



# Oak Brook Park District Board Packet

March 17, 2025

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

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## Agenda and Agenda Vote



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 17, 2025 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
  - a. APPROVAL OF THE MARCH 17, 2025 AGENDA
  - b. APPROVAL OF MINUTES
    - i. February 17, 2025 Regular Board Meeting Minutes
    - ii. February 24, 2025 Special Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 28, 2025
    - i. Warrant 694
4. STAFF RECOGNITION
  - a. None
5. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
  - b. Fitness Center Revamp
  - c. Proclamation in Support of The Conservation Foundation DuPage County River Sweep
6. REPORTS:
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report
7. UNFINISHED BUSINESS
  - a. Mowing Services Bid
  - b. Request for Proposals: Waste and Recycling Collection Services
8. NEW BUSINESS
  - a. Budget for Fiscal Year 2025 – 2026  
*The tentative Budget and Appropriation Ordinance 25-0421 for Fiscal Year May 1, 2025 – April 30, 2026 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 20, 2025. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 21, 2025 regular meeting of the Board of Commissioners for the purpose of receiving public comments on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 10, 2025.*





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 17, 2025 – 6:30 p.m.**  
**Canterberry Room**

**NEW BUSINESS (Continued)**

- b. Ten Year Capital Improvement Plan
- c. Ordinance 25-0422: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting
- d. Sections 2 and 3 – Administrative Policies and Procedures Manual
- e. Veterans and Military Membership
- f. Strategic Plan 2025-2029

9. **ENTER CLOSED SESSION:** For the purpose of the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act
10. **CLOSED SESSION**
- a. Semi-Annual Review of Closed Meeting Minutes for Release
    - i. Resolution 25-0423: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2025
  - b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District
11. **ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION**
12. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 21, 2025, 6:30 P.M.**
13. **ADJOURNMENT**

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







**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 17, 2025 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
2. OPEN FORUM *[Ask whether there are any Public Comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
3. CONSENT AGENDA  
*[Request a Motion and a Second to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. Roll Call Vote—VOTE MUST BE UNANIMOUS*  
  
*Then ask for a Motion and a Second to approve the Consent Agenda, as presented. Roll Call Vote...]*
  - a. APPROVAL OF THE MARCH 17, 2025 AGENDA
  - b. APPROVAL OF MINUTES
    - i. February 17, 2025 Regular Board Meeting Minutes
    - ii. February 24, 2025 Special Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 28, 2025
    - i. Warrant 694
4. STAFF RECOGNITION
  - a. None
5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
  - a. Board of Commissioners to share communications
  - b. Fitness Center Revamp
  - c. Proclamation in Support of The Conservation Foundation DuPage County River Sweep
6. REPORTS: *[For Review and Discussion Only]*
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 17, 2025 – 6:30 p.m.**  
**Canterberry Room**

7. UNFINISHED BUSINESS

a. Mowing Services Bid

*[Request a Motion and a Second to reject the bid from JFV Landscaping in the amount of \$1,166.67 for weekly mowing, to accept the bid from Advanced Landscaping in the amount of \$1,713 for weekly mowing and the alternate bid in the amount of \$2,600 for fall leaf cleanup, and to approve a contract with Advanced Landscaping for a cost not-to-exceed \$1,713 for weekly mowing, and an annual cost not-to-exceed \$2,600 for fall leaf cleanup.]*

b. Request for Proposals: Waste and Recycling Collection Services

*[Request a Motion and a Second to accept the proposal for Waste and Recycling Services from SBC Waste Solutions, Inc. and to approve an agreement between the Oak Brook Park District and SBC Waste Solutions, Inc. for waste and recycling collection services for a total monthly cost not-to-exceed \$660.]*

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

a. Budget for Fiscal Year 2025 – 2026

*The tentative Budget and Appropriation Ordinance 25-0421 for Fiscal Year May 1, 2025 – April 30, 2026 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 20, 2025. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 21, 2025 regular meeting of the Board of Commissioners for the purpose of receiving public comments on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 10, 2025.*

b. Ten Year Capital Improvement Plan

c. Ordinance 25-0422: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting

d. Sections 2 and 3 – Administrative Policies and Procedures Manual

e. Veterans and Military Membership

f. Strategic Plan 2025-2029

9. ENTER CLOSED SESSION: For the purpose of the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act *[Request a Motion (and a Second) to enter into closed session for the purpose of discussing the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act. **Roll Call Vote...**]*





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 17, 2025 – 6:30 p.m.**  
**Canterberry Room**

10. CLOSED SESSION *[For Review and Discussion Only]*
  - a. Semi-Annual Review of Closed Meeting Minutes for Release
    - i. Resolution 25-0423: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2025
  - b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District
11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION *[Request a Motion and a Second to arise from closed session and resume the open session. **Voice Vote, All in Favor...**]*
12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 21, 2025, 6:30 P.M. *[Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on April 21, 2025, 6:30 p.m.]*
13. ADJOURNMENT *[Request a Motion and a Second to adjourn the March 17, 2025 Regular Meeting of the Oak Brook Park District Board of Commissioners. **Voice Vote, All in Favor...**]*

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



Minutes

Regular Meeting  
Oak Brook Park District Board of Commissioners  
February 17, 2025

Special Meeting  
Budget Workshop  
February 24, 2025

**MINUTES**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**February 17, 2025 – 6:30 p.m.**  
**Canterberry Room**

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

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:30 p.m. Commissioners Gondek, Suleiman, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and Steve Adams, District Attorney. Commissioner Ivkovic Kelley arrived at 6:31 p.m. Commissioner Vescovi was absent.

2. OPEN FORUM

President Knitter asked if there were any public comments.

Alan Koren, an Oak Brook resident from Saddle Brook, spoke on the history of the horse barn located in Saddle Brook.

President Knitter announced that the discussion of the horse barn will be conducted in April.

Dr. Kosey stated that a meeting date and time will be scheduled in April.

Jim DePhillips, an Oak Brook resident, recommended placing the audio recordings or possible video recording on the website.

President Knitter stated that the Park District has investigated the cost for video recordings; audio recording is easier so the Board could explore that.

DePhillips proposed to make a balanced budget where the budget does not increase year to year and the tax rate does not increase.

DePhillips asked about the Pioneer Travel to Italy. DePhillips saw that some staff will attend the trip, so he was wondering who is paying for the staff and if a travel agency is utilized.

President Knitter answered that no taxpayer or Park District money is used to pay for the staffs’ Pioneer trips. This has always been the policy.

Attorney Adams stated the payment for the staff is from user fees.

Pechous clarified that a travel agency is used, and fifteen participants allow one trip guide; in the Italy trip, there are 31 participants so there will be two trip guides. The trip guides are the same staff who normally travel with the Pioneer group.

Nancy Parenti, an Oak Brook resident, stated she received Ms. Chan’s flyer in the mail concerning the cost and maintenance of the astroturf and the nonresident use, cost for the concession stands and Central Park West new bathrooms, money in the bank, Board “rubber stamping” Park District excessive spending. Parenti responded to each issue to the best of her knowledge then thanked the Board and staff for their wonderful

work. Parenti suggested the Park District send out a flyer addressing the concerns on the flyer. Parenti concluded with “let’s keep accountability and transparency.”

### 3. CONSENT AGENDA

- a. APPROVAL OF THE FEBRUARY 17, 2025 AGENDA
- b. APPROVAL OF MINUTES
  - i. January 20, 2025 Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JANUARY 31, 2025
  - i. Warrant 693

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

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

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

Nays: None

Absent: Commissioner Vescovi

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

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

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

Nays: None

Absent: Commissioner Vescovi

### 4. STAFF RECOGNITION

- a. Distinguished Member Award
  - i. Haley Colucci, Marketing & Communications Manager - IPRA Diversity Section
  - ii. Bob Johnson, Deputy Director - IPRA Parks and Natural Resources Section

Dr. Kosey explained Colucci and Johnson were awarded within their division of the Illinois Park & Recreation Association (IPRA). President Knitter and the Board congratulated Colucci and Johnson.

### 5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to Share Communications

There was no communication between Board Members.

- b. Conference Session Summaries

President Knitter stated the summaries have been completed after every conference.

Dr. Kosey communicated that the staff is honored to be able to attend the conference. Tremendous professional development occurs not only to attend but also to present on topics. Attorney Adams was also busy at the conference. Dr. Kosey thanked the commissioners for allowing them to attend and present.

c. Rebranding of the Fitness and Aquatic Center

President Knitter stated the rebranding is more of a re-signing.

Johnson reported that the Tennis Center had a new logo created a few years ago, so the Park District wanted to align the Aquatic Center and Fitness Center with the Tennis Center now that the renovations there have been completed. Staff liked "Swim Central" for the Aquatic Center and "1450 Fitness" for the Fitness Center.

Commissioner Suleiman stated "1450 Fitness" was trendy and the name would need to be explained. Commissioner Suleiman would like more options to review.

Dr. Kosey asked if Commissioner Suleiman was comfortable with "Swim Central." Dr. Kosey stated that staff could create a few more logos for the Fitness Center and ask fitness members to select.

Commissioner Suleiman responded the "Swim Central" logo is beautiful and cohesive. Commissioner Suleiman suggested getting community feedback online, at least from those who use the Fitness Center.

6. REPORTS:

a. Administration and Enterprise Operations Report

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

Dr. Kosey reported that the EV Charging Stations will be on hold at this time.

Dr. Kosey stated that the Market-Base Salary Range Adjustment is only the job description and salary range, and it does not include the benefits.

b. Finance and Human Resources Report

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

Salinas reported that nine months of the Fiscal Year (FY) have been completed. The General Fund has a surplus, but the Board will consider during Unfinished Business the operating transfers which will lower the General Fund surplus if accepted. Recreation Fund has a smaller surplus which will be adjusted if the operating transfer is approved. Tennis Center Fund also has a surplus.

Salinas reminded the Board that there are ten funds, and he reported the consolidated amount. However, two debt certificates will be paid soon. These large adjustments occur around this time which then lowers the surplus.

President Knitter asked about the unforeseen expense for the elevator.

Johnson stated that staff are reviewing the options and behind the scenes control panel is near the end of life.

President Knitter stated that the elevator is an example of the contingency budget line item in response to a previous question concerning contingencies.

c. Recreation and Communications Report

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

Pechous also reported that staff presented at conference, winter programming has started, the Pioneers Italy trip is the most profitable due to the number of registrants and cost per person, the new Central Park West (CPW) rental model of four hour blocks on Friday, Saturday, and Sunday is filling up, Camp Aquatics Guide is very popular, and the Park District is one of a few agencies selected for the cyber security audit pilot program.

President Knitter clarified that the Park District paid Lou Malnati's for the Pioneers pizza making outing, but the participants paid the Park District to participate.

Commissioner Gondek asked Johnson about the seminar concerning geese control.

Johnson stated that Jake Stachowiak, Superintendent of Parks, and Johnson have been researching geese control. There is a budget for the next FY for a geese deterrence system, a series of lights similar to the ones used at the mall. The Park District will begin using the deterrent at Central Park and evaluate whether to use it at other locations.

President Knitter communicated that she and Dr. Kosey saw the geese deterrent vendor at the conference. The system is safe with no pesticides. A system that could remain the entire time would be beneficial.

d. Parks and Facilities Report

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

Johnson reported that the staff is researching a bike path grant through the Department of Natural Resources to offset the cost of trail resurfacing and connecting the bike paths at Central Park.

Johnson communicated that there was a building automation system software upgrade that was necessary to monitor and control all the HVAC.

Johnson stated that the new updated AEDs that were installed throughout the Family Recreation Center (FRC) connect directly to Fire Department ambulances.

President Knitter asked how many AEDs are there.

Valerie Louthan, Superintendent of Facilities, listed the location of the AEDs and reported that the AEDs are checked monthly.

President Knitter asked if there is an AED at the North Fields.

Louthan answered there is one in Concessions.

Johnson reported that thirty-two FRC memberships came in during January's Oak Brook First on the 1<sup>st</sup>. Twenty-two free daily admissions were given to residents that day.

President Knitter added that the free daily admission is provided to residents on the first of each month.



Johnson stated that the Park District recommends pausing on the Solar Panel project until March when the Reconciliation Bill will be reviewed. The federal grant for solar panels will be decided whether it will stay in place or be ended.

7. UNFINISHED BUSINESS

a. Market Based Salary Range Adjustment

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Market Based Salary Range Adjustment.

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

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

Nays: None

Absent: Commissioner Vescovi

b. Ordinance 25-0217: An Ordinance Transferring Funds to and from Several Park District Funds

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Ordinance 25-0217: An Ordinance Transferring Funds to and from Several Park District Funds.

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

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

Nays: None

Absent: Commissioner Vescovi

c. Tennis Center Exterior Windows Replacement Project Bid

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to accept the bid submittal from Bee Liner Lean Services from Bridgeview, IL in an amount of \$88,500 for the base bid, and approve an agreement between the Oak Brook Park District and Bee Liner Lean Services from Bridgeview, IL, for a not-to-exceed total contract cost, of \$88,500.

Commissioner Suleiman asked about the change in the bid parameters being previously over the budget and now being more reasonable.

Johnson responded that the bids are more reasonable now due to the timing of the bid and being able to reach out to more contractors. The Park District received a good number of responses to the bid.

Commissioner Suleiman asked if the Park District has used this contractor before.

Johnson responded that the Park District has worked on a few projects with this contractor, and the Park District normally takes the two lowest bid responses. Dr. Kosey added that references were also reviewed.

The motion passed by roll call vote.

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

Nays: None

Absent: Commissioner Vescovi

- d. Travel Reimbursement for Commissioner Attendance at the 2025 IAPD/IPRA Annual Conference, January 23 - 25, 2025

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Travel Reimbursement for Commissioners Attendance at the 2025 IAPD/IPRA Annual Conference.

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

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

Nays: None

Absent: Commissioner Vescovi

8. NEW BUSINESS

- a. Mowing Services Bid

Johnson stated that the Mowing Services Bid is conducted every three years for all the parks. The Park District signs a one-year contract with the lowest qualified bidder, that can be extended for two subsequent years. Anticipating an increase in the bids, the budget reflects that possible increase.

- b. Request for Proposals: Waste and Recycling Collection Services

Johnson stated that the Request for Proposal (RFP) goes out every three years.

- c. Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in The Contract Price with Red Feather Group, Inc. For Central Park West ADA Improvements *(Requires waiving the Board Rules to approve at this meeting.)*

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to waive the Board Rules to approve at this meeting for Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in The Contract Price with Red Feather Group, Inc. for Central Park West ADA Improvements.

Johnson signed a contract with Red Feather Group and explained the reason for the reduction.

The motion passed by roll call vote.

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

Nays: None

Absent: Commissioner Vescovi

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Resolution 25-0218: A Resolution Authorizing and Approving a Change Order Involving a Decrease in The Contract Price with Red Feather Group, Inc. for Central Park West ADA Improvements.

Attorney Adams asked what the dollar amount is being credited.

Johnson responded \$43,485.

The motion passed by roll call vote.

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

Nays: None

Absent: Commissioner Vescovi

d. Elevator Control Systems

Dr. Kosey reported that the elevator has been challenging for the past eight weeks. The elevator will need to be repaired with a new control panel and back-end machinery.

President Knitter stated that the elevator is old, so parts are not available. Dr. Kosey added that Windows 95 was needed to evaluate the repair of the elevator.

Johnson reported that because of the age of the elevator many of the parts are not available and those that are available are rebuilt. The Park District is talking to two other elevator companies.

President Knitter asked about the cost to replace the elevator.

Dr. Kosey responded that the estimate is \$100,000 to \$150,000.

Commissioner Suleiman suggested looking into ADA and accessibility funding.

Johnson added that at this time staff know how to reactivate the elevator if there are any issues.

Attorney Adams stated that this purchase will be subject to competitive bidding process.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 17, 2025, 6:30 P.M.

- a. A special budget workshop meeting of the Oak Brook Park District Board of Park Commissioners will be held on February 24, 2025, 6:30 p.m.

President Knitter announced that the Special Budget Workshop Meeting of the Oak Brook Park District Board of Commissioners will be held on February 24, 2025, 6:30 p.m. and the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on March 17, 2025, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the February 17, 2025, regular meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 7:20 p.m.

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Dr. Laure L. Kosey, Executive Director

**MINUTES OF A SPECIAL MEETING  
OF THE  
OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS  
February 24, 2025**

NOTICE IS HEREBY GIVEN that a special meeting of the Oak Brook Park District Board of Commissioners will be held on Monday, February 24, 2025 at the hour of 6:30 p.m. The Special Meeting will be held at the Oak Brook Park District Family Recreation Center, Canterbury Room, 1450 Forest Gate Road, Oak Brook, IL 60523 for the purpose of considering the following agenda.

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

President Knitter called to order the Special Meeting of the Oak Brook Park District at the hour of 6:31 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and Steve Adams, District Attorney.

2) APPROVAL OF THE FEBRUARY 24, 2025 AGENDA OF THE SPECIAL MEETING

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the February 24, 2025 Agenda of the Special Meeting.

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

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

Nays: None

3) SPECIAL MEETING BUSINESS

a) Discussion of the Ten-Year Capital Improvement Plan and Requested Fiscal Year 2025/2026 Operating Budget

President Knitter reminded the commissioners that this is the meeting to ask questions concerning the budget. If there are more questions after the meeting, please contact Commissioner Ivkovic Kelley who is the Board Treasurer.

President Knitter commended the staff for a thorough job on the budget.

Dr. Laure Kosey stated March 2<sup>nd</sup> will be her fifteenth year at the Park District. Every year there is some improvement, and the Park District staff tries to consider residents’ input regarding providing a budget presentation, including a detailed budget with the summary budget.

Dr. Kosey explained the budget is tied to the mission, vision, and strategic initiatives. The new strategic initiatives will begin May 1, 2025 to 2029. Commissioners and staff have had input to the strategic initiatives.

Dr. Kosey stated this meeting was the first of several budget discussions, and she presented the budget calendar which can be found in the Park District’s records.

Dr. Kosey stated that on March 17<sup>th</sup> more discussions will occur on the budget, and April 21<sup>st</sup> will be the public hearing on the budget.

Dr. Kosey presented the Budget Highlights and Strategic Plan Initiatives Update, which can be found in the Park District's records.

Dr. Kosey communicated that the Oak Brook First on the 1<sup>st</sup> was implemented and has had great participation. Dr. Kosey added that residents can bring a guest free on their birthday. President Knitter noted that Commissioner Suleiman suggested the birthday opportunity.

Dr. Kosey reported that Elevate, a day programming for Gateway Special Recreation, has been added.

Dr. Kosey stated that a grant was provided for the Starr Chief Eagle program and over \$136,000 were given to the Park District in monetary sponsorship support. President Knitter added much more was given in-kind.

Commissioner Suleiman communicated that she provided information on the Starr Chief Eagle program to the school district. The students were learning about the Native American history, so many children attended the Starr Chief Eagle program.

Robert Pechous presented the DuPage County Park Districts Tax Rates, Property Tax Distribution in Oak Brook, and Property Tax Levies Excluding Levies for Debt Service and Special Recreation, which can be found in the Park District's records.

Bob Johnson presented the General Fund (Administration, Finance, & Human Resources, Parks, Information Technology, Family Recreation Center and CPW Facilities), which can be found in the Park District's records.

Marco Salinas presented the General Fund Revenues for 2025/2026 Fiscal Year (FY) Budget, which can be found in the Park District's records.

Salinas noted that the Debt Service Fund will end for 2025/2026 FY since the loan to the Village will be paid off. The 2025/2026 General Fund is projected to have 5.92 months of expenditures in the reserve.

Pechous presented the Recreation Fund (Recreation Programming, Aquatics, Fitness, and Marketing & Communications), which can be found in the Park District's records.

President Knitter asked if residents are filling up the camp the first day.

Pechous responded that the first day does fill up with residents.

Commissioner Suleiman asked if the camps could use Central Park West (CPW).

Pechous responded that the staff has considered CPW for space, but different programs also use CPW.

President Knitter asked about the resident registration date.

Pechous stated that residents have two weeks to register before the programs open to everyone else.

Salinas presented the Recreation Fund for 2025/2026 FY Budget, which can be found in the Park District's records.

Salinas noted Marketing revenue will be lower in FY 2025/2026, because this is the final year for the Foundation donating to pay on the 2018 debt certificate that was used to pay for the Universal Playground.

Salinas segregated Capital Expenditures to demonstrate the high number of Capital Projects that were conducted this FY 2024/2025. Next year there will be a surplus due to the lower amount of Capital Projects. The reserve will go up slightly to 5.28 months of expenditures for FY 2025/2026.

President Knitter stated that the Park District started planning in 2023 for the HVAC replacement. Planning and savings started early so that HVAC could be replaced.

Dr. Kosey presented the Tennis Enterprise Fund, which can be found in the Park District's records.

Dr. Kosey reiterated that the Tennis Center does not have a tax levy. The Tennis Center relies on the membership, court and programming fees, and lessons.

President Knitter asked if the Capital Project fund will be used this coming year.

Alin Pop, Superintendent of Enterprise Operations, stated that the Tennis Center is in the process with the window bids.

President Knitter asked if there is still growth in membership and programming.

Pop responded that the demand is still high.

President Knitter stated that the outdoor tennis court is at end of life so the courts will need to be repaired.

Pop responded that the tennis courts are five to ten years beyond end of life.

Pechous presented Capital Projects slide 33, which can be found in the Park District's records.

President Knitter requested that the Capital Projects be in order of priority by the next meeting.

Johnson reported that the work on the Ginger Creek Bridge is ongoing; however, staff are watching the federal grant to see if it will remain.

Johnson stated that the work will continue since at this time the Park District has the grant. The Environmental Review is occurring.

Dr. Kosey reported that the Park District has met with an architect who offered two scopes: a cold storage area or an upgrade to occupancy. The Park District will gather more information. There will be a Saddle Brook Barn viewing scheduled for April 26, 2025 at 10:00 a.m. Please do not wear nice shoes or clothes.

Commissioner Vescovi asked if there was an agreement for the Park District to maintain it.

Dr. Kosey responded that the Park District has been painting the barn but there was no agreement to maintain the barn.

Salinas presented the Capital Projects Fund Revenues & Expenditures for 2025/2026 FY Budget, which can be found in the Park District records.

Salinas presented Additional Funds, which can be found in the Park District records.

Salinas stated that the six remaining funds have restricted fund balances.

Salinas presented the Debt Services Fund Revenues and Expenditures for 2025/2026 FY, which can be found in the Park District's records.

The Debt Services Fund do levy an annual tax to pay on the bonds. The Park District does not have control over the tax levy since that tax can vary year-to- year.

President Knitter asked about the 2019 bonds.

Salinas responded that the 2019 bond is for the former McDonalds property.

Commissioner Suleiman asked when the 2019 Referendum Bond will be paid off.

Salinas responded the Referendum Bond will be paid off in 2038.

Salinas presented the Audit Fund, which can be found in the Park District's records.

Salinas presented the IMRF Fund, which can be found in the Park District's records.

Salinas presented the Liability Insurance Fund, which can be found in the Park District's record.

President Knitter asked if the Park District is sued, would PDRMA pay the lawsuit since they insure the Park District?

Attorney Adams responded that PDRMA would pay the lawsuit and defense costs.

Salinas presented the Social Security Fund, which can be found in the Park District's record.

Salinas presented the Special Recreation Fund, which can be found in the Park District's record.

Salinas stated that because there are not a lot of Capital Projects planned, next FY there will be thirteen months of expenses in the Special Recreation Fund.

Dr. Kosey reported that some of the funding may be used for accessibility for the elevator. Dr. Kosey hopes to have that information on the elevator at the next board meeting. The funding may not be available until next FY.

President Knitter reminded the commissioners to address budget questions to Commissioner Ivkovic Kelley.

#### 4) OPEN FORUM

Elaine Zannis, an Oak Brook resident, asked if the Park District is changing its name and why they invest time and effort in doing so.

President Knitter stated that the Park District is not changing its name. Instead of calling the Aquatic Center, it will be called Swim Central. The Park District is attempting to make the signage more cohesive. Dr. Kosey added that the Fitness Center will also receive a new logo.

Don Adler, thirty-five-year Oak Brook resident, asked about increasing efforts in soliciting naming rights to Park District buildings.

President Knitter stated efforts for soliciting naming rights has been ongoing for years; however, there is no increase in effort in soliciting naming rights.

Adler said that he had written an email to the Board concerning the Park District budget last year. Adler summarized his March 18, 2024 email beginning with his credentials. Adler wrote about his concerns about the budget and its process. Adler's letter can be found in the Park District's record.

Adler compared the Elmhurst Park District to the Oak Brook Park District. Adler read that the Board should achieve the GFOA's Distinguished Budget Award.

President Knitter stated that the Park District is pursuing the GFOA award. Dr. Kosey added that the Park District will apply for the GFOA award.

Adler continued to compare the CFO's compensation to Elmhurst Park District's Director of Finance.

Dr. Kosey asked Salinas if the budget with footnotes was included on the website.

Salinas confirmed that the budget with footnotes is on the website.

Commissioner Suleiman stated that a resident requested last year to add footnotes to the budget, which the Park District added to this year's budget report.

President Knitter stated that she appreciated the budget report with the details.

Attorney Adams communicated that this is the first of multiple budget meetings. The Park District is well inside the requirements of the law; the law only requires one hearing of the budget and adopting it within the first three months before the new FY. The Park District is conducting three meetings, including the public hearing, before adopting the budget. In addition, a general summary and detailed format of the budget is provided.

President Knitter reminded the public that this is a working session and the first time the Board is reviewing the budget.

President Knitter stated that Public Comment is closed.

5) THE NEXT REGULAR MEETING WILL BE HELD ON MARCH 17, 2025, 6:30 p.m.

President Knitter announced that the next Regular Meeting of the Oak Brook Park District of Park Commissioners would be held on March 17, 2025, at 6:30 p.m.

6) ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the February 24, 2025, special meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 8:13 p.m.

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Dr. Laure L. Kosey, Executive Director



## Financial Statement



## **General Fund**

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

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

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



**General Fund: Revenues and Expenditures Summary (Unaudited)**  
**Fiscal Year-to-Date Activity through February 28, 2025 and February 29, 2024**  
**83.33% completed (10 out of 12 months)**

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	February 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	FY 2024/2025 YTD		
							Fiscal Year 2023/2024 YTD Actual	Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,754,965	189	1,889,590	N/A	1,889,590	107.7%	1,802,372	87,217	4.8%
Personal Prop. Repl. Taxes	252,617	-	129,671	N/A	129,671	51.3%	206,180	(76,509)	-37.1%
Investment Income	52,000	9,087	89,077	N/A	89,077	171.3%	56,989	32,088	56.3%
Other	1,250	35	1,535	N/A	1,535	122.8%	1,385	150	10.8%
Central Park North	90,000	(800)	91,985	N/A	91,985	102.2%	77,904	14,081	18.1%
Central Park	238,650	1,001	193,937	N/A	193,937	81.3%	213,174	(19,236)	-9.0%
Saddlebrook Park	500	-	-	N/A	-	0.0%	-	-	N/A
Forest Glen Park	500	-	200	N/A	200	40.0%	-	200	N/A
Chillem Park	250	-	-	N/A	-	0.0%	-	-	N/A
Dean Property	9,000	-	-	N/A	-	0.0%	-	-	N/A
Information Technology	133,693	-	100,300	N/A	100,300	75.0%	88,237	12,063	13.7%
Building-Recreation Center	1,103,748	46,899	872,805	N/A	872,805	79.1%	795,541	77,264	9.7%
Central Park West	20,597	2,580	18,547	N/A	18,547	90.0%	55,780	(37,233)	-66.8%
<b>TOTAL REVENUES</b>	<b>\$ 3,657,770</b>	<b>\$ 58,992</b>	<b>\$ 3,387,646</b>	<b>\$ -</b>	<b>\$ 3,387,646</b>	<b>92.6%</b>	<b>\$ 3,297,562</b>	<b>\$ 90,084</b>	<b>2.7%</b>
<b>EXPENDITURES</b>									
Administration	\$ 413,556	\$ 23,965	\$ 273,348	\$ 1,827	275,175	66.1%	\$ 298,378	\$ (25,031)	-8.4%
Finance	317,125	20,898	206,865	443	207,308	65.2%	204,176	2,689	1.3%
Central Park North	94,954	1,616	70,805	8,109	78,914	74.6%	40,182	30,623	76.2%
Central Park	826,659	47,089	588,726	31,025	619,751	71.2%	570,656	18,070	3.2%
Saddlebrook Park	16,187	-	8,591	4,552	13,143	53.1%	10,733	(2,142)	-20.0%
Forest Glen Park	32,326	63	15,380	5,220	20,600	47.6%	18,537	(3,157)	-17.0%
Chillem Park	7,481	-	3,785	838	4,624	50.6%	5,105	(1,320)	-25.9%
Dean Property	40,423	1,674	19,948	8,148	28,096	49.3%	22,826	(2,878)	-12.6%
Professional Services	31,000	5,869	25,715	-	25,715	83.0%	23,809	1,906	8.0%
Information Technology	349,743	43,185	276,933	13,101	290,034	79.2%	236,386	40,547	17.2%
Building-Recreation Center	1,145,015	85,862	892,180	36,287	928,466	77.9%	835,192	56,988	6.8%
Central Park West	57,990	5,689	46,050	9,501	55,551	79.4%	53,904	(7,854)	-14.6%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,332,459</b>	<b>\$ 235,908</b>	<b>\$ 2,428,325</b>	<b>\$ 119,050</b>	<b>\$ 2,547,375</b>	<b>72.9%</b>	<b>\$ 2,319,884</b>	<b>\$ 108,442</b>	<b>4.7%</b>
<b>TRANSFERS OUT</b>	<b>\$ 502,000</b>	<b>\$ 502,000</b>	<b>\$ 502,000</b>	<b>\$ -</b>	<b>\$ 502,000</b>	<b>100.0%</b>	<b>\$ 654,000</b>	<b>\$ (152,000)</b>	<b>-23.2%</b>
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,834,459</b>	<b>\$ 737,908</b>	<b>\$ 2,930,325</b>	<b>\$ 119,050</b>	<b>\$ 3,049,375</b>	<b>76.4%</b>	<b>\$ 2,973,884</b>	<b>\$ (43,558)</b>	<b>-1.5%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (176,689)</b>	<b>\$ (678,916)</b>	<b>\$ 457,321</b>	<b>\$ (119,050)</b>	<b>\$ 338,271</b>	<b>-258.8%</b>	<b>\$ 323,678</b>	<b>\$ 133,643</b>	<b>41.3%</b>

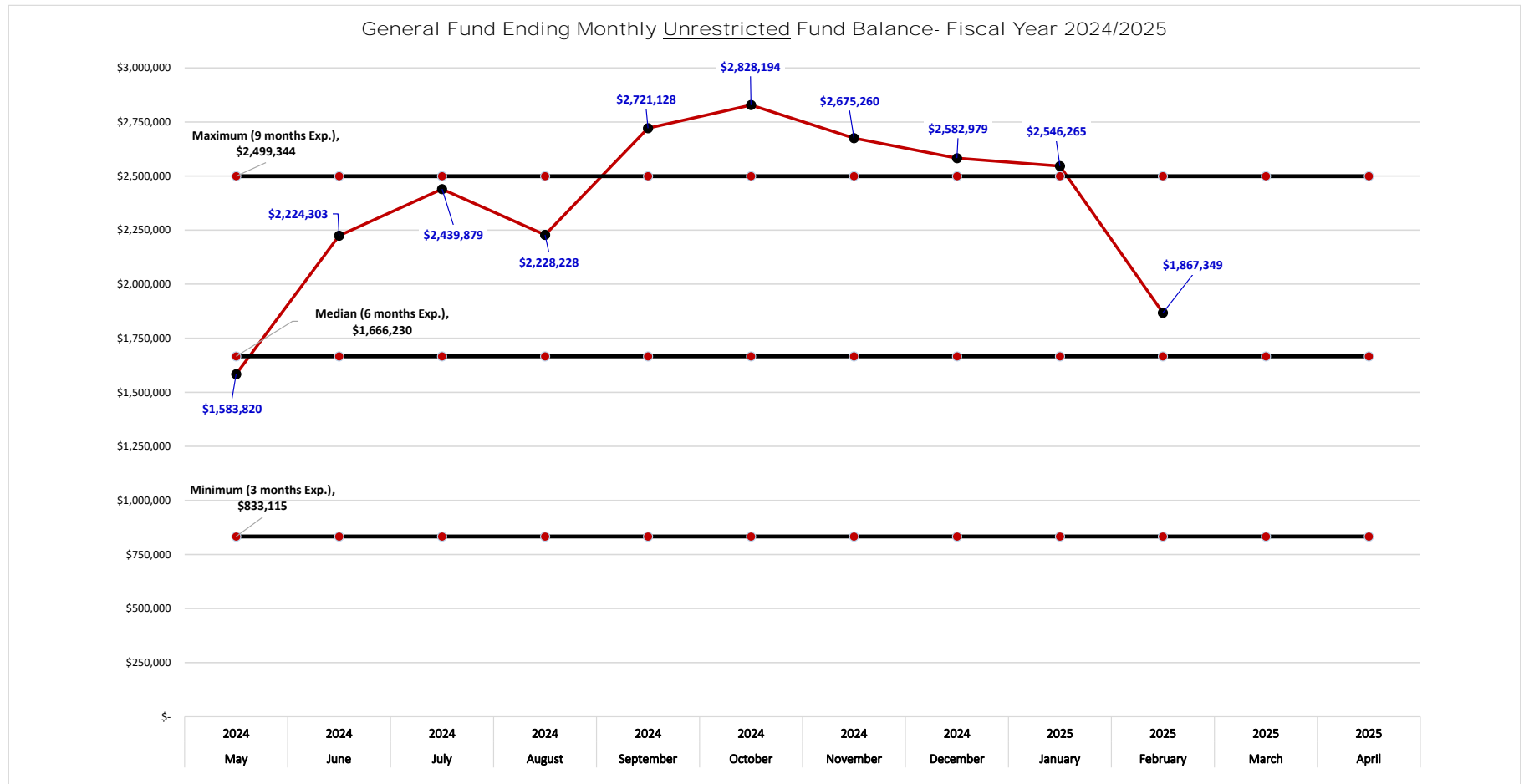
**Note>** Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

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

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

**Actuals- Unaudited**

	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 1,410,027	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,582,979	\$ 2,546,265			
Monthly Net Surplus/(Deficit)	173,793	640,482	215,576	(211,651)	492,900	107,066	(152,935)	(92,281)	(36,714)	(678,916)			\$ 457,321
Ending Unrestricted	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,582,979	\$ 2,546,265	\$ 1,867,349	\$ -	\$ -	



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



## **Recreation Fund**

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

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

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



**Recreation Fund: Revenues and Expenditures Summary (Unaudited)**  
**Fiscal Year-to-Date Activity through February 28, 2025 and February 29, 2024**  
**83.33% completed (10 out of 12 months)**

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	February 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
<b>REVENUES</b>									
<b>Administration</b>									
Property Taxes	\$ 1,300,345	\$ 140	\$ 1,399,631	N/A	\$ 1,399,631	107.6%	\$ 1,315,767	\$ 83,864	6.4%
Personal Prop. Repl. Taxes	79,528	-	40,822	N/A	40,822	51.3%	64,908	(24,086)	-37.1%
Investment Income	80,000	10,204	123,568	N/A	123,568	154.5%	77,776	45,792	58.9%
Other	3,000	198	6,165	N/A	6,165	205.5%	1,847	4,319	233.9%
<b>Fitness Center</b>	733,603	76,145	705,845	N/A	705,845	96.2%	608,940	96,906	15.9%
<b>Aquatic Center</b>	667,703	57,947	623,088	N/A	623,088	93.3%	557,387	65,701	11.8%
<b>Aquatic Recreation Prog.</b>	579,511	29,990	434,062	N/A	434,062	74.9%	443,184	(9,123)	-2.1%
<b>Children's Programs</b>	519,207	5,999	503,851	N/A	503,851	97.0%	497,916	5,935	1.2%
<b>Preschool Programs</b>	328,366	33,438	297,855	N/A	297,855	90.7%	284,315	13,540	4.8%
<b>Youth Programs</b>	256,813	2,527	229,629	N/A	229,629	89.4%	213,954	15,675	7.3%
<b>Adult Programs</b>	131,628	3,234	132,940	N/A	132,940	101.0%	122,401	10,539	8.6%
<b>Pioneer Programs</b>	66,973	1,549	55,137	N/A	55,137	82.3%	51,705	3,433	6.6%
<b>Special Events and Trips</b>	139,340	3,618	134,263	N/A	134,263	96.4%	145,859	(11,596)	-8.0%
<b>Marketing</b>	46,000	-	52,217	N/A	52,217	113.5%	31,350	20,867	66.6%
<b>Capital Outlay</b>	-	-	-	N/A	-	N/A	-	-	N/A
<b>TOTAL REVENUES</b>	<b>\$ 4,932,017</b>	<b>\$ 224,989</b>	<b>\$ 4,739,075</b>	<b>\$ -</b>	<b>\$ 4,739,075</b>	<b>96.1%</b>	<b>\$ 4,417,309</b>	<b>\$ 321,766</b>	<b>7.3%</b>
<b>TRANSFERS IN</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>N/A</b>	<b>150,000</b>	<b>100.0%</b>	<b>\$ 300,000</b>	<b>\$ (150,000)</b>	<b>-50.0%</b>
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	<b>\$ 5,082,017</b>	<b>\$ 374,989</b>	<b>\$ 4,889,075</b>	<b>\$ -</b>	<b>\$ 4,889,075</b>	<b>96.2%</b>	<b>\$ 4,717,309</b>	<b>\$ 171,766</b>	<b>3.6%</b>
<b>EXPENDITURES</b>									
<b>Administration</b>	\$ 1,099,291	\$ 55,536	\$ 823,600	\$ 19,822	\$ 843,422	74.9%	\$ 779,589	\$ 44,011	5.6%
<b>Fitness Center</b>	535,242	37,221	393,957	18,643	412,600	73.6%	336,500	57,457	17.1%
<b>Aquatic Center</b>	1,158,019	66,971	926,554	40,251	966,805	80.0%	855,471	71,083	8.3%
<b>Aquatic Recreation Prog.</b>	302,009	18,276	185,163	13,068	198,230	61.3%	193,957	(8,794)	-4.5%
<b>Children's Programs</b>	383,837	122,904	351,159	414	351,573	91.5%	328,527	22,632	6.9%
<b>Preschool Programs</b>	307,712	24,300	188,560	-	188,560	61.3%	156,994	31,566	20.1%
<b>Youth Programs</b>	202,400	9,350	129,977	234	130,211	64.2%	124,750	5,227	4.2%
<b>Adult Programs</b>	74,250	4,302	57,896	4,024	61,920	78.0%	49,670	8,225	16.6%
<b>Pioneer Programs</b>	101,932	5,138	75,500	-	75,500	74.1%	65,792	9,708	14.8%
<b>Special Events and Trips</b>	123,647	415	106,797	3,496	110,293	86.4%	112,741	(5,944)	-5.3%
<b>Marketing</b>	311,514	30,436	239,985	4,810	244,795	77.0%	186,671	53,314	28.6%
<b>Capital Outlay</b>	1,213,000	45,000	1,098,957	100,199	1,199,155	90.6%	189,094	909,863	481.2%
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,812,852</b>	<b>\$ 419,850</b>	<b>\$ 4,578,103</b>	<b>\$ 204,961</b>	<b>\$ 4,783,065</b>	<b>78.8%</b>	<b>\$ 3,379,756</b>	<b>\$ 1,198,348</b>	<b>35.5%</b>
<b>TRANSFERS OUT</b>	<b>\$ 177,971</b>	<b>\$ 177,971</b>	<b>\$ 177,971</b>	<b>\$ -</b>	<b>\$ 177,971</b>	<b>100.0%</b>	<b>\$ 201,392</b>	<b>\$ (23,421)</b>	<b>-11.6%</b>
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ 5,990,823</b>	<b>\$ 597,821</b>	<b>\$ 4,756,074</b>	<b>\$ 204,961</b>	<b>\$ 4,961,036</b>	<b>79.4%</b>	<b>\$ 3,581,148</b>	<b>\$ 1,174,927</b>	<b>32.8%</b>
<b>REVENUES &amp; TRANSFERS IN, OVER (UNDER) EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$ (908,806)</b>	<b>\$ (222,831)</b>	<b>\$ 133,000</b>	<b>\$ (204,961)</b>	<b>\$ (71,961)</b>	<b>-14.6%</b>	<b>\$ 1,136,161</b>	<b>\$ (1,003,160)</b>	<b>-88.3%</b>

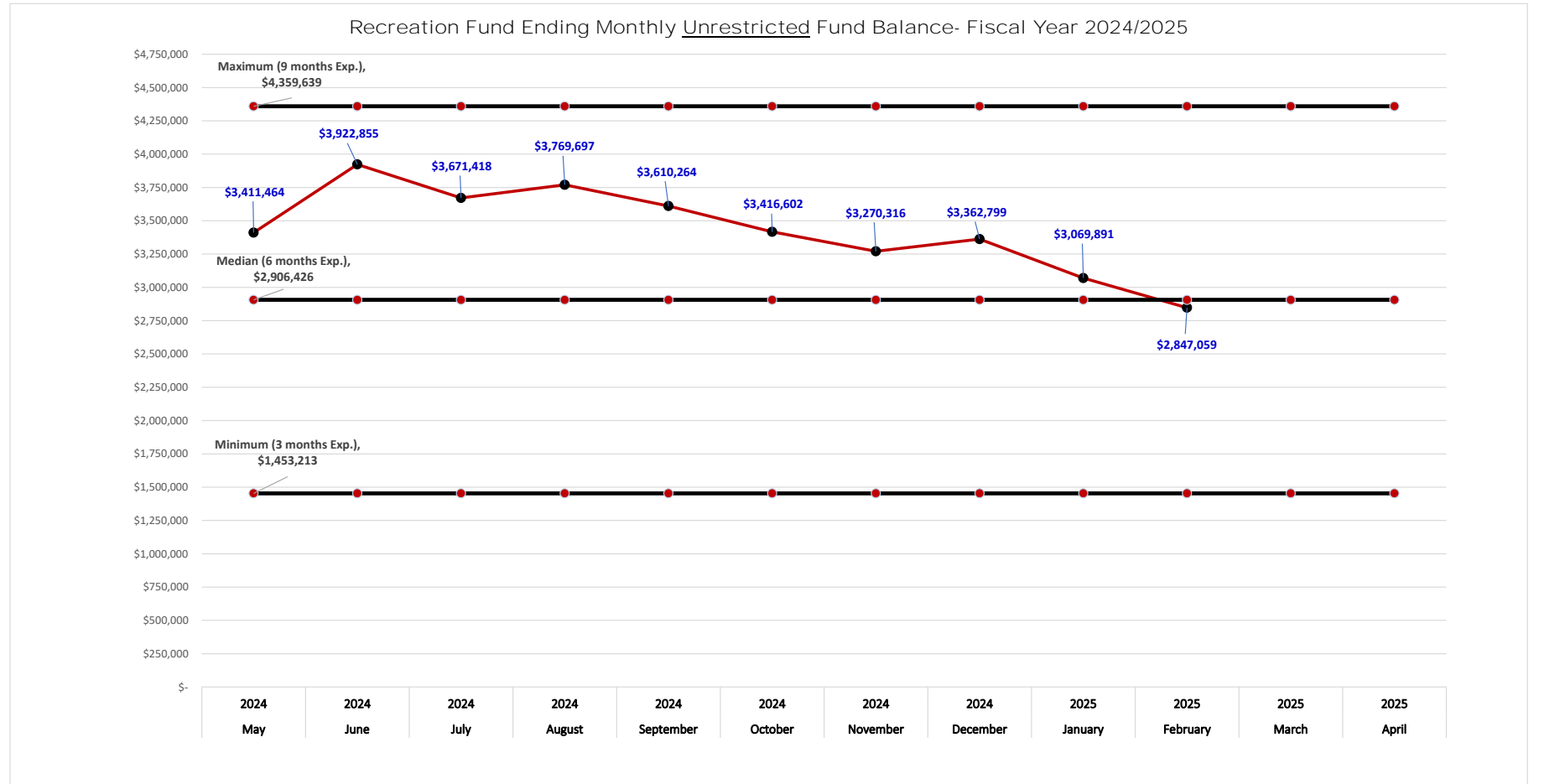
**Note>** Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

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

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

Actuals- Unaudited

	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 2,714,059	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,362,799	\$ 3,069,891			
Monthly Net Surplus/(Deficit)	697,405	511,391	(251,437)	98,279	(159,433)	(193,662)	(146,286)	92,483	(292,908)	(222,831)			\$ 133,000
Ending Unrestricted	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,362,799	\$ 3,069,891	\$ 2,847,059	\$ -	\$ -	



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



## **Tennis Fund**

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

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

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





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

Fiscal Year-to-Date Activity through February 28, 2025 and February 29, 2024

83.33% completed (10 out of 12 months)

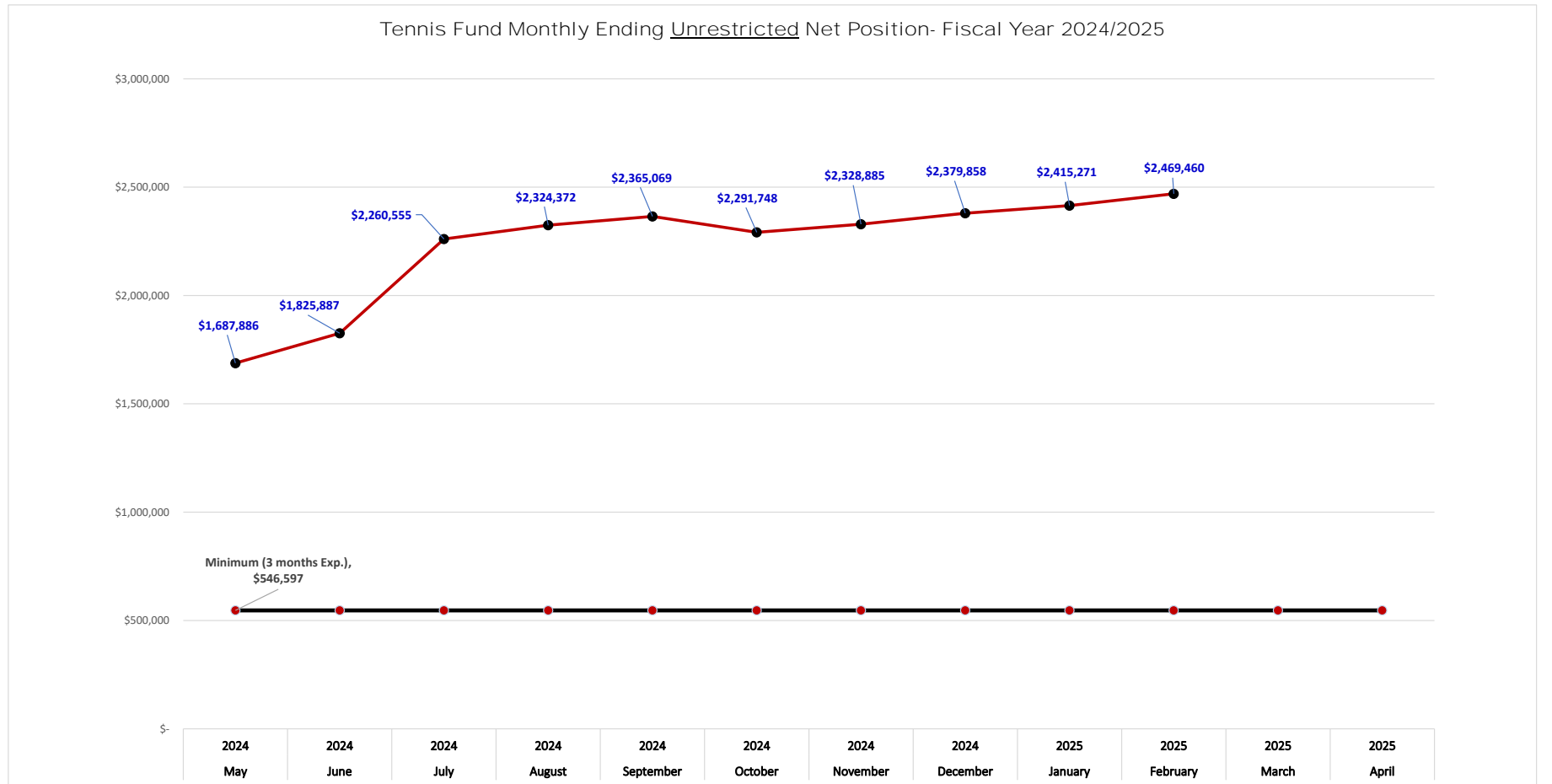
	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	February 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration	\$ 67,000	\$ 10,616	\$ 127,378	N/A	\$ 127,378	190.1%	\$ 65,290	\$ 62,087	95.1%
Building- Racquet Club	500	92	1,079	N/A	1,079	215.7%	517	562	108.6%
Programs- Racquet Club	2,186,500	201,973	2,159,301	N/A	2,159,301	98.8%	2,094,657	64,643	3.1%
<b>TOTAL REVENUES</b>	<b>\$ 2,254,000</b>	<b>\$ 212,681</b>	<b>\$ 2,287,757</b>	<b>\$ -</b>	<b>\$ 2,287,757</b>	<b>101.5%</b>	<b>\$ 2,160,465</b>	<b>\$ 127,292</b>	<b>5.9%</b>
<b>EXPENSES</b>									
Administration	\$ 922,009	\$ 51,511	\$ 592,627	\$ 833	\$ 593,461	64.3%	\$ 565,643	\$ 26,985	4.8%
Building- Racquet Club	379,379	43,365	263,995	21,067	285,062	69.6%	251,192	12,803	5.1%
Programs- Racquet Club	885,000	63,616	615,839	3,502	619,341	69.6%	536,384	79,454	14.8%
Capital Outlay	310,000	-	83,567	19,468	103,035	27.0%	59,486	24,082	40.5%
<b>TOTAL EXPENSES</b>	<b>\$ 2,496,388</b>	<b>\$ 158,493</b>	<b>\$ 1,556,029</b>	<b>\$ 44,870</b>	<b>\$ 1,600,899</b>	<b>62.3%</b>	<b>\$ 1,412,705</b>	<b>\$ 143,324</b>	<b>10.1%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (242,388)</b>	<b>\$ 54,189</b>	<b>\$ 731,728</b>	<b>\$ (44,870)</b>	<b>\$ 686,858</b>	<b>-301.9%</b>	<b>\$ 747,760</b>	<b>\$ (16,032)</b>	<b>-2.1%</b>

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

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

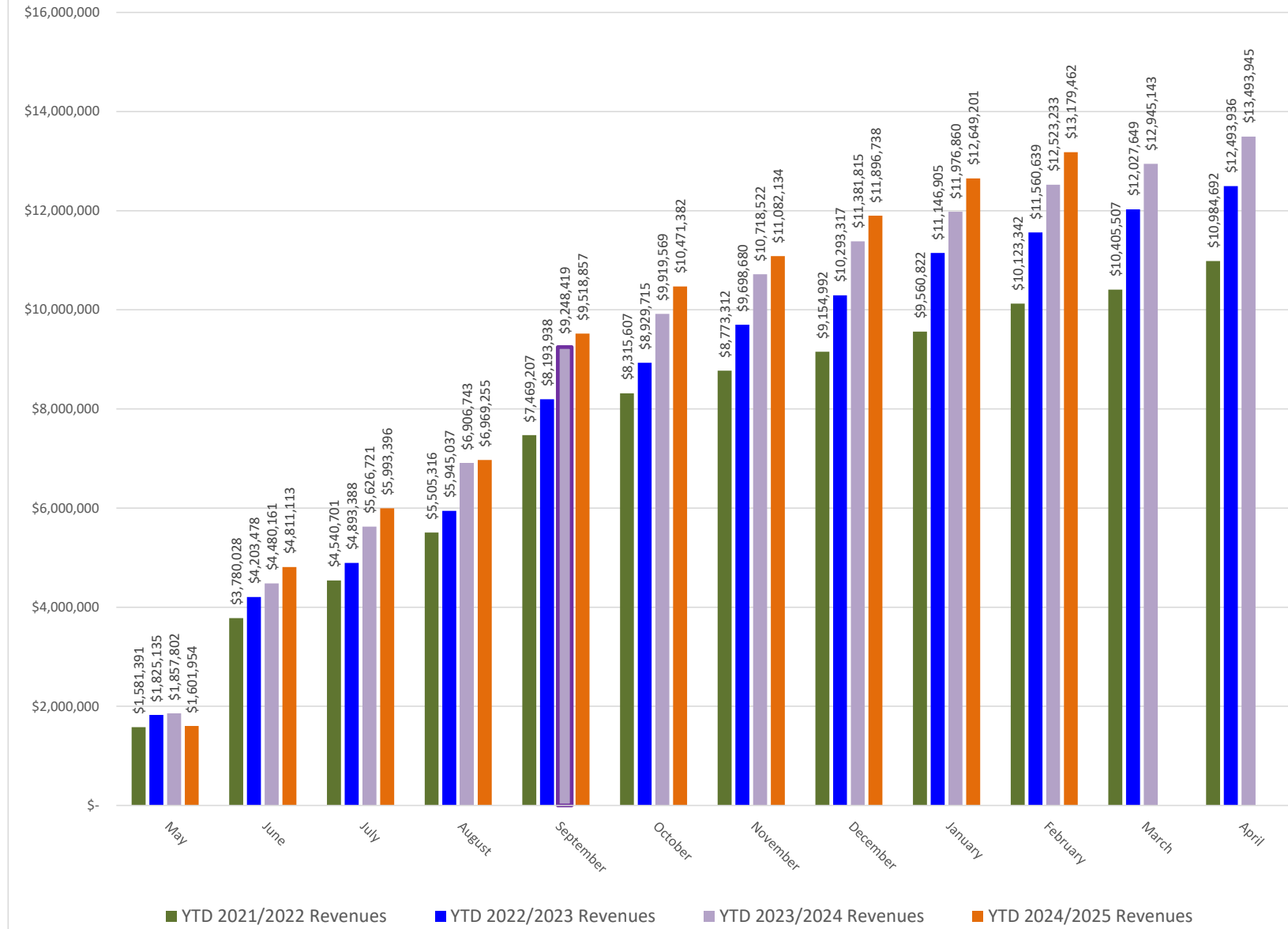
**Oak Brook Park District**  
**Schedule of Ending Monthly Unrestricted Net Position- Tennis Fund**

	Actuals- Unaudited												
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Investment in Capital Assets	\$ 1,753,845	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236	\$ 1,837,412	\$ 1,837,412			
Beginning Unrestricted	1,821,299	1,687,886	1,825,887	2,260,555	2,324,372	2,365,069	2,291,748	2,328,885	2,379,858	2,415,271			
Monthly Net Surplus/(Deficit)	24,425	322,803	165,993	72,808	(18,214)	(46,934)	67,096	54,149	35,413	54,189			\$ 731,728
Ending Investment in Capital Assets	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236	\$ 1,837,412	\$ 1,837,412	\$ 1,837,412			
<b>Ending Unrestricted</b>	<b>\$ 1,687,886</b>	<b>\$ 1,825,887</b>	<b>\$ 2,260,555</b>	<b>\$ 2,324,372</b>	<b>\$ 2,365,069</b>	<b>\$ 2,291,748</b>	<b>\$ 2,328,885</b>	<b>\$ 2,379,858</b>	<b>\$ 2,415,271</b>	<b>\$ 2,469,460</b>			



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

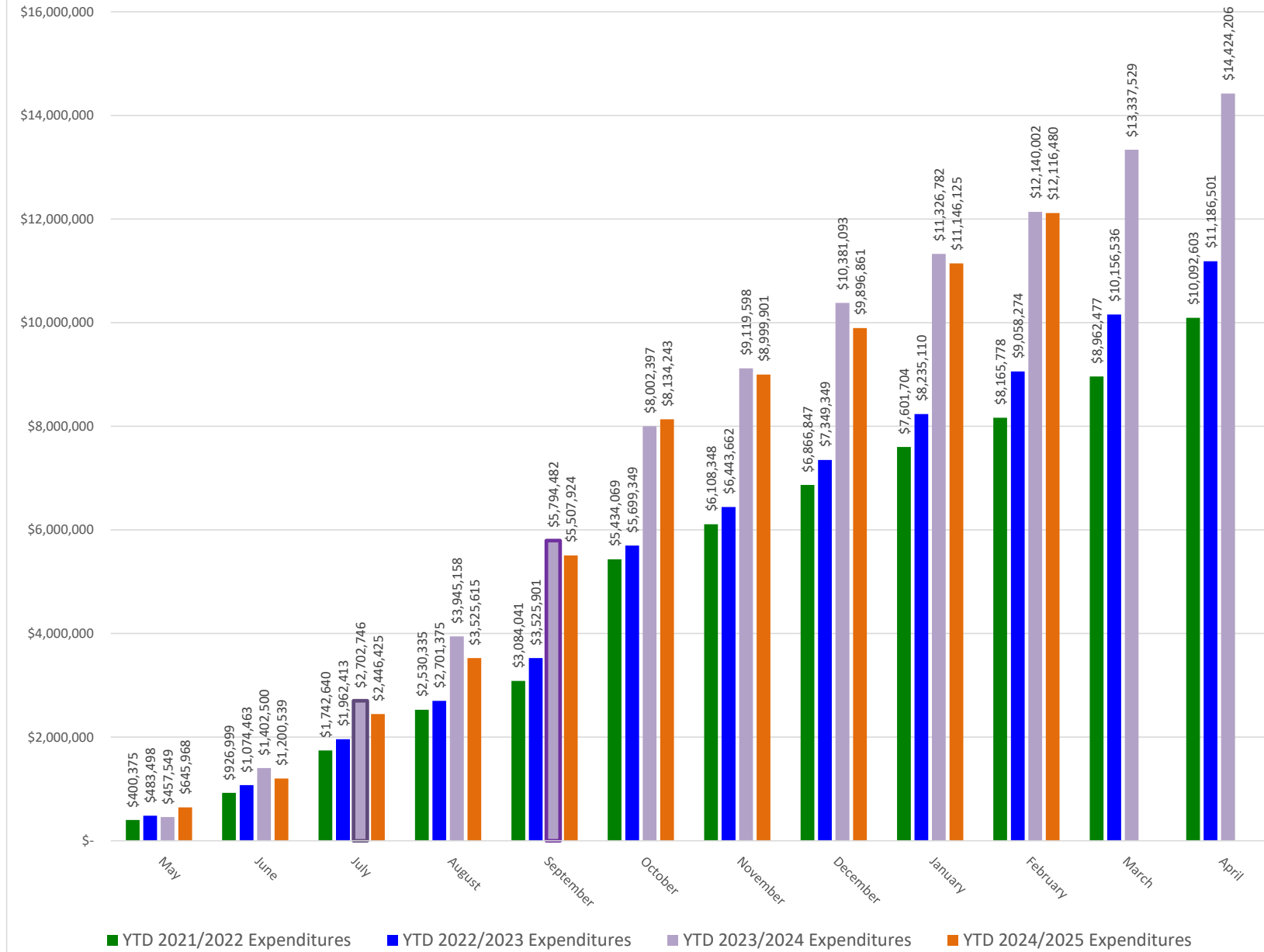
### Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



**NOTES**

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

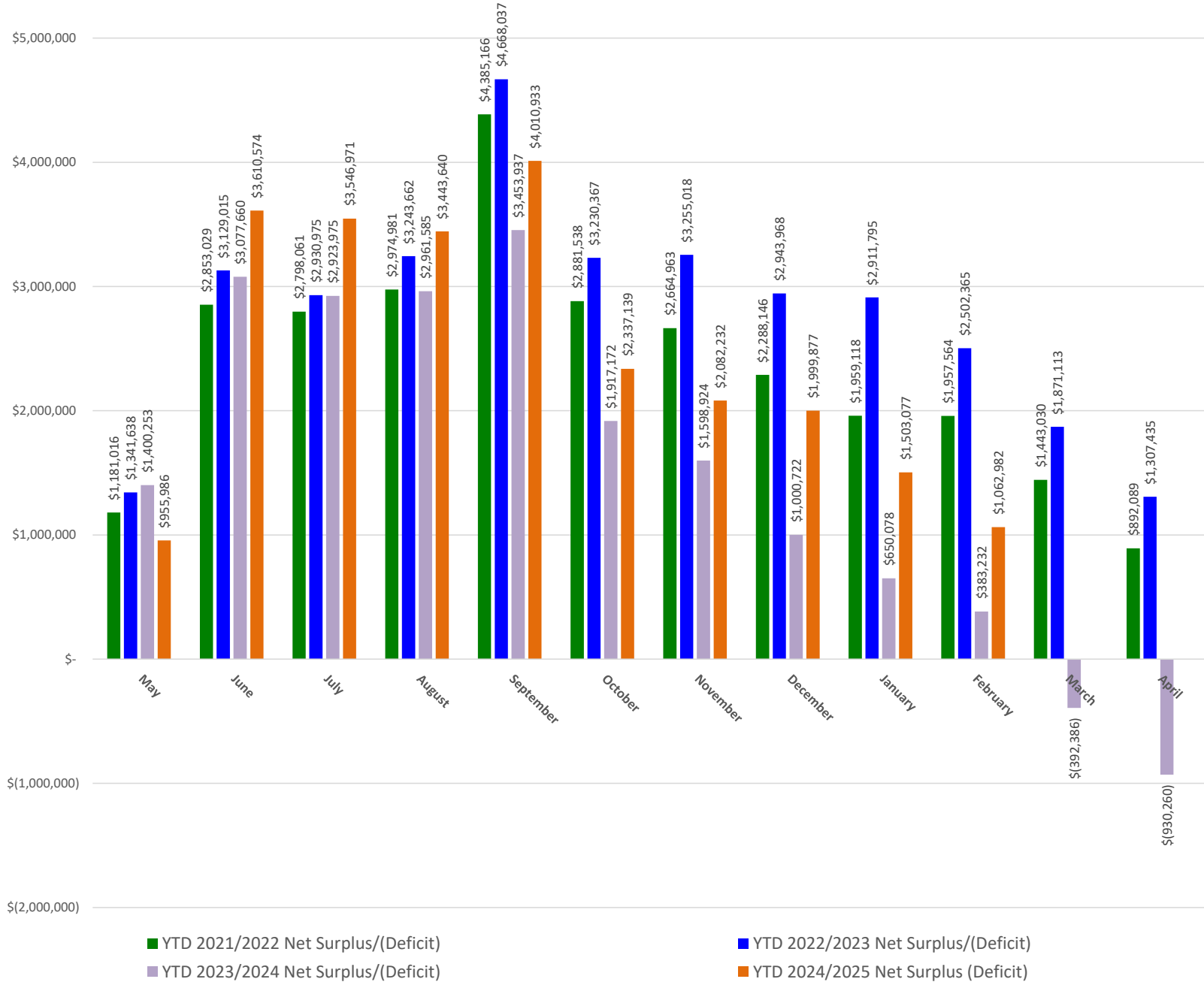
### Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



**NOTES**

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

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





**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
**February 2025**

	<b>FY 2024/2025 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (10 months)</b>
<b>GENERAL CORPORATE FUND</b>			
Revenues & transfers in	\$ 3,657,770	\$ 58,992	\$ 3,387,646
Expenditures & transfers out	3,834,459	737,908	2,930,325
Net surplus/(deficit)	\$ (176,689)	\$ (678,916)	\$ 457,321
<b>RECREATION FUND</b>			
Revenues & transfers in	\$ 5,082,017	\$ 374,989	\$ 4,889,075
Expenditures & transfers out	5,990,823	597,821	4,756,074
Net surplus/(deficit)	\$ (908,806)	\$ (222,831)	\$ 133,000
<b>IMRF FUND</b>			
Revenues & transfers in	\$ 153,789	\$ 477	\$ 127,238
Expenditures & transfers out	180,000	13,625	148,096
Net surplus/(deficit)	\$ (26,211)	\$ (13,148)	\$ (20,858)
<b>LIABILITY INSURANCE FUND</b>			
Revenues & transfers in	\$ 148,557	\$ 506	\$ 148,386
Expenditures & transfers out	159,061	62,533	145,125
Net surplus/(deficit)	\$ (10,504)	\$ (62,027)	\$ 3,261
<b>AUDIT FUND</b>			
Revenues & transfers in	\$ 10,181	\$ 25	\$ 12,551
Expenditures & transfers out	13,550	-	14,750
Net surplus/(deficit)	\$ (3,369)	\$ 25	\$ (2,199)
<b>DEBT SERVICE FUND</b>			
Revenues & transfers in	\$ 1,943,812	\$ 280,720	\$ 1,982,259
Expenditures & transfers out	1,924,411	-	1,489,432
Net surplus/(deficit)	\$ 19,401	\$ 280,720	\$ 492,827
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>			
Revenues	\$ 2,254,000	\$ 212,681	\$ 2,287,757
Expenses	2,496,388	158,493	1,556,029
Net surplus/(deficit)	\$ (242,388)	\$ 54,189	\$ 731,728
<b>SPECIAL RECREATION FUND</b>			
Revenues & transfers in	\$ 434,837	\$ 860	\$ 412,452
Expenditures & transfers out	449,590	22,925	388,236
Net surplus/(deficit)	\$ (14,753)	\$ (22,064)	\$ 24,216



**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
**February 2025**

	<b>FY 2024/2025 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (10 months)</b>
<b>CAPITAL PROJECTS FUND</b>			
Revenues & transfers in	\$ 2,143,779	\$ 250,087	\$ 344,104
Expenditures & transfers out	2,549,779	34,089	1,114,047
Net surplus/(deficit)	\$ (406,000)	\$ 215,998	\$ (769,943)
<b>SOCIAL SECURITY FUND</b>			
Revenues & transfers in	\$ 272,846	\$ 840	\$ 267,965
Expenditures & transfers out	318,428	23,234	254,336
Net surplus/(deficit)	\$ (45,582)	\$ (22,394)	\$ 13,629
<b>CONSOLIDATED SUMMARY</b>			
Revenues & transfers in	\$ 16,101,589	\$ 1,180,176	\$ 13,859,433
Expenditures/expenses & transfers out	17,916,489	1,650,626	12,796,451
Net surplus/(deficit)	\$ (1,814,900)	\$ (470,450)	\$ 1,062,982

**OAK BROOK PARK DISTRICT  
CONSOLIDATED REVENUES AND EXPENDITURES REPORT  
Month: February 2025**

	<b>CONSOLIDATED TOTALS</b>
<b>REVENUES &amp; TRANSFERS IN</b>	
Property Taxes	\$ 587
Replacement Taxes	-
Interest	31,693
Miscellaneous	1,733
Fitness Center Fees, Memberships, Sponsorships	76,145
Aquatic Center Program Fees, Memberships, Rentals	87,937
Other Recreation Program Fees	252,430
Marketing Service Fees, Sponsorships, Donations	-
FRC Rental/Member Fees	46,899
Field Rentals & Concessions- Central Park North	(800)
Field Rentals- Central Park	1,001
Satellite Parks & DNS	-
Information Technology	-
CPW Building Rentals & Other	2,580
Grant Proceeds	-
Overhead Revenues	-
Transfers In	679,971
<b>TOTAL REVENUES &amp; TRANSFERS IN:</b>	<b>\$ 1,180,176</b>
 <b>EXPENDITURES/EXPENSES &amp; TRANSFERS OUT</b>	
Accounts Payable and Other	\$ 449,430
Payroll and Related Benefits	521,225
Overhead Expenditures	-
Transfers Out	679,971
<b>TOTAL EXPENDITURES/EXPENSES &amp; TRANSFERS OUT:</b>	<b>\$ 1,650,626</b>
 <b>NET REVENUES/(EXPENDITURES/EXPENSES)</b>	 <b>\$ (470,450)</b>



**Oak Brook Park District  
Consolidated Balance Sheet  
As of February 28, 2025**

	<u>ASSETS</u>	<u>Consolidated Totals</u>
<b>Current Assets</b>		
Cash and Investments	\$	9,081,860
Receivables - Net of Allowances		
Property Taxes		5,818,600
Accounts		882,183
Due from Other Funds		-
Prepays		3,264
Inventories		24,987
Total Current Assets	<u>\$</u>	<u>15,810,894</u>
<b>Noncurrent Assets</b>		
Capital Assets		
Non-depreciable	\$	259,955
Depreciable		5,476,288
Accumulated Depreciation		<u>(3,982,396)</u>
Total Noncurrent Assets (net)	<u>\$</u>	<u>1,753,846</u>
Total Assets	\$	17,564,740
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>		
Deferred Items-IMRF	\$	135,948
<b>Total Assets and Deferred Outflows of Resources</b>	<u>\$</u>	<u>17,700,688</u>
<b><u>LIABILITIES</u></b>		
<b>Current Liabilities</b>		
Accounts Payable	\$	67,456
Accrued Payroll		34,988
Retainage Payable		17,368
Unearned Revenue		1,223,396
Due To Other Funds		-
Unclaimed Property		108
Total Current Liabilities	<u>\$</u>	<u>1,343,316</u>
<b>Noncurrent Liabilities</b>		
Compensated Absences Payable	\$	17,201
Net Pension Liability - IMRF		17,176
Total OPEB Liability - RBP		<u>221,449</u>
Total Noncurrent Liabilities	<u>\$</u>	<u>255,826</u>
Total Liabilities	\$	1,599,143
<b><u>DEFERRED INFLOWS OF RESOURCES</u></b>		
Deferred Items - IMRF	\$	42,440
Property Taxes		5,818,600
<b>Total Liabilities and Deferred Inflows of Resources</b>	<u>\$</u>	<u>7,460,183</u>
<b><u>FUND/NET POSITION BALANCES</u></b>		
Non-spendable	\$	-
Restricted		827,175
Committed		3,236,982
Assigned		-
Unassigned		1,869,476
Net Investment in Capital Assets		1,837,412
Restricted		-
Unrestricted		<u>2,469,460</u>
<b>Total Fund/Net Position Balances</b>	<u>\$</u>	<u>10,240,505</u>
<b>Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances</b>	<u>\$</u>	<u>17,700,688</u>

**OAK BROOK PARK DISTRICT**  
**Treasurer's Report- As of February 28, 2025 and 2024**

Investment Type	Bank/Institution	Current Year Balance	Current Year Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<b><u>Money Market</u></b>						
	Evergreen Bank	\$ 3,097,291.24	4.860%	5.100%	Interest-bearing	35.55%
	Hinsdale Bank	1,169,680.91	4.600%	5.550%	Interest-bearing	13.43%
	Sub-Total:	\$ 4,266,972.15				48.98%
<b><u>Savings</u></b>						
	Evergreen Bank	\$ -	4.500%	4.500%	Interest-bearing (Insured Cash Sweep)	0.00%
<b><u>Checking</u></b>						
	Fifth Third Bank	\$ 23,127.70	0.500%	0.650%	Interest-bearing	0.27%
<b><u>Investment Pool</u></b>						
	The Illinois Funds	\$ 4,421,461.50	4.504%	5.399%	Illinois Public Treasurers' Investment Pool	50.75%
	<b>Grand Total Investments:</b>	\$ 8,711,561.35				100.00%
<b><u>Benchmark</u></b>						
	<b>Three-month U.S. Treasury Bill</b>		4.302%	5.398%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 2/28/2025 and 2/29/2024 .	

**Oak Brook Park District  
Schedule of Capital Expenditures/Expenses  
As of February 28, 2025**

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<b><u>Capital Projects Fund</u></b>		
Purchase of pick-up truck & related snow plow and salt spreader	Sutton Ford, Monroe Truck Equipment	\$ 59,592.00
Aquatic center tile deck replacement project	II Dept. of Public Health, Concrete & Demolition Plus Inc., Progressive Commercial, RR & R Services, Kluber Architects and Engineers, Sunbelt Rentals (p-card)	256,084.29
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	7,971.91
FRC HVAC unit replacement	Trane U.S., Inc.	145,980.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	94,163.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,760.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	400,000.00
Pond aerators- Forest Glen Ponds	Reinders, Inc.	25,738.58
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	10,221.92
FRC patio pad and sidewalk for aquatic center	Heartland Professional	14,502.20
I.T. firewall and network switches	Sterling Network Integration	7,955.20
Asphalt paving and grinding	Evans & Sons Blacktop	24,101.62
<b>Sub-total Balance:</b>		<b>\$ 1,112,646.58</b>
<b><u>Recreation Fund</u></b>		
Aquatics Center sound system project	SK Electronics, Pentegra Systems	\$ 27,464.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	211,232.16
Aquatics Center painting & window coverings	Precision Window Tinting, RR&R Services, CertaPro Painters, Sunbelt Rentals (p-card)	47,236.00
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc., Kluber Architects & Engineers	694,208.01
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
John Deere utility vehicle- Parks maintenance	Arends Hogan Walker	24,741.56
Asphalt paving and grinding	Evans & Sons Blacktop	45,000.00
Fitness equipment	Lease Servicing Center	48,111.35
<b>Sub-total Balance:</b>		<b>\$ 1,098,956.58</b>
<b><u>Tennis Fund</u></b>		
Tennis Center building registration front desk, offices & carpeting project	Villa Park Office Equipment, Securitas Technology, Ubiquiti Store (p-card), CB2 (p-card), SP Progressive Desk (p-card), Crate & Barrel (p-card), Wetworx, Poppin (p-card), Villa Park Office (p-card)	\$ 38,524.97
Tennis Center building exterior windows	Kluber Architects & Engineers	3,087.50
Tennis Center exterior windows- Legal Fees	Robbins, Schwartz	1,206.00
Indoor tennis courts lighting project	OEO Energy Solutions	28,575.65
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	12,102.80
Outdoor tennis/pickleball courts reconstruction & expansion- Legal Fees	Robbins, Schwartz	70.50
<b>Sub-total Balance:</b>		<b>\$ 83,567.42</b>
<b><u>Special Recreation Fund</u></b>		
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors	\$ 5,000.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	207,244.55
Aquatic center tile deck replacement project	Progressive Commercial	33,009.93
Asphalt paving and grinding	Evans & Sons Blacktop	15,000.00
<b>Sub-total Balance:</b>		<b>\$ 260,254.48</b>
<b>TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:</b>		<b>\$ 2,555,425.06</b>

# Warrant

Invoice Register Report

## WARRANT #694

03/12/2025 01:37 PM

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

Page: 1/5

User: NLAJLER

EXP CHECK RUN DATES 03/17/2025 - 03/17/2025

DB: Oak Brook Park I

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49781	AB EDWARD ENTERPRISES INC	10/16/2024	03/17/2025	14,625.00	14,625.00	Open	N
49940	ACCRUE SOLUTIONS LLC	02/25/2025	03/17/2025	97.20	97.20	Open	N
49903	ALPHA GRAPHICS	02/17/2025	03/17/2025	1,192.00	1,192.00	Open	N
49897	ANDERSON ELEVATOR CO.	03/01/2025	03/17/2025	645.00	645.00	Open	N
49795	AQUA PURE ENTERPRISES, INC.	02/07/2025	03/17/2025	1,377.87	1,377.87	Open	N
49848	BEST OFFICIALS	02/23/2025	03/17/2025	1,440.00	1,440.00	Open	N
49863	BEST OFFICIALS	02/01/2025	03/17/2025	1,440.00	1,440.00	Open	N
49939	BEST OFFICIALS	02/21/2025	03/17/2025	1,144.00	1,144.00	Open	N
49906	CARDMEMBER SERVICE	02/25/2025	03/17/2025	38.26	38.26	Open	N
49907	CARDMEMBER SERVICE	02/25/2025	03/17/2025	237.75	237.75	Open	N
49908*	CARDMEMBER SERVICE	02/25/2025	03/17/2025	613.90	613.90	Open	N
49909	CARDMEMBER SERVICE	02/25/2025	03/17/2025	860.31	860.31	Open	N
49910	CARDMEMBER SERVICE	02/25/2025	03/17/2025	668.23	668.23	Open	N
49911	CARDMEMBER SERVICE	02/25/2025	03/17/2025	339.05	339.05	Open	N
49912	CARDMEMBER SERVICE	02/25/2025	03/17/2025	479.96	479.96	Open	N
49913	CARDMEMBER SERVICE	02/25/2025	03/17/2025	680.78	680.78	Open	N
49914	CARDMEMBER SERVICE	02/25/2025	03/17/2025	110.98	110.98	Open	N
49915	CARDMEMBER SERVICE	02/25/2025	03/17/2025	698.33	698.33	Open	N
49916	CARDMEMBER SERVICE	02/25/2025	03/17/2025	2,043.61	2,043.61	Open	N
49917	CARDMEMBER SERVICE	02/25/2025	03/17/2025	365.01	365.01	Open	N
49918	CARDMEMBER SERVICE	02/25/2025	03/17/2025	331.75	331.75	Open	N
49919	CARDMEMBER SERVICE	02/25/2025	03/17/2025	1,618.50	1,618.50	Open	N
49920	CARDMEMBER SERVICE	02/25/2025	03/17/2025	1,337.12	1,337.12	Open	N
49921*	CARDMEMBER SERVICE	02/25/2025	03/17/2025	2,502.68	2,502.68	Open	N
49922	CARDMEMBER SERVICE	02/25/2025	03/17/2025	4,113.31	4,113.31	Open	N
49924	CARDMEMBER SERVICE	02/26/2025	03/17/2025	833.39	833.39	Open	N
49925	CARDMEMBER SERVICE	02/26/2025	03/17/2025	140.20	140.20	Open	N
49926	CARDMEMBER SERVICE	02/25/2025	03/17/2025	4,971.76	4,971.76	Open	N
49927*	CARDMEMBER SERVICE	02/25/2025	03/17/2025	1,085.63	1,085.63	Open	N
49928	CARDMEMBER SERVICE	02/25/2025	03/17/2025	1,285.36	1,285.36	Open	N
49929*	CARDMEMBER SERVICE	02/25/2025	03/17/2025	3,350.13	3,350.13	Open	N
49930*	CARDMEMBER SERVICE	02/25/2025	03/17/2025	3,137.15	3,137.15	Open	N
49931	CARDMEMBER SERVICE	02/25/2025	03/17/2025	3,866.57	3,866.57	Open	N
49932	CARDMEMBER SERVICE	02/25/2025	03/17/2025	1,825.40	1,825.40	Open	N
49935	CARDMEMBER SERVICE	02/25/2025	03/17/2025	1,142.70	1,142.70	Open	N
49942	CARDMEMBER SERVICE	02/25/2025	03/17/2025	1,659.79	1,659.79	Open	N
49946*	CARDMEMBER SERVICE	02/25/2025	03/17/2025	2,095.32	2,095.32	Open	N
49947	CARDMEMBER SERVICE	02/24/2025	03/17/2025	1,548.98	1,548.98	Open	N
49882	CASE LOTS INC.	02/25/2025	03/17/2025	343.20	343.20	Open	N
49830	CHICAGO CLASSIC COACH, LLC	02/20/2025	03/17/2025	970.00	970.00	Open	N
49880	CHICAGO DISTRICT TENNIS ASSOC.	02/14/2025	03/17/2025	181.73	181.73	Open	N
49780	DIRECT FITNESS SOLUTIONS, INC.	01/15/2025	03/17/2025	330.00	330.00	Open	N
49828	DIRECT FITNESS SOLUTIONS, INC.	02/19/2025	03/17/2025	878.00	878.00	Open	N
49820	EBEL'S ACE HARDWARE #8313	02/18/2025	03/17/2025	11.35	11.35	Open	N
49796	FERGUSON FACILITIES #3400	02/05/2025	03/17/2025	17.80	17.80	Open	N
49797	FERGUSON FACILITIES #3400	02/06/2025	03/17/2025	17.80	17.80	Open	N
49801	FERGUSON FACILITIES #3400	02/10/2025	03/17/2025	159.79	159.79	Open	N

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

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EXP CHECK RUN DATES 03/17/2025 - 03/17/2025

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BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49821	FERGUSON FACILITIES #3400	02/14/2025	03/17/2025	466.26	466.26	Open	N
49822	FERGUSON FACILITIES #3400	02/14/2025	03/17/2025	77.29	77.29	Open	N
49881	FERGUSON FACILITIES #3400	02/21/2025	03/17/2025	66.84	66.84	Open	N
49885	FERGUSON FACILITIES #3400	02/27/2025	03/17/2025	2,850.78	2,850.78	Open	N
49900	FERGUSON FACILITIES #3400	02/27/2025	03/17/2025	112.86	112.86	Open	N
49777	FITNESS EQUIPMENT SERVICES	02/03/2025	03/17/2025	365.00	365.00	Open	N
49890	FLAGG CREEK WATER RECLAMATION	02/25/2002	03/17/2025	1,719.05	1,719.05	Open	N
49891	FLAGG CREEK WATER RECLAMATION	02/25/2002	03/17/2025	30.28	30.28	Open	N
49892	FLAGG CREEK WATER RECLAMATION	02/25/2002	03/17/2025	23.78	23.78	Open	N
49893	FLAGG CREEK WATER RECLAMATION	02/25/2002	03/17/2025	17.28	17.28	Open	N
49894	FLAGG CREEK WATER RECLAMATION	02/25/2002	03/17/2025	81.40	81.40	Open	N
49904	FLUID RUNNING LLC	03/03/2025	03/17/2025	8,119.00	8,119.00	Open	N
49905	FP MAILING SOLUTIONS	02/17/2025	03/17/2025	92.85	92.85	Open	N
49829	FULLIFE SAFETY CENTER	12/20/2024	03/17/2025	286.25	286.25	Open	N
49833	FUNNY VALENTINE PRESS, INC	02/24/2025	03/17/2025	300.00	300.00	Open	N
49779	GFC LEASING	01/31/2025	03/17/2025	439.35	439.35	Open	N
49824	GORDON FLESCH COMPANY	02/27/2025	03/17/2025	53.63	53.63	Open	N
49867	GORDON FLESCH COMPANY	02/21/2025	03/17/2025	86.00	86.00	Open	N
49876	GORDON FLESCH COMPANY	03/02/2025	03/17/2025	622.39	622.39	Open	N
49849	GOVERNMENT FINANCE OFF. ASSN.	10/21/2024	03/17/2025	460.00	460.00	Open	N
49799	HAGG PRESS	02/10/2025	03/17/2025	100.00	100.00	Open	N
49816	HAGG PRESS	02/14/2025	03/17/2025	43.00	43.00	Open	N
49817	HAGG PRESS	02/17/2025	03/17/2025	265.00	265.00	Open	N
49886	HINSDALE BANK & TRUST COMPANY	02/27/2025	03/17/2025	79,736.03	79,736.03	Open	N
49887	HINSDALE BANK & TRUST COMPANY	02/27/2025	03/17/2025	95,800.10	95,800.10	Open	N
49934	HLAY ALIOTTE	02/20/2025	03/17/2025	179.22	179.22	Open	N
49835	HOME DEPOT CREDIT SERVICES	02/06/2025	03/17/2025	35.54	35.54	Open	N
49836	HOME DEPOT CREDIT SERVICES	02/07/2025	03/17/2025	7.15	7.15	Open	N
49837	HOME DEPOT CREDIT SERVICES	01/31/2025	03/17/2025	64.93	64.93	Open	N
49838	HOME DEPOT CREDIT SERVICES	02/19/2025	03/17/2025	56.33	56.33	Open	N
49839	HOME DEPOT CREDIT SERVICES	02/24/2025	03/17/2025	10.78	10.78	Open	N
49840	HOME DEPOT CREDIT SERVICES	02/20/2025	03/17/2025	85.86	85.86	Open	N
49841	HOME DEPOT CREDIT SERVICES	02/19/2025	03/17/2025	36.53	36.53	Open	N
49842	HOME DEPOT CREDIT SERVICES	02/21/2025	03/17/2025	13.56	13.56	Open	N
49843	HOME DEPOT CREDIT SERVICES	02/19/2025	03/17/2025	33.94	33.94	Open	N
49844	HOME DEPOT CREDIT SERVICES	02/07/2025	03/17/2025	20.04	20.04	Open	N
49845	HOME DEPOT CREDIT SERVICES	02/17/2025	03/17/2025	14.98	14.98	Open	N
49846	HOME DEPOT CREDIT SERVICES	02/17/2025	03/17/2025	18.96	18.96	Open	N
49847	HOME DEPOT CREDIT SERVICES	02/19/2025	03/17/2025	(33.94)	(33.94)	Open	N
49851	HOME DEPOT CREDIT SERVICES	02/10/2025	03/17/2025	491.60	491.60	Open	N
49852	HOME DEPOT CREDIT SERVICES	02/10/2025	03/17/2025	19.96	19.96	Open	N
49853	HOME DEPOT CREDIT SERVICES	02/11/2025	03/17/2025	2.48	2.48	Open	N
49854	HOME DEPOT CREDIT SERVICES	02/07/2025	03/17/2025	114.68	114.68	Open	N
49855	HOME DEPOT CREDIT SERVICES	02/05/2025	03/17/2025	15.78	15.78	Open	N
49856	HOME DEPOT CREDIT SERVICES	02/02/2025	03/17/2025	37.37	37.37	Open	N
49857	HOME DEPOT CREDIT SERVICES	01/30/2025	03/17/2025	8.73	8.73	Open	N
49858	HOME DEPOT CREDIT SERVICES	02/19/2025	03/17/2025	15.56	15.56	Open	N

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

EXP CHECK RUN DATES 03/17/2025 - 03/17/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49859	HOME DEPOT CREDIT SERVICES	02/24/2025	03/17/2025	324.95	324.95	Open	N
49860	HOME DEPOT CREDIT SERVICES	02/24/2025	03/17/2025	47.99	47.99	Open	N
49861	HOME DEPOT CREDIT SERVICES	02/25/2025	03/17/2025	107.57	107.57	Open	N
49868	HOME DEPOT CREDIT SERVICES	02/22/2025	03/17/2025	16.76	16.76	Open	N
49869	HOME DEPOT CREDIT SERVICES	02/26/2025	03/17/2025	6.25	6.25	Open	N
49870	HOME DEPOT CREDIT SERVICES	02/26/2025	03/17/2025	60.00	60.00	Open	N
49871	HOME DEPOT CREDIT SERVICES	02/27/2025	03/17/2025	9.18	9.18	Open	N
49872	HOME DEPOT CREDIT SERVICES	03/01/2025	03/17/2025	20.71	20.71	Open	N
49873	HOME DEPOT CREDIT SERVICES	02/26/2025	03/17/2025	149.99	149.99	Open	N
49874	HOME DEPOT CREDIT SERVICES	02/26/2025	03/17/2025	182.80	182.80	Open	N
49875	HOME DEPOT CREDIT SERVICES	02/18/2025	03/17/2025	63.61	63.61	Open	N
49782	ILLINOIS STATE POLICE	01/31/2025	03/17/2025	50.00	50.00	Open	N
49941	ILLINOIS STATE POLICE	02/28/2025	03/17/2025	40.00	40.00	Open	N
49776	IMAGINE NATION, LLC	11/11/2024	03/17/2025	170.00	170.00	Open	N
49888	J. STEVENS BUSINESS SOLUTIONS, INC	02/27/2025	03/17/2025	160.00	160.00	Open	N
49813	JOHNSON CONTROLS SECURITY SOLUTION	02/08/2025	03/17/2025	293.48	293.48	Open	N
49831	JOHNSON CONTROLS SECURITY SOLUTION	02/08/2025	03/17/2025	314.96	314.96	Open	N
49884	LENNO LASN	02/28/2025	03/17/2025	666.00	666.00	Open	N
49889	LINTFIGHTERS OF CENTRAL ILLINOIS	02/25/2002	03/17/2025	220.00	220.00	Open	N
49923	LPG MUSIC INC.	02/26/2025	03/17/2025	2,821.50	2,821.50	Open	N
49827	MARCO SALINAS	02/27/2025	03/17/2025	67.57	67.57	Open	N
49826	MENARDS	02/19/2025	03/17/2025	81.35	81.35	Open	N
49783	NEUCO INC	02/19/2025	03/17/2025	3,028.06	3,028.06	Open	N
49819	NEUCO INC	02/17/2025	03/17/2025	201.42	201.42	Open	N
49786	NICOR GAS	02/03/2025	03/17/2025	1,647.48	1,647.48	Open	N
49787	NICOR GAS	02/03/2025	03/17/2025	575.31	575.31	Open	N
49784	NRG BUSINESS MARKETING LLC	02/05/2025	03/17/2025	8,229.57	8,229.57	Open	N
49785	NRG BUSINESS MARKETING LLC	02/05/2025	03/17/2025	2,095.42	2,095.42	Open	N
49933	NuTOYS	02/11/2025	03/17/2025	7,442.00	7,442.00	Open	N
49896	OAKBROOK TERRACE PARK DISTRICT	03/01/2025	03/17/2025	86.40	86.40	Open	N
49814	O'REILLY AUTO PARTS	02/12/2025	03/17/2025	216.81	216.81	Open	N
49895	O'REILLY AUTO PARTS	02/27/2025	03/17/2025	214.44	214.44	Open	N
49899	O'REILLY AUTO PARTS	02/28/2025	03/17/2025	157.50	157.50	Open	N
49773	P.D.R.M.A.	02/19/2025	03/17/2025	150.00	150.00	Open	N
49943	P.E.I. INC	02/05/2025	03/17/2025	1,020.00	1,020.00	Open	N
49877	PADDOCK PUBLICATIONS, INC.	02/24/2025	03/17/2025	250.70	250.70	Open	N
49788	PFEIFFER'S PEST CONTROL	02/06/2025	03/17/2025	350.00	350.00	Open	N
49800	PFEIFFER'S PEST CONTROL	02/06/2025	03/17/2025	150.00	150.00	Open	N
49883	RED WING BUSINESS ADVANTAGE ACCOUN	02/27/2025	03/17/2025	275.49	275.49	Open	N
49936	ROBBINS SCHWARTZ	02/21/2025	03/17/2025	2,263.09	2,263.09	Open	N
49937	ROBBINS SCHWARTZ	02/21/2025	03/17/2025	2,052.00	2,052.00	Open	N
49938	ROBBINS SCHWARTZ	02/21/2025	03/17/2025	884.50	884.50	Open	N
49825	RUSSO POWER EQUIPMENT	02/19/2025	03/17/2025	758.07	758.07	Open	N
49774	SALSBURY INDUSTRIES, INC.	02/20/2025	03/17/2025	2,500.00	2,500.00	Open	N
49901	SBC WASTE SOLUTIONS	02/28/2025	03/17/2025	720.00	720.00	Open	N
49793	SHERWIN WILLIAMS	02/06/2025	03/17/2025	60.13	60.13	Open	N
49794	SHERWIN WILLIAMS	02/06/2025	03/17/2025	(64.64)	(64.64)	Open	N

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

EXP CHECK RUN DATES 03/17/2025 - 03/17/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49865	SHERWIN WILLIAMS	01/31/2025	03/17/2025	30.95	30.95	Open	N
49815	SHERWIN WILLIAMS	02/13/2025	03/17/2025	70.94	70.94	Open	N
49864	SOCCER MADE IN AMERICA	02/04/2025	03/17/2025	329.00	329.00	Open	N
49775	SONITROL CHICAGOLAND WEST	02/01/2025	03/17/2025	170.13	170.13	Open	N
49862	SONITROL CHICAGOLAND WEST	02/01/2025	03/17/2025	2,241.36	2,241.36	Open	N
49944	STERLING NETWORK INTEGRATION	03/01/2025	03/17/2025	1,413.45	1,413.45	Open	N
49778	THE LIFEGUARD STORE	02/06/2025	03/17/2025	224.50	224.50	Open	N
49898	TOWERSTREAM CORPORATION	03/01/2025	03/17/2025	215.00	215.00	Open	N
49789	TRANE U.S. INC.	02/05/2025	03/17/2025	33.00	33.00	Open	N
49790	TRANE U.S. INC.	02/05/2025	03/17/2025	58.67	58.67	Open	N
49791	TRANE U.S. INC.	02/05/2025	03/17/2025	45.23	45.23	Open	N
49818	ULTIMATE NINJAS ELMHURST	02/12/2025	03/17/2025	405.00	405.00	Open	N
49850	UMB BANK N.A.	02/10/2025	03/17/2025	318.00	318.00	Open	N
49798	VC3, INC	02/10/2025	03/17/2025	999.00	999.00	Open	N
49812	VILLA PARK ELECTRICAL SUPPLY	02/13/2025	03/17/2025	68.78	68.78	Open	N
49834	VILLAGE OF OAK BROOK	02/12/2025	03/17/2025	712.14	712.14	Open	N
49823	WAREHOUSE DIRECT INC.	02/18/2025	03/17/2025	113.15	113.15	Open	N
49832	WAREHOUSE DIRECT INC.	01/31/2025	03/17/2025	149.79	149.79	Open	N
49902	WAREHOUSE DIRECT INC.	12/06/2024	03/17/2025	196.68	196.68	Open	N
49802	WILSON SPORTING GOODS	01/29/2025	03/17/2025	1,087.42	1,087.42	Open	N
49803	WILSON SPORTING GOODS	12/13/2024	03/17/2025	1,284.00	1,284.00	Open	N
49804	WILSON SPORTING GOODS	10/22/2024	03/17/2025	1,130.58	1,130.58	Open	N
49805	WILSON SPORTING GOODS	02/06/2025	03/17/2025	120.42	120.42	Open	N
49806	WILSON SPORTING GOODS	12/11/2024	03/17/2025	127.23	127.23	Open	N
49807	WILSON SPORTING GOODS	12/04/2024	03/17/2025	161.45	161.45	Open	N
49808	WILSON SPORTING GOODS	11/27/2024	03/17/2025	161.44	161.44	Open	N
49810	WILSON SPORTING GOODS	11/21/2024	03/17/2025	167.16	167.16	Open	N
49811	WILSON SPORTING GOODS	11/21/2024	03/17/2025	120.25	120.25	Open	N
49866	WILSON SPORTING GOODS	11/27/2024	03/17/2025	127.22	127.22	Open	N
49878	WILSON SPORTING GOODS	02/22/2025	03/17/2025	856.00	856.00	Open	N
49879	WILSON SPORTING GOODS	02/14/2025	03/17/2025	161.02	161.02	Open	N
49945	ZAZZO'S PIZZA	01/31/2025	03/17/2025	3,797.84	3,797.84	Open	N

# of Invoices: 171 # Due: 171  
 # of Credit Memos: 2 # Due: 2

Totals: 320,650.91 320,650.91  
 Totals: (98.58) (98.58)

Net of Invoices and Credit Memos: 320,552.33 320,552.33

\* 6 Net Invoices have Credits Totalling: (467.91)



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**WARRANT #694**  
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 03/17/2025 - 03/17/2025  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			58,787.62	58,787.62		
	02 - RECREATION FUND			52,250.53	52,250.53		
	06 - DEBT SERVICE FUND			175,854.13	175,854.13		
	07 - RECREATIONAL FACILITIES FUND			17,632.99	17,632.99		
	09 - SPECIAL RECREATION FUND			15.56	15.56		
	12 - CAPITAL PROJECTS FUND			16,011.50	16,011.50		
--- TOTALS BY DEPT/ACTIVITY ---							
	00 - NON-DEPARTMENTAL			318.00	318.00		
	01 - ADMINISTRATION CORPORATE			18,128.92	18,128.92		
	02 - FINANCE			2,435.39	2,435.39		
	04 - CENTRAL PARK NORTH			1,390.96	1,390.96		
	05 - CENTRAL PARK			12,905.03	12,905.03		
	07 - FOREST GLEN PARK			11.35	11.35		
	09 - DEAN PROPERTY			865.08	865.08		
	10 - PROFESSIONAL SERVICES			3,147.59	3,147.59		
	14 - INFORMATION TECHNOLOGY			14,270.26	14,270.26		
	15 - BUILDING/RECREATION CENTER			12,359.85	12,359.85		
	20 - CENTRAL PARK WEST			575.74	575.74		
	21 - FITNESS CENTER			4,377.47	4,377.47		
	25 - AQUATIC CENTER			11,665.93	11,665.93		
	26 - AQUATIC-RECREATION PROGRAMS			9,051.83	9,051.83		
	30 - CHILDRENS ATHLETICS			819.16	819.16		
	31 - PRESCHOOL PROGRAMS			4,167.11	4,167.11		
	32 - YOUTH PROGRAMS			962.28	962.28		
	40 - ADULT PROGRAMS			4,280.41	4,280.41		
	50 - PIONEER PROGRAMS			2,718.54	2,718.54		
	60 - SPECIAL EVENTS & TRIPS			1,780.98	1,780.98		
	71 - BUILDING/RACQUET CLUB			5,328.74	5,328.74		
	75 - TENNIS PROGRAMS			10,231.43	10,231.43		
	80 - MARKETING			7,212.65	7,212.65		
	94 - DEBT SERVICE FUND			175,536.13	175,536.13		
	95 - CAPITAL PROJECTS FUND			16,011.50	16,011.50		

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49756	BREAKAWAY BASKETBALL INC	01/22/2025	02/20/2025	96,600.00	0.00	Paid	Y
49757	ENERGIZE SPORTZ	01/27/2025	02/20/2025	8,292.20	0.00	Paid	Y
49758	ENERGIZE SPORTZ	01/27/2025	02/20/2025	11,040.30	0.00	Paid	Y
49759	ENERGIZE SPORTZ	01/27/2025	02/20/2025	2,079.00	0.00	Paid	Y
49760	PETTY CASH-RECREATION DEPT.	02/14/2025	02/20/2025	375.58	0.00	Paid	Y
49761	ALYNE POLIKOFF	02/14/2025	02/20/2025	20.00	0.00	Paid	Y
49767	DIRECT ENERGY BUSINESS, LLC	02/06/2025	02/20/2025	1,513.96	0.00	Paid	Y
49768	DIRECT ENERGY BUSINESS, LLC	02/06/2025	02/20/2025	37.77	0.00	Paid	Y
49769	OAK BROOK PARK DISTRICT	02/12/2025	02/20/2025	1,206.36	0.00	Paid	Y
49762	VILLAGE OF OAK BROOK	02/07/2025	02/27/2025	268.57	0.00	Paid	Y
49763	VILLAGE OF OAK BROOK	02/07/2025	02/27/2025	10.00	0.00	Paid	Y
49764	VILLAGE OF OAK BROOK	02/07/2025	02/27/2025	40.42	0.00	Paid	Y
49765	VILLAGE OF OAK BROOK	02/07/2025	02/27/2025	10.00	0.00	Paid	Y
49766	VILLAGE OF OAK BROOK	02/07/2025	02/27/2025	70.84	0.00	Paid	Y
49770	IL DEPT OF REVENUE	02/19/2025	02/27/2025	196.00	0.00	Paid	Y
49771	VILLAGE OF OAK BROOK	02/07/2025	02/27/2025	5,576.86	0.00	Paid	Y
49772	PETTY CASH - CORPORATE ADMIN.	02/24/2025	02/27/2025	295.63	0.00	Paid	Y
49809	DIRECT ENERGY BUSINESS, LLC	02/07/2025	02/27/2025	22,543.96	0.00	Paid	Y
# of Invoices:	18	# Due:	0	Totals:	150,177.45	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					150,177.45	0.00	

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WARRANT #694  
INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 02/18/2025 - 03/12/2025  
JOURNALIZED  
PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			10,009.85	0.00		
	02 - RECREATION FUND			133,983.49	0.00		
	07 - RECREATIONAL FACILITIES FUND			6,184.11	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00 - NON-DEPARTMENTAL			19.00	0.00		
	01 - ADMINISTRATION CORPORATE			5,178.19	0.00		
	02 - FINANCE			12.90	0.00		
	04 - CENTRAL PARK NORTH			1,523.96	0.00		
	05 - CENTRAL PARK			624.51	0.00		
	07 - FOREST GLEN PARK			62.72	0.00		
	09 - DEAN PROPERTY			37.77	0.00		
	14 - INFORMATION TECHNOLOGY			17.96	0.00		
	15 - BUILDING/RECREATION CENTER			4,881.30	0.00		
	20 - CENTRAL PARK WEST			2,591.52	0.00		
	21 - FITNESS CENTER			3,856.23	0.00		
	25 - AQUATIC CENTER			6,753.31	0.00		
	30 - CHILDRENS ATHLETICS			118,011.50	0.00		
	31 - PRESCHOOL PROGRAMS			342.34	0.00		
	60 - SPECIAL EVENTS & TRIPS			40.00	0.00		
	71 - BUILDING/RACQUET CLUB			5,999.13	0.00		
	75 - TENNIS PROGRAMS			177.00	0.00		
	80 - MARKETING			48.11	0.00		

**Staff Recognition**  
(None)

## Communications and Proclamations

Board of Commissioners to Share Communications

Fitness Center Revamp

Proclamation in Support of The Conservation Foundation DuPage County River Sweep



Following the February 17 Regular board meeting, the Park District proposed three new name ideas for the Fitness Center to patrons at the FRC. Fit Central was the top choice among voters.

The District is excited to roll out this new look which will present brand cohesiveness with Swim Central and The Tennis Center.



*At the Oak Brook Park District Family Recreation Center*

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

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

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





# Oak Brook Park District

*A National Gold Medal Agency*

## **Proclamation**

**Whereas**, the County of DuPage, through the Stormwater Management Department and municipalities, townships and park districts, recognizes ongoing stream cleaning and restoration as essential for the preservation of waterways throughout DuPage County and northeastern Illinois; and

**Whereas**, DuPage County River Sweep is a county-wide stream cleanup and restoration event organized by The Conservation Foundation and held in cooperation with the American Rivers National River Clean Up; and

**Whereas**, the purpose of the River Sweep is to encourage community and volunteer groups to help “sweep our rivers clean” by picking up debris in and along our waterways, and by participating in stream restoration projects; and

**Whereas**, stream cleaning efforts have been very successful with more than 16,000 volunteers removing over 300 tons of debris from DuPage County streams since 1991; and

**Whereas**, the President and Board of Commissioners of the Oak Brook Park District congratulate The Conservation Foundation on 34 successful years for this event; and

**Now, Therefore, Be It Proclaimed**, that all patrons of the Oak Brook Park District, are encouraged to make a difference in the quality of water in the area, and are further urged to support and participate in “River Sweep 2025” on Saturday, April 19, 2025.

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**President**

## Reports

Administration and Enterprise Operations Report

Finance and Human Resources Report

Recreation and Communications Report

Parks and Facilities Report





# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: March 11, 2025  
Re: March Board Report: Administration & Enterprise Operations

---

## Upcoming Dates at the Oak Brook Park District:

Monday, March 17	<b>Park District Board Meeting</b>	Canterberry
April 7-10	<b>Bunny Basket Deliveries</b>	Oak Brook
April 14-18	<b>“Hoppin at Home” Egg Hunt</b>	Oak Brook
April 17-18	<b>Aqua Egg Hunt</b>	Swim Central

## March Board Meeting Discussion Points:

### **Tennis Center Report**

- The Tennis Center hosted a Cardio Tennis training on Saturday February 22<sup>nd</sup> with 25 participants.
- The Tennis Center ran a Promotion on Wilson Racquets for the month of February, selling 3 racquets.
- Natalia Komar and Kevin Rogers started training as new Front Desk Customer Service Representatives.

### **Ten Year Capital Improvement Plan (CIP)**

The District continues to assess and forecast the needs in the CIP. The 2025-26 Budget year only includes the capital projects for that fiscal year. The 10-year CIP is evaluated monthly.

### **Veteran and Military Membership**

As we continue to update our Administrative Policy & Procedure Manual, staff recognized that we do not have a written policy for veterans and military memberships. This will be an In-District membership.

### **Audio vs. Video recording of Board Meetings**

Staff have researched the cost for Audio recordings at \$900 for basic audio using 360 degree coverage microphones. Video recording would be \$1,400 for just two webcams, mounting and cables without text graphics. Videos would be posted on YouTube. The quality would be subpar and not produce professional results. To improve a higher quality output, \$15,000 to \$20,000 would need to be invested for a professional system. Staff are not recommending this option as it is used only once a month. The staff's recommendation is to invest in audio recordings and add this to the budget for FY2025-2026.



# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: March 12, 2025  
Re: February 2025 Financials

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## General Fund

We have now completed ten months of our current fiscal year (83.33% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$3,387,646, \$2,428,325, and \$502,000, respectively. This is resulting in a YTD net surplus of \$457,321, which is a \$133,643 (41.3%) increase from the \$323,678 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 92.6% when compared to the annual budget. Driving this favorable variance are property tax collections, investment earnings, and field rental fees at Central Park North. As mentioned in previous memos, Personal Property Replacement Taxes (PPRT) are below expectations, and I anticipate that this source will end the year in an unfavorable status. As expected, and budgeted, Central Park West (CPW) revenues are significantly lower than the prior year due to the recent improvements at that facility which precluded us from conducting any programming or rental activity earlier in the fiscal year. With the end of the construction activity, programming activity at this facility has resumed and is resulting in increased revenues. The \$9,000 budget in the Dean Property department is for a tree planting grant that we expect to collect by the end of the current fiscal year and in our Central Park department, field rental revenues have decreased approximately \$20,000 when compared to the prior year.
- **Expenditures-** Total current YTD expenditures are favorable at 72.9% when compared to the annual budget. All departments are currently favorable or in-line with current year budgeted expectations. As expected, and budgeted, expenditures in our Central Park North department have increased \$30,623 (76.2%) over the prior year primarily due to the costs (\$10,048 YTD) incurred to purchase concession equipment and supplies for use at our newly constructed concession building. These costs are being partially offset by the \$7,560 in YTD concessions sales revenue. In addition, we purchased several outdoor trash receptacles (\$4,885), installed a weather warning system, are incurring increased water commodity costs due to the new public restroom facilities, and increased security/fire monitoring costs. Although in-line with the current year's annual budget, expenditures in our Building-Recreation Center department have increased \$56,998 (6.8%) when compared to the prior year due to a variety of reasons, including increased wages for part-time front desk staff, increased health insurance costs, incursion of costs to inspect and adjust the ceiling-mounted basketball courts in the gym, and increased utility costs (natural gas, electricity, water, and sewer). This is being partially offset by decreased general maintenance, and janitorial commodity costs. Expenditures in our Information Technology department have increased \$40,547 (17.2%) primarily due to increased software licensing fees (and the timing of such costs) and increased health insurance costs.

## Recreation Fund

YTD revenues, transfers-in, expenditures, and transfers-out for this fund equal \$4,739,075, \$150,000, \$4,578,103, and \$177,971, respectively. This is resulting in a YTD net surplus of \$133,000, which is a \$1,003,160 (88.3%) decrease from the \$1,136,161 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 96.1% when compared to the annual budget and have increased \$321,766 (7.3%) when compared to the prior year. Similar to our General fund, this fund is experiencing reduced collections of PPRT and increased interest income. All departments, except for our Aquatic Recreation Programs department, are favorable or in-line with budgeted expectations. Revenues for our children's aquatics group lessons have decreased approximately \$30,000 when compared to the prior year primarily due to a greater emphasis on private lessons, and the extended shut-down of our aquatics facility earlier in the year.
- **Expenditures-** Total current YTD expenditures are in-line with budgeted expectations at 78.8% of the annual budget and have increased \$1,198,348 (35.5%) when compared to the prior year. All of our departments are currently favorable, or in-line with current year budgeted expectations. The largest driver of these increased expenditures is in our capital outlay department where expenditures have increased \$909,863 due to various capital improvement activity, including the installation of an HVAC system, painting, window tinting, upgraded sound system in our aquatics center, the purchase of a replacement utility vehicle, as well as extensive bathroom and ADA improvements at our Central Park West facility. Expenditures in our Aquatic Center department have increased over prior year due to increased full-time staff wages, credit card processing fees, installation of two replacement lifeguard chairs, and sealing and caulking of flooring joints at our Splash Island. Expenditures in our fitness department are primarily due to increased personal trainer wages, and increased utility costs.

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

YTD revenues and expenses in this fund are currently at \$2,287,757 and \$1,556,029, respectively. This is resulting in a YTD net surplus of \$731,728, which is a \$16,032 (2.1%) decrease over the prior year's surplus of \$747,760. The following is additional commentary:

- **Revenues-** Total current YTD revenues have surpassed the annual budget and have increased \$127,292 (5.9%) when compared to the prior year. Approximately \$59,000 of this revenue increase is attributed to better-than-expected investment returns, \$44,000 is due to increased group lesson revenues, and \$23,000 is due to increased private lesson revenues.
- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 62.3% of the annual budget and have increased \$143,324 (10.1%) when compared to the prior year. The largest increase is in the Programs department, where part-time wages have increased approximately \$65,000, however this increase is being recouped via the increased programming revenues described above. Capital improvement costs have also increased due to continued improvements to the administration offices and registration area. In addition, upgrades to the lighting at the indoor tennis courts were also completed in the current year.

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### **FINANCE & HUMAN RESOURCES UPDATES:**

- Staff has been working on identifying additional updates to our proposed FY 2025/2026 budgets in response to updated cost estimates and continued evaluation of expected business activities. Such updates will be presented to the Board at the March 17, 2025 Board meeting.
- Staff has been assisting numerous departments with regards to several position vacancies and the upcoming summer season hiring, as well as the annual performance review process.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Robert Pechous, Director of Recreation and Communications  
Date: March 11, 2025  
Re: February 2025: Recreation and Communications Report

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## **Recreation:**

- Athletics
  - With the warmer weather, some groups took advantage of the Evergreen Bank Turf field in February.
  - Brian and Jake attended the DuPage CVB meeting, where they connected with personnel involved with scheduling tournaments.
- Youth/Preschool
  - ABC Preschool enjoyed a Dentist visit for Pediatric Dentist Month.
  - Preschool celebrated 100 days of school and hosted Donuts with Grown-ups.
  - Playground Camp is currently full with a waitlist so we are looking into adding another group to our schedule. PreK and Pee Wee Camp still have some openings.
- Pioneers
  - 14 pioneers attended a lecture on the Golden Age of Radio.
  - Random Act of Kindness Day, 12 pioneers came together to create Hygiene Kits. The kits will be distributed to people in need – particularly during disasters such as tornadoes, hurricanes, etc.
  - 14 pioneers and 14 seniors from Oakbrook Terrace traveled to the Paramount Theatre for lunch and to enjoy the play “Waitress.”
- Specialty
  - Kids fishing classes and cookie decorating classes are being explored with two new potential instructors.
  - 23 participants attended the Sweethearts Family Dance.
- Other
  - Staff met with Debi from Cushman & Wakefield to secure additional parking spaces by the Central Park North Athletic Fields for Park District events in 2025.
  - Kate passed and obtained the Food Manager's Certification in preparation for an expanded concession offering this year.

## **Marketing & Information Technology:**

- Summer Brochure and Pioneer Post are in production.
- 2025-2029 Strategic Plan Draft was completed.
- Digital signage was added to the Autumn Oaks Meeting room.
- Internal and external security scans were performed to ensure compliance with PCI (Payment Card Industry).

## Corporate and Community Relations:

Sponsorships	-
Advertising	\$1,250.00
Vendors	\$1,325.00
In-Kind Donations	\$ 50.00
Oak Brook Park District Foundation	\$ -

**Total for February: \$2,625.00**

## Social Media and Website Engagement:

### Facebook Analytics

Total Followers: 5,602 (up 20)  
 Posts: 28  
 Post Reach (organic and paid): 37,900  
 Post Engagement: 3,625

### Instagram Analytics:

Total Followers: 2,504 (up 28)  
 Posts: 24  
 Top Post Reach: 479  
 Accounts Engaged: 292

### Top Facebook Post



Set: May 10 at 8 AM  
 Pink 5K  
 Oak Brook Park District  
 20 Going - 98 Interested

Views	18,826	Reach	8,497
Interactions	20	Link clicks	67

**Boosted on Feb 20, 2025** [See all](#)  
 Status: Completed • Boosted by: Haley Tess  
 Budget: \$126.00 lifetime • Duration: 7 days

Paid reach	8,244
Post engagements	85

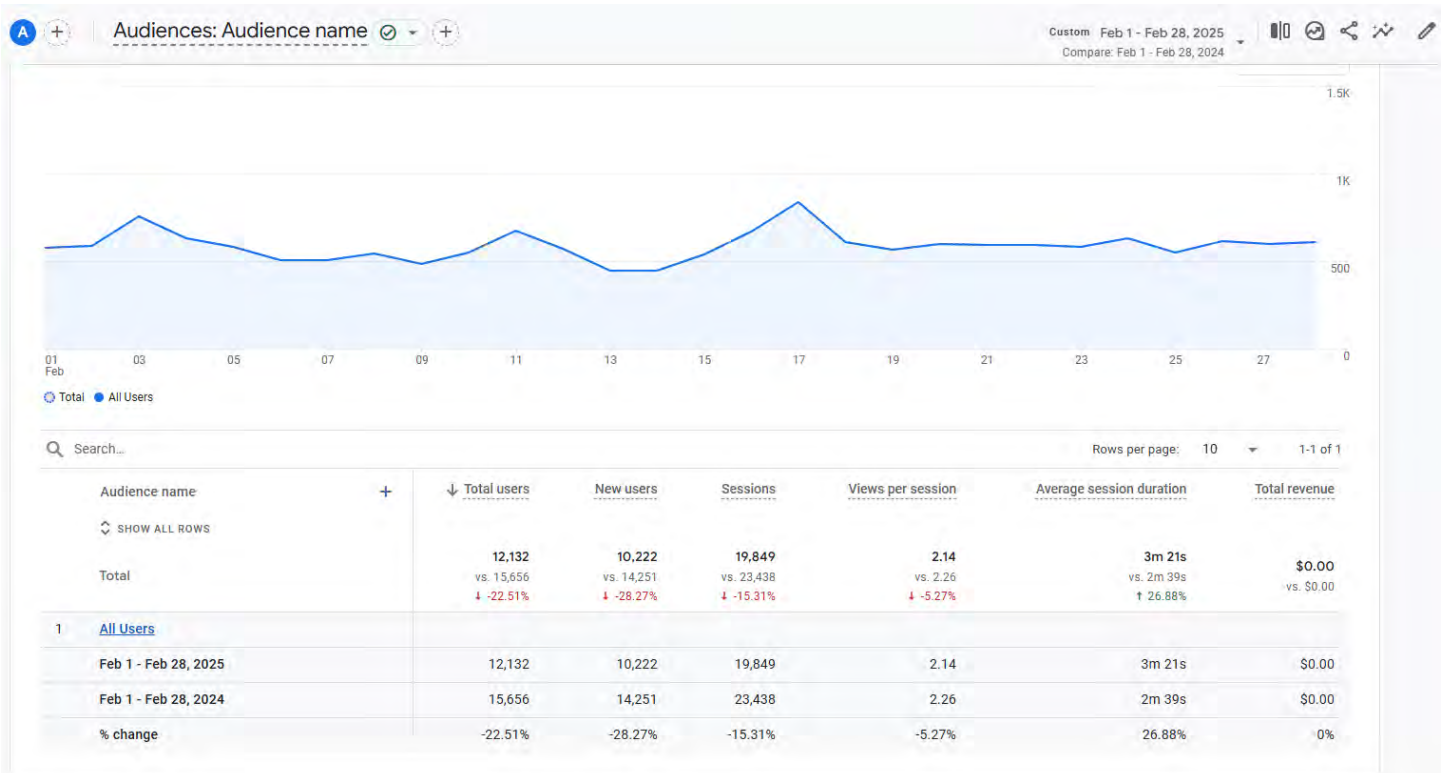
**Interactions**

Reactions	18
Comments	1
Shares	0
Saves	1

19 0 0 0 0 0



## February 2025 Website Traffic



## February 2025 Top Pages

1. /Obparks.org
2. /Family Aquatic Center
3. /Family Recreation Center
4. /Program Guides
5. /Membership Opportunities
6. /Swim Lessons
7. /Tennis Center
8. /Youth Basketball
9. /Tennis Programs
10. /Summer Camps

## obparks.org Acquisition Value

Referral Percentage Values	Feb 2025	Feb 2024
Direct:	20.3%	24.6%
Organic Search:	76%	58.4%
Social:	2.5%	16.1%
Referrals:	2.4%	3%



## Oak Brook Park District Facility Statistics and Data

### Facility Rentals

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

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Gym Rentals Hours</b>	242	272	259	376	307	400	376	322	448	370			3,370
<b>Gym Revenue</b>	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279	\$22,172	\$20,101	\$18,352	\$23,661	\$20,107			\$182,294
<b>Room Rentals</b>	21	18	15	19	15	31	21	21	26	14			201
<b>Room Revenue</b>	\$900	\$520	\$700	\$1,250	\$430	\$1,650	\$1,190	\$2,320	\$2,096	\$1,960			\$13,016
<b>CPW Rentals</b>	NA	NA	NA	NA	NA	NA	NA	NA	1	7			8
<b>CPW Revenue</b>	NA	NA	NA	NA	NA	NA	NA	NA	\$650	\$3,635			\$4,285

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



## Oak Brook Park District Facility Statistics and Data

### Outdoor Pickleball Court Rentals

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

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Court Rentals</b>	107	108	126	106	104	69	22	2	0	0			644
<b>Court Hours</b>	294	391	436	421	333	238	103	9	0	0			2,223
<b>Revenue</b>	\$ 680.00	\$ 660.00	\$ 650.00	\$ 510.00	\$ 260.00	\$ 260.00	\$ -	\$ -	\$ -	\$ -			\$ 3,020.00





# Oak Brook Park District Athletic Fields Rental Report

## Athletic Field Usage Report Evergreen Bank Group Athletic Turf Field

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

24 - 25	Hours	193	189	127	87	187	199	101	16	5	14.5			1,118
	Revenue	\$8,183	\$9,843	\$8,982	\$3,740	\$6,283	\$8,098	\$5,975	\$1,954	\$383	\$1,448			\$133,286
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$14,200					\$14,200					

## Natural Grass Soccer Fields

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

24 - 25	Hours	2,054	1,154	421	670	1930	1,753	557	0	0	0			8,539
	Revenue	\$16,100	\$9,856	\$9,025	\$6,720	\$7,480	\$11,280	\$1,563	\$0	\$0	\$0			\$128,024
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$8,000					\$8,000					

## Baseball Fields

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

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

## Totals

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

24 - 25	Hours	2,658	1,630	709	832	2,266	2,153	658	16	5	15	0	0	10,941
	Revenue	\$32,023	\$29,497	\$143,635	\$13,758	\$19,291	\$27,135	\$7,538	\$1,954	\$383	\$1,448	\$0	\$0	\$276,661

# OBJECTIVES AND KEY RESULTS

May 1, 2024 - April 30, 2025

MONTHLY UPDATE March 1, 2025

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

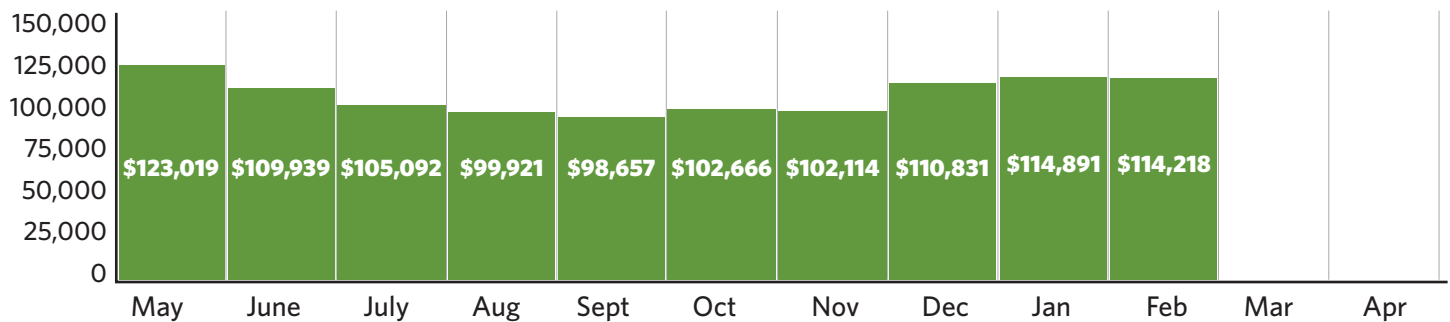
“Accomplish” means 3 of 4 subgoals under each main objective, are completed.

### 1. MEMBERSHIP & FACILITIES

COMPLETE?

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

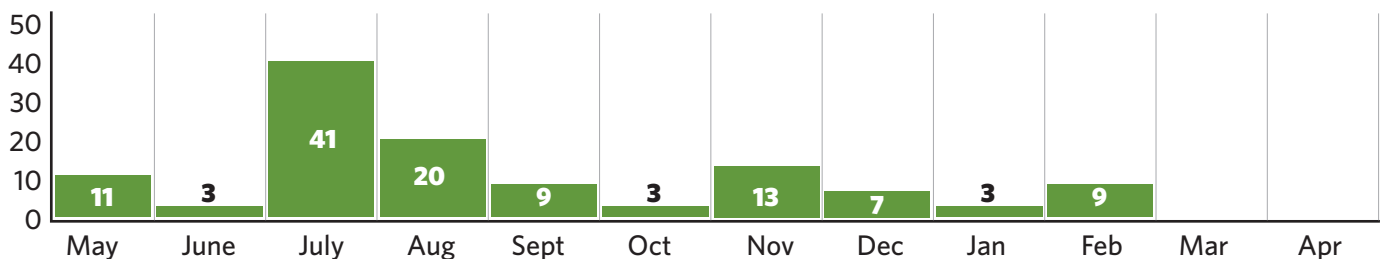
#### Objective 1, Figure A: FRC Membership Revenue



Current: \$1,081,349

Goal: \$1,176,502

#### Objective 1, Figure B: TC New Members



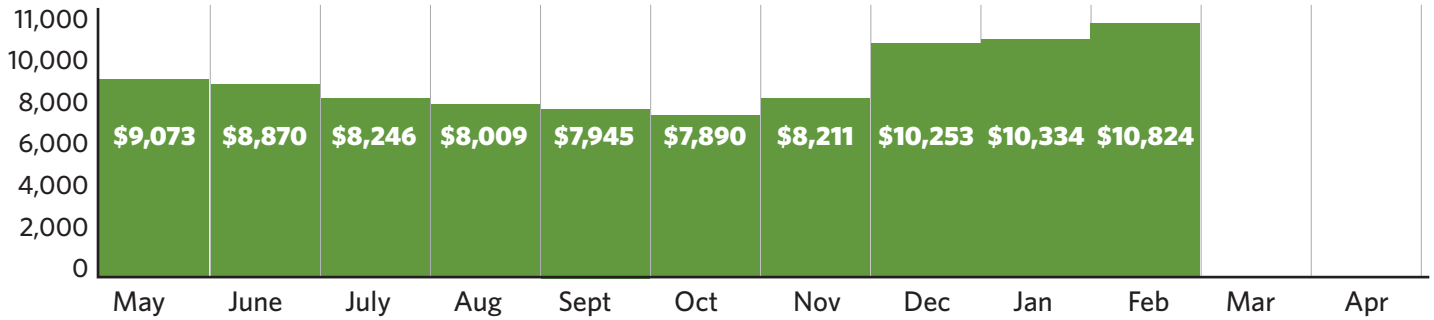
Current: 119

Goal: 100



# OBJECTIVES AND KEY RESULTS

## Objective 1, Figure D: Healthcare Membership Revenue

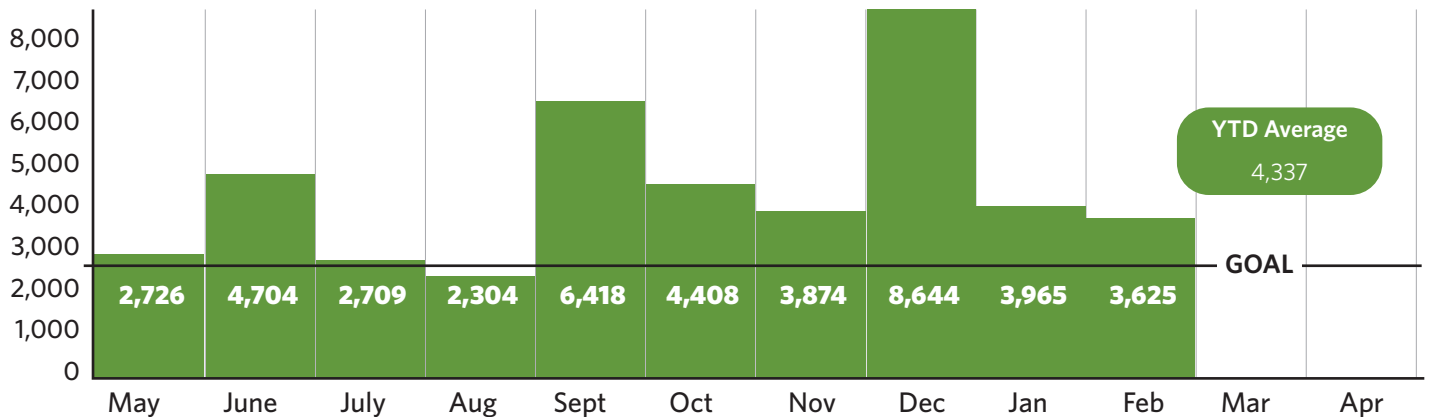


## 2. MARKETING & COMMUNICATIONS

COMPLETE?

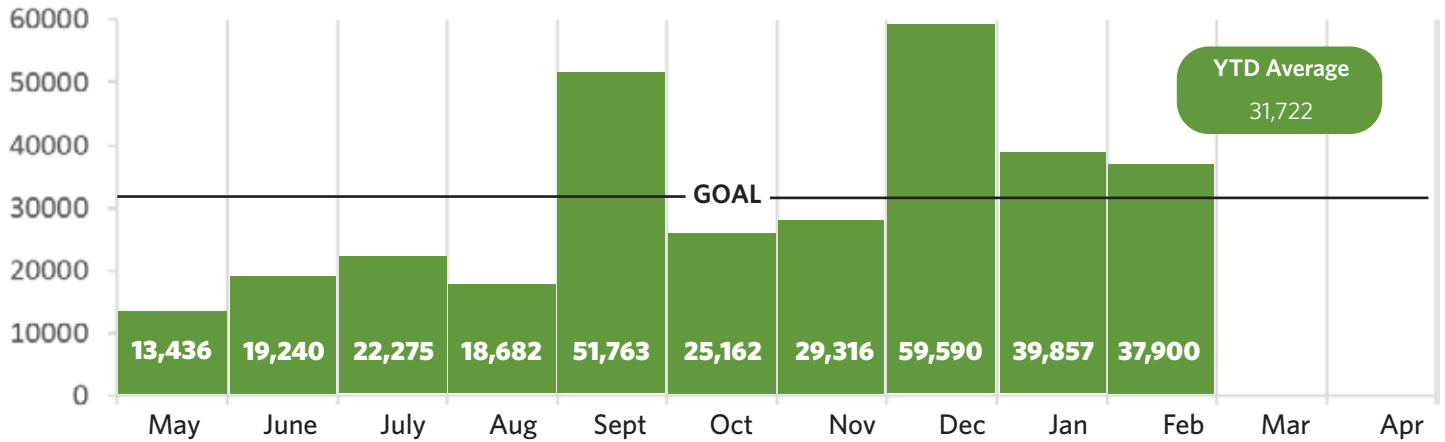
- A Increase average engagement on Facebook to 2,500 from 1,865 per month.
- B Increase average reach on Facebook to 32,000 from 25,423 per month.
- C Measure open rates on a monthly basis of FT/PT employee communication.  
FT = 87% PT = 65%.
- D Six in-house projects identifying cost savings. 
  - 1.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

## Objective 2, Figure A: Facebook Engagement

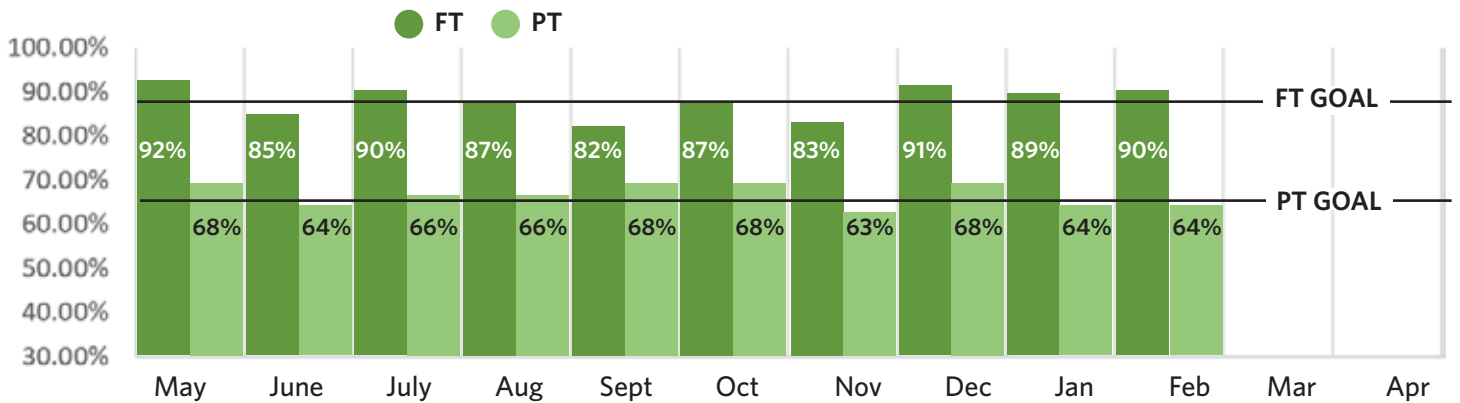


# OBJECTIVES AND KEY RESULTS

Objective 2, Figure B: Facebook Reach



Objective 2, Figure C: Open Rate



YTD Average  
 FT: 87.6  
 PT: 65.9%



# OBJECTIVES AND KEY RESULTS

## 3. RECREATION & PROGRAMMING

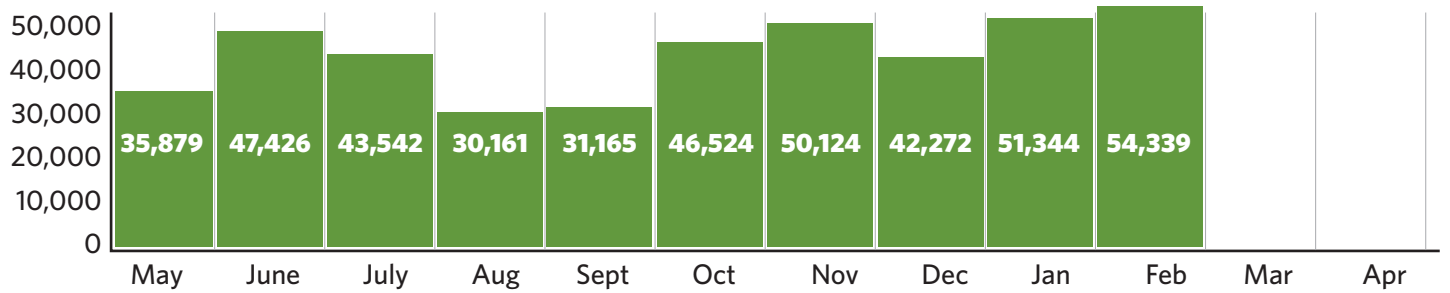
COMPLETE?

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

Objective 3, Figure B: Park District Program Net Revenue



Objective 3, Figure D: FRC Patron Visits





# OBJECTIVES AND KEY RESULTS

## 4. FINANCE

COMPLETE?

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

Objective 4, Figure B: General Fund





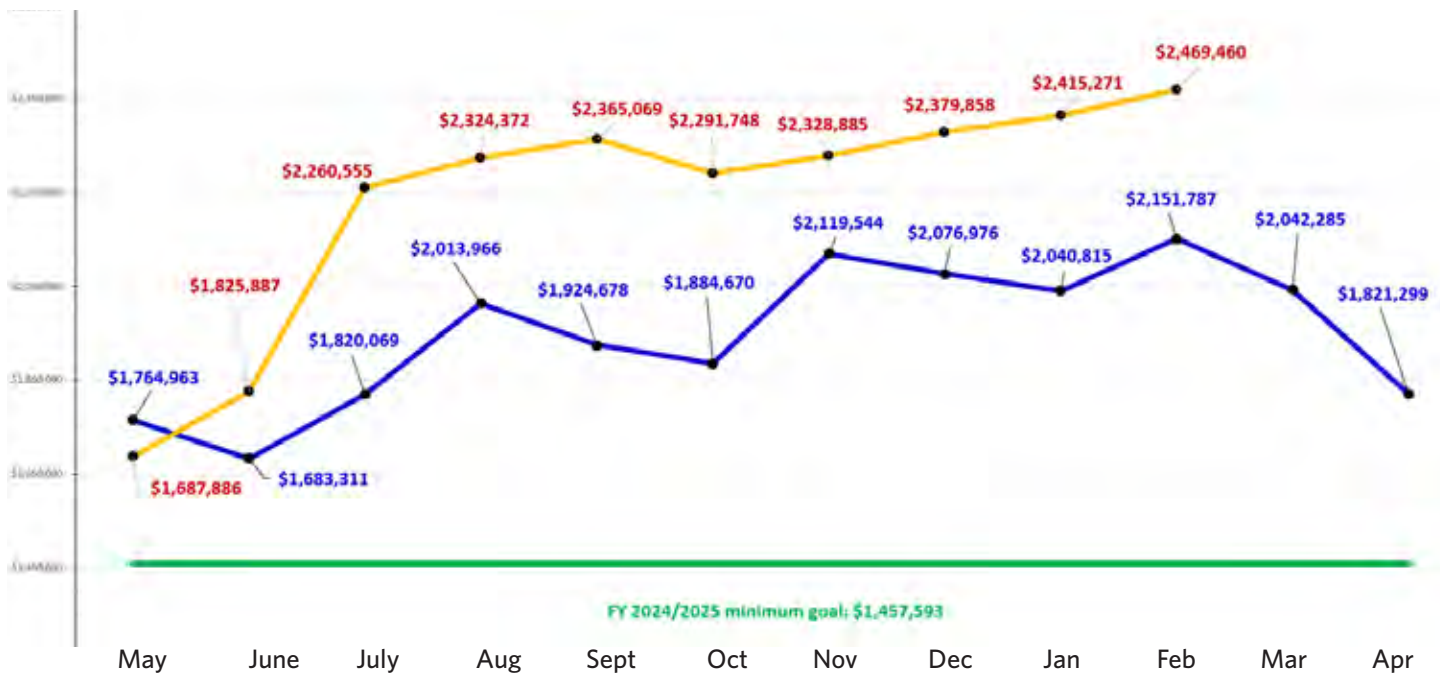


# OBJECTIVES AND KEY RESULTS

Objective 4, Figure C: Recreation Fund



Objective 4, Figure D: Tennis Fund





**May 1, 2024 - April 30, 2025**

<b>Employee Status</b>	<b>Accomplish 4 of 4 OKR's</b>
Part-Time <400 Hours Annually	No Bonus PTO hours
Part-Time 400-999 Hours Annually	Cash payout of 8 PTO hours
Part-Time 1000-1,500 Hours Annually	Cash payout of 16 PTO hours
CPI & Full-Time 1,501 and Greater Hours Annually	Credit of 24 bonus PTO hours. Hours do not roll forward into the subsequent fiscal year.

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





# Memo

To: Board of Commissioners  
From: Bob Johnson, Deputy Director  
Date: March 10, 2025  
Re: Board Report

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## Parks

- Staff met with Geese Chasers LLC to evaluate how their services could assist in reducing and eventually eliminating the presence of Canada Geese at Central Park. Budget adjustments have been made to accommodate the implementation of some of their services.
- The Parks Department is seeking to fill the vacant Park Technician position. Please contact Jake Stachowiak for more information.
- Staff have completed updates to the general office area of the maintenance garage, installing new flooring, adding staff lockers, and upgrading the restroom to meet ADA compliance standards.
- Sally Beaumont (Landscape Technician Certification) and Bob Sleva (Certified Arborist) attended a Continuing Education course to fulfill their annual Continuing Education Unit (CEU) requirements necessary to maintain their professional certifications. Areas of focus included the appropriate use of native and non-native plants in landscapes, and proper nutrient management of soils for planting. These topics are of particular importance as the district continues to improve native tree and plant habitats throughout the community while addressing soil erosion/runoff, pollution, and reducing necessary maintenance by creating a strong foundation for plants to thrive.

## Aquatics and Maintenance

- Rob Bond participated in the first two meetings of 5 total dates as a mentor in the IPRA Pro Connect mentorship series. Future meetings occur once per month through May.
- Stars Swim team hosted their final home meet of the winter season on February 8th. Season wraps up March 9th at the NISC Conference Championship Meet, where the team has 22 individuals qualified to compete. The team saw over 10% increase in winter season registration this year.
- Swim lesson registrations are down 10% relative to the same point last year due to staffing turnover and session scheduling. This year, the second session is the shortest session due to the timing of spring break and the Easter Holiday. Lower enrollment this session will not impact us as much and we expect the final number to be back on track. The final session is the longest session of the Winter/Spring season this year, so we are expected to have new staff in place and maximize the registrations for the third and final session to catch up to revenue goals.
- Parties/Rentals continue to thrive. Even after losing extra weekends due to the extended renovation of the aquatic center, overall revenues for the year are ahead of last year's performance pace.
- Maintenance has been very busy with major projects:
  - Matt Murtaugh assisted the Fire Marshall with a full campus safety inspection. All buildings were visited with deficiencies and concerns documented for repair or updating as needed.

- The elevator was experiencing issues and the Maintenance Team has been working with contractors to ensure they have access to the control panels for repairs and evaluations. The District is seeking estimates for modernization of the entire system, which is overdue.
- Jake Stachowiak promptly assisted with ice damming causing issues on the roof over the walking track due to snow thaw and refreeze. Staff installed heat tape along the gutters to provide relief from future incidents.
- New lights and electrical outlets were installed at the Dean Nature Sanctuary barn.
- North Field Concessions has been prepped for a DuPage Health Department inspection. Upon satisfactory completion of the inspection, a certificate will be issued so additional food and beverage options can be sold.
- The team continues to address ADA compliance updates in parks and facilities.

## **Facilities**

- Planning is underway for the Pink 5k, which is a true collaboration between all the departments and staff. New this year, Personal Trainer Chris Mileto is leading a new fitness training program called the Couch to Pink5k. Participants will meet for nine Saturdays at 8:00am to train for the 5k on the Central Park pathways.
- The February Membership Initiative, “For the Love of Fitness,” kept members motivated throughout the month with the goal to attend fourteen group exercise classes. They earn a heart sticker for each class attended, and once they collected the fourteen hearts their name was entered in a drawing for a free Personal Training session. This was a great way to maintain dedication after New Year’s resolutions often lose momentum.
- Staff are in the process of interviewing candidates for the Fitness Manager and Front Desk Manager positions, with the intent of filling both positions by the end of March.
- Staff is recommending pausing the solar panel project at the Family Recreation Center discussion temporarily, as the availability of the federal tax credit (Investment Tax Credit ITC) is still unclear. Staff continues to monitor the status of the tax credits and perform due diligence with other park agencies.
- As indicated in previous discussions, the elevator at the Family Recreation Center is due for a modernization. Staff is working with a vendor to provide a turn-key solution to the modernization, with design, engineering, permitting, and implementation. This is a lengthy process, with the time from approval to project completion taking 7-9 months. Staff intends to provide the elevator modernization proposal to the Board of Commissioners at the April 21<sup>st</sup> Board Meeting.



# Oak Brook Park District

## Total Membership Packages/In-District Percentage

### 2025 Membership Package Data

2025 Membership Package Data																				
	January					February					March					April				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus				83		39	3	41	83	51%										
Family Recreation Center				1766		678	143	946	1767	46%										
SilverSneakers				1196		273		972	1245	22%										
Renew Active				407		102		320	422	24%										
<b>Total Memberships</b>	0	0	0	3452		1092	146	2279	3517	35%	0	0	0	0		0	0	0	0	
2025 Membership Package Data																				
	May					June					July					August				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
<b>Total Memberships</b>	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0	
2025 Membership Package Data																				
	September					October					November					December				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
<b>Total Memberships</b>	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0	

### 2024 Membership Package Data

	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	70	71	72	74	78	74	74	73	76	75	78	78
Total FRC Memberships	1240	1313	1361	1407	1470	1501	1515	1506	1527	1594	1618	1638
Total SilverSneakers	735	785	818	855	888	918	953	1008	1040	1075	1096	1119
Total Renew Active	240	256	280	294	305	320	328	337	350	362	377	390
<b>Total Memberships</b>	<b>2285</b>	<b>2425</b>	<b>2531</b>	<b>2630</b>	<b>2741</b>	<b>2813</b>	<b>2870</b>	<b>2924</b>	<b>2993</b>	<b>3106</b>	<b>3169</b>	<b>3225</b>
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
In-District	33%	33%	32%	32%	32%	32%	32%	31%	31%	31%	31%	31%
Out-of-District	67%	67%	68%	68%	68%	68%	68%	69%	69%	69%	69%	69%



# Oak Brook Park District Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report														
Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23-24	Uses	26	52	45	25	26	25	22	27	34	33	36	29	<b>380</b>
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$11,126	\$10,818	\$8,531	\$9,859	\$12,006	\$12,891	\$13,670	\$11,019	<b>\$135,135</b>
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$2,320	\$2,960	\$2,526	\$3,401	\$5,381	\$2,452	\$4,138	\$3,601	<b>\$49,327</b>
	<b>TOTAL</b>	<b>\$9,954</b>	<b>\$23,739</b>	<b>\$22,708</b>	<b>\$11,362</b>	<b>\$13,446</b>	<b>\$13,778</b>	<b>\$11,057</b>	<b>\$13,260</b>	<b>\$17,387</b>	<b>\$15,343</b>	<b>\$17,808</b>	<b>\$14,620</b>	<b>\$184,462</b>
24-25	Uses	28	59	42	10	15	25	22	21	32	35			<b>289</b>
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646	\$8,591	\$8,830	\$11,417	\$13,355			<b>\$105,944</b>
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$3,963	\$3,190	\$1,638	\$5,088	\$4,118	\$0	\$0	<b>\$48,415</b>
	<b>TOTAL</b>	<b>\$14,968</b>	<b>\$33,223</b>	<b>\$24,068</b>	<b>\$3,749</b>	<b>\$9,516</b>	<b>\$12,609</b>	<b>\$11,781</b>	<b>\$10,468</b>	<b>\$16,505</b>	<b>\$17,473</b>	<b>\$0</b>	<b>\$0</b>	<b>\$154,359</b>

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
23-24	Registrations	998	918	1,450	<b>3,366</b>
	Private	\$36,058	\$30,485	\$53,494	<b>\$120,037</b>
	Group	\$57,232	\$68,714	\$118,237	<b>\$244,183</b>
	<b>TOTAL</b>	<b>\$93,290</b>	<b>\$99,199</b>	<b>\$171,731</b>	<b>\$364,220</b>
24-25	Registrations	835	882	918	<b>2,635</b>
	Private	\$36,882	\$33,024	\$42,898	<b>\$112,804</b>
	Group	\$55,371	\$61,670	\$72,217	<b>\$189,258</b>
	<b>TOTAL</b>	<b>\$92,253</b>	<b>\$94,694</b>	<b>\$115,115</b>	<b>\$302,062</b>

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
23-24	Registrations	46	75	63	55	<b>239</b>
	Revenue	\$11,186	\$27,453	\$15,682	\$10,941	<b>\$65,262</b>
24-25	Registrations	40	72	71		<b>183</b>
	Revenue	\$10,147	\$21,376	\$17,932		<b>\$49,455</b>

<b>*2nd OF 3 SEASON REGISTRATIONS TOEALED</b>	<b>918</b>	<b>\$115,137</b>
<b>LAST YEAR TOTAL AT SAME POINT</b>	<b>1003</b>	<b>\$126,543</b>

Unfinished Business



# Oak Brook Park District

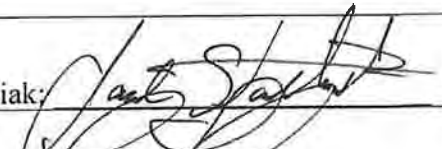
## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: MOWING SERVICES BID**

**AGENDA No.: 7A**

**MEETING DATE: MARCH 17, 2025**

STAFF REVIEW: Superintendent of Parks, Jake Stachowiak: 

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 

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

The District contracts with a mowing contractor to perform weekly grass mowing and trimming services of 174 acres of park space.

At the March 21, 2022 Board Meeting, the Board accepted a bid from Classic Landscape, Ltd. for Turf Mowing Services and entered into an agreement for turf grass mowing services until March 31, 2023. Section 2 of the contract provided that the contract could be extended for up to two additional years to March 31, 2025.

In March of 2023, the District approved extending the contract for an additional year, which expired March 31, 2024, and was subsequently renewed again as allowed by the contract, for one final year ending March 31, 2025.

In February 2025, the Park District went to public bid for mowing services in 2025. Six contractors provided bid responses. The three lowest responses are:

Property First:	Weekly Cost \$1,775	Fall Cleanup: \$1,250
Advanced Landscaping:	Weekly Cost \$1,713	Fall Cleanup: \$2,600
JFV Landscaping:	Weekly Cost \$1,166.67	Fall Cleanup: \$1,740

Staff conducted due diligence by reviewing submittals, references, and supporting documentation from the two lowest bidders.

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

Based upon a lack of commercial experience of the scope required by the Oak Brook Park District, and limited references which are primarily residential customers, staff recommends rejecting the lowest bid provided by JFV Landscaping, and accepting the bid from the second lowest qualified bidder, Advanced Landscaping.

**ACTION PROPOSED:**

A motion (and a second) to reject the bid from JFV Landscaping in the amount of \$1,166.67 for weekly mowing, to accept the bid from Advanced Landscaping in the amount of \$1,713 for weekly mowing and the alternate bid in the amount of \$2,600 for fall leaf cleanup, and to approve a contract with Advanced Landscaping for a cost not-to-exceed \$1,713 for weekly mowing, and an annual cost not-to-exceed \$2,600 for fall leaf cleanup.

**Oak Brook Park District**

1450 Forest Gate Road

Oak Brook, IL 60523

**Grass Mowing Services**

March 4, 2025 - 2:00 PM Bid Opening

Bidder	Bid Bond	Certifications	References	Mowing Cost per Mow						Budget Calculation 32 Mows	Alternate - Fall Leaf Cleanup
				Central PK	Frst Glen	Saddle Brk	Chillem	DNS	Total		
Advanced Landscaping 1399 Iris Avenue Carol Stream, IL 60188	X	X	X	\$1,148.00	\$140.00	\$300.00	\$45.00	\$80.00	\$1,713.00	\$54,816.00	\$ 2,600.00
Langton Group 4510 Dean Street Woodstock, IL 60098	X	X	X	\$1,380.00	\$135.00	\$337.00	\$34.00	\$67.00	\$1,953.00	\$62,496.00	\$ 6,912.00
Classic Landscape Ltd 3N471 Powis Road West Chicago, IL 60185	X	X	X	\$1,323.00	\$164.00	\$213.00	\$61.00	\$89.00	\$1,850.00	\$59,200.00	\$ 2,975.00
Property First 16752 Park Avenue Hazel Crest, IL 60429	X	X	X	\$1,280.00	\$155.00	\$205.00	\$55.00	\$80.00	*\$1,775.00	\$56,800.00	\$ 1,250.00
Beary Landscaping 15001 W 159th Street Lockport, IL 60491	X	X	X	\$1,435.00	\$140.00	\$350.00	\$35.00	\$70.00	\$2,030.00	\$64,960.00	\$ 3,000.00
JFV Landscaping Service Inc. 38763 N. Pine Avenue Beach Park, IL 60099	X	X	X	\$823.82	\$80.46	\$201.15	\$21.01	\$40.23	\$1,166.67	\$37,333.44	\$ 1,740.00



# J.F.V. Landscaping Service Inc.

38763 N. Pine Ave, Beach Park, IL 60099 | (224) 566-1004 | [sales@jfvlandscaping.com](mailto:sales@jfvlandscaping.com)

Oak Brook Park District

Executive Director

1450 Forest Gate Road, Oak Brook, IL 60523

Subject: Confirmation of No Active Mowing Contracts – 2025 Bid Inquiry

At this time, J.F.V. Landscaping Service Inc. does not hold any active commercial or municipal mowing contracts for the 2025 season. Please let us know if additional documentation is required.

Best Regards,

*Rachel Knaack*

Project Executive & Director of Business Development

J.F.V. Landscaping Service Inc.

Office: (224) 566-1004 | [sales@jfvlandscaping.com](mailto:sales@jfvlandscaping.com)





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: REQUEST FOR PROPOSALS: WASTE AND RECYCLING COLLECTION SERVICES**


**AGENDA NO.:** 7B

**MEETING DATE:** MARCH 17, 2025

**STAFF REVIEW:**

Superintendent of Parks, Jake Stachowiak: 

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey: 

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

In February 2022, the Park District solicited costs for weekly waste and recycling services from vendors through a Request for Proposal (RFP) process. Five vendors responded with pricing, and the lowest cost was provided from SBC Waste Solutions, Inc. The monthly costs for waste and recycling dumpster service at the Family Recreation Center, Central Park West, and the Tennis Center are \$720. The Park District entered into an agreement with the vendor on March 21, 2022, and subsequently renewed the contract twice in 2023 and 2024. The current contract is set to expire on April 30, 2025.

In February 2025, the Park District again solicited costs for weekly waste and recycling services from vendors through a Request for Proposal (RFP) process. Three vendors responded with pricing, and the lowest cost was provided from SBC Waste Solutions, Inc. The monthly costs for waste and recycling dumpster service at the Family Recreation Center, Central Park West, and the Tennis Center are \$660.

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

Staff recommends accepting the proposal from, and entering into a contract with, SBC Waste Solutions, Inc. for a total monthly cost not-to-exceed \$660.

**ACTION PROPOSED:** A motion (and a second) to accept the proposal for Waste and Recycling Services from SBC Waste Solutions, Inc. and to approve an agreement between the Oak Brook Park District and SBC Waste Solutions, Inc. for waste and recycling collection services for a total monthly cost not-to-exceed \$660.

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

Request for Proposals: Waste and Recyclable Collection Services  
 Responses to the RFP were due on March 4, 2025 at 11:00 a.m.

Vendor Name & Address			Waste and Recycling Cost per Month			
	Certifications	References	FRC	TC	CPW	Total
Flood Brothers 17W609 14th Street Oakbrook Terrace, IL 60181	X	X	\$ 287.08	\$ 146.35	\$ 306.56	\$ 739.99
Lakeshore Recycling Systems 5500 Pearl Street Rosemont, IL 60018	X	X	\$ 612.19	\$ 300.19	\$ 495.98	\$ 1408.36
SBC Waste Solutions 2401 W. Gardner Road Broadview, IL 60155	X	X	\$ 240.00	\$ 120.00	\$ 300.00	\$ 660.00

**Specifications of Services:**

Dumpster Locations at the District's Facilities in Central Park	Waste Disposal			Recyclables		
	Dumpsters		Frequency	Dumpsters		Frequency
	Quantity	Size	Service Days	Quantity	Size	Service Days
Family Recreation Center 1450 Forest Gate Rd **All collections at the Family Recreation Center MUST take place after 9:00 a.m.	2	2 yd	Mon., Wed., Fri.	1	2 yd	Mon., Wed., Fri.
Tennis Center 1300 Forest Gate Road	1	2 yd	Monday, Friday	1	2 yd	Monday, Friday
Central Park West 1500 Forest Gate Road	2	6 yd	Monday, Friday	1	6 yd	Wed

New Business



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 25-0421: AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2025 AND ENDING APRIL 30, 2026**

AGENDA No.: 8 A

MEETING DATE: MARCH 17, 2025

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

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)**

Preparation of the requested fiscal year 2025/2026 budgets (“budgets”) commenced in October 2024 when Finance staff began calculating the proposed 2024 property tax levies. On November 18, 2024 the budget planning module was made available to staff so they could begin compiling their budget requests. These requests were due to Finance on January 17, 2025, at which time access to the budget module was closed. Concurrent with this process, staff was also tasked with developing and updating their capital budget requests/estimates for the ten fiscal years ending April 30, 2034. Subsequent to the closure of the budget module, Finance staff worked on compiling the requested budget information and presented such requests to the Executive Director for review. Soon after the Executive Director’s initial review, finance staff and the Executive Director began holding meetings with all directors and respective managers to conduct a detailed review of the operating and capital budget requests to identify any necessary adjustments. On February 24, 2025, staff presented the requested operating and capital budgets to the park district Board of Commissioners at a Special Board Meeting which resulted in additional discussions amongst staff and Commissioners and afforded the attending members of the public to direct questions to the Board. After this special Board meeting, staff identified additional adjustments to the initial requested operating and capital budgets and such adjustments are reflected in the various budget schedules and adjustments listing that accompany this agenda.

A public hearing for the requested budgets will be conducted on April 21, 2025, prior to the regularly scheduled Board meeting, and notice of this public hearing will be published in a locally circulating newspaper and on the district’s website in advance of such hearing.

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

Accompanying this agenda history document is a draft of the annual budget and appropriation ordinance, a draft of the Certification of Estimate of Revenue for Fiscal Year 2025-2026, detailed schedules for all ten of our funds, and a consolidating schedule. The accompanying documents are for review and discussion only.

The final requested fiscal year 2025/2026 budgets and related documents are scheduled for approval at the April 21, 2025 Board meeting.

**ACTION PROPOSED:**

For Review and Discussion Only

**ORDINANCE NO. 25-0421**

**OAK BROOK PARK DISTRICT**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2025, AND ENDING APRIL 30, 2026.**

WHEREAS, the Board of Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing will be held as to such Budget on the 21<sup>ST</sup> day of April 2025, notice of said hearing having been given at least one (1) week prior thereto as required by law and all other legal requirements having been complied with;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Oak Brook Park District, as follows:

Section 1. That the fiscal year of this District be and the same hereby is fixed and declared to be from May 1, 2025, to April 30, 2026.

Section 2. That the following Budget, containing an estimate of the amount available, and expenditures, and the appropriation contained therein, be and the same is hereby adopted as the Budget and Appropriations for this Park District for the said fiscal year and the following sums of money:

GENERAL FUND	\$ 3,498,323.00
RECREATION FUND	\$ 5,397,436.00
ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 181,999.00
SOCIAL SECURITY FUND	\$ 329,612.00
LIABILITY INSURANCE FUND	\$ 177,845.00
AUDIT FUND	\$ 14,025.00
SPECIAL RECREATION FUND	\$ 320,959.00
DEBT SERVICE FUND	\$ 1,645,292.00
RECREATIONAL FACILITIES FUND (Tennis Ctr.)	\$ 2,656,854.00
CAPITAL PROJECTS FUND	\$ 1,682,779.00

or as much thereof as may be authorized by law and hereby appropriated for the purpose of the Oak Brook Park District, as herein thereafter specified for said fiscal year.

**SUMMARY OF APPROPRIATIONS**

GENERAL CORPORATE FUND	\$ 3,498,323.00
RECREATION PROGRAM FUND	5,397,436.00
ILLINOIS MUNICIPAL RETIREMENT FUND	181,999.00
SOCIAL SECURITY FUND	329,612.00
LIABILITY INSURANCE FUND	177,845.00
AUDIT FUND	14,025.00
SPECIAL RECREATION FUND	320,959.00
DEBT SERVICE FUND	1,645,292.00
RECREATIONAL FACILITIES FUND	2,656,854.00
CAPITAL PROJECTS FUND	<u>1,682,779.00</u>
TOTAL	<u>\$ 15,905,124.00</u>

Section 3. That the estimated cash expected to be on hand at the end of this fiscal year is To Be Determined.

Section 4. That all balances of any item or items of any general appropriation made in the Ordinance be expended in making up any deficiency in any item in the same general appropriation, and for the same general purposes, or any like appropriation and for the same general purpose, or any like appropriation made by this Ordinance.

Section 5. That all unexpended balances from annual appropriations of the previous years be and they are hereby re-appropriated for the same or similar purpose.

Section 6. That should any clause, sentence, paragraph or part of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 7. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

Adopted this 21<sup>ST</sup> day of April 2025, pursuant to a roll call vote as follows:

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Board Secretary

**OAK BROOK PARK DISTRICT  
CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2025-2026**

**I, Ivana Ivkovic Kelley**, do hereby certify that I am the duly qualified Treasurer of the Oak Brook Park District and the Chief Fiscal Officer of said Park District. As such officer, I do further certify that the revenues, by source, anticipated to be received by said Park District in the fiscal year beginning May 1, 2025 and ending April 30, 2026 are estimated to be as follows:

<u><b>SOURCE</b></u>	<u><b>AMOUNT</b></u>
Property and Replacement Taxes	
General Corporate Fund	\$ 2,091,821
Recreation Fund	1,400,044
Illinois Municipal Retirement Fund	168,755
Social Security Fund	319,231
Liability Insurance Fund	151,711
Audit Fund	10,003
Special Recreation Fund	300,097
Debt Service Fund	1,662,784
Sub-Total	<u>\$ 6,104,446</u>
 Non-Tax Revenues	
Interest	\$ 389,540
Building Rental Fees	296,190
Program & Service Fees	6,331,285
Field Rentals	327,700
Overhead/Interfund	926,217
Sponsorships & Donations	83,075
Grants	1,466,279
Other/Miscellaneous	110,738
Sub-Total	<u>\$ 9,931,024</u>
 <b>TOTAL ESTIMATED REVENUES</b>	 <b><u><u>\$ 16,035,470</u></u></b>

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the said Park District this 21st day of April 2025.

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Ivana Ivkovic Kelley  
Treasurer and Chief Fiscal Officer

SEAL

STATE OF ILLINOIS    )  
                                          )  
COUNTIES OF         )  
DUPAGE & COOK       ) S.S.

I, Laure L. Kosey, do hereby certify that I am the duly appointed Secretary of the Oak Brook Park District in the county and state aforesaid, and as such Secretary, I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I do further certify that the attached and foregoing is a true and complete copy of the “**Annual Budget and Appropriation Ordinance of the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the Fiscal Year beginning May 1, 2025 and ending April 30, 2026**”, as adopted by the Board of Park Commissioners at its properly convened meeting held on April 21, 2025, as appears from the official records of said Park District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Park District at Oak Brook, Illinois this 21<sup>st</sup> day of April 2025.

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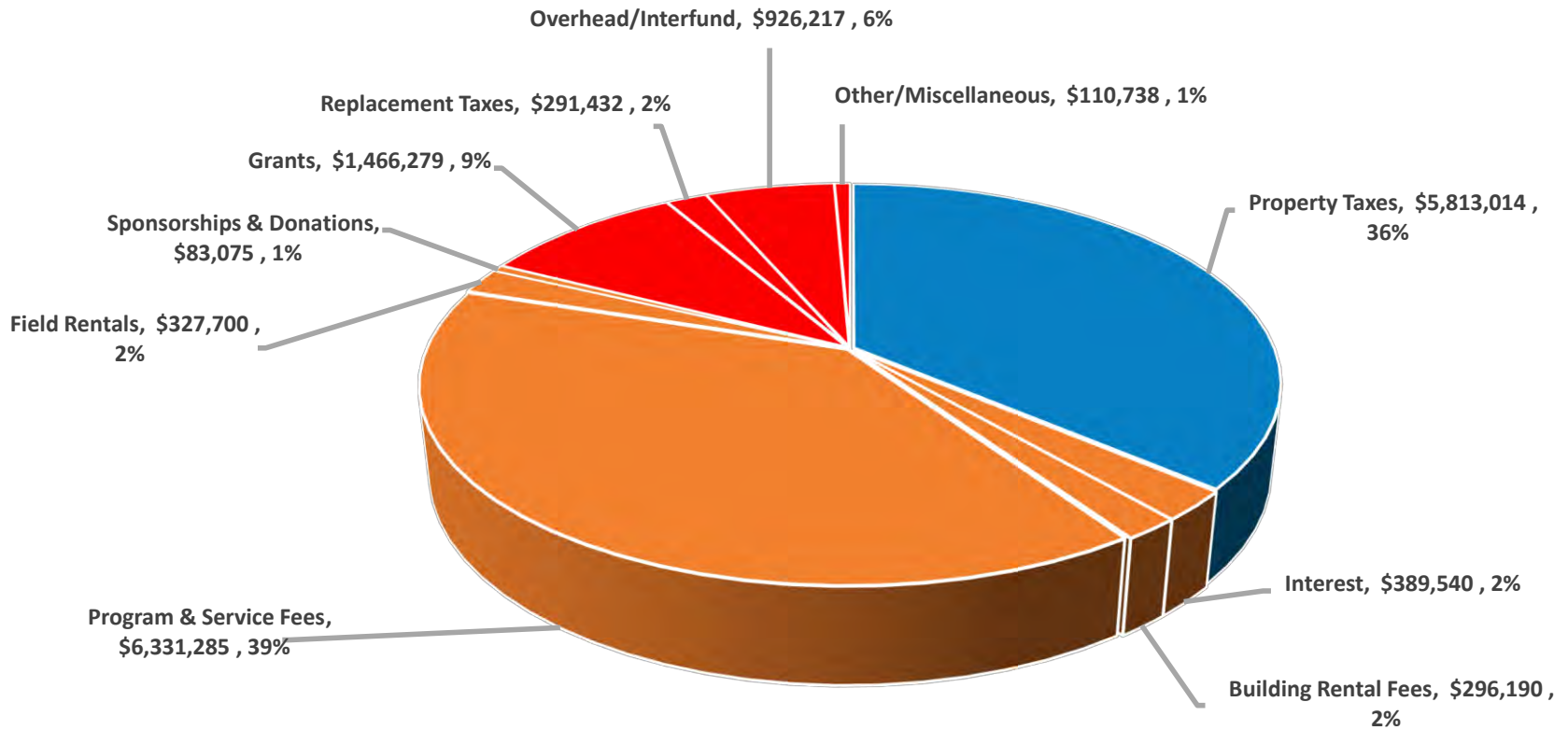
Laure L. Kosey, Secretary  
Board of Park Commissioners  
Oak Brook Park District

SEAL



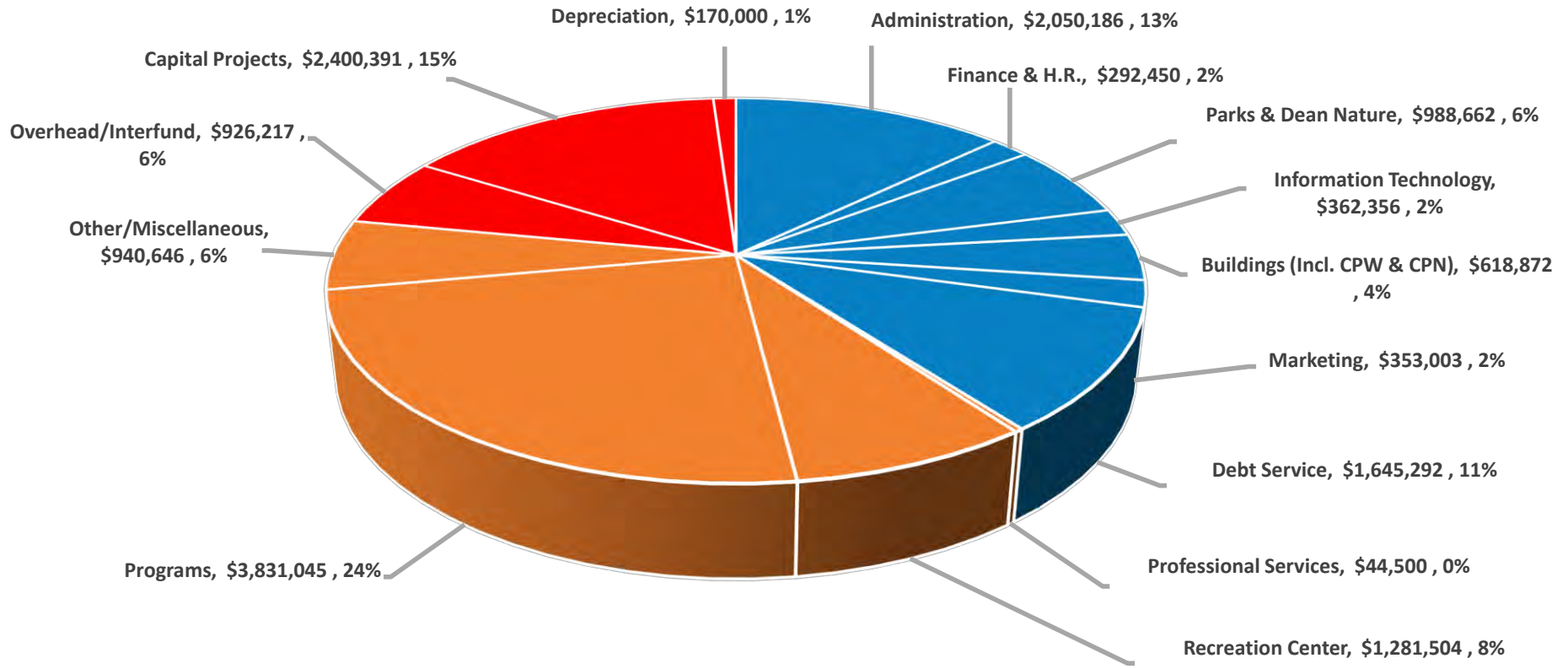


# BUDGETED REVENUES



- Property Taxes
- Program & Service Fees
- Grants
- Other/Miscellaneous
- Interest
- Field Rentals
- Replacement Taxes
- Building Rental Fees
- Sponsorships & Donations
- Overhead/Interfund

## BUDGETED EXPENDITURES/EXPENSES



- Administration
- Information Technology
- Debt Service
- Programs
- Capital Projects
- Finance & H.R.
- Buildings (Incl. CPW & CPN)
- Professional Services
- Other/Miscellaneous
- Depreciation
- Parks & Dean Nature
- Marketing
- Recreation Center
- Overhead/Interfund

**Oak Brook Park District**

**FY 2025/2026 Proposed Budget**

**Adjustments to the initial budget requests that were presented at the February 24, 2025 special Board meeting**

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	
<b><i>Revenues</i></b>											
01-15-262-000	\$ 32,524.00										To adjust the annual room rental overhead charged to recreation programming.
01-20-262-001	\$ 4,800.00										To adjust the annual room rental overhead charged to recreation programming
<b><i>Transfers-in</i></b>											
12-70-595-010									\$ 75,000.00		Increase transfer from General Fund to Capital Projects fund
<b>Total Revenues &amp; Transfers-in:</b>	<b>\$ 37,324.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>\$ -</b>	

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	
<b><i>Expenditures/Expenses</i></b>											
01-04-770-000	\$ 1,000.00										Increase electrical supply commodity
01-04-790-021	\$ 2,000.00										Geese deterrent (with dogs) and egg adding
01-04-800-010		\$ 1,200.00									Reduce concession equipment
01-05-770-005	\$ 1,000.00										Increase electrical supply commodity
01-05-790-021	\$ 2,000.00										Geese deterrent (with dogs) and egg adding
01-15-750-010	\$ 8,700.00										Preventative service & maintenance agreement for gym backstops and curtains
01-15-770-001	\$ 4,500.00										Increase electrical supply commodity
01-15-790-007	\$ 250.00										Increase for replacement weight scale in men's locker room
01-15-800-000	\$ 6,820.00										Increase for ceiling tile replacement above indoor track
01-15-800-001		\$ 100.00									Decrease (move) gym backstop inspections
01-20-770-000	\$ 4,500.00										Increase electrical supply commodity
02-01-770-001			\$ 3,000.00								Increase electrical supply commodity
02-21-753-000			\$ 24,458.00								To adjust the annual room rental overhead charged to recreation programming.
02-21-770-000			\$ 3,000.00								Increase electrical supply commodity
02-25-753-000			\$ 7,700.00								To adjust the annual room rental overhead charged to recreation programming.
02-25-770-000			\$ 3,000.00								Increase electrical supply commodity
02-30-753-000				\$ 349.00							To adjust the annual room rental overhead charged to recreation programming.
02-31-753-100				\$ 21,198.00							To adjust the annual room rental overhead charged to recreation programming.

**Oak Brook Park District**  
**FY 2025/2026 Proposed Budget**

Adjustments to the initial budget requests that were presented at the February 24, 2025 special Board meeting

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	
02-32-753-100				\$ 7,258.00							To adjust the annual room rental overhead charged to recreation programming.
02-40-753-000			\$ 32,174.00								To adjust the annual room rental overhead charged to recreation programming.
02-50-753-000			\$ 2,844.00								To adjust the annual room rental overhead charged to recreation programming.
02-50-755-300			\$ 2,000.00								Increase Pioneer bus transportation
02-60-753-000				\$ 1,047.00							To adjust the annual room rental overhead charged to recreation programming.
02-81-805-000			\$ 52,000.00								Add CPW kitchen remodeling project
07-71-770-001							\$ 3,000.00				Increase electrical supply commodity
09-01-805-000					\$ 100,000.00						Add overhaul of FRC elevator (50% of total cost)
12-95-940-065									\$ 7,000.00		Increase timekeeping software upgrade estimate
12-95-940-065									\$ 100,000.00		Add overhaul of FRC elevator (50% of total cost)
12-95-940-065									\$ 25,000.00		Add FRC exterior wall project
<b>Transfers-out</b>											
01-70-621-000	\$ 75,000.00										Increase operating transfer from General to Capital Projects fund
<b>Total Expenditures/Expenses &amp; Transfers-out:</b>	<b>\$ 105,770.00</b>	<b>\$ 1,300.00</b>	<b>\$ 130,176.00</b>	<b>\$ 29,852.00</b>	<b>\$ 100,000.00</b>	<b>\$ -</b>	<b>\$ 3,000.00</b>	<b>\$ -</b>	<b>\$ 132,000.00</b>	<b>\$ -</b>	
<b>Net Change to Fund/Net Position Balance:</b>	<b>\$ (67,146.00)</b>		<b>\$ (100,324.00)</b>		<b>\$ (100,000.00)</b>		<b>\$ (3,000.00)</b>		<b>\$ (57,000.00)</b>		

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- General Fund**

	<b>2025/2026 Requested Budget</b>	<b>2025/2026 Sub. Budget Adjust. (\$)</b>	<b>2025/2026 Revised Budget Request</b>	<b>2024/2025 Original Budget</b>	<b>2024/2025 Projected Actuals</b>	<b>Budget-vs-Budget % Increase (Decrease)</b>
<b>Revenues</b>						
Administration	\$ -		\$ -	\$ -	\$ -	N/A
Finance and H.R.	2,175,671		2,175,671	2,060,832	2,131,903	5.57%
Central Park North	102,250		102,250	90,000	95,200	13.61%
Central Park	240,300		240,300	238,650	230,725	0.69%
Saddlebrook Park	-		-	500	-	(100.00%)
Forest Glen Park	-		-	500	200	(100.00%)
Chillem Park	-		-	250	-	(100.00%)
Dean Property	-		-	9,000	9,372	(100.00%)
Professional Services	-		-	-	-	N/A
Information Technology	141,992		141,992	133,693	133,698	6.21%
Building/Rec. Center	1,336,306	32,524	1,368,830	1,103,748	1,074,684	24.02%
Central Park West	83,525	4,800	88,325	20,597	25,510	328.82%
<b>Total Revenues:</b>	<b>\$ 4,080,044</b>	<b>\$ 37,324</b>	<b>\$ 4,117,368</b>	<b>\$ 3,657,770</b>	<b>\$ 3,701,292</b>	<b>12.56%</b>
<b>Expenditures</b>						
Administration	\$ 371,086		\$ 371,086	\$ 413,556	\$ 358,655	(10.27%)
Finance and H.R.	342,450		342,450	317,125	254,491	7.99%
Central Park North	93,571	1,800	95,371	94,953	91,261	0.44%
Central Park	859,498	3,000	862,498	826,660	769,929	4.34%
Saddlebrook Park	17,284		17,284	16,186	16,186	6.78%
Forest Glen Park	24,483		24,483	32,326	24,708	(24.26%)
Chillem Park	6,377		6,377	7,481	6,221	(14.76%)
Dean Property	29,456		29,456	40,424	38,595	(27.13%)
Professional Services	31,000		31,000	31,000	30,735	0.00%
Information Technology	362,356		362,356	349,744	338,734	3.61%
Building/Rec. Center	1,261,334	20,170	1,281,504	1,145,014	1,125,532	11.92%
Central Park West	69,958	4,500	74,458	57,990	55,465	28.40%
<b>Total Expenditures:</b>	<b>\$ 3,468,853</b>	<b>\$ 29,470</b>	<b>\$ 3,498,323</b>	<b>\$ 3,332,459</b>	<b>\$ 3,110,512</b>	<b>4.98%</b>
<b>Surplus/(deficit), excluding other financing sources/(uses)</b>	<b>\$ 611,191</b>	<b>\$ 7,854</b>	<b>\$ 619,045</b>	<b>\$ 325,311</b>	<b>\$ 590,780</b>	<b>90.29%</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer to Capital Project Fund	\$ (250,000)	\$ (75,000)	\$ (325,000)	\$ (250,000)	\$ (250,000)	30.00%
Transfer to Debt Service Fund	-		-	(102,000)	(102,000)	(100.00%)
Transfer to Recreation Fund	(150,000)		(150,000)	(150,000)	(150,000)	0.00%
<b>Net Surplus/(Deficit):</b>	<b>\$ 211,191</b>	<b>\$ (67,146)</b>	<b>\$ 144,045</b>	<b>\$ (176,689)</b>	<b>\$ 88,780</b>	<b>(181.52%)</b>
<b>Beginning Fund Balance- Unrestricted</b>	<b>\$ 1,498,807</b>		<b>\$ 1,498,807</b>	<b>\$ 1,410,027</b>	<b>\$ 1,410,027</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>211,191</b>		<b>144,045</b>	<b>(176,689)</b>	<b>88,780</b>	
<b>Ending Fund Balance- Unrestricted</b>	<b>\$ 1,709,998</b>		<b>\$ 1,642,852</b>	<b>\$ 1,233,338</b>	<b>\$ 1,498,807</b>	
<b>Months of Expenditures:</b>	<b>5.92</b>		<b>5.64</b>	<b>4.44</b>	<b>5.78</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 289,071</b>		<b>\$ 291,527</b>	<b>\$ 277,705</b>	<b>\$ 259,209</b>	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Recreation Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Administration	\$ 1,525,444	\$ -	\$ 1,525,444	\$ 1,462,873	\$ 1,589,950	4.28%
Fitness Center	869,615	-	869,615	733,603	816,091	18.54%
Aquatic Center	760,254	-	760,254	667,703	707,993	13.86%
Aquatic Rec. Programs	567,947	-	567,947	579,512	491,367	(2.00%)
Children's Programs	533,210	-	533,210	519,207	512,766	2.70%
Preschool Programs	342,162	-	342,162	328,366	332,553	4.20%
Youth Programs	244,987	-	244,987	256,813	235,399	(4.60%)
Adult Programs	142,552	-	142,552	131,628	140,606	8.30%
Pioneer Programs	59,855	-	59,855	66,973	79,242	(10.63%)
Special Events & Trips	114,538	-	114,538	139,340	133,712	(17.80%)
Marketing	20,000	-	20,000	46,000	56,500	(56.52%)
Capital Outlay	-	-	-	-	-	N/A
<b>Total Revenues:</b>	<b>\$ 5,180,564</b>	<b>\$ -</b>	<b>\$ 5,180,565</b>	<b>\$ 4,932,018</b>	<b>\$ 5,096,179</b>	<b>5.04%</b>
<b>Expenditures</b>						
Administration	\$ 1,249,500	\$ 3,000	\$ 1,252,500	\$ 1,099,291	\$ 982,486	13.94%
Fitness Center	619,203	27,458	646,661	535,242	496,679	20.82%
Aquatic Center	1,308,745	10,700	1,319,445	1,158,020	1,138,333	13.94%
Aquatic Rec. Programs	303,895	-	303,895	302,009	250,852	0.62%
Children's Programs	370,271	(349)	369,922	383,837	385,224	(3.63%)
Preschool Programs	313,152	(21,198)	291,954	307,712	296,120	(5.12%)
Youth Programs	190,137	(7,258)	182,879	202,400	145,369	(9.64%)
Adult Programs	76,525	32,174	108,699	74,250	71,647	46.40%
Pioneer Programs	90,743	4,844	95,587	101,933	90,427	(6.23%)
Special Events & Trips	113,826	(1,047)	112,779	123,648	114,418	(8.79%)
Marketing	353,003	-	353,003	311,514	298,621	13.32%
Capital Outlay	308,112	52,000	360,112	1,213,000	1,213,000	(70.31%)
<b>Total Expenditures:</b>	<b>\$ 5,297,112</b>	<b>\$ 100,324</b>	<b>\$ 5,397,437</b>	<b>\$ 5,812,856</b>	<b>\$ 5,483,176</b>	<b>(7.15%)</b>
<b>Surplus/(deficit), excluding capital activity &amp; other financing sources/(uses)</b>	<b>\$ (116,548)</b>	<b>\$ (100,324)</b>	<b>\$ (216,872)</b>	<b>\$ (880,838)</b>	<b>\$ (386,997)</b>	<b>(75.38%)</b>
Capital Outlay- Revenues						
Capital Outlay- Expenditures						
<b>Other Financing Sources/(Uses)</b>						
Transfer to Debt Service Fund	\$ -		\$ -	\$ (177,971)	\$ (177,971)	(100.00%)
Transfer from General Fund	150,000		150,000	150,000	150,000	0.00%
<b>Net Surplus/(Deficit):</b>	<b>\$ 33,452</b>	<b>\$ (100,324)</b>	<b>\$ (66,872)</b>	<b>\$ (908,809)</b>	<b>\$ (414,968)</b>	<b>(92.64%)</b>
<b>Beginning Fund Balance- Unrestricted</b>	<b>\$ 2,299,091</b>		<b>\$ 2,299,091</b>	<b>\$ 2,714,059</b>	<b>\$ 2,714,059</b>	
<b>Fiscal Year Increase/(Decrease)</b>	<b>33,452</b>		<b>(66,872)</b>	<b>(908,809)</b>	<b>(414,968)</b>	
<b>Ending Fund Balance- Unrestricted</b>	<b>\$ 2,332,542</b>		<b>\$ 2,232,218</b>	<b>\$ 1,805,250</b>	<b>\$ 2,299,091</b>	
<b>Months of Expenditures:</b>	<b>5.28</b>		<b>4.96</b>	<b>3.73</b>	<b>5.03</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 441,426</b>		<b>\$ 449,786</b>	<b>\$ 484,405</b>	<b>\$ 456,931</b>	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Recreational Facilities (Tennis) Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Administration	\$ 123,100	\$ -	\$ 123,100	\$ 67,000	\$ 144,218	83.73%
Building	1,000	-	1,000	500	1,000	100.00%
Programs	2,409,900	-	2,409,900	2,186,500	2,344,500	10.22%
<b>Total Revenues:</b>	<b>\$ 2,534,000</b>	<b>\$ -</b>	<b>\$ 2,534,000</b>	<b>\$ 2,254,000</b>	<b>\$ 2,489,718</b>	<b>12.42%</b>
<b>Expenses</b>						
Administration	\$ 922,588	\$ -	\$ 922,588	\$ 922,010	\$ 768,090	0.06%
Building	494,607	3,000.00	497,607	379,379	381,272	31.16%
Programs	841,659	-	841,659	711,000	779,278	18.38%
Capital Projects	225,000	-	225,000	310,000	182,200	(27.42%)
Depreciation	170,000	-	170,000	174,000	160,000	(2.30%)
<b>Total Expenses:</b>	<b>\$ 2,653,854</b>	<b>3,000.00</b>	<b>2,656,854</b>	<b>\$ 2,496,389</b>	<b>\$ 2,270,840</b>	<b>6.43%</b>
<b>Preliminary Surplus/(Deficit):</b>	<b>\$ (119,854)</b>	<b>\$ (3,000)</b>	<b>\$ (122,854)</b>	<b>\$ (242,389)</b>	<b>\$ 218,878</b>	<b>(49.32%)</b>
<b>Adjustment for Capitalized Costs</b>	<b>\$ 225,000</b>	<b>\$ -</b>	<b>\$ 225,000</b>	<b>\$ 310,000</b>	<b>\$ 182,200</b>	<b>(27.42%)</b>
<b>Net Surplus/(Deficit):</b>	<b>\$ 105,146</b>	<b>\$ (3,000)</b>	<b>\$ 102,146</b>	<b>\$ 67,611</b>	<b>\$ 401,078</b>	<b>51.08%</b>
<b>Beginning Net Position</b>						
Investment in Capital Assets	\$ 1,776,045		\$ 1,776,045	\$ 1,753,845	\$ 1,753,845	
Unrestricted	2,200,177		2,200,177	1,821,299	1,821,299	
<b>Total:</b>	<b>\$ 3,976,222</b>		<b>\$ 3,976,222</b>	<b>\$ 3,575,144</b>	<b>\$ 3,575,144</b>	
<b>Ending Net Position</b>						
Investment in Capital Assets	\$ 1,831,045		\$ 1,831,045	\$ 1,889,845	\$ 1,776,045	
Unrestricted	2,250,323		2,247,323	1,752,910	2,200,177	
<b>Total:</b>	<b>\$ 4,081,368</b>		<b>\$ 4,078,368</b>	<b>\$ 3,642,755</b>	<b>\$ 3,976,222</b>	
<b>Months of Expenses:</b>	<b>11.12</b>		<b>11.09</b>	<b>9.62</b>	<b>12.64</b>	
<b>Average Monthly Expenses (less capitalizable expenses):</b>	<b>\$ 202,405</b>		<b>\$ 202,655</b>	<b>\$ 182,199</b>	<b>\$ 174,053</b>	



**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- IMRF Fund**

	<b>2025/2026 Requested Budget</b>	<b>2025/2026 Budget Adjust. (\$)</b>	<b>2025/2026 Revised Req. Budget</b>	<b>2024/2025 Original Budget</b>	<b>2024/2025 Projected Actuals</b>	<b>Budget-vs-budget % Increase (Decrease)</b>
<b>Revenues</b>						
Property Taxes-DuPage	\$ 125,000	\$ -	\$ 125,000	\$ 80,000	\$ 86,100	56.25%
Property Taxes-Cook	41	-	41	18	31	127.78%
Personal Property Rep. Tax	43,715	-	43,715	70,171	39,741	(37.70%)
Investment Income	5,400	-	5,400	3,600	6,109	50.00%
<b>Total Revenues:</b>	<b>\$ 174,156</b>	<b>\$ -</b>	<b>\$ 174,156</b>	<b>\$ 153,789</b>	<b>\$ 131,981</b>	<b>13.24%</b>
<b>Expenditures</b>						
Employer Contributions	\$ 182,000	\$ -	\$ 182,000	\$ 180,000	\$ 178,301	1.11%
<b>Total Expenditures:</b>	<b>\$ 182,000</b>	<b>\$ -</b>	<b>\$ 182,000</b>	<b>\$ 180,000</b>	<b>\$ 178,301</b>	<b>1.11%</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (7,844)</b>	<b>\$ -</b>	<b>\$ (7,844)</b>	<b>\$ (26,211)</b>	<b>\$ (46,320)</b>	<b>(70.07%)</b>
<b>Other Financing Sources/(Uses)</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ (7,844)</b>	<b>\$ -</b>	<b>\$ (7,844)</b>	<b>\$ (26,211)</b>	<b>\$ (46,320)</b>	<b>(70.07%)</b>
<b>Beginning Fund Balance- Restricted</b>	\$ 65,220		\$ 65,220	\$ 111,540	\$ 111,540	
<b>Fiscal Year Increase/(decrease)</b>	(7,844)		(7,844)	(26,211)	(46,320)	
<b>Ending Fund Balance- Restricted</b>	\$ 57,376		\$ 57,376	\$ 85,329	\$ 65,220	
<b>Months of Expenditures:</b>	3.78		3.78	5.69	4.39	
<b>Average Monthly Expenditures:</b>	\$ 15,167		\$ 15,167	\$ 15,000	\$ 14,858	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Social Security Fund**

	<b>2025/2026 Requested Budget</b>	<b>2025/2026 Budget Adjust. (\$)</b>	<b>2025/2026 Revised Req. Budget</b>	<b>2024/2025 Original Budget</b>	<b>2024/2025 Projected Actuals</b>	<b>Budget-vs-budget % Increase (Decrease)</b>
<b>Revenues</b>						
Property Taxes-DuPage	\$ 290,000	\$ -	\$ 290,000	\$ 220,000	\$ 237,000	31.82%
Property Taxes-Cook	89	-	89	65	84	36.92%
Personal Property Rep. Tax	29,143	-	29,143	46,781	26,494	(37.70%)
Investment Income	6,000	-	6,000	6,000	6,631	0.00%
<b>Total Revenues:</b>	<b>\$ 325,232</b>	<b>\$ -</b>	<b>\$ 325,232</b>	<b>\$ 272,846</b>	<b>\$ 270,209</b>	<b>19.20%</b>
<b>Expenditures</b>						
Employer Contrib.- S.S.	\$ 267,137	\$ -	\$ 267,137	\$ 258,072	\$ 254,416	3.51%
Employer Contrib.- Medicare	62,476	-	62,476	60,356	59,501	3.51%
<b>Total Expenditures:</b>	<b>\$ 329,613</b>	<b>\$ -</b>	<b>\$ 329,613</b>	<b>\$ 318,428</b>	<b>\$ 313,917</b>	<b>3.51%</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (4,381)</b>	<b>\$ -</b>	<b>\$ (4,381)</b>	<b>\$ (45,582)</b>	<b>\$ (43,708)</b>	<b>(90.39%)</b>
<b>Other Financing Sources/(Uses)</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ (4,381)</b>	<b>\$ -</b>	<b>\$ (4,381)</b>	<b>\$ (45,582)</b>	<b>\$ (43,708)</b>	<b>(90.39%)</b>
<b>Beginning Fund Balance- Restricted</b>	\$ 103,055		\$ 103,055	\$ 146,763	\$ 146,763	
<b>Fiscal Year Increase/(decrease)</b>	(4,381)		(4,381)	(45,582)	(43,708)	
<b>Ending Fund Balance- Restricted</b>	\$ 98,674		\$ 98,674	\$ 101,181	\$ 103,055	
<b>Months of Expenditures:</b>	3.59		3.59	3.81	3.94	
<b>Average Monthly Expenditures:</b>	\$ 27,468		\$ 27,468	\$ 26,536	\$ 26,160	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Liability Insurance Fund**

	2025/2026 Requested Budget	2025/2026 Budget Adjust. (\$)	2025/2026 Revised Req. Budget	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 140,000	\$ -	\$ 140,000	\$ 125,000	\$ 134,600	12.00%
Property Taxes-Cook	55	-	55	45	48	22.22%
Personal Property Rep. Tax	11,657	-	11,657	18,712	10,598	(37.70%)
Investment Income	3,600	-	3,600	4,800	3,932	(25.00%)
Miscellaneous	50	-	50	-	85	N/A
<b>Total Revenues:</b>	<b>\$ 155,362</b>	<b>\$ -</b>	<b>\$ 155,362</b>	<b>\$ 148,557</b>	<b>\$ 149,263</b>	<b>4.58%</b>
<b>Expenditures</b>						
Personnel- Wages	\$ 30,545	\$ -	\$ 30,545	\$ 30,473	\$ 28,850	0.24%
Personnel- Group Medical	11,540	-	11,540	7,966	5,064	44.87%
Risk Mgmt.- PDRMA Prem.	134,761	-	134,761	118,622	118,622	13.61%
Unemployment Insurance	1,000	-	1,000	2,000	-	(50.00%)
<b>Total Expenditures:</b>	<b>\$ 177,846</b>	<b>\$ -</b>	<b>\$ 177,846</b>	<b>\$ 159,061</b>	<b>\$ 152,536</b>	<b>11.81%</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (22,484)</b>	<b>\$ -</b>	<b>\$ (22,484)</b>	<b>\$ (10,504)</b>	<b>\$ (3,273)</b>	<b>114.05%</b>
<b>Other Financing Sources/(Uses)</b>						
Transfers from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Transfers from Recreation Fund	-	-	-	-	-	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ (22,484)</b>	<b>\$ -</b>	<b>\$ (22,484)</b>	<b>\$ (10,504)</b>	<b>\$ (3,273)</b>	<b>114.05%</b>
<b>Beginning Fund Balance- Restricted</b>	\$ 73,460		\$ 73,460	\$ 76,733	\$ 76,733	
<b>Fiscal Year Increase/(decrease)</b>	<b>(22,484)</b>		<b>(22,484)</b>	<b>(10,504)</b>	<b>(3,273)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 50,976</b>		<b>\$ 50,976</b>	<b>\$ 66,229</b>	<b>\$ 73,460</b>	
<b>Months of Expenditures:</b>	3.44		3.44	5.00	5.78	
<b>Average Monthly Expenditures:</b>	\$ 14,821		\$ 14,821	\$ 13,255	\$ 12,711	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Audit Fund**

	<b>2025/2026 Requested Budget</b>	<b>2025/2026 Budget Adjust. (\$)</b>	<b>2025/2026 Revised Req. Budget</b>	<b>2024/2025 Original Budget</b>	<b>2024/2025 Projected Actuals</b>	<b>Budget-vs-Budget % Increase (Decrease)</b>
<b>Revenues</b>						
Property Taxes-DuPage	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ 12,300	0.00%
Property Taxes-Cook	3	-	3	1	5	200.00%
Investment Income	240	-	240	180	305	33.33%
<b>Total Revenues:</b>	<b>\$ 10,243</b>	<b>\$ -</b>	<b>\$ 10,243</b>	<b>\$ 10,181</b>	<b>\$ 12,610</b>	<b>0.61%</b>
<b>Expenditures</b>						
Audit Services	\$ 13,500	\$ -	\$ 13,500	\$ 13,125	\$ 14,250	2.86%
Miscellaneous	525	-	525	425	500	23.52%
<b>Total Expenditures:</b>	<b>\$ 14,025</b>	<b>\$ -</b>	<b>\$ 14,025</b>	<b>\$ 13,550</b>	<b>\$ 14,750</b>	<b>3.51%</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (3,782)</b>	<b>\$ -</b>	<b>\$ (3,782)</b>	<b>\$ (3,369)</b>	<b>\$ (2,140)</b>	<b>12.26%</b>
<b>Other Financing Sources/(Uses)</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ (3,782)</b>	<b>\$ -</b>	<b>\$ (3,782)</b>	<b>\$ (3,369)</b>	<b>\$ (2,140)</b>	<b>12.26%</b>
<b>Beginning Fund Balance- Restricted</b>	\$ 10,437		\$ 10,437	\$ 12,577	\$ 12,577	
<b>Fiscal Year Increase/(decrease)</b>	(3,782)		(3,782)	(3,369)	(2,140)	
<b>Ending Fund Balance- Restricted</b>	\$ 6,655		\$ 6,655	\$ 9,208	\$ 10,437	
<b>Months of Expenditures:</b>	5.69		5.69	8.15	8.49	
<b>Average Monthly Expenditures:</b>	\$ 1,169		\$ 1,169	\$ 1,129	\$ 1,229	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Special Recreation Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 300,000	\$ -	\$ 299,999	\$ 400,000	\$ 403,800	(25.00%)
Property Taxes-Cook	98	-	98	253	142	(61.26%)
Investment Income	7,800	-	7,800	7,200	9,220	8.33%
Misc. Income- IGA	31,188	-	31,188	27,384	29,988	13.89%
<b>Total Revenues:</b>	<b>\$ 339,086</b>	<b>\$ -</b>	<b>\$ 339,085</b>	<b>\$ 434,837</b>	<b>\$ 443,150</b>	<b>(22.02%)</b>
<b>Expenditures</b>						
Full-Time Salaries	\$ 29,759	\$ -	\$ 29,759	\$ 27,787	\$ 29,499	7.10%
Part-Time Salaries	65,000	-	65,000	63,000	71,428	3.17%
Gateway Special Recreation	49,200	-	49,200	43,503	39,425	13.10%
Small Equipment	41,500	-	41,500	9,000	15,930	361.11%
Capital Improvements & Equipment	35,000	100,000	135,000	305,000	295,000	(55.74%)
Misc. Program Expenses	500	-	500	1,300	500	(61.54%)
<b>Total Expenditures:</b>	<b>\$ 220,959</b>	<b>\$ 100,000</b>	<b>\$ 320,959</b>	<b>\$ 449,590</b>	<b>\$ 451,782</b>	<b>(28.61%)</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ 118,127</b>	<b>\$ (100,000)</b>	<b>\$ 18,126</b>	<b>\$ (14,753)</b>	<b>\$ (8,632)</b>	<b>(222.86%)</b>
<b>Other Financing Sources/(Uses)</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ 118,127</b>	<b>\$ (100,000)</b>	<b>\$ 18,126</b>	<b>\$ (14,753)</b>	<b>\$ (8,632)</b>	<b>(222.86%)</b>
<b>Beginning Fund Balance- Restricted</b>	\$ 123,279		\$ 123,279	\$ 131,911	\$ 131,911	
<b>Fiscal Year Increase/(decrease)</b>	118,127		18,126	(14,753)	(8,632)	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 241,406</b>		<b>\$ 141,405</b>	<b>\$ 117,158</b>	<b>\$ 123,279</b>	
<b>Months of Expenditures:</b>	13.11		5.29	3.13	3.27	
<b>Average Monthly Expenditures:</b>	\$ 18,413		\$ 26,747	\$ 37,466	\$ 37,649	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Debt Service Fund**

	2025/2026 Requested Budget	2025/2026 Budget Adjust. (\$)	2025/2026 Revised Req. Budget	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 1,662,240	\$ -	\$ 1,662,240	\$ 1,660,740	\$ 1,690,000	0.09%
Property Taxes-Cook	544	-	544	400	595	36.00%
Investment Income	12,000	-	12,000	2,700	15,318	344.44%
<b>Total Revenues:</b>	<b>\$ 1,674,784</b>	<b>\$ -</b>	<b>\$ 1,674,784</b>	<b>\$ 1,663,840</b>	<b>\$ 1,705,913</b>	<b>0.66%</b>
<b>Expenditures</b>						
Principal-2012 Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Interest-2012 Bonds	-	-	-	-	-	N/A
Principal-2016 Bonds	\$ 294,080	-	294,080	\$ 287,610	\$ 287,610	2.25%
Interest-2016 Bonds	13,947	-	13,947	20,418	20,418	(31.69%)
Principal-2018 Debt Certif.	-	-	-	78,462	78,462	(100.00%)
Interest-2018 Debt Certif.	-	-	-	2,550	2,550	(100.00%)
Principal-2019 Bonds	705,000	-	705,000	670,000	670,000	5.22%
Interest-2019 Bonds	501,088	-	501,088	535,463	535,463	(6.42%)
Principal-2020 Debt Certif.	-	-	-	94,641	94,641	(100.00%)
Interest-2020 Debt Certif.	-	-	-	2,319	2,319	(100.00%)
Principal-2020 Loan (Village)	-	-	-	100,000	100,000	(100.00%)
Interest-2020 Loan (Village)	-	-	-	2,000	2,000	(100.00%)
Principal-2023 Bonds	-	-	-	-	-	N/A
Interest-2023 Bonds	130,500	-	130,500	130,500	130,500	0.00%
Miscellaneous	676	-	676	448	682	50.89%
<b>Total Expenditures:</b>	<b>\$ 1,645,291</b>	<b>\$ -</b>	<b>\$ 1,645,291</b>	<b>\$ 1,924,411</b>	<b>\$ 1,924,645</b>	<b>(14.50%)</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ 29,493</b>	<b>\$ -</b>	<b>\$ 29,493</b>	<b>\$ (260,571)</b>	<b>\$ (218,732)</b>	<b>(111.32%)</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer from General Fund	\$ -	\$ -	\$ -	\$ 102,000	\$ 102,000	(100.00%)
Transfer from Capital Projects Fund	-	-	-	-	-	N/A
Transfer from Recreation Fund	-	-	-	177,972	177,972	(100.00%)
<b>Net Surplus/(Deficit):</b>	<b>\$ 29,493</b>	<b>\$ -</b>	<b>\$ 29,493</b>	<b>\$ 19,401</b>	<b>\$ 61,240</b>	<b>52.02%</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ (101,985)</b>		<b>\$ (101,985)</b>	<b>\$ (163,225)</b>	<b>\$ (163,225)</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>29,493</b>		<b>29,493</b>	<b>19,401</b>	<b>61,240</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ (72,492)</b>		<b>\$ (72,492)</b>	<b>\$ (143,824)</b>	<b>\$ (101,985)</b>	
<b>Months of Expenditures:</b>	N/A		N/A	N/A	N/A	
<b>Average Monthly Expenditures:</b>	N/A		N/A	N/A	N/A	

**Oak Brook Park District**  
**Requested Fiscal Year 2025/2026 Budget- Capital Projects Fund**

	2025/2026 Requested Budget	2025/2026 Sub. Budget Adjust. (\$)	2025/2026 Revised Budget Request	2024/2025 Original Budget	2024/2025 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Sponsorships	\$ 15,000		\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Investment Income	43,400		43,400	75,000	51,500	(42.13%)
Miscellaneous	-		-	337,500	342,760	(100.00%)
Grants	1,466,279		1,466,279	1,466,279	-	0.00%
<b>Total Revenues:</b>	<b>\$ 1,524,679</b>	<b>\$ -</b>	<b>\$ 1,524,679</b>	<b>\$ 1,893,779</b>	<b>\$ 409,260</b>	<b>(19.49%)</b>
<b>Expenditures</b>						
Capital Improvements & Equipment	\$ 1,548,279	\$ 132,000	\$ 1,680,279	\$ 2,549,779	\$ 1,500,000	(34.10%)
Miscellaneous	2,500		2,500	-	1,400	N/A
Bond Issuance Costs	-		-	-	-	N/A
<b>Total Expenditures:</b>	<b>\$ 1,550,779</b>	<b>\$ 132,000</b>	<b>\$ 1,682,779</b>	<b>\$ 2,549,779</b>	<b>\$ 1,501,400</b>	<b>(34.00%)</b>
<b>Surplus/(deficit), excluding other</b>	<b>\$ (26,100)</b>	<b>\$ (132,000)</b>	<b>\$ (158,100)</b>	<b>\$ (656,000)</b>	<b>\$ (1,092,140)</b>	<b>(75.90%)</b>
<b>Other Financing Sources/(Uses)</b>						
Bond Proceeds	\$ -		\$ -	\$ -	\$ -	N/A
Debt Certificates Proceeds	-		-	-	-	N/A
Loan Proceeds	-		-	-	-	N/A
Transfer from General	250,000	75,000	325,000	250,000	250,000	30.00%
Transfer to Debt Service	-		-	-	-	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ 223,900</b>	<b>\$ (57,000)</b>	<b>\$ 166,900</b>	<b>\$ (406,000)</b>	<b>\$ (842,140)</b>	<b>(141.11%)</b>
<b>Beginning Fund Balance- Restricted &amp; Unrestricted</b>						
	\$ 313,012		\$ 313,012	\$ 1,155,152	\$ 1,155,152	
<b>Fiscal Year Increase/(decrease)</b>	<b>223,900</b>		<b>166,900</b>	<b>(406,000)</b>	<b>(842,140)</b>	
<b>Ending Fund Balance- Committed</b>	<b>\$ 536,912</b>		<b>\$ 479,912</b>	<b>\$ 749,152</b>	<b>\$ 313,012</b>	
<b>Months of Expenditures:</b>	N/A		N/A	N/A	N/A	
<b>Average Monthly Expenditures:</b>	N/A		N/A	N/A	N/A	

Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
<b>Family Recreation Center-Administration</b>					
Capital Project	Time Keeping System Replacement		-	1	FY 2025/2026
Capital Project	SharePoint/One Drive file migration		-	1	FY 2025/2026
Capital Project	Marketing/Wayfinding Signage- Central Park		-	2	FY 2025/2026
Capital Project	LED digital poster/video display system	-	-	2	FY 2025/2026
Capital Project	FRC video server replacement		17,000.00		-
Capital Project	Painting, carpet, equipment, and furniture replacement.	\$ 44,743.20	42,500.00		-
Capital Project	Firewall & network switch replacement	\$ 7,955.20	17,000.00		-
<b>Family Recreation Center Administration Total:</b>		<b>\$ 52,698.40</b>	<b>\$ 76,500.00</b>		<b>\$ 99,000.00</b>
<b>Family Recreation Center-Aquatics</b>					
Recreation	Evaporative Pre-cooler Phase II/40 Ton Condensing Unit Phase III & repainting of facility	\$ 694,208.01	722,000.00		-
Recreation	Pool Heater Replacement (2+2+2+1=7 total heaters)		16,000.00		-
Capital Project	Replace Tile Deck- Split distribution	\$ 256,084.29	225,000.00	2	FY 2025/2026
Special Recreation	Replace Tile Deck- Split distribution	\$ 33,009.93	35,000.00		-
Recreation	Sound System upgrade in aquatics center	\$ 27,464.00	30,000.00		-
Recreation	Painting and window coverings	\$ 47,236.00	75,000.00		-
<b>Family Recreation Center Aquatics Total:</b>		<b>\$ 1,058,002.23</b>	<b>\$ 1,103,000.00</b>		<b>\$ -</b>
<b>Family Recreation Center- Fitness</b>					
Recreation	Replace Remaining Fitness Equipment (Lease Purchase)	\$ 48,111.35	\$ 50,000.00	1	FY 2025/2026
Recreation	Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.		\$ -	2	FY 2025/2026
<b>Family Recreation Center Fitness Total:</b>		<b>\$ 48,111.35</b>	<b>\$ 50,000.00</b>		<b>\$ 183,112.00</b>



Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

		<b>1</b>		<b>2</b>	
Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
<b>Family Recreation Center- Building</b>					
Capital Project	Heating & Cooling Systems (10 Year Replacement Plan)	\$ 145,980.00	\$ 150,000.00		\$ -
Capital Project	Roof Maintenance	\$ 400,000.00	400,000.00	1	FY 2025/2026
Capital Project	Exterior wall repairs		-	1	FY 2025/2026
Capital Project	Update existing paging/alert system		-	1	FY 2025/2026
Capital Project	FRC elevator overhaul-Split distribution (50/50)		-	1	FY 2025/2026
Special Recreation	FRC elevator overhaul-Split distribution (50/50)		-	1	FY 2025/2026
<b>Family Recreation Center Building Total:</b>		<b>\$ 545,980.00</b>	<b>\$ 550,000.00</b>		<b>\$ 279,000.00</b>
<b>Parks &amp; Maintenance</b>					
Capital project	Ford F-250 Pickup Truck	\$ 59,592.00	\$ 60,000.00		\$ -
Capital project	Turf Slit-Seeder		-	2	FY 2025/2026
Recreation	Replacement Utility Vehicle #2	\$ 24,741.56	25,000.00		-
<b>Parks &amp; Maintenance Total:</b>		<b>\$ 84,333.56</b>	<b>\$ 85,000.00</b>		<b>\$ -</b>
<b>Central Park</b>					
Capital Project	Sidewalk Replacement- (\$20K + \$5K Special Recreation)	\$ 13,297.41	20,000.00	2	FY 2025/2026
Capital Project	Gazebo Roof Replacement		20,000.00		-
Capital Project	Gabion Weir Replacement-East Weir completed as of 4/30/2019. This budget for West Weir improvements and bridge replacement.	\$ 102,458.25	1,466,279.00	1	FY 2025/2026
Capital Project	Irrigation Updates at Central Park		10,000.00		-
Capital Project	Primary Color Playground (\$100K + \$100K Special Recreation)- Potential OSLAD grant	\$ 5,110.96	-		-
Capital Project	Tree Top Playground (\$100K + \$100K Special Recreation)- Potential OSLAD grant	\$ 5,110.96	-		-
Capital Project	Pavement Plan (Grinding Asphalt + Overlay)	\$ 24,101.62	25,000.00	1	FY 2025/2026

Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
Capital Project	Central Park security cameras- at soccer and baseball fields	\$ 7,971.91	29,000.00		-
Capital Project	Paver Parking Replacement		-	1	FY 2025/2026
Capital Project	FRC Patio Concrete Pad & Sidewalk	\$ 14,502.20	-		-
Recreation	New ballfield shed/storage		-	1	FY 2025/2026
Recreation	Pavement Plan {Grinding Asphalt + Overlay}-(Recreation and Special Recreation Fund)	\$ 25,000.00	25,000.00	1	FY 2025/2026
Special Recreation	Sidewalk Replacement- (\$5K + \$20K Capital Project)	\$ 5,000.00	5,000.00	2	FY 2025/2026
Special Recreation	Paver Parking Replacement		-	1	FY 2025/2026
Special Recreation	Pavement Plan {Grinding Asphalt + Overlay}-(Recreation and Special Recreation Fund)	\$ 5,000.00	5,000.00	1	FY 2025/2026
<b>Central Park Total:</b>		<b>\$ 207,553.31</b>	<b>\$ 1,605,279.00</b>		<b>\$ 1,495,279.00</b>

Central Park West					
Recreation	Various upgrades at CPW {restrooms, front entryway}- (Partially funded from \$200K grant to be received by end of FY 2023/2024)	\$ 212,195.66	250,000.00		-
Recreation	Renovation to kitchen (cabinets, windows, flooring, siding)		-	2	FY 2025/2026
Special Recreation	Various upgrades at CPW (restrooms, front entryway)- <b>Split Distribution</b>	\$ 207,244.55	250,000.00		-
<b>Central Park West Total:</b>		<b>\$ 419,440.21</b>	<b>\$ 500,000.00</b>		<b>\$ -</b>

Chillem Park					
Capital Project	Asphalt Paving		10,000.00		-
Special Recreation	Asphalt Paving	5,000.00	5,000.00		-
<b>Chillem Park Total:</b>		<b>\$ 5,000.00</b>	<b>\$ 15,000.00</b>		<b>\$ -</b>

Forest Glen Park					
Capital Project	Pond fountain aerators	\$ 25,738.58	\$ 28,000.00		\$ -
<b>Forest Glen Park Total:</b>		<b>\$ 25,738.58</b>	<b>\$ 28,000.00</b>		<b>\$ -</b>

Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget
<b>Saddlebrook Park</b>					
Capital Project	Barn Review		\$ 30,000.00	2	FY 2025/2026
Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)	\$ 20,000.00	20,000.00		-
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)	\$ 5,000.00	5,000.00		-
<b>Saddlebrook Park Total:</b>		<b>\$ 25,000.00</b>	<b>\$ 55,000.00</b>		<b>\$ -</b>
<b>Governmental Funds Totals:</b>		<b>\$ 2,471,857.64</b>	<b>\$ 4,067,779.00</b>		<b>\$ 2,175,391.00</b>

SUMMARY RECAP

Capital Project Fund (GL #12-95-940-065):	\$ 1,112,646.58	\$ 2,549,779.00		\$ 1,680,279.00
Capital Project Fund-C.P. North (GL #12-95-940-065):	-	-		-
Recreation Fund (GL #02-81-805-000):	1,098,956.58	1,213,000.00		360,112.00
Recreation Fund-C.P. North (G/L #02-81-805-000):	-	-		-
Special Recreation Fund (GL #09-01-805-000):	260,254.48	305,000.00		135,000.00
Special Recreation Fund-C.P. North (G/L #09-01-805-000):	-	-		-
<b>Capitalizable Costs-Governmental Funds Totals:</b>	<b>\$ 2,471,857.64</b>	<b>\$ 4,067,779.00</b>		<b>\$ 2,175,391.00</b>

Oak Brook Park District  
 Capital Improvement Plan- Fiscal Years Ending April 30, 2025 and 2026

Fund		FY 2024/2025 <sup>1</sup>		FY 2025/2026	FY 2025/2026
		Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Priority
<b>Tennis Center</b>					
Recreational Facilities	Reconstruction and expansion of Outdoor Courts	\$ 12,173.30	\$ -		\$ -
Recreational Facilities	Indoor Court Recoating/Resurfacing		30,000.00		-
Recreational Facilities	Upper Level Remodeling- Front Desk	\$ 38,524.97	220,000.00		-
Recreational Facilities	Lower Level Carpeting		-	40	FY 2025/2026
Recreational Facilities	Exterior window replacement	\$ 4,293.50	-	30	FY 2025/2026
Recreational Facilities	Indoor Court lighting project	\$ 28,575.65	60,000.00		-
Recreational Facilities	HVAC- Heating & Cooling System (Courts 1-4)		-	50	FY 2025/2026
<b>Tennis Center Total:</b>		<b>\$ 83,567.42</b>	<b>\$ 310,000.00</b>		<b>\$ 225,000.00</b>



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: TEN-YEAR CAPITAL IMPROVEMENT PLAN FOR THE FISCAL YEARS 2025 THROUGH 2034 OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS.**

**AGENDA No.: 8 B**

**MEETING DATE: MARCH 17, 2025**

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

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

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

During the 4<sup>th</sup> quarter of 2024, park district staff began updating the ten-year Capital Improvement Plan (“CIP”) which coincided with the development of the fiscal year 2025/2026 operating budgets. During that time, staff conducted numerous meetings to discuss the CIP; including identifying the scope, timing and funding sources for the various capital items listed.

At the November 18, 2024, Board of Commissioners meeting, staff presented a preliminary listing of the proposed FY 2025-2026 capital improvements along with each project’s “Capital Project Score Card”. The score card was used to document staff’s evaluation of each capital project based on ten criteria with points being assigned to each of these criteria to arrive at a total project score. At the February 24, 2025, Special Board of Commissioners meeting, staff presented an updated draft of the proposed FY 2025-2026 capital improvements.

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

Accompanying this agenda history document is the ten-year CIP that includes the proposed capital purchases and improvements for the fiscal years ending 2026 through 2034. Please note that the proposed fiscal year 2025/2026 capital purchases and improvements have been incorporated into the Annual Budget and Appropriations Ordinance number 25-0421. The remaining capital items for fiscal years ending 2027 through 2034 are for long-term planning purposes only and are subject to change based on continuous review of anticipated funding sources as well as needs/priority assessments.

**ACTION PROPOSED:**

For Review and Discussion Only

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total		
		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2034/2035 Proposed Budget	FY 2035/2036 Proposed Budget	FY 2036/2037 Proposed Budget	FY 2037/2038 Proposed Budget	FY 2038/2039 Proposed Budget	FY 2039/2040 Proposed Budget	FY 2040/2041 Proposed Budget	FY 2041/2042 Proposed Budget	FY 2042/2043 Proposed Budget		FY 2043/2044 Proposed Budget	
		Unaudited F-Y-T-D Actual	Original Budget																						
<b>Family Recreation Center-Administration</b>																									
Capital Project	Time Keeping System Replacement		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ -	
Capital Project	SharePoint/One Drive file migration		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Project	Marketing/Wayfinding Signage- Central Park		-	2	FY 2025/2026	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00	
Capital Project	LED digital poster/video display system	-	-	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Project	FRC video server replacement		17,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,000.00
Capital Project	Painting, carpet, equipment, and furniture replacement.	\$ 44,743.20	42,500.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,500.00
Capital Project	Firewall & network switch replacement	\$ 7,955.20	17,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17,000.00
Capital Project	BS&A financial reporting software server replacement		-			-	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00
<b>Family Recreation Center Administration Total:</b>		<b>\$ 52,698.40</b>	<b>\$ 76,500.00</b>			<b>\$ 99,000.00</b>	<b>\$ 30,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 205,500.00</b>	
<b>Family Recreation Center-Aquatics</b>																									
Capital Project	Family Locker Room		\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	
Recreation			-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation	Replace Interglass Surface- Lap Pool		-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55,000.00
Recreation	Grate Replacement- Leisure & lap pool		-			-	60,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000.00
Recreation	Replace Interglass Surface- Leisure Pool		-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	60,000.00
Recreation	Evaporative Pre-cooler Phase II/40 Ton Condensing Unit Phase III & repainting of facility	\$ 694,208.01	722,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	722,000.00
Recreation	Pool Heater Replacement (2+2+2+1=7 total heaters)		16,000.00			-	-	-	-	-	26,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	68,000.00
Capital Project	Replace Tile Deck- Split distribution	\$ 256,084.29	225,000.00	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	225,000.00
Special Recreation	Replace Tile Deck- Split distribution	\$ 33,009.93	35,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,000.00
Recreation	Sound System upgrade in aquatics center	\$ 27,464.00	30,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30,000.00
Recreation	Video display board		-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000.00

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

		1		2		3		4		5		6		7		8		9		10			
Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026 CIP Priority	FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	Ten-Year Approved/Proposed Budget Total									
		Unaudited F-Y-T-D Actual	Original Budget																				
Recreation	Ultra Violet water treatment system		-		-	-	-	-	-	-	-	30,000.00	-	-	30,000.00								
Recreation	Chemical automation system		-		-	-	-	-	-	-	-	15,000.00	-	-	15,000.00								
Recreation	Painting and window coverings	\$ 47,236.00	75,000.00		-	-	-	-	-	-	-	-	-	-	75,000.00								
<b>Family Recreation Center Aquatics Total:</b>		<b>\$ 1,058,002.23</b>	<b>\$ 1,103,000.00</b>		<b>\$ -</b>	<b>\$ 60,000.00</b>	<b>\$ -</b>	<b>\$ 26,000.00</b>	<b>\$ 20,000.00</b>	<b>\$ -</b>	<b>\$ 45,000.00</b>	<b>\$ 191,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,462,000.00</b>								
<b>Family Recreation Center- Cori's Way</b>																							
Recreation	Painting and carpet/flooring replacement		\$ -		\$ -	\$ -	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00								
Recreation	Cori's Way technology upgrades (Laptops, docking stations, projectors)		-		-	-	-	-	-	-	-	-	-	50,000.00	50,000.00								
Recreation	Lobby restroom renovation		-		-	-	-	-	-	50,000.00	-	-	-	-	50,000.00								
<b>Family Recreation Center Cori's Way Total:</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 155,000.00</b>							
<b>Family Recreation Center- Fitness</b>																							
Recreation	Replace Remaining Fitness Equipment (Lease Purchase)	\$ 48,111.35	\$ 50,000.00	1	FY 2025/2026	\$ 48,112.00	\$ -	\$ -	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -	\$ -	\$ 263,112.00									
Recreation	Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.		\$ -	2	FY 2025/2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Family Recreation Center Fitness Total:</b>		<b>\$ 48,111.35</b>	<b>\$ 50,000.00</b>			<b>\$ 48,112.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 55,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 446,224.00</b>									
<b>Family Recreation Center- Building</b>																							
Capital Project	Heating & Cooling Systems (10 Year Replacement Plan)	\$ 145,980.00	\$ 150,000.00			\$ -	\$ -	\$ -	\$ -	\$ 300,000.00	\$ -	\$ -	\$ -	\$ -	\$ 450,000.00								
Capital Project	Roof Maintenance	\$ 400,000.00	400,000.00	1	FY 2025/2026	-	-	-	-	-	-	-	-	400,000.00									
Capital Project	Exterior wall repairs		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-									
Capital Project	Convert Gym 1 Storage into Multi-purpose Room		-			-	-	-	-	15,000.00	-	-	-	15,000.00									
Capital Project	Update existing paging/alert system		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-									
Capital Project	Entry Doors		-			-	-	24,000.00	-	-	-	-	-	24,000.00									
Capital Project	Indoor track and fitness center resurfacing		-			-	-	-	225,000.00	-	-	-	-	225,000.00									
Capital Project	Exterior building painting and repairs		-			-	55,000.00	-	-	-	-	-	-	55,000.00									

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total											
		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2024/2025		FY 2025/2026		FY 2026/2027		FY 2027/2028		FY 2028/2029		FY 2029/2030		FY 2030/2031		FY 2031/2032		FY 2032/2033		FY 2033/2034		
		Unaudited F-Y-T-D Actual	Original Budget											Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual		Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget
Capital Project	Studio D storage, hallway, gym storage, & studio D activity room		-		-	-	600,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	600,000.00												
Capital Project	Refurbish gymnasium flooring		-		-	-	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00												
Capital Project	FRC elevator overhaul-Split distribution (50/50)		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-												
Capital Project	Purchase/lease of Solar electrical system		-		-	1,500,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,500,000.00												
Special Recreation	FRC elevator overhaul-Split distribution (50/50)		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-												
<b>Family Recreation Center Building Total:</b>		<b>\$ 545,980.00</b>	<b>\$ 550,000.00</b>		<b>\$ 279,000.00</b>	<b>\$ 1,555,000.00</b>	<b>\$ 624,000.00</b>	<b>\$ 325,000.00</b>	<b>\$ 315,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,648,000.00</b>												

Parks & Maintenance		1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total											
Parks & Maintenance		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2024/2025		FY 2025/2026		FY 2026/2027		FY 2027/2028		FY 2028/2029		FY 2029/2030		FY 2030/2031		FY 2031/2032		FY 2032/2033		FY 2033/2034		
Parks & Maintenance		Unaudited F-Y-T-D Actual	Original Budget											Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual		Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget		
Capital project	Ford F-250 Pickup Truck	\$ 59,592.00	\$ 60,000.00		\$ -	\$ 68,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 128,000.00												
Capital project	Aerial Bucket Truck		-		-	-	-	75,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000.00												
Capital project	Turf Slit-Seeder		-	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-												
Capital project	Ford Explorer SUV- Additional Admin. Vehicle		-		-	-	-	50,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	50,000.00												
Capital project	Dump Truck		-		-	-	-	-	-	75,000.00	-	-	-	-	-	-	-	-	-	-	-	75,000.00												
Capital project	Replacement Utility Vehicle #1		-		-	-	25,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25,000.00												
Capital project	Replacement utility tractor		-		-	-	-	-	-	63,000.00	-	-	-	-	-	-	-	-	-	-	-	63,000.00												
Recreation	Replacement Utility Vehicle #2	\$ 24,741.56	25,000.00		-	-	-	-	-	30,000.00	-	-	-	-	-	-	-	-	-	-	-	55,000.00												
Recreation	Athletic Field Groomer		-		-	-	-	-	-	18,000.00	-	-	-	-	-	-	-	-	-	-	-	18,000.00												
<b>Parks &amp; Maintenance Total:</b>		<b>\$ 84,333.56</b>	<b>\$ 85,000.00</b>		<b>\$ -</b>	<b>\$ 68,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ 18,000.00</b>	<b>\$ 168,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 504,000.00</b>												

Central Park		1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total											
Central Park		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2024/2025		FY 2025/2026		FY 2026/2027		FY 2027/2028		FY 2028/2029		FY 2029/2030		FY 2030/2031		FY 2031/2032		FY 2032/2033		FY 2033/2034		
Central Park		Unaudited F-Y-T-D Actual	Original Budget											Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual		Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget		
Capital Project	Sidewalk Replacement- (\$20K + \$5K Special Recreation)	\$ 13,297.41	20,000.00	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	\$ 20,000.00												
Capital Project	Central Park Improvements- All-Inclusive Playground		-		-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	100,000.00												
Capital Project	Lacrosse/Ball Field Reconfiguration		-		-	-	-	-	-	-	-	-	-	-	-	-	3,300,000.00	-	-	-	-	3,300,000.00												
Capital Project	Gazebo Roof Replacement		20,000.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00												



**Oak Brook Park District  
Ten-year Capital Improvement Plan**

		1		2		3		4		5		6		7		8		9		10			
Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026 CIP Priority	FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	Ten-Year Approved/Proposed Budget Total									
		Unaudited F-Y-T-D Actual	Original Budget																				
Capital Project	Gabion Weir Replacement-East Weir completed as of 4/30/2019. This budget for West Weir improvements and bridge replacement.	\$ 102,458.25	1,466,279.00	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,466,279.00
Capital Project	One 15-passenger bus for use in camp programming and various trips		-			-	-	-	-	120,000.00	-	-	-	-	-	-	-	-	-	-	-	-	120,000.00
Capital Project	Irrigation Updates at Central Park		10,000.00			10,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00
Capital Project	Preschool Playground Equipment (\$100K + \$25K Special Recreation)		-			-	-	-	-	-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	100,000.00
Capital Project	Primary Color Playground (\$100K + \$100K Special Recreation)- Potential OSLAD grant	\$ 5,110.96	-			287,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	287,500.00
Capital Project	Receptacles- Trash/Recycle		-			-	-	-	-	-	20,000.00	-	-	-	-	-	-	-	-	-	-	-	20,000.00
Capital Project	Tree Top Playground (\$100K + \$100K Special Recreation)- Potential OSLAD grant	\$ 5,110.96	-			287,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	287,500.00
Capital Project	Pavement Plan (Grinding Asphalt + Overlay)	\$ 24,101.62	25,000.00	1	FY 2025/2026	10,000.00	25,000.00	50,000.00	50,000.00	25,000.00	50,000.00	10,000.00	-	-	-	-	-	-	-	-	-	-	245,000.00
Capital Project	Synthetic soccer field replacement		-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	750,000.00	-	750,000.00
Capital Project	Irrigation for ball fields		-			75,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75,000.00
Capital Project	Central Park security cameras- at soccer and baseball fields	\$ 7,971.91	29,000.00			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29,000.00
Capital Project	Baseball field parking lot expansion		-			300,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	300,000.00
Capital Project	Main parking lot exterior lighting expansion		-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,000.00	-	45,000.00
Capital Project	Paver Parking Replacement		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Project	FRC Patio Concrete Pad & Sidewalk	\$ 14,502.20	-			-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation	Pickle Ball Courts & Parking		-			1,280,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,280,000.00
Recreation	Unity Garden		-			-	-	-	-	-	80,000.00	-	-	-	-	-	-	-	-	-	-	-	80,000.00
Recreation	Receptacles- Trash/Recycle		-			-	-	-	-	10,000.00	-	-	-	-	-	-	-	-	-	-	-	-	10,000.00
Recreation	New ballfield shed/storage		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation	Pavement Plan (Grinding Asphalt + Overlay)-(Recreation and Special Recreation Fund)	\$ 25,000.00	25,000.00	1	FY 2025/2026	10,000.00	25,000.00	50,000.00	10,000.00	25,000.00	50,000.00	10,000.00	-	-	-	-	-	-	-	-	-	-	205,000.00
Recreation	Outdoor information kiosks		-			45,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	45,000.00
Special Recreation	Sidewalk Replacement- (\$5K + \$20K Capital Project)	\$ 5,000.00	5,000.00	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,000.00

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2		3		4		5		6		7		8		9		10		Ten-Year Approved/Proposed Budget Total											
		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2024/2025		FY 2025/2026		FY 2026/2027		FY 2027/2028		FY 2028/2029		FY 2029/2030		FY 2030/2031		FY 2031/2032		FY 2032/2033		FY 2033/2034		
		Unaudited F-Y-T-D Actual	Original Budget											Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual		Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget	Unaudited F-Y-T-D Actual	Original Budget
Special Recreation	Preschool Playground Equipment (\$100K + \$25K Special Recreation)		-		-	-	-	-	-	-	-	-	-	25,000.00	-	-	-	-	-	-	-	25,000.00												
Special Recreation	Primary Color Playground (\$100K + \$100K Special Recreation)		-		-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00												
Special Recreation	Tree Top Playground (\$100K + \$100K Special Recreation)		-		-	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00												
Special Recreation	Paver Parking Replacement		-	1	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-												
Special Recreation	Pavement Plan (Grinding Asphalt + Overlay)-(Recreation and Special Recreation Fund)	\$ 5,000.00	5,000.00	1	FY 2025/2026	2,000.00	5,000.00	10,000.00	-	5,000.00	10,000.00	-	-	-	-	-	-	-	-	-	-	37,000.00												
<b>Central Park Total:</b>		<b>\$ 207,553.31</b>	<b>\$ 1,605,279.00</b>			<b>\$ 1,495,279.00</b>	<b>\$ 2,507,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 180,000.00</b>	<b>\$ 310,000.00</b>	<b>\$ 190,000.00</b>	<b>\$ 3,320,000.00</b>	<b>\$ 795,000.00</b>	<b>\$ 10,567,558.00</b>																			

Central Park West																							
Capital Project	Roof Replacement		-		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	22,000.00	22,000.00
Recreation	Various upgrades at CPW (restrooms, front entryway)- (Partially funded from \$200K grant to be received by end of FY 2023/2024)	\$ 212,195.66	250,000.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000.00
Recreation	Playground Equipment/Surface		-		-	-	45,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	100,000.00	-	145,000.00
Recreation	Renovation to kitchen (cabinets, windows, flooring, siding)		-	2	FY 2025/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Recreation	HVAC Replacement		-		-	15,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15,000.00
Special Recreation	Various upgrades at CPW (restrooms, front entryway)- Split Distribution	\$ 207,244.55	250,000.00		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	250,000.00
Special Recreation	Playground Equipment/Surface		-		-	-	10,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000.00	-	30,000.00
<b>Central Park West Total:</b>		<b>\$ 419,440.21</b>	<b>\$ 500,000.00</b>			<b>\$ -</b>	<b>\$ 15,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 120,000.00</b>	<b>\$ 22,000.00</b>	<b>\$ 764,000.00</b>

Central Park North																							
Capital Project	Asphalt Paving (replacement)		-		-	-	-	-	-	-	75,000.00	-	-	-	-	-	-	-	-	-	-	-	75,000.00
Capital Project	Irrigation for east fields		-		-	150,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	150,000.00
Capital Project	Convert one existing natural grass field into a turf field		-		-	-	-	-	-	-	2,000,000.00	-	-	-	-	-	-	-	-	-	-	-	2,000,000.00
<b>Central Park North Total:</b>		<b>\$ -</b>	<b>\$ -</b>			<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,075,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,225,000.00</b>

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

		1		2	3	4	5	6	7	8	9	10		
Fund	Description Project/Equipment	FY 2024/2025		FY 2025/2026	FY 2025/2026	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	Ten-Year
		Unaudited F-Y-T-D Actual	Original Budget	CIP Priority	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget
<b>Chillem Park</b>														
Capital Project	Asphalt Paving		10,000.00		-	-	-	-	-	-	-	-	-	10,000.00
Special Recreation	Asphalt Paving	5,000.00	5,000.00		-	-	-	-	-	-	-	-	-	5,000.00
Capital Project	Complete park renovation (OSLAD?)		-		-	-	-	200,000.00	-	-	-	-	-	200,000.00
Special Recreation	ADA elements of renovation		-		-	-	-	50,000.00	-	-	-	-	-	50,000.00
<b>Chillem Park Total:</b>		<b>\$ 5,000.00</b>	<b>\$ 15,000.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 265,000.00</b>
<b>Forest Glen Park</b>														
Capital Project	Pond fountain aerators	\$ 25,738.58	\$ 28,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,000.00
Capital Project	Sand volleyball courts		-		-	26,000.00	-	-	-	-	-	-	-	26,000.00
Capital Project	Gazebo Roof Replacement		-		-	10,000.00	-	-	-	-	-	-	-	10,000.00
Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-		-	-	-	-	-	35,000.00	-	-	-	35,000.00
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-		-	-	-	-	-	15,000.00	-	-	-	15,000.00
Capital Project	Complete park renovation (OSLAD?)		-		-	-	150,000.00	-	-	-	-	-	-	150,000.00
Special Recreation	ADA elements of renovation		-		-	-	50,000.00	-	-	-	-	-	-	50,000.00
Capital Project	Bridge replacement		-		-	-	20,000.00	-	-	-	-	-	-	20,000.00
<b>Forest Glen Park Total:</b>		<b>\$ 25,738.58</b>	<b>\$ 28,000.00</b>		<b>\$ -</b>	<b>\$ 36,000.00</b>	<b>\$ 220,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 334,000.00</b>
<b>Saddlebrook Park</b>														
Capital Project	Barn Review		\$ 30,000.00	2	FY 2025/2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00
Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)	\$ 20,000.00	20,000.00		-	-	-	20,000.00	-	-	-	20,000.00	-	60,000.00
Special Recreation	Tennis Courts Crack Filling and Resealing- (Recreation & Special Recreation Fund)		-		-	-	-	150,000.00	-	-	-	-	-	150,000.00
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)	\$ 5,000.00	5,000.00		-	-	-	50,000.00	-	-	-	50,000.00	-	105,000.00
<b>Saddlebrook Park Total:</b>		<b>\$ 25,000.00</b>	<b>\$ 55,000.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>\$ 380,000.00</b>

Oak Brook Park District  
Ten-year Capital Improvement Plan

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2	3	4	5	6	7	8	9	10	Ten-Year Approved/Proposed Budget Total
		FY 2024/2025 Unaudited F-Y-T-D Actual	Original Budget		FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	
<b>Dean Nature Sanctuary</b>														
Capital Project	Asphalt paving		-		-	50,000.00	-	-	-	-	-	-	-	50,000.00
Special Recreation	Asphalt Paving		-		-	25,000.00	-	-	-	-	-	-	-	25,000.00
Capital Project	Gazebo Replacement		-		-	-	-	50,000.00	-	-	-	-	-	50,000.00
<b>Dean Nature Sanctuary Total:</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000.00</b>
<b>Governmental Funds Totals:</b>		<b>\$ 2,471,857.64</b>	<b>\$ 4,067,779.00</b>		<b>\$ 2,175,391.00</b>	<b>\$ 4,544,112.00</b>	<b>\$ 1,034,000.00</b>	<b>\$ 1,106,000.00</b>	<b>\$ 2,663,000.00</b>	<b>\$ 633,000.00</b>	<b>\$ 290,000.00</b>	<b>\$ 3,701,000.00</b>	<b>\$ 867,000.00</b>	<b>\$ 21,081,282.00</b>

**SUMMARY RECAP**

Capital Project Fund (GL #12-95-940-065):	\$ 1,112,646.58	\$ 2,549,779.00		\$ 1,680,279.00	\$ 1,209,000.00	\$ 844,000.00	\$ 750,000.00	\$ 505,000.00	\$ 383,000.00	\$ 50,000.00	\$ 3,310,000.00	\$ 817,000.00	\$ 12,098,058.00
Capital Project Fund-C.P. North (GL #12-95-940-065):	-	-		-	150,000.00	-	-	2,075,000.00	-	-	-	-	2,225,000.00
Recreation Fund (GL #02-81-805-000):	1,098,956.58	1,213,000.00		360,112.00	1,458,112.00	125,000.00	96,000.00	83,000.00	155,000.00	230,000.00	321,000.00	50,000.00	4,091,224.00
Recreation Fund-C.P. North (G/L #02-81-805-000):	-	-		-	-	-	-	-	-	-	-	-	-
Special Recreation Fund (GL #09-01-805-000):	260,254.48	305,000.00		135,000.00	227,000.00	65,000.00	260,000.00	-	45,000.00	10,000.00	70,000.00	-	1,117,000.00
Special Recreation Fund-C.P. North (G/L #09-01-805-000):	-	-		-	-	-	-	-	-	-	-	-	-
<b>Capitalizable Costs-Governmental Funds Totals:</b>	<b>\$ 2,471,857.64</b>	<b>\$ 4,067,779.00</b>		<b>\$ 2,175,391.00</b>	<b>\$ 3,044,112.00</b>	<b>\$ 1,034,000.00</b>	<b>\$ 1,106,000.00</b>	<b>\$ 2,663,000.00</b>	<b>\$ 583,000.00</b>	<b>\$ 290,000.00</b>	<b>\$ 3,701,000.00</b>	<b>\$ 867,000.00</b>	<b>\$ 19,531,282.00</b>

**Oak Brook Park District  
Ten-year Capital Improvement Plan**

Fund	Description Project/Equipment	1		FY 2025/2026 CIP Priority	2	3	4	5	6	7	8	9	10	Ten-Year Approved/Proposed Budget Total
		FY 2024/2025			FY 2025/2026 Proposed Budget	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	
		Unaudited F-Y-T-D Actual	Original Budget											
<b>Tennis Center</b>														
Recreational Facilities	Reconstruction and expansion of Outdoor Courts	\$ 12,173.30	\$ -		\$ -	\$ 3,500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500,000.00
Recreational Facilities	Indoor Court Recoating/Resurfacing		30,000.00		-	-	30,000.00	30,000.00	-	-	-	-	-	90,000.00
Recreational Facilities	Upper Level Remodeling- Front Desk	\$ 38,524.97	220,000.00		-	-	-	-	-	-	-	-	-	220,000.00
Recreational Facilities	Lower Level Carpeting		-	40	FY 2025/2026	-	-	-	-	-	-	-	-	-
Recreational Facilities	Exterior window replacement	\$ 4,293.50	-	30	FY 2025/2026	-	-	-	-	-	-	-	-	-
Recreational Facilities	Electric energy efficiency generator		-		-	-	-	-	100,000.00	-	-	-	-	100,000.00
Recreational Facilities	Indoor Court lighting project	\$ 28,575.65	60,000.00		-	-	-	-	-	-	-	-	-	60,000.00
Recreational Facilities	Exit doors replacement		-		-	-	100,000.00	-	-	-	-	-	-	100,000.00
Recreational Facilities	HVAC- Heating & Cooling System (Courts 1-4)		-	50	FY 2025/2026	-	100,000.00	-	-	-	-	-	-	100,000.00
Recreational Facilities	HVAC- Heating & Cooling System (Courts 5-8)		-		-	-	-	200,000.00	-	-	-	-	-	200,000.00
Recreational Facilities	BO-Roof Repairs and Gutters		-		-	-	-	-	\$ -	350,000.00	-	-	-	350,000.00
Recreational Facilities	Replacement of fiber cable to tennis center for quicker connectivity		-		-	15,000.00	-	-	-	-	-	-	-	15,000.00
	<b>Tennis Center Total:</b>	\$ 83,567.42	\$ 310,000.00		\$ 225,000.00	\$ 3,515,000.00	\$ 230,000.00	\$ 230,000.00	\$ 100,000.00	\$ 350,000.00	\$ -	\$ -	\$ -	\$ 4,960,000.00



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ORDINANCE NO. 25-0422: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

**AGENDA No.: 8 C**

**MEETING DATE: MARCH 17, 2025**

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):**

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

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

The following Closed Meeting recordings are now over 18 months in age.

March 20, 2023

July 17, 2023

**ACTION PROPOSED:**

For Review and Discussion Only

**ORDINANCE NO. 25-0422**  
**AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE**  
**VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

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

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

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

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

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

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

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

March 20, 2023  
July 17, 2023

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

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

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

**PASSED AND APPROVED THIS 21<sup>st</sup> DAY OF APRIL, 2025.**

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

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

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

\_\_\_\_\_  
**President Sharon Knitter**

**ATTEST:**

\_\_\_\_\_  
**Laure Kosey, Secretary**





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM HISTORY/COMMENTARY

**ITEM TITLE: SECTIONS 2 AND 3 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL**

**AGENDA NO.:** 8 D

**MEETING DATE:** MARCH 17, 2025

**STAFF REVIEW:**

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

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

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

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

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

**ACTION PROPOSED:**

For Review and Discussion Only



## 2.1 Acceptance of Monetary, Non-Monetary, and In-Kind Donations Policy

### DEFINITIONS:

“Donation” is defined as any monetary, non-monetary or in-kind gift, devise or bequest to the Oak Brook Park District (“District”).

“Gifting List” refers to a list of items identified annually by department heads and presented as donation suggestions for potential donors.

“Monetary Donation” includes cash or a check, money order or other negotiable instrument. In the event of a stock donation, since a government entity is not legally able to own stock, such a donation would be liquidated and turned into cash or other liquid asset, and treated as a monetary donation.

“Non-monetary Donation” includes real or personal property.

“In-Kind Donation” is defined as services or labor supplied for an identified project or program.

“Sponsorship Efforts” includes donations extended by donors for recurring annual events, in-kind donations associated with annual events, or donations for the maintenance and upkeep of donated materials by the original donor.

“Commemorative Gifts” includes donations of a tree, bench or other amenity in memory of an individual or honoring an important event.

### PURPOSE:

To establish a policy and procedures for the acceptance of monetary, non-monetary and in-kind donations, devises, or bequests from private citizens, business groups or other organizations. Considerations regarding acceptance of donations include the potential use of the donation, restrictions imposed by the donor in conjunction with the donation, costs associated with and effective use of the donation.

### DONATION ADMINISTRATION:

(A) Except as otherwise provided herein, all proposed donations shall be initially directed, in writing, to the Executive Director or their designee for review and consideration pursuant to this Policy. Department heads shall be responsible for informing the Executive Director of all proposed donations. Except as otherwise provided herein, the approval of the Executive Director must be obtained prior to the acceptance of any donation, unless the donation falls under the District’s established sponsorship efforts, pursuant to which the department head



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is authorized to accept the donation, but is still required to notify the Executive Director of the receipt thereof.

- (B) The District's Chief Financial Officer is authorized and directed to establish such funds and accounting procedures as may be necessary to carry out the terms and conditions of any donation, devise or bequest, in accordance with the laws of the state of Illinois and requirements of the Office of the State Auditor.
- (C) The Executive Director shall notify the Board of Commissioners of all accepted donations valued over \$5,000 so the Board of Commissioners can officially acknowledge the donor's generosity.
- (D) All donations will be recognized formally in written form by a representative from the Park District. Within the document, the donor will be instructed to contact the Executive Director in writing if they have any questions or concerns regarding the donation.
- (E) IRS Publication 526, Charitable Contributions Table 1. Examples of Charitable Contributions stipulates, "Money or property an individual gives to a public park and or recreation facilities is deductible as a charitable contribution."

**MONETARY DONATIONS:**

If a monetary donation is to be used on a project budgeted in the year in which the donation is received or on a project consistent with the District's gifting list, the Executive Director is authorized to accept any unrestricted, monetary donations, whether solicited or not, and to carry out the terms of the donation, devise or bequest, provided that the purposes and conditions of the donation are within the powers granted by law to the District and consistent with the policies, plans, goals or ordinances of the District. If no terms or conditions are attached to the donation, devise or bequest, the District may expend or use the same for any lawful park district use. If conditions appended by the donor are found objectionable, the Executive Director will consult with the Board of Commissioners to determine whether the donation, devise or bequest should be accepted or rejected. If such a monetary donation is accepted, the donation shall be deposited into the appropriate fund by the Chief Financial Officer.

**NON-MONETARY DONATIONS:**

The Executive Director is authorized to determine the appropriateness, usefulness and value to the District of all non-monetary donations, whether solicited or not, whether the donation should be retained, improved, returned to the donor, transferred, traded, sold, donated to other agency, or disposed of in some other manner.



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**IN-KIND DONATIONS:**

If an in-kind donation is to be used on a project budgeted in the year in which the donation is received, the Executive Director may approve the donation. If the in-kind donation is intended for use on a project that is not budgeted in the year in which it is received, it shall be approved in accordance with procedures for non-monetary donations.

For tax record purposes, donors providing an in-kind donation will have the option of invoicing the District, indicating the service provided and the estimated value, with no charge to the District. As an alternative to the donor invoice, the District may provide documentation for the in-kind donation to the donor in the form of a letter indicating the service or materials provided and their estimated value.

**SPONSORSHIP EFFORTS:**

Sponsorship efforts, which are implicitly authorized in the annual budget process, will be specifically coordinated and managed by the Marketing Department. The Marketing Department is required to notify the Executive Director of all donations and shall follow standard procedures for donation administration.

**DISTRICT GIFTING LIST:**

Annually, the District will generate a gifting list. The list will be a collection of items needed by each department and will be presented to potential donors as donation suggestions. Donors may then make a monetary donation toward the purchase of an item of their choice. If a donor is unable to provide full funding for the entire purchase price of the item, the donation will be subject to consideration by the Executive Director. The Executive Director will determine if the monetary donation is sufficient and ensure that the balance to be paid by the department does not exceed budgetary limitations or create unnecessary fiscal pressure on the department or the District.

**COMMEMORATIVE GIFTS:**

Commemorative gifts will be accepted from any local, national, or international business, non-profit agency, governmental agency, organization or individual that wishes to invest in the future of the parks, facilities and amenities of the District; provided that the proposed gift, and the proposed plaque, tag or sign associated with it, otherwise conforms with the terms of the District's Commemorative Gifts Policy. The Executive Director will determine the appropriateness of each commemorative gift request in accordance with such Policy.

**OWNERSHIP:**

All donations to the District shall become the property of the District.



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**NONACCEPTANCE OF DONATION:**

The Executive Director may decline to accept a donation if such donation is not consistent with the policies, plans, goals or ordinances of the District or if the acceptance of same is contrary to law. When a donation valued over \$5,000 is declined, the Executive Director will provide notice to the Board of Commissioners indicating the nature of the donation and that it was not accepted.

Approved by Board of Commissioners: September 30, 2010

Approved by Board of Commissioners: June 15, 2015

Revised 1-16-17



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## 2.2 Advertising and Sponsorship Policy

### STATEMENT OF INTENT

1. The Oak Brook Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote accessibility, excellence, optimal experiences, unity through diversity, good health and fitness, and wholesomeness to strengthen families.
2. The District is a local government entity, created by State authority, and as such is does not promote any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint.
3. The District has approved this Advertising and Sponsorship Policy (the "Policy") to assure that all advertisements and sponsorships will serve the District's purposes of raising funds.
  - a. The Policy recognizes that certain advertisements and sponsorships would be inconsistent with the mission and values of the District; and allowing such advertisements and sponsorships might discourage other advertisements and sponsorships that are more consistent with the purposes of the District, and thereby might negatively impact projected revenue.
  - b. The Policy recognizes that advertisements and sponsorships from groups, organizations, or businesses that offer services of a substantially similar nature as the services provided by the District might be detrimental to the District and outweigh any revenue gained.

### TERMS OF THE POLICY

1. Advertising and sponsorship opportunities will be extended to any local, national, or international business, non-profit agency, governmental agency, organization or individual that wishes to have a presence in Oak Brook on a first-come, first- served basis; provided that the proposed advertisement or sponsorship otherwise conforms with the Policy as stated herein.
2. Advertising or sponsorship opportunities will not be extended to any organization, business, agency or individual whose mission or goal is in conflict with the District's mission statement and vision values, which are attached to this Policy and Agreement as Exhibit "A".
3. The District reserves the right to refuse any advertisement or sponsorship from an organization, business, agency or individual that offers programs and/or facilities that are of a substantially similar nature as the programs and/or facilities provided by the District and, therefore, might be detrimental to the District and outweigh any revenue gained.
4. The District is a local government entity created by state authority and has been authorized to acquire, maintain and operate parks and provide leisure activities. As such, the District does not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint.



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Therefore, the District will not accept any advertisement or sponsorship that is associated with any political party, candidate, agenda or viewpoint of any kind, or with any religious group or viewpoint.

5. Among the values of the District are the promotion of good health and fitness and the strengthening of families. Therefore, any advertisement or sponsorship that is associated with promoting the use or sale of tobacco, the use of or sale of alcoholic beverages to underaged persons or overconsumption of alcoholic beverages, or any other products that adversely affect good health and fitness, or which are unsuitable for minor children because of their explicit sexual depictions or content, use of language, or other similar reasons, will not be permitted by the District.
6. The District may reject advertisements once the available space has been filled. Except for reasons of available space, the Executive Director has the responsibility and authority to determine whether a particular advertisement or sponsorship may be accepted, but only in a manner consistent with the Policy. The Executive Director shall not consider the content of the speech, message or viewpoint, or any assumptions or predictions as to the public response to the advertisement or sponsorship, except that the speech, message or viewpoint must meet the terms of the Policy. If the advertisement or sponsorship is refused by the Executive Director, written notification shall be provided to the applicant, together with the reasons for refusal, which reasons shall be consistent with the terms of the Policy.
7. Once an advertisement or sponsorship is accepted, the District reserves the right to revise the size or placement of the advertisement without notice. Any camera-ready advertisement submitted that does not conform to the publication's mechanical requirements may be enlarged, reduced or floated at the discretion of the District's Marketing and Communications Manager. The District shall not be responsible if an advertisement is inadvertently not published.
8. Advertisers, sponsors, and their agents are liable for all content of any advertisement, including copy, representations, and illustrations, and shall indemnify and hold the District, its officers, agents, employees and volunteers harmless for any and all claims made concerning such advertisement, or any damages, loss or liability sustained by the District, its officers, agents, employees and volunteers as a result of the District's publication thereof, including attorneys' fees and costs.
9. Advertisers, sponsors, and their agents do each, by the signature on this agreement, represent that they are fully authorized and licensed to use: (i) the names, portraits and/or pictures of living persons; (ii) any copyrighted or trademarked materials; and (iii) any testimonials, as contained in the advertisement submitted for the District's publication; and that such advertisement is neither libelous or otherwise defamatory, an invasion of privacy or unlawful with respect to a third party.
10. No conditions in any agreement, order or instructions related to any advertisement or sponsorship shall be binding on the District if such conditions are in conflict with this Policy, or any other policy of the District, whether such conditions are printed or otherwise.
11. The District shall not be responsible for any damages to advertisers, sponsors, or their agents that may be caused by acts of God, fires, strikes, accidents or other occurrences beyond the control of the District or its publishers.



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12. Any drawings, artwork and copy submitted for reproduction are accepted by the District at the risk of the advertiser, sponsor, or their agents. Correction of errors shall be made at the District's sole discretion, shall be limited to the first insertion, and shall not exceed the cost of the space in which the errors occurred. No allowance shall be granted for errors that do not materially affect the value of an advertisement.
13. Failure to fulfill terms of an advertising or sponsorship agreement for multiple insertions that are provided at a discounted rate will result in additional charges equal to the discount allowed.
14. The District will not return any items submitted for an advertisement or sponsorship unless otherwise specifically agreed at the time of submission.
15. The District reserves the right to revise advertising rates, in its sole discretion, at any time; provided that the revised rates shall not be applicable to existing written advertising or sponsorship agreements. No advertisement shall be placed without a signed advertising or sponsorship agreement.

Approved by Board of Commissioners: April 15, 2013

Approved by Board of Commissioners: June 15, 2015





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## 2.3 Community Input Policy

The Oak Brook Park District believes that it is essential, for the good of the Park District, to solicit resident input on many of its decisions and actions. The Park District may utilize any of the following methods to obtain resident input.

### A. Resident Comment Opportunities at Regular Board Meetings

Residents are welcome to attend Board meetings if they have issues or comments they would like to present to the Board of Commissioners. An opportunity for public comment is provided at each Regular Board meeting. Please see the Rules of the Board of Park Commissioners on how and when residents may address the Board of Commissioners.

### B. Citizen Focus Groups

The Park District's staff may conduct focus group meetings with specific user groups from time to time in order to gain input on a variety of issues. Focus groups are usually comprised of a small group of users who have an interest in specific programs or facilities.

### C. Surveys

The Park District's staff may conduct surveys of residents in order to gain their input on a variety of issues. Surveys may be conducted by phone, e-mail, online, in person or by regular mail. Surveys may also be utilized to determine annual agency goals and assist with long range planning. In these surveys, participant families, Park District representatives and part time staff and volunteers may be surveyed.

### D. Comprehensive Needs Assessment

The Park District is always re-evaluating and assessing the recreational and leisure needs of the residents and our partners. The Board of Commissioners will review the changing needs of the community by directing the Park District's staff to conduct a comprehensive assessment study at least every ten years. This information will assist in determining the resident interests and attitudes towards current programs and facilities, as well as the need for development of future program offerings and facility development. Included shall be an investigation into economic conditions, population shifts and changing social needs.

### E. Recreation Programs

Residents are encouraged to submit their ideas and suggestions for improving the programs and services offered to the community. The District's staff should initiate feedback by conducting regular program evaluations to measure participant satisfaction levels and to improve upon the services provided. Additional means of feedback, such as focus groups, suggestion boxes and social media are also encouraged, as the situation warrants.

Approved by Board of Commissioners May 18, 2015



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## **2.4 Comprehensive Needs Assessment Procedure**

The Park District is always re-evaluating and assessing the recreational and leisure needs of the residents and our patrons. The Board of Commissioners will review the changing needs of the community by directing staff to conduct a comprehensive assessment study at least every ten years.

This information will assist in determining the residents' interests and attitudes towards current programs and facilities, plus the need for future development of program offerings and facility development. Included shall be an investigation into economic conditions, population shifts and changing social needs.

Approved April 2015  
Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021



## **2.5 Cooperative Use and Maintenance of Facilities Policy**

To promote and enhance efficient use of tax dollars and effective delivery of park, facility and recreation services, the Board and staff shall strive to develop cooperative inter-agency agreements. These agreements shall include, but not be limited to, provisions concerning cooperative use and maintenance of facility and program operations, facility design, land use and development, finances, purchasing, mutual support, and implementation of other identified community needs.

Approved by Board of Commissioners July 20, 2015

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Approved by Board of Commissioners: April 19, 2021



## **2.6 Procedure for People with Economic Hardship**

In order to ensure that the Park District is inclusive to those with economic hardship, the Park District offers scholarships through the Oak Brook Park District Foundation. The program is intended to provide financial assistance to residents of the Park District who are in need of such assistance and would otherwise be unable to participate in Park District programs and activities.

Financial need is available for all recreation programs with the exception of contractual programs. Financial assistance is limited to \$350 per person, per year. If the requested amount is in excess of \$350 per person per calendar, the Executive Director may choose to direct additional funds to particular request based on that year's number of scholarship applications and amount of funds awarded.

Evidence of need must be presented to qualify. Applications are available in the Administration Office or by contacting the Deputy Director. Applicants will be notified within 30 days of receipt of application.

Approved: April 2015  
Revised: April 2021



## 2.7 Environmental Policy

### ENVIRONMENTAL POLICY TABLE OF CONTENTS

- 1.0 MISSION STATEMENT
- 2.0 ENVIRONMENTAL POLICY GOALS
  - 2.01 Purchase and use of Environmentally Safe and Sensitive Products
  - 2.02 Wise Use and Protection of Air, Water, Soil and Wildlife
  - 2.03 Wise Use of Energy Resources
  - 2.04 Reduction and Handling of Waste
  - 2.05 Open Space Planning and Preservation
  - 2.06 Environmental Education and Interpretation
- 3.0 ACTION PLAN FOR GOALS
  - 3.01 Purchase and use of Environmentally Safe and Sensitive Products
  - 3.02 Wise Use and Protection of Air, Water, Soil and Wildlife
  - 3.03 Wise Use of Energy Resources
  - 3.04 Reduction and Handling of Waste
  - 3.05 Open Space Planning and Preservation
  - 3.06 Environmental Education and Interpretation

Updated 5/6/15

Approved by Board of Commissioners: July 20, 2015



## 1.0 MISSION STATEMENT

The Oak Brook Park District will strive to adopt environmentally friendly business practices that are fiscally responsible to conserve resources, educate the community and provide best practices in resource management.

These policies and guidelines are based on the standards provided by the Illinois Park and Recreation Associations *Model Environmental Policy*. The Oak Brook Park District is committed to the environment and this policy will provide guidelines for staff to use when carrying out this commitment. The environmental policy is a working document to assist the Oak Brook Park District to measure and achieve the goals and action plans decided upon by the Sustainability Committee and instituted by park district staff.

## 2.0 ENVIRONMENTAL POLICY GOALS

### 2.01 Purchase and use of Environmentally Safe and Sensitive Products

When possible purchase products that minimize negative environmental impacts.

### 2.02 Wise Use and Protection of Air Water, Soil and Wildlife

Actively investigate and pursue conservation methods to protect water and soil, enhance air quality, limit the production and release of damaging pollutants, and protect wildlife.

### 2.03 Wise Use of Energy Resources

Actively investigate and pursue energy resource conservation methods and investigate methods of applying alternative energy technologies.

### 2.04 Reduction and Handling of Waste

Reduce waste production, reuse and recycle materials from facility and park operations, and handle hazardous and all other waste according to lawful and safe procedures.

### 2.05 Open Space Planning and Preservation

Actively investigate and promote methods to protect and restore indigenous natural grasslands, woodlands, and wetlands and promote the reclamation, acquisition, preservation and management of other open space areas, including river corridors, greenways and trails.



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2.06 Environmental Education and Interpretation

Provide education and interpretative opportunities for staff and the public that increase appreciation for the natural world and promote environmentally conscious activities.

**3.0 ACTION PLAN FOR GOALS**

3.01 Purchase and use of Environmentally Safe and Sensitive Products

1. The production, use and disposal of many office, recreation and maintenance products contributes significantly to the pollution of the air, water and soil and the destruction of natural communities of plants and animals. Educated product selection in the workplace and at home can mean the difference between an environment safe for all living things, including people, and a planet contaminated with toxic pollutants.
2. Purchase products with recycled content when reasonable for use in recreation programs, offices, park maintenance, and development projects.
3. Encourage the conservative use of paper and wood in place of plastics and other non-biodegradable and non-renewable products.
4. Reduce the use of Styrofoam products by staff, concessionaires, and park/facility users.
5. Reduce the use of disposable products by staff, concessionaires, and park/facility users.
6. Use electronic records instead of paper records when possible; use electronic means of communication, such as email, phone or computer message systems in place of paper communications.
7. Inventory all hazardous materials including cleaners, paints, solvents, sealants, wood preservatives, and office products, maintain the safe storage and use of such materials, and investigate environmentally sensitive alternatives.
8. Limit the use of chlorine-bleached paper products.
9. Avoid/Reduce the use of products such as sprays, cleaning solutions, sealants and paints containing fluorocarbons, in favor of less harmful alternatives.
10. Minimize indoor pesticide use by incorporating integrated pest management within all facilities.
11. Avoid using products harvested from rainforests or other endangered natural communities.
12. Develop a district environmental policy statement for use in bidding documents.



3.02 Wise Use and Protection of Air Water, Soil and Wildlife

1. Reduce vehicle emissions through regular tune-ups and other applicable vehicle maintenance.
2. Consider the impact of cleaners, solvents and other products on the water source and investigate environmentally sensitive alternatives.
3. Use drought resistant and native species for landscaping.
4. Investigate alternative snowmelt products, using those that have the least impact upon the surrounding soil, water, plant and animal life.
5. Establish a comprehensive integrated pest management program for park grounds, including selection of plant species, preventative maintenance, early detection of problems, natural control methods and minimized use of pesticides.
6. Ensure that underground storage tanks do not leak and remove or replace any defective equipment.
7. Practice soil management and appropriate landscaping to prevent erosion.
8. Incorporate environmental impact considerations in the design process of facilities and parks.
9. Ban the use and release of balloons in parks.

3.03 Wise Use of Energy Resources

1. Plant shade trees near buildings to reduce energy consumption due to summer air conditioning.
2. Plant evergreens and shrubs as windbreaks along building foundations and walls to reduce energy consumption due to heating.
3. Design and build energy efficient buildings, considering insulation and energy efficient appliances and when practicable, incorporate alternative, renewable technologies such as solar and wind energy.
4. Conduct energy audits and retrofit buildings with energy saving devices.
5. Improve the efficiency of existing lighting by retrofitting outdoor and indoor lighting with energy efficient bulbs and requiring all new lighting to be energy efficient.
6. Properly maintain refrigerators and air conditioners for more energy efficient cooling.
7. Establish minimum and maximum thermostat temperature settings for all facilities, and reduce heating and cooling usage when buildings are unoccupied.
8. Insulate hot water heaters and pipes and reduce temperature settings.
9. Consider alternative fuels such as propane and natural gas and alternative energy technologies such as electrically powered vehicles.
10. Maintain vehicles to reduce fuel consumption and implement energy saving fleet operation procedures.
11. Support the use of transportation alternatives such as bicycles, carpooling, walking and mass transit





12. Investigate the use of solar panel systems and electric vehicle charging stations at park district facilities.

### 3.04 Reduction and Handling of Waste

1. Consider reduction of waste, including purchasing in bulk, minimizing packaging, reducing excess use of paper, and choosing reusable and recyclable products.
2. Reduce paper use by sharing subscriptions, making double-sided reports, reducing junk mail, using memo routing slips and keeping mailing lists current.
3. Investigate ways to reduce and/or reuse office, recreation program, and maintenance/construction materials typically discarded.
4. Compost or otherwise reuse available landscape waste.
5. Develop and implement a comprehensive in-house and parks recycling program including metals, glass, plastics, paper, cardboard, magazines, and other recyclables.
6. Recycle batteries, antifreeze, motor oil, and other automotive by-products.
7. Train staff in the proper handling, use, storage, and disposal of hazardous materials.



### 3.05 Open Space Planning and Preservation

1. Develop and implement plans for the re-establishment and/or restoration of native grasslands and woodland ecosystems where consistent with the Park District's open space plans.
2. Re-establish and protect river corridors, wetlands, and other wildlife habitats where consistent with the Park District's open space plans.
3. Provide appropriate recreation access to enhance public awareness of such restored and protected natural sites.
4. Support local efforts to establish greenways.
5. Work with commercial or private landowners to acquire or promote the use of these lands for open space.
6. Develop relationships with land trusts and preservations/conservation organizations to assist in open space and natural habitat preservation.
7. Develop a plan to balance appropriate recreational use of environmentally sensitive lands with preservation goals.
8. Where practical, utilize native species for park landscaping.
9. Eliminate or control exotic and invasive plant and animal species that inhibit native ecological integrity.
10. Abide by existing laws to protect rare, threatened, and endangered plant and animal species.
11. Develop tree planting and replacement programs to reforest park areas in the community where consistent with the Park District's open space plans.
12. Adopt a resolution to protect heritage trees.

### 3.06 Environmental Education and Interpretation

1. Provide education and interpretation opportunities for staff and the public to increase appreciation for the natural world and promote environmentally conscious lifestyles, emphasizing selective consumption and low-impact resource use.
2. Organize a sustainability committee consisting of staff from all facilities and/or departments.
3. Involve district staff in a sustainability education program, which explains the commitment of the district to the environment, provides information about environmentally conscious choices, and stresses the need for staff input and involvement.
4. Develop and implement an energy awareness program for employees and park/facility users.
5. Develop plans for dealing with environmental disasters such as chemical spills or floods.
6. Ensure that contractors and vendors comply with the district's adopted environmental policies.



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7. Promote leisure activities that minimize environmental impact and energy use.
8. Develop a public relations program to inform the public about the district's environmental efforts, provide community leadership, and serve as a role model.
9. Include environmental lifestyle information in materials distributed to the public.
10. Develop and present public programs that enhance the public's relationship with the natural world and teach environmentally responsible lifestyles.
  
11. Use Earth Day, Arbor Day, and other conservation programs as a vehicle to educate the public about environment.
12. Work with other interested community agencies and organizations to develop and enhance a strong environmental ethic.



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## 2.8 Freedom of Information Act Policy and Procedures for Requesting Information and Public Records of the Oak Brook Park District

### **POLICY:**

The Freedom of Information Act ("FOIA") (5 ILCS 140/1, *et seq.*) is intended to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials and public employees, consistent with the terms of the FOIA. Access to records is necessary to enable the people to fulfill their duties of discussing public issues fully and freely, making informed political judgments and monitoring government to ensure that it is being conducted in the public interest. Access by all persons to public records promotes the transparency and accountability of public bodies at all levels of government, and it is a fundamental obligation of government to operate openly and provide public records as expediently and efficiently as possible in compliance with the FOIA.

The FOIA is not intended to cause an unwarranted invasion of personal privacy, or to allow the requests of a commercial enterprise to unduly burden public resources, or to disrupt the duly-undertaken work of any public body independent of the fulfillment of any of the rights of the people to access to information.

Restraints on access to information, to the extent permitted by the FOIA, are limited exceptions to the principle that the people of Illinois have a right to full disclosure of information relating to the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people. The provisions of the FOIA are to be construed in accordance with this principle, and to require disclosure of requested information as expediently and efficiently as possible in accordance with the deadlines established in the FOIA. Unless information falls within an express statutory exemption, it must be disclosed under FOIA (5 ILCS 140/3). The exceptions are to be construed as limited, in light of the people's right to know the decisions, policies, procedures, rules, standards, and other aspects of government activity that affect the conduct of government and the lives of any or all of the people.

Approved by Board of Commissioners: February 8, 2010

Approved by Board of Commissioners: June 15, 2015

Amended: January 17, 2017



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Administrative Policies and Procedures

**HOW TO REQUEST PUBLIC RECORDS:**

The FOIA Officers:

The FOIA Officers for the Oak Brook Park District (the "District") are:

**Finance Manager  
Administrative Services Specialist**

Submission of Requests; Content:

Requests for public records in the custody of the Oak Brook Park District (the "District") should be submitted to the FOIA Officer. Requests must be made in writing and, if desired, a form for the request will be provided. The form may be submitted in person, by U.S. mail, e-mail or facsimile.

All requests must include the following:

1. The requestor's full name, address, telephone number, facsimile number and e-mail, if any;
2. A brief description, as specific as possible, of the public records requested;
3. A statement as to whether the request is for inspection of public records, copies of public records, or both; and
4. A statement as to whether the request is for a commercial purpose. ***[Note: It is a violation of Sec. 3.1 of the FOIA to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the District.]***

Inspection of Records:

Public records in the custody of the District will be made available for inspection during normal office hours at the Park District Administration Building, or such other office of the District where they are maintained. To prevent damage to or destruction of records, public inspection will be made under the supervision of a District employee.

Copies of Records:

Any person may request copies of public records or, during inspection of public records, may request that copies of specified records be provided. Copies will be made by the FOIA Officer or an assistant or designee. The FOIA provides that fees may be charged in certain instances to cover the cost of reproducing copies of public records, and fees will be assessed in accordance with the schedule of Reproduction Fees established by the Board of Park Commissioners. The fee schedule is also open for public inspection (see attachment). When a request for copies of public records is made, such copies will be provided to the requestor only upon payment of any fees that are due. Fees may be waived if the District's FOIA Officer, or an assistant FOIA Officer determines that waiver of fees serves the public interest.



Oak Brook Park District  
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*How to Request Public Records - continued*

If certified copies of public records are needed, the District will provide appropriate certification as to the authenticity and accuracy of the records. Certification will be provided upon the payment of certification fees established by the schedule of Reproduction Fees for certification of public records.

When a request is made for records that are maintained in an electronic format, the FOIA Officer will furnish the record in the electronic format specified by the requestor, if feasible. If it is not feasible to furnish the public records in the specified electronic format, the FOIA Officer shall furnish it in the format in which it is maintained by the District, or in paper format at the option of the requestor. The District may charge the requestor for the actual cost of purchasing the recording medium, whether disc, diskette, tape or other medium.

The FOIA requires the District to respond to requests for non-commercial public records within five (5) business days. In certain limited circumstances, the District may take up to an additional five (5) business days to collect and prepare public records for inspection. Requests received after 3:00 p.m. will be dated as being received on the next consecutive business day. The FOIA requires the District to respond to requests for public records for commercial use within twenty-one (21) working days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the District is required to comply with a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.

If a member of the public is denied access to public records or if a response to a request is not given within this time limit, the individual requesting access to public records may consider the request denied, and may appeal the denial to the Public Access Counselor – Assistant Attorney General.

The District reserves the right to redact exempt information from a requested record.

Any questions regarding the procedure for acquiring access to public records may be directed to the FOIA Officer at District's Administration Building, 1450 Forest Gate Road, Oak Brook, IL 60523, Phone: 630-645-9530



Oak Brook Park District  
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**LIST OF DOCUMENTS AND CATEGORIES OF RECORDS TO BE  
IMMEDIATELY DISCLOSED UPON REQUEST**

- Agendas of Regular and Special Board Meetings.
- Annual Audit Reports
- Bids and Request for Proposals
- Board of Commissioner and Staff Contact Information
- Board Packets of Regular and Special Board Meetings, except for any closed portion of such meeting. Board Packets contain:
  - Monthly Treasurer's Report of Receipts and Disbursements
  - The Warrant listing the District's payment to vendors
  - Ordinances, Resolutions, Proclamations, and Policies by the Board
  - Department reports of operations
  - Bid opening results and the Board's acceptance of the bid and award of contract
  - Other various actions by the Board of Commissioners and Staff
- Budget
- Capital Projects
- Employment Opportunities
- Facility/Park Locations and Recreational Offerings
- Freedom of Information Act - Information and Form
- Master Plan and Strategic Plans of the Oak Brook Park District
- Minutes of regular Board meetings that have been approved by the Board, except for any closed portion of such meetings
- Minutes of special Board meetings that have been approved by the Board, except for any closed portion of such meetings
- Press Releases



Oak Brook Park District  
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**FREEDOM OF INFORMATION REQUESTS  
REPRODUCTION FEES**

Except when a fee is otherwise fixed by statute, the following fees are for reproducing requested documents:

- (A) First fifty (50) pages of black and white letter or legal-sized copies: No charge  
Pages of black and white letter over fifty (50) pages or  
    legal-sized copies \$ .15 per page  
    certified copies \$1.00 per certified copy
- (B) For color copies or copies of documents in a size other than letter or legal, the fee for reproduction shall be the actual cost of reproduction as billed to the District.
- (C) If mailing of copies is requested, actual postage costs will be added to the reproduction costs set forth in sections (A) and (B) written above.
- (D) Documents may be furnished without charge or at a reduced charge, as determined by the FOIA Officer, if the requestor states the specific purpose for the request indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. For purposes of this document, "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public. In setting the amount of the waiver or reduction, the FOIA Officer may take into consideration the amount of materials requested and the cost of copying them.





**OAK BROOK PARK DISTRICT  
REQUEST FOR PUBLIC RECORDS**

FROM: \_\_\_\_\_  
 Name of Requestor \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Phone Number \_\_\_\_\_  
 Facsimile Number, if any \_\_\_\_\_  
 E-mail Address, if any \_\_\_\_\_

TO: FOIA Officer  
 Oak Brook Park District  
 1450 Forest Gate Road  
 Oak Brook, Illinois 60523

Pursuant to the provisions of the Illinois Freedom of Information Act, I wish to:

\_\_\_\_\_ Inspect; or

\_\_\_\_\_ Receive copies of the following public records presently in the custody of the Oak Brook Park District (the "District"). (Note: There may be a charge for copies provided, in accordance with the schedule of copying charges available from the FOIA Officer).

\_\_\_\_\_ Paper  
 \_\_\_\_\_ Electronic: What format? \_\_\_\_\_  
 \_\_\_\_\_ Certified copies

Description of Records:

\_\_\_\_\_  
 \_\_\_\_\_

Is this request for a commercial purpose? ***(Must be completed for request to be valid. It is a violation of Sec. 3.1 of the Illinois Freedom of Information Act to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the District.)***

- YES
- NO

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)



Are you requesting a fee waiver or reduction? *Note that fee waivers or reductions are only available if a statement is filed with the District stating the purpose of the request and indicating that a waiver or reduction of the fee is in the public interest, that is, that the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public, and is not for the principal purpose of personal or commercial benefit.*

YES

NO

I understand that the District must respond to a request made for non-commercial purposes within five (5) business days, unless such time limit is extended for five (5) additional business days for reasons stated in Section 3 of the Act. I also understand that the District will respond to a request made for commercial purposes within twenty-one (21) days after receipt, in accordance with Section 3.1 of the Act. Unless the records are exempt from disclosure, the District will comply a request for commercial purposes within a reasonable period, considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. I further understand that if this request is denied, I may appeal the denial to the Public Access Counselor – Assistant Attorney General.

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Date

***For use of the FOIA Officer only:***

Date Request Was Received: \_\_\_\_\_

Date Response Is Due: \_\_\_\_\_

Date Response Was Provided: \_\_\_\_\_

***If Request is Approved Immediately:***

Your request dated \_\_\_\_\_ for the above captioned record(s) has been approved, and a copy is/copies are being provided to you

\_\_\_\_\_ For a cost of \$ \_\_\_\_\_

\_\_\_\_\_ Without cost

\_\_\_\_\_  
FOIA Office

\_\_\_\_\_  
Date

***Received on*** \_\_\_\_\_ (Date) by \_\_\_\_\_ (Printed Name).

\_\_\_\_\_  
Signature



## 2.9 Grant Procedures

### **Grant Options:**

Staff is always exploring grant opportunities at the regional, state, federal and local levels. The Executive Director is the primary contact when researching grant opportunities. Depending on the grant opportunity, the appropriate staff in a specific department will become part of the research process to determine if the grant is a viable option. All grant opportunities must be discussed and reviewed by the Executive Director.

Factors influencing potential grants include the annual operating budget, the Capital Project Plan, and the Park District Board of Commissioners. If grant opportunities have not been budgeted, scheduled within the Capital Project Plan or require matching Park District funds, the Park District Board of Commissioners shall be presented with recommendations and the information on the application process.

### **Grant Applications:**

The Executive Director is responsible for coordinating the grant application process. All grant applications must be properly vetted to make sure the Park District is in the position to successfully accommodate all grant requirements. These accommodations include funding, studies, permitting, and engineering. The Park District may choose to contract with a professional service provider, including but not limited to, a grant writer, landscape architect, or engineering firm depending on the size and scope of the project. Some grants may require approval from the Park District Board of Commissioners.

### **Grant Awards:**

Once a grant has been successfully awarded, the Park District will prepare a timeline to fulfill the requirements of the grant. The Executive Director and lead staff involved in the grant process will complete the requirements of the grant. If any adjustments are made to the grant project, the grantors and the Park District Board of Commissioners must be notified prior to modifications being implemented. When all requirements have been met the Executive Director and the lead staff will submit for reimbursement according to the grant specifications and confirm payment to the Park District.

Reviewed: January 31, 2017

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Approved by Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.10 Land Acquisition Policy and Procedure

### I. Purpose

The purpose of this policy and procedure is to establish general requirements, functions, procedures, and responsibilities for land acquisitions by the Oak Brook Park District (“District”). The Illinois Park District Code, 70 ILCS 1205/8-1 authorizes Illinois park districts to acquire lands for park, recreation, conservation, and historical-cultural purposes.

### II. Policy

The Board may seek to acquire any form of ownership interest in land to meet the park, recreational or corporate purposes of the District. When determining whether or not to acquire land or an interest in real estate, the Board may, in its discretion, consider whether:

1. The acquisition and proposed use of the land will enhance the recreation and leisure activities the District can provide to its residents.
2. Acquisition, development, and maintenance of the land is consistent with the District's Strategic Plan, Master Plan, and Capital Projects Plan.
3. Acquisition of the land can be financially undertaken in a manner that is consistent with the District’s fiscal and public finance policies.
4. Public approval via voter referendum is advisable.
5. The acquisition is consistent with the District’s applicable master plan or strategic plan for enhancing park, recreational, conservation, or historical-cultural opportunities for the District or its residents.

### III. Procedures for Land Acquisition

#### A. Initial Review Guidelines:

The District recognizes the need for general guidelines to consider in determining the desirability of acquiring real estate for park purposes. There are many modes of acquisition, including purchase, gift or bequest, dedication, exchange, eminent domain and condemnation.

If a staff member is contacted by any third party regarding the District’s interest in acquiring fee title or a lesser interest in land (e.g., lease, license, easement), the staff member should promptly direct the individual/organization to the Executive Director.

The Executive Director may, in their discretion, arrange a tour of the land with the owner/seller, or take such other investigative action as they deem appropriate, including review of property records, consultations with professionals, and discussions with staff persons as needed.



## Oak Brook Park District Administrative Policies and Procedures

Under the direction of the Executive Director and legal counsel, a Proposed Land Acquisition Report for the Board of Park Commissioners may be prepared on the proposed property. The Land Acquisition Report may be prepared by the Executive Director, their designee or both, and may include any of the following information:

1. General condition.
2. Unique characteristics.
3. Current or potential recreational suitability.
4. Zoning and subdivision.
5. Public and private improvements.
6. Access points.
7. Utilities.
8. Mortgages.
9. Taxes, liens, encumbrances.
10. Easements, leases, licenses.
11. Value.
12. Highest and best use.
13. Maintenance factors.
14. Liability issues.
15. Neighboring property conditions and circumstances.
16. Viability of recreational plans.
17. Degree of neighborhood support for said plans.
18. Costs of acquisition and development.
19. Financing options, availability of grants.
20. Cultural and natural features of the site.

The Board may in its discretion discuss all or portions of the report in a closed meeting of the Board of Park Commissioners or any appointed task force or committee subject to the Open Meetings Act and the case law and PAC opinions interpreting the Act. Any board, committee, or task force meeting convened to discuss potential land acquisition or a Land Acquisition Report, shall be conducted in accordance with the Open Meetings Act (including but not by limitation, subsection 2(6) of the Act). 5 ILCS 120/2 (6) (2016). The Board or any committee or task force appointed to evaluate the real estate may consider the following guidelines in determining whether acquisition is advisable:

1. Each parcel of property offered to the District for park and recreation purposes, either through purchase, dedication or donation, shall be evaluated taking into account the merits of the site without regard for the owner's identity, or the interests of any third party group or individual.
2. Each parcel of land may be considered for either passive or active park use.
3. Higher consideration may be given to properties adjoining existing parks, schools and public properties.
4. Higher consideration may be given to properties in neighborhoods void of park land.
5. Higher consideration may be given to properties with unique ecological resources.



Oak Brook Park District  
Administrative Policies and Procedures

6. Proposed property should have sufficient vehicular and pedestrian access or a reasonable means of acquiring such access.
7. Proposed property should have utility access or a reasonable means of acquiring such access.
8. Properties lying in the flood plain or serving as detention basins must have significant recreation opportunities to be considered. When at all possible, street frontage for neighborhood parks should be the entire length of the park on two sides:
9. To provide better visibility
10. To allow on-street parking
11. To discourage users from cutting through private property to get to the park
12. To develop facilities away from adjacent residential property.
13. To provide more usable space.
14. Storm water control facilities should occupy no more than one-tenth of any neighborhood park
15. Utilize existing public land whenever possible for the acquisition and development of new neighborhood parks.

The foregoing guidelines are not meant to be absolute criteria, but rather a guide for the Board's review.

## **B. Special Considerations**

### **1. Gifts and Bequests**

- a. The District is not required to accept all gifts offered.
- b. Higher consideration shall be given to land donations providing endowment for the continued care and maintenance of the land.
- c. Land Donations approved for acquisition may be either accepted directly by the District or by the Oak Brook Park District Foundation, whichever meets the District's or the donor's needs.
- d. Naming Rights shall be administered consistent with District policy.
- e. All donations become the sole property of the District, and as such, can be utilized in any manner which is in the best interests of the District.
- f. Proposed property's legal description and land survey will be issued by the party donating the property.
- g. The party donating the land shall pay for any property vacations or subdivisions required by the village, state or county regulations.

### **2. Land Dedication**

Land Dedication is the acquisition of land from a developer, typically to address recreational needs or other impacts created by development. Dedication of land or cash in lieu of dedicated land may be required from developers at the time of subdivision, consolidation, PUD platting, or other triggering event as set forth in the Village's ordinances. Unless otherwise agreed between the District and the



## Oak Brook Park District Administrative Policies and Procedures

Village of Oak Brook, land dedication or cash in lieu of such land dedication is administered by the Village of Oak Brook pursuant to the Village of Oak Brook Land/Cash Donation Ordinance.

### C. Environmental Site Assessment Guidelines

If after initial review, the Board of Park Commissioners wishes to proceed with further evaluation of the land for acquisition, the District may at such time as it deems appropriate, but prior to acquisition, conduct, or cause to be conducted, an Environmental Site Assessment, containing such analysis as recommended by the District's legal counsel and its insurer/risk management agency. The Environmental Site Assessment must address whether the land under consideration creates the risk of exposing the District to liability for the generation, transportation or storage of hazardous substances, environmental cleanup costs or damages arising from the property's environmental condition.

The Environmental Site Assessment:

1. Reduces the District's liability exposure to unknown conditions, claims and liabilities.
2. Reduces the District's liability exposure by preventing the acquisition of contaminated real property unless such acquisition is directed by the Board of Commissioners after negotiation with the seller or grantor of the property.
3. Identifies potential hazardous substance-related threats to fish and wildlife and their habitats and other environmental problems prior to real property acquisition.
4. Aids in the development of a remediation plan for identified hazardous substances related to proposed property acquisition prior to closing.

#### 1. Environmental Site Assessment Definitions:

- a. **"Environmental Site Assessment"** means an analysis of an environmental site, prior to acquisition of real property, to determine the potential of, and extents of liability for hazardous substances or other environmental remediation or injury.
- b. **"Hazardous Substances"** means all CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) listed substances [see 42 USC 9601 (14)], petroleum products or their derivatives (including aviation fuel and motor oil).
- c. **"Other Environmental Problems"** means problems associated with environmental contamination, whether or not involving hazardous substances.
- d. **"Real Property"** means any land or an interest therein, and all building, structures and improvements affixed to the land.



Oak Brook Park District  
Administrative Policies and Procedures

- e. **“Real Property Acquisition”** means the acquisition of real property, for any period of time, through discretionary acts or when required by law, whether by way of condemnation, donation, escheat, right-of-entry, escrow, exchange, lapses, purchase, revocation, or transfer.
- f. **“Release”** means any release [see 42 USC 9601(22)], discharge [see 33 USC 1321(a)(2)], or threatened discharge of a hazardous substance into the air, soil, sediment, groundwater, surface water, or any structures located on the real property.
- g. **“Remediation”** means meeting the requirements and standards of applicable Federal and state laws applicable to hazardous substance management or cleanup.
- h. **“Remediation or Other Cleanup Costs”** means the actual or potential costs to the District for remediation or other environmental cleanup, or other damages or costs associated with hazardous substance contamination of real property.
- i. **“Requirements”** Environmental site assessments must be completed to protect the District and its taxpayers against avoidable liability exposure.
- j. **“Planning Overview Surveys”** During the planning process, an “overview” survey or Phase 1 Environmental Survey is completed after a new parcel or property is proposed for acquisition and before closing at such time as determined by the District, upon consultation with its consultants. The purpose of an “overview” survey is to identify actual or potential hazardous substances or other environmental problems within the area proposed.
- k. **Acquisition Surveys and Analysis**
  - i. A Phase 1 Environmental Survey may be conducted to ascertain the likelihood of the presence and extent of hazardous substances or other environmental problems associated with such property and any remediation or other cleanup costs.
  - ii. Weigh the environmental and/or public benefits relative to the total cost of the acquisition including (a) fair market value, (b) actual or potential remediation or other environmental cleanup costs, and (c) any known or reasonably estimated monetary damages that could be associated with the acquisition.
  - iii. Provide more detailed information to the District regarding the probable costs associated with acquisition of contaminated property.





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## 2. Environmental Site Assessments

- a. **Phase I Environmental Survey** must be completed for all acquisitions. The Phase I Environmental Survey is used to determine whether there are any potential hazardous substances or other environmental problems and whether a Phase II Survey is needed.
- b. **Phase II Environmental Survey** may be necessary if the Phase I Survey identifies potential hazardous substance(s). A Phase II Environmental Survey will include sampling to determine whether there is a presence or absence of hazardous substances at the potential sites identified in the Phase I survey, and the probable extent of said contamination. In some cases a Phase III environmental survey will be required prior to acquisition.
- c. **Phase III Environmental Survey** is required when the District determines that a hazardous substance is present. Additional sampling and research is necessary to determine the extent of any hazardous substance and the actual or potential cost for remediation.

## 3. Assessment Standards and Conditions

- a. **Minimum Standards:** The Phase I environmental study should recognize existing environmental conditions and include information that is reasonably ascertainable. It must be complete in terms of technical accuracy and comprehensiveness. It should meet all applicable ASTM standards and be conducted in compliance with the "All Appropriate Inquiries" Final Rule at 40 CFR Part 312 if applicable.
- b. **Qualifications of Personnel:** Environmental site assessments must be conducted by qualified individuals.
- c. **Environmental Surveys** must be completed by an Environmental Contamination Specialist or contractor approved by the District.
- d. **Time Limit:** The Environmental Site Assessment Level I Survey should be completed within one year prior to the real property acquisition.
- e. **Land acquisition budget requests** should include the costs for pre-acquisition surveys.



Oak Brook Park District  
Administrative Policies and Procedures

**4. Environmental Site Assessment Due Diligence Procedures**

- a) The District shall assign a qualified designated person or environmental consultant to review the Environmental Site Assessment(s). The Board of Commissioners may also consider using environmental legal counsel or other third parties experienced in the review of such reports. The reviewer is responsible for addressing the recommendations presented in the report and recommending to the Board if the next level of an Environmental Survey Assessment is required. As directed by the Board of Commissioners, the Executive Director or their designee shall coordinate the entities responsible for the Environmental Site Assessments.
- b) The Environmental Site Assessments shall be reviewed by the Board of Commissioners with review and consultation by its legal counsel to determine whether or not acquisition of the property is in the best interest of the District and the community.
- c) Environmental concerns may be addressed through the sales agreement when purchasing the property, such as incorporating environmental indemnification language, adjusting the sale price or creating an escrow account to cover any investigative or remediation activities.

**D. Negotiate Price and Conditions for Purchase**

- a. If a determination is made by the Board of Commissioners to proceed with the acquisition of the property, the Board shall provide direction for contract negotiations. Contract negotiations may be made by the District's Legal Counsel.

**E. Approval of Land Acquisition**

- a. After successful contract negotiation and review by legal counsel, the land acquisition contract may be presented to the Board of Commissioners for approval by ordinance during an open meeting of the Board for final approval in accordance with the provisions of the Illinois Park District Code and other applicable statutes.

**F. Post-Acquisition Requirements**

- a. Ensure the accurate and timely filing of the application for property tax exemption with the County Board of Review in which the property is located.
- b. Notify PDRMA (Park District Risk Management Association) of property acquisition.



Oak Brook Park District  
Administrative Policies and Procedures

**IV. General Provisions**

**A. No Duty to Accept Land**

The Park District shall not be obligated to accept conveyance of any property, including contaminated properties, properties lying in a flood plain or wetland, encumbered properties, properties encumbered by stormwater easements or improvements, present a security or health safety or welfare risk, or other properties that in the opinion of the District will be unduly burdensome to develop, operate, maintain, repair, replace or protect.

**B. Board Authority**

The foregoing Land Acquisition Policy and Procedure is designed to provide the District and the Board with general guidance in connection with the acquisition of real estate and should not be considered legal advice, or construed as strict guidelines. The Board hereby reserves the right to deviate from any or all of the policies and procedures contained herein to protect the interests of the District.

Approved by Board of Commissioners: July 18, 2016

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
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## 2.11 Sale of Real Estate and Excess Personal Property

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

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

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

Approved by Board of Commissioners: 2-20-17

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Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.12 Land Disposal Procedure

Park District authority to sell, lease, or exchange land comes from Illinois Park District Code (70 ILCS 1205/10-7). The following procedures are to be used for land disposal.

### Land Disposal

If the Park District's Board of Commissioners is considering disposing of Park District real estate, staff must refer to the most updated version of the Illinois Park Code (which supersedes Park District procedures) and contact Park District legal counsel to ensure that legal requirements are met.

Staff with responsibility for public relations for the Park District must be included in the process in order to ensure transparency and that accurate information regarding the land disposal is shared with the public and media.

Park District Code authorizes the Oak Brook Park District to sell, lease, or give real estate to other government entities for public use. In any other situations, the following steps must be followed to ensure that the Park District complies with the law and does not diminish the community's public recreational benefits.

- **Exchange of Property**

The Park District may exchange a property for other real property of equal or greater value with the same or greater suitability for park purposes without additional cost to the Park District. Prior to the exchange, the Park Board shall hold a public meeting in order to consider the proposed conveyance. Staff shall publish notice of the meeting not less than 3 times (the first and last publication being not less than 10 days apart) in a newspaper of general circulation within the Park District.

- **Lease of Property**

The Park District may lease a property it deems is not required for park and recreational purposes to any individual or entity and may collect rent therefrom. The lease may not exceed 2.5 times the term of years currently provided for in the Park District Code governing installment purchase contracts.

- **Sale of Property**

The Park District may sell a property no longer needed or useful for park purposes through Board adoption of a resolution by four-fifths vote. Staff shall publish notice of the resolution not less than 3 times (the first and last publication being not less than 10 days apart) in a newspaper of general circulation within the Park District. The resolution shall not become effective until 10 days after publication. The Park District must certify a question with local voting officials regarding the sale, which must be approved by a majority of voters at a regular election.

Approved: 2-6-17



Oak Brook Park District  
Administrative Policies and Procedures

## 2.13 Naming Rights Policy

### Purpose

To establish a naming rights policy for public parks and facilities by selecting a name that would add additional credibility to the public park/facility and the department.

### Authorization

The Oak Brook Park District Board of Commissioners shall have the authority for the naming of all public parks and facilities by passing or rejecting a motion at a public board meeting.

### Statement of Intent

1. The Oak Brook Park District's parks, park amenities, and facilities are generally a limited public forum to be used primarily for recreational activities intended to promote good health, fitness and wellness of families.
2. The District is a local government entity, created by State authority, and as such does not promote any political party, candidate, agenda, or viewpoint, or endorse or promote any religious group or viewpoint.

### Terms of the Policy

1. The Oak Brook Park District reserves the right to refuse sponsorships or naming rights if it would be inconsistent with the mission and values of the District.
2. Sponsorships or naming rights will not be accepted from any organization, business, agency or individual whose mission or goal is in conflict with the District's mission statement and vision values, which are attached to this policy as Exhibit "A".
3. The District will not support or endorse any political party, candidate, agenda or viewpoint, or endorse or promote any religious group or viewpoint. Therefore, the District will not accept donation or naming rights which is associated with any political party, candidate, agenda, or viewpoint of any kind, or with any religious group or viewpoint.
4. Among the values of the District are the promotion of good health, fitness, and the wellness of individuals. Therefore, any sponsorships or naming rights which are associated with promoting the use or sale of tobacco, the use of or sale of alcoholic beverages to under aged persons or over consumption of alcoholic beverages, or any other products that adversely affect good health and fitness, or which are unsuitable for viewing by minor children because of their explicit sexual depictions or content, use of language, or other similar reasons, will not be permitted by the District.

### Procedures for Naming Rights

1. The Oak Brook Park District Board of Commissioners has the authority to determine if the sponsored name of a park or facility shall be accepted.
2. The Oak Brook Park District Board of Commissioners may accept or deny any name that is inconsistent with the District policies.
3. If the naming rights are approved, written notice shall be provided to the donor along with a sponsorship naming agreement which shall be consistent with the terms of the policy.
4. If the naming rights are refused, written notification shall be provided to the donor, together with reasons for refusal, which reasons shall be consistent with the terms of the Policy.

Approved by Board of Commissioners: August 2010, June 15, 2015  
Revised April 2021



Oak Brook Park District  
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**Exhibit A**

**Oak Brook Park District  
Mission Statement**

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

**Oak Brook Park District  
Core Values**

- **Holistic Wellness:** Provide programs, services, and opportunities designed to improve all aspects of the overall wellness of the community.
- **Environmental Stewardship:** Foster the responsible use and protection of the natural environment through education, conservation, and sustainable practices.
- **Inclusion:** Promote a sense of belonging and provide access to the very best in park and recreational opportunities for all.
- **Teamwork:** Embrace the individuality and diverse viewpoints of our staff in order to foster recreational creativity and encourage a collaborative culture.
- **Community Engagement:** Provide the very best customer experience with every interaction.
- **Open Communication:** Engage in honest, and respectful communication, to connect and build relationships with our community.



Oak Brook Park District  
Administrative Policies and Procedures

## 2.14 New Hire Reporting Procedures

The State of Illinois and federal laws require all employers to report each new and rehired employee to the Illinois Department of Employment Security within 20 calendar days of their start date. The purpose of these laws is to increase child support collections and reduce fraudulent unemployment and worker's compensation payments. Failure to report new hires may result in a civil penalty for each individual whom the employer does not report.

Employers are required to report all new hire employees as well as any employee returning to work who has been off the payroll for 60 consecutive days or more due to a lay-off, furlough, medical leave, leave of absence or separation from work.

The Oak Brook Park District electronically reports new hires online through the IDES New Hire Reporting form as part of the employment process within 20 days of their start date. Employees who have been off payroll due to lay-off, furlough, medical leave, leave of absence or separation from work for 60 days or more are also reported to IDES as a new hire by the first pay date after they return to work.

Approved: January 31, 2014

Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021





Oak Brook Park District  
Administrative Policies and Procedures

## 2.15 Oak Brook Park District Succession Procedure

In the event that the Executive Director is unable to perform their duties for a period of time, the Oak Brook Park District has in place the following succession plan to facilitate interim leadership.

### A. Temporary, Short-Term Absences

A short-term planned absence is one of less than three months in which it is expected that the Executive Director will return to their position once the events precipitating the absence have concluded. This could include planned periods of leave such as a vacation, sabbatical or unplanned absences that arise unexpectedly due to reasons such as personal or family illnesses or emergencies. Unless otherwise determined in advance, the Executive Director is to continue to be consulted by phone of any urgent or serious matters. If the Executive Director is not able to be reached during this time, the following chain of succession to determine a temporary Acting Director would occur:

- Deputy Director
- Chief Financial Officer
- Director of Recreation and Communications

In the event that this chain of succession is activated, the Acting Director is to immediately inform the Board President. The Board of Commissioners may choose to meet to affirm the procedures in this plan or to make modifications as deemed appropriate for the situation. The Board President will be responsible for notifying staff and other Commissioners of the delegation of authority. If a crisis or emergency occurs during this time, the Acting Director would determine if the Emergency Operations Plan would go into effect after consulting with the Board President.

### B. Temporary, Long-Term Absences

A long-term planned absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition: the Board of Commissioners will give immediate consideration, in consultation with the Acting Director, to the temporary filling of the management position left vacant by the Acting Director. This is in recognition of the fact that it may not be reasonable to expect the Acting Director to carry out the duties of both positions for more than three months.



Oak Brook Park District  
Administrative Policies and Procedures

**C. Permanent Change**

A permanent change is one in which it is determined that the Executive Director will not be returning to the position. The procedures and conditions to be followed should be the same as for a long-term absence with one addition: the Board of Commissioners will appoint a Transition and Search Committee to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

**D. Department Head Succession Plan**

In the event that a Department Head is unable to perform their duties for a period of time, the Executive Director will determine when to enact the following succession plan to facilitate interim leadership. The Executive Director may make modifications as deemed appropriate for the situation.

<b>Position</b>	<b>First Successor</b>	<b>Second Successor</b>
Chief Financial Officer	Human Resource Manager	Executive Director
Deputy Director	Superintendent of Facilities	Executive Director
Director of Recreation & Communications	Superintendent of Recreation	Executive Director

Approved: June 2015

Revised: April 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.16 Patron Behavior Management Policy

### Purpose

This policy is designed to ensure a safe, respectful, and positive environment for all patrons and staff of the Oak Brook Park District. It is intended to be consistent with Chapter 7 of the General Use Regulations, which governs the conduct of individuals on park district property.

### Behavior

All patrons are expected to exhibit appropriate behavior at all times. All participants shall:

- Show respect to all patrons and staff.
- Show respect for equipment, supplies and facilities.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other patrons, or staff.
- Not possess any weapons.

### Discipline

A positive approach will be used regarding discipline. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Oak Brook Park District reserves the right to dismiss a participant whose behavior endangers their own safety or the safety of others.

### Procedures

If the patron exhibits inappropriate actions, the following guidelines shall be followed but are not limited to:

- A verbal warning.
- Issue a requirement to leave the facility. If patron refuses to leave, staff shall immediately call 911. (If the patron is a minor, the patron's parent(s) shall be called to escort their child from the premises.)
- A suspension from the District facility for a designated time period. Repeat offenses shall be reviewed by the Park District's Safety Committee and/or Executive Director who will determine the timeframes of suspension, consider the severity of the actions; any past behavior issues and willingness to improve the inappropriate behavior by the offender.

### When to Contact the Police

- If a patron becomes overly aggressive and violent, **immediately** call 911.
- If a patron makes a direct threat of hurting themselves or others, **immediately** call 911.

Approved by Board of Commissioners: May 18, 2015 (Safety Manual)

Approved by Board of Commissioners: June 15, 2015 (Administrative Policies and Procedures Manual)



Oak Brook Park District  
Administrative Policies and Procedures

## **2.17 Policy on the Political Activities of Officers and Employees, Prohibiting the Solicitation and Acceptance of Certain Gifts, and the Adoption of the State Officials and Employees Ethics Act**

The Illinois General Assembly has enacted the State Officials and Employees Ethics Act, 5 ILCS 430/1-1, *et seq.*, (“Act”) which is a comprehensive revision of the State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

Pursuant to Section 70-5 of the Act (5 ILCS 430/70-5), all units of local government and school districts are required to adopt an ordinance or resolution regulating the political activities of, and the solicitation and acceptance of gifts by, their respective officers and employees, “in a manner no less restrictive” than the provisions of the Act, on or before May 19, 2004; and

The Oak Brook Park District has adopted Ordinance 04-0519 to be in compliance with the provisions of the Act as follows:

**Section 1. Adoption of the State Officials and Employees Ethics Act.** The regulations of Sections 5-15 (5 ILCS 430/5-15) and Article 10 (5 ILCS 430/10-10 through 10-40) of the State Officials and Employees Ethics Act, 5 ILCS 430/1-1, *et seq.*, (referred to in this Ordinance as the “Act”) are hereby adopted by reference and made applicable to the officers and employees of the District to the extent required by 5 ILCS 430/70-5.

**Section 2. Prohibited Acts.** The following acts are prohibited under the Act for all officers and employees of the District:

- (A) The solicitation or acceptance of gifts prohibited to be solicited or accepted by any officer or employee of the District under the Act;
- (B) The offering or making of gifts prohibited to be offered or made to any officer or employee of the District under the Act.
- (C) The participation in political activities prohibited for any officer or employee of the District under the Act.
- (D) For purposes of this section, the terms “officer” and “employee” shall be defined as set forth in 5 ILCS 430/70-5(c).

**Section 3. Penalty for Violations.** The penalties for violations of Section 2 of this Ordinance shall be the same as those penalties set forth in 5 ILCS 430/50-5 for similar violations of the Act.



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Administrative Policies and Procedures

**Section 4. The Act Shall Control.** This Ordinance does not repeal or otherwise amend or modify any existing ordinances or policies which regulate the conduct of District officers and employees; provided that to the extent that any such existing ordinances or policies are less restrictive than the Act, the provisions of the Act shall prevail in accordance with the provisions of 5 ILCS 430/70-5(a).

**Section 5. Future Amendments to the Act.** Any amendment to the Act that becomes effective after the effective date of this Ordinance shall be incorporated into this Ordinance by reference, without formal action by the President and Board of Park Commissioners of the District, and shall be applicable to the solicitation, acceptance, offering and making of gifts and to prohibited political activities; provided, however, that any amendment that makes its provisions optional for adoption by units of local government shall not be incorporated into this Ordinance by reference without formal action by the District's President and Board.

**Section 6. Future Declaration of Unconstitutionality of the Act.** If the Illinois Supreme Court declares the Act unconstitutional in its entirety, then this Ordinance shall be deemed repealed, without further action by the President and Board of Park Commissioners of the District, as of the date that the Illinois Supreme Court's decision becomes final and not subject to any further appeals or rehearings. If the Illinois Supreme Court declares part of the Act unconstitutional but upholds the constitutionality of the remainder of the Act, or does not address the remainder of the Act, then the remainder of the Act as adopted by this Ordinance shall remain in full force and effect, and only that part of this Ordinance relating to the part of the Act found unconstitutional shall be deemed repealed without further action by the District's President and Board.

**Section 7. Repeal of Ordinance No. 0615990.** Ordinance No. 061599, entitled "An Ordinance Prohibiting the Solicitation and Acceptance of Gifts and Adopting the Governmental Ethics -- State Gift Ban Act", which was passed and approved by the President and Board of Park Commissioners of the Oak Brook Park District on June 14, 1999, is hereby repealed.

**Section 8. Effective Date of Ordinance.** Ordinance 04-0519 shall be in full force and effect upon its passage, approval and publication in pamphlet form as provided by law.

Approved by Board of Commissioners: May 10, 2004

Approved by Board of Commissioners: June 15, 2015



Oak Brook Park District  
Administrative Policies and Procedures

## **2.18 Oak Brook Park District Privacy Policy**

The Oak Brook Park District takes your privacy very seriously. We have prepared this privacy policy statement so you know what our policies are and how they affect you.

### **INFORMATION COLLECTION AND USE**

#### **GENERAL**

The Oak Brook Park District (OBPD) collects personal information when you register with us for park district programs, activities, passes, etc. If you request access to the OBPD online registration system, we retain the e-mail address you supply as a means to send communications regarding transactions you process on our website.

OBPD automatically receives and records information on our server logs from your browser, including your IP address, cookie information relating only to our site, and the pages you request.

At any time you may request that your online registration account be deactivated, and we will comply with your request. Historical transactions may be retained by the park district for audit and archival purposes.

The OBPD will not share your e-mail address or other personal information with any third party for marketing purposes.

#### **CHILDREN**

The Oak Brook Park District requires the parent or guardian to enter registrations on behalf of minors. Since the OBPD website requires an "electronic signature" on the waiver of liability agreement, only a parent or guardian may enroll a minor in an activity.

We only collect such information as is necessary to conduct programs and activities.

### **INFORMATION SHARING AND DISCLOSURE**

The Oak Brook Park District does not rent, sell, or share personal information about you with other people or nonaffiliated companies except to provide products or services you've requested.

We may provide the information to trusted partners who work on behalf of or with OBPD. These companies or individuals may use your information in the normal course of offering classes or activities. However, these companies do not have any independent right to share this information.



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We respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims; or if we believe it is necessary to share information in order to investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, violations of Oak Brook Park District policies, or as otherwise required by law.

### **COOKIES**

OBPD websites may set and access cookies on your computer. We do not access cookies set by other websites, nor do we offer access to our cookies by other websites.

### **CONFIDENTIALITY & SECURITY**

OBPARKS.ORG uses industry-standard encryption technologies to ensure that your personal and financial information remains safe. Our database does not store cardholder data beyond the standards of PCI-DSS standards, and payment information is encrypted during transmission.

We limit access to personal information about you to employees who we believe reasonably need to come into contact with that information to provide services to you or in order to do their jobs.

We have physical, electronic, and procedural safeguards that comply with government regulations to protect personal information about you.

### **CHANGES TO THIS POLICY**

The OBPD may update this policy. We will notify you about significant changes in the way we treat personal information by sending a notice to the primary email address specified in your account or by placing a prominent notice on our website.

### **QUESTIONS & SUGGESTIONS**

If you have questions or suggestions, contact us at:

Oak Brook Park District  
1450 Forest Gate Road  
Oak Brook, IL 60523  
630-645-9590  
[rpechous@obparks.org](mailto:rpechous@obparks.org)

Approved by Board of Commissioners: September 21, 2015

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

## 2.19 Procedure for Use of Volunteers

The Park District recognizes the need for volunteers in order to successfully implement programs and services. Individuals who volunteer their time and expertise to the Oak Brook Park District provide an important service and help further our mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community. Whenever possible, volunteers are utilized to maximize community involvement and to enhance the overall quality of parks, programs, and facilities.

These procedures are intended to help promote a productive, safe and mutually beneficial environment for park district volunteers by setting appropriate expectations.

### **Applicability:**

The procedures apply to individuals who:

- volunteer their services directly to the park district, whether an ad-hoc basis or through a formal volunteer program.
- provide services under the supervision of the park district's staff; and
- receive no compensation for such services.

### **Volunteer Requirements and Procedures:**

- Volunteers are required to read, complete and sign the "Oak Brook Park District Volunteer Waiver and Release Form". A parent's or guardian's signature is required for volunteers who are under the age of 18. Participation will be denied if the signature of the volunteer, and if required, the parental or guardian signature and date are not completed on the waiver form.
- For the safety of participants and facility visitors, any volunteer who will directly supervise vulnerable individuals (youth, elderly, disabled, etc.) without the presence of a Park District staff member or those working in a regular, reoccurring volunteer position, must submit to, and satisfactorily clear a criminal background check according to the type of services and/or the location of services to be provided.
- Volunteers will receive training on the required duties, safe operations, and the use of any necessary Personal Protective Equipment (PPE) to conduct the volunteer work for the District.
- All volunteers must report to a full-time staff employee at the Park District. Volunteers may receive supervision from part-time staff or occasionally other volunteers in certain situations. The full-time employee is responsible for volunteer management, including any recognition, mentoring, discipline and evaluation that may need to occur.
- All supervisors must make an effort to visit and observe volunteers on an on-going basis to ensure that the volunteer is performing to expectations.
- Supervisors will provide feedback in the form of verbal and written evaluations to volunteers with on-going responsibilities. In the case of short-term volunteers, evaluations will not be given because these are usually one time volunteers.





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- Volunteers must comply with all Park District's policies and the procedures assigned for their volunteer work.
- Volunteers may, at the discretion of the Park District, receive a free meal and/or Oak Brook Park District apparel when they participate in select events.
- The Park District encourages staff to increase volunteer retention through recognition, training, professional development and treating volunteers as a valuable part of the organization. Staff shall provide a welcoming environment for all volunteers and shall keep in touch with volunteers throughout the year. Staff shall also enlist volunteers in recruiting other volunteers to further increase volunteer retention.

Approved June, 2015  
Updated June 2016  
Updated May 17, 2018

**Oak Brook Park District**  
**VOLUNTEER APPLICATION**

*Thank you for your interest in being a volunteer. Please complete this form and submit it to the Recreation and Facilities Department or the event supervisor. Completion of this application does not guarantee you a volunteer position. A staff member will contact you upon submission of this form, and if this agency selects you to be a volunteer, it will require you to complete a Waiver & Release form, as well as additional volunteer paperwork and / or training.*

**Date:** \_\_\_\_\_ **Special Event:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Best contact phone number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Are you 18 or over?**     Yes     No If under 18, please state your age: \_\_\_\_\_

**Have you volunteered with this agency before?**     Yes     No

**Have you been convicted of a felony within the last 7 years?**     Yes     No

If yes, please explain:  
\_\_\_\_\_

**Please complete and sign the following question as required by Illinois State Statute (70 ILCS 1205/8-23a):**

***Have you ever been convicted as, or found to be, a child sex offender?***     Yes     No

\_\_\_\_\_  
(Signature of Applicant Volunteer or Parent of Volunteer)

\_\_\_\_\_  
Date

**Please list the name and phone number of your emergency contact:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

By submitting this application, I affirm the facts set forth in the application are true and complete. I understand if I am accepted as a volunteer, any false statements, omissions or other misrepresentations made by me on this application may lead to the immediate end of my ability to volunteer with the agency.

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

*It is the policy of the Oak Brook Park District to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, disability or any other legally protected basis. Please advise the ADA coordinator if you need any accommodation to participate in the application process.*

**Oak Brook Park District**  
**VOLUNTEER WAIVER & RELEASE**

**IMPORTANT INFORMATION**

The Oak Brook Park District is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Oak Brook Park District continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Oak Brook Park District carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if they are physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

**WARNING OF RISK**

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Oak Brook Park District to guarantee absolute safety.

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

.....

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Oak Brook Park District including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

**I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature. PARTICIPATION WILL BE DENIED if the signature of the volunteer and date are not on this waiver**

PLEASE PRINT                      Volunteer's Name \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_                      Date: \_\_\_\_\_

Parent's or Guardian's Signature is required for volunteers who are under the age of 18:

Parent/Guardian Signature \_\_\_\_\_                      Date: \_\_\_\_\_



Oak Brook Park District  
Administrative Policies and Procedures

## 2.20 Public Information Policy

### I. Introduction

The Oak Brook Park District (the “Park District”) recognizes its responsibility to maintain continuing communication with our residents, constituents, media, stakeholders, and the public in general. The Park District understands that this responsibility includes ensuring that information regarding programs, events, facilities, services, administration, and operations is disseminated in a timely, accurate and responsive manner.

It is the goal of the Park District to maintain the Park District’s commitment to deliver its services to the public in a transparent, efficient, and service-oriented manner in compliance with all laws governing the release of public information, including the Freedom of Information Act (FOIA). The Park District intends to effectuate this policy through the adoption of the procedures set forth herein.

### II. Public Relations

The Park District’s Marketing and Communications Manager is responsible for managing the public relations and public information dissemination to residents, stakeholders, constituents, and the general public as well as local and regional television, radio, and newspaper agencies. The Marketing and Communications Manager also manages all marketing plans and strategies for the District which includes electronic newsletters, brochures, advertising, social media, banners, and flyers.

The Park District will regularly communicate to the public about the Park District’s on-going programs, services, and activities in accordance with the following policies and procedures:

- A. The Park District shall provide timely, specific and focused information about events and occurrences that impact the Park District’s delivery of services, its constituents, and the public in general.
- B. The Marketing and Communications Manager shall establish a Strategic Marketing Plan that will outline the Park District’s communications strategy and include the following elements:
  1. Determine communication initiatives.
  2. Identify and profile target audience.
  3. Develop messages considering the following:
    - a. Clarity;
    - b. Consistency;
    - c. Main points;
    - d. Tone and appeal;



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- e. Credibility; and
  - f. Public need.
4. Select communication channels such as through the Park District website, email, radio, television, program guide, events, etc.
  5. Establish partnerships with other government agencies, community organizations, associations, or other organizations to use as communication channels.
  6. Plan implementation of how the communications will be distributed, the steps to be taken to execute, the budget estimation, staffing needs and timeline.
  7. Evaluate the results and revise the Strategic Marketing Plan and communications strategy as necessary.
- C. The Park District will regularly and periodically update the means of communication and the public information provided in order to ensure effective and timely delivery of pertinent information and to grow public trust and confidence in the Park District and its mission.

### **III. FOIA**

The Park District's FOIA Officer will ensure that responses to FOIA requests are compliant with all applicable laws, as well as Park District policies and procedures.

### **IV. Crisis Communication**

In the event of a crisis, including but not limited to, natural disasters such as flood, tornado, wind storm, hail storm, excessive snowfall, pestilence, and draught, and man-made disasters such as strikes, riots, war, insurrection, government shutdown, shortage, and economic failure or any other event or circumstance that requires the Park District to modify, suspend, terminate, add or re-assess any or all of its programs or services, or necessitates the Park District to take extraordinary measures for the health, safety or welfare of its patrons and the general public, the Park District may activate the Emergency Communications protocol as set forth in the District Emergency Operation Plan.

Approved by Board of Commissioners: August 15, 2016



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## 2.21 Soliciting Employee Feedback Procedure

The Oak Brook Park District recognizes the important role communication plays in becoming the very best it can be as an employer and provider of services to the community. Therefore, the District has developed the following procedure to formally pursue feedback from employees on topics that contribute to continuous improvement.

The Marketing Department is responsible for developing, distributing, and tabulating the results of the employee surveys.

1. A Survey will be conducted at least once a year in the fall.
2. The survey will be available to all employees for three (3) weeks via the District's intranet as well as in paper form.
3. Results will be reviewed by the Executive Director and Department Heads to determine areas of improvement and actions to be taken.

Approved: October 1, 2014

Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021



**Section 2.22 IT Disaster Recovery Process**

# ThinkGard

**IT Disaster Recovery Process**

**Oak Brook Park District  
February 17, 2021**

Executive Director Approved 2-24-2021



Oak Brook Park District  
Administrative Policies and Procedures

## Section 2.23 Travel Expense & Reimbursement Procedure For Officers And Employees

Travel expenses for work-related training and education events requiring advance or on-site registration are to be recorded on the *Travel, Meal and Lodging Expense & Reimbursement Form* (i.e., IPRA, NRPA, SPRA, Leadership Academy, Risk Management Institute). **All other mileage and meal expenses** should continue to be documented and processed through the petty cash process or Accounts Payable process. **NOTE:** Travel, meal and lodging expenses exceeding the limits listed in Exhibit A must be justified in writing and reimbursement subject to a roll call vote by the Board of Commissioners.

### Use the *Travel, Meal and Lodging Expense & Reimbursement Request Form* to:

- Request approval to attend an event and to record the total estimated cost
  - Record actual expenses
  - Request payment and reimbursement of expenses
1. Prior approval and a total cost estimate are required to attend an event.
    - a. Complete the top portion of the Form before attending the event:
      - i. Name
      - ii. Department
      - iii. Title
      - iv. Purpose of the Trip
      - v. Event Date(s)
      - vi. Total Estimated Cost
      - vii. Airfare (if applicable)
      - viii. Mileage (if applicable)
      - ix. Toll Charges (if applicable)
      - x. Registration Fee(s) (if applicable)
    - b. Submit the Form to your supervising Department Director for approval prior to the date of the event.
  2. Record actual expenses for each date of the event in the appropriate columns.
    - a. Record actual expenses charged to a District issued credit card in the P-Card Payment column.
    - b. Record actual expenses paid with your personal funds in the Reimburse Amount column.
    - c. Attach a receipt for every expense recorded on the Form.





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- d. Submit the Form and receipts to your supervising Department Director for approval and Executive Director.
- e. Copy the receipts and scan them along with the *Travel, Meal and Lodging Expense & Reimbursement Request Form* through the copy machine to [travel@obparks.org](mailto:travel@obparks.org).

3. Group Receipts

When filling out your travel form, include your share of expenses. For example, if a group of employees dines together, it's best to request separate checks. However, if the restaurant cannot accommodate this, follow these steps:

- a. Write down the names of everyone who attended on the receipt.
- b. Divide the total bill, including the tip, by the number of attendees.
- c. Give a copy of the receipt to each of the attending employees.
- d. Enter your share of the expense on your travel form.
- e. Include a note explaining who paid (e.g., "Paid by L.K. P-card") and attach a copy of the receipt.

This process applies to all shared costs.

4. To initiate payment of District P-Card charges and reimbursement of expenses paid for with your personal funds, complete Accounts Payable Vouchers for the expenses, attach the receipts to the vouchers, and submit them to your supervising Department Director for approval within 7 days of the close of the event.
5. Forward the signed original *Travel, Meal and Lodging Expense & Reimbursement Request Form* to the Finance Department for filing.



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Administrative Policies and Procedures

**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

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

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

<b>Maximum Reimbursable Rates for Meals</b>	
Breakfast	Not to exceed the current per-diem rate set by the General Services Administration (GSA) for the location of the event, not including gratuity
Lunch	
Dinner	

<b>Maximum Reimbursable Rates for Lodging</b>	
All locations	\$225.00 / night <u>or</u> Lowest available conference housing rate



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Approved by Board of Commissioners: January 16, 2017 (Ordinance 17-0116 in accordance with the *Local Government Travel Expense Control Act*, amended January 20, 2025).

**Exhibit B:**

Travel, Meal, and Lodging Expense and Reimbursement Form

This form is updated annually for the IRS Mileage Reimbursement Rate.

An example of the form is provided on the following page.

**OAK BROOK PARK DISTRICT**

**Travel, Meal, and Lodging Expense & Reimbursement Form**

<b>Name:</b>	<b>Department:</b>	<b>Date:</b>	<b>Purpose for Travel:</b>
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ESTIMATED EXPENSES											
Travel/ Event Date (xx/xx/xx)	Registration	Airfare	Taxi/Bus/ Train/ Mileage (\$)	Lodging	Meals			Parking	Misc. (Tolls)	Total Estimated Costs	Notes
					Breakfast	Lunch	Dinner				
										\$ -	
										-	
										-	
										-	
										-	
										-	
<b>Total:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

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

<b>Requestor Signature:</b>	<b>Date:</b>			
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.				<b>Mileage Reimbursement Rate:</b> <span style="font-size: small;">IRS Standard Mileage Rate</span> <b>supporting documentation to</b> <a href="mailto:travel@obparks.org">travel@obparks.org</a>

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



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## Section 2.24 Oak Brook Park District Care and Shelter Procedure

In the event that community-wide emergency occurs and assistance is need, the Village of Oak Brook takes the lead in coordinating the response effort and in notifying the Executive Director of the Park District of the situation. The Executive Director would then coordinate with the village to provide staff, facilities, equipment or any other needs the village might need depending on the situation. If the Executive Director is not able to be reached, then one of the following staff will represent the Park District in the following order:

- Deputy Director
- Department Director

In the case where a cooling or warming shelter is needed, staff can direct those needing assistance to the following locations:

Village of Oak Brook Police Station

1200 Oak Brook Road

Oak Brook, IL 60523

630-368-8701

Village of Oak Brook Public Library

600 Oak Brook Road

Oak Brook, IL 60523

630-368-7700

In the event of a more serious crisis within the Village that requires evacuation or lock-down of any Park District Facilities staff shall follow the guidelines as set in in the Emergency Operations Manual.

Approved: April 4, 2017

Revised: April 2021



## Oak Brook Park District Administrative Policies and Procedures

### Section 2.25 Record Retention Procedure

Every type of record received or generated in the course of business, whether paper or electronic, are considered records of the District. Public Records are determined by the information it contains, and not by the media (paper or electronic) the information is derived. Except for a few exclusions relating to employment, health, and legal records, the District's records are public record and subject to the Freedom of Information Act requirements.

The Local Records Unit of the Illinois State Archives of the Secretary of State office has reviewed the District's records and assigned record inventory numbers in accordance to the record's subject category and corresponding retention periods as identified in the District's "Application for Authority to Dispose of Local Records – Application No. 15:098."

#### Record Management and Storage Classifications

- **Active Records** are in active use by the District and are referenced on a daily or monthly basis. These records are retained in the office and/or computer files of the District.
- **Inactive Records** are records that are no longer referenced on a regular basis, but need to be kept for their full retention period. Inactive paper records tend to be stored in boxes in a designated storage location that is less accessible and protects the data in the record. The boxed records will be stored until the end of the Retention Period. A Record Inventory Label shall be placed on all boxed records to provide information on the type of records in the box, the date of creation, department responsible for the records, and the retention period.
- **Permanent Records** are records requiring permanent retention and must be securely stored.

#### Records Disposal Procedure

The Local Records Unit of the Illinois State Archives has assigned the record retention requirements which is provided in the District's "Application for Authority to Dispose of Local Records – Application No. 15:098."

Annually the District will complete the "Records Disposal Certificate" listing the records that have reached the end of the required retention period. The "Records Disposal Certificate" shall be reviewed by the Executive Director. Upon the Executive Director's approval, the "Records Disposal Certificate" is submitted to the Local Records Commission for approval.

The Local Records Commission reviews the certificate for adherence to the identified retention periods, approves the certificate, and returns the approved certificate to the District to authorize the destruction. Upon receipt of the approved certificate, the Executive Director will determine a date for the District to conduct the annual records management which includes the boxing of inactive paper records and the pulling of the paper records approved for destruction.



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- Inactive paper records that have not reached their required retention periods shall be filed in boxes in accordance of its Record Category. A *Record Retention Label* shall be place on the outside of the box. The boxed inactive records shall be placed in the designated storage area until the end of the retention period.
- Paper records that have reached the end of their retention period and are identified on the approved Records Disposal Certificate are to be pulled from storage and placed in the designated box stacking location for destruction by the District's authorized paper shredding vendor.

Electronic computer records have the same retention period as paper records.

Approved: April 4, 2017  
Revised: April 2021



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## **Section 2.26 Disaster Mitigation and Record Recovery Procedure**

Physical records are stored in dedicated areas in the lower level of the Family Recreation Center and Tennis Center. Every effort shall be made to store physical records off the ground or within water proof containers in the case of flooding or disasters. Critical records, such as blueprints, are scanned and stored electronically and protected through the System Backup Policy.

The Oak Brook Park District's comprehensive IT Disaster Recovery Process ensures that the District's critical data is not compromised in the case of a disaster.

Additional physical records, such as historical board records, are stored in a fire safe in a secured room on the main level of the Family Recreation Center.

As new physical records are created, every effort will be made to store copies electronically and in a timely manner.

In the event of a fire, flood, or any other disaster, every effort will be made to document any damage of physical records. Server images will be restored from backup systems along with file structures. Physical records will be replaced, as needed, from the restored backup information.

Approved April 4, 2017  
Revised: April 2021

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Approved by the Board of Commissioners: April 19, 2021





Oak Brook Park District  
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## Section 2.27 Social Equity Policy

### Introduction

The Oak Brook Park District is committed to creating and promoting inclusion across all public spaces, places, facilities and programs that the Agency manages. Through the Social Equity Policy and supporting practices, we aim to ensure that everyone has access to the benefits of quality parks and recreation, including historically marginalized communities such as those with a physical or cognitive disability, the LGBTQ+ community, racial and ethnic minorities, women, new Americans, refugees and immigrants.

The Oak Brook Park District defines inclusion as the process that all persons feel and that they have access to quality parks, programs and services regardless of their ability, race or ethnic origin, age, socioeconomic level, sexual orientation, gender identity or gender, religion, citizenship, or language.

### Policy Goals

Social Equity Policy outlines the Oak Brook Park District's approach to ensuring inclusive environments and equitable opportunities for all community members in local parks and recreation.

This policy ensures that:

- Community members utilizing our facilities, programs and services have equitable and appropriate access to spaces, programs and services, regardless of ability, race or ethnic origin, age, sexual orientation, gender identity or gender, socioeconomic level, religion or country of origin.
- Park District staff, community partners and stakeholders engage in the support of all community members and promote inclusive behaviors in park and recreation facilities and in public spaces throughout the community.
- The Oak Brook Park District establishes and maintains an organizational infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.
- The Oak Brook Park District will continuously measure and improve inclusive practices.

This policy applies to all community members, staff, parks and facilities in the Oak Brook Park District.



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### **Staff Training**

Oak Brook Park District staff will regularly participate in trainings grounded in effective training models using evidence-based content. Training will be comprehensive (covers multiple topics), based on credible research and delivered by qualified personnel. All new staff members will be quickly oriented to inclusive policies and practices.

Trainings to be provided by Gateway SRA, EAP, York Township and others as identified.

### **Organizational Support**

The Oak Brook Park District and staff will put in place organizational supports that create a social environment (including positive relationships among staff, youth, families and community) that encourages all to be inclusive. This includes:

- **Staff**

Demonstrating an attitude of inclusion, including nondiscriminatory language and actions and pay equity;

Determining and addressing any potential unintended outcomes of activities, programs or parks to ensure that they do not limit participation or cause worse outcomes based on ability, race or ethnic origin, age, sexual orientation, gender identity or gender, socioeconomic level, religion or country of origin;

Providing educational materials about inclusion to all constituents at community events; and

Sharing and discussing practices during community meetings

- **Agency**

Developing an advisory group and/or community network of groups that support inclusive behaviors in the community; and

Assessing agency hiring practices to ensure staff is representative of the diverse community and is an equal-opportunity employer.



## Oak Brook Park District Administrative Policies and Procedures

- **Communications**

Providing positive messages about diversity and inclusion through written and verbal messaging, posters, pictures and books.

### **Environmental Support**

The Oak Brook Park District will establish environmental supports and practices that promote inclusion for all community members. Examples of environmental supports include:

- Program adaptation for inclusion, depending on the individual needs and abilities of participants
- One-on-one trained staff support throughout the program
- Language interpretation, including but not limited to:
  - Sign language interpreters
  - Braille
  - Language translation services
  - Audio/visual support
  - Large-print signage
- Accessible transportation
- Built environment enhancements, including modified equipment and ramps
- Gender-neutral restrooms and changing rooms
- Culturally sensitive program hours (i.e., women-only pool hours);
- Signage and additional facility enhancements (artwork, murals, etc.) that promote diversity and inclusion

### **Continuous Measurement and Improvement**

The Oak Brook Park District will work to continuously improve our equity and inclusion efforts, measuring the effectiveness of this policy through staff and community qualitative and quantitative feedback through meetings, community engagement events, public forums, surveys; and monitoring economic and health indicators. Oak Brook Park District will establish a communications plan for reporting on progress on an annual basis to the Park Board.

The Oak Brook Park District will monitor the following indicators to track progress of inclusive efforts:

- Does our agency communicate a vision that values the participation of all people as members of the community?
- Does our agency's improvement plan include inclusive practices with action steps to support implementation?
- Is there adequate, regularly scheduled, ongoing planning time for agency staff to collaborate on inclusive programs and events?



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- Does our agency engage the whole community by providing multiple opportunities and modes for participating?
- Are there professional development opportunities for staff regarding inclusive strategies and supports?
- Are community members from targeted populations engaged in programing, utilizing facilities and taking part in future planning conversations?

Long-term indicators:

- Are there improvements in health and wellness (physical, social, mental) outcomes across targeted populations?
- Is there an increase of diversity in our staff and programs?
- Are there more diverse users in our parks?

**Resources**

The Oak Brook Park District recognizes that this document is an ever-growing resource and aims to keep it updated on an annual basis. For more on inclusion and equity, we encourage staff and community members to visit [obparks.org](http://obparks.org) or the National Recreation and Park Association's Parks for Inclusion website, [www.nrpa.org/ParksForInclusion](http://www.nrpa.org/ParksForInclusion). Staff can also access additional resources, including the Transitioning in the Workplace Toolkit, on the district's intranet at [teamobparks.org](http://teamobparks.org).



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## Glossary

The Oak Brook Park District provides these definitions for historically marginalized audiences, including those with physical or cognitive disabilities, the LGBTQ+ community, racial and ethnic minorities, and new Americans, refugees and immigrants.

Individuals with a disability include those with:

- Hearing difficulty (e.g., deaf or having serious difficulty hearing [DEAR])
- Vision difficulty (e.g., blind or having serious difficulty seeing, even when wearing glasses [DEYE])
- Cognitive difficulty (e.g., because of a physical, mental or emotional problem, having difficulty remembering, concentrating, or making decisions [DREM])
- Ambulatory difficulty (e.g., having serious difficulty walking or climbing stairs [DPHY])
- Self-care difficulty (e.g., having difficulty bathing or dressing [DDRS])
- Independent living difficulty (e.g., because of a physical, mental or emotional problem, having difficulty doing errands alone, such as visiting a doctor's office or shopping [DOUT])
- New Americans include immigrants, refugees and/or noncitizens living in America

LGBTQ+ community (Lesbian, Gay, Bisexual, Transgender, Queer and others), defined as:

- Lesbian: A woman who is attracted to other women.
- Gay: A man who is attracted to other men.
- Bisexual: An individual who is attracted to both genders.
- Trans: An umbrella term that seeks to incorporate individuals whose gender identities do not match their sex assigned at birth, for example, someone who is sex assigned male at birth and identifies as a woman.
- Queer or Questioning: Individuals who experience fluidity in their experience of sexuality or gender and, therefore, do not identify strictly as LGB or T. The term 'Queer' can also include those who do not identify as either gender.

Racial/Ethnic communities, as defined by the U.S. Census Bureau, are composed of several different race categories — Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander, other, and two or more races. Latino(a) and Hispanics are also considered a minority, although Hispanic or Latino(a), is defined by the U.S. Census Bureau as an ethnicity rather than as a race. Other considerations include religious communities, such as Muslim, that practice cultural traditions based around gender.

Approved by Board of commissioners: September 21, 2020

Approved by the Board of Commissioners: April 19, 2021



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## Section 2.28 Procedures for Employee Recruitment

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

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

### Recruitment Objectives

- Attract and identify highly qualified applicants.
- Attract and identify applicants who possess the desired education, certifications, talent and passion for the position.
- Utilize a variety of recruitment resources to attract and select the best available qualified applicants for employment.
- Encourage diversity in the workplace by following all applicable laws related to equal opportunity employment.
- Select applicants who meet all requirements of employment as detailed in the Personnel Policy Manual.

### Employee Recruitment Process

#### 1. Approval of vacant positions.

Before recruitment can begin, staff must receive the appropriate approval for filling any new or existing positions.

- a. **Seasonal, Part-Time, Temporary positions:** Staff must receive approval from their direct supervisor before beginning the recruitment process to ensure that the number and type of positions being advertised is consistent with department needs and budget.
- b. **Full-Time Positions:** Staff must receive approval from their direct supervisor and the Executive Director before beginning the recruitment process of a full-time employee.



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## 2. Job Description Review

- a. **Existing Position:** Staff shall review job descriptions at the time of position turnover to determine if any essential functions or requirements have changed. If changes to the job description are necessary, the hiring staff must submit the changes to their direct supervisor and the Human Resources (HR) department. Once HR approves the changes, they will make the changes to official copy of the job description.
- b. All existing job descriptions are available on the District's Intranet (<https://teamobparks.org/>) in PDF format. The HR department shall maintain job descriptions in Word format as well. Any changes to the Word or PDF version will be completed by an employee of the HR Department.
- c. When reviewing and posting a job, staff shall use the version available on the Intranet.
- d. **New Position:** A job description must be created for any authorized new positions. New job descriptions will be created within the hiring department. Once the hiring department's superintendent approves the job description, it must receive final approval from the HR department.

## 3. Advertise Position

Once the position has been approved and reviewed, staff shall use a variety of resources to post the job. At minimum, all open positions will be posted:

- a. On the District's website ([www.obparks.org](http://www.obparks.org)) under "Employment Opportunities." Staff should contact the Director of Recreation and Communications or the Marketing Department for assistance with getting the position posted on the website.
- b. At all District owned facilities in a prominent location that is accessible to all employees, such as at the time-clock or in the employee break room.

The hiring supervisor and their supervisor will determine if any additional recruitment methods are needed and will identify sources which would yield the most qualified candidates. The hiring supervisor and their supervisor are responsible for ensuring that funds exist in the budget prior to utilizing any recruitment resources that charge a fee.

Approved: July 12, 2016  
Revised: April, 2020



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## **Section 2.29 Procedures for Applicant Selection and Hiring**

The purpose of the selection and hiring process is to ensure that the most qualified applicants who meet the recruitment objectives as outlined in the Park District's *Procedures for Employee Recruitment* are selected for the position. The selection and hiring process also identifies those candidates who are most likely to be successful and positively contribute to the Oak Brook Park District. In the administration of the applicant selection and hiring processes set forth below, the Park District will not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, marital status, veteran status, disability or any other legally protected characteristic.

To ensure the above purposes are met, the following procedures will be followed when hiring or re-hiring any employee.

### **New Employees**

1. The hiring supervisor shall review all applications and resumes received for the position. Closely consider and compare the required skills, experience, and education requirements of the applicant to those listed in the job description.
2. The hiring supervisor shall track and review resumes within 48 hours of receipt of a new applicant notification. A consistent review process demonstrates the District's commitment to engaging with potential candidates and ensures a structured and dynamic recruitment process.
3. The hiring supervisor shall determine which candidates to interview from the applicants whose skills, experience and educational requirements best match or exceed those listed in the job description.
4. For part-time positions, the hiring supervisor may conduct phone interviews prior to in-person interviews to determine whether in-person interviews should take place.
5. The hiring supervisor shall arrange appropriate dates and times for in-person interviews.
6. Depending on the position, the hiring manager can choose to conduct a one-on-one interview or conduct the interview by committee of supervisory level employees with knowledge of the position's requirements.
7. At least two rounds of in-person interviews must be conducted before the hiring any full-time position. For full-time hiring, the hiring supervisor will assemble a team of staff to participate in





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the interview process. An HR representative or designee shall attend at least one round of interviews of full time applicants. During the interviews, the hiring supervisor shall record all questions asked and responses received. The hiring supervisor's direct supervisor shall attend at least one round of interviews for each full-time position.

8. The hiring supervisor may choose to conduct second-round interviews with candidates for a part time position, depending on the position.
9. The Executive Director may attend interviews for any positions.
10. Once a selection has been made, the hiring supervisor shall contact at least three references provided by the applicant. It is highly recommended, especially for full-time, seasonal and key part-time positions, that hiring supervisors call professional references such as former employers and not personal references such as friends or parents. When conducting a reference check, the hiring supervisor should utilize the Pre-Employment Telephone Reference Check form found in the hiring packet.
11. The hiring supervisor shall communicate with all candidates in the same manner concerning the status of the position. The supervisor should communicate the decision to all applicants and follow up with an email notification.
12. All interview documentation and reference forms must be submitted to HR no later than 1 week after the conclusion of hiring.
13. HR will distribute all hiring paperwork, including information concerning the post-offer criminal background check and post-offer medical examination. All full-time applicants are expected to complete paperwork within 2 weeks of issue. All part-time and seasonal applicants are expected to complete paperwork within 3 weeks of issue. Failure to complete paperwork on time may lead to rescinding the offer.

### **Re-Hires and Internal Candidates**

It is the policy of the District to encourage promotion and transfer from within when consistent with the best interests of the District.

1. If an internal candidate has not been previously employed in the vacant position, they must complete an application and/or submit their resume for the new position. Thereafter, the hiring supervisor must follow the above new employee guidelines for the internal candidate.



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2. If a candidate has been separated from the Park District for more than one year, the hiring supervisor must complete a New Hire Packet and follow the new employee guidelines for the former employee.
3. If a candidate has been separated from the District for less than one year and the separation was on good terms, the hiring supervisor may request the candidate's reinstatement without the completion of all new employee documentation. This request should be made to the Human Resource & Risk Manager and approved in advance of the hiring.
4. For any internal candidate or former employee, the hiring supervisor shall review any past performance evaluations and confirm that applicants' eligibility for re-hire on the Personnel Change Form.
5. For former employees, if the hiring supervisor was not the applicant's previous supervisor, the hiring supervisor shall complete a reference check with the applicant's previous supervisor. For internal candidates, the hiring supervisor should speak with the employee's current supervisor to ensure that the current supervisor is aware of a possible transfer or additional position for that employee.
6. When the internal candidate is seeking to add the position and work in multiple departments simultaneously, the hiring supervisor shall notify the HR Department, confirm that the dual position is compliant with applicable law, and confirm that any additional hours will not cause that employee to exceed allotted hours for the year.

### **Offering the Position**

Once a candidate has been selected for a vacant position, the hiring supervisor shall make the offer of employment. The candidate must be notified that the offer of employment is contingent upon the satisfactory completion of a background check, drug screen, and medical exam, if applicable. The Human Resource Department will make arrangements for the post-offer pre-employment screenings. The offer can be made verbally; however, a written offer including notice of the required pre-employment screenings must follow the verbal offer. The hiring supervisor shall collaborate with the Human Resource & Risk Manager on the contents of the offer letter. The new employee will receive written notification of the pay rate. For full-time positions, candidates shall be given not less than 72 hours after receipt of the offer letter to execute and return it to the hiring supervisor or the HR Department.



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Upon acceptance, the Human Resource & Risk Manager shall send the new employee paperwork packet, Personnel Policy Manual and any other related new hire paperwork to the successful applicant. Staff shall consult with the Human Resource & Risk Manager for assistance with new hire paperwork if needed.

The applicant will not be permitted to work at the District until all employment paperwork and pre-hiring screenings have been completed.

The successful applicant shall take and complete any and all additional required trainings and a new hire orientation promptly upon completion of onboarding.

Approved: July 12, 2016  
Revised: April 2021

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Approved by the Board of Commissioners: April 19, 2021



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## 2.30 Entering New Employees in the System Procedures

The following procedure is used to enter new employees in the BambooHR (**Human Resource Information System** (HRIS)), **BS&A** (Financial Software) and **TimePro** (time and attendance) systems.

### Entering An Employee into the Systems

Employees will not be entered into the financial software and time and attendance systems until all hiring paperwork and pre-employment screenings are completed and submitted to the Human Resources Department. All new hire paperwork and hiring requirements shall be recorded in the HRIS System.

#### 1. Entering an employee into the Payroll and Human Resource System:

The Human Resource & Risk Manager is responsible for entering each employee's information into the Payroll and Human Resource Systems. Each employee will be assigned a 5-digit employee number. Through the "Employee Maintenance" module, demographic information, tax information, insurance information (if applicable), voluntary deductions (if applicable), direct deposit information (if applicable), pay rates and pay codes each employee will be working under will be entered. This information must be entered prior to adding the employee to the time and attendance system.

#### 2. Entering an employee in the Time and Attendance System (file transfer or manually updated):

Once an employee has been entered into the Payroll and Human Resource Systems and assigned an employee number, the Human Resource & Risk Manager creates an employee and distribution file for automatic upload into the time and attendance system during the overnight hours. Direct entry into the time and attendance system is also an option. The "Employee" record in time and attendance is populated with the employee identification number, employee's name, hire date, birthdate, full-time/part-time/seasonal status, pay code(s), pay rate(s) and the employee edit group. Supervisors are given access to the time and attendance system to review, edit and approve the timesheets for employees under their management. All system edits must be accompanied by a paper timesheet, Time Off Request or other written acknowledgement initiated by the employee.

Approved: February 21, 2017

Revised: April 2021



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## 2.31 Procedure for Lost and Found Items

The Oak Brook Park District's Lost and Found Procedure provides for the care, restitution and disposition of unclaimed, lost, or abandoned tangible personal property. The goal of Lost and Found is to provide opportunity for all lost items to be returned to the owner of the item.

- **“Miscellaneous. Items”**: clothing, water bottles, sunglasses, shoes, etc.

Miscellaneous items with an estimated value of \$100 or less will be placed in the lost and found containers nearest to the location where the item was found. The locations are as follows:

- Aquatic Center Lost and Found Bin located just outside the Inclusive Family Locker Room door on the pool deck
- Family Recreation Center Service Desk
- Tennis Center Service Desk
- Family Recreation Center Gym Lost and Found Bin located just outside the Recreation and Maintenance Offices

On a monthly basis, unclaimed lost items will be removed from the lost and found bins, bagged, dated, and placed in a secured location. The lost items will remain on site for an additional month and if unclaimed, the items will be donated to charity.

**“Personal Items of Value”**: jewelry, watches, wallets, phones, other tangible personal property with an estimated value greater than \$100, credit cards, and all cash no matter the value

(The above list is not all inclusive and other items of value shall be held in like manner.)

Personal Items of Value shall be placed in the District's “Lost and Found” secured space (i.e. safe) located as follows:

- Family Recreation Center Service Desk
- Tennis Center Full Time Office
- Aquatic Center Full Time Office

Park District Staff shall complete a Lost and Found tag and attach it to the item. The Personal Item of Value shall be placed in the Lost and Found secured space. An entry will be made into the Lost and Found logbook.

If the owner is known, staff shall contact the person and schedule a time to pick up and claim the lost item.

When the Personal Item of Value is claimed, the owner shall provide proof of ownership and/or a description of the item(s) in sufficient detail (appearance, when and where lost, and other identifying characteristics) to verify ownership to staff in their reasonable discretion. The District shall not be responsible for a transfer of any lost item to a person other than the lawful owner of said property . The



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owner shall date and sign the receipt line on the on the Lost and Found tag. The completed tag will then be placed and maintained in the District's files.

The Personal Items of Value will be kept in the lost and found secured space (safe) for six months. If the Personal Item of Value is unclaimed after the six-month retention, the item may be donated to a charity or otherwise disposed of in accordance with applicable law. A log of the lost items of value, and the disposition of these items, will be kept by the Facility Manager.

Department Managers are responsible for training staff on these procedures and informing their staff where the Lost and Found tags are located in the department.

Large items (i.e. folding chairs and coolers) found at Central Park West, Chillem Park, Forest Glen Park, Saddle Brook Park, Dean Nature Sanctuary, and North Field Concessions shall be brought to the Maintenance Garage. The Superintendent of Parks or their designee shall complete a lost and found tag on these items, notify the Facility Manager of their status, and keep the large items secured at the Maintenance Garage. Small items (i.e. sunglasses and clothing) shall be brought to the Family Recreation Center Service Desk and shall be managed in accordance with this procedure.

Procedure Approved by Laure Kosey on February 25, 2019

Approved by the Board of Commissioners: April 19, 2021



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## 2.32 Social Media Policy

The Oak Brook Park District reserves the right at its sole discretion to remove or restrict a social media post from an outside party that uses written words, recordings or graphics that are deemed as offensive, vulgar, inappropriate, pornographic, violent, obscene, promotes discrimination, threatens any person or organization, advocates illegal activity, infringes on copyright or trademarks, compromises safety or security, is spam or links to other sites, supports or opposes a political candidate, is libelous, is slanderous or promotes another business not related to the Park District, or violates the District's social media policy.

Negative comments, criticism or praise to any District social media post cannot be removed from any District social media platform, unless there is a violation of our social media policy. The commenter cannot be blocked from future posts to Park District platforms, unless that person violates our external social media policy 2 times or more.



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## 2.33 Community Bulletin Board Policy

The Oak Brook Park District provides and maintains a community bulletin board located at 1450 Forest Gate Road, Oak Brook, IL 60523 to support and promote recreational, educational, cultural, and other community-based programs (“Events”) conducted or sponsored by nonprofit and community-based organizations. Non-profit and community-based organizations may request that information concerning Events be shared on the bulletin board pursuant to this policy. The number of community messages displayed on the bulletin board at any time will be limited. Requests for use are accepted on a first-come, first-served basis. The Park District reserves the right to display or deny messages. The Park District is the exclusive owner and operator of the bulletin board, and the bulletin board constitutes the Park District’s government speech.

### Posting Guidelines

#### 1. Allowed Postings:

- Postings from registered nonprofit organizations (501(c)(3)’s, schools, government agencies, libraries, or community groups).
- Postings announcing community fundraisers, charity events, or local club activities.
- Announcements for Oak Brook Park District-sponsored events.
- Postings that advertise Events that align with the Park District’s mission, vision, and values.

#### 2. Prohibited Postings:

- For-profit business advertisements.
- Political campaign materials.
- Postings containing content deemed offensive, discriminatory, inappropriate, or inconsistent with the Park District’s mission, vision, and values.
- Personal advertisements (e.g., job postings, for-sale items, rental listings, business cards).
- Organizations deemed direct competitors of the Park District.

#### 3. Posting & Removal Process:

- All postings must be submitted to the Administrative Office for approval before posting.
- Approved postings will be dated, stamped, and authorized before being displayed.
- Postings may remain on the bulletin board for up to 60 days or until the Event date has passed, whichever comes first.
- The Park District reserves the right to deny or remove any posting that does not align with this policy.

#### 4. Limitations & Disclaimer:

- Postings must not exceed 8.5” x 11” in size.
- Space is available on a first-come, first-served basis.
- A posting does not imply endorsement by the Park District.
- Brochures may also be placed on the designated ledge below the bulletin board, provided they comply with the terms of this policy. Unauthorized or non-compliant materials will be removed.





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**5. Enforcement:**

- Unauthorized postings may be removed without notice.
- The Park District reserves the right to update this policy without notice at any time.



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Administrative Policies and Procedures

### 3.1 Americans with Disabilities Policy

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA), the Oak Brook Park District will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

**Employment:** The Oak Brook Park District does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

**Effective Communications:** The Oak Brook Park District will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the Oak Brook Park District's programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

**Modifications to Policies and Procedures:** The Oak Brook Park District will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the parks and facilities of the park district, even where pets are generally prohibited.

Anyone who requires auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the Oak Brook Park District, should contact ADA Coordinator at 630-990-4233 as soon as possible but no later than two business days before the scheduled event.

The ADA does not require the Oak Brook Park District to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

The Oak Brook Park District will not place a surcharge on a particular individual with a disability or any group of individuals to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.

Complaints that a program, service, or activity of the Oak Brook Park District is not accessible to persons with disabilities should be directed to ADA Coordinator, Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523; Phone: 630-990-4233.

Approved by Board of Commissioners: March 17, 2014.

Approved by Board of Commissioners: June 15, 2015

Revised December 27, 2022



Oak Brook Park District  
Administrative Policies and Procedures

### **3.2 Grievance Procedure Under the Americans with Disabilities Act**

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the Oak Brook Park District ("District"). The District's Personnel Policy governs employment-related complaints of disability discrimination.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities with request.

The complaint should be submitted by the grievant and/or their designee as soon as possible but no later than 60 calendar days after the alleged violation to:

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

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or their designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or their designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Oak Brook Park District and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or their designee does not satisfactorily resolve the issue, the complainant and/or their designee may appeal the decision within 15 calendar days after receipt of the response to the Executive Director of the Oak Brook Park District or their designee.

Within 15 calendar days after receipt of the appeal, the Executive Director or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Executive Director or their designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.



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All written complaints received by the ADA Coordinator, appeals to the Executive Director, and responses from these two offices, will be retained by the Oak Brook Park District for at least three years.

Approved by Board of Commissioners: April 21, 2014

Approved by Board of Commissioners April 15, 2015

Revised April 19, 2021

Revised December 27, 2022



## Oak Brook Park District Administrative Policies and Procedures

### 3.3 Inclusion Procedure

The Oak Brook Park District is committed to implementing the intent and spirit of the Americans with Disabilities Act. We believe in the inclusion of all persons of differing abilities within programs and events. To facilitate opportunities for people with and without disabilities to engage in leisure pursuits together, the Oak Brook Park District provides inclusion support services. To the Oak Brook Park District inclusion means that individuals with disabilities are welcome to participate in the same recreation programs and activities as their non-disabled peers. Reasonable accommodations are provided to enable an individual's successful participation in a program. These services include but are not limited to; adapted activity equipment and/or supplies, an enhanced staff/participant ratio (two weeks advance notice), accessible transportation when transportation is part of an activity or program (two weeks advance notice), and health services and medication dispensing that do not require medical training.

To ensure the requested accommodation, patrons should notify the specific facility where the program is provided at least two weeks in advance for accommodations and indicate needs on program registration form.

The same minimum requirements which apply to a person without a disability also apply to a person with a disability. These include:

- Meeting the age and registration requirements of the program.
- Following the rules of conduct (with or without reasonable accommodation).
- Voluntary participation: recreation programs and activities are voluntary in nature. Participation will be encouraged and aided, but not forced.
- Level of participation: with or without reasonable accommodations, the participant will engage in scheduled activities for the majority of the program time.
- Ability to use a consistent form of communication to indicate basic needs and follow simple directions.
- Ability to tolerate and function, with assistance, as a member of a larger social group (12 or more people).

Inclusion services do not include the following:

- Provision of a separate area or alternate activities for a significant portion (more than 25%) of the scheduled program.
- Exception to minimum compliance with the program's rules and regulations, with or without accommodations, established for the safety of all program participants and staff.
- Hiring, selection, or guaranteed assignment of a specific staff member.
- Individualized therapy within a program.
- Provision and/or purchase of personal custom devices.



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Where inclusive services are not recommended or minimum requirements are not met non inclusive recreation services are also available. The Park District utilizes Gateway Special Recreation for non-inclusive programming for its participants in order to provide recreation for all abilities and needs.

Approved by Board of Commissioners: March 17, 2014

Approved by Board of Commissioners: June 15, 2015



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### 3.4 Mobility Device Use Policy

**Purpose:**

A. The Oak Brook Park District (the "District") is a public entity which is subject to the terms and conditions of Title 2 of the Americans with Disabilities Act of 1990, as amended (the "Act").

B. The District is required by the Act to establish and/or modify policies and procedures to avoid unreasonable discrimination in the provision of public services and benefits against persons with mobility disabilities.

C. One class of mobility assistance devices is defined as "Other Power-Driven Mobility Devices".

D. In considering this Mobility Device Use Policy, the Board of Park Commissioners has considered the following factors: (a) the type, size, weight, dimensions, and speed of devices authorized by this Policy; (b) the volume of pedestrian traffic in the District's various indoor and outdoor facilities (which may vary at different times of the day, week, month, or year); (c) the design and operational characteristics of the District's various indoor and outdoor facilities (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user); (d) whether legitimate safety requirements can be established to permit the safe operation of "Other Power-Driven Mobility Devices" in the District's facilities; and (e) whether the use of "Other Power-Driven Mobility Devices" creates a substantial risk of serious harm to the District's patrons' health and welfare, the immediate environment or natural or cultural resources, or poses a conflict with Federal land management laws and regulations.

E. The corporate authorities desire for this Policy to be read and applied liberally to encourage the use of District facilities by authorized patrons who have mobility disabilities.



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**Definitions:**

- A. **Direct Threat:** means a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures, or by the provision of auxiliary aids or services.
- B. **Electronic Personal Assistance Mobility Devices (EPAMDs):** A Segway® PT, or a battery-powered mobility device with substantially similar characteristics and functionality;
- C. **Other Power-Driven Mobility Device:** means any mobility device powered by batteries, fuel, or other engines – whether or not designed primarily for use by individuals with mobility disabilities that is used by individuals with mobility disabilities for the purpose of locomotion, but that is not a wheelchair within the meaning of this Policy.
- D. **Qualified Individual with a Disability:** means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.
- E. **Wheelchair:** means a manually operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor locomotion.

**Mobility Assistance Devices:**

- A. Use of wheelchairs and manually-powered mobility aids.

The District shall permit individuals with mobility disabilities to use wheelchairs and manually-powered mobility aids, such as walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities in any areas open to pedestrian use.





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B. Use of Other Power-Driven Mobility Devices.

I. Permitted Users.

Only individuals with mobility disabilities may use Other Power-Driven Mobility Devices in areas designated by the Executive Director within District facilities or on District property.

- a. The District shall not ask an individual using a wheelchair or other Power-Driven Mobility Device questions about the nature and extent of the individual's disability.
- b. The District may ask a person using an Other Power-Driven Mobility Device to provide a credible assurance that the mobility device is required because of the person's disability. Credible assurance shall include: a valid, State-issued, disability parking placard or card, or other state-issued proof of disability; or a verbal representation, not contradicted by observable fact, that the Other Power-Driven Mobility Device is being used for a mobility disability. A "valid" disability placard or card is one that is presented by the individual to whom it was issued and is otherwise in compliance with the requirements of the State of issuance for disability placards or cards.

2. Permitted Other Power-Driven Mobility Device.

Only EPAMDs are permitted to be operated in District facilities or on District property. No combustion engine-powered Other Power-Driven Mobility Devices are allowed to be operated in District facilities or on District property.

3. Variances.

The Executive Director may grant a qualified individual with a disability a variance to allow a combustion engine-powered Other Power-Driven Mobility Device, only at an outdoor facility owned and operated by the District, upon a showing that: (a) application of this restriction would cause an undue hardship on the applicant; and (b) emissions from the combustion engine-powered Other Power-Driven Mobility Device will not have a deleterious impact on the health and safety of other District patrons participating in or observing the relevant activity, service or program. Applications for a variance must be received by the Executive Director at least 48 hours in advance of the relevant program, activity or service to which it shall apply, or the first in a series thereof.



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**General Safety Regulations:**

A. Other Power-Driven Mobility Device:

1. Will be allowed in any area of a facility or park in which the general public is allowed, with the exception of stairways and identified hazardous areas;
2. Must be controlled by the person riding the device;
3. Must be operated in compliance with the following guidelines:
  - a. May not exceed 4 mph in an indoor facility or 6 mph at an outdoor park or facility;
  - b. Shall be driven on the right side of the circulation route;
  - c. The total combined height of the EPAMD and the operator may not exceed the height of the lowest immovable building element or park feature located in the area such device is to be operated;
  - d. May not carry another person on the frame, or any object on the frame that may make the EPAMD less stable;
  - e. May not be driven into wet or ecologically sensitive areas which are posted as prohibited areas by the District; and may not be operated in a dangerous or reckless manner that jeopardizes the safety of the operator, District employees, or District participants.

B. Notwithstanding the general safety regulations described above, the Executive Director shall have authority to direct a qualified individual with a disability on the safe operation of a permitted Other Power-Driven Mobility Device in light of the existing conditions at the facility where such individual seeks to operate the device and actual perceived risks related thereto; provided, however, that such directions shall not be based merely on speculation, stereotypes, or generalizations about individuals with disabilities. In giving direction on the safe operation of a permitted Other Power-Driven Mobility Device, the Executive Director may consider the then existing uses at the facility, the volume of pedestrian traffic, the prevailing environmental conditions, the density and placement of stationary devices and the individual's experience with the operation of such device.



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C. This Policy does not require the District to permit an individual to participate in or benefit from the services, programs, or activities of the District when that individual poses a direct threat to the health or safety of others. The Executive Director has authority to prohibit an individual from participating in or benefiting from the services, programs, or activities of the District when that individual poses a direct threat to the health or safety of others. In determining whether an individual poses a direct threat to the health or safety of others, the Executive Director must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

**District Not Obligated to Provide Personal Devices and Services:**

This Policy does not require the District to provide to individuals with disabilities personal devices, such as wheelchairs or permitted Other Power-Driven Mobility Devices.

**Notice:**

The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this Policy and its applicability to the services, programs, or activities of the District in a manner designed to apprise such persons of the protections against discrimination assured them by the Act and this Policy.

**No Liability to District:**

- A. The District accepts no responsibility for storage of any mobility device.
- B. The District accepts no liability for damage to any mobility device, or injury to the operator, whether caused by the operator, another visitor to a District facility or site, the physical conditions of the District facility or site, or any other circumstance.
- C. The District accepts no liability for damage caused by the operator of the device, or injury to others caused by the operator of the device.
- D. The District accepts no liability for any injuries or property damage, to either the operator or others, resulting from the District's failure to enforce this Policy or to supervise the operator of an Other Power-Driven Mobility Device.



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Policy: 3.4

**Amendments to this Policy:**

The District reserves the right to change, modify, or amend this Policy at any time.

Approved by Board of Commissioners: March 17, 2014

Approved by Board of Commissioners: June 15, 2015

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Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District  
Administrative Policies and Procedures

### 3.5 Service Animal Policy

**Purpose:**

- A. The Oak Brook Park District (the "District") is a public entity which is subject to the terms and conditions of Title 2 of the Americans with Disabilities Act of 1990, as amended (the "ADA") and Section 504 of the Rehabilitation Act ("Section 504").
- B. The District is required by the ADA and Section 504 to establish and/or modify policies and procedures to avoid unreasonable discrimination in the provision of public services and benefits against persons with disabilities.
- C. The District desires to establish this policy with regard to the use of service animals by persons with disabilities who are registered participants in District programs or authorized users of the District's parks or facilities, by District employees with disabilities, and by visitors with disabilities in the District's parks and facilities.
- D. The corporate authorities desire for this policy to be read liberally to ensure that participants and authorized users, employees, and visitors with disabilities who have service animals can participate in and benefit from the District's services, programs, and activities, and to ensure that the District does not discriminate on the basis of disability as defined in Titles 1 and 2 of the ADA.

**Primary District Contacts:**

- A. Participants and authorized users may request to have a service animal accompany them in parks and facilities where they are authorized users as a reasonable accommodation. Persons with disabilities are invited to contact the District's ADA Coordinator, 630-990-4233.
- B. Employees may request to have a service animal as a workplace accommodation. Please contact the Human Resource Manager for information regarding this process.
- C. Visitors may be accompanied by a service animal when observing programs and activities, or enjoying the District's parks and facilities, without making a request for a reasonable modification. Persons with disabilities are invited to contact the ADA Coordinator, 630-990-4233, with any questions about this policy.



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**Definitions:**

- A. **Service Animal:** A *dog* or a *miniature horse* that has been individually trained to perform tasks for the benefit of a person with a disability. Exceptions may be made by the District on a case-by-case basis in accordance with the law. Tasks may include, but are not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to sounds, pulling a wheelchair, or retrieving dropped items. Dogs or miniature horses that are not trained to perform tasks that mitigate the effects of a disability, including dogs or miniature horses that are used purely for emotional support, are not considered service animals and are not allowed at the District's facilities and premises, unless otherwise specifically permitted.
- B. **Partner/Handler:** A person with a disability who uses a service animal as a reasonable accommodation, or a trainer.
- C. **Team:** A partner/handler and a service animal. The two work as a cohesive team in accomplishing the tasks of daily living.
- D. **Trainee:** A dog or a miniature horse being trained to become a service animal has the same rights as a fully trained service animal when accompanied by a partner/handler and identified as such.

**General Rules Regarding Service Animals:**

As a general rule, the District will modify policies, practices, and procedures, as needed, to accommodate the use of a service animal by an individual with a disability.

**Restrictions/Areas of Safety:**

The District may impose such restrictions on service animals as it deems necessary for safety reasons. Restrictions will be considered on a case-by-case basis to determine if the animal poses a danger to others at the District's sites or could be in danger itself, and to determine if other reasonable accommodations can be provided to assure that the individual enjoys access to the District's premises, facilities, services or programs. Questions about restrictions on service animals should be directed to the contacts identified in this Policy.

**Responsibilities of Partner/Handler:**

A Partner/Handler is responsible for the following:

- A. Responding truthfully to the limited and appropriate inquiries that may be made by employees regarding the service animal.



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- B. Ensuring that the animal meets any local licensing requirements, including maintenance of required immunizations for that type of animal.
- C. Ensuring that the animal is wearing a license and/or tag at all times.
- D. Ensuring that the animal is in a harness or on a leash or tether at all times. Exceptions may be considered individually.
- E. Ensuring that the animal is under control and behaves properly at all times. The supervision of the animal is solely the responsibility of its partner/handler. If the animal's behavior becomes a hygiene problem, or the animal acts in a threatening manner, the District may require the partner/handler to remove the service animal from the site.
- F. Ensuring that all local ordinances or other laws regarding cleaning up after the animal urinates and/or defecates are strictly adhered to. Individuals with disabilities who physically cannot clean up after their own animals are not required to clean or pick up and dispose of urine and/or feces; however, these individuals should use marked service animal toileting areas where provided.
- G. Ensuring that the animal is kept in good health. If the service animal becomes ill, the partner/handler must remove it from the area. If such action does not occur, the District's staff may require it to leave.

**District's Remedies if Partner/Handler Does Not Meet Responsibilities:**

- A. The District may exclude a service animal from all parts of its property if a partner/handler fails to comply with these restrictions, and in failing to do so, fundamentally alters the nature of programs, services, or activity offered by the District.
- B. The District may exclude a service animal from all parts of its property if a partner/handler fails to control the behavior of a service animal and it poses a threat to the health or safety of others.

**Requirements for the District's Employees, Participants and Authorized Users, and Visitors**

Members of the District's staff, participants and authorized users, and visitors at the District's sites, are responsible for the following, and the District may take disciplinary action against any individual who fails to abide by these guidelines:

- A. To allow service animals to accompany the partner/handler at all times and anywhere at a site.
- B. To refrain from distracting a service animal in any way, including, but not limited to, petting, feeding, or interacting with the animal without the partner/handler's invitation to do so.



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- C. To refrain from separating a partner/handler from a service animal.

**Temporary Exclusion of Service Animals:**

A participant or authorized user, employee, or visitor may report a concern regarding a service animal to the District's ADA Coordinator or other supervisory staff, and the District may take appropriate action as follows:

A. Temporary Exclusion of a Service Animal Used by a Participant or Visitor:

1. In response to an immediate concern, authorized District staff may determine that a service animal must be temporarily removed from parks, sites, or facilities. The employee authorized to make such decisions at that site, park, or facility shall notify the participant or visitor of this decision and that the incident will be reported immediately to the District's ADA Coordinator. The employee shall then report the incident to the ADA Coordinator.
2. The ADA Coordinator (or designee) will investigate all reported concerns and incidents where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator (or designee) will consult with appropriate Department personnel and determine whether or not the animal should be excluded from sites, parks, and facilities for an extended period of time, permanently or for particular services, programs or activities due to the increased risk of harm or injury to the partner/handler, the service animal or other participants. The ADA Coordinator (or designee) will notify the participant, authorized user, or visitor of their decision. All decisions will be made on a case-by-case basis given the particular prevailing circumstances.
3. If it is appropriate for the service animal to be excluded from sites, parks, or facilities permanently, the ADA Coordinator (or designee) will work with other Department staff to attempt to provide an alternative reasonable accommodation in place of the service animal, to allow the participant, authorized user, or visitor to use the site, park or facility.
4. A participant, authorized user, or visitor who does not agree with the decision regarding removal from the premises may file an accessibility complaint. The District's ADA Complaint process is at [www.obparks.org](http://www.obparks.org).

B. Temporary Exclusion of an Employee's Service Animal:

1. In response to an immediate concern, the District may determine that a service animal must be temporarily removed from sites, parks, or facilities. The Director (or designee) shall notify the employee of this decision and that the incident will be reported immediately to the





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District's ADA Coordinator. The Director (or designee) shall then report the incident to the District's ADA Coordinator.

2. The ADA Coordinator will investigate all reported concerns and cases where service animals have been temporarily removed from sites, parks, and facilities. The ADA Coordinator will consult with appropriate staff and determine whether or not the animal should be excluded for an extended period of time, permanently or for particular services, programs or activities due to the increased risk of harm or injury to the partner/handler, the service animal or other participants. The ADA Coordinator shall notify the employee of their decision. All decisions will be made on a case-by-case basis given the particular prevailing circumstances.
3. If it is appropriate for the animal to be excluded from sites, parks, and facilities permanently, the ADA Coordinator will attempt to ensure that the employee receives an appropriate accommodation in place of the use of a service animal.
4. An employee who does not agree with the resolution may file an appeal or formal complaint following the District's ADA Process.

**Conflicting Disabilities:**

Individuals with medical issues (such as respiratory diseases) who are affected by animals should contact the ADA Coordinator if they have a concern about exposure to a service animal. The individual will be asked to provide medical documentation that identifies a disability and the need for an accommodation. The appropriate District staff will facilitate a process to resolve the conflict that considers the needs and conditions of all persons involved.

**Clarifying an Animal's Status:**

It may not be easy to discern whether or not an animal is a service animal by observing the animal's harness, cape, or backpack, or to discern the nature of the partner/handler's disability. Therefore, it may be appropriate for designated District staff to ask (1) whether the animal is required because of a disability, and (2) what work or task the animal has been trained to perform.

**No Liability to District:**

- A. The District accepts no responsibility for care of service animals.
- B. The District accepts no liability for injury to any service animal, or injury to the partner/handler, whether caused by the animal, its partner/handler, another visitor to a District facility or site, the physical conditions of the District facility or site, or any other circumstance.



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- C. The District accepts no liability for damage or injury to others caused by a service animal.
- D. The District accepts no liability for any injuries or property damage, to the service animal, its partner/handler, or others, resulting from the District's failure to enforce this policy or to supervise a service animal.

**Amendments to this Policy:**

The District reserves the right to change, modify, or amend this policy at any time, but only by approval of such a change, modification or amendment by the Board of Park Commissioners.

Approved by Board of Commissioners March 17, 2014  
Approved by Board of Commissioners: June 15, 2015  
Revised: April 19, 2021  
Revised: December 27, 2022

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Approved by the Board of Commissioners: April 19, 2021



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: VETERANS AND MILITARY MEMBERSHIP**

**AGENDA No.:** 8 E

**MEETING DATE:** MARCH 17, 2025

**STAFF REVIEW:** Superintendent of Facilities, Valerie Louthan:

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

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

The Park District's does not have an established policy for a veteran or active military discount for Central Park Campus and Family Recreation Center memberships.

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

The accompanying proposed changes to the Administrative Policies and Procedures Manual, Section 5.5 - Recreation Programs, Memberships, and Facility Fees Policies and Definitions membership policy, include offering In-District fees for veterans and active military personnel for Central Park Campus and Family Recreation Center memberships.

**ACTION PROPOSED:**

For Review and Discussion Only



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## 5.5 Recreation Programs, Memberships, and Facility Fees Policies

### Establishing Resident Rates for In-House Programming and Special Events

Resident rates for in-house programming and special events run by the Oak Brook Park District will be set at 100% cost recovery. The Park District sets the fees, dates, times, locations and assigns the instructor.

### Non-Resident Fee Policy

- Non-resident fees will be set at 25% or more of the resident fee.
- The exception to this policy is Pioneer programs and travel club, in which a 25% fee would be cost prohibitive.
- Non-residents fees for day trips will be at least an additional \$6 higher than the resident fee.
- Travel club will have one rate for resident and non-resident due to the high cost of the program and the necessity to draw from surrounding communities to make the trips run.

### Contract Programs

The Park District may hire a company to provide recreation programs. The Park District will be compensated at least 25% of the registration fees.

### Veterans and Active Military Membership Fee

Veterans and Active Military individuals are eligible for In-District fees for the Central Park Campus and Family Recreation Center memberships. Individuals must present proof of U.S. Armed Forces service from the Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, or National Guard.

### Fee Increase Policy

1. With the approval of the Executive Director or Deputy Director, park district staff has the ability to increase fees up to 5% for programs that have a fee of \$20 or greater without board approval. Staff is permitted to round up to the nearest quarter dollar in order to make round numbers. For programs with a fee under \$20, staff may increase fees up to \$1.00 without board approval.

Staff can increase fees in this manner without board approval for the following areas:

- Daily fees at the Family Recreation Center and the Tennis Center
- All recreation programming, including tennis programs
- Special Events
- Tennis Center Court Fees
- Personal training rates
- Parties



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Staff must receive approval from their director prior to raising any fees. Factors that must be considered when raising fees are as follows:

- Consumer Price Index (CPI)
- Previous fiscal year average merit increases for staff compensation
- Average total fixed expense increase
- Competitor and market analysis of fees (Benchmarking)

2. Approval by the Board of Commissioners is required for increasing fees in the following areas:

- Memberships
- Facility Rental Fees

If an increase is needed in Memberships or Facility Rental Fees, staff shall prepare a recommendation to the Board of Commissioners for the increase. The recommendation shall be presented at a Regular Meeting of the Board of Commissioners. Factors that must be considered when preparing a recommendation for increasing these fees are as follows:

- Consumer Price Index (CPI)
- Previous fiscal year average merit increases for staff compensation
- Average total fixed expense increase
- Competitor and market analysis of fees (Benchmarking)

Upon the approval by the Board of Commissioners, the increased rates shall become effective. The effective date for such increase may be determined by the Board of Commissioners and staff. Ideally the rate increase shall first be published in the next publication of the Park District's Brochure.

3. Staff requesting a fee increase greater than 5% must seek Board approval utilizing the procedure provided in section 2, above.

All fee increases must correlate with the "Definitions for the Use of and Membership in Park District Facilities and Recreation Programs."

Revisions Approved by Board of Commissioners: November 14, 2016  
Approved by Board of Commissioners: June 17, 2013  
Approved by Board of Commissioners: June 15, 2015  
Revised: April 19, 2021



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: STRATEGIC PLAN 2025 -2029**

**AGENDA NO.:** 8 F

**MEETING DATE:** MARCH 17, 2025

**STAFF REVIEW:** Director of Recreation & Communication, Robert Pechous: *Robert Pechous*

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

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

The current strategic plan, which began in 2020, will end in May 2025, and this new plan will start in May 2025.

In March 2023, the District hired Carole Sente Consulting, LLC to guide the Park District's next five years of planning. The Leadership team then met with Carole on August 15, 2023 to discuss possible strategic initiatives. On August 29, 2023, the Oak Brook Park District Board of Park Commissioners held a planning workshop to discuss the strategic plans for the District with Park District staff. Staff also had a workshop on November 16, 2023, at the annual Teambuilding meeting. The workshops reviewed the accomplishments completed under the previous strategic plan, identified strengths, weaknesses, opportunities, and challenges within the District, and identified strategic initiatives and projects to accomplish in the next five years. Items from the current plan have been completed over the past year, and the next strategic plan was finalized.

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

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

**ACTION PROPOSED:** For Review and Discussion Only



Oak Brook  
Park District  
*A National Gold Medal Agency*



# STRATEGIC PLAN

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



Years

**2025-2029**

March, 2025





# Strategic Plan 2025-2029

## Contents

- Mission, Vision, and Core Values . . . 1
- Process . . . . . 2
- SWOC Analysis . . . . . 3
- Performance Measures . . . . . 5

### 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, inclusive and holistic range of opportunities designed to keep the community happy, fit and active.

## Strategic Planning Input and Review Schedule

- August 15, 2023  
Leadership Team Strategic Planning Workshop
- August 29, 2023  
Board of Commissioners Strategic Planning Workshop
- November 16, 2023  
All Staff Strategic Planning Workshop
- October - November, 2024  
Oak Brook Resident Survey
- April 21, 2025 Regular Board Meeting  
Strategic Plan to be Approved
- (TBA)  
Strategic Plan Update

## Introduction to the Oak Brook Park District

The Oak Brook Park District was founded in 1962 and serves a community of about 8,000 residents, and 20,000 corporate residents, and employs between 200-225 employees at any given time. The governing body of the District is composed of five park commissioners, elected for staggered 6-year terms. The Board appoints an Executive Director to oversee daily administrative functions of the District.

The District owns and maintains five parks and 173.4 acres of land in the Village of Oak Brook. Facilities operated by the District include the Family Recreation Center, which includes the Fitness Center, Indoor Aquatic Center, and outdoor Splash Island, as well as the Tennis Center and Central Park West. After over 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 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

# VISION

# STRATEGIC INITIATIVES & CORE VALUES

**Holistic  
Wellness**

**Environmental  
Stewardship**

**Inclusion**

**Teamwork**

**Community  
Engagement**

**Open  
Communication**

# GOALS

Reassess and re-brand Central Park West's identity with a focus on enhancing the customers' experience and the District's fiscal responsibility.

Create a Needs Assessment Plan for the redevelopment, expansion, and maintenance of facilities at the Central Park Campus.

Expand the use of technology to engage our customers, increase fun and keep them safe.

Form partnerships with neighboring park districts to offer new and strong opportunities for our communities.

Be regarded as one of the most inclusive park districts in the state where everyone is welcome and feels a sense of belonging.

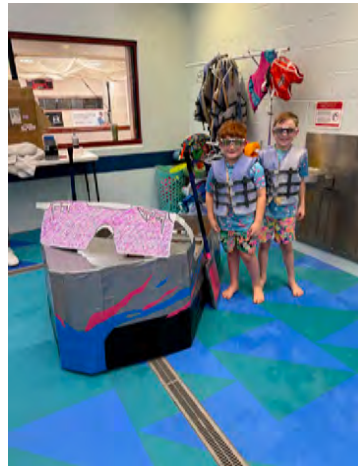
Develop strategies to improve our staff recruitment and retention.

Strengthen and/or Re-Invent our Special Recreation Association experience and provider.

Be the Best Park District We Can Be.

Maintain and promote a delivery of sustainability initiatives.

Utilize internal and external community resources to expand, develop, and implement inclusive recreational opportunities.



# PROCESS

*The Board of Commissioners and Staff are guided by the Oak Brook Park District's mission to provide the very best in park and recreational opportunities, facilities, and open lands for our community.*

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

## 2023 Strategic Planning Workshop

In March, 2023 the District hired Carole Sente Consulting, LLC to be the Park District's guide on the next five years of planning. The Leadership team then met with Carole on August 15, 2023 to discuss possible strategic initiatives. On August 29, 2023 the Oak Brook Park District Board of Park Commissioners held a planning workshop to discuss the strategic plans for the District with Park District staff. Staff also had a workshop on November 16, 2023 at the annual Teambuilding meeting. The workshops reviewed the accomplishments completed under the previous strategic plan identified strengths, weaknesses, opportunities, and challenges within the District, and identified strategic initiatives and projects to accomplish in the next five years.

### Review

The Oak Brook Park District Department Head Team reviews the progress of Strategic Plan initiatives every six months during All-Staff and department head meetings. The Strategic Plan progress is presented semiannually at monthly board meetings.

### Staff Involvement

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

### Board Involvement

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

### Community Involvement

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

# SWOC Analysis

## Strengths

- Forward-thinking DEI initiatives including our Inclusive Universal Playground and family locker room.
- Large central campus with a variety of activities (central hub of Oak Brook).
- The things we specialize in, we do well (tennis, basketball, preschool, aquatics, summer camps) for the community.
- Strong leadership coupled with staff collaboration and dedication.
- Professional development and continuous staff training including our approach to risk management and safety (we exceed PDRMA requirements).
- Creative use and maximization of our financial resources.
- Connected trail corridors (especially south and east).
- Ability to host tournaments for a variety of sports.
- Awards and achievements as we continue to meet and exceed industry standards.
- Cleanliness and upkeep of the parks and facilities.
- Customer retention and community engagement.
- Work/life balance for employees.
- Great value in membership opportunities for community.
- Loyal customer base, particularly seniors and participants in activities in which we specialize.

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

## Weaknesses

- Quality and quantity of Special Recreation Association initiatives.
- Lack of identity at the Central Park West facility.
- Aging facilities and equipment.
- Connection across Ginger Creek.
- Lack of space to develop. Limited indoor court spaces.
- Lack of bus transportation for programming.
- Siloing between the Tennis Center and Family Recreation Center (programming and activities).
- Limited cultural arts programming.
- Membership is not evenly spread out across age demographics.
- Social media engagement.
- Limited activities for teens and young adults age 16-23+.

**Strategic initiatives address areas of needed improvement for the community.**



## Opportunities

- More inclusive play/programs and facilities.
- Expansion and redevelopment of recreation space (i.e. pickleball expansion at Central Park and additional turf fields.)
- Cross-promotion and piggy-backing of programs during activities and events to generate additional fees.
- Desire for an improved and collaborative relationship with the Village at the Board level.
- Selective events and programs that appeal to a broader cultural and age audience (Farmers Market, Cultural Food Fest).
- Expand the use of technology internally and externally including social media.
- Expansion of Programming such as Ginger Creek (fishing derby, paddle boarding classes, etc), teen, and pickleball.
- Expand programming for 55+ Active Adult population.
- Grow percentage of resident usage of amenities and programming.
- Increase corporate memberships.
- Expand winter/seasonal program opportunities (may include considering new/expanded capital project).
- Seek creative ways to attract and communicate program offerings to residents and patrons living outside of Park District boundaries.
- Additional outdoor tournaments (pickleball, soccer, softball, cricket, lacrosse, flag football) including use of Central Park West.
- Reaching additional markets (veterans, active duty, and out-of-district customers).
- Membership campaign focused on a "Premier" membership for full campus.
- Alternative funding through partnerships/sponsors, and local, state, and federal grants.
- Concessions sales at events.
- Partnering with the Oak Brook Reserve.
- Promote alternative transportation using the trail system. Consider bike charging/repair stations, electric golf carts, scooters.

**Strategic initiatives evaluate opportunities in order to increase service delivery and financial success.**

## Challenges

- Managing and meeting customer expectations. Trying to deliver a “country club” or “high-end” customer experience with limited resources.
- Staffing – all levels including support staff and part-time (particularly with specialized needs: coaches, personal trainers, etc.).
- Employee retention/replacement and succession planning.
- Desire for an improved and collaborative relationship with the Village (Board Level).
- Ensuring our programs/special events have a stand-out factor to draw broader participation away from their local park district offerings.
- Effectively determine our programs’ lifespan and when to sunset
- Competition of State and federal funding.
- Over-use of athletic fields.
- Investing in and maintaining capital projects.
- Inflation; increased cost of commodities.
- Building a stronger community acceptance of DEI and a shared sense of belonging.
- Exploring different ways to market programs in a changing technology landscape.
- Small district boundaries and population.
- Adequate and accessible parking.
- Need for better Special Recreation Association support and partnership as a resource.
- Inability to meet community demand for programming= lost revenue/connection to customers due to waitlists.
- Resident perception that non-resident participation is too high and may negatively impact them.





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


# IMPLEMENTATION

Complete by November, 2029

- Holistic Wellness
- Environmental Stewardship
- Community Engagement
- Inclusion
- Teamwork
- Open Communication

Goal, Initiatives & Objectives	Lead/Department & Updates
<b>Reassess and re-brand Central Park West’s identity with a focus on enhancing the customers’ experience and the District’s fiscal responsibility.</b> <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: red;">■</span> <span style="color: purple;">■</span> <span style="color: orange;">■</span> <span style="color: grey;">■</span>	
<ul style="list-style-type: none"> <li>• Explore opportunities for establishing a Special Recreation Association on weekdays.</li> </ul>	Facilities, Recreation
<ul style="list-style-type: none"> <li>• Create opportunities for a “tournament hub” as well as Park District special events, activities, and programming on the weekends.</li> </ul>	Facilities, Recreation
<b>Create a Needs Assessment Plan for the redevelopment, expansion, and maintenance of facilities at the Central Park Campus.</b> <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: red;">■</span> <span style="color: purple;">■</span> <span style="color: orange;">■</span> <span style="color: grey;">■</span>	
<ul style="list-style-type: none"> <li>• Reposition the outdoor tennis courts.</li> </ul>	Parks, Tennis
<ul style="list-style-type: none"> <li>• Add pickleball courts and parking.</li> </ul>	Parks, Recreation
<ul style="list-style-type: none"> <li>• Update the 10-year capital improvement plan annually.</li> </ul>	Leadership Team
<ul style="list-style-type: none"> <li>• Implement an overhang storage space on the east side of the Family Recreation Center facility.</li> </ul>	Facilities, Parks, Maintenance
<ul style="list-style-type: none"> <li>• Create additional programmable multi-purpose space in Studio D storage.</li> </ul>	Facilities, Recreation
<ul style="list-style-type: none"> <li>• Re-purpose ball field #4 into a dual turf space for baseball, softball, and lacrosse.</li> </ul>	Parks
<ul style="list-style-type: none"> <li>• Input a turf field at the Central Park North Athletic Field’s field #2.</li> </ul>	Parks
<ul style="list-style-type: none"> <li>• Proceed with the Ginger Creek Bridge Project.</li> </ul>	Parks
<ul style="list-style-type: none"> <li>• Consider lighting some outdoor courts.</li> </ul>	Parks
<b>Expand the use of technology to engage our customers, increase fun and keep them safe.</b> <span style="color: green;">■</span> <span style="color: red;">■</span> <span style="color: purple;">■</span> <span style="color: grey;">■</span>	
<ul style="list-style-type: none"> <li>• High-quality virtual tours, kiosks, web forms, and memberships.</li> </ul>	IT/Facilities
<ul style="list-style-type: none"> <li>• Establish a dashboard system to access the current use patterns of each facility.</li> </ul>	IT
<b>Form partnerships with neighboring park districts to offer new and strong opportunities for our communities.</b> <span style="color: blue;">■</span> <span style="color: green;">■</span> <span style="color: red;">■</span> <span style="color: purple;">■</span> <span style="color: orange;">■</span> <span style="color: grey;">■</span>	
<ul style="list-style-type: none"> <li>• Explore a “bike sharing” transportation loop connecting the Oak Brook Park District with the Downers Grove and Elmhurst Park Districts. Explore partnerships with other interested local governmental entities.</li> </ul>	Marketing, Recreation

Goal	Objectives	Lead/Department & Updates
<b>Be regarded as one of the most inclusive park districts where everyone is welcome and feels a sense of belonging.</b> 		
	<ul style="list-style-type: none"> <li>Implement renovations such as eliminating wood-chipped playgrounds and replace them with inclusive surfacing.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>Dedicate more time to the ADA transition plan and complete 70% of the plan by 2029.</li> </ul>	Parks, Facilities, Maintenance
	<ul style="list-style-type: none"> <li>Review District inclusivity during Capital Improvement Plan while maximizing special recreation funding</li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Implement inclusive and adaptive programming (tennis, Tai Kwon Do, aquatic, dance, pottery).</li> </ul>	Recreation, Tennis, Aquatics
	<ul style="list-style-type: none"> <li>Provide some programming with our staff via training and when beneficial with a consultant/partner.</li> </ul>	Admin, HR
<b>Develop strategies to improve our staff recruitment and retention.</b> 		
	<ul style="list-style-type: none"> <li>Revamp and improve work and break spaces.</li> </ul>	Facilities
	<ul style="list-style-type: none"> <li>Expand full and part-time staff teambuilding opportunities. Develop a calendar of activities on a regular basis.</li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Excel in our Professional Development offerings.               <ol style="list-style-type: none"> <li>1. Include opportunities in the Orientation Passport and intentionally communicate opportunities to staff.</li> <li>2. Create and implement an inclusive part-time on-boarding experience. (Part-time staff to visit all facilities.)</li> </ol> </li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Explore “employee-centric” policies (Family Care Leave Policy).</li> </ul>	HR
<b>Strengthen and/or Re-Invent our Special Recreation Association experience and provider.</b> 		
	<ul style="list-style-type: none"> <li>Explore dedicated weekday space at Central Park West.</li> </ul>	Facilities
	<ul style="list-style-type: none"> <li>Balance between independent activities and inclusion.</li> </ul>	Recreation
	<ul style="list-style-type: none"> <li>Serve community better with more positive and meaningful experience.</li> </ul>	Marketing, Recreation
<b>Be the Best Park District We Can Be.</b> 		
	<ul style="list-style-type: none"> <li>Maintain State and National Accreditations including GFOA, CAPRA, Distinguished Agency, Gold Medal, etc. which add rigor, process and discipline to how we deliver our services.</li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>Continually exhibit the highest degree of fiscal excellence and financial accountability to our residents and community.</li> </ul>	Finance
	<ul style="list-style-type: none"> <li>Prioritize cultural and historical components of the Oak Brook community when planning for programs, resource allocation and acquisition, and documentation at the District.</li> </ul>	Leadership Team

Goal	Objectives	Lead/Department & Updates
<b>Maintain and promote a delivery of sustainability initiatives.</b> 		
	<ul style="list-style-type: none"> <li>• Increase the use of organic bio-solid turf fertilizer as an alternative to granular products.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>• Develop social media content focused on ecological and sustainability topics.</li> </ul>	Marketing
	<ul style="list-style-type: none"> <li>• Create additional native plant habitats in parks.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>• Reduce the use of paper: More online forms and paperless meetings.</li> </ul>	Admin
	<ul style="list-style-type: none"> <li>• Investigate installation of a commercial dishwasher in aquatics kitchen and use reusable dishware and utensils.</li> </ul>	Facilities
	<ul style="list-style-type: none"> <li>• Transition some custodial cleaning supplies to “green” alternatives.</li> </ul>	Facilities, Parks
	<ul style="list-style-type: none"> <li>• Begin phasing out gas-powered landscaping tools/equipment to battery powered alternatives.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>• Purchase battery-powered utility vehicle for Parks Department.</li> </ul>	Parks
	<ul style="list-style-type: none"> <li>• Re-evaluate the options for installing solar panels at the Family Recreation Center.</li> </ul>	Leadership Team
	<ul style="list-style-type: none"> <li>• Continue seeking alternative funding for trees and plants.</li> </ul>	Parks
<b>Utilize internal and external community resources to expand, develop, &amp; implement inclusive recreational opportunities.</b> 		
	<ul style="list-style-type: none"> <li>• Develop educational programs focused on nature and utilize Ginger Creek for nature-based programming.</li> </ul>	Parks, Recreation
	<ul style="list-style-type: none"> <li>• Diverse programming: teens, dance, theater, culinary.</li> </ul>	Recreation
	<ul style="list-style-type: none"> <li>• Implement inclusive and adaptive programming (tennis, Tai Kwon Do, aquatic, dance, pottery).</li> </ul>	Recreation, Aquatic
	<ul style="list-style-type: none"> <li>• Expand use of expert-level contracted instructors for unique programs.</li> </ul>	Recreation, Aquatic
	<ul style="list-style-type: none"> <li>• Better utilize existing campus/resources for small-scale tournaments: Sand volleyball, Frisbee golf, basketball, pickleball.</li> </ul>	Parks, Recreation
	<ul style="list-style-type: none"> <li>• Optimize Tennis Center court space to allow additional participant capacity.</li> </ul>	Tennis
	<ul style="list-style-type: none"> <li>• Explore options to expand financial assistance for our residents.</li> </ul>	Marketing
	<ul style="list-style-type: none"> <li>• Connect with community organizations to utilize open facilities and spaces during off peak and non-programmed hours.</li> </ul>	Marketing, Facilities
	<ul style="list-style-type: none"> <li>• Grow the District’s foundation to increase the District’s revenue and assist in funding capital projects.</li> </ul>	Marketing

## **Enter Closed Session**

9. ENTER CLOSED SESSION: For the purpose of the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act
  
10. CLOSED SESSION
  - a. Semi-Annual Review of Closed Meeting Minutes for Release
    - i. Resolution 25-0423: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2025
  - b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District
  
11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION



The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on April 21, 2025, 6:30 p.m.

Adjournment