPENDITURES/EXPENSES</b>	<b>\$ 574,028</b>
 <b>NET REVENUES/(EXPENDITURES/EXPENSES)</b>	 <b>\$ 1,372,110</b>

**Oak Brook Park District  
Consolidated Balance Sheet  
As of September 30, 2021**

**ASSETS**

	<b>Consolidated Totals</b>
<b>Current Assets</b>	
Cash and Investments	\$ 8,758,574
Receivables - Net of Allowances	
Property Taxes	4,805,629
Accounts	880,615
Due from Other Funds	-
Prepays	216,605
Inventories	<u>18,191</u>
Total Current Assets	<u>\$ 14,679,613</u>
<b>Noncurrent Assets</b>	
Capital Assets	
Non-depreciable	\$ 40,475
Depreciable	5,153,403
Accumulated Depreciation	<u>(3,498,029)</u>
Total Noncurrent Assets	<u>\$ 1,695,849</u>
Total Assets	\$ 16,375,463

**DEFERRED OUTFLOWS OF RESOURCES**

Deferred Items-IMRF	\$ 46,593
<b>Total Assets and Deferred outflows of Resources</b>	<b><u>\$ 16,422,056</u></b>

**LIABILITIES**

<b>Current Liabilities</b>	
Accounts Payable	\$ 46,125
Accrued Payroll	17,643
Retainage Payable	99,165
Unearned Revenue	644,630
Due To Other Funds	-
Unclaimed Property	<u>3,635</u>
Total Current Liabilities	<u>\$ 811,198</u>
<b>Noncurrent Liabilities</b>	
Compensated Absences Payable	\$ 17,154
Net Pension Liability - IMRF	(104,738)
Total OPEB Liability - RBP	<u>86,345</u>
Total Noncurrent Liabilities	<u>\$ (1,239)</u>
Total Liabilities	\$ 809,959

**DEFERRED INFLOWS OF RESOURCES**

Deferred Items - IMRF	\$ 224,437
Property Taxes	4,805,629
<b>Total Liabilities and Deferred Inflows of Resources</b>	<b><u>\$ 5,840,026</u></b>

**FUND/NET POSITION BALANCES**

Net Investment in Capital Assets	\$ 1,715,249
Non-spendable	-
Restricted	1,916,577
Committed	3,560,090
Unassigned/Unrestricted	<u>3,390,114</u>
<b>Total Fund Balances</b>	<b><u>\$ 10,582,030</u></b>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balances</b>	<b><u>\$ 16,422,056</u></b>

**OAK BROOK PARK DISTRICT**  
**Treasurer's Report- As of September 30, 2021**

<b>Investment Type</b>	<b>Bank/Institution</b>	<b>Balance</b>	<b>Rate/APY</b>	<b>Description/Note</b>	<b>Concentration Percentage</b>
<b><u>Money Market</u></b>					
	Evergreen Bank	\$ 5,851,953.14	0.20%	Interest-bearing	91.50%
	Hinsdale Bank	261,610.21 *	0.02%	Interest-bearing	4.09%
	Sub-Total:	<u>\$ 6,113,563.35</u>			<u>95.59%</u>
<b><u>Savings</u></b>					
	Evergreen Bank	\$ 96,841.80	0.65%	Interest-bearing (Insured Cash Sweep)	1.51%
<b><u>Checking</u></b>					
	Fifth Third Bank	\$ 129,938.38	0.10%	Interest-bearing	2.03%
<b><u>Investment Pool</u></b>					
	The Illinois Funds	\$ 55,109.10	0.02%	Illinois Public Treasurers' Investment Pool	0.86%
	<b>Grand Total Investments:</b>	<u><u>\$ 6,395,452.63</u></u>			<u><u>100.00%</u></u>

**Benchmark**

**Three-month U.S.  
Treasury Bill**

0.043%

Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government

\* Balance and yield rate have been estimated because the bank statement for the month ending September 30, 2021 was not available as of the date of this schedule.

**Oak Brook Park District**  
**Schedule of Capital Expenditures/Expenses**  
**As of September 30, 2021**

DESCRIPTION	VENDOR	Year-to-Date Expenditures
<b>Capital Project Fund</b>		
Splash Island plexiglass	Bear Metal Welding	\$ 11,750.00
New Ford Explorer- Fire extinguisher, floor mats	Various	272.11
Pickleball posts	Pickleballcentral.com	289.99
Central Park North monument & field signage	Parvin-Clauss Sign Company, Inc.	17,566.00
Legal fees- FRC roof, asphalt paving, monument signs	Robbins Schwartz	2,300.00
Kubota RTV utility vehicle	Russo	16,078.99
Way finding signage- Central Park North	Alphagraphics, NPN360	2,803.56
FRC roof improvements	Top Roofing	92,700.00
	<b>SUBTOTAL BALANCE</b>	<b>\$ 143,760.65</b>
<b>Recreation Fund</b>		
Fitness equipment- capital lease payment No. 2 of 3	Lease Servicing Center	\$ 39,111.66
Skid steer and trailer	Big Tex Trailer, Arends Hogan Walker	50,184.54
Outdoor pickleball courts (prev. basketball courts)	Perm-A-Seal	21,575.00
Fencing for pickleball courts	Peerless Fence	17,980.00
Signage posts for Central Park signage	McMaster-Carr	1,184.90
	<b>SUBTOTAL BALANCE</b>	<b>\$ 130,036.10</b>
<b>Tennis Fund</b>		
Tennis Center Roof Improvement Project		\$ 18,600.00
Legal fees- Outdoor courts resurfacing project		\$ 800.00
	<b>SUBTOTAL BALANCE</b>	<b>\$ 19,400.00</b>
<b>Special Recreation Fund</b>		
		\$ -
	<b>SUBTOTAL BALANCE</b>	<b>\$ -</b>
<b>TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES</b>		<b>\$ 293,196.75</b>

Warrant

PAID  
 Warrant 652

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
42517	DORIE SIMMERER	09/07/2021	09/30/2021	55.00	0.00	Paid	Y
42463	EUCLID BEVERAGE LLC	09/16/2021	09/16/2021	1,427.00	0.00	Paid	Y
42627	JOSEPH ADKINS	10/11/2021	10/15/2021	300.00	0.00	Paid	Y
42516	MEREDITH WERNER	08/17/2021	09/30/2021	425.00	0.00	Paid	Y
42461	PETTY CASH-RECREATION DEPT.	09/14/2021	09/16/2021	475.00	0.00	Paid	Y
42462	RECORD-A-HIT-ENTERTAINMENT	09/14/2021	09/16/2021	917.50	0.00	Paid	Y
42460	TOP ROOFING	08/25/2021	09/14/2021	92,700.00	0.00	Paid	Y
42501	VILLAGE OF OAK BROOK	09/09/2021	09/30/2021	126.90	0.00	Paid	Y
42502	VILLAGE OF OAK BROOK	09/09/2021	09/30/2021	56.76	0.00	Paid	Y
42503	VILLAGE OF OAK BROOK	09/09/2021	09/30/2021	80.14	0.00	Paid	Y
42514	VILLAGE OF OAK BROOK	09/09/2021	09/30/2021	4,814.59	0.00	Paid	Y
42515	VILLAGE OF OAK BROOK	09/09/2021	09/30/2021	45.07	0.00	Paid	Y

# of Invoices:	12	# Due:	0	Totals:	101,422.96	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					101,422.96	0.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	1,385.62	0.00
02 - RECREATION FUND	7,210.44	0.00
07 - RECREATIONAL FACILITIES FUND	126.90	0.00
12 - CAPITAL PROJECTS FUND	92,700.00	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	1,492.92	0.00
05 - CENTRAL PARK	125.21	0.00
15 - BUILDING/RECREATION CENTER	1,203.65	0.00
20 - CENTRAL PARK WEST	56.76	0.00
21 - FITNESS CENTER	962.92	0.00
25 - AQUATIC CENTER	1,685.10	0.00
60 - SPECIAL EVENTS & TRIPS	3,069.50	0.00
71 - BUILDING/RACQUET CLUB	126.90	0.00
95 - CAPITAL PROJECTS FUND	92,700.00	0.00

OPEN

Warrant 652

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
42591	ABC MECHANICAL	10/01/2021	10/18/2021	742.50	742.50	Open	N
42597	ACCU-PAVING CO.	09/03/2021	10/18/2021	95,037.66	95,037.66	Open	N
42574	ACCURATE CONSTRUCTION AND	09/09/2021	10/18/2021	14,150.00	14,150.00	Open	N
42507	ADVANCED DISPOSAL	08/31/2021	10/18/2021	649.50	649.50	Open	N
42556	ALPHA GRAPHICS	09/24/2021	10/18/2021	237.68	237.68	Open	N
42557	ALPHA GRAPHICS	09/24/2021	10/18/2021	178.03	178.03	Open	N
42558	ALPHA GRAPHICS	09/10/2021	10/18/2021	95.77	95.77	Open	N
42559	ALPHA GRAPHICS	09/10/2021	10/18/2021	165.64	165.64	Open	N
42498	ANDERSON ELEVATOR CO.	08/30/2021	10/18/2021	230.00	230.00	Open	N
42572	ANDERSON ELEVATOR CO.	09/23/2021	10/18/2021	590.00	590.00	Open	N
42573	ANDERSON ELEVATOR CO.	08/30/2021	10/18/2021	230.00	230.00	Open	N
42489	AQUA PURE ENTERPRISES, INC.	08/31/2021	10/18/2021	822.31	822.31	Open	N
42607	AQUA PURE ENTERPRISES, INC.	09/30/2021	10/18/2021	1,103.45	1,103.45	Open	N
42616	BOB JOHNSON	09/29/2021	10/18/2021	252.96	252.96	Open	N
42604	BURRIS EQUIPMENT COMPANY	09/30/2021	10/18/2021	214.68	214.68	Open	N
42464*	CARDMEMBER SERVICE	08/26/2021	10/16/2021	105.00	105.00	Open	N
42465	CARDMEMBER SERVICE	08/26/2021	10/16/2021	216.45	216.45	Open	N
42466	CARDMEMBER SERVICE	08/26/2021	10/16/2021	450.76	450.76	Open	N
42467	CARDMEMBER SERVICE	08/26/2021	10/16/2021	296.11	296.11	Open	N
42468	CARDMEMBER SERVICE	08/26/2021	10/16/2021	47.28	47.28	Open	N
42469	CARDMEMBER SERVICE	08/26/2021	10/16/2021	14.00	14.00	Open	N
42470	CARDMEMBER SERVICE	08/26/2021	10/16/2021	1,214.84	1,214.84	Open	N
42471	CARDMEMBER SERVICE	08/26/2021	10/16/2021	133.92	133.92	Open	N
42472	CARDMEMBER SERVICE	08/26/2021	10/16/2021	3,371.94	3,371.94	Open	N
42473	CARDMEMBER SERVICE	08/26/2021	10/16/2021	95.35	95.35	Open	N
42474	CARDMEMBER SERVICE	08/26/2021	10/16/2021	60.21	60.21	Open	N
42475	CARDMEMBER SERVICE	08/26/2021	10/16/2021	6,575.94	6,575.94	Open	N
42476	CARDMEMBER SERVICE	08/26/2021	10/16/2021	8,655.86	8,655.86	Open	N
42477*	CARDMEMBER SERVICE	08/26/2021	10/16/2021	808.78	808.78	Open	N
42478*	CARDMEMBER SERVICE	08/26/2021	10/16/2021	333.31	333.31	Open	N
42479	CARDMEMBER SERVICE	08/26/2021	10/16/2021	2,134.04	2,134.04	Open	N
42480	CARDMEMBER SERVICE	08/26/2021	10/16/2021	439.04	439.04	Open	N
42481*	CARDMEMBER SERVICE	08/26/2021	10/16/2021	205.62	205.62	Open	N
42482	CARDMEMBER SERVICE	08/26/2021	10/16/2021	6,061.18	6,061.18	Open	N
42483*	CARDMEMBER SERVICE	08/26/2021	10/16/2021	527.01	527.01	Open	N
42500	CARDMEMBER SERVICE	08/26/2021	10/16/2021	210.65	210.65	Open	N
42600	CATAPULT	09/29/2021	10/18/2021	133.00	133.00	Open	N
42544	CERTAPRO PAINTERS OF CLAREDON HILL	09/29/2021	10/18/2021	11,750.00	11,750.00	Open	N
42518	CHICAGO FILTER SUPPLY	08/24/2021	10/18/2021	316.46	316.46	Open	N
42580	CLARKE ENVIRONMENTAL MOSQUITO	10/05/2021	10/18/2021	2,184.00	2,184.00	Open	N
42601	DAILY HERALD	09/26/2021	10/18/2021	178.20	178.20	Open	N
42487	DAVEY RESOURCE GROUP INC	09/07/2021	10/18/2021	3,716.85	3,716.85	Open	N
42488	DAVEY RESOURCE GROUP INC	09/07/2021	10/18/2021	1,185.00	1,185.00	Open	N
42611	DIRECT ENERGY BUSINESS	09/08/2021	10/18/2021	15,699.58	15,699.58	Open	N
42526	DIRECT ENERGY BUSINESS	09/21/2021	10/18/2021	18.41	18.41	Open	N
42527	DIRECT ENERGY BUSINESS	09/21/2021	10/18/2021	522.73	522.73	Open	N
42511	DORIN IACOB	08/30/2021	10/18/2021	113.50	113.50	Open	N

EXP CHECK RUN DATES 09/14/2021 - 10/18/2021

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
42528	EBEL'S ACE HARDWARE #8313	09/20/2021	10/18/2021	102.29	102.29	Open	N
42529	EBEL'S ACE HARDWARE #8313	09/22/2021	10/18/2021	8.98	8.98	Open	N
42519	ELMHURST MEMORIAL OCCUPATIONAL	08/31/2021	10/18/2021	93.00	93.00	Open	N
42520	ENERGIZE SPORTZ	09/22/2021	10/18/2021	1,405.60	1,405.60	Open	N
42505	EWING IRRIGATION PRODUCTS INC	08/25/2021	10/18/2021	288.23	288.23	Open	N
42539	FED EX	09/08/2021	10/18/2021	42.76	42.76	Open	N
42484	FITNESS EQUIPMENT SERVICES	08/19/2021	10/18/2021	550.00	550.00	Open	N
42548	FITZGERALD LIGHTING & MAINT CO	09/17/2021	10/18/2021	1,226.50	1,226.50	Open	N
42612	FLAGG CREEK WATER RECLAMATION	09/27/2021	10/18/2021	1,767.81	1,767.81	Open	N
42613	FLAGG CREEK WATER RECLAMATION	09/27/2021	10/18/2021	26.87	26.87	Open	N
42614	FLAGG CREEK WATER RECLAMATION	09/27/2021	10/18/2021	44.57	44.57	Open	N
42615	FLAGG CREEK WATER RECLAMATION	09/27/2021	10/18/2021	32.77	32.77	Open	N
42536	FULLIFE SAFETY CENTER	09/27/2021	10/18/2021	77.50	77.50	Open	N
42494	GREAT LAKES CONCRETE	09/09/2021	10/18/2021	19.60	19.60	Open	N
42495	GREAT LAKES CONCRETE, LLC	09/01/2021	10/18/2021	93.92	93.92	Open	N
42550	HAGG PRESS	10/06/2021	10/18/2021	185.00	185.00	Open	N
42551	HAGG PRESS	10/01/2021	10/18/2021	191.00	191.00	Open	N
42552	HAGG PRESS	09/27/2021	10/18/2021	195.00	195.00	Open	N
42553	HAGG PRESS	09/21/2021	10/18/2021	78.00	78.00	Open	N
42554	HAGG PRESS	09/14/2021	10/18/2021	409.00	409.00	Open	N
42560	HAGG PRESS	09/09/2021	10/18/2021	502.00	502.00	Open	N
42594	HALOGEN SUPPLY COMPANY, INC.	09/24/2021	10/18/2021	1,150.00	1,150.00	Open	N
42510	HI TOUCH BUSINESS SERVICES	08/27/2021	10/18/2021	12.29	12.29	Open	N
42621	HOME DEPOT CREDIT SERVICES	09/28/2021	10/18/2021	124.17	124.17	Open	N
42622	HOME DEPOT CREDIT SERVICES	09/28/2021	10/18/2021	144.23	144.23	Open	N
42623	HOME DEPOT CREDIT SERVICES	09/28/2021	10/18/2021	47.88	47.88	Open	N
42624	HOME DEPOT CREDIT SERVICES	09/28/2021	10/18/2021	60.78	60.78	Open	N
42490	HP PRODUCTS	09/30/2021	10/18/2021	739.75	739.75	Open	N
42491	HP PRODUCTS	08/17/2021	10/18/2021	2,837.04	2,837.04	Open	N
42562	HP PRODUCTS	09/28/2021	10/18/2021	1,637.54	1,637.54	Open	N
42504	ILLINOIS DEPARTMENT OF	09/16/2021	10/18/2021	578.50	578.50	Open	N
42523	JAMES LEZATTE	09/17/2021	10/18/2021	5,859.90	5,859.90	Open	N
42619	JONES TRAVEL	09/21/2021	10/18/2021	1,300.00	1,300.00	Open	N
42589	JULIA BACHRACH CONSULTING LLC	10/04/2021	10/18/2021	750.00	750.00	Open	N
42508	KONICA MINOLTA BUSINESS	08/31/2021	10/18/2021	16.10	16.10	Open	N
42593	KONICA MINOLTA BUSINESS	08/31/2021	10/18/2021	451.42	451.42	Open	N
42598	LARA SULEIMAN	10/06/2021	10/18/2021	982.46	982.46	Open	N
42530	LAURE KOSEY	09/20/2021	10/18/2021	93.68	93.68	Open	N
42592	LAUTERBACH & AMEN LLP	08/23/2021	10/18/2021	2,550.00	2,550.00	Open	N
42595	LENNO LASN	08/31/2021	10/18/2021	233.00	233.00	Open	N
42596	LENNO LASN	09/30/2021	10/18/2021	529.00	529.00	Open	N
42509	MARKET ACCESS CORP.	09/15/2021	10/18/2021	565.00	565.00	Open	N
42578	MCHENRY SAVINGS BANK	07/26/2021	10/18/2021	334,604.80	334,604.80	Open	N
42535	McMASTER-CARR	09/13/2021	10/18/2021	96.31	96.31	Open	N
42602	McMASTER-CARR	09/28/2021	10/18/2021	15.97	15.97	Open	N
42603	McMASTER-CARR	09/27/2021	10/18/2021	72.05	72.05	Open	N
42585	NEXT GENERATION	09/22/2021	10/18/2021	407.25	407.25	Open	N



User: msalinas

EXP CHECK RUN DATES 09/14/2021 - 10/18/2021

DB: Oak Brook Park L

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
42586	NEXT GENERATION	09/24/2021	10/18/2021	3,225.00	3,225.00	Open	N
42541	NICOR GAS	09/13/2021	10/18/2021	183.28	183.28	Open	N
42542	NICOR GAS	09/13/2021	10/18/2021	537.66	537.66	Open	N
42565	NuTOYS	09/22/2021	10/18/2021	1,857.00	1,857.00	Open	N
42576	OAK BROOK PARK DISTRICT	07/26/2021	10/18/2021	2,289.85	2,289.85	Open	N
42522	OAKBROOK TERRACE PARK DISTRICT	09/11/2021	10/18/2021	34.20	34.20	Open	N
42555	P.D.R.M.A.	10/07/2021	10/18/2021	199.00	199.00	Open	N
42579	PARKREATION, INC.	09/30/2021	10/18/2021	761.14	761.14	Open	N
42486	PERMA-SEAL BASEMENT SYSTEMS, INC	08/18/2021	10/18/2021	18,433.75	18,433.75	Open	N
42513	PETTY CASH - CORPORATE ADMIN.	09/24/2021	10/18/2021	160.75	160.75	Open	N
42512	PETTY CASH-RECREATION DEPT.	09/24/2021	10/18/2021	537.79	537.79	Open	N
42497	PFEIFFER'S PEST CONTROL	08/31/2021	10/18/2021	200.00	200.00	Open	N
42524	PFEIFFER'S PEST CONTROL	09/22/2021	10/18/2021	200.00	200.00	Open	N
42609	PFEIFFER'S PEST CONTROL	09/22/2021	10/18/2021	200.00	200.00	Open	N
42575	PIONEER MANUFACTURING CO.	09/08/2021	10/18/2021	98.00	98.00	Open	N
42561	PROVEN BUSINESS SYSTEMS	09/08/2021	10/18/2021	483.25	483.25	Open	N
42584	PROVEN BUSINESS SYSTEMS	09/08/2021	10/18/2021	322.00	322.00	Open	N
42543	QUEST DIAGNOSTICS	09/29/2021	10/18/2021	86.64	86.64	Open	N
42547	RUSSO POWER EQUIPMENT	09/28/2021	10/18/2021	3,340.00	3,340.00	Open	N
42546	SERVICE MASTER	09/09/2021	10/18/2021	3,120.00	3,120.00	Open	N
42566	SERVICE SANITATION, INC.	09/17/2021	10/18/2021	101.50	101.50	Open	N
42567	SERVICE SANITATION, INC.	09/17/2021	10/18/2021	222.50	222.50	Open	N
42568	SERVICE SANITATION, INC.	10/05/2021	10/18/2021	515.00	515.00	Open	N
42569	SERVICE SANITATION, INC.	09/17/2021	10/18/2021	404.00	404.00	Open	N
42570	SERVICE SANITATION, INC.	09/17/2021	10/18/2021	242.00	242.00	Open	N
42605	SERVICE SANITATION, INC.	09/16/2021	10/18/2021	250.00	250.00	Open	N
42599	SHARON KNITTER	09/29/2021	10/18/2021	978.95	978.95	Open	N
42610	SMART INDUSTRY PRODUCTS	07/29/2021	10/18/2021	145.00	145.00	Open	N
42485	SONITROL CHICAGOLAND WEST	08/12/2021	10/18/2021	3,523.32	3,523.32	Open	N
42581	STERLING NETWORK INTEGRATION	09/22/2021	10/18/2021	580.00	580.00	Open	N
42545	SUBURBAN FAMILY MAGAZINE	08/02/2021	10/18/2021	335.00	335.00	Open	N
42492	TAMELING INDUSTRIES INC.	09/09/2021	10/18/2021	399.03	399.03	Open	N
42617	TAMELING INDUSTRIES INC.	09/30/2021	10/18/2021	1,061.00	1,061.00	Open	N
42493	THE LIFEGUARD STORE	08/13/2021	10/18/2021	87.00	87.00	Open	N
42582	THINKGARD LLC	09/01/2021	10/18/2021	999.00	999.00	Open	N
42583	THINKGARD LLC	10/01/2021	10/18/2021	999.00	999.00	Open	N
42620	TOP ROOFING	09/30/2021	10/18/2021	56,660.40	56,660.40	Open	N
42537	TRUGREEN	09/28/2021	10/18/2021	316.00	316.00	Open	N
42538	TRUGREEN	09/28/2021	10/18/2021	150.00	150.00	Open	N
42549	TRUGREEN	09/17/2021	10/18/2021	4,570.00	4,570.00	Open	N
42525	TYCO INTEGRATED SECURITY LLC	09/11/2021	10/18/2021	228.98	228.98	Open	N
42588	TYCO INTEGRATED SECURITY LLC	09/11/2021	10/18/2021	228.98	228.98	Open	N
42577	UMB BANK N.A.	07/26/2021	10/18/2021	901,856.26	901,856.26	Open	N
42618	UNITED LABORATORIES	09/30/2021	10/18/2021	258.89	258.89	Open	N
42590	UPLAND DESIGN LTD	10/01/2021	10/18/2021	1,537.44	1,537.44	Open	N
42608	UPLAND DESIGN LTD	09/23/2021	10/18/2021	13,825.92	13,825.92	Open	N
42531	VILLA PARK ELECTRICAL SUPPLY	09/20/2021	10/18/2021	34.42	34.42	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 09/14/2021 - 10/18/2021  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
42532	VILLA PARK ELECTRICAL SUPPLY	09/27/2021	10/18/2021	161.40	161.40	Open	N
42533	VILLA PARK ELECTRICAL SUPPLY	09/17/2021	10/18/2021	(38.25)	(38.25)	Open	N
42534	VILLA PARK ELECTRICAL SUPPLY	09/01/2021	10/18/2021	19.67	19.67	Open	N
42625	VILLA PARK ELECTRICAL SUPPLY	09/21/2021	10/18/2021	600.04	600.04	Open	N
42626	VILLA PARK ELECTRICAL SUPPLY	08/19/2021	10/18/2021	351.00	351.00	Open	N
42496	VILLAGE OF OAK BROOK	08/23/2021	10/18/2021	863.00	863.00	Open	N
42587	VILLAGE OF OAK BROOK	09/21/2021	10/18/2021	150.00	150.00	Open	N
42499	VILLAGE OF OAK BROOK	08/31/2021	10/18/2021	260.00	260.00	Open	N
42506	WAREHOUSE DIRECT WORKPLACE	09/02/2021	10/18/2021	57.50	57.50	Open	N
42521	WAREHOUSE DIRECT WORKPLACE	07/19/2021	10/18/2021	115.42	115.42	Open	N
42563	WAREHOUSE DIRECT WORKPLACE	09/10/2021	10/18/2021	24.75	24.75	Open	N
42564	WAREHOUSE DIRECT WORKPLACE	09/10/2021	10/18/2021	24.75	24.75	Open	N
42540	WILD ONES	09/29/2021	10/18/2021	90.00	90.00	Open	N
42571	WILSON SPORTING GOODS	09/23/2021	10/18/2021	103.20	103.20	Open	N
42606	WINDY CITY NINJAS	09/13/2021	10/18/2021	200.00	200.00	Open	N

# of Invoices: 155 # Due: 155  
 # of Credit Memos: 1 # Due: 1

Totals: 1,575,474.35 1,575,474.35  
 Totals: (38.25) (38.25)

Net of Invoices and Credit Memos: 1,575,436.10 1,575,436.10

\* 5 Net Invoices have Credits Totalling: (72.19)

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			53,134.45	53,134.45		
	02 - RECREATION FUND			107,787.86	107,787.86		
	04 - LIABILITY INSURANCE FUND			578.50	578.50		
	06 - DEBT SERVICE FUND			1,236,461.06	1,236,461.06		
	07 - RECREATIONAL FACILITIES FUND			47,559.71	47,559.71		
	08 - SPORTS CORE			13,693.10	13,693.10		
	09 - SPECIAL RECREATION FUND			18,297.66	18,297.66		
	12 - CAPITAL PROJECTS FUND			97,923.76	97,923.76		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			32,739.88	32,739.88		
	02 - FINANCE			5,309.35	5,309.35		
	03 - FIELDS			242.00	242.00		
	04 - CENTRAL PARK NORTH			222.50	222.50		
	05 - CENTRAL PARK			17,351.91	17,351.91		
	06 - SADDLEBROOK PARK			72.05	72.05		
	07 - FOREST GLEN PARK			1,276.19	1,276.19		
	08 - CHILLEM PARK			650.00	650.00		
	09 - DEAN PROPERTY			799.50	799.50		
	10 - PROFESSIONAL SERVICES			580.00	580.00		
	12 - CONTRACTS. MAINTENANCE DNS			3,716.85	3,716.85		
	15 - BUILDING/RECREATION CENTER			13,362.34	13,362.34		
	20 - CENTRAL PARK WEST			1,745.92	1,745.92		
	21 - FITNESS CENTER			2,930.43	2,930.43		
	25 - AQUATIC CENTER			19,564.46	19,564.46		
	26 - AQUATIC-RECREATION PROGRAMS			303.04	303.04		
	30 - CHILDRENS PROGRAMS			1,605.60	1,605.60		
	31 - PRESCHOOL PROGRAMS			1,274.80	1,274.80		
	32 - YOUTH PROGRAMS			313.56	313.56		
	50 - PIONEER PROGRAMS			3,702.18	3,702.18		
	60 - SPECIAL EVENTS & TRIPS			9,080.59	9,080.59		
	71 - BUILDING/RACQUET CLUB			12,542.73	12,542.73		
	75 - TENNIS PROGRAMS			12,072.78	12,072.78		
	80 - MARKETING			31,098.41	31,098.41		
	81 - CAPITAL OUTLAY			67,915.71	67,915.71		
	90 - LIABILITY INSURANCE FUND			578.50	578.50		
	94 - DEBT SERVICE FUND			1,236,461.06	1,236,461.06		
	95 - CAPITAL PROJECTS FUND			97,923.76	97,923.76		

## Communications and Proclamations

## 2021 Best of the Best Winners

### Illinois Parks' Top Journalist

**Bloomington Park District** for Trey Arline with the *Daily Herald*

**Village of Hinsdale Parks and Recreation Department** for the staff of *The Hinsdalean*

**Waukegan Park District** for Steve Sadin with the *Lake County News-Sun*

### Best Friend of Illinois Parks – Business

**Hoffman Estates Park District** for Cabela's, Hoffman Estates

**Mundelein Park & Recreation District** for RUSH Physical Therapy

**Oak Brook Park District** for Ace Hardware Corporate Headquarters

**Waukegan Park District** for North Shore Gas

### Intergovernmental Cooperation

**Barrington Park District** with the Village of Barrington and Barrington Community Unit  
School District 200

**Glenview Park District** with the Glenview/Northbrook Coronavirus Task Force

**St. Charles Park District** with the St. Charles Public Library District

**Sycamore Park District** with the DeKalb County Forest Preserve District

### Partnership

**Deerfield Park District** with Doctors Test Centers

**Glenview Park District** with Wesley Child Care Center, Glenview School District 34,  
Glenview Park Foundation, Glenview Public Library, and Youth Services of  
Glenview/Northbrook for Camp REC Program

**McHenry County Conservation District** with the McHenry County Conservation Foundation,  
Illinois Audubon Society, and Illinois Clean Energy Community Foundation

**Mundelein Park & Recreation District** with AllenForce

### Arts in the Park

**Champaign Park District**

**Decatur Park District**

**Northbrook Park District**

**Urbana Park District**

### Best Green Practices

**Naperville Park District**

**Northbrook Park District**

**Park District of Oak Park**

### Good Sportsmanship

**Dolton Park District** for Willie Michael Jones

**Park District of Highland Park** for Andy and David Engle

### Outstanding Citizen Volunteer of the Year

**Champaign Park District, Champaign County Forest Preserve District, and  
Urbana Park District** for Fred & Sandy Lu Newport

**Forest Preserves of Cook County** for Dave and Kathy Branigan

**Forest Preserve District of Kane County** for Callie Ramirez

**Mundelein Park & Recreation District** for the Mundelein Historical Commission

**Warrenville Park District** for Bill & Barb Crabtree

**Presentation of the Audit Report  
for the fiscal year ending April 30, 2021**

**by**

**Ann Scales, Principal at Lauterbach and Amen, LLP**



Oak Brook  
Park District  
A National Gold Medal Agency



HAPPY | FIT | ACTIVE



## Oak Brook Park District Master Vision 2020-2030

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



## From the Board President

Dear Oak Brook Park District Community,

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. Ever mindful of its mission, and recognizing the forces that shape the future of parks and recreation, the District realized the need to develop a vision for the next ten years. This vision would provide direction for the District, help staff creatively plan for opportunities of growth, and maintain fiscal responsibility in the management of the District's valuable resources.

The Oak Brook Park District hired Campfire Concepts to help develop the District's "Master Vision 2030". Campfire Concepts conducted research through focus group discussions and a community survey to gather opinions and insight on District operations and future recreational needs. The information was evaluated by park district staff and Campfire Concepts, who then applied national and local standards in parks and recreation as a benchmarking tool.

This document is the District's vision for the future. Staff will evaluate our progress every six months, to prevent unforeseen factors from changing our course. It may be ambitious, but it is attainable due to the talented Oak Brook Park District staff, passionate Board of Commissioners, and an enthusiastic Oak Brook community.

Sharon Knitter

## Acknowledgments

### **Board of Commissioners**

Sharon Knitter, President  
Tom Truedson, Vice-President  
Kevin Tan, Treasurer  
Lara Suleiman  
Frank Trombetta

### **Oak Brook Park District Staff**

### **Oak Brook Park District Community**

### **Village of Oak Brook Trustees and Staff**

### **Butler School District 53**





# Oak Brook Park District Principles

After nearly 60 years the parks, programs, and facilities of the Oak Brook Park District have become uniquely connected with the identity of Oak Brook. Over time, individual lives have also been enhanced through the Park District's mission to help its residents to be happy, fit, and active. A strong mission and core values have sustained an organizational culture focused on fiscal responsibility, communication, environmental stewardship, and accessibility.

## **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, diversity, equity, inclusion, and accessibility, the Oak Brook Park District works to help our community as a whole be its very best and feel its very best.

## **Core Values:**

**Communication:** Engaging in open, honest, and respectful communication both internally and externally to educate our community on the benefits of parks & recreation and help 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 and 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 achieve 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:** Creating the very best experience for each individual who visits park district facilities or participates in programming.

**Environmental Conservation and Stewardship:** Fostering the responsible use and protection of the natural environment through education, conservation, and sustainable practices.

# Oak Brook's History and Culture

Culture and history contribute to the vibrancy of the community and serve as a catalyst for economic activity, tourism, and development. The Oak Brook Park District is a reflection of the lively community it serves.

Historically, community residents have been important benefactors to the fabric of what makes Oak Brook unique. In the mid-1930s, homeowners and farmers formed the Community Club, which helped unincorporated Oak Brook establish an identity separate from its neighboring communities, resulting in the incorporation of the Village of Oak Brook in 1958. Soon after, the Oak Brook Park District was officially founded on November 5, 1962, when the first Board of Commissioners appointed a Park Commissioner and codified the articles of incorporation. We are grateful to the first elected Park Commissioners; Arthur G. Alexander, Edward J. Trager, Herbert C. Goetsch, Elmer T. Carlson, and Edward F. New, for their foresight as well as to the additional 30 residents whom have served as park commissioners for the community of Oak Brook since 1962 through 2020.

According to The Trust for Public Land, "Parks promote public health and revitalize local economies...they connect people to the great outdoors and to each other." Park Commissioners, representing the community, identified the need to provide parks and recreational programs and facilities. The first of those programs offered in the 1960s was outdoor ice-skating. The community came together through the joint efforts of the Park District, Civic Association, and the then volunteer fire department to create the ice rink. The ice rink continues to this day, connecting generations through the years.

Rapid expansion and construction in the late 1970s saw the development of the Central Park ball fields, the Tennis Center, the Shelter (now known as Central Park West), and the gazebo. The 1970s also saw the addition of Chillem Park, Forest Glen Park, and Saddle Brook Park, located in local neighborhoods. The Central Park Summer Concerts began in 1982, connecting all generations with a rich culture of music in Central Park. On October 7, 1983, a group of 30 people gathered for a luncheon at the Shelter, which served as the start of the Pioneers program and recreational programming for individuals aged 60 and above. The Gateway Special Recreation Association was formed in 1987, with cooperation from local park districts and village recreation departments as a way to bring recreational opportunities to individuals with disabilities. In 1995, the Family Recreation Center was built and the Dean family estate was acquired. The early 2000s saw many existing facilities receive upgrades and restorative maintenance, while the later part of the decade's focus was on increasing programs and services offered to the community.

Throughout the Park District's history, many individuals have supported the agency in continuing their mission to provide the very best in park and recreational opportunities, facilities, and open lands for the community. Most recently, residents formed a local grassroots organization to help raise community awareness for the need to preserve the 34 acres of open land directly north of Central Park, made available in part by the relocation of the McDonald's Corporation from its Oak Brook site. In response, during the November 2018 election Oak Brook residents voted in overwhelming support of the referendum that enabled the Park District to purchase the open space.

With this Master Vision for 2020 - 2030 and the continued support of the many people and businesses that call Oak Brook home, the Oak Brook Park District shall continue to provide a diverse range of opportunities designed to keep the Greater Oak Brook community happy, fit, and active.

*Historical data provided by Village of Oak Brook New Resident Packet and Encyclopedia of Chicago.*





## our VIEW for 2030

### ***Our Vow: Be the very best.***

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.

### ***Our Intention: Our resources will thrive.***

The Oak Brook Park District will honor the community's current and future investment in parks and recreation by maintaining and enhancing park district facilities, parks, and programming to meet the needs of our patrons and provide opportunities for individuals to feel their very best every day.

### ***Our Example: Include all in all.***

The Oak Brook Park District will continue to lead the universal recreation movement in our community and work to remove physical, social, and emotional barriers so that all people - regardless of age or ability - can take advantage of the incredible benefits of recreation. Oak Brook's diversity contributes to its culture of excellence, and we are committed to fostering a welcoming environment for all.

### ***Our Work: We are healthier together.***

The Oak Brook Park District cares for the safety and health of the environment, economy, and each individual at home, school, work or play. By providing the restorative benefits of open space, a variety of programming, and opportunities to share time together, we continue to proactively care for the health and wellbeing of our community in a fiscally responsible manner.



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

## **Awards & Recognition**

The District has been nationally recognized as a leading provider of local parks and recreation with the following awards.

### **2019 Public Relations Society of America - Chicago Chapter - Skyline Award**

The Public Relations Society of America awarded the District with a Public Affairs Skyline Award for the Open Space Communications Project. The annual Skyline Award program recognizes projects and programs demonstrating excellence in the field of communications.

### **2019 Publicity Club of Chicago Golden Trumpet Award**

The Publicity Club of Chicago awarded the District with a Golden Trumpet Award in Community Relations for the communications work done during the 2018 Open Space Referendum. This award recognizes exemplary communications programs that understand the audience's needs, careful planning, strategy, effective implementation, and evaluation.

### **2018 Illinois Park & Recreation Association Outstanding Park & Facility Award**

The District was recognized for its use of creative design and ingenuity to bring maximum recreational value to Central Park. The project included connectivity and accessibility improvements to the walking paths, the installation of a universal playground, replaced a portion of the water control system at Ginger Creek, stabilized 1,500 ft. of eroded shoreline, improved parking, improved the accessibility and safety of the existing ball fields, replaced old sports lighting with energy efficient LED lights, and improved the Central Park sled hill.

### **2018 GFOA Award**

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the District for its comprehensive annual financial report (CAFR). This was the twenty-fourth consecutive year that the District has received this prestigious award.

### **2017 CAPRA Accreditation**

The District has become the eighth park and recreation agency in Illinois to be accredited by the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and the National Recreation and Park Association (NRPA).

### **2016 Illinois Distinguished Agency Accreditation**

Staff completed a rigorous assessment process that resulted in the District receiving Illinois Distinguished Accredited Agency by the Illinois Association of Park Districts and the Illinois Park and Recreation Association. The accreditation process focuses on efficient and effective operational practices and the implementation of professional standards.

### **2016 "Accreditation Award" from the Park District Risk Management Association ("PDRMA")**

Since 2006, PDRMA has awarded the Level A recognition to the District for the District's efforts to maximize safe operations and minimize insurance claims. For this continued high caliber of safe operations, the Oak Brook Park District received the "Accreditation Award" from PDRMA in 2016.

### **2016 USTA Facility Award Winner**

The Tennis Center was one of 12 winners in the 35th annual USTA Facility Awards program, which recognizes excellence in the construction and/or renovation of tennis facilities throughout the country. The Tennis Center was honored in New York City on September 1, 2016.

### **2015 National Gold Medal Award in Parks and Recreation**

The American Academy for Park and Recreation Administration (AAPRA), in partnership with the National Recreation and Park Association (NRPA), awarded this honor to the District at the NRPA Annual Conference on Sept. 15, 2015, in Las Vegas.

### **2014 Exceptional Workplace Award**

The District was among nine Illinois park districts to be awarded the 2014 Exceptional Workplace Award from the Illinois Park and Recreation Association's Health and Wellness Committee. The applicants were scored on staff wellness programs, continuing education, team building, community involvement, environmental policy, risk management, and professionalism.



The District will honor the community's current and future investment in parks and recreation by maintaining and enhancing accessibility and inclusion within park district facilities, parks, and programming to meet the needs of our constituents and provide the opportunity for the individuals in our community to feel their very best every day.

## Family Recreation Center

1450 Forest Gate Road

### Family Recreation Center

Square footage: 80,000 square feet

- Administration offices
- Two meeting rooms
- Four studio rooms
- Locker rooms: Mens/Womens with adult-only sections
- Fully accessible, inclusive family locker rooms
- Five preschool and multi-purpose rooms
- Registration and Customer Services area

### Aquatic Center

Square footage: 15,500 square feet

- The leisure pool features accessible, zero-depth entry, warm water, vortex pool, and 105-foot water slide
- The lap pool features six 25-yard lanes, accessible via lift
- One 10-person capacity whirlpool, fully accessible
- Splash Island features a zero depth-18" pool, four slides, sunshades, deck chairs, and interactive features
- Lifeguard office

### Fitness Center

5000 square feet

- Three regulation-sized gymnasiums
- 1/8-mile indoor walking track
- Various cardio and weight equipment

## Oak Brook Tennis Center

1300 Forest Gate Road

- Square footage: 87,000 square feet
- Eight indoor USTA blue/green courts with viewing lounges
- Fitness room
- Tennis pro shop
- Male and female locker rooms
- Three racquetball/wallyball courts
- One mini-tennis court
- Athletic training area
- Eight outdoor USTA blue/green courts

## Central Park West

1500 Forest Gate Road

- Open event space; 5,600 square feet
- Full kitchen
- Double-sided wood-burning brick fireplace
- Two covered patios
- Outdoor Koi Pond

## Maintenance Facility

1480 Forest Gate Road

Square footage: 8,500 square feet

- Three main garage bays measuring 65 ft. x 20 ft.
- One secondary garage bay measuring 12 ft. x 20 ft.
- One 14,000lb vehicle service lift
- One private office
- Two secondary workstations
- One kitchen/break-room
- One restroom
- Radiant floor heating with an auxiliary ceiling-hung heater for garage space
- Dedicated forced-air HVAC for office/break-room areas.

## Current Vehicles and Equipment

### Multi-Use Vehicles:

- 2011 Ford Explorer
- 2021 Ford Explorer

### Fleet Trucks:

- 2015 Ford F-550 dump truck w/ plow
- 2011 Ford F-250 pickup truck w/ plow
- 2008 Ford F-250 pickup truck w/ plow
- 2020 Ford F-450 dump truck

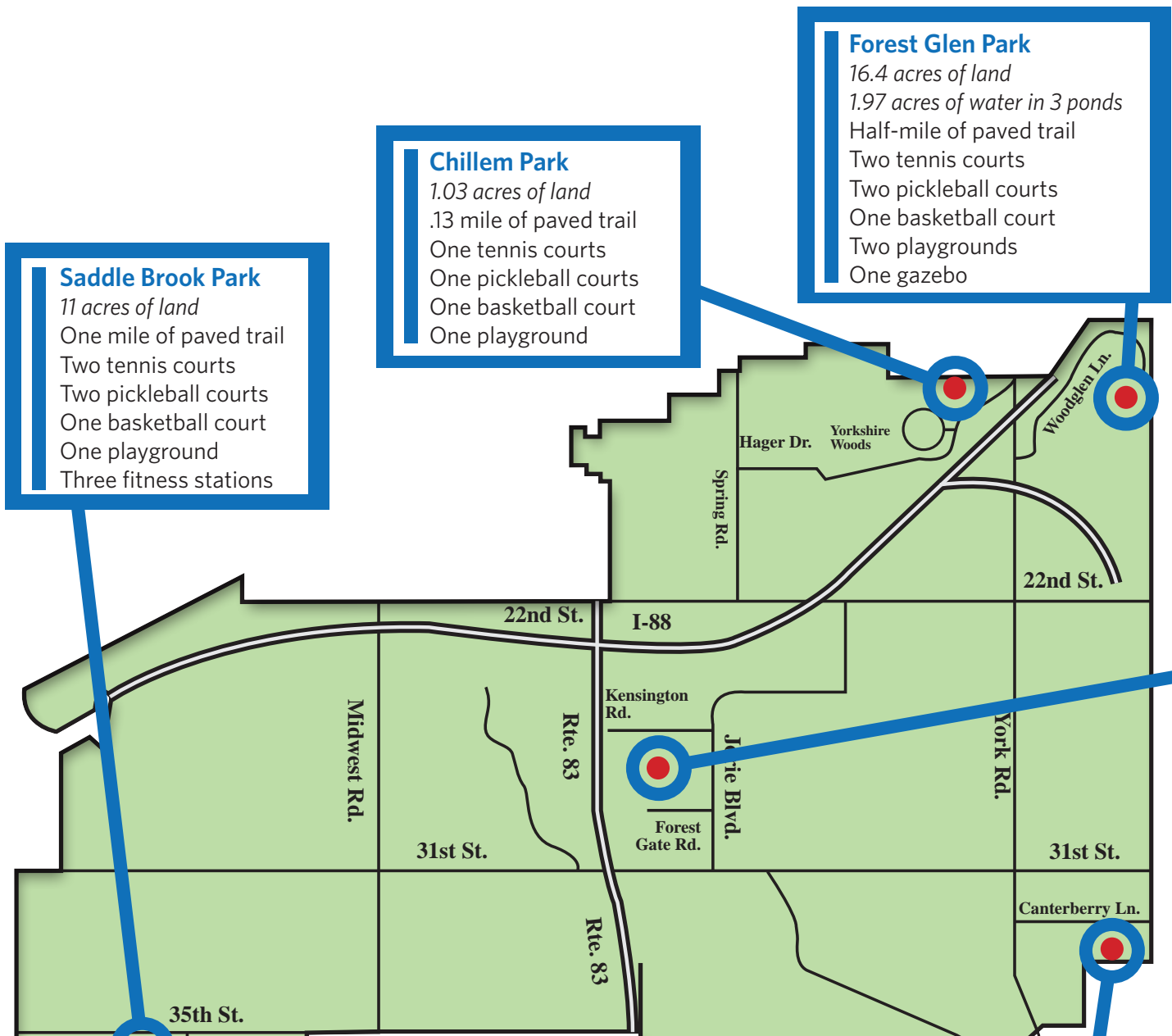
### Fleet Equipment:

- 2018 Kubota tractor
- 2016 Kubota RTV 1100C
- 2021 Kubota RTV-X1140
- 2010 New Holland L220 skid loader
- 2008 John Deere Gator utility vehicle
- 1998 Yamaha golf cart
- 2018 Land Pride 12 ft batwing mower
- 2014 Walker zero-turn mower
- 2020 Kubota zero-turn mower
- 12 ft. utility trailer
- 16 ft. Skid Steer trailer
- 500-gallon water trailer
- Various small-engine landscape tools
- Various tractor and skid-loader attachments



## Satellite Park Inventories

All Parks Open From Dawn To Dusk



**Saddle Brook Park**  
 11 acres of land  
 One mile of paved trail  
 Two tennis courts  
 Two pickleball courts  
 One basketball court  
 One playground  
 Three fitness stations

**Chillem Park**  
 1.03 acres of land  
 .13 mile of paved trail  
 One tennis courts  
 One pickleball courts  
 One basketball court  
 One playground

**Forest Glen Park**  
 16.4 acres of land  
 1.97 acres of water in 3 ponds  
 Half-mile of paved trail  
 Two tennis courts  
 Two pickleball courts  
 One basketball court  
 Two playgrounds  
 One gazebo

**Dean Nature Sanctuary**  
 40 acres of land | .6 acres of water in one pond  
 One half-mile stone trail, one three-quarter mile nature trail  
 One fishing pier  
 One stone council ring  
 One canoe launch  
 Six interpretive gardens  
 Two gazebo/shelters  
 One parking lot  
 Unique habitats: oak savanna, wetland, pond, and prairie  
 Wildlife: See Central Park inventory list

**Chillem Park**  
 32 Yorkshire Woods

**Saddle Brook Park**  
 111 Saddle Brook Dr.

**Dean Nature Sanctuary**  
 115 Canterbury Lane

310 Hambletonian  
 141 Saddlebrook Dr.

**Forest Glen Park**  
 1300 Forest Glen

## Central Park Inventories

Central Park | 1450 Forest Gate Road

### **Amenities**

3 miles of paved trails  
Seven natural grass soccer fields  
One artificial turf soccer fields  
One seasonal outdoor ice rink  
Two basketball courts  
Four baseball/softball fields  
Eight outdoor tennis courts  
Five playgrounds  
One sledding hill  
One seasonal sand volleyball court  
Three fishing ponds  
One fishing pier  
Six drinking fountains  
One nine-hole disc golf course  
Eight parking lots  
Two gazebos/pavilions  
Three outdoor pickleball courts

### **Native plants:**

Little bluestem  
Big bluestem  
Slender wheatgrass  
Sedge  
Virginia wild rye  
Prairie switchgrass  
Swamp milkweed  
Purple prairie clover  
St. John's wort  
Blue flag iris  
Bergamot  
Goldenrod  
Rattlesnake master  
Black-eyed susan  
Yellow coneflower  
New England aster  
Cup plant  
Golden alexander

### **Trees:**

[obparks.org/facilities/central-park](http://obparks.org/facilities/central-park)

### **Wildlife:**

#### **Birds**

Canada goose  
Great blue heron  
Green heron  
Great egret  
Mallard  
Cormorant  
Pied-billed grebe  
Killdeer  
Cooper's hawk  
Red-tailed hawk  
Baltimore oriole  
American robin  
Northern cardinal  
American crow  
Eastern bluebird  
Blue jay  
Downy woodpecker  
Red-bellied woodpecker  
Red-breasted nuthatch  
White-breasted nuthatch  
Dark-eyed junco  
Red-winged blackbird  
Barn swallow  
Tree swallow  
Goldfinch  
Mourning dove  
Grackle  
Starling  
Brown headed cowbird  
Chickadee

### **Fish:**

Largemouth bass  
Catfish  
Red-ear sunfish  
Bluegill  
Carp

### **Reptiles & Amphibians:**

American bullfrog  
Spiny softshell turtle

### **Mammals:**

Fox squirrels  
Gray squirrels  
Coyote  
Muskrat  
Skunk  
White-tailed deer  
Bats

### **Insects:**

Various bees, butterflies,  
dragonflies, damselflies

### **Water:**

6.36 acres of creek surface area,  
1.94 acres of pond surface area

### **Land:**

105 acres of land

*For local, state, and national data, see Appendix C.*

The Oak Brook Park District will continue to lead the universal recreation movement in our community and work to remove physical, social, and emotional barriers so that all people – regardless of age or ability – can take advantage of the benefits of recreation. The Oak Brook Park District also desires to be a partner in local mobility for all. Safe, convenient, comfortable, and active movement for all creates healthy communities. Oak Brook’s commitment to diversity, equity, and inclusion contributes to its culture of excellence, and we are committed to fostering a welcoming environment for all people at all times.

### Guiding Principles

*The re-creation of possibilities | The realization of progress*  
*The recognition of performance | The results of persistence*

---

## Recreation Facilities:

### Family Recreation Center (FRC)

Meeting the diverse needs of the community requires expansion. Originally built in 1995, the FRC was designed as a multipurpose community center with a variety of fitness and recreational opportunities. Over the last 10 years, the facility has expanded to serve a wider audience, providing additional programs and services to reach a broader range of clientele.

Striving to meet the growing needs of the community, stakeholders identified renovating the FRC locker rooms by adding a fully accessible, inclusive locker room.

Having an accessible, inclusive locker room allows the District to serve an increasingly diverse population and sets an example for other agencies to meet the growing and changing needs of their communities.

With expansion, the FRC has continued to remain a valuable resource for community recreation and wellness.

### Tennis Center

Built in 1973, the District’s flagship facility, the Tennis Center, originally contained four tennis courts, lockers rooms, and support spaces. Due to its early success and the popularity of tennis at the time, an addition was built in 1976 which included four more tennis courts, six racquetball courts, additional offices, exterior access restrooms, and concessions to serve the park.

After the Tennis Center’s nearly three decades of initial success began to fade, due to changing patron demands and declining tennis participation industry-wide, a new business plan was created. New management was hired, with a strong focus on programming and year-round participation as the two key revenue drivers.

The addition of a club-wide teaching curriculum, innovative management practices, and a solid business plan has allowed the Tennis Center to achieve record numbers in program participation, court sales, and overall revenue.

### Central Park West (CPW)

Central Park West has served the community primarily as a rental space and is used to host District events. A need was identified to reassess the facility’s usage to optimize efficiency and profitability.

Recently, in order to make the facility more attractive to corporate rentals, several upgrades were made. A new AV system was installed, which included a pull-down projection screen and modern audio/visual hookups. New tables were purchased that function better for lecture-style events, and a repainting of the main room helped to brighten the space.

In 2019, CPW went through a facility analysis to diagnose what core and shell upgrades were needed and how the facility is currently being used. This analysis has helped staff understand find untapped opportunities for using CPW in new ways.





### **Finance & Human Resources:**

Efficiency helps the District communicate faster and more effectively with staff and residents. New applications of automation increases that efficiency. The Finance & HR Departments have begun to streamline these efficiencies through new BS&A financial software.

Prior to purchase, the District researched different software options and created benchmarks based on other park districts to better measure the best fit among the software options available, and how those options fit into different workflows.

The District will continue to transparently provide information from BS&A to their residents. The Finance Department's goal is to put as much information as possible on the park district website.

The Finance and HR Departments have successfully implemented financial software which has consolidated our human resource data, accounts payable, purchase orders, and general ledgers.

### **Information Technology Management:**

The older version of the [www.obparks.org](http://www.obparks.org) website had become difficult to maintain, looked dated, and no longer functioned optimally when visited by today's more mobile user. While the site still performed well on search engines, there was room for improvement in the SEO results.

The park district redesigned the website to be more mobile-friendly, easier to navigate, and added the capability for staff to update it from anywhere. Several improvements were made on the back end to increase the SEO score, making the site more searchable both internally and on the Web.

As a result, a more adaptive website design, along with easier navigation, led to more accurate engagement data and a better user experience. The District launched the new website, increasing ease of use and transparency for the community, and allowing park district staff access to more detailed analytics and data trends.

### **Marketing and Communications:**

The 34-acre parcel of land known today as Central Park North Fields was listed for sale in 2018 by the McDonald's Corporation. The District decided it was interested in purchasing the land due to its proximity to Central Park and the opportunities the property presented.

Stakeholders and staff decided the best way to hear from the community regarding what to do with the newly available land was place an Open Space Referendum on the November 6, 2018 ballot asking the community if it was in favor of the District purchasing the land.

The Open Space Referendum passed with 68% of voters supporting the District acquiring the land. The referendum's success enabled the District to advance its mission to provide the very best in park and r open lands for our community.

After acquiring the land, the District held a series of focus groups to hear from the community what they would like to see done with the 34 acres. Responses were varied, with soccer fields, outdoor restrooms, and walking paths being the majority of requests.

## OUR **EXAMPLE**: Include all in all.

### **Partnerships, Community and Corporate Relations:**

The District has developed a wide range of strong partnerships to better serve the Oak Brook community. Using an Open Space Lands Acquisition and Development (OSLAD) grant in 2017, the District incorporated a universal playground in its plans to provide the very best in accessible and inclusive play to the community.

To reach the goal of building a universal playground, partnerships with Unlimited Play and the Oak Brook Park District Foundation (the Foundation) were essential. Unlimited Play provided guidance and the Foundation started raising the matching funds.

The District was awarded an OSLAD grant in 2017, allowing the District the resources and partners to realize the dream of building a universal playground.

The District opened its universal playground, called 'The Sandlot' in September 2018. The preview of the playground opening received local television coverage, winning WGN reporter Ana Belaval the Illinois Parks' Top Journalist award for her 'Around Town' segment.



### **Recreation Programming:**

The Recreation Department made a conscious shift from offering predominantly contracted programs to more in-house programming. Over the past seven years, recreation staff has worked to develop and offer programs taught by in-house staff. By offering more in-house programs, the staff is better able to control quality and experience.

With more control over park district programs, staff is able to respond better to community needs and ensure the product is meeting the District's mission.

Fortunately, the District was able to identify the programs and classes it could offer as in-house programs, while being able to recognize when it was necessary to contract out the program when staff credentials could not meet the demand.

By taking a systematic looking at in-house vs. contractual offerings, the District was able to balance its program portfolio. Since bringing more programs in-house, and hiring out those that can't, revenue has increased, particularly in youth programming and athletics.



## Parks & Trails:

Combining natural elements that support sustainability with recreation for all is a priority of the District. The Central Park Improvement Project was implemented with plans and features that support sustainability.

The gabion weir/Ginger Creek restoration required replacing the east gabion weir with rock vanes and restoring the south shoreline of Ginger Creek from the east weir to west weir, and the north shoreline from the east weir approximately halfway to the west weir. This helped to stabilize the shoreline from erosion, and reintroduced native wetland species. Parks staff is removing the Central Park ash trees that were lost to the emerald ash borer and replacing them with diverse native species. The ash trees are chipped, and those wood chips are used throughout the disc golf course. Excavated spoils from the Central Park Improvement Project were kept on-site to increase the size of the sled hill.

In designing areas of the Central Park Improvement Project, the District took advantage of a “Best Management Practices Stormwater Grant” to increase sustainability at the park. A permeable-paver parking lot was constructed adjacent to the Sandlot, and stormwater from the lot drains into a natural bio-swale planted with native grasses and forbs.

The sustainable parking area and bio-swale adjacent to The Sandlot, and economical project planning throughout Central Park, contribute to the overall mission of the District to incorporate sustainable practices in the planning and execution of park spaces.

## Maintenance Facility:

Maintenance facilities provide support for park operations. Having a location to store equipment, perform fleet maintenance, and stage park maintenance services is critical for successful and effective park management.

Constructed in 2013, the 7,000 square foot maintenance facility houses vehicles, tools, equipment, etc. It serves as the hub for all park operations year-round. The garage bays feature both an energy-efficient radiant floor, and secondary forced-air heating, so staff can work comfortably during cold weather.

Preserving the life of the vehicles and equipment is essential, and the facility is equipped with tools and resources to perform both preventative maintenance and repair work. A five-ton vehicle lift station allows staff to properly service fleet vehicles, and a wash-down and service bay makes cleaning and repairing equipment more efficient.

The maintenance facility is ideally positioned at Central Park adjacent to the Family Recreation Center. Having the parks department centrally located increases staff efficiency and reduces response and travel time to 70% of the department’s work assignments.



The Oak Brook Park District cares for the health and wellness of the community through social equity, the mentally restorative benefits of open space, a range of accessible opportunities for physical activity, and a number of inclusive programs that bring us together. The District cares for the wellbeing of the ecosystem, economy, and every individual, whether they are at home, school, work, or play.

---

## 2030 Facility Priorities

### Recreation Facility

Explore Family Recreation Center (FRC) expansion opportunities, including gymnasium and programming space.

Assess and prioritize repair of the facility interior and exterior, including roof, mechanical systems, the administrative offices, conference/meeting rooms, facility lighting and ceilings.

Continue to upgrade and repair with emphasis upon trending sustainability options such as solar panels, replacement of standard with LED lighting, as well as addressing recycling concerns.

Strengthen member recruitment and retention as well as customer service by administering surveys to assess customer needs and the implementation of a district-wide customer service initiative based on the Districts' core values.

### Tennis Center

Assess the feasibility of several indoor and outdoor expansion opportunities. Improvements to the front entrance and back patio areas prioritized, including the creation of a welcoming entrance with an attractive outdoor space for players to congregate after their matches.

Evaluate the condition of the outdoor courts. The courts must be renovated in the near future. Staff will choose between replacing the asphalt court with new asphalt or overhauling the courts into clay courts.

Improve and replace mechanical systems as needed to maintain optimal comfort. Tennis and racquetball court HVAC systems will be replaced.

Explore different areas of indoor expansion, including the re-purposing of the racquetball courts. In addition, the front desk and its operations will be renovated in order to improve the customer experience.

Explore an investment in staff in order to maintain the level of success the Tennis Center is currently experiencing. Administrative procedures will be optimized and the membership pricing structure will be evaluated and overhauled if needed.

### Central Park West

Upgrades to the core and shell of the facility are required including ADA accessibility upgrades, HVAC, plumbing, electric, and acoustical improvements. Updates to the interior aesthetics of the facility will keep it competitive.

Explore and implement expanded event and programming opportunities, including programming for the active adult population and outdoor recreational opportunities based on community and facility feasibility survey results.

Re-branding of the facility will be communicated effectively to the community via enhanced marketing and graphics to promote rentals, programs, and special events.

Increase the quality of the overall product offered to the community through re-branding and enhanced facility services.

Possibilities for CPW include expanding district programming, including active adult programming as well as diverse programming during non-peak rental times, and allowing community rentals during peak days on the weekend.

## **2030 Historical/Cultural Priorities**

Identify programs, special events, parks and facilities which have historical/cultural significance to the community and devote necessary resources for their preservation.

Work with local historical organizations and partners to connect residents with other cultural and historical resources to add place-based value and meaning to the local landscape and community.

Conducting an inventory of the District's historical and cultural resources, incorporating opportunities for the future acquisition/development of resources, and finding opportunities for collaboration with local historical and cultural stewards.

Preserve the District's cultural and historical resources, so the community will continue to strengthen family and community connections and improve the overall wellness of the Greater Oak Brook Community.

## **2030 Finance/HR Priorities**

Continue transparency throughout the District by making all financials and relevant human resource documents available for the public. Expand the Capital Improvement Plan from 5 to 10 years.

Measure key performance indicators for HR inclusion effectiveness via a dashboard that highlights real-time progress toward business and service goals, and incorporating staffing needs from recreation and maintenance.

Incorporate documents into a multi-use system for all, such as new hire software and a Spanish translation of the Personnel Policy Manual.

Create a strategic system to annually address legal mandates such as minimum wage increases and recreational marijuana use, and work to address new policies within the fiscal year of required implementation.

Create an all-inclusive budget document to be submitted to the Government Finance Officers Association.

## **2030 Information & Technology Priorities**

Increasing public Wi-Fi accessibility in parks. Staff will look into adding interactive features like kiosks, QR codes, social media prompts, and more to the parks and facilities.

Optimize ActiveNet to increase online functionality for facility booking, memberships, and personal training. To increase security awareness among staff, the District will implement the use of features such as multi-factor authentications and password encryptions.

The District will establish a dashboard system to access the current use patterns of each facility to optimize efficiency.

## **2030 Marketing and Communication Priorities**

Evaluate the community's needs through interest and program surveys, ensuring the District's offerings will accurately reflect the needs and wants of its constituency.

Collaborate with the Village of Oak Brook, local police, local businesses, and civic organizations to allow the District to reach the largest audience possible. Install location sign system in partnership with DuComm and Village of Oak Brook.

Continue to provide strong communication to and from agency staff. The District will continue to make use of social media platforms to allow the public to conveniently give feedback.

Consistent branding will be implemented across all facilities, programs, and events, including signage, giveaways, and uniforms.



# OUR **WORK**: We are healthier together.

## 2030 Corporate and Community Relations Priorities

Use technology, including invoicing software, to develop efficiencies for the partnership program.

Identify new opportunities for sponsorship and naming rights. With the acquisition of the Central Park North fields, there are more opportunities for current and prospective sponsors to be involved.

Create new relationships with businesses and organizations, and build upon existing relationships to increase non-tax revenue for the District.

Grow the Park District Foundation to increase the District's revenue and help fund capital projects.

## 2030 Recreation Programming Priorities

Meet the needs of the 60+ community, as indicated by surveys. Accomplish this goal through the renovation of existing facilities and investigating the feasibility of expanding facilities as well.

Conduct a program analysis to evaluate current program offerings and identify any gaps in service. With the assistance of a consultant, the District will undertake an entire program and event analysis.

Move to become a fully inclusive park district. Education of staff members will be prioritized so staff can begin weaving universal recreation principles into all of their programs and events.

Follow up on growth opportunities within the community, such as land acquisition or intergovernmental management agreements. Meet this growth by evaluating the current organizational chart, staff size, and leadership roles to ensure the District is being managed in the most efficient manner possible.



## 2030 Parks/Trail Priorities

### Forest Glen Park/Chillem Park/Saddle Brook Park

Replace pond fountains and aeration equipment, replace/resurface paved amenities and courts & existing wood bridge.

Create a 10-year pavement repair/replace plan.

Enhance recreation with technology in the parks by adding Geocaching, Interactive tree maps, QR codes.

Amend to ADA standards, including trail grades, playgrounds and surfacing, and accessible courts.

At Saddle Brook Park, replace the playground structures. Investigate removing wood barn, and replace/resurface paved amenities and courts

At Chillem Park, replace/repair the playground structures and condense into a single play area, replace/resurface paved amenities and courts. Add a trail connection to York Woods.

Purchase the vacant lots located at 201 and 203 Wood Glen Lane adjacent to Forest Glen Park if the properties become available and if the purchase is in the best interest of the Park District.

### Dean Nature Sanctuary

Design / install a nature center and investigate feasibility of installing public restrooms

Upgrade kayak canoe launch to a user-friendly alternative

Replace limestone trails with an ADA approved alternative.

Create a "Natural Areas Management" plan.

## 2030 Maintenance Priorities

### Park District Maintenance

Expand existing facility with one additional primary garage bay and expanded outdoor storage.

Explore solar technology integration and replace all garage lighting with LED fixtures.

### 2030 Vehicles/Equipment Priorities

Add one additional SUV and an additional pickup truck.

Rededicate older District SUV to facility maintenance staff.

Replace fleet equipment per capital budget schedule, and modernize snow removal equipment fleet.

### Central Park

Re-forest Central Park with an additional 500 native deciduous and evergreen trees over 10 years.

Replace /resurface paved amenities and courts and create a 10-year pavement plan.

Upgrade all parking lot lighting with LED fixtures.

Amend to ADA standards, including trail grades, playgrounds and surfacing, and accessible courts.

Completed phase I of master vision for the Central Park North fields.

Implement phase 2 development of Central Park North (Autumn Oaks) to construct recreational amenities as supported by the community. Investigate the potential to relocate and enlarge existing pavilion or construct a new and larger amphitheater structure at Central Park North (Autumn Oaks) to improve accessibility and access to restrooms and parking.

Improve connectivity across Ginger Creek with at least one new bridge.

Install permanent restrooms on-site.

Address future needs of the park, including the possible addition of Pickleball courts, a unity garden, additional ballfields, and more.







# Appendix A

## References and Sources

### Planning References

The 2020-2030 Master Vision for the Oak Brook Park District is based on a number of planning resources that have been created by the park district. Many of the concepts in the Master Vision are explored in more detail in the plans listed below.

- 2016-2020 Oak Brook Park District Strategic Plan
  - Annual Reports
  - ADA Plan
  - Recreation Plan
  - Marketing Plan
  - Tennis Center Business Plan
  - 5-year Capital Plan
  - Community Survey Report
  - Bike Friendly Community
-





## Appendix B

### Demographic Information

Oak Brook, IL Census Data   General Demographic Characteristics & Trends		
Demographic Characteristic	2000 Census	2010 Census
<b>Total Population</b>	<b>8,702</b>	<b>7,883</b>
Under 5 years of age	3.2%	3.14%
5 to 18 years of age	18.7%	16.41%
20 to 54 years of age	38.59%	31.19%
55 to 64 years of age	17.52%	19.96%
+65 years of age	21.9%	29.28%
<b>Gender</b>		
Female	52.3%	52.1%
Male	47.7%	47.9%
<b>Race/Ethnicity</b>		
Caucasian	76.6%	71.8%
Hispanic or Latino	2.4%	4.3%
African American	1.4%	2.0%
Native American	0.0%	0.1%
Asian	20.1%	23.2%
Two or More Races	1.7%	2.2%
<b>Household Status</b>		
Married/Couple Family	76.6%	80.4%
Nonfamily Household	23.4%	19.6%
Average Household Size	2.74	2.62%
<b>Housing Status</b>		
Owner-Occupied Housing	97%	95.6%
Renter-Occupied Housing	3%	4.4%
<b>Education Level (25 years and over)</b>		
Less than HS Graduate	5.8%	2.9%
HS Graduate	94.19%	97.1%
Bachelor's Degree or Higher	57.58%	64.4%
<b>Median Earnings</b>		
Median Household Income	\$146,537	\$131,719
Overall Poverty Rate	2.1%	1.7%



# Economic Information

Village of Oak Brook Census Data: General Characteristics & Trends		
Economic Characteristic	2000 Census	2010 Census
<b>Workforce Type</b>		
Management (Business, Science, & Arts)	62.7%	60.4%
Service Occupations	6.6%	5.2%
Sales & Office Occupations	25.9%	25.7%
Natural Resources/Construction/Maintenance	2.6%	4.5%
Production/Transportation/Material Moving	2.2%	4.1%
<b>Commuting Stats</b>		
Personal Vehicle	86.8%	77%
Carpool	4.3%	10.3%
Public Transportation (excluding taxicab)	4.0%	3.2%
Walked	0.9%	7%
Other Means	0.0%	2%
Worked from Home	3.9%	8.7%
<b>Mean Travel Time to Work</b>	29.2 minutes	31.5 minutes
<b>Household Income Breakdown</b>		
Less than \$10,000	1.3%	2.1%
\$10,000 to \$14,999	1.9%	.9%
\$15,000 to \$24,999	3.1%	6%
\$25,000 to \$34,999	3.6%	2.1%
\$35,000 to \$49,999	5.8%	5.4%
\$50,000 to \$74,999	12.2%	8.1%
\$75,000 to \$99,999	8.4%	13.0%
\$100,000 to \$149,999	14.6%	18.9%
\$150,000 to \$199,999	11.0%	11.3%
\$200,000 or more	38.1%	32.2%
<b>Employer Types in Oak Brook</b>		
Agriculture	0.9%	0.5%
Construction	4.3%	9.6%
Manufacturing	9.8%	7.6%
Wholesale Trade	6.4%	7.8%
Retail Trade	8.4%	7.4%
Transportation/Utilities	1.8%	3.1%
Information	1.9%	2.2%
Finance & Insurance/Real Estate	10.7%	11.2%
Professional/Scientific/Technical Service	14.2%	13%
Educational Services/Health/Social	33.2%	27.2%
Arts/Entertainment/Recreation/Food Services	4.0%	6.9%
Other Services	3.2%	1.6%
Public Administration	1.3%	1.9%



# Appendix C

## Inventories | Local, State, and National

Park District	Population	Total Budget	Number of Parks	Residents Per Park	Acres	Acres per 1,000
Oak Brook	7,883	\$12,377,000	5	1577	174	22
Glencoe	8,500	\$8,700,000	30	283	100	12
Lake Bluff	7,500	\$5,300,000	10	750	264	35
Bensenville	18,000	\$9,000,000	20	900	335	19
<b>State Average</b>			19	1671	352	11
<b>National Average</b>			--	2181	--	10

Park District	Natural Area Acres	Natural Area Acres Per 1,000	Trail Miles	Trail Miles Per 1,000
Oak Brook	45	5	15	1.92
Glencoe	10	1	1	0.12
Lake Bluff	10	1	0	0.00
Bensenville	25	1	1	0.06
<b>State Average</b>	89	3	4	0.13
<b>National Average</b>	--	--	--	--

Park District	Outdoor Pool	Spray Ground	Indoor Pool	Playground	Disc Golf Course	Skate Park
Oak Brook	1	1	2	7	1	0
Glencoe	0	1	0	15	1	1
Lake Bluff	1	0	0	6	0	1
Bensenville	1	1	0	16	0	0

Park District	Basketball	Tennis Courts	Pickleball	Bocceball	Horseshoes
Oak Brook	5	14	5	0	0
Glencoe	3	14	0	0	0
Lake Bluff	2	7	4	0	0
Bensenville	4	5	0	0	0

Park District	Baseball field	Softball Field	Soccer Field	Football Field	Lacrosse Field	Outdoor Ice Rink
Oak Brook	3	1	3	0	1	1
Glencoe	5	1	8	2	2	2
Lake Bluff	7	1	1	0	0	1
Bensenville	10	0	1	1	0	0

Park District	Picnic Shelter	Fishing piers	Canoe ramp	Botanical Garden	Nature Center	Amphitheater
Oak Brook	6	2	1	0	0	1
Glencoe	3	0	1	1	1	1
Lake Bluff	5	0	0	0	1	0
Bensenville	5	0	0	1	0	0



## Inventories | Park District and Competition

### Outdoor Recreation Facilities Within the Oak Brook Park District Boundaries

Location/Park Type		Baseball/Softball Fields	Basketball Courts	Canoe Launch	Cross Country Skiing	Disc Golf	Dog Exercise Area	ADA Fishing Pier	Fishing Pond	Gazebo	Golf Course	Hiking Trail	Ice Skating	Jogging/Bike Path	Open Fields	Outdoor Splash Park	Picnic Shelter	Public Picnic Area	Playgrounds	Polo Fields	Sand Volleyball Court	Sled Hill	Soccer Fields	Synthetic Athletic Fields	Swimming Pools	Tennis Courts	Pickleball Courts
<b>Community Parks</b>																											
<i>Oak Brook Park District</i>																											
Central Park	105	4	2			1		1	3	1			1	1		1	3		4		3	1	7	1		8	3
<b>Neighborhood Parks</b>																											
<i>Oak Brook Park District</i>																											
Forest Glen Park	16.4		1						3					1		1		1								2	
Saddle Brook Park	11		1											1					1				1			2	
Chillem Park	1		1																1							2	
Spring Road Park															1												
Dean Nature Sanctuary	40			1	1			1	1	1																	
<b>Oak Brook Park District Subtotal</b>	<b>173.4</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>1</b>		<b>2</b>	<b>7</b>	<b>2</b>			<b>1</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>4</b>		<b>7</b>		<b>3</b>	<b>1</b>	<b>8</b>	<b>1</b>		<b>14</b>	<b>3</b>
<b>Other Public Open Space</b>																											
<i>Village of Oak Brook</i>																											
Sports Core	260				1				1		1		1		1					1	1		8		3	8	
Library																						1					
<i>Forest Preserve District</i>																											
<i>DuPage County</i>																											
Mayslake Preserve	90						1		1					1	1			1									
York Woods Preserve	75				1				1					1			2	1									
Fullersburg Woods Preserve	226			1	1				1			1		1				1									
<b>Subtotal</b>	<b>651</b>			<b>1</b>	<b>3</b>		<b>1</b>		<b>4</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>2</b>		<b>2</b>	<b>3</b>		<b>1</b>	<b>1</b>	<b>1</b>	<b>8</b>		<b>3</b>	<b>8</b>	
<b>Grand Total</b>	<b>790.4</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>11</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>3</b>	<b>7</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>16</b>	<b>1</b>	<b>3</b>	<b>22</b>	<b>3</b>





**Indoor Recreation Facilities & Recreation Programs  
Within the Oak Brook Park District Boundaries**

<b>Local Public Provider</b>	Indoor Walking Track	Indoor Swimming Pool	Indoor Spa	Sauna	Indoor Basketball Courts	Indoor Tennis Courts	Raquetball Courts	Fitness Centers	Athletics Programs	Food Service	Birthday Parties	Senior Day Trips	Senior Overnight Trips	Museum	Banquets	Preschool	Day Camps	Afterschool Programs	Performing Arts (Dance, Theater)	Cultural Arts (Ar, Ceramics, Paint)	General Interest Programs	Special Events	Swim Lessons	Nature Programs	Babysitting Service	Martial Arts Programming	Gymnasium/Tumbling	Bowling	Bocce
Oak Brook Park District	X	X	X	X	X	X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X		
Village of Oak Brook										X	X				X		X				X	X	X						
Oak Brook Library									X											X	X	X							
Forest Preserve District of DuPage County											X			X					X	X	X	X		X					
Butler 53 School District					X			X	X										X	X	X								
<b>Local Private Provider</b>																													
LA Fitness		X	X	X	X		X	X		X													X		X				
Life Time		X	X	X	X			X	X	X													X		X				X
Pinstripes										X	X				X													X	X
<b>Local Non-Profit Provider</b>																													
Oak Brook Historical Society														X							X								
Bright Horizons - Oak Brook																X		X							X				
Christ Church - Oak Brook													X	X							X	X			X				



# Appendix D

## Participation Comparisons

The District is a leader in recreation, tennis, aquatics, fitness programming, and facility management. Trends and statistics research and application will be strong factors in maintaining this high level of success in the future.

### Recreation Programming

According to the Illinois Association of Park District's 2019 recreation programming report, the Oak Brook Park District Aquatic and Fitness Center receives three times the state average of visits and has a retention rate that is 25% higher than average.

Park District	Total Programs	Participants	Visits to Aquatic - Fitness Centers	Fitness Member Retention Rate	Cancellation Rate
Oak Brook	1574	13,831	402,622	96.9%	11%
State Avg.	473	12,409	127,125	71.4%	20%

Park District	# of Preschool Programs	# of Youth Athletics Programs	# of Youth Classes	# of Adult Athletics Programs	# of Adult Classes	# of Senior Programs
Oak Brook	66	67	120	19	16	47
State Avg.	71	120	133	50	83	33

The District comprehensively meets the community's park and recreation needs. Only slightly more than 1/3 of Illinois communities have all of the following facilities: aquatic center, fitness center, recreation center, and tennis center. The District offers all of these amenities and more.

According to research conducted by the Illinois Association of Park Districts and Aquity Research, only 29% of Illinois' local park and recreation agencies provide family programs, summer camps, trips, and nature programs. The Oak Brook Park District offers all of these programs and more.

# OAK BROOK PARK DISTRICT MASTER VISION 2020-2030



## HAPPY | FIT | ACTIVE

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

### Mission Statement:

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



**Getting To Know  
Joshua Chartrand  
Building Technician**



**Birthday:** July 24th.

**My favorite childhood memory is:** going on vacation to Michigan.

**The last good movie I saw:** "No Time to Die" - James Bond.

**The last good book I read:** The Rise of Kyoshi.

**My personal hero:** My MOM.

**I'd love to meet:** Kevin Conroy.

**My favorite place to vacation is:** Michigan.



## Reports

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



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: October 7, 2021  
Re: September/October 2021: Communications, IT & Administration

---

## **September Board Meeting Follow Up:**

### **Sports Core Agreement**

The three-year Sports Core Agreement has been terminated by the Village of Oak Brook. The management of the property will be returned to the Village by February 1, 2022.

### **Employee Referral Incentive**

Staff members may receive \$100 for any referral of full or part time positions as long as the new hire stays employed for 90 days.

### **NRPA Conference**

Six staff members and two commissioners attended conference in Nashville, TN. Attached are just a few of the sessions staff attended. Thank you for the opportunity.

## **October Board Meeting Discussion Points:**

### **Master Vision 2020-2030 Review**

The annual review of the Master Vision has been updated to include Phase II of the North area of Central Park as well as a possible lacrosse field by ballfield 4.

### **Oak Brook COVID-19 Vaccination Policy**

A policy has been created to address the need for COVID-19 vaccinations and testing of all staff. This policy follows CDC and state guidelines.

### **IT Report:**

The Tennis Center migrated to a new club management software. The old software was Tennis Source, which ended its software licensing and support in September. The new software now running is Club Automation. They are a larger software company with more features that we will be able to setup to benefit our members in the future.

PCI compliance has been renewed for another year. This involves quarterly internal and external audit scans of the network.

**Corporate and Community Relations:**

Sponsorships	\$2,125.00
Advertising	\$ -
Vendors	\$1,050.00
In-Kind Donations	\$1,647.42
Oak Brook Park District Foundation	\$1,470.00
Total for September:	\$6,292.42

**Marketing & Communications Report:**

**Facebook Analytics**

Total Likes: 3,434 (up 86)  
 Posts: 33  
 Total Reach (organic and paid): 17,656


**Instagram Analytics**

Total Followers: 1,475 (up 21)  
 Posts: 24  
 Top Post Reach: 296

**Twitter Analytics**

Total Followers: 1,088 (up 2)  
 Posts: 15  
 Top Post Impressions: 117

Video Details ✕



**Oak Brook Park District...**  
 The Oak Brook Park District was proud to have collaborated with the Village of Oak Brook today while setting up the Healing Field Flag Display. The Healing Field is a patriotic display of over 2900 United States flags flying in solemn formation. Every flag posted...

0:09 · Uploaded on 09/07/2021 · Owned · Appears Once · View Permalink · Copy Video ID

**Total Video Performance** ⓘ

- 🕒 Minutes Viewed 113
- 👁️ 1-Minute Video Views --
- 👁️ 10-Second Video Views 198
- 👁️ 3-Second Video Views 413
- 📄 Average Video Watch Time 0:07
- 📊 Audience Retention
- 👤 Audience and Engagement

**This video is used in 1 post**

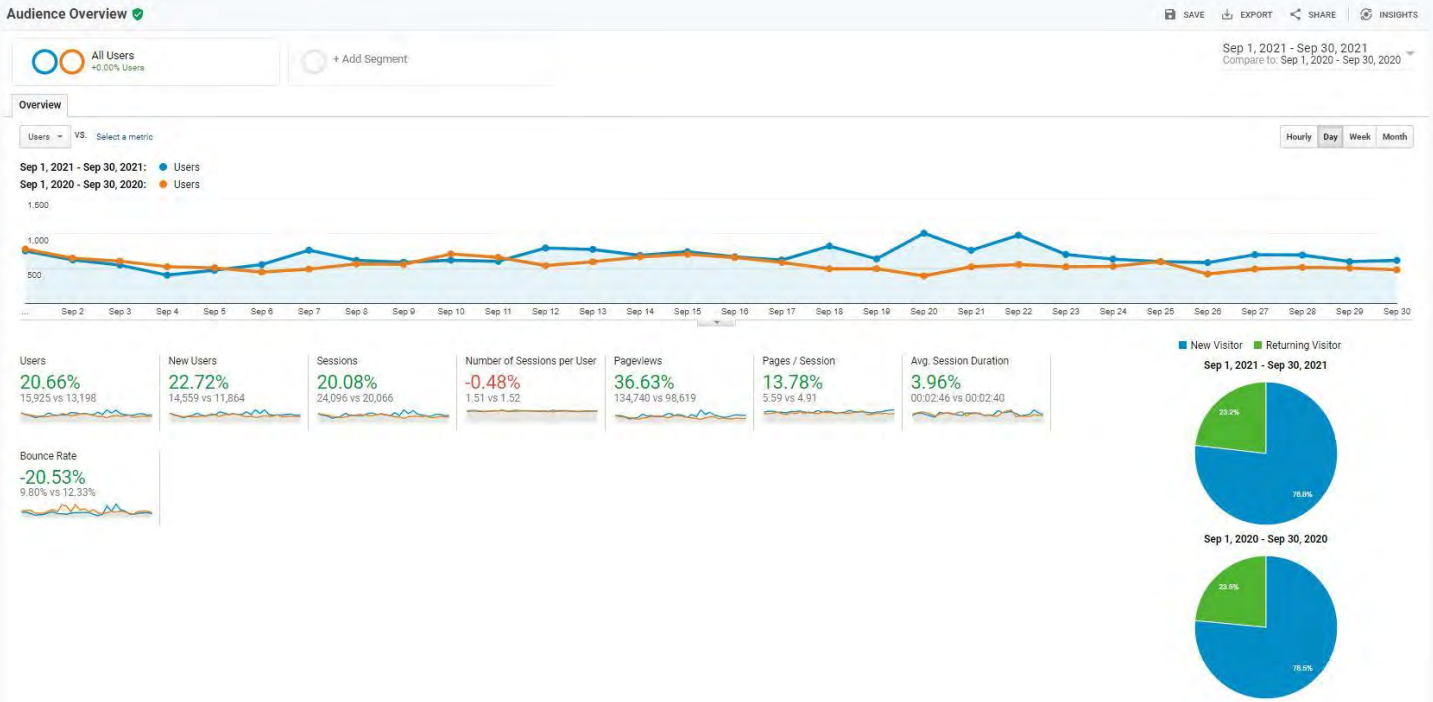
Posts ⓘ	Posted Date	Estimated Reach	3s Video Views	10s Video Views	Unique 3s Video Views	Post Engagement	Average Video Watch Time
Oak Brook Park District The Oak Brook Park District was p...	● 09/07/2021 3:00 PM	914	413 100%	198 100%	352	59	0:07 / 0:09

**Total 3-second video views on Facebook: 413** ⓘ

Crosspost this video to use it in more than one post. ✕

Insights are recorded in the Pacific Time Zone and may not reflect the most recent data.

Create Post With Video



**September 2021 Top pages\***

1. Obparks.org
2. Facilities/Central Park West
3. Programs/Aquatics
4. Facilities/Family Aquatic Center
5. Special Events/Autumn Fest
6. Facilities/Family Recreation Center
7. Programs/Tennis Programs
8. Obparks.org/Home
9. Obparks.org/New Cart
10. Facilities/Splash Island

**September 2021 Top Products\***

1. Get Better Winter League 1<sup>st</sup> Grade Boys
2. Get Better Winter League 3<sup>rd</sup> Grade Boys
3. Get Better Winter League KDG Coed
4. Get Better Winter League 2<sup>nd</sup> Grade Boys
5. Halloween TOT Trail 3:30pm

**obparks.org Acquisition Value\***

Referral Percentage Values	Sept. 2021	Sept. 2020
Direct:	41.5%	39.7%
Organic Search:	47%	41.8%
Social:	4%	6.1%
Referrals:	6.7%	11%

**obparks.org Ecommerce Overview – September 2021\***

	Sept. 2020	Sept. 2021
Total Revenue	\$57,261	\$129,273
Transactions:	666	1,067
	<b>2020</b>	<b>2021</b>
Year to date total	\$545,233	\$1,332,370



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Attendees: Laure Kosey, Bob Johnson, Rob Bond, Dave Thommes, Mike Contreras, & Katie Basile.  
Date: October 12, 2021  
Re: 2021 NRPA Conference Recap

---

The Oak Brook Park District Staff is very grateful for the opportunity to participate at the national conference. The list is a summary of the different sessions staff attended. There is very little overlap, however, some staff do attend the same sessions when beneficial. Furthermore, a few sessions “missed their mark” and are not included in this summary.

**1. Creating a culture of excellence in the midst of a pandemic**

Discussed a several-year project by the Chicago Park District to gather feedback from their internal and external customers about the use of their parks and programming, which they then used to develop strategies and training methods to better engage with customers and provide a better overall experience. The theme of the new approach is a focus on creating a culture of inclusion and intentional listening.

**2. Inclusion matters: Creating conditions of possibility in outdoor play environments**

This session touched on the reasons why designing inclusive parks and play environments is so important, and the need to incorporate meaningful design as a standard approach to park and facility development. In addition, the presenters provided supporting data from studies that show how the design of the play environment using best practices increase congruent play behavior between children of all abilities and disabilities.

**3. “Adult Recess” presented by Greensboro Parks and Recreation.**

This session was about offering an “Adult Recess” to 18+. They stated it was a huge success and offered different activities like four squares, dodgeball, hop scotch and more. They also had a splash pad, so they incorporated that into the event. It gave adults of all ages an opportunity to be a kid again with no judgement. This might be a concept that we could do as a special event.

**4. The Four R’s of Seasonal Staffing: Recruit, Refine, Retain, Repeat**

Title basically says it all, no great nuggets. Speaker was nice, but super proud of her ability to staff 20 person camp team for summer, with 9 returning, 9 hired through direct reference from staff and only 2 blind hires. I did like the idea of Jr. Camp Counselor as a program and there are possibilities to do similar with Swim Instructors and Lifeguards, so will be looking to see if that is something we can add. Otherwise, a lot of reinforcement on what we already do: find new staff and focus on culture for retention. Talked about providing a clear opportunity for growth and development within staff roles for new employees to see value in sticking around.

**5. Nothing Changes if Nothing Changes**

Last minute speaker that just “threw together some ideas”. Chris Nunes was a great presenter. I recommend seeing him if given chance. Talked about being inventive. Talked about “that’s the way we always did it” not having a place in our industry. Discussed understanding how to focus on market shares. If market is saturated, do we need that program? If we do, why is ours the one to keep compared with others? How can we utilize our

facilities and staff to create new programs? Advertising on pizza boxes for local pizzeria so every family that gets delivery is getting advertising for programming, job openings, available facilities, etc.

## **6. Exciting Programs on a Shoe String Budget**

This fast-paced session included complete details on fun events designed to engage your community in person and virtually. The focus was creating programs with very little expense and staff involvement. Some of the most interesting ideas were:

- Park District Clue: participants take a list of clues and walk the Park District trails marking off clues as they see them. When the participants figure out who the guilty person is, they post the results on the Park District's Facebook page and are entered into a raffle for a prize.
- Matchbox Car Races: staff set up racing tracks and kids race their favorite toy cars for prizes
- Egg Drop Challenge: kids design a "egg parachute" to see who can keep an egg from cracking as it is dropped from a certain height toward the ground
- Dodge Ball Sling Shot: participants use a large slingshot and dodge balls to knock down targets
- Spot the Grinch: team up with the local police department and create hunt to spot and capture the Grinch. Police department records several videos with the Grinch in the background and posts on social media.
- Paws and Claus: Christmas themed event for dogs. Dog event with pictures with Santa and your dog at the end.

## **7. Accessibility to Public Facilities for Transgender Population**

This session was a great look at equity and inclusiveness in our public park and recreation facilities. It included the legal history and the ever-changing dynamics and implications when it comes to the protective rights of individuals identifying as transgender.

## **8. Working toward Racial Equity**

This session was presented by Arnold Randall, the Superintendent of Forest Preserves of Cook County. His session outlined mistakes made and how they have made strides in becoming more transparent and accountable. They have created a Conservation Plan as well as strategic initiatives to bring new and diverse audiences to the forest preserve.

## **9. Accountability: The Cornerstone of Success**

Accountability was presented as a characteristic trait that can define one as a professional and impact the success of an agency. Profiles of accountable people and methods to incorporate accountability standards into the organization were discussed. The 4 pillars of accountability: responsibility, answerability, trustworthiness, and liability. The concepts highlighted during the presentation included that accountability starts with "you", accountability can be the difference between success and failure, and cannot be delegated. The definition/quote that was provided that was a "take away": Accountability is a personal choice to rise above one's circumstances and demonstrate the ownership necessary for achieving the desired results.



# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: October 13, 2021  
Re: September 2021 Financials

---

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

## **General Fund**

We have now completed five months of our current fiscal year (41.67% completed), and year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$2,229,776, \$906,913, and \$0, respectively. This is resulting in a YTD net surplus of \$1,322,863; which is a \$440,280 increase over the \$882,583 net surplus experienced in FY 2019/2020. Following is additional commentary:

- **Revenues-** With the exception of investment income, all other revenues are either in-line or higher than budgeted expectations. When comparing to FY 2019/2020, total revenues have increased \$319,299. The largest drivers of this increase are property tax receipts and the rental/licensing fees received from Wizards Football Club (\$100,000) and Girls Lacrosse (\$22,200).
- **Expenditures-** The majority of our departments are either in-line or lower than budgeted expectations. When comparing to FY 2019/2020, total expenditures have decreased \$120,981. The biggest cost savings is in our Building-Recreation Center department where part-time wages have decreased from \$102,602 two years ago, to \$45,952 in the current year. The Finance department has also experienced cost savings in full-time wages and medical benefits due to the elimination of one full-time position.

## **Recreation Fund**

YTD revenues, expenditures, and transfers out for this fund equal \$2,228,996, \$1,023,027, and \$0, respectively. This is resulting in a YTD net surplus of \$1,205,969; which is a \$302,239 increase over the \$903,730 net surplus experienced in FY 2019/2020. Following is additional commentary:

- **Revenues-** Total revenues have decreased approximately \$27,695 when compared to two years prior. The primary driver of this is decreased active memberships and decreased enrollments for many of our recreational programs such as swim lessons, due to the continuing pandemic. On the positive side, revenues in our Children’s Programs department have increased significantly due to the expansion of our youth basketball programming.



- **Expenditures-** All of our departments are currently either in-line or lower than budgeted expectations. In total, YTD expenditures have decreased \$329,934 when compared to two years prior. The primary driver of this decrease is decreased part-time personnel costs, equipment repairs and maintenance, and utilities.

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

YTD revenues and expenses in this fund are currently at \$777,679 and \$492,990, respectively. This is resulting in a YTD net surplus of \$284,690; which is a \$50,632 decrease when compared to the \$335,322 YTD net surplus experienced in FY 2019/2020. Following is additional commentary:

- **Revenues-** Total revenues have decreased \$130,573 when compared to FY 2019/2020. The primary drivers of this are decreased group lesson (adult, junior camp, etc.) revenues which have decreased approximately \$39,000. Resident and non-resident memberships revenues have also decreased approximately \$31,140 and private lesson revenues have decreased another \$19,000.
- **Expenses-** All departments are currently lower than budgeted expectations and have decreased \$79,940 when compared to FY 2019/2020. This is primarily driven by a \$33,000 decrease in part-time wages for administrative staff and another \$15,000 decrease in part-time wages for recreation programming staff.

---

### **FINANCE OPERATIONS:**

- Finance personnel has begun updating the annual continuing debt disclosures. Such disclosures will be filed with EMMA in early November. We have also begun work on the 2021 property tax levy, which must be completed and filed with DuPage and Cook County in late December.
- We will soon begin recruiting for the vacant Administrative Services Assistant position.

### **HUMAN RESOURCES:**

- Linda is preparing for various year-end projects, including the required increase to the state minimum wage rate. Effective January 1, 2022, the hourly minimum wage rate increases from \$11.00 to \$12.00 an hour.





# Memo

To: Oak Brook Park District Board of Commissioners  
From: Dave Thommes, Deputy Director  
Date: October 8, 2021  
Re: Recreation & Facilities Report

---

## Recreation

- Preschool is off to a great start this year. We have six classes, compared to four last year. The program now has 90 students, up from 64 last year.
- Autumn Fest was held on September 18. A crowd of about 500 people enjoyed many different kid's activities, live music, prizes, food, and drinks. Thanks to all the staff who helped make this event a success. Many programs began in September including: Lunchtime Tales (10 participants), I Speak Spanish (9), Pee Wee Sports (19), Science Fun Class (12), Men's basketball league (9), Fencing (15), Tae Kwon Do (40), Mah Jongg (34), Bridge (17) and Trail-kickers (10).
- The Pioneers also enjoyed two trips in September: the Lake Geneva Mail Tour and the Great Lakes Fall Colors and Lighthouse Tour.

## Aquatics

- After the annual shut-down period, the pools have re-opened. As the weather was great most of the month, Splash Island was open every weekend. Splash Island has now closed for the season.
- Parties are picking up after a slow start in September due to a late Labor Day weekend and no parties on re-opening weekend by design.
- Pumpkin Swim took place on October 8th and was nearly full. The kids enjoyed swimming for eggs they exchanged for candy!
- The fall pool schedule has been set. In addition to signage and our website, the marketing department has been very helpful in communicating information to our members.
- The swim team season has begun, and they are preparing for their first meet at the end of October.
- Swim lessons for the fall session are currently 72% full. Once our staff numbers increase, we expect more people to sign up as more spots become available.

## Fitness

- On October 2, 498 people participated in the Pink 5K. Staff received positive feedback from both participants and vendors. The course will remain marked throughout the month of October.
- Twenty teams competed in the I Spy a Dri Tri on September 26. Our post-event results were very positive, and we received a 100% Net Promoter Score.
- Joe Scudiero won our September Membership Challenge!
- Monthly membership package retention for September was approximately 93%, and overall net membership is continuing to increase.

## Facilities

- CPW is continuing to generate a lot of interest from potential renters. Positive feedback has been received from customers regarding the new facility paint color.
- Millennium Trust has donated \$3,000 to Cocoa Cabin, thanks to Kate and Rachel! The Cocoa Cabin nights will be held at CPW in conjunction with Winter Lights.

- During the past month, maintenance staff completed the following projects:
  - Repaired several parking lot lights, rewired one pole completely, and changed three lights to LEDs
  - Replaced the spa's chlorinator and main circulating pump.
  - Completed preventive maintenance on all HVAC systems at the Tennis Center.
  - Replaced the ignition control system on a commercial dryer and returned it to full operation.
  - Completed the maintenance and sanitizing of both indoor pools as well as facility maintenance.
  - Continued to work with contractors on roof replacement, ductwork replacement, and electric removal over FAC.



## Oak Brook Park District Membership Statistics 2021

Individual Member Data										
	January	February	March	April	May	June	July	August	Sept	
Members, Start of Month	882	929	1018	1063	1094	1176	1385	1552	1489	NA
Members, Month End	839	900	966	1008	1018	1076	1330	1394	1373	NA
Retention Percentage	95.12%	96.88%	94.89%	94.83%	93.05%	91.50%	96.03%	89.82%	92.21%	94%
New Members	84	97	111	84	167	329	254	142	126	1394
Members Cancelled/Expired	43	29	52	55	76	100	55	158	116	684
Net Members	41	68	59	29	91	229	199	-16	10	710
Resident	48%	47%	49%	49%	50%	52%	50%	51%	49%	NA
Non-Resident	52%	53%	51%	51%	50%	48%	50%	49%	51%	NA
Membership Package Data										
	January	February	March	April	May	June	July	August	Sept	
Memberships, Start of Month	488	513	560	588	614	657	738	826	790	NA
Memberships, Month End	463	494	534	561	575	609	701	748	738	NA
Retention Percentage	94.88%	96.30%	95.36%	95.41%	93.65%	92.69%	94.99%	90.56%	93.42%	94.14%
New Memberships	45	57	62	57	88	152	145	60	75	741
Cancelled/Expired	25	19	26	27	39	48	37	78	52	351
Net Memberships	20	38	36	30	49	104	108	-18	23	390

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

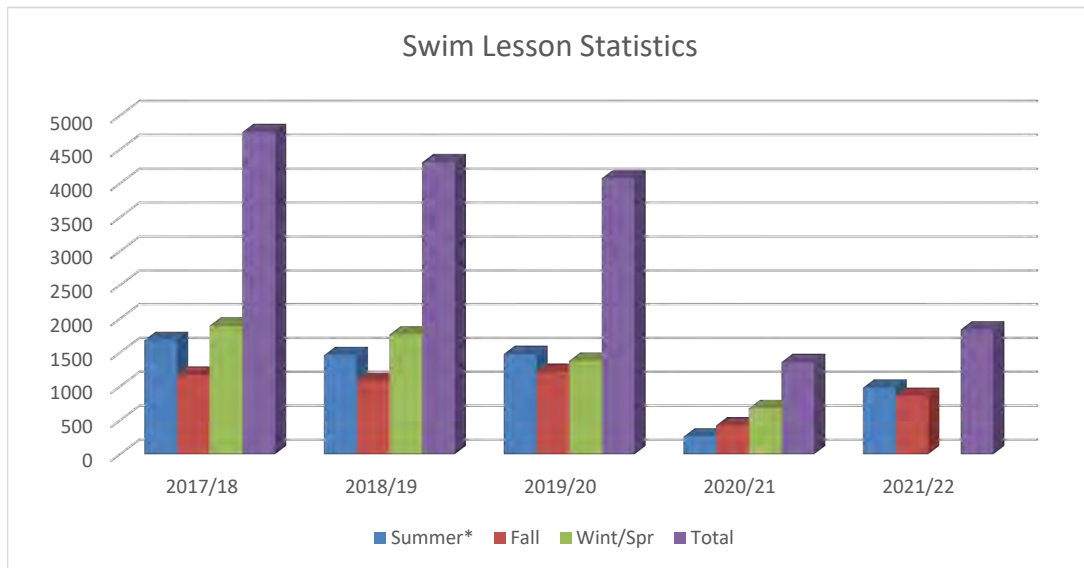


# Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer*	Fall	Wint/Spr	Total
<b>2017/18</b>	1685	1173	1900	<b>4758</b>
<b>2018/19</b>	1463	1082	1767	<b>4312</b>
<b>2019/20</b>	1481	1217	1379	<b>4077</b>
<b>2020/21</b>	258	425	678	<b>1361</b>
<b>2021/22</b>	982	860		<b>1842</b>

Swim Team Statistics						
	Summer	Fall	Wint/Spr	Spring Training	Stroke Clinic*	Total
<b>2017/18</b>	32	65	46	73	9	<b>225</b>
<b>2018/19</b>	71	80	77	100	18	<b>346</b>
<b>2019/20</b>	79	90	83	0	not offered	<b>252</b>
<b>2020/21</b>	52	213	141	63		<b>469</b>
<b>2021/22</b>	59	71				<b>130</b>

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





Oak Brook Park District  
Aquatic Center  
Aquatic Party Statistics

2021 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Deck Party	0	0	0	0	0	0	2	7	5	5			19
Studio Party	0	0	0	0	0	0	11	14	5	8			38
Group (by day)	0	0	0	0	0	0	0	0	0	0			0
Private (indoors only)	9	16	16	15	12	8	0	0	0	1			77
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	0	0	0			0
Splash Island Birthday	0	0	0	0	0	14	10	14	0	0			38
Camp Rentals	0	0	0	0	0	0	0	0	0	0			0
Lane Rental (lap only)	20	24	11	13	8	0	0	0	0	0			76
Scout	0	0	0	0	0	0	0	0	0	0			0
<b>Total # Parties</b>	<b>29</b>	<b>40</b>	<b>27</b>	<b>28</b>	<b>20</b>	<b>22</b>	<b>23</b>	<b>35</b>	<b>10</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>248</b>
<b>2020</b>	22	32	15	0	0	0	44	48	44	44	32	31	312
<b>2019</b>	37	25	44	36	46	53	52	38	20	27	37	25	440



## Oak Brook Park District Facility Statistics and Data

Facility Rentals													
	JAN	Feb	March	April	May	June	July	AUG	SEPT	OCT	NOV	DEC	Total
<b>2020</b>													
Gym Rentals Hours	497	470	107	0	0	280	339	340	224	427	408	412	3,502
Gym Revenue	\$21,655	\$21,445	\$4,738	\$0	\$0	\$14,220	\$16,355	\$16,360	\$12,838	\$19,867	\$17,738	\$18,123	\$163,337
Room Rentals	47	52	29	0	0	0	0	0	0	0	0	0	128
Room Revenue	\$3,848	\$6,364	\$4,200	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,412
CPW Rentals	NA	NA	2	0	0	0	2	2	3	5	1	0	15
CPW Revenue	NA	NA	\$1,120	\$0	\$0	\$0	\$808	\$190	\$1,294	\$3,527	\$486	\$0	\$7,424

	JAN	Feb	March	April	May	June	July	AUG	SEPT	OCT	NOV	DEC	Total
<b>2021</b>													
Gym Rentals Hours	565	437	387	378	456	415	351	523	293				3,804
Gym Revenue	\$22,466	\$22,126	\$25,506	\$21,925	\$24,963	\$19,765	\$23,703	\$27,215	\$15,288				\$202,955
Room Rentals	0	0	0	0	0	0	0*	0*	0*				0
Room Revenue	\$0	\$0	\$0	\$0	\$0	\$0	0*	0*	0*				\$0
CPW Rentals	0	2	1	4	6	10	6	10	6				45
CPW Revenue	\$0	\$4,160	\$571	\$1,903	\$3,156	\$5,697	\$4,762	\$6,509	\$5,087				\$31,843

*\*Aquatic room rental revenue has shifted to the aquatic party account.*

Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>2020</b>	1	2	1	0	0	0	0	0	0	0	0	0	4
<b>2021</b>	0	0	0	0	0	0	0	0	0				0



# Oak Brook Park District Athletic Fields Rental Report

## Athletic Field Usage 2020/2021 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	162	165	161	193	190	109	98	25	0	104	198	1,404	1,197
Revenue	\$0	\$603	\$51,866	\$5,338	\$5,920	\$16,210	\$5,763	\$10,323	\$2,245	\$0	\$9,875	\$9,166	\$117,307	\$93,156

## Athletic Field Usage 2020/2021 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	2,189	2,385	2,078	2319	2,401	429	0	0	0	0	1549	13,349	1,128
Revenue	\$0	\$14,658	\$72,990	\$28,358	\$25,528	\$22,385	\$3,498	\$0	\$0	\$0	\$0	\$29,952	\$197,367	\$42,897

## Athletic Field Usage 2020/2021 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	274	224	157	211.25	208	40	0	0	0	2	197.5	1,313	841
Revenue	\$0	\$4,600	\$3,886	\$1,725	\$5,520	\$16,215	\$1,873	\$0	\$0	\$0	\$100	\$5,063	\$38,981	\$23,268

<b>YTD Total Hours:</b>	<b>16065</b>	<b>3166</b>
<b>YTD Total Revenue:</b>	<b>\$353,655</b>	<b>\$159,321</b>

## Athletic Field Usage 2021/2022 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	21/22 YTD	20/21 YTD
Hours	254	214	121	122	193								904	1,404
Revenue	\$13,006	\$64,381	\$8,998	\$4,467	\$6,689								\$97,540	\$117,307

## Athletic Field Usage 2021/2022 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	21/22 YTD	20/21 YTD
Hours	3,468	1,095	875	1,056	1356								7,850	13,349
Revenue	\$46,925	\$98,846	\$28,504	\$17,345	\$18,536								\$210,156	\$197,367

## Athletic Field Usage 2021/2022 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	21/22 YTD	20/21 YTD
Hours	233	206	135	71	177								821	1,313
Revenue	\$5,458	\$5,154	\$2,183	\$3,320	\$7,095								\$23,209	\$38,981

<b>YTD Total Hours:</b>	<b>9575</b>	<b>16066</b>
<b>YTD Total Revenue:</b>	<b>\$330,905</b>	<b>\$353,655</b>





# Memo

To: Board of Commissioners  
From: Bob Johnson, Director of Parks and Planning  
Date: October 6, 2021  
Re: Board Report

---

- Staff worked with Upland Design and CVG Architects to develop a site and building plan for construction of a new restroom/concession/storage/shelter facility at the north athletic fields. The plan and a formal application were submitted to the Department of Commerce and Economic Opportunity to be considered for a Sports Tourism Grant.
- Two-hundred fall mums were planted at Central Park thanks to a donation from Hinsdale Nursery with the help of our Marketing Department.
- Fall turf work is underway in the parks, with the majority of the focus on athletic fields and restoration work. Over the next six weeks, plants and trees will be trimmed back for the winter and landscape beds will be cleaned.
- Staff is planting over 40 evergreen and deciduous trees in the parks. Over the winter months, dozens of dead, unhealthy, and unsafe trees are removed in the parks, so re-forestation each year using resilient native species is critical.
- Interviews for a new Park Technician position are underway, but the Park District is still accepting applications at this time.

Unfinished Business



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: EMPLOYEE REFERRAL INCENTIVE**

**AGENDA NO.:** 7 A

**MEETING DATE:** OCTOBER 18, 2021

STAFF REVIEW: Linda Noonan, Human Resource Manager: *Linda Noonan*

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

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

The disruption of the workforce caused by COVID-19 has negatively impacted our ability to fill open positions at the District. The economical recruitment methods we have used in the past are not currently producing an adequate number of applicants. Job openings have been communicated to current employees, posted in our facilities and on our website, as well as listed on other free and paid websites and social media sites.

In researching recruiting and temp-to-hire firms as other recruitment options we found the cost to be prohibitive. The average cost for direct hire is 15% - 25% of annual salary. Temp-to-hire fees range from a 25% - 100% markup of the employee’s pay rate plus a buyout fee.

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

To address this current employment situation, we are proposing to incentivize employees to reach out to their network of family and friends by paying them \$100 for each full-time or part-time new hire they refer to fill open positions and who remain employed for at least 90 days. The incentive would not apply to seasonal positions and would be in effect through April 30, 2022.

**ACTION PROPOSED:**

A motion (and a second) to Approve the Employee Referral Incentive.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: C. RESOLUTION 21-1018: A RESOLUTION AMENDING THE AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT AND DAVEY RESOURCE GROUP, INC. FOR NATURAL AREA STEWARDSHIP SERVICES.**

**AGENDA NO: 7 B**

**MEETING DATE: OCTOBER 18, 2021**

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

Handwritten signature of Bob Johnson in black ink.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

Handwritten signature of Laure Kosey in black ink.

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

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

The Park District solicited bids in 2020 for natural areas stewardship and awarded the contract to Davey Resource Group for the 2020-2021 season. The current contract with Davey Resource Group, Inc. can be extended until June 2022.

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

Staff recommends extending the natural areas stewardship contract with Davey Resource Group until June 2022.

**ACTION PROPOSED:** A Motion (and a second) to approve Resolution 21-1018: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc. for the Natural Area Stewardship Services.

**RESOLUTION NO. 21-1018**

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

---

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

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

**WHEREAS**, the Contractor and the District have now agreed to extend the Agreement by an Amendment to the Agreement, for an additional term of one (1) year through June 20, 2022, and the District has appropriated sufficient funds for such extension,

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

**Section 1.** The Board of Park Commissioners of the District hereby approves a one (1) year extension of the Agreement, from June 21, 2021 to June 20, 2022, subject to the terms and conditions of an “Amendment to An Agreement Between the Oak Brook Park District and Conservation Land Stewardship, LLC. for Natural Areas Stewardship Project” (the “Amendment”), and the President and Secretary of the District are hereby authorized, respectively, to execute and attest the Amendment in substantially the form attached hereto and made a part of this Resolution as Exhibit “A”.

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

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

**PASSED AND APPROVED THIS 18<sup>th</sup> DAY OF OCTOBER, 2021.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary

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

---

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

**WITNESSETH:**

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

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

**WHEREAS**, the Contractor and the District have agreed to an extension of one year for the Agreement, through June 20, 2022, and the District has appropriated sufficient funds for such extension,

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

**ARTICLE I**  
**THE RECITALS ARE PART OF THIS AMENDMENT**

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

**ARTICLE II**  
**EXTENSION OF TERM OF AGREEMENT**

A. Section 3 of the Agreement is amended to extend the term of the Agreement until June 20, 2022.

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



IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 18th<sup>th</sup> day of October, 2021.

OAK BROOK PARK DISTRICT

DAVEY RESOURCE GROUP, INC.

By: \_\_\_\_\_  
Its President

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Attest: \_\_\_\_\_  
Its Secretary

Attest: \_\_\_\_\_  
Its: \_\_\_\_\_



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: TENNIS CENTER ROOF REPAIR BID**

**AGENDA No.: 7 C**

**MEETING DATE: OCTOBER 18, 2021**

STAFF REVIEW:

Deputy Director, Dave Thommes:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

A bid packet for the Tennis Center's roof and gutter repairs was compiled by staff. The project's scope includes be new gutters and downspouts for the office area and racquetball court roofs. Additionally, the scope will include a new flat roof at the front of the Tennis Center and snow rail in the valleys of the standing seam metal roof. An alternate bid includes roof work over the racquetball courts.

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

Bids for this project were opened on October 8<sup>th</sup>, 2021. Four bids were received and a summary of those bids is on the page that follows. The low bidder has previously completed roof work at the Tennis Center and staff has been satisfied with their work. Staff recommends that board accept the base and alternate bids from Seal Tight Exteriors, Inc. for a not to exceed cost of \$76,270.

**ACTION PROPOSED:** A motion and a second to accept the base bid and alternate bids from Seal Tight Exteriors, Inc. for the Tennis Center Roof Repair Project and to approve an Agreement Between the Oak Brook Park District and Seal Tight Exteriors, Inc. for a not-to-exceed cost of \$76,270.

## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

Tennis Center Roof Repair Project Bid  
October 8, 2021 10:30 a.m.

Bidder	Addendum	Bid Bond	References	Certifications	Base Bid	Alternate Bid	Total
					Roof Repair Tennis Center	Roof Repair Racquet Ball Courts	Base Bid + Alternate
Tiles In Style LLC DBA Taza Construction 16940 Vincennes Ave South Holland, IL 60473	y	Y	Y	Y	\$ 181,786.00	No bid	\$ 181,786.00
L Marshall Roofing & Sheet Metal Inc. 2100 Lehigh Ave Glenview, IL 60026	y	Y	Y	Y	\$ 97,000.00	\$ 23,000.00	\$ 120,000.00
Seal Tight Exteriors Inc 3239 Loverock Ave. Steger, IL 60475	y	Y	Y	Y	\$ 61,570.00	\$ 14,700.00	\$ 76,270.00
Red Feather Group 711 Becker Rd Glenview, IL 60025	N	Y	Y	Y	\$ 76,000.00	\$ 20,000.00	\$ 96,000.00

New Business



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: OAK BROOK PARK DISTRICT COVID-19 VACCINATION AND TESTING POLICY**

**AGENDA No.: 8A**

**MEETING DATE: OCTOBER 18, 2021**

**STAFF REVIEW:**

Human Resources Manager: Linda Noonan:

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

The Oak Brook Park District desires to provide a safe place for all who enter our facilities. We believe the suppression of the COVID-19 virus is a priority for the health, safety, and welfare of employees, patrons, and the community at large.

The attached document sets forth the District’s policy to provide a safe environment for all and to reduce risk to those who are unable to be vaccinated, such as children.

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

Every employee must acknowledge receipt of the Oak Brook Park District COVID 19 Vaccination and Testing Policy.

**ACTION PROPOSED:**

Motion (and a second) to waive the Board Rules to Approve at This Meeting the Oak Brook Park District COVID-19 Vaccination and Testing Policy.

A motion (and a second) to Approve the Oak Brook Park District COVID-19 Vaccination and Testing Policy.

## **Oak Brook Park District COVID-19 Vaccination and Testing Policy**

The Oak Brook Park District is committed to maintaining a workplace free of known hazards and safeguarding the health of employees, patrons and the community at large from infectious diseases such as COVID-19. As a result, all full-time employees are required to receive COVID-19 vaccinations or submit proof of daily COVID-19 testing. All part-time employees are required to receive COVID-19 vaccinations or submit proof of weekly COVID-19 testing. Employees unable to meet these requirements, may contact Human Resources to request an accommodation based on a religious or medical reason. Employees not in compliance with this policy may be placed on unpaid leave until their employment status is determined, which may include discipline up to and including termination.

All vaccinated employees must submit copies of their vaccination cards or other documentation showing that they are fully vaccinated to the Human Resources Department. The documentation submitted must come from a person or organization certified to administer the vaccine and should not contain any private medical, genetic, or family health information (other than the vaccination status and dates). For example, an employee can present a copy of the vaccination card, Illinois Department of Health (IDPH) Patient Immunization History Report via Vax Verify, or medical record obtained when the vaccine is administered.

Employees who are under the age of 18 that will be submitting copies of their vaccination card/report or COVID-19 testing results must have a release signed by a parent or guardian that allows for release of medical information. The Oak Brook Park District Parent/Guardian Consent Form Release of Proof of COVID-19 Vaccination Status or COVID-19 Testing is attached to this policy.

All vaccinated and unvaccinated employees must also continue to follow the District's current COVID-19 safety protocols and procedures including practicing social distancing, wearing face masks as required, frequent handwashing, sanitizing, self-screening for symptoms, reporting close contact with persons with COVID-19, and following any other federal, Illinois, local county, and city ordinances, regulations, or other guidance on COVID-19 protocols.

This policy and the procedures put into effect to manage compliance with the policy will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention and local health authorities. The Executive Director may expand, change, suspend, or revoke any or all parts of this policy, as well as the safety protocols and procedures associated with the management of the policy, based on evolving data and information regarding the risks of COVID-19 and/or local, state, or Federal mandates. The policy will remain intact until the Board of Commissioners revises the policy.

Please direct any questions regarding this policy to the Human Resources Manager or your supervisor.

Every employee must acknowledge receipt of this policy – "COVID-19 Vaccination and Testing Policy" by submitting a signed copy of the acknowledgment form to Human Resources. The acknowledgement form: "COVID-19 Vaccination and Testing Policy for Employees Acknowledgement Form" is attached as the next page to this policy.

**Oak Brook Park District**  
**COVID-19 VACCINATION AND TESTING POLICY FOR EMPLOYEES**  
**EMPLOYEE ACKNOWLEDGEMENT FORM**

I have read and been informed about the content, requirements, and expectations of the COVID-19 Vaccination and Testing Policy for Employees at the Oak Brook Park District. I have received a copy of the policy and agree to abide by the policy guidelines.

I understand that if I have any questions, at any time, regarding the COVID-19 Vaccination and Testing Policy for Employees, I will consult with my immediate supervisor or Human Resources.

Employee Signature: \_\_\_\_\_

Employee Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



**Oak Brook Park District  
PARENT/GUARDIAN CONSENT FORM  
RELEASE OF PROOF OF COVID-19 VACCINATION STATUS OR COVID-19 TESTING**

I, \_\_\_\_\_, being the parent, guardian, or legal representative of the minor child listed below, hereby consent to and permit the release of proof of COVID-19 vaccination status or results of COVID-19 testing to the Oak Brook Park District to comply with the Oak Brook Park District's COVID-19 vaccination policy.

I understand that it is the directive of the Oak Brook Park District to require employees of the Park District to be vaccinated with a COVID-19 vaccine approved by the U.S. Food and Drug Administration or a COVID-19 vaccine authorized under an Emergency Use Authorization or submit to weekly COVID-19 testing for part-time positions and daily testing for full-time positions.

I understand that the Oak Brook Park District provided all Park District employees, including authorized minor child employees, reasonable exemption in obtaining a COVID-19 vaccine based on a religious or medical reason supplied to the Oak Brook Park District.

I understand that if the minor child employee is not vaccinated against COVID-19, the minor child employee must submit proof of the required weekly COVID-19 testing for part-time positions, and daily testing for full-time positions as required by the Oak Brook Park District's COVID-19 policy.

I understand that, upon consent and release of the minor child employee's proof of COVID-19 vaccination status or results of COVID-19 testing, the Oak Brook Park District will comply with all applicable local, state, and federal laws regarding the confidentiality of medical information, including confidentiality and record-keeping requirements of medical documentation under the Americans with Disabilities Act.

**Name of the minor child employee:** \_\_\_\_\_

**Name of the parent or legal guardian:** \_\_\_\_\_

**Signature of the parent or legal guardian:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Telephone number of the parent or legal guardian:** \_\_\_\_\_

---

**INSTRUCTIONS**

1. Read the Oak Brook Park District's COVID-19 Vaccination and Testing Policy.
2. Complete ALL portions of the **PARENT/GUARDIAN CONSENT FORM RELEASE OF PROOF OF COVID-19 VACCINATION STATUS OR COVID-19 TESTING**.
3. Affix a copy of the above-mention minor child employee's proof of COVID-19 vaccination. Proof of vaccination documentation must ONLY indicate vaccination status (vaccine name, date or vaccination, and provider's name) and must NOT include any other medical information.
4. If the minor child employee is not vaccinated, submit weekly COVID-19 test results for part-time positions and daily test results for full-time positions showing only the minor child employee's name, date of COVID-19 test and test results. Do not include any other medical information.
5. Submit the consent form and proof of COVID-19 vaccination or COVID-19 test results to Linda Noonan via email at [lnoonan@obparks.org](mailto:lnoonan@obparks.org) or by hand delivery.
6. Contact Linda Noonan at 630-645-9537 for any questions regarding this form.

Please retain a copy of this form for your records.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: PERSONNEL POLICY MANUAL – NEW SECTION  
4.28 WORK-RELATED EXPENSE REIMBURSEMENT POLICY**

**AGENDA No.: 8 B**

**MEETING DATE: OCTOBER 18, 2021**

**STAFF REVIEW:**

Linda Noonan, Human Resource Manager:

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

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

The Illinois Wage Payment and Collection Act requires employers to reimburse employees for “all necessary expenses that are incurred by the employee within the employee’s scope of employment and that are directly related to services performed for the employer.” Also, employees are required to submit an expenditure within 30 days of incurring it, unless the employer has a written policy that provides for a longer timeframe. If the employee is missing documentation required by the employer to obtain reimbursement, the employee must be given the opportunity to submit a signed statement regarding the missing information.

An employee is not entitled to reimbursement if the employer has an established written expense reimbursement policy and the employee failed to comply with the written expense reimbursement policy.

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

We are recommending adding this new policy to the Personnel Policy Manual because:

- the manual is broadly distributed to all employees; and
- the policy provides a *general* scope for work-related expense reimbursement in compliance with the Illinois Wage Payment and Collection Act.

Specific guidelines for various work-related expense reimbursements are located in the Finance Department Policy Manual as well as in the Personnel Policy Manual (i.e., Education Degrees and Tuition Reimbursement Policy, Professional Development and Reimbursement of Expenses Policy, Work-Related Cell Phone Policy).

**ACTION PROPOSED:**

For Review and Discussion Only.

#### **4.28 WORK-RELATED EXPENSE REIMBURSEMENT**

This Policy is designed to assist employees in reporting and receiving reimbursement for reasonable out-of-pocket expenses incurred while conducting business for, or on behalf of the District. Generally, the Park District anticipates that most employees will not need to incur business expenses in order to perform their job duties. Employees that have been issued a District purchasing card (P-card) should make a reasonable attempt to use such P-card to pay for any necessary business expenses before deciding to pay for such expenses out-of-pocket.

The District expects employees to act responsibly and professionally when incurring business expenses. The District will reimburse employees for reasonable out-of-pocket expenses incurred on behalf of the District and that are pre-approved by either the Superintendent, Department Director, or Executive Director (“supervisor”). This includes, for example, travel, mileage, tools, uniforms, airfare, accommodations, meals, and purchases made on behalf of the District. Employees must exercise care to avoid impropriety or the appearance of impropriety and adhere to the District’s existing purchasing policies, when applicable. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.

Employees must adhere to the following general guidelines in order to be reimbursed for any expenses:

- The District will reimburse employees only for reasonable expenses incurred to discharge their job duties, that inure for the primary benefit of the District and that have been pre-approved by the employee’s supervisor.
- Original receipts or other documentation evidencing the out-of-pocket expenses are required for reimbursement. Such documentation shall contain sufficient detail to provide the vendor name, a description of the goods and/or services purchased, the quantity and prices of the goods and/or services, and the date that such purchases occurred. If original documents cannot be provided, employees must submit a signed statement explaining the reason such documents are not available.
- All requests for reimbursements and supporting documentation must be submitted to the Finance Department within thirty (30) days of incurring the expense. Expenses not submitted within thirty (30) days may be ineligible for reimbursement and such determination will be arrived at on an individual basis.
- Any reimbursement that exceeds the actual cost incurred by the employee must be returned to the District within thirty (30) days of reimbursement.

When submitting business meal expenses for reimbursement, please include:

- The business purpose, and/or
- The names of the participants and their affiliations or other information establishing a business relationship with the individual incurring the expense.
- Please refer to *Personnel Policy Manual Section 3.10 Professional Development and Reimbursement of Expenses* for more detailed guidelines.

If an employee does not comply with the above guidelines, or an expense is not pre-approved by the District, the employee may be denied reimbursement. In addition, if an expense is incurred as a result of an employee's own negligence or misconduct, such expense may not be reimbursed by the District. Falsification of any expense reimbursement, supporting documentation or other misrepresentations in connection with a request for expense reimbursement is subject to discipline, up to and including discharge, regardless of the falsification's discovery date. Employees will be required to repay the District for reimbursements improperly obtained by the employee.

Certain employees are required by the Park District to have mobile devices or other tools in order to perform their job duties. The Park District will either provide Park District-owned mobile devices or tools to such employees or reimburse them for a portion of their monthly expenses (subject to the guidelines in *Personnel Policy Manual Section 6.11 Work-Related Cell Phone Policy*). If you have any questions about whether you are required to have a mobile device or certain tools to perform your job duties and/or if you are eligible for reimbursement for such expenses, please contact the department Director.

Employees that use personal vehicles for work-related travel will be reimbursed at the federal IRS mileage reimbursement rate if all of the requirements above are met, including that the work-related travel has been approved in advance by their immediate supervisor. Employees will be reimbursed only for mileage in excess of an employee's normal commute to the office.

It is the intention of the District that this policy serves as an "accountable plan" (as described by the IRS) so as to allow employees to exclude such reimbursements from taxable income; however, each employee should consult his/her own tax advisor to determine how any such reimbursements will affect him/her personally in that regard.