



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**September 16, 2019 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
  - a. APPROVAL OF SEPTEMBER 16, 2019 AGENDA
  - b. APPROVAL OF MINUTES
    - i. August 19, 2019 Regular Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2019
    - i. Approval of Warrant No. 627
4. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
5. STAFF RECOGNITION
  - a. None
6. REPORTS:
  - a. Administrative, IT, and Marketing Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report

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

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

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

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





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**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**September 16, 2019 – 6:30 p.m.**  
**Canterberry Room**

7. UNFINISHED BUSINESS
  - a. Asphalt Replacement Bid
  - b. Ordinance 19-0916: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
8. NEW BUSINESS
  - a. Resolution 19-0917: A Resolution Authorizing and Approving a Change Order Involving an Increase in The Contract Price with Kandu Construction, Inc. (Requires Waiving the Board Rules to Approve at this Meeting.)
  - b. Amendment: Personnel Policy Manual: Section III: 3.10 Time-Off Benefits – Vacation Time
9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 21, 2019
10. ADJOURNMENT

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

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**BOARD OF COMMISSIONERS**  
**September 16, 2019 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
2. OPEN FORUM *[Ask whether there are any public comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
3. CONSENT AGENDA *[Request a motion (and second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***  
  
*Then ask for a motion (and second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*
  - a. APPROVAL OF SEPTEMBER 16, 2019 AGENDA
  - b. APPROVAL OF MINUTES
    - i. August 19, 2019 Regular Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2019
    - i. Approval of Warrant No. 627
4. COMMUNICATIONS/PROCLAMATIONS *[Discussion Only]*
  - a. Board of Commissioners to share communications
5. STAFF RECOGNITION
  - a. None
6. REPORTS: [Discussion Only]
  - a. Administrative, IT, and Marketing Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**September 16, 2019 – 6:30 p.m.**  
**Canterberry Room**

**7. UNFINISHED BUSINESS**

- a. Asphalt Replacement Bid *[Request a motion and a second to accept the base bid from Evans & Son Blacktop, Inc. for the Asphalt Replacement Project and to approve an Agreement between the Oak Brook Park District and Evans & Son Blacktop, Inc. for a not-to-exceed cost of \$25,100. **Roll Call Vote...**]*
- b. Ordinance 19-0916: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof *[Request a motion and a second to approve Ordinance 19-0916: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof. **Roll Call Vote...**]*

**8. NEW BUSINESS**

- a. Resolution 19-0917: A Resolution Authorizing and Approving a Change Order Involving an Increase in The Contract Price with Kandu Construction, Inc. (Requires Waiving the Board Rules to Approve at this Meeting.) *[Request a motion and a second to waive the Board's Rules to approve, at this meeting, Resolution 19-0917: A Resolution Authorizing and Approving a Change Order Involving an Increase to the Contract Price with Kandu Construction, Inc., in the amount of \$14,000 for a new total not-to-exceed contract cost of \$234,121.65. **Roll Call Vote...***  
*Then request a motion and a second to approve Resolution 19-0917: A Resolution Authorizing and Approving a Change Order Involving an Increase to the Contract Price with Kandu Construction, Inc., in the amount of \$14,000 for a new total not-to-exceed contract cost of \$234,121.65. **Roll Call Vote...**]*
- b. Amendment: Personnel Policy Manual: Section III: 3.10 Time-Off Benefits – Vacation Time *[For Review and Discussion Only]*

**9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 21, 2019** *[Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on October 21, 2019, 6:30 p.m.]*

**10. ADJOURNMENT** *[Request a motion and a second to adjourn the September 16, 2019 Regular Meeting of the Oak Brook Park District Board of Commissioners. **All in Favor...**]*



**MINUTES OF THE  
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT  
BOARD OF COMMISSIONERS  
August 19, 2019 – 6:30 p.m.  
Canterberry Room**

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

President Knitter called the Regular Meeting of the Oak Brook Park District to order at 6:30 p.m. Commissioners Suleiman, Tan, Truedson and Trombetta answered, "present". Also present were Laure Kosey, Executive Director, Steve Adams, Oak Brook Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

2. PUBLIC HEARING (THE "TEFRA HEARING") CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS TO REISSUE ITS GENERAL OBLIGATION LIMITED TAX BONDS, SERIES 2012 IN THE AGGREGATE PRINCIPAL AMOUNT OF \$861,496.

- a. Call to Order the Public TEFRA Hearing being held pursuant to the Internal Revenue Code of 1986, as amended, to receive public comments on the intent of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, to reissue its General Obligation Limited Tax Bonds, Series 2012, in the aggregate principal amount of \$861,496.

President Knitter called the Open Forum of the Oak Brook Park District to order at 6:30 p.m. Commissioners Suleiman, Tan, Truedson and Trombetta answered, "present". Also present were Laure Kosey, Executive Director, Steve Adams, Oak Brook Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

President Knitter read aloud the TEFRA statement. A copy of this statement can be found in the Park District records.

- b. Open Forum for the Receipt of Public Comments and Questions.

President Knitter asked if there was anyone who wished to address the Board.

No one addressed the Board.

- c. Adjournment of Public TEFRA Hearing."

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn from the Public Hearing at the hour of 6:34 p.m.

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

3. OPEN FORUM

President Knitter asked if there was anyone in the audience who wished to address the Board.

John Roberts, President and Director of the Wizard Football Club addressed the Board. Mr. Roberts thanked the Board for their partnership with his team and said the Park District provides a wonderful property for the fields.

There were no other comments.

#### 4. CONSENT AGENDA

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

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

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

Nays: None

Motion: Commissioner Truedson made a motion seconded by Commissioner Tan, to approve the consent agenda, as presented.

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

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

Nays: None

- a. APPROVAL OF AUGUST 19, 2019 AGENDA
- b. APPROVAL OF MINUTES
  - i. July 15, 2019 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2019
  - i. Approval of Warrant No. 626

#### 5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter asked the Board members if they had any communications to share.

Commissioner Suleiman said the anniversary party for the Universal Playground that was to be held this past weekend was canceled due to bad weather and has been rescheduled for September 5, 2019.

There were no further communications.

- b. Review of Environmental Report Card

Dave Thommes said the Environmental Report Card is a part of the State and National accreditation requirements and is done every 3 years. He said the Park District's score has increased by approximately 10% from its last evaluation.

#### 6. STAFF RECOGNITION

None.

#### 7. REPORTS:

- a. Administrative, IT, and Marketing Report

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

Ms. Kosey said there are several planned projects underway at the Recreation and Tennis Centers.

Ms. Kosey said interviews will be begin shortly for the Marketing Communication Administrator position.

There were no questions or comments regarding Ms. Kosey's report.

b. Finance & Human Resources Report

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

Mr. Salinas noted that the first quarter of the fiscal year is now complete and he reviewed each fund with all continuing to have healthy surpluses.

Mr. Salinas said the annual audit is now complete and that the audit report will be available soon.

Mr. Salinas said staff are preparing to conduct an active threat training and drill in October.

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

c. Recreation & Facilities Report

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

Mr. Thommes said the Aquatic Center is in its full shut-down mode for annual maintenance. He said it will be closed for three weeks.

Mr. Thommes said staff is getting ready for preschool to begin.

Mr. Thommes said we are now offering a ninja warrior program and foot golf.

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

d. Parks & Planning Report

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

Mr. Johnson said the Central Park seal-coating project, which was deferred last year due to inclement weather, is set to begin tomorrow. He also said there will be repaving of some of the trails at Saddlebrook and Forest Glen.

Mr. Johnson said staff continues to work on installing monarch habitats at the Dean Nature Sanctuary and at Central Park.

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

Laure Kosey, Bob Johnson, and Steve Adams excused themselves from the meeting at 6:46 p.m. in order to attend the Village Zoning Meeting.

8. UNFINISHED BUSINESS

a. Ordinance 19-0819: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Ordinance 19-0819, An Ordinance Authorizing the Destruction of The Verbatim Record of Certain Closed Meetings.

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

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

Nays: None

- b. Resolution 19-0820: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through June 30, 2019

- c. Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 19-0820: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through June 30, 2019.

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

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

Nays: None

- d. Partnership Agreement for Central Park Fields

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Partnership Agreement for Central Park Fields.

Mr. Thommes said there was only a small change to the draft agreement which concerned insurance matters.

It was noted that the Wizards Football Team serves teams U7-U19.

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

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

Nays: None

## 9. NEW BUSINESS

- a. Resolution 19-0821: Resolution Approving The Conduct Of The TEFRA Hearing Pursuant To Section 147(F) of The Internal Revenue Code of 1986, As Amended, With Respect To The Reissuance Of The General Obligation Limited Tax Bonds, Series 2012, Of The Oak Brook Park District, DuPage And Cook Counties, Illinois, In The Aggregate Principal Amount Of \$861,496 And Approving The Alternate Use Of The Project Financed Thereby. (Requires Waiving the Board Rules to Approve at This Meeting\*\*\*).

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve at this meeting: Resolution 19-0821: A Resolution Approving The Conduct Of The TEFRA Hearing Pursuant To Section 147(F) Of The Internal Revenue Code Of 1986, As Amended, With Respect To The Reissuance Of The General Obligation Limited Tax Bonds, Series 2012 of the Oak Brook Park District, DuPage and Cook Counties, Illinois In the Aggregate Principal Amount Of \$861,496 And Approving The Alternate Use Of The Project Financed Thereby.

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

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

Nays: None



Motion: Commissioner made Truedson a motion, seconded by Commissioner Tan, to approve Resolution 19-0821: A Resolution Approving The Conduct Of The TEFRA Hearing Pursuant To Section 147(F) of the Internal Revenue Code Of 1986, As Amended, With Respect to the Reissuance Of The General Obligation Limited Tax Bonds, Series 2012 Of The Oak Brook Park District, DuPage And Cook Counties, Illinois In The Aggregate Principal Amount Of \$861,496 and Approving The Alternate Use Of The Project Financed Thereby.

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

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

b. Asphalt Replacement Bid

This issue was presented for review and discussion only.

Mr. Thommes said bidding for the asphalt replacement of paths at Forest Glen and Saddlebrook will begin in a couple of weeks and staff will present a recommendation to the Board at the September 16<sup>th</sup> meeting.

There was no further discussion regarding this matter.

c. Ordinance 19-0916: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

This issue was presented for review and discussion only.

Mr. Thommes said this is an annual housekeeping matter for conveying and recycling surplus personal property of the Park District.

There was no further discussion regarding this matter.

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JULY 15, 2019

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on September 16, 2019, 6:30 P.M.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn the regular meeting at the hour of 6:51 p.m.

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

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Laure L, Kosey, Executive Director

**Oak Brook Park District**  
**General Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through August 31, 2019 and 2018**  
**33.33% completed (4 out of 12 months)**

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	August 2019 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
<b>REVENUES</b>									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,511,116	190,981	969,792	-	969,792	64.2%	1,005,339	(35,546)	-3.5%
Personal Prop. Repl. Taxes	86,504	1,821	42,707	-	42,707	49.4%	34,644	8,063	23.3%
Investment Income	12,500	972	3,844	-	3,844	30.7%	3,953	(109)	-2.8%
Other	21,500	1,224	5,701	-	5,701	26.5%	4,508	1,193	26.5%
Central Park North	16,000	2,516	16,441	-	16,441	102.8%	-	16,441	N/A
Central Park	115,450	18,288	67,983	-	67,983	58.9%	53,100	14,883	28.0%
Dean Property	-	-	-	-	-	N/A	-	-	N/A
Building-Recreation Center	946,320	39,174	276,536	-	276,536	29.2%	280,097	(3,561)	-1.3%
Central Park West	85,000	7,625	28,011	-	28,011	33.0%	35,216	(7,205)	-20.5%
<b>TOTAL REVENUES</b>	<b>\$ 2,794,390</b>	<b>\$ 262,601</b>	<b>\$ 1,411,015</b>	<b>\$ -</b>	<b>\$ 1,411,015</b>	<b>50.5%</b>	<b>\$ 1,416,857</b>	<b>\$ (5,842)</b>	<b>-0.4%</b>
<b>EXPENDITURES</b>									
Administration	\$ 467,670	\$ 31,886	\$ 142,313	\$ 2,605	\$ 144,918	30.4%	\$ 164,394	\$ (22,080)	-13.4%
Finance	493,901	28,401	122,666	9,877	132,542	24.8%	103,417	19,248	18.6%
Central Park North	15,800	69	5,965	-	5,965	37.8%	-	5,965	N/A
Central Park	622,485	42,851	210,852	31,074	241,926	33.9%	172,846	38,006	22.0%
Saddlebrook Park	24,500	632	5,948	2,688	8,636	24.3%	6,360	(411)	-6.5%
Forest Glen Park	29,650	892	4,656	2,081	6,737	15.7%	10,190	(5,534)	-54.3%
Chillem Park	8,750	184	1,259	782	2,041	14.4%	1,959	(700)	-35.7%
Dean Property	15,212	1,041	5,284	1,127	6,411	34.7%	2,482	2,802	112.9%
Professional Services	52,200	-	10,846	-	10,846	20.8%	8,438	2,409	28.5%
Contracts- Maint. DNS	26,000	5,801	11,602	-	11,602	44.6%	-	11,602	N/A
Building-Recreation Center	956,460	62,053	262,881	52,402	315,283	27.5%	265,758	(2,877)	-1.1%
Central Park West	73,667	5,186	16,206	4,080	20,286	22.0%	10,573	5,633	53.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,786,294</b>	<b>\$ 178,998</b>	<b>\$ 800,479</b>	<b>\$ 106,715</b>	<b>\$ 907,194</b>	<b>28.7%</b>	<b>\$ 746,417</b>	<b>\$ 54,062</b>	<b>7.2%</b>
<b>TRANSFERS OUT</b>	<b>\$ 326,575</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,112,869</b>	<b>\$ 178,998</b>	<b>\$ 800,479</b>	<b>\$ 106,715</b>	<b>\$ 907,194</b>	<b>25.7%</b>	<b>\$ 746,417</b>	<b>\$ 54,062</b>	<b>7.2%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (318,479)</b>	<b>\$ 83,603</b>	<b>\$ 610,536</b>	<b>\$ (106,715)</b>	<b>\$ 503,821</b>	<b>-191.7%</b>	<b>\$ 670,440</b>	<b>\$ (59,904)</b>	<b>-8.9%</b>

**Note>** Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

**Oak Brook Park District**  
**Recreation Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through August 31, 2019 and 2018**  
**33.33% completed (4 out of 12 months)**

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	August 2019 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
<b>REVENUES</b>									
<b>Administration</b>									
Property Taxes	\$ 894,120	\$ 113,026	\$ 573,938	\$ -	\$ 573,938	64.2%	\$ 649,361	\$ (75,423)	-11.6%
Personal Prop. Repl. Taxes	27,233	573	13,445	-	13,445	49.4%	10,907	2,538	23.3%
Investment Income	17,500	1,023	5,604	-	5,604	32.0%	5,322	282	5.3%
Other	2,100	60	741	-	741	35.3%	30,003	(29,262)	-97.5%
<b>Fitness Center</b>	824,288	81,590	295,397	-	295,397	35.8%	296,323	(926)	-0.3%
<b>Aquatic Center</b>	487,200	45,259	177,860	-	177,860	36.5%	188,279	(10,419)	-5.5%
<b>Aquatic Recreation Prog.</b>	573,646	90,657	275,835	-	275,835	48.1%	272,673	3,163	1.2%
<b>Children's Programs</b>	108,469	12,757	60,146	-	60,146	55.5%	53,404	6,742	12.6%
<b>Preschool Programs</b>	275,956	16,130	49,107	-	49,107	17.8%	55,904	(6,798)	-12.2%
<b>Youth Programs</b>	191,733	6,353	193,899	-	193,899	101.1%	156,694	37,205	23.7%
<b>Adult Programs</b>	50,280	10,301	29,795	-	29,795	59.3%	28,587	1,208	4.2%
<b>Pioneer Programs</b>	73,700	17,859	44,105	-	44,105	59.8%	41,339	2,766	6.7%
<b>Special Events and Trips</b>	97,245	4,478	59,500	-	59,500	61.2%	54,514	4,986	9.1%
<b>Marketing</b>	49,000	1,575	26,775	-	26,775	54.6%	13,075	13,700	104.8%
<b>TOTAL REVENUES</b>	<b>\$ 3,672,469</b>	<b>\$ 401,640</b>	<b>\$ 1,806,146</b>	<b>\$ -</b>	<b>\$ 1,806,146</b>	<b>49.2%</b>	<b>\$ 1,856,384</b>	<b>\$ (50,238)</b>	<b>-2.7%</b>
<b>EXPENDITURES</b>									
<b>Administration</b>	\$ 847,508	\$ 43,283	\$ 223,311	\$ 31,748	\$ 255,059	26.3%	\$ 211,699	\$ 11,613	5.5%
<b>Fitness Center</b>	660,790	42,008	202,498	30,672	233,170	30.6%	192,393	10,105	5.3%
<b>Aquatic Center</b>	807,631	63,451	266,343	48,649	314,992	33.0%	243,519	22,824	9.4%
<b>Aquatic Recreation Prog.</b>	286,016	19,554	88,048	-	88,048	30.8%	84,038	4,010	4.8%
<b>Children's Programs</b>	84,865	5,462	26,582	11,913	38,496	31.3%	22,250	4,332	19.5%
<b>Preschool Programs</b>	238,979	3,290	36,657	-	36,657	15.3%	35,866	791	2.2%
<b>Youth Programs</b>	141,793	17,853	76,431	1,764	78,195	53.9%	75,950	482	0.6%
<b>Adult Programs</b>	44,389	2,865	10,918	16,590	27,509	24.6%	8,107	2,811	34.7%
<b>Pioneer Programs</b>	71,334	4,983	19,224	18,333	37,557	26.9%	24,014	(4,790)	-19.9%
<b>Special Events and Trips</b>	81,940	742	42,871	4,553	47,424	52.3%	42,650	221	0.5%
<b>Marketing</b>	363,335	30,506	115,747	37,245	152,992	31.9%	94,700	21,047	22.2%
<b>Capital Outlay</b>	220,000	-	-	40,000	40,000	0.0%	32,761	(32,761)	-100.0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,848,579</b>	<b>\$ 233,996</b>	<b>\$ 1,108,631</b>	<b>\$ 241,467</b>	<b>\$ 1,350,098</b>	<b>28.8%</b>	<b>\$ 1,067,945</b>	<b>\$ 40,686</b>	<b>3.8%</b>
<b>TRANSFERS OUT</b>	\$ 81,011	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,929,590</b>	<b>\$ 233,996</b>	<b>\$ 1,108,631</b>	<b>\$ 241,467</b>	<b>\$ 1,350,098</b>	<b>28.2%</b>	<b>\$ 1,067,945</b>	<b>\$ 40,686</b>	<b>3.8%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (257,120)</b>	<b>\$ 167,645</b>	<b>\$ 697,515</b>	<b>\$ (241,467)</b>	<b>\$ 456,048</b>	<b>-271.3%</b>	<b>\$ 788,439</b>	<b>\$ (90,923)</b>	<b>-11.5%</b>

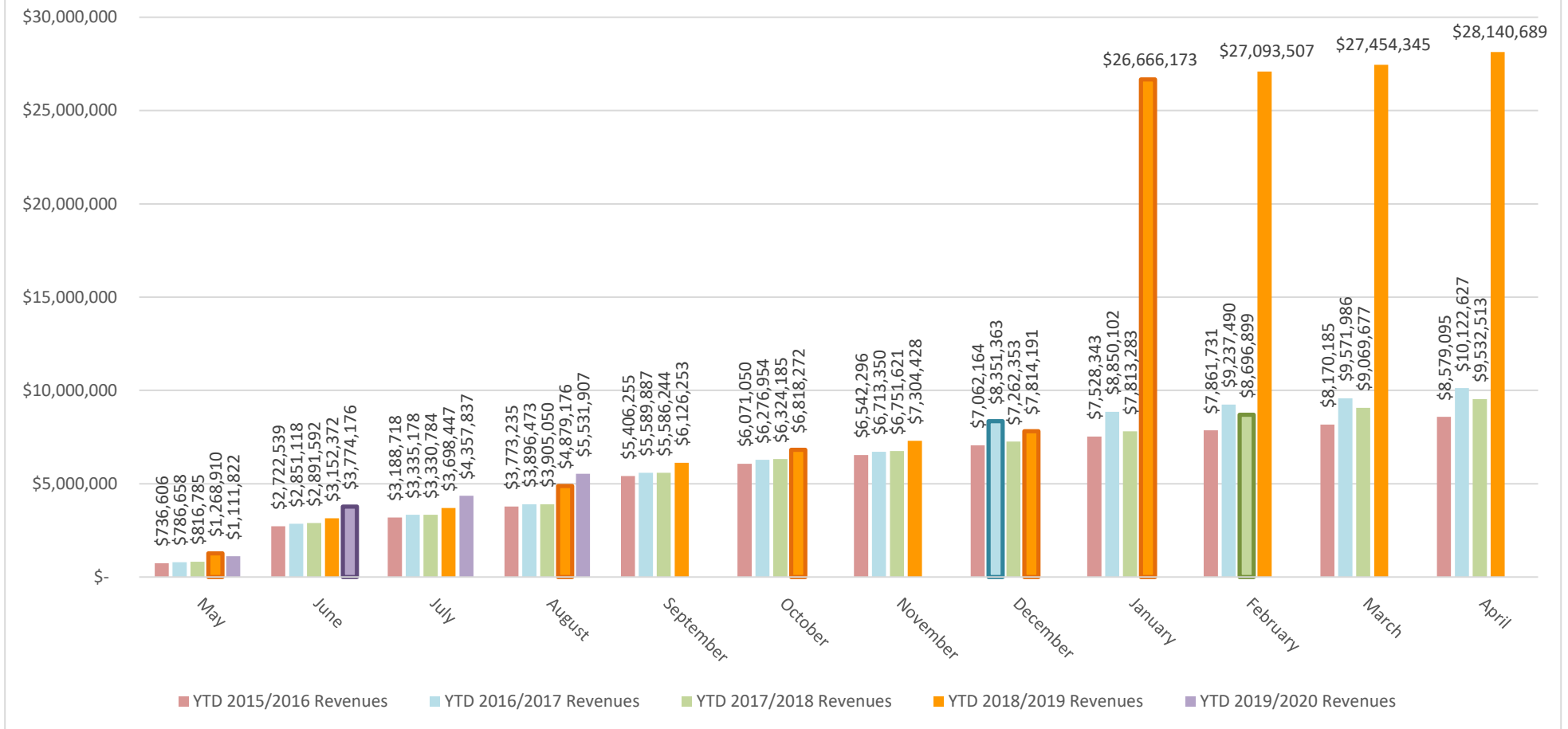
**Note>** Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

**Oak Brook Park District**  
**Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited**  
**Fiscal Year-to-Date Activity through August 31, 2019 and 2018**  
**33.33% completed (4 out of 12 months)**

	Fiscal Year 2019/2020- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	August 2019 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Original Annual Budget	Fiscal Year 2018/2019 Year-To-Date Actual	2019/2020 Y-T-D Actual Higher/ (Lower) than 2018/2019 Y-T-D	Percent Change
<b>REVENUES</b>									
Administration	\$ 18,000	\$ 2,132	\$ 7,496	\$ -	\$ 7,496	41.6%	\$ 2,344	\$ 5,152	219.9%
Building- Racquet Club	500	62	325	-	325	64.9%	-	325	N/A
Programs- Racquet Club	1,688,500	192,950	749,713	-	749,713	44.4%	673,499	76,214	11.3%
<b>TOTAL REVENUES</b>	<b>\$ 1,707,000</b>	<b>\$ 195,144</b>	<b>\$ 757,534</b>	<b>\$ -</b>	<b>\$ 757,534</b>	<b>44.4%</b>	<b>\$ 675,843</b>	<b>\$ 81,691</b>	<b>12.1%</b>
<b>EXPENSES</b>									
Administration	\$ 708,843	\$ 41,368	\$ 160,644	\$ 11,515	\$ 172,158	22.7%	\$ 144,656	\$ 15,987	11.1%
Building- Racquet Club	365,010	15,748	84,254	35,794	120,048	23.1%	85,073	(819)	-1.0%
Programs- Racquet Club	694,500	42,594	183,233	2,510	185,743	26.4%	174,701	8,531	4.9%
Capital Outlay	260,000	-	25,782	1,155	26,937	9.9%	13,356	12,426	93.0%
<b>TOTAL EXPENSES</b>	<b>\$ 2,028,353</b>	<b>\$ 99,710</b>	<b>\$ 453,913</b>	<b>\$ 50,974</b>	<b>\$ 504,887</b>	<b>22.4%</b>	<b>\$ 417,787</b>	<b>\$ 36,126</b>	<b>8.6%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (321,353)</b>	<b>\$ 95,435</b>	<b>\$ 303,621</b>	<b>\$ (50,974)</b>	<b>\$ 252,647</b>	<b>-94.5%</b>	<b>\$ 258,056</b>	<b>\$ 45,565</b>	<b>17.7%</b>

**Note>** Fiscal year 2019/2020 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

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



### NOTES

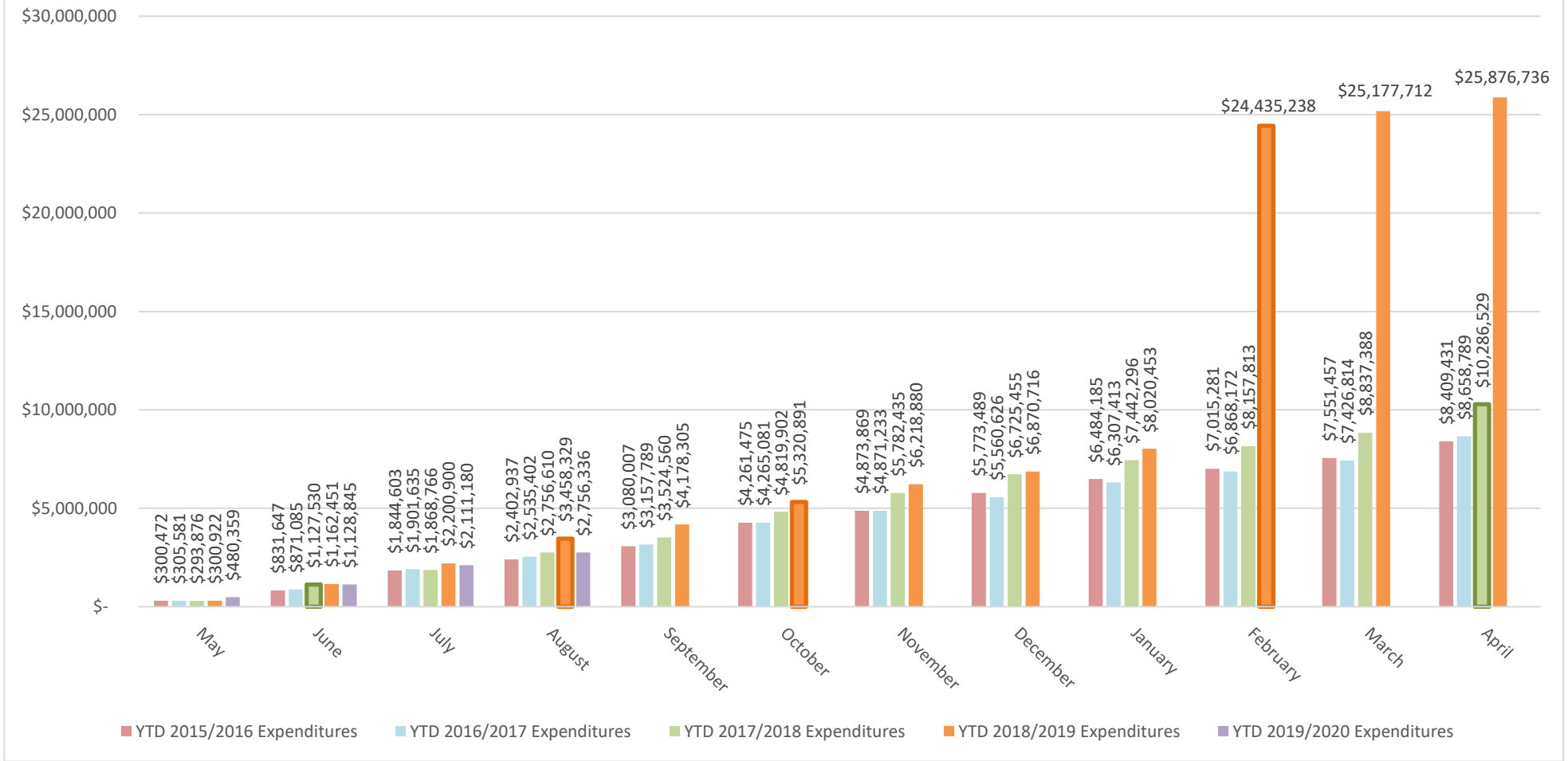
**2016/2017:** In December 2016 we recorded \$1,163,610 in bond proceeds in the Capital Projects Fund. This is the primary reason for the large increase in YTD revenues during FY 2016/2017.

**2017/2018:** In February 2018 we recorded \$500,000 in debt certificate proceeds in the Capital Projects Fund and such proceeds are being used to fund the construction of the universal playground. This is one reason for the large increase in YTD revenues.

**2018/2019:** Historically, we have received the largest portions of our property taxes in June and September. In FY 2018/2019 we received approximately \$418,000 in property taxes in May and another \$522,000 in August; a month earlier than usual. In addition, this fiscal year is benefitting from approximately \$229,000 in new revenues related to our management of the Village's aquatic center. Tennis group lesson revenue is also significantly higher than prior year. In January 2019 the District received approximately \$18.1 million in bond proceeds to be used for the purchase of 34 acres of land.

**2019/2020:** The large increase in YTD revenues beginning in June 2019 is attributed to the increase in property tax receipts in our Debt Service Fund for the repayment of our 2019 "referendum" bonds. The 1st payment on these bonds is scheduled for October 30, 2019.

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

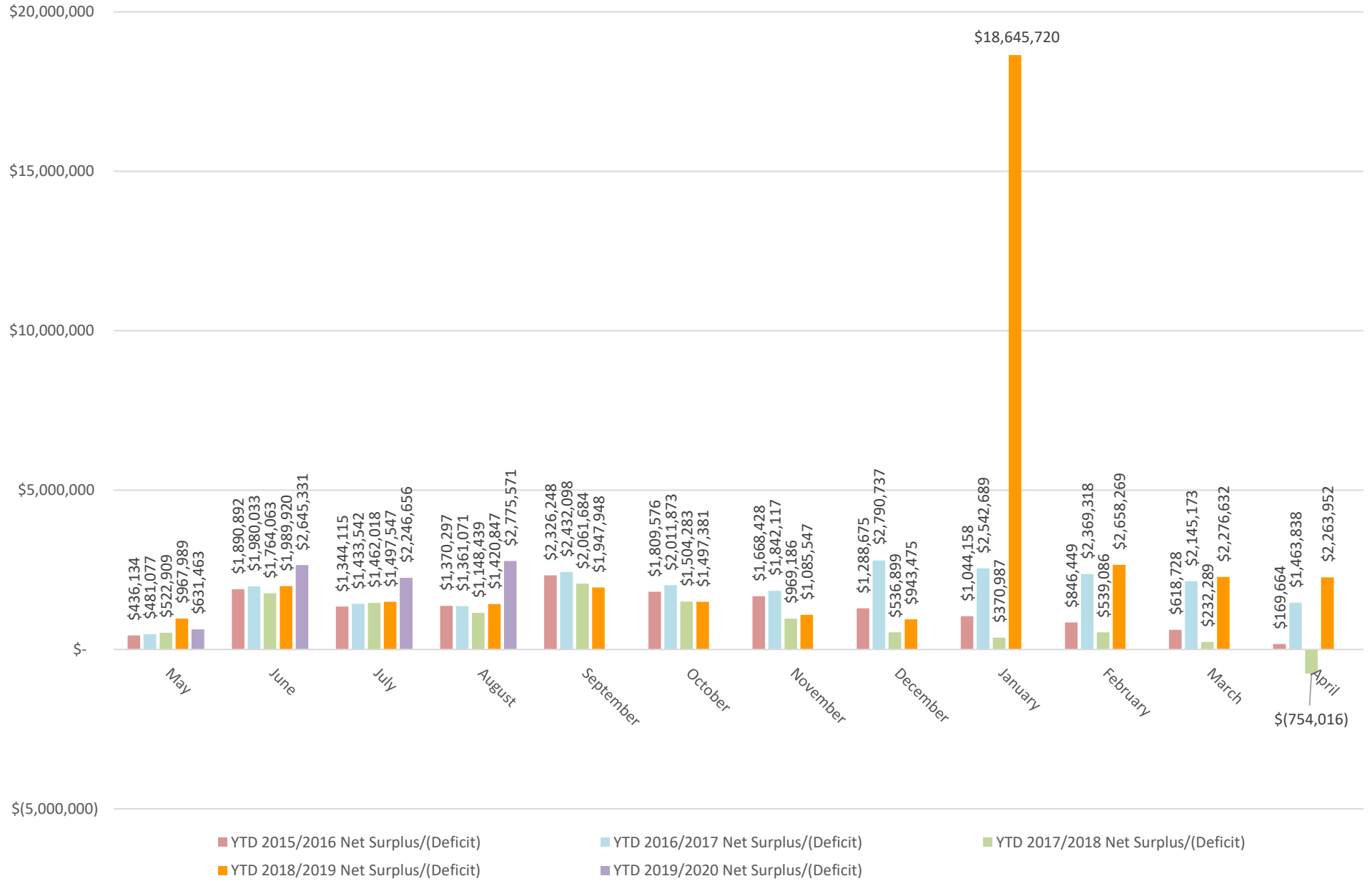


### NOTES

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

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

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





OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
AUGUST, 2019

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
<b>GENERAL CORPORATE FUND</b>			
REVENUE	\$ 262,601	\$ 1,411,015	\$ 2,794,390
EXPENSES	\$ 178,998	\$ 800,479	\$ 3,112,869
SURPLUS/(DEFICIT)	<u>\$ 83,603</u>	<u>\$ 610,536</u>	<u>\$ (318,479)</u>
<b>RECREATION FUND</b>			
REVENUE	\$ 401,640	\$ 1,806,146	\$ 3,672,469
EXPENSES	\$ 233,996	\$ 1,108,631	\$ 3,929,590
SURPLUS/(DEFICIT)	<u>\$ 167,645</u>	<u>\$ 697,515</u>	<u>\$ (257,120)</u>
<b>IMRF FUND</b>			
REVENUE	\$ 19,606	\$ 108,784	\$ 174,687
EXPENSES	\$ 13,658	\$ 62,023	\$ 200,000
SURPLUS/(DEFICIT)	<u>\$ 5,948</u>	<u>\$ 46,761</u>	<u>\$ (25,313)</u>
<b>LIABILITY INSURANCE FUND</b>			
REVENUE	\$ 22,209	\$ 115,220	\$ 180,816
EXPENSES	\$ 2,834	\$ 64,928	\$ 162,207
SURPLUS/(DEFICIT)	<u>\$ 19,375</u>	<u>\$ 50,292</u>	<u>\$ 18,608</u>
<b>AUDIT FUND</b>			
REVENUE	\$ 19	\$ 77	\$ 250
EXPENSES	\$ 11,513	\$ 11,513	\$ 13,113
SURPLUS/(DEFICIT)	<u>\$ (11,493)</u>	<u>\$ (11,436)</u>	<u>\$ (12,863)</u>
<b>DEBT SERVICE FUND</b>			
REVENUE	\$ 195,624	\$ 993,331	\$ 1,978,533
EXPENSES	\$ -	\$ -	\$ 1,977,969
SURPLUS/(DEFICIT)	<u>\$ 195,624</u>	<u>\$ 993,331</u>	<u>\$ 564</u>





OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
AUGUST, 2019

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUE	\$ 195,144	\$ 757,533	\$ 1,707,000
EXPENSES	\$ 99,710	\$ 453,913	\$ 2,028,353
SURPLUS/(DEFICIT)	<u>\$ 95,435</u>	<u>\$ 303,620</u>	<u>\$ (321,353)</u>
SPORTS CORE FUND			
REVENUE	\$ 27,921	\$ 80,301	\$ 222,929
EXPENSES	\$ 24,384	\$ 81,237	\$ 221,223
SURPLUS/(DEFICIT)	<u>\$ 3,538</u>	<u>\$ (936)</u>	<u>\$ 1,705</u>
SPECIAL RECREATION FUND			
REVENUE	\$ 14,839	\$ 75,342	\$ 130,321
EXPENSES	\$ 8,778	\$ 24,624	\$ 117,200
SURPLUS/(DEFICIT)	<u>\$ 6,061</u>	<u>\$ 50,717</u>	<u>\$ 13,121</u>
CAPITAL PROJECT FUND			
REVENUE	\$ 413	\$ 5,100	\$ 317,000
EXPENSES	\$ -	\$ 49,039	\$ 756,000
SURPLUS/(DEFICIT)	<u>\$ 413</u>	<u>\$ (43,940)</u>	<u>\$ (439,000)</u>
SOCIAL SECURITY FUND			
REVENUE	\$ 34,053	\$ 179,059	\$ 282,469
EXPENSES	\$ 23,041	\$ 99,950	\$ 266,563
SURPLUS/(DEFICIT)	<u>\$ 11,011</u>	<u>\$ 79,109</u>	<u>\$ 15,906</u>
SUMMARY			
REVENUE	\$ 1,174,071	\$ 5,531,907	\$ 11,460,863
EXPENSES	\$ 596,912	\$ 2,756,336	\$ 12,785,087
SURPLUS/(DEFICIT)	<u>\$ 577,159</u>	<u>\$ 2,775,571</u>	<u>\$ (1,324,224)</u>

**OAK BROOK PARK DISTRICT**  
**CONSOLIDATED AGENCY TREASURER'S REPORT**  
**AUGUST, 2019**

		<b>CONSOLIDATED</b>
		<b>TOTALS</b>
<b>REVENUES</b>		
Property Taxes	\$	589,177
Back Taxes		-
Replacement Taxes		3,373
Recreation Program Fees		259,102
Rec/Fitness Center Fees		81,590
Rec/Aquatic Center Fees		135,916
Sports Core - Bath & Tennis		27,921
FRC/Building Rental Fees		10,518
Theme Party Rental Fees		622
Recreation Center Fees		28,009
CPW Building Rentals		7,625
Field Rentals Central Park		18,288
Field Rentals Central Park North		2,516
Interest		4,334
Grant Proceeds		-
Debt Certificate Proceeds		-
Transfers		-
Donations		-
Sponsorship		3,300
Miscellaneous		1,779
<b>TOTAL- REVENUES</b>	<b>\$</b>	<b>1,174,071</b>
<b>DISBURSEMENTS</b>		
Warrant No.626	\$	167,235
August Payroll		429,677
<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>	<b>596,912</b>

**Oak Brook Park District  
Consolidated Agency Balance Sheet  
as of August 31, 2019**

ASSETS	Consolidated Totals
Current Assets	
Cash and Investments	\$ 9,563,255
Receivables - Net of Allowances	-
Property Taxes	4,671,112
Accounts	581,071
Due from Other Funds	-
Prepays	4,200
Inventories	16,089
Total Current Assets	\$ 14,835,727
Noncurrent Assets	
Capital Assets	
Nondepreciable	40,475
Construction in Process	-
Depreciable	4,788,320
Accumulated Depreciation	(3,187,312)
Total Noncurrent Assets	1,641,483
<b>Total Assets</b>	<b>16,477,209</b>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	180,242
Total Assets and Deferred outflows of Resources	16,657,451
LIABILITIES	
Accounts Payable	15,365
Accrued Payroll	3,169
Unearned Revenue	692,299
Due To Other Funds	-
Compensated Absences Payable	3,431
Total Liabilities	714,264
Noncurrent Liabilities	
Compensated Absences Payable	13,723
Net Pension Liability - IMRF	239,549
Total OPEB Liability - RBP	76,570
Total Noncurrent Liabilities	329,842
<b>Total Liabilities</b>	<b>1,044,106</b>
DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	36,643
Property Taxes	4,671,112
Total Liabilities and Deferred Inflows of Resources	5,751,861
FUND BALANCES	
Net Investment in Capital Assets	1,882,361
Nonspendable	1,200
Restricted	1,594,302
Committed	4,972,200
Unassigned	2,455,527
<b>Total Fund Balances</b>	<b>10,905,590</b>
Total Liabilities, Deferred Inflows of Resources and Fund Balances	16,657,451

OAK BROOK PARK DISTRICT						
INVESTMENTS AS OF AUGUST, 2019						
				<b>AMOUNT</b>	<b>RATE</b>	<b>MATURITY</b>
EVERGREEN BANK				\$ 4,315,672.35	0.75%	VARIES /MONEY MARKET
HINSDALE BANK				\$ 257,639.34	2.44%	VARIES /MONEY MARKET
ILLINOIS FUNDS						
TENNIS CENTER				\$ 922,978.16	2.45%	VARIES/INVESTMENT POOL
EVERGREEN BANK CREDIT CARD ACCOUNT				\$ 658,698.96		
<b>TOTAL INVESTMENTS</b>				<u>\$ 6,154,988.81</u>		



Oak Brook Park District  
Capital Expenditures  
As of August 31, 2019

DESCRIPTION	VENDOR	DB/CR	CAPITAL ASSET REPLACEMENT	FACILITY/PARK IMPROVEMENTS
Wetland Survet - Central Park North	Cencom, LTD	\$ 1,865.00	\$ -	\$ 1,865.00
Professional Svcs FRC Ceiling Project	Kluber Architects & Engineers	5,587.57		5,587.57
Central Park North Initial Phase	Wight & Company	8,092.88		8,092.88
Central Park North Preliminary Design	Wight & Company	8,812.00		8,812.00
Central Park North Schematic Design	Wight & Company	19,942.50		19,942.50
Central Park North Reimburseable Expense	Wight & Company	251.84		251.84
OSLAD Grant Audit	Lauterbach & Amen	2,000.00		2,000.00
Capital Projects	Robins Schwartz	2,047.50		2,047.50
Stormwater Permit Review	Village of Oak Brook	290.00		290.00
Three "Hearing" Signs	Village of Oak Brook	150.00		150.00
<b>TOTAL BALANCE</b>		<b>\$ 49,039.29</b>	<b>\$ -</b>	<b>\$ 49,039.29</b>

User: mkorman

POST DATES 08/20/2019 - 09/16/2019

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

WARRANT NO: 627

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
38591	ADVANCED AUTO PARTS	04/26/2019	09/16/2019	(13.98)	(13.98)	Open	Y
38592	ADVANCED AUTO PARTS	07/25/2019	09/16/2019	57.72	57.72	Open	Y
38590	ALPHA GRAPHICS	07/23/2019	09/16/2019	104.82	104.82	Open	Y
38594	AMERICAN HOTEL REGISTER CO.	08/12/2019	09/16/2019	95.20	95.20	Open	Y
38607	AMLINGS FLOWERLAND	08/10/2019	09/16/2019	66.37	66.37	Open	Y
38608	AMLINGS FLOWERLAND	08/10/2019	09/16/2019	57.74	57.74	Open	Y
38656	ANITA MODROVIC	08/25/2019	09/16/2019	100.00	100.00	Open	Y
38657	AQUA PURE ENTERPRISES, INC.	08/14/2019	09/16/2019	207.11	207.11	Open	Y
38658	AQUA PURE ENTERPRISES, INC.	08/14/2019	09/16/2019	256.05	256.05	Open	Y
38621	BEST OFFICIALS	09/03/2019	09/16/2019	1,502.00	1,502.00	Open	Y
38625	BROTHERS CARPET CLEANING	08/27/2019	09/16/2019	2,500.00	2,500.00	Open	Y
38676	BUTTREY RENTAL SERVICE INC.	09/04/2019	09/16/2019	99.00	99.00	Open	Y
38560	CARDMEMBER SERVICE	08/26/2019	09/16/2019	20.95	20.95	Open	Y
38561	CARDMEMBER SERVICE	08/26/2019	09/16/2019	27.99	27.99	Open	Y
38562	CARDMEMBER SERVICE	08/26/2019	09/16/2019	74.95	74.95	Open	Y
38702	CARDMEMBER SERVICE	08/26/2019	09/16/2019	369.97	369.97	Open	Y
38703	CARDMEMBER SERVICE	08/26/2019	09/16/2019	169.18	169.18	Open	Y
38704	CARDMEMBER SERVICE	08/26/2019	09/16/2019	437.03	437.03	Open	Y
38705	CARDMEMBER SERVICE	08/26/2019	09/16/2019	497.93	497.93	Open	Y
38706	CARDMEMBER SERVICE	08/26/2019	09/16/2019	438.33	438.33	Open	Y
38707	CARDMEMBER SERVICE	08/26/2019	09/16/2019	98.33	98.33	Open	Y
38708	CARDMEMBER SERVICE	08/26/2019	09/16/2019	171.31	171.31	Open	Y
38709	CARDMEMBER SERVICE	08/26/2019	09/16/2019	1,510.67	1,510.67	Open	Y
38710	CARDMEMBER SERVICE	08/26/2019	09/16/2019	144.69	144.69	Open	Y
38711	CARDMEMBER SERVICE	08/26/2019	09/16/2019	5,050.05	5,050.05	Open	Y
38712	CARDMEMBER SERVICE	08/26/2019	09/16/2019	412.83	412.83	Open	Y
38713*	CARDMEMBER SERVICE	08/26/2019	09/16/2019	4,063.38	4,063.38	Open	Y
38714	CARDMEMBER SERVICE	08/26/2019	09/16/2019	(2,475.00)	(2,475.00)	Open	Y
38715	CARDMEMBER SERVICE	08/26/2019	09/16/2019	403.13	403.13	Open	Y
38716	CARDMEMBER SERVICE	08/26/2019	09/16/2019	1,637.69	1,637.69	Open	Y
38721	CARDMEMBER SERVICE	08/26/2019	09/16/2019	2,910.41	2,910.41	Open	N
38722*	CARDMEMBER SERVICE	08/26/2019	09/16/2019	1,157.70	1,157.70	Open	N
38723	CARDMEMBER SERVICE	08/26/2019	09/16/2019	4,044.46	4,044.46	Open	N
38724	CARDMEMBER SERVICE	08/26/2019	09/16/2019	3,494.59	3,494.59	Open	N
38725	CARDMEMBER SERVICE	08/26/2019	09/16/2019	1,673.97	1,673.97	Open	N
38726	CARDMEMBER SERVICE	08/26/2019	09/16/2019	3,626.51	3,626.51	Open	N
38727	CARDMEMBER SERVICE	08/26/2019	09/16/2019	192.93	192.93	Open	N
38628	CHICAGO BULLS	08/12/2019	09/16/2019	2,625.00	2,625.00	Open	Y
38638	CLASSIC LANDSCAPE, LTD.	09/01/2019	09/16/2019	6,860.00	6,860.00	Open	Y
38652	COLD BLOODED CREATURES	08/26/2019	09/16/2019	475.00	475.00	Open	Y
38717	COM ED	08/30/2019	09/16/2019	31.72	31.72	Open	Y
38718	COM ED	08/30/2019	09/16/2019	34.67	34.67	Open	Y
38742	COMCAST	09/01/2019	09/16/2019	588.66	588.66	Open	N
38609	DAILY HERALD	08/10/2019	09/16/2019	142.60	142.60	Open	Y
38736	DAILY HERALD	08/31/2019	09/16/2019	98.90	98.90	Open	N
38687	DAWSONS TREE SERVICE	08/16/2019	09/16/2019	1,240.00	1,240.00	Open	Y
38688	DAWSONS TREE SERVICE	08/16/2019	09/16/2019	950.00	950.00	Open	Y

User: mkorman

POST DATES 08/20/2019 - 09/16/2019

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
38689	DAWSONS TREE SERVICE	08/16/2019	09/16/2019	1,724.00	1,724.00	Open	Y
38728	DENLAR INC	08/26/2019	09/16/2019	34,484.00	34,484.00	Open	N
38581	DIRECT ENERGY BUSINESS	08/20/2019	09/16/2019	2,350.33	2,350.33	Open	Y
38582	DIRECT ENERGY BUSINESS	08/20/2019	09/16/2019	36.18	36.18	Open	Y
38637	DIRECT FITNESS SOLUTIONS, INC.	08/16/2019	09/16/2019	1,030.00	1,030.00	Open	Y
38563	EBEL'S ACE HARDWARE #8313	08/08/2019	09/16/2019	45.51	45.51	Open	Y
38651	EBEL'S ACE HARDWARE #8313	08/26/2019	09/16/2019	44.99	44.99	Open	Y
38662	ENVISION HEALTHCARE INC	09/01/2019	09/16/2019	136.00	136.00	Open	Y
38596	FIRST STUDENT	08/07/2019	09/16/2019	313.25	313.25	Open	Y
38597	FIRST STUDENT	08/06/2019	09/16/2019	224.75	224.75	Open	Y
38598	FIRST STUDENT	08/08/2019	09/16/2019	269.00	269.00	Open	Y
38599	FIRST STUDENT	08/05/2019	09/16/2019	283.75	283.75	Open	Y
38600	FIRST STUDENT	08/09/2019	09/16/2019	239.50	239.50	Open	Y
38635	FIRST STUDENT	08/01/2019	09/16/2019	597.00	597.00	Open	Y
38659	FITNESS EQUIPMENT SERVICES	08/08/2019	09/16/2019	339.00	339.00	Open	Y
38660	FITNESS EQUIPMENT SERVICES	08/29/2019	09/16/2019	152.00	152.00	Open	Y
38647	FLAGG CREEK WATER RECLAMATION	08/27/2019	09/16/2019	3,255.16	3,255.16	Open	Y
38648	FLAGG CREEK WATER RECLAMATION	08/27/2019	09/16/2019	81.27	81.27	Open	Y
38649	FLAGG CREEK WATER RECLAMATION	08/27/2019	09/16/2019	87.20	87.20	Open	Y
38650	FLAGG CREEK WATER RECLAMATION	08/27/2019	09/16/2019	48.04	48.04	Open	Y
38622	FLUID RUNNING LLC	08/27/2019	09/16/2019	4,132.50	4,132.50	Open	Y
38665	FRIENDS OF THE OAK BROOK	09/03/2019	09/16/2019	100.00	100.00	Open	Y
38623	GYMNASIUM MATTERS LLC	08/23/2019	09/16/2019	2,025.00	2,025.00	Open	Y
38735	HAGG PRESS	09/03/2019	09/16/2019	300.00	300.00	Open	N
38601	HI TOUCH BUSINESS SERVICES	08/19/2019	09/16/2019	134.93	134.93	Open	Y
38620	HINSDALE BANK & TRUST COMPANY	08/21/2019	09/01/2019	7,072.63	7,072.63	Open	Y
38686	HINSDALE NURSERIES INC	09/03/2019	09/16/2019	891.00	891.00	Open	Y
38690	HOME DEPOT CREDIT SERVICES	08/26/2019	09/16/2019	77.60	77.60	Open	Y
38691	HOME DEPOT CREDIT SERVICES	08/06/2019	09/16/2019	13.54	13.54	Open	Y
38692	HOME DEPOT CREDIT SERVICES	08/01/2019	09/16/2019	237.47	237.47	Open	Y
38693	HOME DEPOT CREDIT SERVICES	08/14/2019	09/16/2019	201.94	201.94	Open	Y
38694	HOME DEPOT CREDIT SERVICES	08/09/2019	09/16/2019	57.86	57.86	Open	Y
38695	HOME DEPOT CREDIT SERVICES	08/27/2019	09/16/2019	17.31	17.31	Open	Y
38696	HOME DEPOT CREDIT SERVICES	08/22/2019	09/16/2019	87.71	87.71	Open	Y
38697	HOME DEPOT CREDIT SERVICES	08/06/2019	09/16/2019	24.82	24.82	Open	Y
38698	HOME DEPOT CREDIT SERVICES	08/20/2019	09/16/2019	97.58	97.58	Open	Y
38699	HOME DEPOT CREDIT SERVICES	08/26/2019	09/16/2019	140.98	140.98	Open	Y
38700	HOME DEPOT CREDIT SERVICES	08/26/2019	09/16/2019	14.56	14.56	Open	Y
38701	HOME DEPOT CREDIT SERVICES	08/27/2019	09/16/2019	147.33	147.33	Open	Y
38619	HOME PLUMBING SUPPLY	08/07/2019	09/16/2019	310.30	310.30	Open	Y
38646	HOME PLUMBING SUPPLY	08/19/2019	09/16/2019	452.00	452.00	Open	Y
38732	HOME PLUMBING SUPPLY	08/22/2019	09/16/2019	197.21	197.21	Open	N
38733	HOME PLUMBING SUPPLY	08/22/2019	09/16/2019	(6.58)	(6.58)	Open	N
38605	HP PRODUCTS	08/20/2019	09/16/2019	251.83	251.83	Open	Y
38613	HP PRODUCTS	08/15/2019	09/16/2019	299.04	299.04	Open	Y
38614	HP PRODUCTS	08/22/2019	09/16/2019	12.78	12.78	Open	Y
38634	HP PRODUCTS	08/06/2019	09/16/2019	1,080.24	1,080.24	Open	Y

User: mkorman

POST DATES 08/20/2019 - 09/16/2019

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
38640	HP PRODUCTS	08/13/2019	09/16/2019	1,139.82	1,139.82	Open	Y
38663	HP PRODUCTS	08/26/2019	09/16/2019	116.88	116.88	Open	Y
38655	HTBSCREDIT	08/30/2019	09/16/2019	81.74	81.74	Open	Y
38674	HUGH LIGHTING DESIGN LLC	08/30/2019	09/16/2019	480.00	480.00	Open	Y
38670	JAMES LEZATTE	09/04/2019	09/16/2019	402.00	402.00	Open	Y
38585	JOHNSTONE SUPPLY	08/19/2019	09/16/2019	69.63	69.63	Open	Y
38616	JONES TRAVEL	08/09/2019	09/16/2019	850.00	850.00	Open	Y
38617	JONES TRAVEL	08/23/2019	09/16/2019	909.00	909.00	Open	Y
38618	JONES TRAVEL	08/23/2019	09/16/2019	809.00	809.00	Open	Y
38641	JSD PROFESSIONAL SERVICES INC	07/26/2019	09/16/2019	480.00	480.00	Open	Y
38589	KEEPER GOALS	08/14/2019	09/16/2019	180.00	180.00	Open	Y
38564	KLUBER ARCHITECTS & ENGINEERS	07/31/2019	09/16/2019	759.13	759.13	Open	Y
38633	KLUBER ARCHITECTS & ENGINEERS	07/31/2019	09/16/2019	1,154.99	1,154.99	Open	Y
38738	KONICA MINOLTA BUSINESS	08/31/2019	09/16/2019	17.86	17.86	Open	N
38739	KONICA MINOLTA BUSINESS	08/31/2019	09/16/2019	290.27	290.27	Open	N
38583	LAUTERBACH & AMEN LLP	08/07/2019	09/16/2019	2,450.00	2,450.00	Open	Y
38667	LESLIE' S POOLMART, INC.	09/27/2019	09/16/2019	123.74	123.74	Open	Y
38615	LINTFIGHTERS OF CENTRAL	08/22/2019	09/16/2019	175.00	175.00	Open	Y
38680	LIZ LITWIN	09/04/2019	09/16/2019	127.11	127.11	Open	Y
38681	LIZ LITWIN	09/04/2019	09/16/2019	56.03	56.03	Open	Y
38664	M&M LOCK & SAFE, LTD	08/02/2019	09/16/2019	16.65	16.65	Open	Y
38668	M&M LOCK & SAFE, LTD	08/20/2019	09/16/2019	388.40	388.40	Open	Y
38685	MASTERBLEND INTERNATIONAL LLC	08/20/2019	09/16/2019	1,117.20	1,117.20	Open	Y
38588	McMASTER-CARR	08/13/2019	09/16/2019	260.30	260.30	Open	Y
38675	McMASTER-CARR	08/16/2019	09/16/2019	69.59	69.59	Open	Y
38653	NEXT GENERATION	08/15/2019	09/16/2019	197.50	197.50	Open	Y
38566	NICOR GAS	08/14/2019	09/16/2019	177.25	177.25	Open	Y
38567	NICOR GAS	08/14/2019	09/16/2019	816.39	816.39	Open	Y
38604	NORTHERN PRINT NETWORK	08/19/2019	09/16/2019	130.66	130.66	Open	Y
38606	OAK BROOK CIVIC ASSOCIATION	07/01/2019	09/16/2019	55.00	55.00	Open	Y
38642	OAKBROOK TERRACE PARK DISTRICT	08/07/2019	09/16/2019	704.70	704.70	Open	Y
38654	OAKBROOK TERRACE PARK DISTRICT	08/28/2019	09/16/2019	94.50	94.50	Open	Y
38611	OPENLANDS	08/05/2019	09/16/2019	100.00	100.00	Open	Y
38729	PCM SALES	08/23/2019	09/16/2019	900.06	900.06	Open	N
38683	PETTY CASH - CORPORATE ADMIN.	09/04/2019	09/16/2019	47.85	47.85	Open	Y
38682	PETTY CASH-RECREATION DEPT.	09/04/2019	09/16/2019	138.53	138.53	Open	Y
38595	PFEIFFER'S PEST CONTROL	08/27/2019	09/16/2019	200.00	200.00	Open	Y
38669	PFEIFFER'S PEST CONTROL	09/04/2019	09/16/2019	200.00	200.00	Open	Y
38666	PORTER PIPE & SUPPLY CO.	09/27/2019	09/16/2019	68.23	68.23	Open	Y
38740	PUTTERMAN ATHLETICS LLC	09/04/2019	09/16/2019	17,180.80	17,180.80	Open	N
38741	PUTTERMAN ATHLETICS LLC	09/04/2019	09/16/2019	1,515.00	1,515.00	Open	N
38673	QUENCH	09/01/2019	09/16/2019	111.24	111.24	Open	Y
38672	QUEST DIAGNOSTICS	08/27/2019	09/16/2019	202.16	202.16	Open	Y
38629	REESE RECREATION	08/12/2019	09/16/2019	3,566.00	3,566.00	Open	Y
38630	REESE RECREATION	08/06/2019	09/16/2019	24,415.00	24,415.00	Open	Y
38743	ROBBINS SCHWARTZ	08/31/2019	09/16/2019	6,259.50	6,259.50	Open	N
38677	SERVICE SANITATION, INC.	08/23/2019	09/16/2019	101.50	101.50	Open	Y



User: mkorman

POST DATES 08/20/2019 - 09/16/2019

DB: Oak Brook Park

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
38678	SERVICE SANITATION, INC.	08/23/2019	09/16/2019	222.50	222.50	Open	Y
38679	SERVICE SANITATION, INC.	08/23/2019	09/16/2019	404.00	404.00	Open	Y
38624	SINAL'S CARPET CLEANING	08/17/2019	09/16/2019	1,600.00	1,600.00	Open	Y
38632	SINAL'S CARPET CLEANING	08/19/2019	09/16/2019	700.00	700.00	Open	Y
38643	SONITROL CHICAGOLAND WEST	08/10/2019	09/16/2019	1,410.00	1,410.00	Open	Y
38644	SONITROL CHICAGOLAND WEST	08/10/2019	09/16/2019	162.00	162.00	Open	Y
38730	SONITROL CHICAGOLAND WEST	05/23/2019	09/16/2019	9,400.00	9,400.00	Open	N
38631	SOUTH SIDE CONTROL SUPPLY CO	08/21/2019	09/16/2019	709.99	709.99	Open	Y
38671	SPRINT PHONE	08/29/2019	09/16/2019	17.25	17.25	Open	Y
38612	STARBUCKS COFFEE COMPANY	08/16/2019	09/16/2019	106.98	106.98	Open	Y
38569	TAMELING INDUSTRIES INC.	07/12/2019	09/16/2019	304.00	304.00	Open	Y
38565	TAYLOR PLUMBING	08/13/2019	09/16/2019	116.95	116.95	Open	Y
38610	THE CONSERVATION FOUNDATION	08/21/2019	09/16/2019	250.00	250.00	Open	Y
38586	THE EMPLOYERS ASSOCIATION	07/16/2019	09/16/2019	133.00	133.00	Open	Y
38587	THE EMPLOYERS ASSOCIATION	08/20/2019	09/16/2019	133.00	133.00	Open	Y
38737	THINKGARD LLC	09/01/2019	09/25/2019	699.00	699.00	Open	N
38584	TRANE U.S. INC.	08/26/2019	09/16/2019	70.63	70.63	Open	Y
38719	TYCO INTEGRATED SECURITY LLC	08/10/2019	09/16/2019	273.00	273.00	Open	Y
38720	TYCO INTEGRATED SECURITY LLC	08/10/2019	09/16/2019	272.55	272.55	Open	Y
38645	VERIZON WIRELESS	08/15/2019	09/16/2019	1,092.13	1,092.13	Open	Y
38568	VICTORY BADMINTON INC	08/16/2019	09/16/2019	945.00	945.00	Open	Y
38731	VILLA PARK ELECTRICAL SUPPLY	08/22/2019	09/16/2019	11.87	11.87	Open	N
38627	VILLAGE OF OAK BROOK	08/15/2019	09/16/2019	789.99	789.99	Open	Y
38661	VILLAGE OF OAK BROOK	08/28/2019	09/16/2019	108.10	108.10	Open	Y
38684	WASTE MANAGEMENT OF ILLINOIS I	09/01/2019	09/16/2019	695.85	695.85	Open	Y
38639	WIGHT & COMPANY	07/31/2019	09/16/2019	9,640.71	9,640.71	Open	Y
38734	WILD ONES	09/09/2019	09/16/2019	90.00	90.00	Open	N
38593	WILSON SPORTING GOODS	07/17/2019	09/16/2019	90.44	90.44	Open	Y
38602	WILSON SPORTING GOODS	07/29/2019	09/16/2019	147.74	147.74	Open	Y
38603	WILSON SPORTING GOODS	05/09/2019	09/16/2019	168.80	168.80	Open	Y
38636	WILSON SPORTING GOODS	08/29/2019	09/16/2019	814.89	814.89	Open	Y
38626	WINDY CITY DISTRIBUTING	08/27/2019	09/16/2019	4,505.47	4,505.47	Open	Y

# of Invoices: 170 # Due: 170

Totals: 220,632.68 220,632.68

# of Credit Memos: 3 # Due: 3

Totals: (2,495.56) (2,495.56)

Net of Invoices and Credit Memos:

218,137.12 218,137.12

\* 2 Net Invoices have Credits Totalling:

(305.50)

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			66,243.53	66,243.53		
	02 - RECREATION FUND			78,144.87	78,144.87		
	06 - DEBT SERVICE FUND			7,072.63	7,072.63		
	07 - RECREATIONAL FACILITIES FUND			32,473.30	32,473.30		
	08 - SPORTS CORE			6,509.95	6,509.95		
	09 - SPECIAL RECREATION FUND			13,346.00	13,346.00		
	12 - CAPITAL PROJECTS FUND			14,346.84	14,346.84		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			20,848.81	20,848.81		
	02 - FINANCE			3,370.93	3,370.93		
	04 - CENTRAL PARK NORTH			2,611.42	2,611.42		
	05 - CENTRAL PARK			19,219.78	19,219.78		
	06 - SADDLEBROOK PARK			888.08	888.08		
	07 - FOREST GLEN PARK			3,331.51	3,331.51		
	08 - CHILLEM PARK			230.00	230.00		
	09 - DEAN PROPERTY			760.96	760.96		
	10 - PROFESSIONAL SERVICES			6,903.86	6,903.86		
	15 - BUILDING/RECREATION CENTER			25,101.39	25,101.39		
	20 - CENTRAL PARK WEST			756.52	756.52		
	21 - FITNESS CENTER			3,408.97	3,408.97		
	25 - AQUATIC CENTER			13,996.59	13,996.59		
	26 - AQUATIC-RECREATION PROGRAMS			1,236.78	1,236.78		
	30 - CHILDRENS PROGRAMS			3,570.00	3,570.00		
	31 - PRESCHOOL PROGRAMS			734.43	734.43		
	32 - YOUTH PROGRAMS			7,249.31	7,249.31		
	40 - ADULT PROGRAMS			1,586.17	1,586.17		
	50 - PIONEER PROGRAMS			4,979.84	4,979.84		
	60 - SPECIAL EVENTS & TRIPS			5,381.75	5,381.75		
	71 - BUILDING/RACQUET CLUB			7,203.28	7,203.28		
	75 - PROGRAMS/RACQUET CLUB			5,034.35	5,034.35		
	80 - MARKETING			18,312.92	18,312.92		
	81 - CAPITAL OUTLAY			40,000.00	40,000.00		
	94 - DEBT SERVICE FUND			7,072.63	7,072.63		
	95 - CAPITAL PROJECTS FUND			14,346.84	14,346.84		

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
POST DATES 08/20/2019 - 09/16/2019  
BOTH JOURNALIZED AND UNJOURNALIZED  
PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
38573	BOB SCHMIDT	08/05/2019	08/30/2019	110.00	0.00	Paid	Y
38570	CHESTER ROZANSKI	08/05/2019	08/30/2019	232.00	0.00	Paid	Y
38572	CHRISTINE CIRA	08/05/2019	08/30/2019	116.00	0.00	Paid	Y
38559	DIRECT ENERGY BUSINESS	08/05/2019	08/26/2019	21,591.00	0.00	Paid	Y
38571	DOLLY RIZZA	08/05/2019	08/30/2019	110.00	0.00	Paid	Y
38579	JEAN GOTTIEB	08/26/2019	08/30/2019	10.00	0.00	Paid	Y
38576	JONATHAN YAN	08/22/2019	08/30/2019	339.00	0.00	Paid	Y
38574	PATRICA DALTON	08/05/2019	08/30/2019	110.00	0.00	Paid	Y
38577	PETER SUTTERLIN	08/26/2019	08/30/2019	15.00	0.00	Paid	Y
38578	RANDY HACKBARTH	08/26/2019	08/30/2019	15.00	0.00	Paid	Y
38580	RANDY HACKBARTH	08/26/2019	08/30/2019	10.00	0.00	Paid	Y
38575	YVONNE STOREY	08/14/2019	08/30/2019	87.00	0.00	Paid	Y
# of Invoices:	12	# Due:	0	Totals:	22,745.00	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					22,745.00	0.00	

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	5,491.78	0.00
02 - RECREATION FUND	11,080.24	0.00
07 - RECREATIONAL FACILITIES FUND	6,172.98	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	3,801.00	0.00
05 - CENTRAL PARK	1,174.14	0.00
07 - FOREST GLEN PARK	402.22	0.00
15 - BUILDING/RECREATION CENTER	3,308.75	0.00
20 - CENTRAL PARK WEST	606.67	0.00
21 - FITNESS CENTER	2,647.00	0.00
25 - AQUATIC CENTER	4,632.24	0.00
71 - BUILDING/RACQUET CLUB	6,172.98	0.00



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash      Corporate

Petty Cash for      Sept. 2019

Received By	Date	Description	Account Number	Amount
K. Spandikow	8/29/19	Food Replacement for Playroom	01-15-840-008	\$17.23
			Total	\$17.23
L. Noonan	8/27/19	Statewide Payroll Conference	01-01-660-002	\$30.62
			Total	\$30.62
			Grand Total	\$47.85



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash      Recreation

Petty Cash for      Sept. 2019

Received By	Date	Description	Account Number	Amount
D. Thommes	8/15/19	Playground Camp Supplies	02-32-765-004	\$5.82
			<b>Total</b>	<b>\$5.82</b>
	8/28/19	Preschool Supplies	02-31-765-001	\$46.50
	8/29/19	Preschool Supplies	02-31-765-001	\$8.99
	8/29/19	Preschool Supplies	02-31-765-001	\$16.28
	9/3/19	Preschool Supplies	02-31-765-001	\$22.66
			<b>Total</b>	<b>\$94.43</b>
	8/29/19	Food Replacement in Playroom Refrigerator	02-01-15-840-008	\$17.23
			<b>Total</b>	<b>\$17.23</b>
J. Lytton	8/1/19	Rainbow Fall Waterpark	02-01-660-002	\$8.12
D. Thommes	8/26/19	IAPD Continuing Education to Settler's Hill	02-01-660-002	\$30.16
			<b>Total</b>	<b>\$38.28</b>
			<b>Grand Total</b>	<b>\$155.76</b>



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: September 10, 2019  
Re: August/September 2019: Admin., Corporate Relations, IT & Marketing

---

## August Board Meeting Follow Up:

### **Asphalt Replacement Bid**

Staff is recommending Evans & Son to repair some of the trails located in Forest Glen and Saddle Brook parks.

### **Tennis Center Change Order**

Staff has negotiated a lower price for the lower level ceiling tiles. Original price was \$18,000 which was too expensive of an investment.

## September Board Meeting Discussion Points:

### **Vacation Time Benefit**

Staff is recommending a benefit to use vacation time toward student loans or college savings accounts (529). The benefit only applies to full time staff, their spouses or dependents.

## August Corporate & Community Relations Report

	<b>FY 2018</b>	<b>FY 2019</b>
<b>Sponsorships</b>	\$30,490.00	\$30,740.00
<b>Ad Space</b>	\$16,950.00	\$17,925.00
<b>Vendors</b>	\$6,250.00	\$8,650.00
<b>In-Kind Donations</b>	\$25,204.80	\$20,103.67
<b>Oak Brook Park District Foundation</b>	\$26,319.33	\$6,114.41

## August Revenues

**Sponsorships:** \$3,240.00    **Advertising:** \$1,375.00    **Vendors:** \$1,275.00    **In-Kind Donations:** \$8,839.25  
**Oak Brook Park District Foundation:** \$3,349.41

## IT Updates

- Comcast updated the network cable, modem and speed of the main internet connection in the Family Recreation Center. This will continue to ensure a reliable quick connection for the continued increase of web-based programs.
- All 48 Windows 10 computers were updated to the latest version of 1903. We only have a few Windows 7 PCs remaining that are schedule to be switched out in the next two months.



## August Marketing Report

### Facebook Analytics

**Total Likes**    **Posts**    **Reach Avg**  
 2655 (Up 51)    18    671

Instagram followers up 8 to 769

### Top Facebook post for August

Post Details

Oak Brook Park District  
 Published by Jessica Cannaday (7) · August 6 ·

**Performance for Your Post**

2,147 People Reached

111 Reactions, Comments & Shares

101 Like	25 On Post	76 On Shares
5 Love	3 On Post	2 On Shares
0 Comments	0 On Post	0 On Shares
5 Shares	4 On Post	1 On Shares

620 Post Clicks

396 Photo Views    0 Link Clicks    224 Other Clicks

**NEGATIVE FEEDBACK**

0 Hide Post    1 Hide All Posts  
 0 Report as Spam    0 Unlike Page

Reported stats may be delayed from what appears on posts

---

Get More Likes, Comments and Shares  
 Boost this post for \$30 to reach up to 6,500 people.

2,147 People Reached    731 Engagements    Boost Post

Bonnie Gibellina, Laure Schingen Kosey and 26 others    4 Shares

Like    Comment    Share

### Obparks.org acquisition value

**Referral Values**    **August 2019**

Direct:    \$115,905.25  
 External Refs:    \$6,676.00  
 Organic Search:    \$7,782.00  
 Email/Other:    \$508

### Ecommerce Total:

Aug 2019: \$131,021 v. Aug 2018: \$125,416  
 YTD 2019: \$704,180 v. YTD 2018: \$567,612

### Top Pages

1. Home
2. Facilities/Splash Island
3. Programs/aquatics
4. Facilities/FAC
5. Facilities/FRC
6. Facilities/CPW
7. /Tennis Programs
8. /parties and Rentals
9. /obparks
10. /Programs/swimlessons

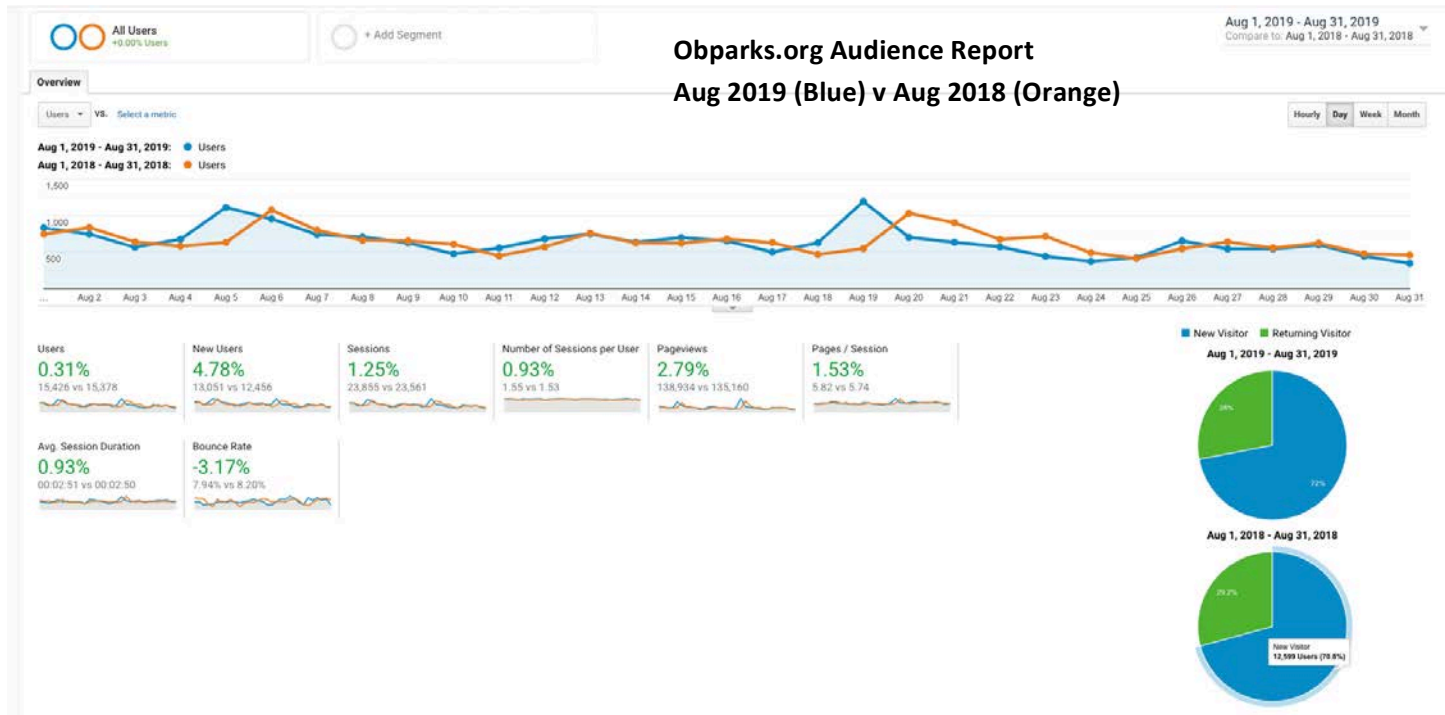
**Top Referral Sites/User:** mykidlist.com, Tennis Source, Actie

### Top Referral Sites/Revenue

Activenet, Tennis Source, calameo.com, emails

## Obparks.org Audience Report

### Aug 2019 (Blue) v Aug 2018 (Orange)





# Memo

To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: September 10, 2019  
Re: August 2019 Financials

---

## General Fund

We have now completed four months of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers out in this fund equal \$1,411,015, \$800,479 and \$0, respectively. This is resulting in a YTD net surplus of \$610,536 which is a decrease over last year's net surplus of \$670,440. Following is additional commentary:

- **Revenues-** Total YTD revenues are favorable against budget at 51% and are also in-line with the prior year. Although property taxes are slightly lower than prior year, we are benefitting from higher Personal Property Replacement Taxes (PPRT), increased Central Park field rentals and the new revenue derived from our Central Park North fields. On the other hand, rental revenue at our Central Park West facility has decreased.
- **Expenditures-** Overall expenditures are approximately \$54,000 (7.2%) higher than the prior year. The majority of this increase is being driven in our Central Park Department.
- **Central Park-** Expenditures in this department have increased approximately \$38,000 due to a variety of reasons. During the current year we purchased a field striping machine and paint supplies totaling \$11,933, \$2,300 in playground mulch, an infield grader attachment for \$2,800, portable baseball mounds for \$2,900, and spent \$1,930 to repair a Ford Pickup truck. In addition, we have accelerated the timing of weed and grub control services and have spent \$11,710 versus \$4,000 last year.
- **Dean Property-** YTD expenditures are higher than prior year due to the incursion of \$2,130 in costs (1<sup>st</sup> installment) for maintenance of our apiary, whereas in the prior year the first payment to the vendor didn't occur until later in the fiscal year (occurred in January 2019). We've also spent \$742 for materials to install a segment of cedar fencing.

## Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$1,806,146, \$1,108,631 and \$0, respectively. This is resulting in a YTD net surplus of \$697,515; which is a decrease over prior year's net surplus of \$788,439. Following is additional commentary:

- **Revenues-** Although YTD revenues are favorable against budget at 49%, they are slightly below prior year's balance. Property tax and aquatic party rental revenues have decreased. In addition, last year we received a \$29,533 donation from the Foundation to benefit of our universal playground. This donation was initially recorded in the Administration department and was subsequently moved to the Marketing department.
- **Expenditures-** Overall expenditures are approximately \$41,000 (3.8%) higher than the prior year. The primary drivers of this are the Aquatic Center and Marketing departments.
- **Aquatic Center-** Full-time wages are higher in the current year due to the fact that in the prior year, the Aquatic Manager position was vacant from mid-April 2018 through July 11, 2018. This resulted in a one-time decrease in wages and health insurance costs.



- **Marketing-** These financials reflect a timing difference for the production of our Autumn brochure. In the current year we incurred \$7,890 for its production in August whereas last year we incurred a similar cost during September. In addition, we have incurred increased costs for staff uniforms.

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

YTD revenues and expenses in this fund are currently at \$757,534 and \$453,913, respectively. This is resulting in a YTD net surplus of \$303,621; which is an increase of \$45,565 (17.7%) over prior year's net surplus of \$258,056. Following is additional commentary:

- **Revenues-** Total YTD revenues have increased approximately 12% over prior year. A detailed review of the underlying activity shows that investment income has increased as well as group lesson revenue (e.g. adult, junior, high performance, camps). Total group lesson revenue has increased from approximately \$410,800 last year to \$486,600 in the current year. Tournament fees have increased from \$10,565, to \$16,857 in the current year. This is slightly offset by decreased private lesson revenue and daily court fees.
- **Expenses-** Expenses across all departments are currently favorable against the budget despite the total increase over last year. Part-time wages in the Programs department have increased which is expected in light of the increased programming revenue.
- **Capital Outlay-** YTD capital expenditures are approximately twice what they were last year. This year we have incurred \$24,800 in costs to have 4 indoor tennis courts color coated. We have also incurred \$982 for the HVAC project that was budgeted for \$200,000.

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### **FINANCE OPERATIONS:**

- Now that we have received feedback from our legal counsel, Marco is working with Fattmerchant to discuss the proposed modifications to the credit card merchant processing terms and conditions. This company would serve as the replacement processor for all of the Tennis Center's credit card transactions.
- Nancy has been working on the statistical section of the latest CAFR. Fortunately, the Official Statement for our 2019 referendum bonds, has a lot of economic information that we can incorporate into the CAFR.
- Marco has begun working on several pie graphs for inclusion in our Annual Report. This includes a graph showing the property tax distribution across all local taxing bodies.

### **HUMAN RESOURCES:**

- Linda N. researched the impact of the proposed college savings benefit and drafted the additional language for our personnel manual.
- Linda N. attended a two-day Illinois payroll conference to receive information over new rules and legislation impacting employers.



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Dave Thommes, Deputy Director  
Date: September 10, 2019  
Re: Recreation & Facilities Report

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## Recreation

- Pioneers traveled to Wrigley Field on Wednesday, August 7<sup>th</sup>. They enjoyed the watching the Cubs beat the A's 10-1!
- Travel camp was full with an average of forty campers a day!
- Dolphin Station started on August 19<sup>th</sup>. The program is going strong with an average of 12 children per day in the afternoon.
- Thirty-six pioneers enjoyed a day on the Spirit of Chicago during the rehearsal of the Chicago Air and Water show!
- The Mutt Miler attracted 20 dogs and their owners on August 16<sup>th</sup> this year. The Oak Brook Police Department brought out their K9 unit for the event. Staff is currently evaluating this event due to less than desired attendance the past three years.
- Karen and Kim hosted a Travel Club informational meeting on August 27<sup>th</sup> to highlight the Spring 2020 trip 'Shades of Ireland'. Twenty-four patrons attended this event with 13 registering for the trip!

## Aquatics

- This year's annual shut down projects included:
  - Inspection, wash and wax of indoor slide
  - Power wash of entire deck, surge tanks and water slide tower
  - Overhead sound baffles were changed out
  - Staff and lifeguard office painted and reorganized
  - Pump and valve repairs in main pump room
  - Pool heater preventative maintenance
  - Added new LED lighting to Leisure pool for improved visibility of guards
  - Thoroughly cleaned the kitchen and party room
  - Modified storage shed to meet fire inspection requirements
  - Stripped the ADA chair of rust and treated for improved performance
- Bath & Tennis season ended September 1. It was a smooth summer with mostly positive feedback from the Village and members. A survey will be going out in the next week for additional feedback. We will meet with the Sports Core Advisory Committee on September 25<sup>th</sup> for a recap.
- Registration is open for swim lessons and we are already over 2/3 of the way to our goal of 1190 (110% of Fall 2018) registrations and lessons have not yet even begun! Further, we are looking into the possibility of partnering with Starfish Aquatic Institute (part of our lifeguarding certification company) to utilize their nationally recognized lesson program to help improve our structure, training and report card/feedback process. We will be evaluating cost versus value as we consider this partnership for the Spring/Winter season and beyond.
- Swim team numbers are currently low, but tryouts are the 9-11<sup>th</sup> of September and we expect numbers to spike by the time season begins September 16<sup>th</sup>. We will be organizing a fundraising campaign to try and purchase a video scoreboard that can be used for the swim team at meets with a timing system. The display board will have

numerous other benefits including video play for our Dive In Movie nights, displaying informational messages such as pool schedule/availability and upcoming events, and promotional messaging such as birthday recognition at parties and advertising opportunities for local companies and sponsors. We are in the early planning stages of seeking sponsors and donors to help us with the cause.

- The Aquatic Department will begin the transition process of booking parties and private rentals away from the Facilities Department. This will allow us to better manage the parties and oversee the entire process from promoting to booking. Our goal is to evaluate our current procedure and seek efficiencies and approaches to improve our currently declining numbers.

#### Fitness

- Tai Chi begins a new session. Wednesday class has 10 participants, while the Saturday class has 6 registered.
- A SkiErg was purchased and will be placed in the fitness center.
- Due to the construction, group fitness classes were temporarily moved to other locations. Staff and patrons handled it quite well.

#### Tennis

- The AHU #3 project is going on at the Tennis Center
- New backdrops and dividers were installed on courts #5-8

#### Athletics

- Grass soccer fields continue to increase in revenue due to the Central Park North property, with a revenue percentage increase of over 200% when compared to last year's revenue year to date.
- The Oak Brook Soccer Club tournament was much smaller this year since they switched to Labor Day weekend. One of their tournament days also falls in September which is why the turf field is a little down compared to last year.
- With Empire FC using baseball field 1, revenue on the baseball field has increased. Last year Field 1 was not operational due to construction which is why baseball revenue is much higher.
- A Footgolf course has been installed in Central Park. Signage will be going up, but all 9 holes are already in place.
- Autumn Fest is September 21<sup>st</sup>. This year the event has been moved to the same location as National Night Out. The event has added more children's activities including sports obstacle courses, a giant slingshot, and a bungee run! All children's activities are free while food and beverages will be available for purchase.
- New classes that are running this fall include an adult ninja warrior class and learn-to-roller skate classes.
- The athletic summer camps have concluded serving a total of 182 kids in in-house camps and a total of 317 kids throughout all athletic camps.

#### Facilities

- In-house HVAC repairs this month include: replacing a low voltage transformer on RTU 6, repaired a condensing unit at Central Park West and performed preventative maintenance at the Tennis Center.
- Annual basketball hoop inspections and preventative maintenance were completed.
- Laundry dryers were cleaned and inspected.

## Retention Results

August-19			
	Retained	Total	Rate
Aquatic	184	184	100.0%
Aqua/Ten	3	3	100.0%
Fitness	326	340	95.9%
Fit/Aqua	181	185	97.8%
Fit/Ten	8	13	61.5%
Premiere	36	36	100.0%
<b>Yearly Total</b>	<b>738</b>	<b>761</b>	<b>97.0%</b>
EFT Aqua	657	691	95.1%
EFT Aqua/Ten	43	49	87.8%
EFT Fitness	1064	1128	94.3%
EFT Fit/Aqua	572	607	94.2%
EFT Fit/Ten	82	88	93.2%
EFT Premiere	128	137	93.4%
<b>Yearly &amp; EFT</b>	<b>3284</b>	<b>3461</b>	<b>94.9%</b>

We gained 43 members in August, with a net gain of 26.

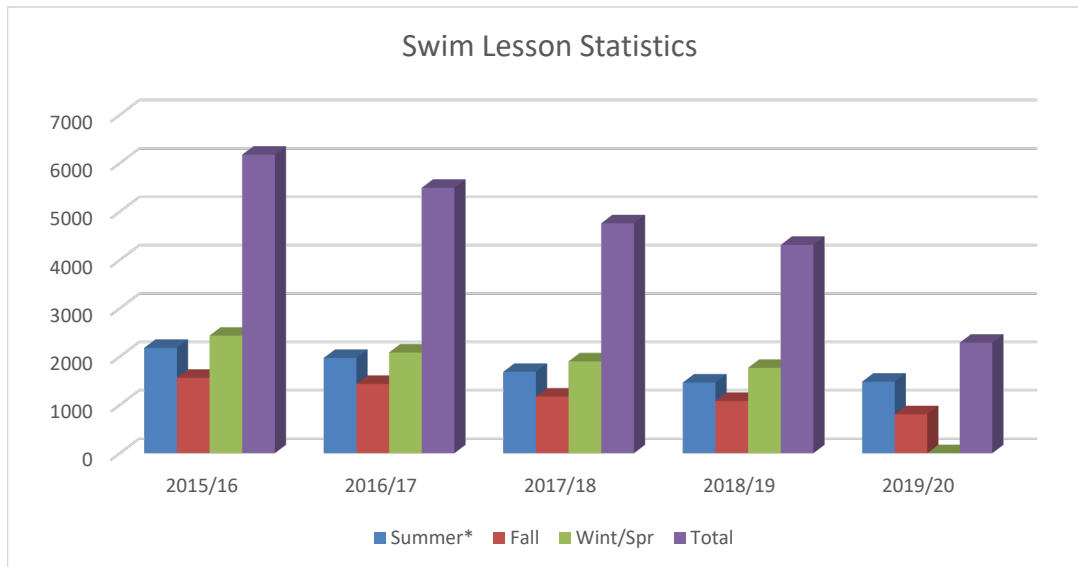


# Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer*	Fall	Wint/Spr	Total
<b>2015/16</b>	2181	1562	2433	<b>6176</b>
<b>2016/17</b>	1972	1434	2084	<b>5490</b>
<b>2017/18</b>	1685	1173	1900	<b>4758</b>
<b>2018/19</b>	1463	1082	1767	<b>4312</b>
<b>2019/20</b>	1481	807	0	<b>2288</b>

\*stroke clinic numbers removed from summer lesson totals and moved to swim team numbers for better accuracy

Swim Team Statistics						
	Summer	Fall/Winter	Spring	Spring Training	Stroke Clinic*	Total
<b>2015/16</b>	34	56	53	84	18	<b>245</b>
<b>2016/17</b>	51	68	35	52	6	<b>212</b>
<b>2017/18</b>	32	65	46	73	9	<b>225</b>
<b>2018/19</b>	71	80	77	100	18	<b>346</b>
<b>2019/20</b>	79	38	0	0	not offered	<b>117</b>





Oak Brook Park District  
 Aquatic Center  
 Aquatic Party Statistics

2019 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	15	9	24	15	15	12	6	5	4				105
Super Splash Birthday	7	3	11	10	10	10	11	12	8				82
Group (by day)	7	8	2	8	7	9	13	11	0				65
Private (indoors only)	6	4	4	2	2	2	1	2	0				23
Private (indoor/outdoor combo)	0	0	0	0	0	1	2	1	0				4
Splash Island Birthday	0	0	0	0	0	8	11	6	0				25
Camp Rentals	0	0	2	0	1	4	8	1	0				16
Lane Rental (lap only)	0	0	0	0	11	7	0	0	0				18
Scout	2	1	1	1	0	0	0	0	0				5
<b>Total # Parties</b>	<b>37</b>	<b>25</b>	<b>44</b>	<b>36</b>	<b>46</b>	<b>53</b>	<b>52</b>	<b>38</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>343</b>
<b>2018</b>	47	44	48	57	47	60	49	40	36	26	23	25	502
<b>2017</b>	46	52	60	54	43	61	75	37	2*	41	29	52	550



## Oak Brook Park District Athletic Fields Rental Report

### Athletic Field Usage 2018/2019 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	172	126	79	168	203	210	81	28	0	0	87	155	1,307	1,316
Revenue	\$15,258	\$9,005	\$3,813	\$12,280	\$12,714	\$15,670	\$5,880	\$3,080	\$0	\$0	\$7,465	\$16,085	101,248	\$87,638

### Athletic Field Usage 2018/2019 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	91	154	131	145	195	80	0	0	0	0	0	177	971	1,119
Revenue	\$3,156	\$2,081	\$725	\$1,625	\$2,688	\$1,413	\$0	\$0	\$0	\$0	\$0	\$5,575	17,263	\$18,987

### Athletic Field Usage 2018/2019 Fiscal Year Baseball Fields

	May	June	July	August	September	October	November	December	January	Feb	March	April	18/19 YTD	17/18 Actual
Hours	116	96	37	24	116	89	12	0	0	0	0	83	572	941
Revenue	\$1,740	\$595	\$100	\$75	\$200	\$800	\$475	\$0	\$0	\$0	\$0	\$1,734	5,719	\$18,160

<b>Grand Total Hours:</b>	<b>2849</b>	<b>3376</b>
<b>Grand Total Revenue:</b>	<b>\$124,230</b>	<b>\$124,785</b>

### Athletic Field Usage 2019/2020 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	192	190	153	142									676	545
Revenue	\$13,832	\$12,280	\$6,813	\$11,885									\$44,809	\$40,355

### Athletic Field Usage 2019/2020 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	254	251	161	153									818	520
Revenue	\$10,650	\$8,338	\$3,150	\$4,838									\$26,975	\$7,588

### Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	155	200	167	101									623	272
Revenue	\$3,487	\$3,997	\$1,036	\$1,633									\$10,153	\$2,510

<b>YTD Total Hours:</b>	<b>2118</b>	<b>1336</b>
<b>YTD Total Revenue:</b>	<b>\$81,937</b>	<b>\$50,452</b>



## Oak Brook Park District Facility Usage

Facility Usage													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
<b>2017</b>	43,582	37,431	45,170	31,760	31,932	35,136	33,194	27,695	17,587	15,789	24,693	24,856	368,825
<b>Weekday Avg.</b>	1,355	1,252	1,597	1,107	1,069	1,342	1,165	911	637	853	976	1,174	1,120
<b>Weekend Avg.</b>	1,531	1,551	1,054	1,071	736	700	944	887	467	672	896	1,037	962
<b>2018</b>	27,978	41,768	44,831	40,154	37,099	41,229	51,465	41,786	33,111	15,789	NA	38,518	413,728
<b>Weekday Avg.</b>	1,453	1,397	1,510	1,338	1,283	1,522	1,646	1,368	1,150	853	NA	1,372	1,354
<b>Weekend Avg.</b>	1,499	1,729	1,291	1,339	949	1,031	1,693	1,145	1,011	672	NA	1,106	1,224
<b>2019</b>	35,683	37,845	45,404	32,925	32,834	36,793	38,389	29,144					
<b>Weekday Avg.</b>	1,183	1,300	1,354	946	916	1,081	1,096	981					
<b>Weekend Avg.</b>	1,207	1,317	1,890	1,515	1,586	1,517	1,648	838					



## Oak Brook Park District Family Recreation Center Membership Usage Data

*Members												
	January	February	March	April	May	June	July	August	September	October	November	December
<b>2016</b>	3,524	3,456	3,704	3,623	4,053	4,204	4,333	4,220	3,603	3,571	3,600	3,757
<b>Resident</b>	54%	53%	54%	56%	54%	52%	52%	52%	56%	55%	57%	56%
<b>Non Resident</b>	46%	47%	46%	44%	46%	48%	48%	48%	44%	45%	43%	44%
<b>EFT</b>	2,216	2,674	2,188	2,170	2,205	2,177	2,212	2,207	2,207	2,197	2,209	2,329
<b>2017</b>	3,901	3,715	3,686	3,848	4,150	4,230	4,283	3,812*	3711*	3,665*	3,751	3,859
<b>Resident</b>	55%	53%	53%	54%	53%	52%	52%	54%	55%	55%	53%	52%
<b>Non Resident</b>	45%	47%	47%	46%	47%	48%	48%	46%	45%	45%	47%	48%
<b>EFT</b>	2,481	2,495	2,514	2,538	2,499	2,499	2,511	2,529	2,513	2,520	2,617	2,736
<b>2018</b>	3,902	3,888	4,015	4,132	4,283	4,422	4,457	4,252	3,888	3,816	3,808	3,843
<b>Resident</b>	52%	52%	52%	52%	51%	50%	51%	52%	53%	53%	53%	52%
<b>Non Resident</b>	48%	48%	48%	48%	49%	50%	49%	48%	47%	47%	47%	48%
<b>EFT</b>	2,827	2,836	2,845	2,829	2,810	2,781	2,765	2,763	2,756	2,705	2,724	2741
<b>2019</b>	3,920	3,910	4,053	4,164	4,261	4,386	4,444	4,291				
<b>Resident</b>	52%	52%	52%	51%	50%	50%	50%	49%				
<b>Non Resident</b>	48%	48%	48%	49%	50%	50%	50%	51%				
<b>EFT</b>	2,806	2,790	2,747	2,746	2,705	2,680	2,678	2,557				
Usage												
	January	February	March	April	May	June	July	August	September	October	November	December
<b>2016</b>	13,418	13,216	12,915	12,360	11,828	11,750	11,538	10,900	9,097	10,625	10,233	10,034
<b>2017</b>	12,631	11,559	12,351	11,245	14,711	16,596	17,065	12,568*	8238*	12,812	13,327	14,178
<b>2018</b>	15,909	13,043	16,047	14,383	14,333	14,782	15,768	13,472	11,150	13,441	13,424	13,933
<b>2019</b>	15,079	14,004	16,220	13,972	13,287	14,710	17,004	12,887				

\*Locker Room Renovation began August 14, 2017

Re-opened December 1st, 2017



# Memo

To: Board of Commissioners  
From: Bob Johnson, Director of Parks and Planning  
Date: September 11, 2019  
Re: Board Report

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- New playground equipment at Forest Glen has been installed, and staff is wrapping up the project with minor landscape restoration. The installation was briefly delayed by rain days, but the actual installation went quickly.
- The asphalt maintenance work at Central Park has been completed successfully. Patrons and staff did a great job adapting to the limited parking and brief congestion during the three-day project.
- Staff has continued working with Wight & Company to complete the design/development phase of the Central Park North/Autumn Oaks project.
- The Illinois Department of Natural Resources completed their initial OSLAD grant site visit to Central Park North/Autumn Oaks. During the visit, staff discussed the scope of the project with the IDNR representative, and site photos were taken. This year, 130 OSLAD applications were submitted from around the state, totaling 43.4 million dollars in requested funding with 29 million available grant monies. The Park District will be notified in October whether or not we are above the “cut line” for phase 2 of the process, which includes making a presentation to the IDNR in Springfield. Grant awardees are typically announced in January.
- A substantial number of trees are being trimmed throughout Central and the satellite parks. Staff are preparing to plant 40 new evergreen trees at Central Park this fall, including White Pine, Colorado Spruce, and Norway Spruce.
- Please see the agenda history regarding the asphalt replacement bid for sections of trails at Saddle Brook and Forest Glen Parks.



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

<b>ITEM TITLE: ASPHALT REPLACEMENT BID</b>	<b>AGENDA NO.: 7 A</b> <b>MEETING DATE: SEPTEMBER 16, 2019</b>
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**STAFF REVIEW:** Director of Parks and Planning, Bob Johnson: 

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

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):** The asphalt walking trails at both Forest Glen and Saddle Brook Parks are in need of pavement replacement in specific areas that are showing moderate to substantial deterioration. The project scope includes removing sections of pavement that have been identified and marked, grading and rolling the base stone, and replacing with new pavement at a thickness of three inches.

Alternate bids were also sought for crack-filling the entire remainder of the pathway system at both Forest Glen and Saddle Brook parks.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):** Bids documents were available as of August 8<sup>th</sup> and were opened on August 29<sup>th</sup>. The budget for this project is \$50,000. Three bids were received for the project, and the lowest qualified bidder is Evans and Son Blacktop, Inc. with a base bid of \$25,100. Evans & Sons, Inc did not submit a cost for the alternate bids for crack filling the paths at Forest Glen and Saddle Brook Parks.

Staff recommends accepting the base bid from Evans and Son Blacktop, Inc. for a total not-to-exceed cost of \$25,100.

**Action Proposed:** Motion (and a second) to accept the base bid from Evans and Son Blacktop, Inc. for the Asphalt Replacement Project and to approve an Agreement between the Oak Brook Park District and Evans and Son Blacktop, Inc. for a not-to-exceed cost of \$25,100.

Oak Brook Park District  
 Asphalt Replacement Project for Forest Glen and Saddle Brook Paths  
 Bid Open August 29, 2019, 11:00 a.m.

Bidder	Bid Bond	Certifications	Forest Glen	Saddle Brook	Forest Glen	Saddle Brook
			Base Bid	Base Bid	Alternate Bid	Alternate Bid
Pavement Systems, Inc 13820 S. California Ave Blue Island, IL 60406	Y	Y	\$ 13,800.00	\$ 17,100.00	\$ 3,850.00	\$ 6,200.00
Maneval Construction Co., Inc. 28090 West Concrete Drive Ingleside, IL 60041	N	N	\$14,000	\$ 18,000.00	No Bid	No Bid
Evans & Son, Inc. 3N775 Powis Rd. West Chicago, IL 60185	Y	Y	\$10,756	\$14,344	No Bid	No Bid

Base Bid: Asphalt Removal and Replacement  
 Alternate Bid: Cracksealing



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 19-0916: AN ORDINANCE DECLARING SURPLUS PERSONAL PROPERTY AND AUTHORIZING THE SALE OR CONVEYANCE THEREOF**

**AGENDA No.: 7 B**

**MEETING DATE: SEPTEMBER 16, 2019**

**STAFF REVIEW:**

IT Manager, Robert Pechous:

Handwritten signature of Robert Pechous in black ink.

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

Items that have been recently identified as surplus property are listed in the attached Ordinance 19-0916.

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

Staff is recommending the outdated and non-working Information Technology Equipment to be recycled. Other items that are of poor quality will be recycled when recycling opportunities exist, or otherwise discarded. Items that have possible use by others will be offered for sale.

**ACTION PROPOSED:**

A motion and a second to approve Ordinance 19-0916: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof.

**ORDINANCE NO. 19-0916  
AN ORDINANCE DECLARING  
SURPLUS PERSONAL PROPERTY AND  
AUTHORIZING CONVEYANCE OR SALE THEREOF**

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

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

<b>Property</b>					
<b>Equipment Type</b>	<b>Make</b>	<b>Model</b>	<b>Quantity</b>	<b>Reason for Surplus</b>	<b>Method of Disposal</b>
<b>IT Surplus</b>					
Computer	HP	Pro 3500 Series MT	9	Outdated	Recycle
Computer	Dell	NO WHQL	1	Outdated	Recycle
Printer	HP	HP Laserjet P2055dn	1	Broken	Recycle
Desk	Meridian	Inv # 000059	1	Poor condition	Dispose
File Cabinet	unknown	3-drawer 42”W 20”D 38.5”H	1	Poor Condition	Recycle

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

**WHEREAS**, the District’s staff has recommended that the Property, except for the Property designated to be recycled/discarded, can best be sold by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm;

License # 444.000105), who shall post the availability of such Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

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

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

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

**Section 2:** The Board hereby authorizes:

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

b) All other Property to be discarded.

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

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

**PASSED AND APPROVED THIS 16th DAY OF SEPTEMBER, 2019**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

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

**OAK BROOK PARK DISTRICT**

By: \_\_\_\_\_  
Sharon Knitter, President

ATTEST:

By: \_\_\_\_\_  
Laure L. Kosey, Secretary





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 19-0917: A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER INVOLVING AN INCREASE IN THE CONTRACT PRICE WITH KANDU CONSTRUCTION, INC.**

**AGENDA No.: 8 A**

**MEETING DATE: SEPTEMBER 16, 2019**

STAFF REVIEW:

Deputy Director, Dave Thommes

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey

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

During the May 20, 2019 Board Meeting, the Board of Commissioners accepted the bid and authorized an agreement between the Oak Brook Park District and Kandu Construction, Inc. for the Tennis Center AHU 3 Replacement and Remodeling Project, in the amount of \$218,000. During the scope review of the project at the preconstruction meeting with Kandu Construction, Inc, Kluber, Inc. Architect, and the Oak Brook Park District, cost savings were identified for a total deduction from the original bid of \$5,400. The contract price was adjusted to the price of \$212,600.

During the project, staff and the contractor identified necessary and beneficial work for the Tennis Center lobby renovation, which work is listed in Change Order 1 and attached to the Resolution. Change Order 1 in the amount of \$7,521.65 was approved by Executive Director Kosey to facilitate the work and in accordance with the Oak Brook Park District Purchasing Policy.

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

While Kandu Construction Inc. is on site at the Tennis Center performing the work, staff was able to negotiate with the contractor for the last phase of the drop ceiling work in the lower level for a reduced cost of \$14,000. The lower level drop ceiling work was originally deferred to a future capital year, but with the Tennis Center already under construction, staff was able to work with the contractor to reduce the cost of work. Completing this project now will also allow staff the opportunity to focus on other capital projects in the coming years. Kandu Construction, Inc. Change Order 2 is for this work and cost.

IL State Statute 720 ILCS 5/33E-9 requires approval by the local unit of government for any change order to a public contract in the amount of \$10,000 or more and to make specific findings which are provided in Resolution 19-0917, as attached.

Resolution 19-0917 is being presented to the Board of Commissioners for possible approval of Change Order 2 at this meeting. Because Kandu Construction, Inc will be onsite for only a few more weeks, staff is respectfully asking the Board to waive the Board Rules to approve the Resolution at this meeting to facilitate the construction of the lower level drop ceiling at the reduced rate.

**ACTION PROPOSED:**

A Motion (and a second) to waive the Board's Rules to approve, at this meeting, Resolution 19-0917: A Resolution Authorizing and Approving a Change Order Involving an Increase to the Contract Price with Kandu Construction Inc., in the amount of \$14,000 for a new total not-to-exceed contract cost of \$234,121.65.

A Motion (and a second) to approve Resolution 19-0917: A Resolution Authorizing and Approving a Change Order Involving an Increase to the Contract Price with Kandu Construction Inc., in the amount of \$14,000 for a new total not-to-exceed contract cost of \$234,121.65.

**RESOLUTION NO. 19-0917**

**A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER  
INVOLVING AN INCREASE IN THE CONTRACT PRICE  
WITH KANDU CONSTRUCTION, INC.  
(TENNIS CENTER AHU 3 REPLACEMENT AND REMODELING PROJECT)**

---

**WHEREAS**, during the May 20, 2019 Board Meeting, the Board of Commissioners accepted the bid and authorized an agreement between the Oak Brook Park District and Kandu Construction, Inc. for the Tennis Center AHU 3 Replacement and Remodeling Project, in the amount of \$218,000 and

**WHEREAS**, a scope review of the project was conducted at the preconstruction meeting with the Kandu Construction, Inc, Kluber, Inc. Architect, and the Oak Brook Park District resulted in a savings of \$5,400 and a new contract price of \$212,600, and

**WHEREAS**, Change Order # 1 was received from Kandu Construction, Inc. and approved by the Executive Director in accordance with the Oak Brook Park District Purchasing Policy, and the details of Purchase Order # 1 as set forth in the following chart; and

<b><u>Change Order #</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
<b>1</b>	1. Construct three 45-degree angles corners in soffit.	\$1,162.26
	2. Provide Access panels, run pipe for TV cable, remove unwanted electrical pipes/junction boxes not being used.	\$1,534.94
	3. Remove existing wallpaper, clean, paint to match finish color across the room.	\$1,123.76
	4. Remove existing cabinets/sink/counter top and replace with new laminate cabinets.	<u>\$3,700.69</u>
<b>Change Order 1 Total</b>		<b>\$7,521.65</b>

**WHEREAS**, the Executive Director has presented and recommended the following proposed change order to the contract between the District and Kandu Construction, Inc. for the following amount:

<b><u>Change Order #</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
<b>2</b>	Replace ceiling tiles and corresponding ceiling grids in the lower level of the Tennis Center.	<b>\$14,000.00</b>

and copies of said change orders being attached hereto as Exhibit "A" and made part hereof, to the District's Board of Park Commissioners ("Board"), and

**WHEREAS**, upon the Board's approval of Change Order 2, the new total for the contract price would be \$234,121.65, and

**WHEREAS**, pursuant to the Illinois Compiled Statutes, Chapter 720, Section 5/33E-9, the Oak Brook Park District (the “District”) is required to make specific findings prior to authorizing any change order relative to a contract which would increase or decrease the dollar amount of the contract by \$10,000.00 or more; and

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DUPAGE AND COOK COUNTIES, ILLINOIS, AS FOLLOWS:**

**SECTION 1.** That after reviewing the explanation of the Executive Director as to the necessity of and reason for the change orders attached hereto as Exhibit “A”, the Board finds as follows:

- A. That the circumstances which necessitated said change orders were not reasonably foreseeable at the time the contract was entered into.
- B. That the basis of the change orders was not within the contemplation of the contract when the contract was signed.
- C. That it is in the best interest of the District to approve the change orders in its proposed forms.
- D. That the change orders are germane to the original contract.

**SECTION 2.** That having made the findings set forth in Section 1 above, the Board hereby approves the change orders attached hereto as Exhibit “A,” and directs and authorizes the Board’s President to execute said Change Order # 2 on behalf of the District.

PASSED AND APPROVED THIS 16th DAY OF SEPTEMBER, 2019

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

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

OTHER: \_\_\_\_\_

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

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

Exhibit A  
Change Orders



AIA®

# Document G701™ – 2017

## Change Order

<b>PROJECT: (Name and address)</b> 1249 - Oak Brook Park District - Tennis Center Replacement AHU #3 and Interior Remodel Oak Brook Park District 1450 Forest Gate Road Oak Brook, IL 60523	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: May 20, 2019	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 001  Date: September 9, 2019
<b>OWNER: (Name and address)</b> Oak Brook Park District 1450 Forest Gate Road Oak Brook, Illinois 60523	<b>ARCHITECT: (Name and address)</b> Kluber Inc. 10 S. Shumway Ave. Batavia, Illinois 60510	<b>CONTRACTOR: (Name and address)</b> Kandu Construction, Inc. 3756 W. Devon Ave. Lincolnwood, Illinois 60712

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

- 1. Construct three 45 degree angles corners in soffit . . . . . add \$1,162.26
- 2. Provide access panels, run pipe for TV cable, remove unwanted electrical pipes/junction boxes not being used per Owners Request . . . . . add \$1,534.94
- 3. Remove existing wallpaper, clean, paint to match finish color across the room per Owners Request . . . . . add \$1,123.76
- 4. Remove existing cabinets/sink/counter top and replace with new laminate cabinets . . . . . add \$3,700.69

The original Contract Sum was	\$ 212,600.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 212,600.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 7,521.65
The new Contract Sum including this Change Order will be	\$ 220,121.65

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<p>Kluber, Inc. ARCHITECT (Firm name)  SIGNATURE Charlene Johnsos Project Manager PRINTED NAME AND TITLE 9-9-19 DATE</p>	<p>Kandu Construction, Inc. CONTRACTOR (Firm name)  SIGNATURE Jacob Kandu Vice President PRINTED NAME AND TITLE DATE</p>	<p>Oak Brook Park District OWNER (Firm name)  SIGNATURE Laure Kosey Executive Director Superintendent of Enterprise Operations PRINTED NAME AND TITLE 9-10-19 DATE</p>
--	--	--

# KANDU CONSTRUCTION INC.

3756 W. Devon Ave. Lincolnwood, IL. 60712  
PHONE (847) 456-4028 FAX (847)983-4308

## CHANGE ORDER #1

Date: 8-28-2019

**Project:**

TENNIS CENTER -AHU  
Replacement & Interior remodeling  
1300 Forest Gate Rd.  
Oak Brook, IL. 60523

**Architect:**

Kluber. Arch + Engineer  
10 S. Shumway  
Batavia IL. 60510

**Owner:**

Oak Brook  
Park District

---

Worked performed by contractor, per owner/architect request....  
Construct (3) three 45 degree angles corners in the soffit (8" long & 24"  
high), which requires metal studs/drywall/patch & paint.

---

Labor 16 hrs X \$97.70.....	\$781.60
Material .....	\$275.00
Sub Total .....	\$1,056.60
GC profit 10% .....	\$105.66
Grand Total .....	<u>\$ 1162.26</u>

X \_\_\_\_\_

Alin Pop

# KANDU CONSTRUCTION INC.

3756 W. Devon Ave. Lincolnwood, IL. 60712  
PHONE (847) 456-4028 FAX (847)983-4308

## CHANGE ORDER #2

Date: 8-28-2019

**Project:**

TENNIS CENTER -AHU  
Replacement & Interior remodeling  
1300 Forest Gate Rd.  
Oak Brook, IL. 60523

**Architect:**

Kluber. Arch + Engineer  
10 S. Shumway  
Batavia IL. 60510

**Owner:**

Oak Brook  
Park District

---

Worked performed by contractor, per owner/architect request....

- \* Provide an access panel 8"x8" in the corner to three (3) electrical junction boxes.
- \* Also Provide a 4"X4" access opening in the soffit, for Electrical power supply.
- \* Run 3/4" pipe for the TV cable.
- \* Remove all unwanted and existing electrical Pipes/junction boxes that are not being used.

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Labor Carpentry 6 hrs X \$97.70.....	\$586.20
Labor Electrical 6hrs X \$105.70....	\$634.20
Material .....	\$175.00
Sub Total .....	\$1395.40
GC profit 10% .....	\$ 139.54
Grand Total .....	<b><u>\$ 1534.94</u></b>

X \_\_\_\_\_

Alin Pop



# KANDU CONSTRUCTION INC.

3756 W. Devon Ave. Lincolnwood, IL. 60712  
PHONE (847) 456-4028 FAX (847)983-4308

## CHANGE ORDER #3

**Date: 8-28-2019**

**Project:**

TENNIS CENTER -AHU  
Replacement & Interior remodeling  
1300 Forest Gate Rd.  
Oak Brook, IL. 60523

**Architect:**

Kluber. Arch + Engineer  
10 S. Shumway  
Batavia IL. 60510

**Owner:**

Oak Brook  
Park District

---

Worked performed by contractor, per owner/architect request....  
Remove existing wallpaper, clean, and paint to match the finish across the  
room.

---

Labor 8hrs X \$97.70 .....	\$ 781.60
Material .....	\$240.00
Sub Total .....	\$1,021.60
GC profit 10% .....	\$ 102.16
Grand Total .....	<b><u>\$ 1,123.76</u></b>

X \_\_\_\_\_  
Alin Pop

# KANDU CONSTRUCTION INC.

3756 W. Devon Ave. Lincolnwood, IL. 60712  
 PHONE (847) 456-4028 FAX (847)983-4308

## CHANGE ORDER #4

**Date: 09-04-2019**

**Project:**

TENNIS CENTER -AHU  
 Replacement & Interior remodeling  
 1300 Forest Gate Rd.  
 Oak Brook, IL. 60523

**Architect:**

Kluber. Arch + Engineer  
 10 S. Shumway  
 Batavia IL. 60510

**Owner:**

Oak Brook  
 Park District

Worked performed by contractor, per owner/architect request....  
 Remove existing cabinets/sink/counter top and replace with new ones.  
 See both options and circle the one should the C/O be approved.  
 The pricing include labor/installation.

**Option 1:**Laminate Cabinets

- Cabinets will be frameless, made out of 3/4" white melamine interior, laminate exterior.
  - Soft Closing hinges, 110° opening
  - Countertop on site will be reinstalled
- \*Laminated Wall Upper Cabinet, 15" D, up to 36" H, price per L.F.  
 \*Laminated Base Cabinet, Full High Door, price per L.F..... \$2,788.63

**Option 2:** Wood Door Cabinets

- Cabinets will be frameless, made out of 3/4" pre-finished plywood
  - Shaker Style Doors, color to be matched
  - Soft Closing hinges, 110° opening
  - Countertop on site will be reinstalled
- \*Wood Upper Wall Cabinet, 15" D, 34"H, price per L.F.  
 \*Wood Veneer Base Cabinet, Full High Door, price per L.F.....\$3,775.89  
 Plumbing Labor (4 hours X \$85.45).....\$341.80  
 Sink & Faucet ..... \$570.26

	<b><u>Option 1</u></b>	<b><u>Option 2</u></b>
Sub Total. ....	\$3,700.69	\$4,687.95
GC Profit (10%) ...Discounted not added.....	\$0.00	\$0.00
Total.....	<b><u>\$3,700.69</u></b>	<b><u>\$4,687.95</u></b>

X \_\_\_\_\_  
 Alin Pop



# Document G701™ – 2017

## Change Order

**PROJECT: (Name and address)**  
 1249 - Oak Brook Park District - Tennis  
 Center Replacement AHU #3 and Interior  
 Remodel  
 Oak Brook Park District  
 1450 Forest Gate Road  
 Oak Brook, IL 60523

**CONTRACT INFORMATION:**  
 Contract For: General Construction  
 Date: May 20, 2019

**CHANGE ORDER INFORMATION:**  
 Change Order Number: 002  
 Date: September 9, 2019

**OWNER: (Name and address)**  
 Oak Brook Park District  
 1450 Forest Gate Road  
 Oak Brook, Illinois 60523

**ARCHITECT: (Name and address)**  
 Kluber Inc.  
 10 S. Shumway Ave.  
 Batavia, Illinois 60510

**CONTRACTOR: (Name and address)**  
 Kandu Construction, Inc.  
 3756 W. Devon Ave.  
 Lincolnwood, Illinois 60712

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*


Replace ceiling tiles and corresponding ceiling grids in the lower level of the Tennis Center.

The original Contract Sum was	\$ 212,600.00
The net change by previously authorized Change Orders	\$ 7,521.65
The Contract Sum prior to this Change Order was	\$ 220,121.65
The Contract Sum will be increased by this Change Order in the amount of	\$ 14,000.00
The new Contract Sum including this Change Order will be	\$ 234,121.65

The Contract Time will be increased by Zero (0) days.  
The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Kluber, Inc.  
 ARCHITECT (Firm name)  
  
 SIGNATURE  
 Charlene Johnsons  
 Project Manager  
 PRINTED NAME AND TITLE  
 9-9-19  
 DATE

Kandu Construction, Inc.  
 CONTRACTOR (Firm name)  
 \_\_\_\_\_  
 SIGNATURE  
 Jacob Kandu  
 Vice President  
 PRINTED NAME AND TITLE  
 \_\_\_\_\_  
 DATE

Oak Brook Park District  
 OWNER (Firm name)  
 \_\_\_\_\_  
 SIGNATURE  
 Sharon Knitter  
 President  
 PRINTED NAME AND TITLE  
 9-16-19  
 DATE



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: AMENDMENT: PERSONNEL POLICY  
MANUAL: SECTION III: 3.10 TIME-OFF BENEFITS –  
VACATION TIME**

**AGENDA No.:** 8 B

**MEETING DATE:** SEPTEMBER 16, 2019

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

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

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

The Board of Park Commissioners most recently approved Section 3.10 Time-off Benefits - Vacation Time, of the Personnel Policy Manual on March 20, 2017. This proposed new benefit is being added with the intent of helping eligible employees save for higher education costs, as well as facilitating employees with the repayment of existing higher education debt. If enacted, it is anticipated that these changes would have a positive impact towards retaining existing employees as well as provide a valuable benefit that can be advertised during the employment recruiting process.

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

The revisions currently being proposed would allow eligible staff to request the conversion of up to 40 hours of available vacation time into cash. The resulting cash proceeds would be remitted by the District directly to the appropriate loan servicer for the repayment of existing college debt. The employee could also elect to have the cash proceeds remitted directly to an existing 529 College Savings Account. This proposed benefit would only apply to debt incurred by the employee, the employee’s spouse, or the employee’s children and any 529 College Savings Account would also need to be for the benefit of these same individuals.

**ACTION PROPOSED:**

For Review and Discussion Only.

### **College Savings and Loan Payment**

An employee may elect to cash in up to 40 hours of available Vacation time per calendar year and direct the funds to an established 529 College Savings Account and/or to a College Loan in their own name, their spouse's name, or their child's name. This election is limited to a one-time request per calendar year, per employee. Contributions/payments will be made directly to the applicable account(s). To take advantage of this benefit, the employee shall complete the 529 College Savings Account Contribution Form and/or the College Loan Payment Form and submit it to the Human Resource Manager no later than November 30<sup>th</sup> for processing. The employee is responsible for confirming receipt and crediting of the funds to their account(s).

**OAK BROOK PARK DISTRICT  
529 COLLEGE SAVINGS ACCOUNT CONTRIBUTION FORM**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to cash in the following benefit hours and forward the funds for deposit to the 529 College Savings Account listed below.

Benefit Hours: \_\_\_\_\_ Vacation Hours

Please direct the contribution to:

Savings Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

ACCOUNT NUMBER	NAME ON ACCOUNT	RELATIONSHIP TO EMPLOYEE	PERCENT CONTRIBUTION

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

\_\_\_\_\_  
Date

**OAK BROOK PARK DISTRICT  
COLLEGE LOAN PAYMENT FORM**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

I would like to cash in the following benefit hours and forward payment on the student loan(s) listed below.

Benefit Hours: \_\_\_\_\_ Vacation Hours

Please direct the payment to:

Loan Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

ACCOUNT NUMBER	NAME ON ACCOUNT	RELATIONSHIP TO EMPLOYEE	PERCENT CONTRIBUTION

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

\_\_\_\_\_  
Date