



Oak Brook Park District Board Packet

September 18, 2023

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

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

www.obparks.org





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
September 18, 2023 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF THE SEPTEMBER 18, 2023 AGENDA
 - b. APPROVAL OF MINUTES
 - i. AUGUST 21, 2023 Regular Board Meeting Minutes
 - ii. AUGUST 29, 2023 Special Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2023
 - i. Warrant 676
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications.
 - b. Master Vision Semi-Annual Review
 - c. Strategic Plan Semi-Annual Review
 - d. Central Park West Business Plan
6. REPORTS:
 - a. Communications, IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
September 18, 2023 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Ordinance 23-0918: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- b. Purchase of Pickup Truck through the Suburban Purchasing Cooperative.
- c. Family Care Leave Policy
- d. Safety Policy 24: Oak Brook Park District Boundary Violations Policy - Protecting Children and Vulnerable Adults and Employee Acknowledgement Form
- e. Safety Policy 24.1: Electronic Communications with Minors and Vulnerable Adults Policy
- f. Safety Policy 24.2: Overnight and Travel Abroad Events and Programs Policy

8. NEW BUSINESS

- a. Revision Administrative Policies & Procedures Manual: Section 1.1. Rules of the Board of Park Commissioners, subsection I.G.1: Remote Attendance by Video or Audio Conference.
- b. Ordinance 23-1016: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

9. ENTER CLOSED SESSION: For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act

10. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes, July 17, 2023
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 23-1017: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through July 31, 2023

11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 16, 2023, 6:30 P.M.

13. ADJOURNMENT

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



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
September 18, 2023 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]
2. OPEN FORUM *[Ask whether there are any Public Comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
3. CONSENT AGENDA *[Request a Motion (and a Second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.***

*Then ask for a Motion (and a Second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*
 - a. APPROVAL OF THE SEPTEMBER 18, 2023 AGENDA
 - b. APPROVAL OF MINUTES
 - i. AUGUST 21, 2023 Regular Board Meeting Minutes
 - ii. AUGUST 29, 2023 Special Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2023
 - i. Warrant 676
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only.]*
 - a. Board of Commissioners to share communications.
 - b. Master Vision Semi-Annual Review
 - c. Strategic Plan Semi-Annual Review
 - d. Central Park West Business Plan
6. REPORTS: *[For Review and Discussion Only.]*
 - a. Communications, IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
September 18, 2023 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Ordinance 23-0918: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof *[Request a motion and a second to approve Ordinance 23-0918: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof. Roll Call Vote...]*
- b. Purchase of Pickup Truck through the Suburban Purchasing Cooperative. *[Request a motion and a second to approve the purchase of a 2024 Ford F-250 pickup truck through the Suburban Purchasing Cooperative for a total cost of \$47,531. Roll Call Vote...]*
- c. Family Care Leave Policy *[Request a motion and a second to approve the Family Care Leave Policy. Roll Call Vote...]*
- d. Safety Policy 24: Oak Brook Park District Boundary Violations Policy - Protecting Children and Vulnerable Adults and Employee Acknowledgement Form *[Request a motion and a second to approve Safety Policy 24: Oak Brook Park District Boundary Violations Policy – Protecting Children and Vulnerable Adults and Employee Acknowledgement Form. Roll Call Vote...]*
- e. Safety Policy 24.1: Electronic Communications with Minors and Vulnerable Adults Policy *[Request a motion and a second to approve Safety Policy 24.1: Electronic Communications with Minors and Vulnerable Adults Policy. Roll Call Vote...]*
- f. Safety Policy 24.2: Overnight and Travel Abroad Events and Programs Policy *[Request a motion and a second to Approve Safety Policy 24.2: Overnight and Travel Abroad Events and Programs Policy. Roll Call Vote...]*

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

- a. Revision Administrative Policies & Procedures Manual: Section 1.1. Rules of the Board of Park Commissioners, subsection I.G.1: Remote Attendance by Video or Audio Conference.
- b. Ordinance 23-1016: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

9. ENTER CLOSED SESSION: For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act *[Request a motion and a second to enter into closed session for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d). Roll Call Vote...]*

10. CLOSED SESSION *[For Review and Discussion Only.]*

- a. Discussion and Approval of Closed Meeting Minutes, July 17, 2023
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 23-1017: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through July 31, 2023





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
September 18, 2023 – 6:30 p.m.
Canterberry Room

11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION *[Request a motion and a second to arise from closed session and resume the open session. **Voice Vote, All in Favor...**]*
12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 16, 2023, 6:30 P.M. *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on October 16, 2023, 6:30 p.m.]*
13. ADJOURNMENT *[Request a Motion and a Second to adjourn the September 18, 2023 Regular Meeting of the Oak Brook Park District Board of Commissioners. **Voice Vote, All in Favor...**]*

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

Minutes

Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
August 21, 2023 – 6:30 p.m.
Canterberry Room

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

President Knitter called to order the regular meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:31 p.m. Commissioners Gondek, Suleiman, Vescovi, and President Knitter answered "present" from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in the Canterbury Conference Room were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Katie Basile, Director of Recreation and Facilities; and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF THE AUGUST 21, 2023 AGENDA
- b. APPROVAL OF MINUTES
 - i. July 17, 2023, Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2023
 - i. Warrant 675

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

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

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

Nays: None

Absent: Commissioner Ivkovic Kelley

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

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

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

Nays: None

Absent: Commissioner Ivkovic Kelley

4. STAFF RECOGNITION

- a. Grace Harrast, Administrative Services Assistant

The Board welcomed Grace.

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

Commissioner Vescovi thanked the Commissioners and Park District staff for their kindness and support over the loss of his son.

President Knitter has received positive comments about Splash Island being open later in the season.

Commissioner Suleiman stated patrons who attended National Night Out informed her this year's event felt more community-orientated compared to years past.

6. REPORTS:

- a. Communications, IT, and Administration Report

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

Dr. Kosey reported that the Strategic Planning process has continued with the Leadership Team. There is an additional meeting on August 29th with the leadership team and Commissioners.

Dr. Kosey stated the change order threshold increased to 25k has been approved at the state level. The General Assembly increased its threshold for requiring written approval changes. This threshold increase is due to increased costs of construction.

- b. Finance & Human Resources Report

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

Mr. Salinas reported on completing the first quarter of the fiscal year. The significant accounts, General, Recreation, and Tennis Fund, are in surplus.

Mr. Salinas stated that the General Fund reflects payments from the Wizards and Lakeshore Lacrosse.

Mr. Salinas informed the Board there has been an increase in the electric cost, and staff is looking into the increased energy level.

Mr. Salinas stated the Tennis Center memberships are in surplus with revenues of private lessons and court times increased.

President Knitter inquired if the increased surpluses were due to timing.

Mr. Salinas stated favorability can often be due to timing, as some expenses may have come sooner or later in the year. Additionally, there could be a better anticipation of revenues or new programs added.

- c. Recreation & Facilities Report

Mrs. Basile presented her report, which can be found in the Park District's records.

Mrs. Basile reported registration increases for several programs, such as the Walk in the Park Wine Tour, Summer Camps, and aquatic programming, created a solid completion to summer programming.

Mrs. Basile stated that Splash Island will stay open during the shutdown with limited hours.

d. Parks & Planning Report

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

Mr. Johnson reported that V3 Companies was selected as the engineer of the phase engineering of the Ginger Creek bridge, dam, and creek improvements. The staff has since met with V3 Companies to propose an initial project scope focusing on value engineering the project while still accomplishing the goal.

President Knitter expressed concern about the valued engineering.

Mr. Johnson stated staff is addressing the dam step pools, which would have been an excellent environmental addition to the dam. They are looking at budget-friendly alternatives, such as a rock dam to move the water, which would reduce the project's scope. Also, they are looking into creating plans to construct the bridge and redevelop the dam in phases.

Commissioner Suleiman asked if the Conservation Foundation could help with funding at a later date.

Mr. Johnson stated the Conservation Foundation saw this as a borderline project due to the existence of the current dam. With a dam replacement, the staff is looking elsewhere to receive funding.

Mr. Johnson stated the turf field has been updated with new carpet. They have added lacrosse lines added to the field for additional gameplay.

Mr. Johnson notified the Board that the Central Park North project has progressed. There have been delays on the project due to material shortages, weight times, and weather. Currently, the project's ninja course playground is being installed. The project is anticipated to be completed at the end of September.

Mr. Johnson stated that the Parks Department recommends purchasing a new fleet truck to phase out their older model.

7. UNFINISHED BUSINESS

a. Agreement for Professional Civil Engineering Services for Ginger Creek Phase II

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the proposal from V3 Companies for the Ginger Creek Phase II Engineering Project in the amount of \$43,510 and to approve an agreement between the Oak Brook Park District and V3 Companies for a total contract cost not-to-exceed \$43,510.

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

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the proposal from V3 Companies for the Ginger Creek Phase II Engineering Project in the amount of \$43,510 and to approve an agreement between the Oak Brook Park District and V3 Companies for a total contract cost not-to-exceed \$43,510.

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

Nays: None

Absent: Commissioner Ivkovic Kelley

b. Tennis Center Court Fees II

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the Tennis Center Court Fees as presented.

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

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to approve the Tennis Center Court Fees as presented.

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

Nays: None

Absent: Commissioner Ivkovic Kelley

8. NEW BUSINESS

a. Ordinance 23-0918: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

President Knitter stated the vending machines, pickup trucks, computers, etc., were all satisfactory items to surplus.

b. Purchase of Pickup Truck through the Suburban Purchasing Cooperative

Mr. Johnson informed the Board about purchasing a new pickup truck. The lead time is extensive, so we would not take possession until May of 2024.

c. Family Care Leave Policy

Dr. Kosey seeks to expand a current policy for the leave of someone having a new child or caring for a family member.

President Knitter asked if this policy would be in conjunction with FMLA or in addition to FMLA.

Dr. Kosey informed the Board that this policy would run concurrently with FMLA and last eight weeks. Team members would receive seventy-five percent of their based weekly pay, as opposed to the twelve weeks of FMLA, which are unpaid.

President Knitter asked, with a cost associated with the new policy and the protection FMLA provides to employees, why would the Park District do this?

Dr. Kosey stated staff has been challenged recently, and this policy would help benefit current staff.

President Knitter explained staff could build up a lot of time off and would like to think through this policy more than the financial aspect of the policy.

Commissioner Suleiman asked if this would be extended exclusively to a part-time or full-time team member. Additionally, could provisions be added to limit this to once a year.

Dr. Kosey explained that this would benefit FMLA, provided to full-time employees, and the Park District cannot limit this to once a year.

Commissioner Suleiman asked if any other Park Districts offered this to their employees.

Dr. Kosey stated a handful of Park Districts are offering this to their staff, and they have leaned on them to create the policy.

President Knitter would like the policy to have a narrower scope to assist in eliminating a staff member abusing the policy.

Dr. Kosey stated she would work with the attorney to narrow the scope and create provisions to protect the Agency.

Commissioner Suleiman would like to look at the history of similar policies, as the Park District is already very flexible. The data could then be used to narrow the scope. This policy would be a great Diversity, Equity, and Inclusion benefit to the Agency.

Commissioner Gondek believes no matter where you work, there are always people trying to beat the system and would like to see better ideas of showing proof of needing to use this policy.

- d. Safety Policy: Oak Brook Park District Boundary Violations Policy - Protecting Children and Vulnerable Adults and Employee Acknowledgement Form

Dr. Kosey explained this is a directive of PDRMA.

- e. Safety Policy: Electronic Communications with Minors and Vulnerable Adults Policy

Dr. Kosey explained this is a directive of PDRMA.

- f. Safety Policy: Overnight and Travel Abroad Events and Programs Policy

Dr. Kosey explained this is a directive of PDRMA.

THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 18, 2023, 6:30 P.M.

President Knitter announced that the next Regular Meeting of the Oak Brook Park District of Park Commissioners would be held on September 18, 2023, at 6:30 p.m.

9. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to adjourn the August 21, 2023, Regular Meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 7:08 p.m.

Dr. Laure L. Kosey, Executive Director

**MINUTES OF A SPECIAL MEETING
OF THE
OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS
August 29, 2023**

NOTICE IS HEREBY GIVEN that a special meeting of the Oak Brook Park District Board of Commissioners will be on Tuesday, August 29, 2023 at the hour of 5:00 p.m. The Special Meeting will be held at the Oak Brook Park District Central Park West facility, 1500 Forest Gate Road, Oak Brook, IL 60523 for the purpose of considering the following agenda.

Minutes

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

President Knitter called to order the Special Meeting of the Oak Brook Park District Board of Commissioners at the hour of 5:03 p.m. at the Central Park West facility, 1500 Forest Gate Road, Oak Brook, IL 60523. Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi and President Knitter answered "present." Also present were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Katie Basile, Director of Recreation and Facilities; Bob Johnson, Director of Parks and Planning; Rob Bond, Superintendent of Aquatics; Mike Contreras, Superintendent of Recreation; Robert Pechous, Superintendent of Communications & IT; Alin Pop, Superintendent of Enterprise Operations; Jake Stachowiak, Superintendent of Parks; and Haley Colucci, Marketing & Communications Manager.

Also in attendance was Carol Sente, Founder & Principal Consultant, Carol Sente Consulting LLC.

2) APPROVAL OF THE AUGUST 29, 2023 AGENDA OF THE SPECIAL MEETING

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek to approve the August 29, 2023 Agenda of the Special Meeting.

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

Nays: None

3) OPEN FORUM

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

4) SPECIAL MEETING BUSINESS

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

Ms. Carol Sente thanked the board and Leadership team for attending the strategic planning retreat. She stated that this retreat will be a good meeting for the commissioners to ask questions and share comments concerning Strengths, Weaknesses, Opportunities, & Challenges (SWOC) Analysis and strategic plan goals.

SWOC Analysis

Strengths

Dr. Laure Kosey presented the Strengths listed with the highest priorities being highlighted in the SWOC Analysis, which can be found in the Park District's records.

President Knitter asked if the loyal customer base should be included under Strengths. She stated that repeat customers should be explored to see how to encourage them to visit more.

Dr. Kosey stated that aquatics and tennis are strong programs for the loyal customer base.

Ms. Sente asked the commissioners if they had any additions to the Strengths.

Commissioner Suleiman stated that camps should be added as a strength.

Ms. Sente added “camps” to the list of Strengths.

Commissioner Gondek continued to mention that nonresident aquatic programming participation is strong.

President Knitter stated that the demographics should be examined.

Commissioner Vescovi agreed. He mentioned the aging population of 60 years old and over in Oak Brook is growing in comparison to the other age groups.

Ms. Sente suggested adding “creating more programs for active adults” under Opportunities.

Weaknesses

Mr. Marco Salinas reviewed the Weaknesses listed in the SWOC Analysis, which can be found in the Park District’s records.

Commissioner Vescovi added some Oak Brook residents are not aware of what is available at the Park District. He asked what can be done to demonstrate what is available.

Ms. Sente stated that “exploring additional ways to market our programs” should be addressed under Challenges.

The Board moved on to discuss the resident versus nonresident membership.

Dr. Kosey stated the comparison of nonresident to resident membership is more of a challenge and not a weakness since this is possible to overcome.

Commissioner Suleiman agreed that this is a challenge, that we can overcome the perception so should be moved to Challenges.

President Knitter went on to discuss the relationship with the Village Board and suggested rewording the phrase.

Ms. Sente suggested rewording to “Desire or opportunity to strengthen our relationship with the Village.”

President Knitter and Dr. Kosey added that it should be an opportunity, not a weakness.

Challenges

Mr. Bob Johnson read through the list of Challenges under the SWOC Analysis, which can be found in the Park District's records.

The Board discussed challenges in DEI perception and then continued to talk about customer demand for programming.

Mr. Rob Bond, Superintendent of Aquatics, shared demand is high for aquatics due to the quality of the programming, so protecting the integrity of the program by considering the number of students to instructor and the time of the program is important. The program is more dynamic if we continue the quality of the program.

Strategic Initiatives and Goal Draft

Ms. Basile introduced establishing identity at Central Park West in the 2025-2029 Strategic Plan goals, which can be found in the Park District's records.

Another goal was to create partnerships with the local government officials.

Mr. Robert Pechous, Superintendent of Communications & IT, presented the technology goal in the 2025-2029 Strategic Plan Goals, which can be found in the Park District's records.

Mr. Salinas explained a new opportunity with neighboring park districts in the 2025-2029 Strategic Plan Goals, which can be found in the Park District's records.

Dr. Kosey presented that being regarded as one of the most inclusive park districts in the state is a goal in the 2025-2029 Strategic Plan Goals, which can be found in the Park District's records.

Mr. Alin Pop spoke on developing strategies to promote staff recruitment and retention as a goal in the 2025-2029 Strategic Plan Goals, which can be found in the Park District's records.

Commissioner Suleiman asked about the Orientation Passport.

Mr. Pop explained the Orientation Passport assists new hires to learn about Oak Brook Park District as an organization.

Mr. Contreras reviewed the Special Recreation Association as a goal in the 2025-2029 Strategic Plan Goals, which can be found in the Park District's records.

Mr. Bond stated that maintaining state and national accreditations as a goal in the 2025-2029 Strategic Plan Goals, which can be found in the Park District's records.

Commissioner Vescovi then added we should show in a public document how we are being fiscally responsible and what we are doing to reduce costs.

Dr. Kosey and President Knitter stated that sustainability and recreational programs should be added to the list of goals that staff still needs to address.

- 5) THE NEXT REGULAR MEETING WILL BE HELD ON SEPTEMBER 18, 2023, 6:30 p.m. The next regular meeting of the Oak Brook Park District Board of Commissioners will be held on September 18, 2023, 6:30 p.m., at the Family Recreation Center, Canterbury Room, 1450 Forest Gate Road, Oak Brook, IL 60523.

President Knitter announced the next regular meeting of the Oak Brook Park District Board of Commissioners will be held on September 18, 2023, 6:30 p.m., in the Canterbury Room of the Family Recreation Center.

6) ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Gondek, to adjourn the August 29, 2023, Special Meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote and the meeting adjourned at the hour of 8:42 p.m.

Dr. Laure L. Kosey, Executive Director

Financial Statement



General Fund

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

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

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



General Fund: Revenues and Expenditures Summary (Unaudited)

Fiscal Year-to-Date Activity through August 31 2023 and 2022

33.33% completed (4 out of 12 months)

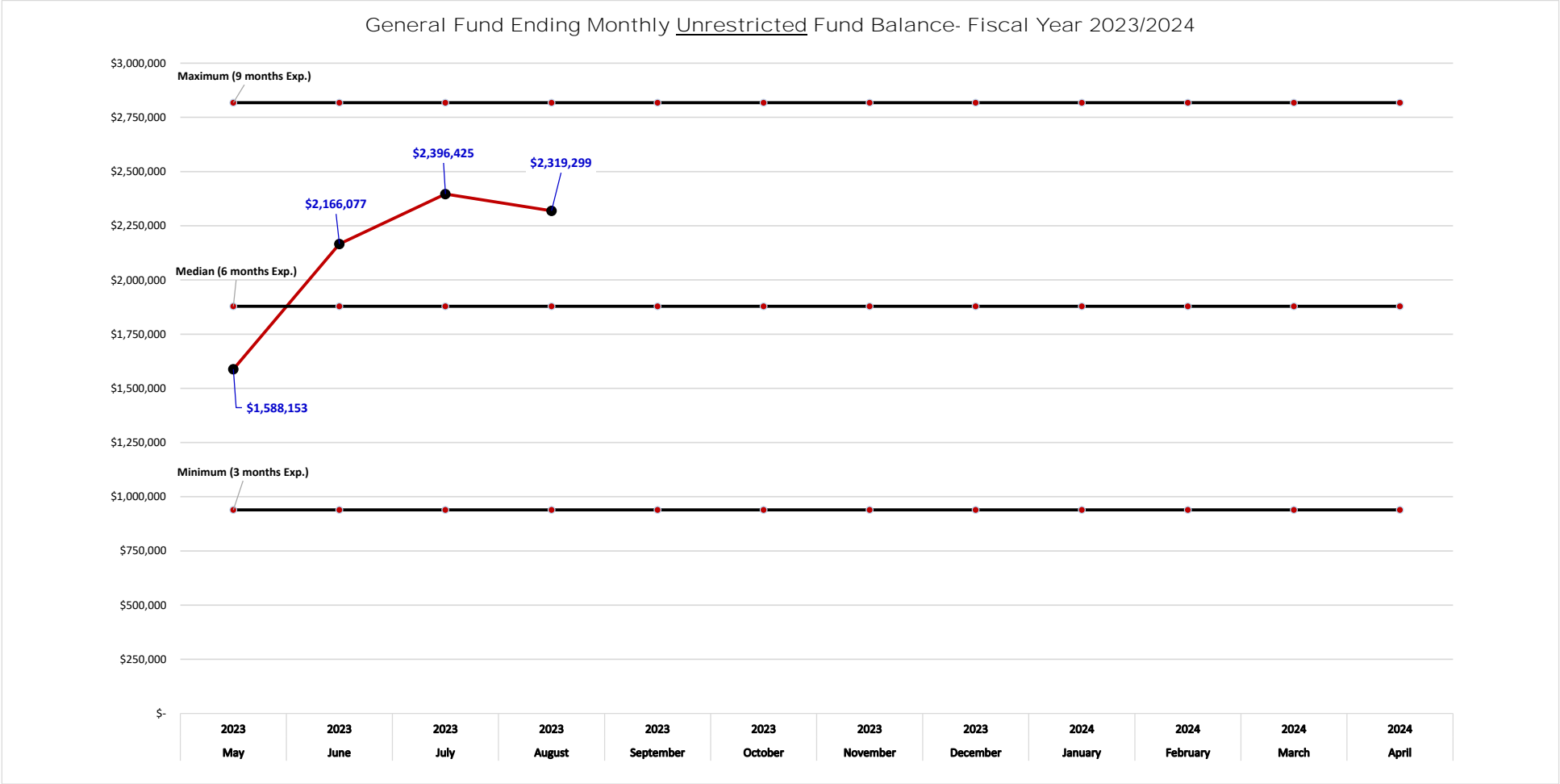
	Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance						FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	August 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,773,687	103,915	1,091,597	N/A	1,091,597	61.5%	906,804	184,793	20.4%
Personal Prop. Repl. Taxes	324,515	8,202	121,994	N/A	121,994	37.6%	126,766	(4,773)	-3.8%
Investment Income	7,500	3,767	14,763	N/A	14,763	196.8%	1,286	13,476	1047.8%
Other	9,250	-	385	N/A	385	4.2%	6,134	(5,749)	-93.7%
Central Park North	88,500	1,955	67,133	N/A	67,133	75.9%	85,546	(18,414)	-21.5%
Central Park	196,000	6,520	147,571	N/A	147,571	75.3%	157,789	(10,218)	-6.5%
Saddlebrook Park	500	-	-	N/A	-	0.0%	-	-	N/A
Forest Glen Park	500	-	-	N/A	-	0.0%	-	-	N/A
Chillem Park	250	-	-	N/A	-	0.0%	-	-	N/A
Dean Property	500	-	-	N/A	-	0.0%	-	-	N/A
Information Technology	117,124	228	29,601	N/A	29,601	25.3%	-	29,601	N/A
Building-Recreation Center	1,040,726	60,103	335,152	N/A	335,152	32.2%	299,795	35,356	11.8%
Central Park West	83,094	7,989	28,686	N/A	28,686	34.5%	30,151	(1,465)	-4.9%
TOTAL REVENUES	\$ 3,642,146	\$ 192,678	\$ 1,836,881	\$ -	\$ 1,836,881	50.4%	\$ 1,614,273	\$ 222,609	13.8%
EXPENDITURES									
Administration	\$ 385,411	\$ 26,965	\$ 114,648	\$ 966	115,614	29.7%	\$ 147,437	\$ (32,790)	-22.2%
Finance	313,016	21,810	74,235	3	74,239	23.7%	104,931	(30,696)	-29.3%
Central Park North	45,021	5,294	24,979	6,233	31,212	55.5%	21,714	3,265	15.0%
Central Park	818,078	77,480	256,972	58,743	315,715	31.4%	246,601	10,371	4.2%
Saddlebrook Park	15,659	1,895	4,954	5,042	9,996	31.6%	3,067	1,887	61.5%
Forest Glen Park	27,543	1,936	9,905	5,387	15,293	36.0%	12,300	(2,395)	-19.5%
Chillem Park	7,909	520	1,110	1,532	2,643	14.0%	2,882	(1,772)	-61.5%
Dean Property	30,177	6,809	16,878	8,433	25,310	55.9%	10,567	6,311	59.7%
Professional Services	29,500	5,528	9,599	7,642	17,241	32.5%	7,181	2,417	33.7%
Contracts- Maint. DNS	-	-	-	-	-	N/A	8,058	(8,058)	N/A
Information Technology	314,889	26,290	102,274	43,943	146,217	32.5%	-	102,274	N/A
Building-Recreation Center	1,034,404	89,568	298,793	65,573	364,366	28.9%	266,995	31,797	11.9%
Central Park West	81,528	5,709	16,232	13,250	29,482	19.9%	15,918	314	2.0%
TOTAL EXPENDITURES	\$ 3,103,134	\$ 269,804	\$ 930,579	\$ 216,749	\$ 1,147,327	30.0%	\$ 847,652	\$ 82,927	9.8%
TRANSFERS OUT	\$ 654,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,757,134	\$ 269,804	\$ 930,579	\$ 216,749	\$ 1,147,327	24.8%	\$ 847,652	\$ 82,927	9.8%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (114,988)	\$ (77,126)	\$ 906,303	\$ (216,749)	\$ 689,554	-788.2%	\$ 766,621	\$ 139,681	18.2%

Note> Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, the highlighted items reflect a variance of +/-10.00% or greater.

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

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

Actuals- Unaudited													
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Unrestricted	\$ 1,412,996	\$ 1,588,153	\$ 2,166,077	\$ 2,396,425									
Monthly Net Surplus/(Deficit)	175,157	577,924	230,348	(77,126)									\$ 906,303
Ending Unrestricted	\$ 1,588,153	\$ 2,166,077	\$ 2,396,425	\$ 2,319,299	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	



Minimum (3 months Exp.)	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284	\$ 939,284
Median (6 months Exp.)	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567	\$ 1,878,567
Maximum (9 months Exp.)	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851	\$ 2,817,851



Recreation Fund

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

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

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



Recreation Fund: Revenues and Expenditures Summary (Unaudited)

Fiscal Year-to-Date Activity through August 31 2023 and 2022

33.33% completed (4 out of 12 months)

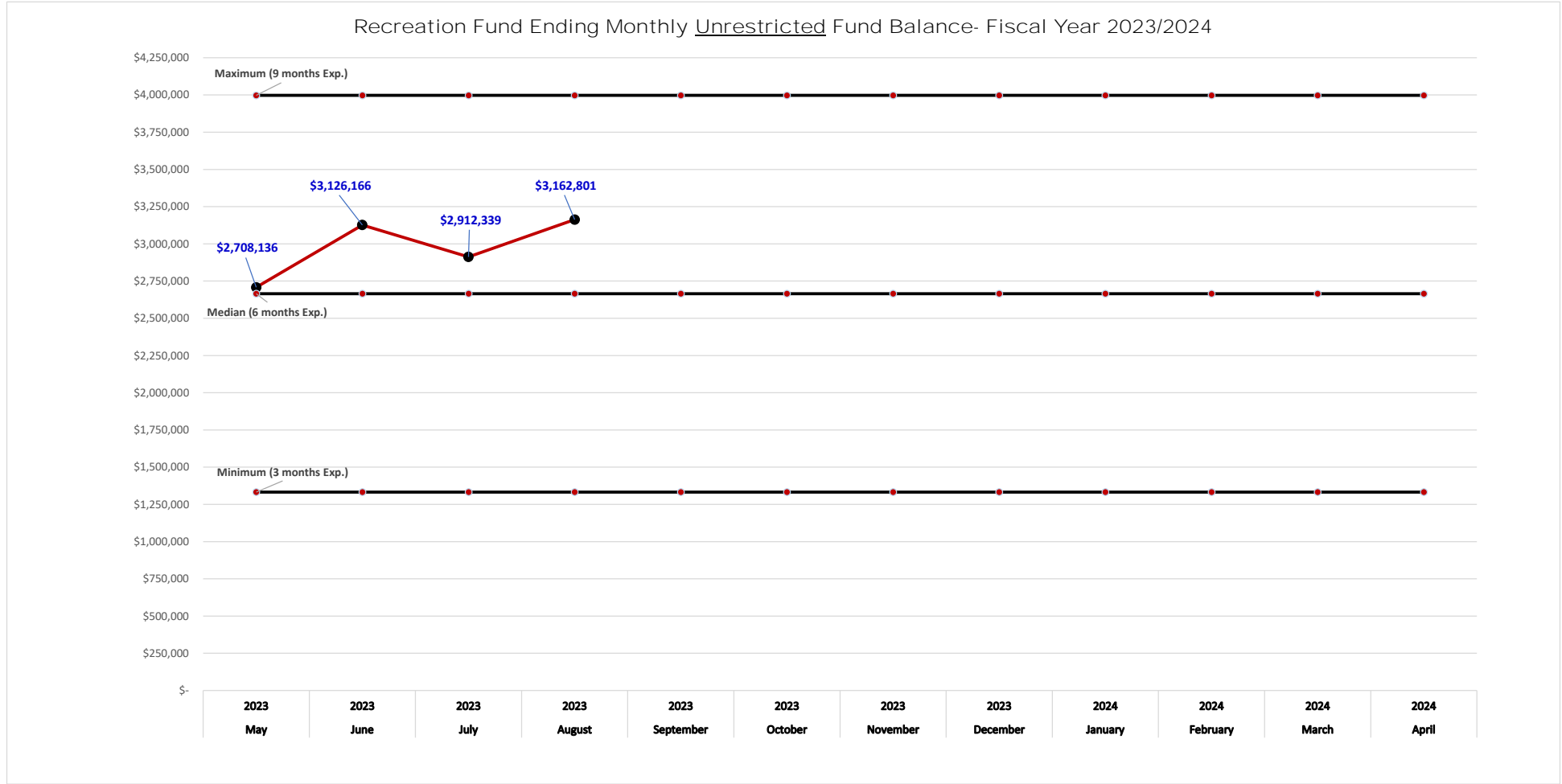
Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance							FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
	Original Annual Budget	August 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 1,294,055	\$ 75,860	\$ 796,887	N/A	\$ 796,887	61.6%	\$ 780,713	\$ 16,174	2.1%
Personal Prop. Repl. Taxes	100,714	2,582	38,405	N/A	38,405	38.1%	39,908	(1,502)	-3.8%
Investment Income	22,000	7,921	28,412	N/A	28,412	129.1%	3,474	24,938	718.0%
Other	3,000	271	1,163	N/A	1,163	38.8%	1,514	(351)	-23.2%
Fitness Center									
Aquatic Center	675,479	60,752	244,522	N/A	244,522	36.2%	192,779	51,743	26.8%
Aquatic Recreation Prog.	595,305	48,313	238,369	N/A	238,369	40.0%	187,251	51,118	27.3%
Children's Programs	569,563	54,815	229,014	N/A	229,014	40.2%	201,758	27,256	13.5%
Preschool Programs	456,329	266,882	408,090	N/A	408,090	89.4%	302,264	105,826	35.0%
Youth Programs	303,481	11,612	87,996	N/A	87,996	29.0%	73,389	14,607	19.9%
Adult Programs	225,158	1,009	182,767	N/A	182,767	81.2%	199,447	(16,680)	-8.4%
Pioneer Programs	77,266	11,926	57,009	N/A	57,009	73.8%	38,522	18,488	48.0%
Special Events and Trips	59,150	5,636	22,409	N/A	22,409	37.9%	18,818	3,591	19.1%
Marketing	144,180	14,436	72,436	N/A	72,436	50.2%	34,913	37,522	107.5%
Capital Outlay	45,000	1,200	14,545	N/A	14,545	32.3%	6,850	7,695	112.3%
TRANSFERS IN									
	\$ 300,000	-	-	N/A	-	0.0%	-	-	N/A
TOTAL REVENUES & TRANSFERS IN	\$ 4,870,680	\$ 563,214	\$ 2,422,025	\$ -	\$ 2,422,025	49.7%	\$ 2,081,600	\$ 340,425	16.4%
EXPENDITURES									
Administration									
Fitness Center	\$ 1,037,478	\$ 62,672	\$ 281,144	\$ 27,801	\$ 308,945	27.1%	\$ 218,557	\$ 62,587	28.6%
Aquatic Center	502,565	23,827	115,086	29,540	144,627	22.9%	84,223	30,863	36.6%
Aquatic Recreation Prog.	1,052,637	101,353	361,267	80,629	441,896	34.3%	297,996	63,272	21.2%
Children's Programs	275,300	26,449	87,281	18,512	105,792	31.7%	79,133	8,148	10.3%
Preschool Programs	323,888	28,469	86,169	2,122	88,290	26.6%	65,547	20,622	31.5%
Youth Programs	285,293	3,548	34,871	681	35,552	12.2%	34,063	808	2.4%
Adult Programs	173,985	30,988	92,499	1,194	93,693	53.2%	89,920	2,579	2.9%
Pioneer Programs	57,858	4,435	16,323	-	16,323	28.2%	6,224	10,099	162.3%
Special Events and Trips	97,022	4,718	20,624	7,579	28,203	21.3%	22,513	(1,890)	-8.4%
Marketing	122,576	7,608	63,074	6,088	69,162	51.5%	36,395	26,680	73.3%
Capital Outlay	237,411	18,684	73,160	458	73,618	30.8%	67,094	6,066	9.0%
TOTAL EXPENDITURES	\$ 5,128,512	\$ 312,752	\$ 1,270,596	\$ 948,318	\$ 2,218,914	24.8%	\$ 1,040,776	\$ 229,820	22.1%
TRANSFERS OUT									
	\$ 201,392	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 5,329,904	\$ 312,752	\$ 1,270,596	\$ 948,318	\$ 2,218,914	23.8%	\$ 1,040,776	\$ 229,820	22.1%
REVENUES OVER (UNDER) EXPENDITURES	\$ (459,225)	\$ 250,462	\$ 1,151,428	\$ (948,318)	\$ 203,111	-250.7%	\$ 1,040,824	\$ 110,604	10.6%

Note> Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, the highlighted items reflect a variance of +/-10.00% or greater.

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

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

		Actuals- Unaudited																	
		May	June	July	August	September	October	November	December	January	February	March	April	Fiscal					
		2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D					
Beginning Unrestricted	\$	2,011,373	\$	2,708,136	\$	3,126,166	\$	2,912,339											
Monthly Net Surplus/(Deficit)		696,763		418,030		(213,827)		250,462						\$	1,151,428				
Ending Unrestricted	\$	2,708,136	\$	3,126,166	\$	2,912,339	\$	3,162,801	\$	-	\$	-	\$	-	\$	-	\$	-	



Minimum (3 months Exp.)	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476	\$ 1,332,476
Median (6 months Exp.)	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952	\$ 2,664,952
Maximum (9 months Exp.)	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428	\$ 3,997,428



Tennis Fund

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

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

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



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

Fiscal Year-to-Date Activity through August 31 2023 and 2022

33.33% completed (4 out of 12 months)

REVENUES

Administration

Building- Racquet Club

Programs- Racquet Club

TOTAL REVENUES

EXPENSES

Administration

Building- Racquet Club

Programs- Racquet Club

Capital Outlay

TOTAL EXPENSES

**REVENUES OVER
(UNDER) EXPENSES**

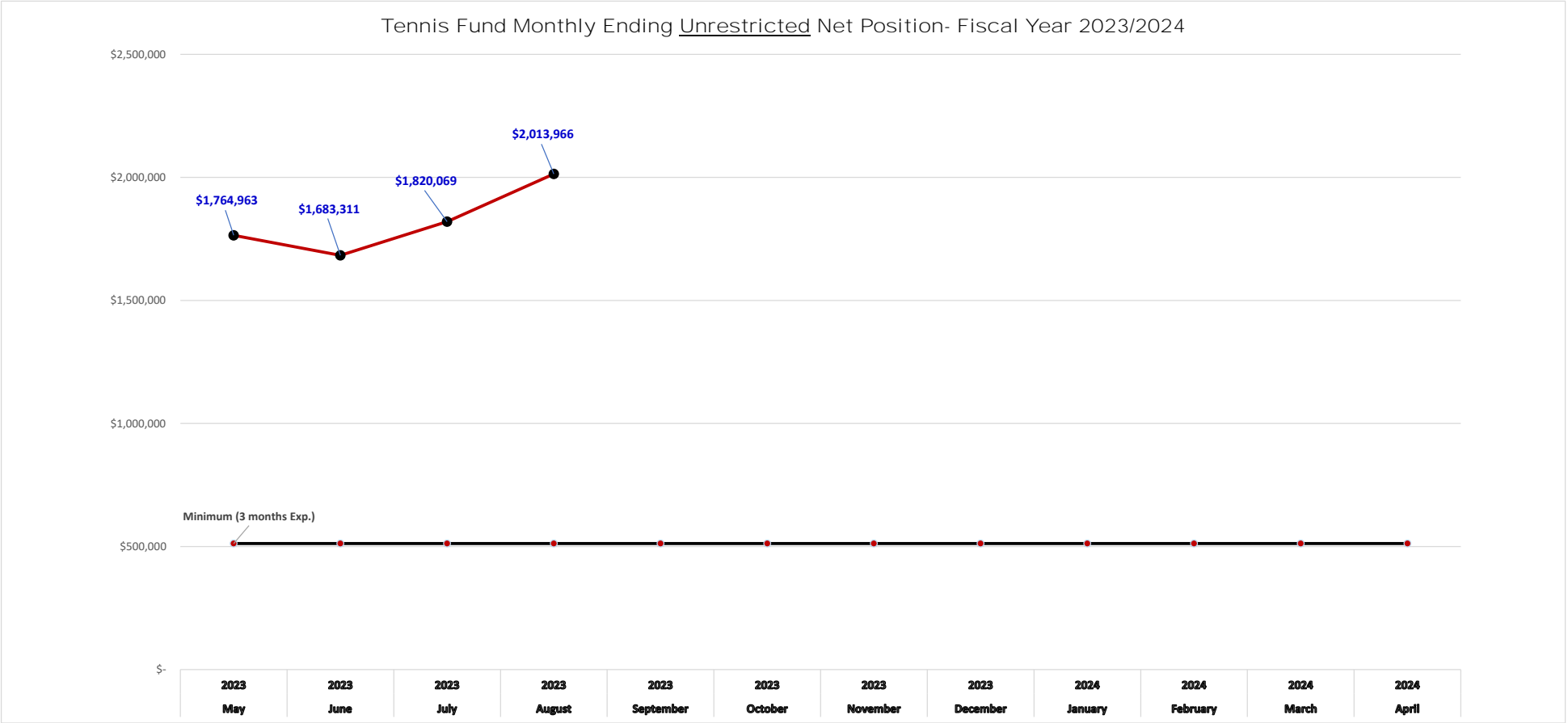
Fiscal Year 2023/2024- Highlighted items reflect more than 8.33% variance							FY 2023/2024 compared to FY 2022/2023- Highlighted items reflect more than 10% variance		
Original Annual Budget	August 2023 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget		Fiscal Year 2022/2023 YTD Actual	FY 2023/2024 YTD Actual Higher/(Lower) than 2022/2023 YTD Actual	Percent Change
\$ 12,220	\$ 5,419	\$ 31,841	N/A	\$ 31,841	260.6%		\$ 4,830	\$ 27,012	559.3%
500	-	-	N/A	-	0.0%		-	-	N/A
2,051,500	362,128	1,079,940	N/A	1,079,940	52.6%		847,055	232,885	27.5%
\$ 2,064,220	\$ 367,546	\$ 1,111,781	\$ -	\$ 1,111,781	53.9%		\$ 851,885	\$ 259,896	30.5%
\$ 808,599	\$ 85,606	\$ 222,935	\$ 500	\$ 223,435	27.6%		\$ 170,156	\$ 52,779	31.0%
381,971	19,550	88,161	58,352	146,513	23.1%		76,212	11,949	15.7%
858,000	56,704	192,802	-	192,802	22.5%		169,248	23,554	13.9%
430,000	5,895	28,715	16,641	45,356	6.7%		61,900	(33,185)	-53.6%
\$ 2,478,571	\$ 167,754	\$ 532,613	\$ 75,493	\$ 608,106	21.5%		\$ 477,516	\$ 55,097	11.5%
\$ (414,351)	\$ 199,792	\$ 579,168	\$ (75,493)	\$ 503,675	-139.8%		\$ 374,369	\$ 204,799	54.7%

Note> Fiscal year 2023/2024 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2022/2023, the highlighted items reflect a variance of +/-10.00% or greater.

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

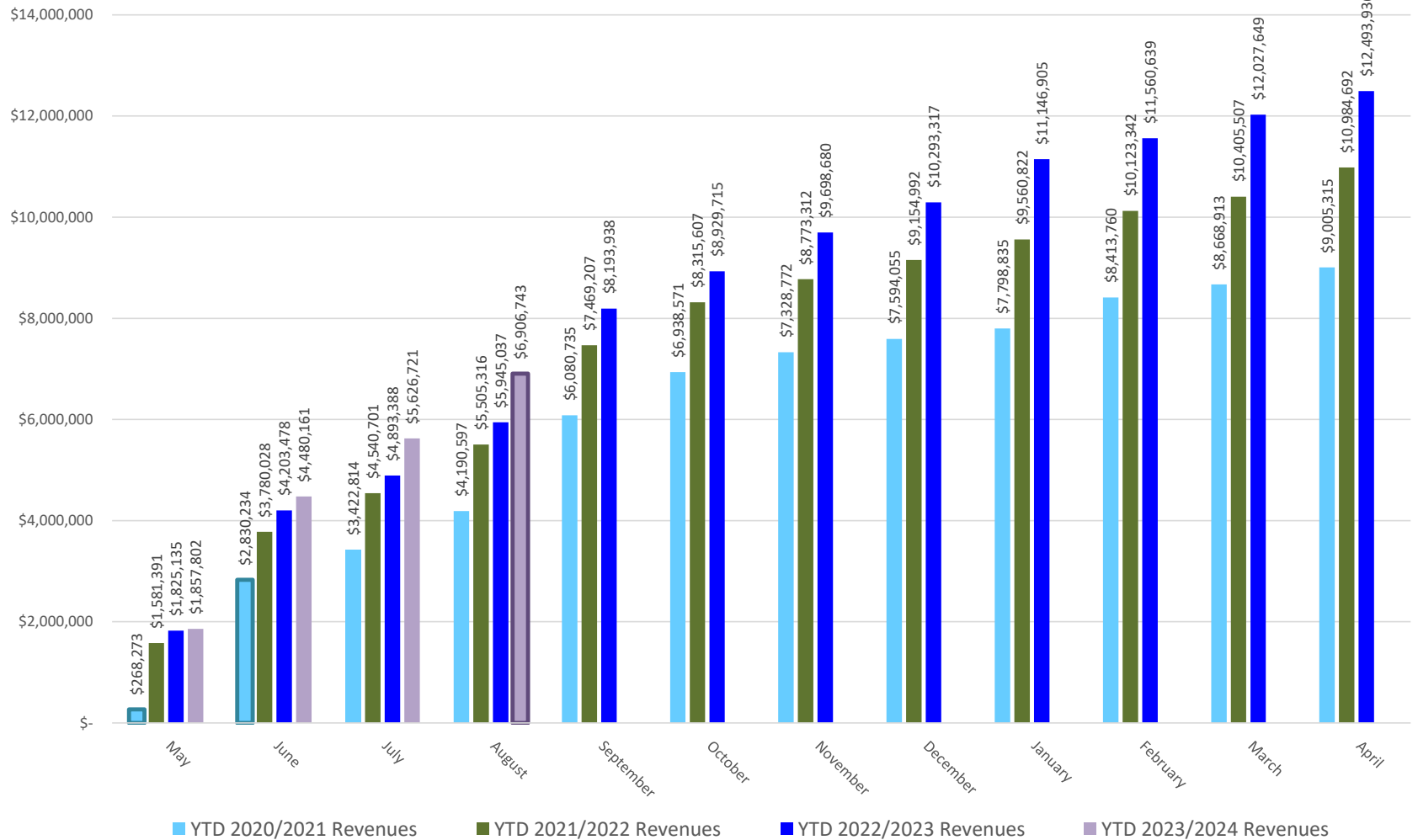
Oak Brook Park District
Schedule of Ending Monthly Unrestricted Net Position- Tennis Fund

		Actuals- Unaudited												
		May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
		2023	2023	2023	2023	2023	2023	2023	2023	2024	2024	2024	2024	Y-T-D
Beginning Investment in Capital Assets	\$	1,610,979	\$ 1,610,979	\$ 1,633,799	\$ 1,633,799									
Beginning Unrestricted		1,463,513	1,764,963	1,683,311	1,820,069									
Monthly Net Surplus/(Deficit)		301,449	(58,832)	136,758	199,792									\$ 579,168
Ending Investment in Capital Assets	\$	1,610,979	\$ 1,633,799	\$ 1,633,799	\$ 1,639,694									
Ending Unrestricted	\$	1,764,963	\$ 1,683,311	\$ 1,820,069	\$ 2,013,966									



Minimum (3 months Exp.)	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143	\$ 512,143
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

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



NOTES

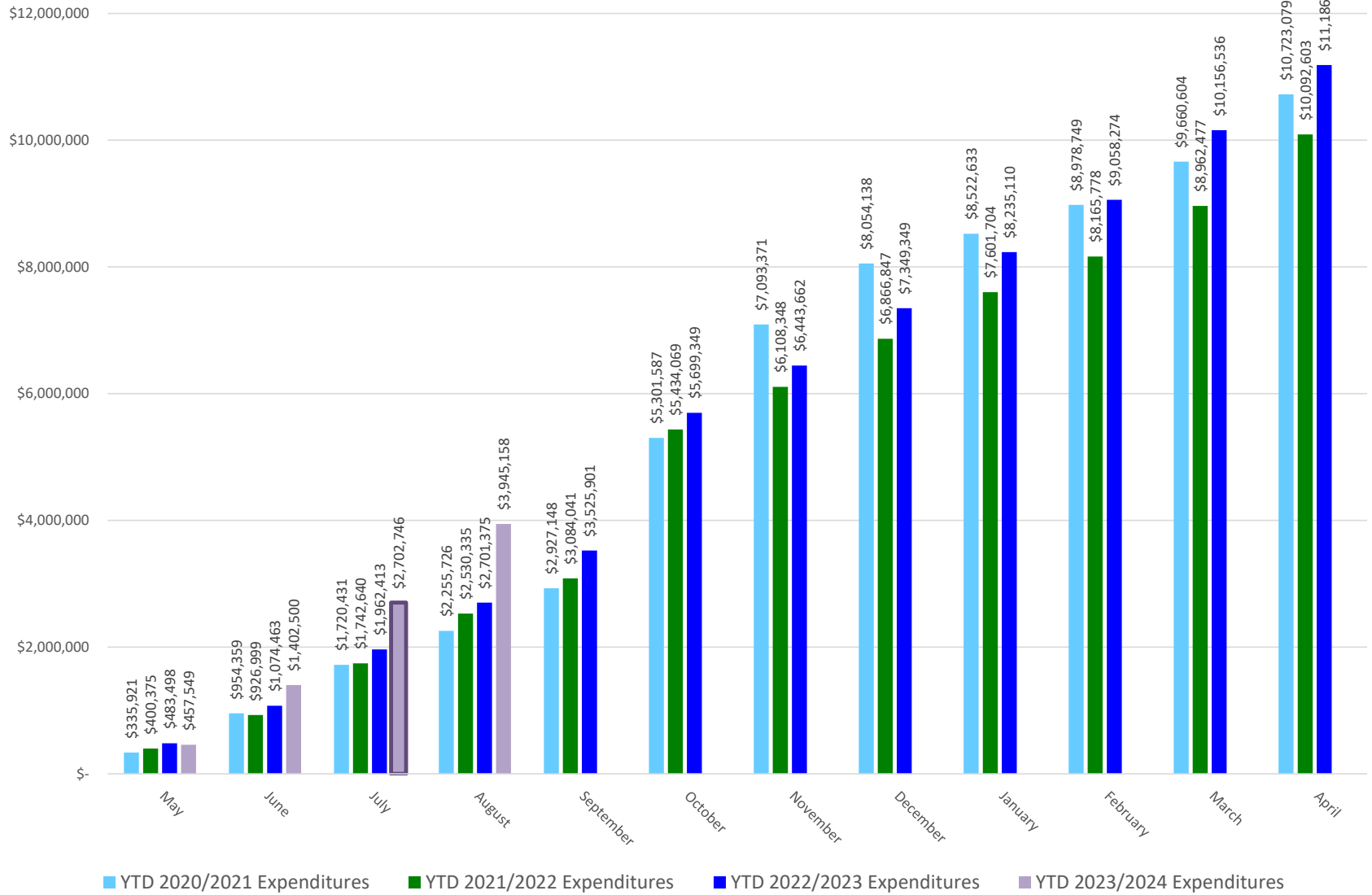
2020/2021

The large decreases in May and June 2020 revenues is attributed to the closure of all our indoor and outdoor recreation facilities as a result of the COVID-19 pandemic. Such closure began in Mid-March 2020 and extended through the end of June 2020, with the resumption of limited on-site programming during the month of June.

2023/2024

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

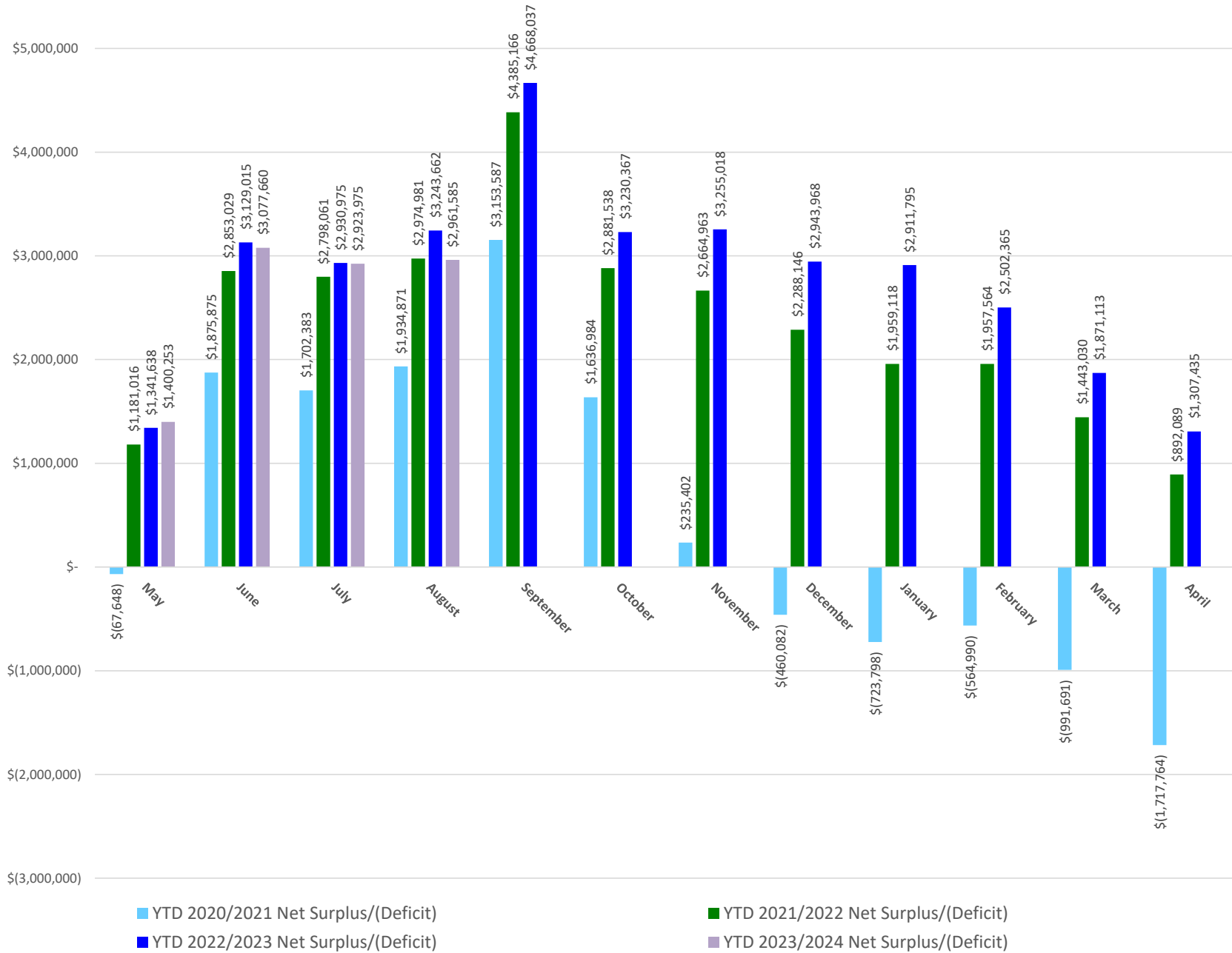
Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



NOTES

2023/2024 The large increase in Y-T-D expenditures are being primarily driven by increased capital improvement costs.

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
August 2023

	FY 2023/2024 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (4 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	\$ 3,642,146	\$ 192,678	\$ 1,836,881
Expenditures & transfers out	3,757,134	269,804	930,579
Net surplus/(deficit)	\$ (114,988)	\$ (77,126)	\$ 906,303
RECREATION FUND			
Revenues & transfers in	\$ 4,870,680	\$ 563,214	\$ 2,422,025
Expenditures & transfers out	5,329,904	312,752	1,270,596
Net surplus/(deficit)	\$ (459,225)	\$ 250,462	\$ 1,151,428
IMRF FUND			
Revenues & transfers in	\$ 141,986	\$ 5,739	\$ 68,130
Expenditures & transfers out	175,000	13,446	52,983
Net surplus/(deficit)	\$ (33,014)	\$ (7,707)	\$ 15,147
LIABILITY INSURANCE FUND			
Revenues & transfers in	\$ 110,730	\$ 6,069	\$ 63,097
Expenditures & transfers out	145,601	3,182	62,149
Net surplus/(deficit)	\$ (34,871)	\$ 2,888	\$ 948
AUDIT FUND			
Revenues & transfers in	\$ 16,903	\$ 1,028	\$ 10,700
Expenditures & transfers out	16,175	11,250	11,250
Net surplus/(deficit)	\$ 728	\$ (10,222)	\$ (550)
DEBT SERVICE FUND			
Revenues & transfers in	\$ 1,903,875	\$ 93,316	\$ 978,676
Expenditures & transfers out	1,887,377	-	2,000
Net surplus/(deficit)	\$ 16,498	\$ 93,316	\$ 976,676
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	\$ 2,064,220	\$ 367,546	\$ 1,111,781
Expenses	2,478,571	167,754	532,613
Net surplus/(deficit)	\$ (414,351)	\$ 199,792	\$ 579,168
SPECIAL RECREATION FUND			
Revenues & transfers in	\$ 336,927	\$ 18,185	\$ 185,950
Expenditures & transfers out	378,217	33,724	106,453
Net surplus/(deficit)	\$ (41,290)	\$ (15,539)	\$ 79,496



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
August 2023

	FY 2023/2024 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (4 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	\$ 966,000	\$ 15,651	\$ 74,697
Expenditures & transfers out	3,470,100	403,275	875,542
Net surplus/(deficit)	\$ (2,504,100)	\$ (387,623)	\$ (800,845)
SOCIAL SECURITY FUND			
Revenues & transfers in	\$ 272,324	\$ 14,494	\$ 154,805
Expenditures & transfers out	292,995	27,225	100,993
Net surplus/(deficit)	\$ (20,671)	\$ (12,732)	\$ 53,813
CONSOLIDATED SUMMARY			
Revenues & transfers in	\$ 14,325,792	\$ 1,277,921	\$ 6,906,743
Expenditures/expenses & transfers out	17,931,074	1,242,412	3,945,158
Net surplus/(deficit)	\$ (3,605,282)	\$ 35,509	\$ 2,961,585

OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: August 2023

	CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN	
Property Taxes	\$ 311,744
Replacement Taxes	15,188
Interest	35,216
Miscellaneous	271
Fitness Center Fees	60,752
Aquatic Center & Program Fees	103,128
Recreation Program Fees	673,628
Marketing	1,200
FRC Rental/Member Fees	60,103
Field Rentals- Central Park North	1,955
Field Rentals- Central Park	6,520
Satellite Parks & DNS	-
Information Technology	228
CPW Building Rentals	7,989
Grant Proceeds	-
Overhead Revenue-FRC & Rental	-
Overhead Revenue-I.T.	-
Transfers In	-
TOTAL- REVENUES & TRANSFERS IN	\$ 1,277,921
EXPENDITURES/EXPENSES & TRANSFERS OUT	
Accounts Payable and Other	\$ 658,211
August Payroll and Related Benefits	584,201
Overhead Expenditures	-
Transfers Out	-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT	\$ 1,242,412
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ 35,509

**Oak Brook Park District
Consolidated Balance Sheet
As of August 31, 2023**

<u>ASSETS</u>		<u>Consolidated Totals</u>
Current Assets		
Cash and Investments	\$	11,459,280
Receivables - Net of Allowances		-
Property Taxes		5,410,785
Accounts		704,989
Due from Other Funds		-
Prepays		5,664
Inventories		31,917
Total Current Assets	\$	17,612,635
Noncurrent Assets		
Capital Assets		
Non-depreciable	\$	40,475
Depreciable		5,400,929
Accumulated Depreciation		(3,830,424)
Total Noncurrent Assets	\$	1,610,980
Total Assets	\$	19,223,615
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred Items-IMRF	\$	210,773
Total Assets and Deferred Outflows of Resources	\$	19,434,388
<u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable	\$	107,217
Accrued Payroll		(576)
Retainage Payable		70,532
Unearned Revenue		616,404
Due To Other Funds		-
Unclaimed Property		2,744
Total Current Liabilities	\$	796,321
Noncurrent Liabilities		
Compensated Absences Payable	\$	30,841
Net Pension Liability - IMRF		185,023
Total OPEB Liability - RBP		167,291
Total Noncurrent Liabilities	\$	383,155
Total Liabilities	\$	1,179,476
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred Items - IMRF	\$	48,679
Property Taxes		5,410,786
Total Liabilities and Deferred Inflows of Resources	\$	6,638,941
<u>FUND/NET POSITION BALANCES</u>		
Non-spendable	\$	-
Restricted		1,496,285
Committed		5,317,582
Assigned		-
Unassigned		2,327,920
Net Investment in Capital Assets		1,639,694
Restricted		-
Unrestricted		2,013,966
Total Fund/Net Position Balances	\$	12,795,447
Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	\$	19,434,388

OAK BROOK PARK DISTRICT
Treasurer's Report- As of August 31, 2023

Investment Type	Bank/Institution	Current Year Balance	Current Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>						
	Evergreen Bank	\$ 6,528,834.20	3.040%	0.530%	Interest-bearing	60.63%
	Hinsdale Bank	795,534.84	5.590%	2.190%	Interest-bearing	7.39%
	Sub-Total:	<u>\$ 7,324,369.04</u>				<u>68.01%</u>
<u>Savings</u>						
	Evergreen Bank	\$ 202,752.61	2.500%	0.650%	Interest-bearing (Insured Cash Sweep)	1.88%
<u>Checking</u>						
	Fifth Third Bank	\$ 126,549.77	0.730%	0.440%	Interest-bearing	1.18%
<u>Investment Pool</u>						
	The Illinois Funds	\$ 3,115,535.54	5.454%	2.180%	Illinois Public Treasurers' Investment Pool	28.93%
	Grand Total Investments:	<u><u>\$ 10,769,206.96</u></u>				<u><u>100.00%</u></u>
<u>Benchmark</u>						
Three-month U.S. Treasury Bill			5.456%	2.931%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 08/31.	

Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of August 31, 2023

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<u>Capital Projects Fund</u>		
Central Park North Phase 2- Design & engineering, soil borings, equipment, furnishings, permit fees, construction, etc. (82% allocation)	Zepole Restaurant Supply, Icon Shelter, Landscape Structures, Vacker Inc., Village of Oak Brook, Charles Vincent George, Geocon, Hinsdale Nurseries, Integral Construction, Robbins Schwartz	\$ 714,903.85
Central Park North Phase 2- Legal fees	Robbins Schwartz	858.00
Synthetic Turf Replacement- Central Park	Fieldturf USA, Inc.	116,030.87
License plate reader security system	Minuteman Security	7,254.36
Tennis Center outdoor patio improvements	A&A Paving, NuToys	36,494.50
	Sub-total Balance:	\$ 875,541.58
<u>Recreation Fund</u>		
Tennis courts resurfacing- Saddle Brook	American Sealcoating	\$ 19,000.00
Tennis courts resurfacing- Forest Glen	American Sealcoating	19,000.00
Aquatics HVAC and tile deck	Kluber Architects	1,098.79
	Sub-total Balance:	\$ 39,098.79
<u>Tennis Fund</u>		
Tennis Center outdoor patio improvements	A&A Paving, NuToys	\$ 28,714.76
	Sub-total Balance:	\$ 28,714.76
<u>Special Recreation Fund</u>		
Adaptive changing table- Family Locker Room	eSpecial Needs	\$ 891.86
Central Park North Phase 2- Design & engineering, construction (18% allocation)	Charles Vincent George, Integral Construction	45,557.89
Tennis Center outdoor patio improvements	A&A Paving, Treetop Products	12,333.84
Tennis courts resurfacing- Saddle Brook	American Sealcoating	8,900.00
Tennis courts resurfacing- Forest Glen	American Sealcoating	8,900.00
	Sub-total Balance:	\$ 76,583.59
	TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:	\$ 1,019,938.72

Warrant

WARRANT #676

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

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EXP CHECK RUN DATES 09/18/2023 - 09/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
46408	A&A PAVING CONTRACTORS, INC	08/21/2023	09/18/2023	6,640.96	6,640.96	Open	N
46440	ABC MECHANICAL	08/23/2023	09/18/2023	5,996.88	5,996.88	Open	N
46509	ACTIVE SPORTS AGENCY LLC	09/06/2023	09/18/2023	284.39	284.39	Open	N
46543	ALIN POP	08/25/2023	09/18/2023	276.41	276.41	Open	N
46470	ANDERSON ELEVATOR CO.	09/01/2023	09/18/2023	626.00	626.00	Open	N
46397	ANDERSON LANDSCAPE SUPPLY	07/21/2023	09/18/2023	92.00	92.00	Open	N
46398	ANDERSON LANDSCAPE SUPPLY	07/21/2023	09/18/2023	117.00	117.00	Open	N
46399	ANDERSON LANDSCAPE SUPPLY	07/21/2023	09/18/2023	149.00	149.00	Open	N
46496	ANTHONY ROOFING TECTA AMERICA LLC	08/22/2023	09/18/2023	580.00	580.00	Open	N
46411	AQUA PURE ENTERPRISES, INC.	08/18/2023	09/18/2023	1,264.17	1,264.17	Open	N
46412	AQUA PURE ENTERPRISES, INC.	08/21/2023	09/18/2023	119.12	119.12	Open	N
46519	BEST OFFICIALS	08/31/2023	09/18/2023	504.00	504.00	Open	N
46520	BEST OFFICIALS	08/31/2023	09/18/2023	440.00	440.00	Open	N
46512	CARDMEMBER SERVICE	09/01/2023	09/18/2023	1,153.62	1,153.62	Open	N
46513	CARDMEMBER SERVICE	08/25/2023	09/18/2023	2,696.32	2,696.32	Open	N
46514	CARDMEMBER SERVICE	08/25/2023	09/18/2023	2,129.80	2,129.80	Open	N
46515*	CARDMEMBER SERVICE	08/25/2023	09/18/2023	1,102.92	1,102.92	Open	N
46516	CARDMEMBER SERVICE	08/25/2023	09/18/2023	526.76	526.76	Open	N
46518	CARDMEMBER SERVICE	08/31/2023	09/18/2023	(39.99)	(39.99)	Open	N
46521	CARDMEMBER SERVICE	08/25/2023	09/18/2023	(179.00)	(179.00)	Open	N
46522	CARDMEMBER SERVICE	08/25/2023	09/18/2023	35.18	35.18	Open	N
46523	CARDMEMBER SERVICE	08/25/2023	09/18/2023	64.90	64.90	Open	N
46524	CARDMEMBER SERVICE	08/25/2023	09/18/2023	223.30	223.30	Open	N
46525	CARDMEMBER SERVICE	08/25/2023	09/18/2023	405.00	405.00	Open	N
46526	CARDMEMBER SERVICE	08/25/2023	09/18/2023	151.98	151.98	Open	N
46527	CARDMEMBER SERVICE	08/25/2023	09/18/2023	317.78	317.78	Open	N
46528	CARDMEMBER SERVICE	08/25/2023	09/18/2023	471.12	471.12	Open	N
46529	CARDMEMBER SERVICE	08/25/2023	09/18/2023	422.00	422.00	Open	N
46530	CARDMEMBER SERVICE	08/25/2023	09/18/2023	4,704.52	4,704.52	Open	N
46531	CARDMEMBER SERVICE	08/25/2023	09/18/2023	99.56	99.56	Open	N
46532	CARDMEMBER SERVICE	08/25/2023	09/18/2023	346.74	346.74	Open	N
46533	CARDMEMBER SERVICE	08/25/2023	09/18/2023	589.66	589.66	Open	N
46534	CARDMEMBER SERVICE	08/25/2023	09/18/2023	117.86	117.86	Open	N
46535	CARDMEMBER SERVICE	08/25/2023	09/18/2023	1,170.62	1,170.62	Open	N
46536*	CARDMEMBER SERVICE	08/25/2023	09/18/2023	1,739.43	1,739.43	Open	N
46537*	CARDMEMBER SERVICE	08/25/2023	09/18/2023	7,940.79	7,940.79	Open	N
46538	CARDMEMBER SERVICE	08/25/2023	09/18/2023	168.79	168.79	Open	N
46539	CARDMEMBER SERVICE	08/25/2023	09/18/2023	75.00	75.00	Open	N
46540	CARDMEMBER SERVICE	08/25/2023	09/18/2023	1,115.27	1,115.27	Open	N
46541	CARDMEMBER SERVICE	08/25/2023	09/18/2023	1,118.89	1,118.89	Open	N
46547*	CARDMEMBER SERVICE	08/25/2023	09/18/2023	601.44	601.44	Open	N
46491	CAROL SENTE CONSULTING LLC	08/31/2023	09/18/2023	2,500.00	2,500.00	Open	N
46426	CHARLES VINCENT GEORGE ARCHITECTS	08/18/2023	09/18/2023	742.50	742.50	Open	N
46501	CHARLES VINCENT GEORGE ARCHITECTS	08/18/2023	09/18/2023	2,527.50	2,527.50	Open	N
46492	CLASSIC LANDSCAPE, LTD.	08/31/2023	09/18/2023	7,203.00	7,203.00	Open	N
46482	COM ED	08/28/2023	09/18/2023	29.19	29.19	Open	N
46483	COM ED	08/28/2023	09/18/2023	414.43	414.43	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
46430	DANGRIA BUDGINAITE	08/17/2023	09/18/2023	99.00	99.00	Open	N
46542	DORIN IACOB	08/25/2023	09/18/2023	276.41	276.41	Open	N
46393	EBEL'S ACE HARDWARE #8313	08/16/2023	09/18/2023	18.62	18.62	Open	N
46394	EBEL'S ACE HARDWARE #8313	08/17/2023	09/18/2023	2.88	2.88	Open	N
46467	EBEL'S ACE HARDWARE #8313	08/30/2023	09/18/2023	14.00	14.00	Open	N
46497	EBEL'S ACE HARDWARE #8313	09/06/2023	09/18/2023	63.36	63.36	Open	N
46463	ENERGIZE SPORTZ	08/18/2023	09/18/2023	2,121.70	2,121.70	Open	N
46423	FERGUSON FACILITY #3400	08/11/2023	09/18/2023	1,960.53	1,960.53	Open	N
46424	FERGUSON FACILITY #3400	08/11/2023	09/18/2023	56.44	56.44	Open	N
46439	FERGUSON FACILITY #3400	08/23/2023	09/18/2023	24.00	24.00	Open	N
46442	FIELDTURF USA, INC.	08/28/2023	09/18/2023	488,548.99	488,548.99	Open	N
46443	FIELDTURF USA, INC.	08/28/2023	09/18/2023	67,175.54	67,175.54	Open	N
46414	FIRST STUDENT	07/20/2023	09/18/2023	830.00	830.00	Open	N
46415	FIRST STUDENT	07/27/2023	09/18/2023	713.00	713.00	Open	N
46416	FIRST STUDENT	07/29/2023	09/18/2023	830.00	830.00	Open	N
46417	FIRST STUDENT	07/13/2023	09/18/2023	752.00	752.00	Open	N
46507	FITNESS EQUIPMENT SERVICES	08/29/2023	09/18/2023	105.00	105.00	Open	N
46475	FLAGG CREEK WATER RECLAMATION	08/29/2023	09/18/2023	15.93	15.93	Open	N
46476	FLAGG CREEK WATER RECLAMATION	08/29/2023	09/18/2023	4,010.63	4,010.63	Open	N
46477	FLAGG CREEK WATER RECLAMATION	08/29/2023	09/18/2023	73.52	73.52	Open	N
46478	FLAGG CREEK WATER RECLAMATION	08/29/2023	09/18/2023	50.79	50.79	Open	N
46479	FLAGG CREEK WATER RECLAMATION	08/29/2023	09/18/2023	50.79	50.79	Open	N
46395	GARY WENSTRUP	05/26/2023	09/18/2023	300.00	300.00	Open	N
46434	GEOCON PROFESSIONAL SERVICES, LLC	08/11/2023	09/18/2023	1,449.00	1,449.00	Open	N
46471	HAGG PRESS	08/31/2023	09/18/2023	65.00	65.00	Open	N
46545	HALOGEN SUPPLY COMPANY, INC.	09/08/2023	09/18/2023	73.52	73.52	Open	N
46485	HI TOUCH BUSINESS SERVICES	08/11/2023	09/18/2023	403.30	403.30	Open	N
46445	HOME DEPOT CREDIT SERVICES	08/24/2023	09/18/2023	87.91	87.91	Open	N
46446	HOME DEPOT CREDIT SERVICES	08/25/2023	09/18/2023	(41.95)	(41.95)	Open	N
46447	HOME DEPOT CREDIT SERVICES	08/02/2023	09/18/2023	118.64	118.64	Open	N
46448	HOME DEPOT CREDIT SERVICES	08/02/2023	09/18/2023	(88.82)	(88.82)	Open	N
46449	HOME DEPOT CREDIT SERVICES	08/27/2023	09/18/2023	(9.66)	(9.66)	Open	N
46450	HOME DEPOT CREDIT SERVICES	08/07/2023	09/18/2023	74.92	74.92	Open	N
46451	HOME DEPOT CREDIT SERVICES	08/08/2023	09/18/2023	59.12	59.12	Open	N
46452	HOME DEPOT CREDIT SERVICES	08/18/2023	09/18/2023	28.19	28.19	Open	N
46453	HOME DEPOT CREDIT SERVICES	08/27/2023	09/18/2023	232.45	232.45	Open	N
46454	HOME DEPOT CREDIT SERVICES	08/25/2023	09/18/2023	6.81	6.81	Open	N
46455	HOME DEPOT CREDIT SERVICES	08/23/2023	09/18/2023	37.98	37.98	Open	N
46456	HOME DEPOT CREDIT SERVICES	08/23/2023	09/18/2023	14.98	14.98	Open	N
46457	HOME DEPOT CREDIT SERVICES	08/01/2023	09/18/2023	20.59	20.59	Open	N
46458	HOME DEPOT CREDIT SERVICES	08/22/2023	09/18/2023	285.96	285.96	Open	N
46459	HOME DEPOT CREDIT SERVICES	08/18/2023	09/18/2023	35.12	35.12	Open	N
46460	HOME DEPOT CREDIT SERVICES	08/20/2023	09/18/2023	91.58	91.58	Open	N
46461	HOME DEPOT CREDIT SERVICES	08/14/2023	09/18/2023	41.12	41.12	Open	N
46462	HOME DEPOT CREDIT SERVICES	08/03/2023	09/18/2023	130.36	130.36	Open	N
46373	HOME PLUMBING & HEATING	08/03/2023	09/18/2023	139.49	139.49	Open	N
46486	HOME PLUMBING & HEATING	08/31/2023	09/18/2023	69.35	69.35	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
46508	ILLINOIS LIQUOR CONTROL COMM	09/08/2023	09/18/2023	25.00	25.00	Open	N
46418	ILLINOIS STATE POLICE	07/31/2023	09/18/2023	60.00	60.00	Open	N
46517	INTEGRAL CONSTRUCTION INC	08/31/2023	09/18/2023	194,091.40	194,091.40	Open	N
46544	INTEGRAL CONSTRUCTION INC	08/25/2023	09/18/2023	282,394.00	282,394.00	Open	N
46506	JC LICHT LLC	08/30/2023	09/18/2023	68.79	68.79	Open	N
46406	JOHNSON CONTROLS SECURITY SOLUTION	08/12/2023	09/18/2023	293.48	293.48	Open	N
46407	JOHNSON CONTROLS SECURITY SOLUTION	08/12/2023	09/18/2023	314.96	314.96	Open	N
46493	KONICA MINOLTA BUSINESS	08/31/2023	09/18/2023	787.48	787.48	Open	N
46420	KONICA MINOLTA PREMIER FINANCE	08/01/2023	09/18/2023	739.00	739.00	Open	N
46435	KUPPIES INC	07/28/2023	09/18/2023	240.00	240.00	Open	N
46409	LDL SOCCER	08/10/2023	09/18/2023	595.00	595.00	Open	N
46494	LENNO LASN	08/31/2023	09/18/2023	667.00	667.00	Open	N
46441	LINTFIGHTERS OF CENTRAL	08/22/2023	09/18/2023	220.00	220.00	Open	N
46422	MARKET ACCESS CORP.	08/14/2023	09/18/2023	780.00	780.00	Open	N
46396	McMASTER-CARR	08/14/2023	09/18/2023	112.02	112.02	Open	N
45514	MENARDS	03/17/2023	09/18/2023	(100.79)	(100.79)	Open	Y
46400	MENARDS	08/14/2023	09/18/2023	32.57	32.57	Open	N
46549	NEXT GENERATION	05/31/2023	09/18/2023	257.00	257.00	Open	N
46403	NICOR GAS	08/03/2023	09/18/2023	637.73	637.73	Open	N
46404	NICOR GAS	08/03/2023	09/18/2023	240.06	240.06	Open	N
46401	NRG BUSINESS MARKETING LLC	08/14/2023	09/18/2023	1,147.97	1,147.97	Open	N
46402	NRG BUSINESS MARKETING LLC	08/08/2023	09/18/2023	18.15	18.15	Open	N
46431	OAK BROOK PARK DISTRICT	08/22/2023	09/18/2023	307.79	307.79	Open	N
46484	OAKBROOK TERRACE PARK DISTRICT	07/30/2023	09/18/2023	151.20	151.20	Open	N
46405	P&M MERCURY MECHANICAL CORPORATION	08/16/2023	09/18/2023	431.50	431.50	Open	N
46421	PEERLESS ENTERPRISE	08/14/2023	09/18/2023	11,515.00	11,515.00	Open	N
46490	PFEIFFER'S PEST CONTROL	08/29/2023	09/18/2023	150.00	150.00	Open	N
46495	PFEIFFER'S PEST CONTROL	08/29/2023	09/18/2023	350.00	350.00	Open	N
46480	PROVEN BUSINESS SYSTEMS	08/30/2023	09/18/2023	125.00	125.00	Open	N
46464	QUENCH USA, INC	09/01/2023	09/18/2023	128.49	128.49	Open	N
46419	RECORD-A-HIT-ENTERTAINMENT	08/02/2023	09/18/2023	1,300.00	1,300.00	Open	N
46427	ROBBINS SCHWARTZ	08/22/2023	09/18/2023	242.00	242.00	Open	N
46428	ROBBINS SCHWARTZ	08/22/2023	09/18/2023	754.00	754.00	Open	N
46465	SBC WASTE SOLUTIONS	08/31/2023	09/18/2023	141.20	141.20	Open	N
46466	SBC WASTE SOLUTIONS	08/31/2023	09/18/2023	288.40	288.40	Open	N
46474	SBC WASTE SOLUTIONS	08/31/2023	09/18/2023	618.00	618.00	Open	N
46503	SERVICE MASTER	09/06/2023	09/18/2023	2,080.00	2,080.00	Open	N
46413	SERVICE SANITATION, INC.	08/18/2023	09/18/2023	334.75	334.75	Open	N
46432	SERVICE SANITATION, INC.	08/18/2023	09/18/2023	489.25	489.25	Open	N
46433	SERVICE SANITATION, INC.	08/18/2023	09/18/2023	139.05	139.05	Open	N
46546	SERVICE SANITATION, INC.	09/08/2023	09/18/2023	1,350.00	1,350.00	Open	N
46444	SITEONE LANDSCAPE SUPPLY LLC	08/28/2023	09/18/2023	385.32	385.32	Open	N
46472	SITEONE LANDSCAPE SUPPLY LLC	08/31/2023	09/18/2023	29.32	29.32	Open	N
46511	STERLING NETWORK INTEGRATION	09/01/2023	09/18/2023	1,360.65	1,360.65	Open	N
46473	SUBURBAN FAMILY MAGAZINE	09/01/2023	09/18/2023	350.00	350.00	Open	N
46505	TOWERSTREAM CORPORATION	09/01/2023	09/18/2023	215.00	215.00	Open	N
46487	TRUGREEN	08/28/2023	09/18/2023	167.73	167.73	Open	N

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
46488	TRUGREEN	08/28/2023	09/18/2023	353.36	353.36	Open	N
46489	TRUGREEN	08/28/2023	09/18/2023	351.13	351.13	Open	N
46410	ULTIMATE NINJAS ELMHURST	08/21/2023	09/18/2023	120.00	120.00	Open	N
46481	UNITED LABORATORIES	08/31/2023	09/18/2023	286.62	286.62	Open	N
46510	VC3, INC	08/15/2023	09/18/2023	999.00	999.00	Open	N
46550	VETERANS FLOORS INC	08/30/2023	09/18/2023	5,345.00	5,345.00	Open	N
46499	VILLA PARK ELECTRICAL SUPPLY	09/07/2023	09/18/2023	23.32	23.32	Open	N
46392	VILLAGE OF OAK BROOK	08/11/2023	09/18/2023	114.75	114.75	Open	N
46429	VILLAGE OF OAK BROOK	08/17/2023	09/18/2023	2,741.33	2,741.33	Open	N
46498	WAREHOUSE DIRECT INC.	09/06/2023	09/18/2023	333.45	333.45	Open	N
46548	WAREHOUSE DIRECT INC.	09/11/2023	09/18/2023	199.43	199.43	Open	N
46468	WILSON SPORTING GOODS	08/24/2023	09/18/2023	13.63	13.63	Open	N
46469	WILSON SPORTING GOODS	05/17/2023	09/18/2023	73.44	73.44	Open	N
46502	WILSON SPORTING GOODS	08/03/2023	09/18/2023	1,033.50	1,033.50	Open	N
46504	ZAZZO'S PIZZA	09/01/2023	09/18/2023	857.43	857.43	Open	N

of Invoices: 150 # Due: 150
of Credit Memos: 6 # Due: 6

Totals: 1,151,524.97 1,151,524.97
Totals: (460.21) (460.21)

Net of Invoices and Credit Memos: 1,151,064.76 1,151,064.76

* 4 Net Invoices have Credits Totalling: (128.92)

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 09/18/2023 - 09/18/2023
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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			50,751.70	50,751.70		
	02 - RECREATION FUND			35,251.06	35,251.06		
	07 - RECREATIONAL FACILITIES FUND			25,197.13	25,197.13		
	09 - SPECIAL RECREATION FUND			35,796.06	35,796.06		
	12 - CAPITAL PROJECTS FUND			1,004,068.81	1,004,068.81		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			41,360.77	41,360.77		
	02 - FINANCE			60.52	60.52		
	04 - CENTRAL PARK NORTH			765.11	765.11		
	05 - CENTRAL PARK			17,853.60	17,853.60		
	06 - SADDLEBROOK PARK			1,619.13	1,619.13		
	07 - FOREST GLEN PARK			995.96	995.96		
	08 - CHILLEM PARK			526.34	526.34		
	09 - DEAN PROPERTY			928.25	928.25		
	10 - PROFESSIONAL SERVICES			2,742.00	2,742.00		
	14 - INFORMATION TECHNOLOGY			8,045.38	8,045.38		
	15 - BUILDING/RECREATION CENTER			13,063.91	13,063.91		
	20 - CENTRAL PARK WEST			2,498.79	2,498.79		
	21 - FITNESS CENTER			1,926.05	1,926.05		
	25 - AQUATIC CENTER			8,499.95	8,499.95		
	26 - AQUATIC-RECREATION PROGRAMS			937.68	937.68		
	30 - CHILDRENS PROGRAMS			2,854.48	2,854.48		
	31 - PRESCHOOL PROGRAMS			680.72	680.72		
	32 - YOUTH PROGRAMS			4,776.96	4,776.96		
	40 - ADULT PROGRAMS			944.00	944.00		
	50 - PIONEER PROGRAMS			6,269.30	6,269.30		
	60 - SPECIAL EVENTS & TRIPS			5,113.01	5,113.01		
	71 - BUILDING/RACQUET CLUB			2,672.80	2,672.80		
	75 - TENNIS PROGRAMS			3,544.05	3,544.05		
	80 - MARKETING			18,317.19	18,317.19		
	95 - CAPITAL PROJECTS FUND			1,004,068.81	1,004,068.81		

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DB: Oak Brook Park L

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 08/22/2023 - 09/11/2023
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Page: 1/1

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
46286	HOME DEPOT CREDIT SERVICES	06/28/2023	08/28/2023	197.68	0.00	Paid	Y
46437	ILLINOIS LIQUOR CONTROL COMM	08/28/2023	08/28/2023	25.00	0.00	Paid	Y
46341	LAUTERBACH & AMEN LLP	07/25/2023	08/28/2023	2,750.00	0.00	Paid	Y
46438	LPG MUSIC INC.	06/28/2023	08/28/2023	1,581.75	0.00	Paid	Y
46384	NICOR GAS	07/06/2023	08/28/2023	242.78	0.00	Paid	Y
46385	NICOR GAS	07/06/2023	08/28/2023	739.14	0.00	Paid	Y
46386	QUADIENT FINANCE USA	07/15/2023	08/28/2023	242.00	0.00	Paid	Y
46332	UNITED LABORATORIES	07/28/2023	08/28/2023	229.06	0.00	Paid	Y
46436	VC3, INC	06/28/2023	08/28/2023	999.00	0.00	Paid	Y
46387	VILLAGE OF OAK BROOK	08/10/2023	08/28/2023	83.68	0.00	Paid	Y
46388	VILLAGE OF OAK BROOK	08/10/2023	08/28/2023	145.08	0.00	Paid	Y
46389	VILLAGE OF OAK BROOK	08/10/2023	08/28/2023	10,840.96	0.00	Paid	Y
46390	VILLAGE OF OAK BROOK	08/10/2023	08/28/2023	206.48	0.00	Paid	Y
46391	VILLAGE OF OAK BROOK	08/10/2023	08/28/2023	145.08	0.00	Paid	Y

# of Invoices:	14	# Due:	0	Totals:	18,427.69	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					18,427.69	0.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	7,522.57	0.00
02 - RECREATION FUND	10,455.86	0.00
07 - RECREATIONAL FACILITIES FUND	449.26	0.00

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	2,372.76	0.00
02 - FINANCE	2,774.20	0.00
05 - CENTRAL PARK	265.72	0.00
14 - INFORMATION TECHNOLOGY	999.00	0.00
15 - BUILDING/RECREATION CENTER	3,338.57	0.00
20 - CENTRAL PARK WEST	145.08	0.00
21 - FITNESS CENTER	2,372.76	0.00
25 - AQUATIC CENTER	4,103.59	0.00
31 - PRESCHOOL PROGRAMS	1,581.75	0.00
60 - SPECIAL EVENTS & TRIPS	25.00	0.00
71 - BUILDING/RACQUET CLUB	449.26	0.00

Staff Recognition

(None)

Communications and Proclamations

Board of Commissioners to share communications

Master Vision Semi-Annual Review
Strategic Plan Semi-Annual Review
Central Park West Business Plan

Oak Brook
Park District
A National Gold Medal Agency



HAPPY | FIT | ACTIVE



Oak Brook Park District Master Vision 2020-2030



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



From the Board President

Dear Oak Brook Park District Community,

It is the mission of the Oak Brook Park District to provide the very best in park and recreational opportunities, facilities, and open lands for our community. Ever mindful of its mission, and recognizing the forces that shape the future of parks and recreation, the District realized the need to develop a vision for the next ten years. This vision would provide direction for the District, help staff creatively plan for opportunities of growth, and maintain fiscal responsibility in the management of the District's valuable resources.

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

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

Sharon Knitter

Acknowledgments

Board of Commissioners

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

Oak Brook Park District Staff

Oak Brook Park District Community

Village of Oak Brook Trustees and Staff

Butler School District 53



Oak Brook Park District Principles

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

Mission:

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

***Vision:**

To provide a diverse, inclusive and holistic range of opportunities designed to keep the community happy, fit and active.

***Core Values:**

Holistic Wellness: Provide programs, services, and opportunities designed to improve all aspects of the overall wellness of the community.

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

Inclusion: Promote a sense of belonging and provide access to the very best in park and recreational opportunities for all.

Teamwork: Embrace the individuality and diverse viewpoints of our staff in order to foster recreational creativity and encourage a collaborative culture.

Community Engagement: Provide the very best customer experience with every interaction.

Open Communication: Engage in honest, and respectful communication, to connect and build relationships with our community.

* The Vision and Core Values were updated with the Board of Commissioners in August, 2023.

Oak Brook's History and Culture

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

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

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

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

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

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

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



our VIEW for 2030

Our Vow: *Be the very best.*

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

Our Intention: *Our resources will thrive.*

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

Our Example: *Include all in all.*

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

Our Work: *We are healthier together.*

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



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

Awards & Recognition

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

2023 Greater Oak Brook Chamber of Commerce Commitment to Diversity, Inclusion, and Equity Award

The Commitment to Diversity, Inclusion, and Equity Award recognizes a Chamber organization that best exemplifies awareness and best practices in creating an inclusive organization.

2022 CAPRA Accreditation

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

2022 Illinois Distinguished Agency Accreditation

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

2022 IPRA Champions for Change Award

The Champions for Change Award recognizes agencies with unique and exemplary practices of increasing access and fostering diversity and inclusion within their community or organization.

2019 Publicity Club of Chicago Golden Trumpet Award

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

2018 -2021 GFOA Award

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the District for its Annual Comprehensive Financial Report (ACFR). This was the twenty-seventh consecutive year that the District has received this prestigious award.

2018 Illinois Park & Recreation Association Outstanding Park & Facility Award

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

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

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

2016 USTA Facility Award Winner

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

2015 National Gold Medal Award in Parks and Recreation

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

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

Family Recreation Center

1450 Forest Gate Road

Family Recreation Center

Square footage: 80,000 square feet

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

Aquatic Center

Square footage: 15,500 square feet

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

Fitness Center

5000 square feet

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

Oak Brook Tennis Center

1300 Forest Gate Road

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

Central Park West

1500 Forest Gate Road

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

Maintenance Facility

1480 Forest Gate Road

Square footage: 8,500 square feet

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

Current Vehicles and Equipment

Multi-Use Vehicles:

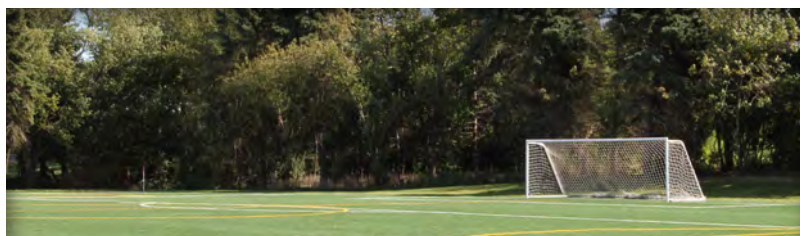
- 2011 Ford Explorer
- 2021 Ford Explorer

Fleet Trucks:

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

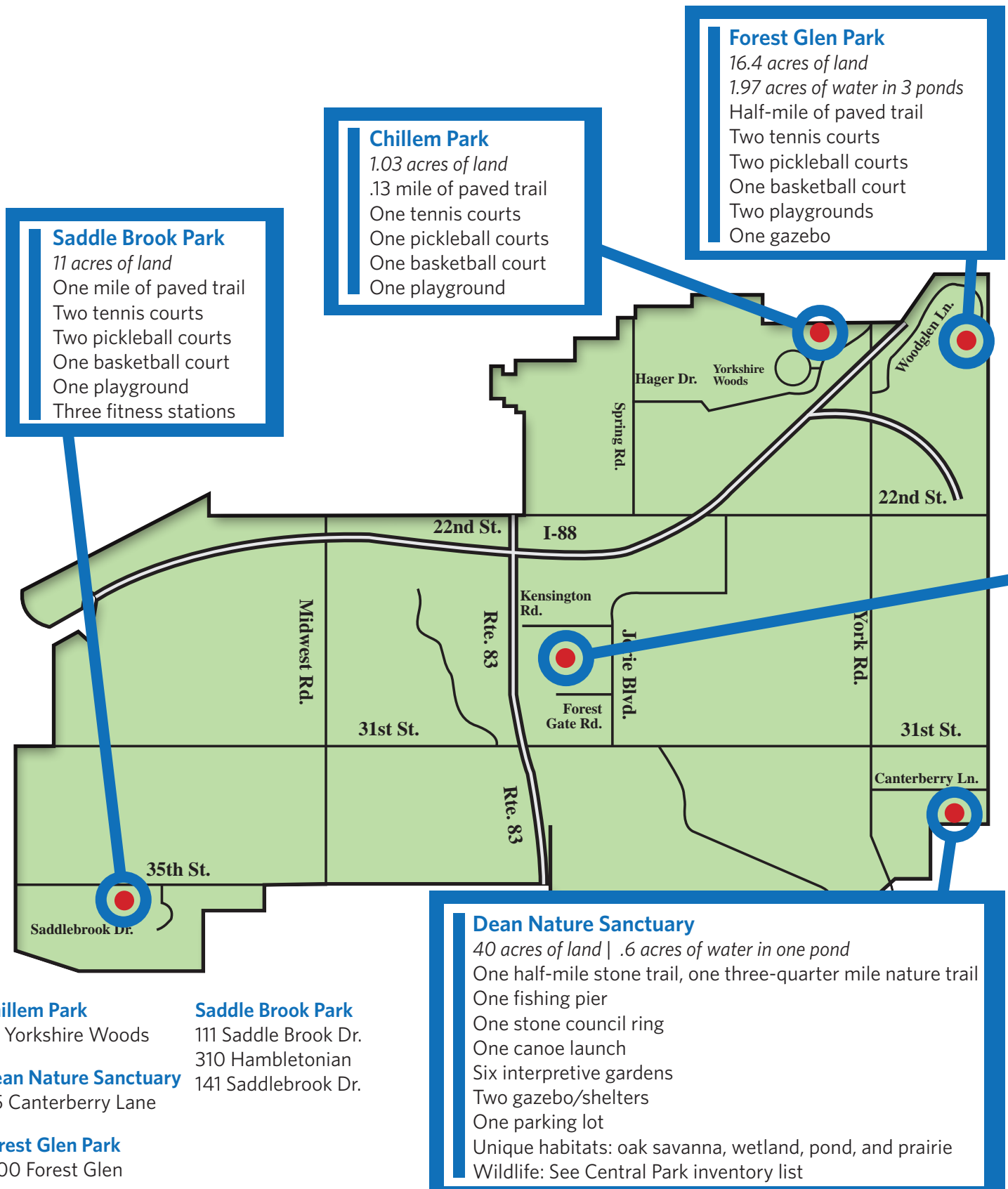
Fleet Equipment:

- 2018 Kubota tractor
- 2016 Kubota RTV 1100C
- 2021 Kubota RTV-X1140
- 2021 John Deere 325G Track Loader
- 2008 John Deere Gator utility vehicle
- 1998 Yamaha golf cart
- 2018 Land Pride 12 ft batwing mower
- 2014 Walker zero-turn mower
- 2020 Kubota zero-turn mower
- 12 ft. utility trailer
- 16 ft. Skid Steer trailer
- 500-gallon water trailer
- Various small-engine landscape tools
- Various tractor and skid-loader attachments



Satellite Park Inventories

All Parks Open From Dawn To Dusk



Central Park Inventories

Central Park | 1450 Forest Gate Road

Amenities

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

Native plants:

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

Trees:

obparks.org/facilities/central-park

Wildlife:

Birds

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

Fish:

Largemouth bass
Catfish
Red-ear sunfish
Bluegill
Carp

Reptiles & Amphibians:

American bullfrog
Spiny softshell turtle

Mammals:

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

Insects:

Various bees, butterflies,
dragonflies, damselflies

Water:

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

Land:

105 acres of land

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

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

Recreation Facilities:

Family Recreation Center (FRC)

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

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

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

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

Tennis Center

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

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

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

Central Park West (CPW)

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

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

In 2019, CPW went through a facility analysis to diagnose what core and shell upgrades were needed and how the facility is currently being used. This analysis has helped staff understand and explore untapped opportunities for Central Park West.



Finance & Human Resources:

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

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

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

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

Information Technology Management:

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

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

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

Marketing and Communications:

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

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

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

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

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

Partnerships, Community and Corporate Relations:

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

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

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

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



Recreation Programming:

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

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

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

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

Parks & Trails:

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

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

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

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

Maintenance Facility:

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

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

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

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



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

2030 Facility Priorities

Recreation Facility

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

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

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

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

Tennis Center

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

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

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

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

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

Central Park West

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

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

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

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

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

2030 Historical/Cultural Priorities

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

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

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

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

2030 Finance/HR Priorities

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

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

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

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

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

2030 Information & Technology Priorities

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

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

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

2030 Marketing and Communication Priorities

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

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

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

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

2030 Corporate and Community Relations Priorities

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

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

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

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

2030 Recreation Programming Priorities

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

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

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

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



2030 Parks/Trail Priorities

Forest Glen Park/Chillem Park/Saddle Brook Park

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

Create a 10-year pavement repair/replace plan.

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

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

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

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

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

Dean Nature Sanctuary

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

Upgrade kayak canoe launch to a user-friendly alternative

Replace limestone trails with an ADA approved alternative.

Create a "Natural Areas Management" plan.

Central Park

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

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

Upgrade all parking lot lighting with LED fixtures.

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

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

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

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

Install permanent restrooms on-site.

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

2030 Maintenance Priorities

Park District Maintenance

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

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

2030 Vehicles/Equipment Priorities

Add one additional SUV and an additional pickup truck.

Rededicate older District SUV to facility maintenance staff.

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





Appendix A

References and Sources

Planning References

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

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



Appendix B

Demographic Information

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



Economic Information

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



Appendix C

Inventories | Local, State, and National

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

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

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

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

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

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



Inventories | Park District and Competition

Outdoor Recreation Facilities Within the Oak Brook Park District Boundaries

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



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

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



Appendix D

Participation Comparisons

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

Recreation Programming

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

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

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

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

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

OAK BROOK PARK DISTRICT MASTER VISION 2020-2030



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www.obparks.org

Mission Statement:

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



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



North Area of Central Park

Phase II construction at the north athletic fields is almost complete! The concession/restroom building, new amphitheater, a fitness challenge course for all ages, table games including ping pong, chess, and checkers, as well as a bocce court, are almost finished!

NEW Picnic Area at Tennis Center

improvements were made at the Tennis Center patio so that a new and accessible family picnic area could be created!

Tennis Courts

The tennis courts at Chillem, Saddle Brook, and Forest Glen Parks were resurfaced this past spring/summer. Additionally, a tennis court at both Forest Glen and Saddle Brook parks were converted into pickleball courts.

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



The Sustainability Team hosted the 2nd annual Community Shredding Event in June!



The team is working with the Village of Oak Brook to celebrate "OakTober." This initiative will include a mural that the community will decorate with fall leaves, a sapling giveaway, and several educational videos on social media.

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



NEW Programming!

First ever Harry Potter Movie Party Night was a success with over 90 participants!

Protecting Swimmers

This past July, the Park District in partnership with IDPH and DuPage County Health Department hosted a media event about swimmer safety.

The event took place at Splash Island and featured speakers such as 3x Olympic Gold Medalist, Matt Grevers, and representatives from the Illinois Chapter of the American Academy of Pediatrics, DuPage County Health Department, and Ann and Robert H. Lurie Children's Hospital of Chicago.

'O CANADA!

For the first time since the pandemic began, our multi-day travel club trips are BACK! After being postponed several times, the Pioneers were finally able to take their trip to Canada in September of 2023.

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



Mental Health is HEALTH!

Thanks to our Health & Wellness Team, staff was able to enjoy a few mental health breaks by participating in fisbee golf on their lunch break and attending a power walking lunch and learn!

Team Education Brings New Offerings

In aquatics, Caroline Reimann and Michaela George have been awarded a scholarship to become certified in adaptive aquatic instruction through the Swim Angelfish Organization!

This certification will provide them with experience to best accommodate swim lesson patrons with special needs.

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



GFOA Award

The Park District was awarded the Certificate of Achievement from the GFOA for our 21/22 FY audit report. Great job, team!



The annual Pink 5k event raised over \$23,000 for the Hinsdale Hospital Foundation Open Arms Breast Cancer Outreach Fund!

FRESH and READY for USE!

With the financial support of Evergreen Bank Group, the synthetic turf soccer field has been replaced! Construction was completed in August, 2023.

BEING THE VERY BEST

Every now and then, staff is reminded that the dedication and commitment they demonstrate, does not go unnoticed. Here are just a few of the "thank you's" we have received over the last six months!



VOICES OF OAK BROOK

Touching Lives...

I just wanted to send a very sincere thank you and note of appreciation for your swim instructors. My daughters have been taking lessons there since they were a toddler/infant respectively. They're now 7 and 9. My 7 year old daughter is deaf. She wears cochlear implants to allow her to hear, so we put them in waterproof cases during lessons. They are a pain and sometimes come off. Riley has dealt with Alice and her implants with such patience and delicacy and positivity from the very beginning. She isn't her current teacher now, but always greets her and engages with her regardless. Alice adores her and we cannot thank her enough for her patience and kindness over the years.

Meeka is the absolute best as well! I just wanted to give a genuine thank you to her because I noticed her using sign language with Alice during class and it was so heart warming to see. Alice lit up immediately when she saw her using sign language, I could tell it made her feel so seen, and so special. I just wanted to send along a positive note. I felt the staff should know how awesome they and how much their acts of kindness are appreciated!

- Stefanie Remiasz, mother to swim lesson participant

New Offerings...

"My wife and I want to thank you for opening up your facility to Silver Sneakers. We enjoy playing Pickleball and the lessons we took from Ed and Barbara gave us a solid understanding of the rules, score keeping and general strategies. Many, many thanks!

- Rich and Joan Smrha, Members

Oak Brook
Park District

A National Gold Medal Agency



STRATEGIC PLAN UPDATE

Download the plan at www.obparks.org

SEPTEMBER, 2023

FEEL YOUR VERY BEST
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STRATEGIC PLAN

www.obparks.org



Years

2020-2024

Updated September, 2023



Strategic Plan 2020-2024

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Mission, Vision, and Core Values	1
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Performance Measures	3
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ACKNOWLEDGMENTS

Board of Park Commissioners

Sharon Knitter	President
Lara Suleiman	Vice President
Ivana Ivkovic Kelley	Treasurer
Ron Gondek	Commissioner
Mario C. Vescovi	Commissioner

Staff

Laure Kosey Bonnie Gibellina Grace Harrast	Executive Director Administrative Services Specialist Administrative Services Assistant
Marco Salinas Linda Noonan Nicole Lawler	Chief Financial Officer Human Resources Manager Finance Manager
Bob Johnson Jake Stachowiak Sally Beaumont Santiago Escobedo Colton Lopez Bob Sleva Felipe Perez	Director of Parks and Planning Superintendent of Parks Landscape Specialist Park Specialist Park Technician Landscape Specialist Park Specialist
Katie Basile Vacant Kathy Chartrand Ryan Husch Kate Sniegowski Kara Smith Gloria Marquez Patricia Ornelas Rafael Rodriguez	Director of Recreation & Facilities Superintendent of Facilities Registration Coordinator Facility Manager Facility Supervisor Fitness Supervisor Lead Custodian Custodian Custodian

Strategic Planning Input and Review Schedule

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

Robert Pechous Haley Colucci Erik Ruiz Rachel Jones	Superintendent of Communications & IT Marketing & Communications Manager Graphic Designer Corporate and Community Relations
Rob Bond Josh Chartrand Matt Murtaugh Grant Gilchrist Caroline Reimann	Superintendent of Aquatics Building Technician Building Engineer Aquatic Manager Aquatic Programming Supervisor
Mike Contreras Kim Catris Brian DeWolf Monica Lockie	Superintendent of Recreation Recreation Manager, Youth & Camp Recreation Manager, Athletics Recreation Manager, Adult
Alin Pop Michelle Beczarski Alice Belden Leticia Limonez Craig Tuley	Superintendent of Enterprise Operations Director of Tennis Operations Tennis Admin/Programming Tennis Customer Service Manager Facility Maintenance Manager

Mission:

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

Vision:

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

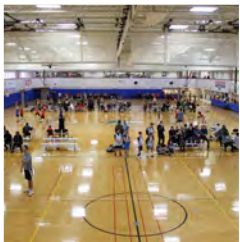


Strategic Initiatives:

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

Core Values:

Holistic Wellness



Provide programs, services, and opportunities designed to improve all aspects of the overall wellness of the community.

Environmental Stewardship



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

Inclusion



Promote a sense of belonging and provide access to the very best in park and recreational opportunities for all.

Teamwork



Embrace the individuality and diverse viewpoints of our staff in order to foster recreational creativity and encourage a collaborative culture.

Community Engagement



Provide the very best customer experience with every interaction.

Open Communication



Engage in honest, and respectful communication, to connect and build relationships with our community.

PROCESS

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

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

2020 Strategic Planning Workshop

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

Review

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

History of Oak Brook Park District's Strategic Plan

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

Staff Involvement

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

Board Involvement

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

Community Involvement

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

PERFORMANCE MEASURES

Mission:

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

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

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

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IMPLEMENTATION

- The Very Best Facilities
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- Fiscal Responsibility

Primary Goals: Completion by November, 2022

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■	Automate HR on-boarding process (part 2)	<ul style="list-style-type: none"> Prepare a plan for implementation of the software. Train supervisors on system use. 	HR Completion set for November, 2023.
■	Install electronic schedule displays and online registration kiosks	<ul style="list-style-type: none"> Increase the amount of information to patrons. Identify locations and equipment needed. Create an installation plan recognizing accessibility and inclusion. 	Facilities, IT Completion set for fall, 2023.
■ ■	Increase music availability in fitness studios	<ul style="list-style-type: none"> Research streaming music platforms. Install equipment in studios. 	Facilities, IT Completion set for November, 2023.
■ ■	Electronic personal training tracking	<ul style="list-style-type: none"> Evaluate current process and inefficiencies. Develop a better tracking system. 	Facilities, IT Completion set for November, 2023.
■ ■	Examine the perpetual swim lesson model	<ul style="list-style-type: none"> Improve swim lesson program management by having more control over registration levels and number of participants. Allow for better budget planning with consistent revenue flow through monthly installments. Understand concerns with staffing and scheduling consistency. Evaluate the feasibility of implementing the model. 	Aquatics Assessment complete. Initial offering of full season registration implemented fall 2023. Will look to expand in Winter/Spring 2024.

Secondary Goals: Completion by November, 2024

■ ■ ■	Construct restrooms at Central Park North site	<ul style="list-style-type: none"> Research the feasibility of constructing outdoor restrooms. Determine the size and amenities of the restrooms. Work with architect and engineer to develop cost opinion. Construct restrooms that best serve the needs of the site. 	Parks, Recreation Completion set for October, 2023.
■ ■	Increase safety of the pathway system	<ul style="list-style-type: none"> Repair and pave pathways. Apply for grants to assist with funding. 	Parks ONGOING.
■ ■	Increase path system	<ul style="list-style-type: none"> Assess areas of growth. Work with Village. Develop long term development plan. Charging stations and water refill options. 	Parks Completion set for November, 2024.
■ ■	Develop pocket parks	<ul style="list-style-type: none"> Develop an implementation strategy with the Village. 	Parks, Administration Completion set for November, 2024.

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IMPLEMENTATION

Secondary Goals: Completion by November, 2024

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Better utilize Studio D	<ul style="list-style-type: none"> Continue to evaluate feasibility of offering nighttime classes. Created timed opening/closing of exterior door to allow for better security during class times. 	Recreation, Fitness Completion set for November, 2024.
■ ■ ■ ■	Diversify outdoor Tennis space	<ul style="list-style-type: none"> Add clay courts. Add U10 Courts. Consider accessibility and inclusion. 	Tennis, Finance, Parks Due to lack of funding, this initiative will be moved to the 2025-2029 Strategic Plan.
■ ■ ■	Develop a corporate team building facility	<ul style="list-style-type: none"> Build a challenge course near Central Park West. Consider accessibility and inclusion. 	Parks Completion set for November, 2024.
■ ■ ■ ■	Reconfigure outdoor courts	<ul style="list-style-type: none"> Expand outdoor courts bookings and programming. Offer different playing surfaces. Organize bigger tennis events/tournaments. 	Tennis Due to lack of funding, this initiative will be moved to the 2025-2029 Strategic Plan.
■ ■	Establish an updated interior and exterior Family Recreation Center maintenance plan	<ul style="list-style-type: none"> Maintenance is provided and administered for Family Recreation Center on a consistent basis. Staff will continue to work on the development of a structured plan. 	Facilities Quotes received were not cost-effective nor within Park District budget. Project will be completed in-house. Completion set for April 2024.
■ ■ ■	Update Family Recreation Center appearance and quality of use with new flooring, paint, window treatment, HVAC system and water treatment tools	<ul style="list-style-type: none"> Improve the aesthetics of the Family Aquatics Center to a more modern look. Replace 1" tile with safe and easier to maintain surfacing. Replace current window shade treatment. Replace HVAC system for better air circulation and reduced noise pollution. Implement UV disinfection system for improved water treatment. 	Aquatics Completion set for 2023-2024 Fiscal Year.
■ ■	Install video analytics on tennis courts	<ul style="list-style-type: none"> Improve patron's overall experience through availability of video recording their matches and line-call assistance. Improve programming quality by offering video analytics. 	Tennis Implementation when budget allows.
■ ■	Establish a recruitment plan	<ul style="list-style-type: none"> Assess the recruitment needs of each department for hiring full-time and part-time employees. Identify and select sources to recruit various types of employees. Prepare a recruitment template that identifies the essential functions of the job and that promotes the District as a great place to work. Assess the feasibility of integrating the recruitment process with the on-boarding process. 	Human Resources, Administration Completion set for November, 2024.

IMPLEMENTATION

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Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■ ■	Improve picnic area at Tennis Center patio	<ul style="list-style-type: none"> • Repair damage and make improvements. • Develop into a family picnic area/rental opportunity. • Consider accessibility and inclusion. 	Parks, Tennis, Facilities COMPLETED.
■ ■ ■	Replace synthetic soccer field	<ul style="list-style-type: none"> • 10-year life span on current turf surfacing. • Replace to maintain high-quality, safe playing field. 	Parks COMPLETED.
■ ■	Implement consistent customer service throughout our facilities	<ul style="list-style-type: none"> • Quarterly customer service training is provided to the service desk team, including the new COVID-19 protocol. • Positive reinforcement for staff customer service excellence is provided through direct staff acknowledgment and Action Awards. • The District Core Values will continue to be used for the development of a quarterly customer service training plan for all departments. 	Facilities COMPLETED.
■ ■ ■ ■	Improve security	<ul style="list-style-type: none"> • Develop a purchasing/replacement plan. • Identify locations that need access control. 	Parks, Facilities, IT COMPLETED.
■ ■ ■ ■	Update and distribute the new member welcome packet	<ul style="list-style-type: none"> • New Member Welcome Packet has been developed and is set to launch. 	Facilities, Marketing COMPLETED.
■ ■ ■ ■ ■	Update and implement tour procedure for Family Recreation Center	<ul style="list-style-type: none"> • Redesign Family Recreation Center tour process. • Consider accessibility and inclusion. 	Facilities COMPLETED.
■ ■	Focus on member retention at Family Recreation Center	<ul style="list-style-type: none"> • Member retention efforts are ongoing, including the member referral program & the monthly member challenge incentive program. • The New Member Welcome Packet has been developed and will be sent to all new members via e-mail. This member retention initiative will be launched September 2022 and will be provided on an on-going basis to all new members. • A partnership has been created with Silver Sneakers and Renew Active. • The Aquatics and Fitness 3 year Business Plans were developed, which provided additional member retention services and programs that will be explored and/or provided. 	Facilities COMPLETED.

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IMPLEMENTATION

Completed

Initiative(s)	Goal	Objectives	Lead/Department & Updates
■ ■ ■	Update lighting in Family Recreation Center to LED	<ul style="list-style-type: none"> Several regions within the facility, including the gymnasium, has been upgraded to LED lighting. Future budgetary and operational plans include on-going upgrades for Family Recreation Center to LED lighting. 	Facilities COMPLETED.
■	Automate HR on-boarding process (part 1)	<ul style="list-style-type: none"> Identify system capabilities needed to improve the efficiency of the on-boarding process (i.e., recruitment, hire, on-boarding, orientation). Research system options, feasibility of integration with BS&A Software, and cost. Establish a budget to purchase and implement software. Prepare a Request for Proposal. 	COMPLETED.
■ ■ ■ ■	Offer more outdoor recreational opportunities at Dean Nature Sanctuary	<ul style="list-style-type: none"> Create 4 programs at Dean Nature Sanctuary. Evaluate programming and adjust accordingly. Consider accessibility and inclusion opportunities. 	Recreation COMPLETED.
■ ■ ■	Analyze program offerings to identify gaps in service	<ul style="list-style-type: none"> Identify times of the day where new programs can be offered. Conduct surveys with current participants to identify new program ideas. 	Recreation COMPLETED.
■ ■ ■	Incorporate fitness stations and new technology throughout Central Park	<ul style="list-style-type: none"> Explore cost and feasibility of installing fitness stations. Research apps to incorporate with stations to link technology. Consider accessibility and inclusion with new stations and technology. Two new fitness stations added to the north fields central plaza in the fall of 2020. 	Parks, IT COMPLETED.
■ ■	Develop community garden plots	<ul style="list-style-type: none"> Develop a plan to create community garden plots at a park Research how other Park Districts are managing garden plots. Create plots and work with marketing to advertise to the public. 	Parks, Marketing COMPLETED.

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

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

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



SWOC Analysis

Strengths

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

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

Weaknesses

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

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

SWOC Analysis

Opportunities

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

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

Challenges

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

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

APPENDIX

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

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

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

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

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

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

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

Nays: None

Absent: Commissioner Truedson

3) OPEN FORUM

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

4) SPECIAL MEETING BUSINESS

a.) COVID-19 Discussions

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

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

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

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

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

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

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

6) ADJOURNMENT

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



Laure L. Kosey, Executive Director



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Oak Brook Park District

A National Gold Medal Agency

Central Park West Business Plan 2023- 2027

Central Park West Business Plan 2023-2027

Table of Contents

1. Executive Summary
2. Services Overview
3. Analysis and Surveys
 - a. Consumer Analysis
 - b. Customer and Staff Survey Summary
4. Operational Plan
5. Financial Plan
6. Statement of Conclusion

Executive Summary

Located in Oak Brook's Central Park and adjacent to Ginger Creek, the Central Park West Building was constructed in 1980 with an addition completed in 1985. Featuring wood frame construction on the walls and roof and wood/face brick exterior veneer, the building is a one-story structure with a partial basement. There is a central community room with a cathedral ceiling and fireplace in the building. Support spaces include a preparation kitchen, an entry foyer, and toilet rooms. Building mechanical systems and storage are located in the basement on the lower level.

A full facility analysis was conducted by JSD Professional Services, Inc. and Legat Architects in 2019. According to this analysis, approximately \$565,000 in repairs and upgrades are recommended for architectural, mechanical, plumbing, life safety, and ADA issues. Several of these items were addressed in 2020 with the replacement of non-compliant entryway sidewalks, and interior doors, and an upgrade to the HVAC system. Additionally, the Park District has funds allocated within the Capital Improvement Plan and will seek grant funding to supplement and to address ADA deficiencies in the entryways and bathrooms, as well as an upgrade to the kitchen.

Services Overview

Central Park West (CPW) currently offers the following services to the community:

- Private Rental Space for weddings, parties, and family gatherings
- Corporate Meeting Space
- Programming space for Park District programs and special events
- Headquarters for Non-Profit Fund-Raising Events (Community Organizations)
- Special Recreation Special Events

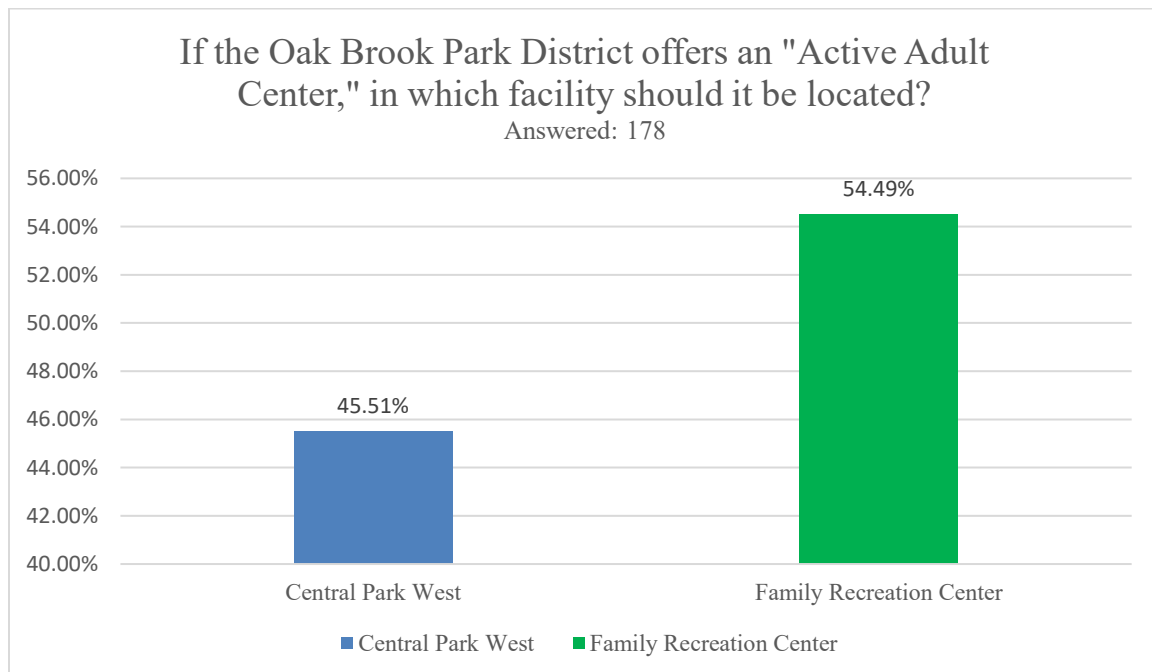
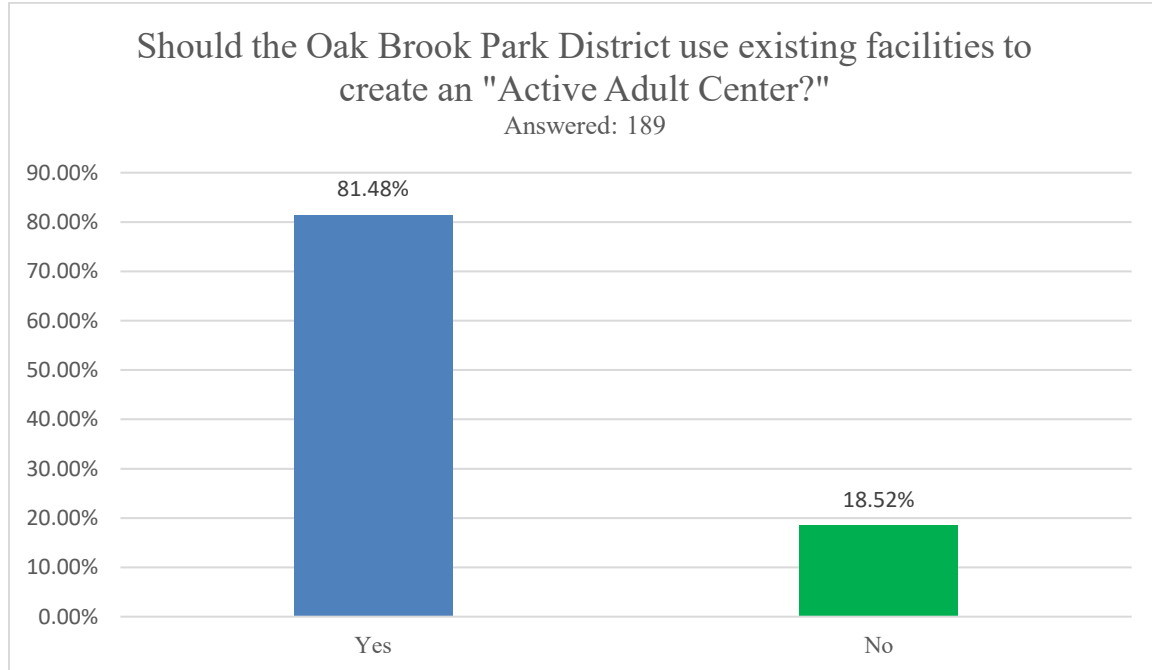
Although the current business model has served its users, there have been significant changes in Central Park, particularly with the development of the North fields. The growth and expansion of the fields have shifted the direction and focus within Central Park to serving a high volume of athletic events and tournaments, including soccer and lacrosse. Additionally, the expansion of the pickleball courts neighboring Central Park West has contributed to the increase in foot traffic within the park.

These changes have brought on positive opportunities to significantly enhance community use of the space for sports and athletics. In addition, with these changes, it has become increasingly challenging to provide a high level of customer service and to meet expectations associated with the CPW's use as a private rental venue.

Considering the changing dynamics, in order to better align the services offered at the Central Park West facility, staff has explored alternative uses and revenue streams for the building.

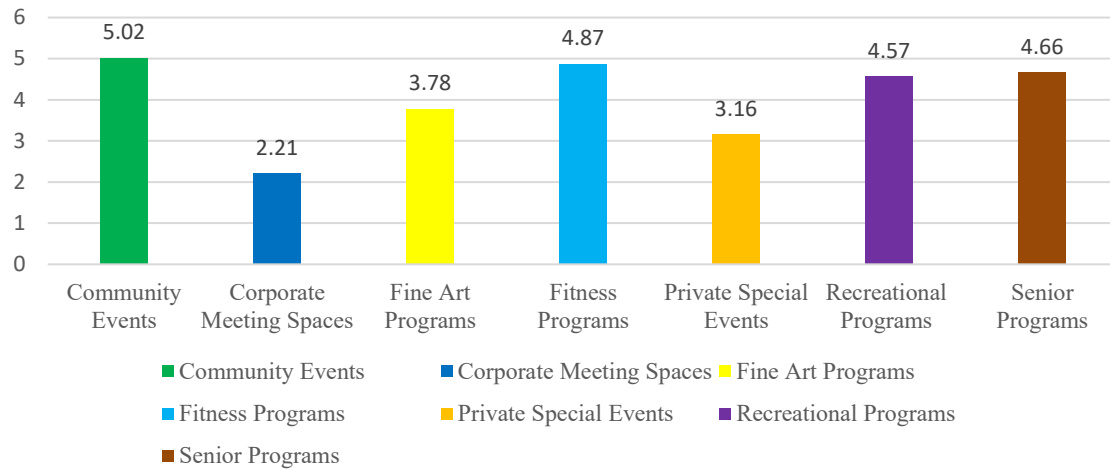
Consumer Analysis

Facility Needs Assessment for Future OBPARKS Projects
Source: 2019 Needs Assessment Survey



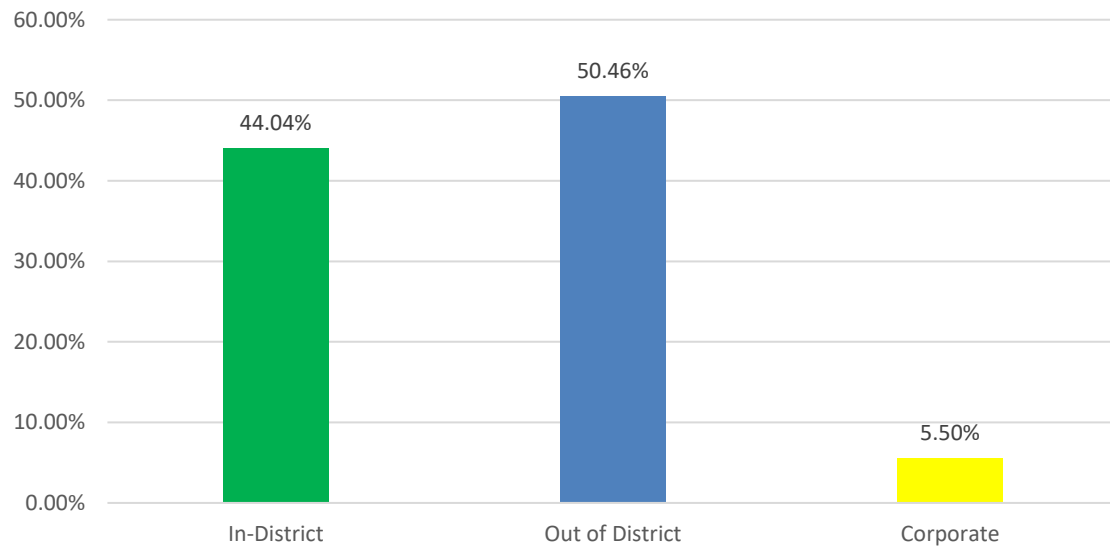
Please rank the following (1 being most important, 7 being least important). The Oak Brook Park District should renovate existing facilities to provide better or additional space for:

Answered: 178



District Status

Answered: 109



Focus Group Feedback

Source: 2019 Facility Needs Focus Group

What do you see as the key strengths of the Park District?

- The Park District is lovely, a great asset, and has a good facility.
- Offers a variety of programs and classes for all ages and abilities.
- They are very accommodating, offer programs at reasonable prices, and have a diverse use of space;
- Users don't have to drive far to use the facilities and great swim program.

How can the district best improve participation in its recreation programs?

- The Park District could offer dance, parent/tot classes, gymnastics, music lessons, or nature programs; and
- There are not many young families in Oak Brook and by offering programs to younger residents, specifically in the Pre-K through elementary school and tot level, this may draw more families to the area and get those who are already in the area more options to participate.

Do you know of a weakness or have an area of concern within the Park District?

- There are not enough ADA parking spaces available (especially with the older demographics of Oak Brook);
- When instructors are not available, the substitutes are not qualified; and
- Offer more programs for senior men (bocce, poker) and parent/tot classes.

What new facilities or programs would you like to see the Park District provide?

- Golf clinic
- Woodworking
- Welding
- Chair Zumba
- More yoga
- Fly fishing
- Offer tot classes at the same time when the preschool is in session, so a parent could drop their preschooler off and then attend a class.

What do you feel are the additions or improvements needed in the existing parks and facilities that serve your programs?

- Re-brand Central Park West;
- Create a new name for the facility
- Better advertise the facility and uses – more marketing

Are you familiar with Central Park West? If so, how else could you see the building or be utilized?

- Community garden;
- Yoga, and meditation classes;
- Zumba classes;
- Kids classes;
- Community meetings such as HOA meetings, businesses, and cub scouts;
- Gateway Special recreation and sensory programming,
- Cooking classes,
- Wine tasting;
- Dance, music lessons, and music programs;
- Theater and performing arts;
- They see CPW as a Community Center, an extension of the existing recreation facility;
- Use this space more during the day for low-cost senior activities;
- Create a space for an outdoor fire pit and grill; offer a BBQ class; and
- Offer classes and programs here when Central Park North activities are in session, so parents could drop at kids at CPW as well.

Should the Park District use existing facilities to create an Active Adult Center?

- Why should this facility only be used by seniors;
- Make this a Community Center open to everyone;
- Yes, for rentals and programming; and
- Attendees want to see this facility more community based and very flexible for both rentals and programming.

If the Park District offered an Active Adult Center, in which facility should it be located?

- View CPW as part of campus and offer classes and programs at both facilities
- Attendees don't like the idea of being segregated.

Central Park West Surveys, 2023

Surveys to past CPW renters and CPW Event Attendants were sent out via email in July 2023. While the surveys were different in question composition, the objective was to collect information regarding recent rental experiences.

The survey for the CPW renters was sent to 73 individual renters, some having been repeat guests, from July 2022-July 2023. Of those rentals, 27% were In-District and 73% were Out-of-District customers. Furthermore, out of the 20 In-District rentals, the renter composition was comprised of eight unique renters. In the responses from the renters, while some positive feedback was received, there were also comments regarding a noticeable presence of disruptions, including patron foot traffic and parking issues.

The CPW Event Attendant survey results provided similar information that large scale tournaments, the pickleball courts and typical park patronage occasionally disrupted the rental experience for the renters. The common disruptions were pedestrian traffic in the facility to utilize bathrooms and parking concerns.

Operational Plan

The 2019 Community Facility Needs Assessment and Focus Group information was referenced when considering options for re-purposing the facility. The 2023 CPW Customer and CPW Staff Survey data also provided valuable information and guidance to influence the District's direction. Based upon community and staff feedback as well as recognizing the shifting dynamics of Central Park, staff recommend the expansion of pre-existing programs and services to coincide with the direction of the District. This approach involves serving as the headquarters for large-scale tournaments as well as the expansion of Park District special events and programs on the weekends, while also serving as the administrative and programming space to offer special recreation services during the standard business hours within the facility on the week days.

The top services, programs, and events of expansion are within the following areas: Community, Recreation, Athletics, Senior, and Fitness.

Park District Programs & Special Events offered at CPW:

- Mah Jong
- Music Together
- Senior Lectures and Lunches
- Great Pumpkin Roll
- Cocoa Cabin
- Yoga
- Walk in the Park Wine Tour
- Barks and Brew
- Holiday Express

Expansion Opportunities (Weekends):

- Tournament headquarters for large outdoor soccer and lacrosse tournaments
- Headquarters for Non-Profit Fund-Raising Events (Community Organizations)
- Pickleball Tournaments and Socials
- Frisbee Golf Tournaments
- Membership related activities: Health Care Memberships Club
- Health and Wellness Based Programming (NAMI)
- Family Fitness Special Events
- Fitness Specialty Classes (Early Morning Yoga, Tae Chi)
- Teen Programming
- Expand on Senior Programs, including Mah Jong, Senior Lectures and Pioneer Programming, Luncheons, Movies
- Environmental /Nature Educational Lectures
- Fly Fishing and Educational Sessions

- Ballroom Dance and other Performing Arts
- Cultural Programming/Arts (Watercolor Painting, Floral Arrangement, & Culinary Classes)
- Expansion of Tot Programs & Music Together Programs
- Expand on Winter Programs (i.e. Cocoa Cabin/Winter Lights such as Photos with Santa)

On the weekends, a variety of classes and opportunities will be explored and may be offered at CPW, enhancing existing programs and services as well as developing new and innovative ones. Staffing for this purpose would primarily be provided by the Recreation and Facilities Departments. To implement the expanded programs, activities, and special events, additional part-time staff would also be considered.

Special Recreation Association

In accordance with the current agreement between Gateway Special Recreation Association (Gateway) and Ray Graham Association, the Gateway Board of Directors may terminate the agreement (two program seasons in advance) and seek alternative providers to meet Special Recreation Needs of service member agencies. Currently, Gateway is preparing an RFP to request proposals from other contractors that provide this service. The Oak Brook Park District intends to submit a proposal to Gateway for consideration. This proposal would call for Central Park West to house administrative and recreational programs, just as the Hanson Center already houses Gateway's recreation services. Unlike the Ray Graham Association, the Park District is confident that it can submit a competitive proposal and better meet the needs of the special recreation community.

If chosen as the Special Recreation Provider, the Park District would create a new department and staff it appropriately to offer special recreation programs, services, and events. These services and programs would take place during the week day, during standard business hours.

Facility Purpose and Planning

During the facility transition and into the years of operation as the facility is re-branded and re-purposed, the Park District would continue to focus on evaluating the effectiveness and impact of the programs, services, and special events offered to the community, including the following means:

- Community Survey
- Master Plan
- Strategic Plan
- Development of operational policies and procedures
- Thorough and transparent budget development

Financial Plan

Current Model and Future Operating Budget Projections

Fiscal Year	Revenue	Expense	Net Profit/(Loss)
2021 – 2022	\$50,675	\$52,650	(\$1,975)
2022 – 2023	\$74,640	\$65,565	\$9,075
2023 – 2024	\$83,000	\$81,500	\$1,500
2024 – 2025	\$65,000	\$60,700	\$4,300
2025 – 2026	\$70,000	\$62,000	\$8,000
2026 - 2027	\$75,000	\$65,000	\$10,000

A majority of the projected revenue would come from an “occupancy fee” charged to the Gateway Special Recreation Association (SRA), in exchange for the use of Central Park West during the weekdays. The remaining revenue would come from tournament rental fees as well as the additional revenue gained from potential sponsorship and Park District special events and programs offered to the community on the weekends.

If revenues exceed current projections and if financially feasible, a relative proportion of the expenses related to the cleaning of the facility by the custodial staff can be considered within the CPW facility expenses. Currently, the custodial staff wages are not incorporated into the CPW budget and are accounted for within the fund related to the primary space cleaned, which is the Family Recreation Center.

While profits within the operating funds remain modest, the amount of staff time dedicated to Central Park West will drastically be reduced. The focus of the staff responsible for booking CPW would then shift to a more active membership sales and retention strategy, thereby increasing membership revenue.

Funds for Central Park West associated with general facility upgrades and enhancing accessibility have been incorporated into the District Capital Improvement Plan. Phase 1 will include increasing ADA accessibility through renovations within the main entryway as well as addressing the ADA needs and creating gender neutral restrooms. Phase 2 of the plan will involve expansion of the office/administration area for the SRA, upgrading the kitchen, as well as additional facility maintenance updates.

Statement of Conclusion

Considering the changing dynamics within the Central Park Campus, staff has explored alternative uses and revenue streams for CPW. After review of the information and consideration, staff recommends moving forward with the re-branding and re-purposing of the facility. The updated and modified business plan will be better suited and aligned with the District’s direction as well as continue to expand opportunities to serve the community.

Reports

Communications, IT, and Administration Report

Finance & Human Resources Report

Recreation & Facilities Report

Parks & Planning Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: September 8, 2023
Re: August/September 2023: Communications, IT & Administration

August Board Meeting Follow Up:

Family Care Leave Policy

At the request of the Commissioners, the District attorney narrowed the focus for certification in order for staff to implement this policy.

September Board Meeting Discussion Points:

Tennis Center Report

The Tennis Center was able to take care of a few “housekeeping items” with carpet cleaning, preventative maintenance of the fire alarm system, and new asphalt at the service drive. Nelson Brad, a Tennis Professional, also joined our team.

Central Park West Business Plan

Staff have been working hard to present a realistic and revenue generating business plan to the Commissioners.

Remote Attendance of Board Meetings

The State has added “unexpected childcare obligations” as another allowable reason for elected officials to attend a board meeting remotely.

IT Report:

Our IT security consultants were onsite performing our annual testing for PCI (Payment Card Industry) compliance. This ensures we meet all the requirements for a secure network to accept Credit Cards.

A new video server is currently being configured. This server will be used for the planned security cameras at the new concession building. Additionally, this server will be able to accept future cameras installed in Central Park.

Corporate and Community Relations:

Sponsorships	\$ 15,800.00
Advertising	\$ 6,380.00
Vendors	\$ -
In-Kind Donations	\$ -
Oak Brook Park District Foundation	\$ 700.00
Total for August:	\$ 22,880.00

Marketing & Communications Report:

Facebook Analytics

Followers: 4,881 (up 51)
Posts: 28
Post Reach
(organic and paid): 31,541
Post Engagement: 2,373

Instagram Analytics

Total Followers: 2,000 (up 21)
Posts: 20
Top Post Reach: 731
Accounts Engaged: 273

Twitter Analytics

Total Followers: 1,126 (same)
Posts: 10
Top Post Impressions: 55

Oak Brook Park District
Published by Haley Tess · August 18 at 11:51 AM · 🌐

Click here for more details:



AUTUMN FEST
2-5 PM
SATURDAY, SEPTEMBER 23
Central Park Performing Arts Pavilion
Visit obparks.org for a full list of activities!

OBPARKS.ORG
Autumn Fest | Oak Brook Park District
CENTRAL PARK - 1500 Forest Gate Rd. Oak Brook, IL 60523 Sat, 09/23/2023 ...

See insights and ads [Boost again](#)

88 3 comments 13 shares

Like Comment Share

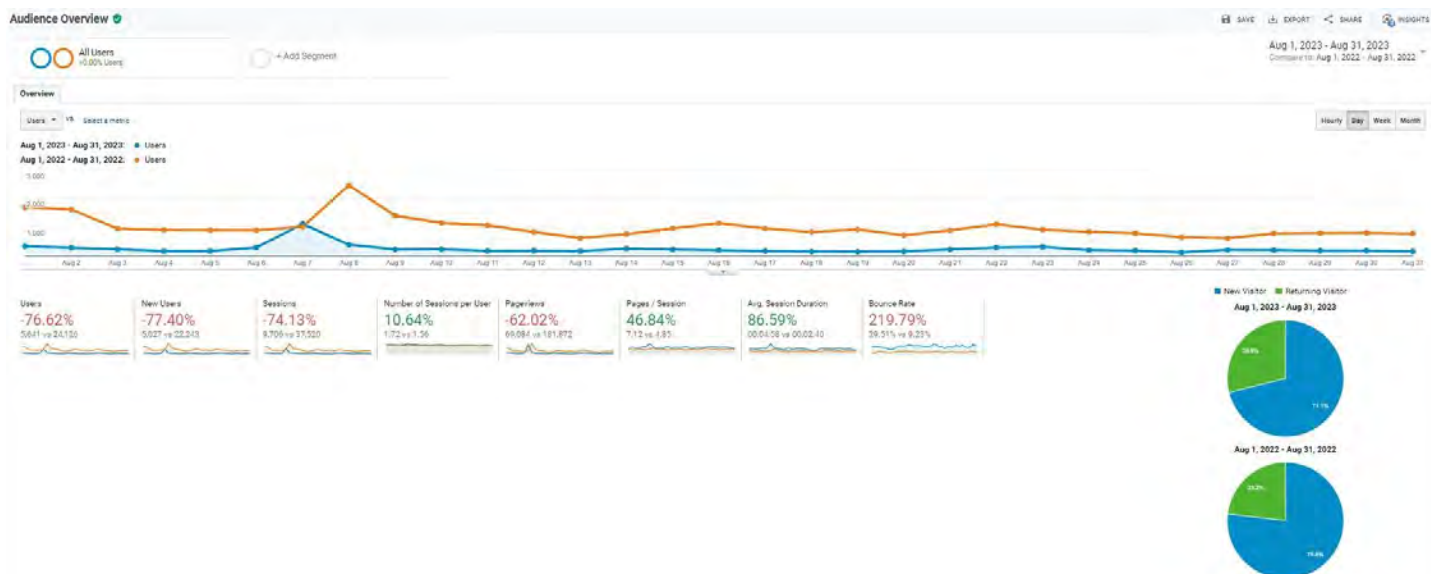
Post Insights

Click here for more details:
Published by Haley Tess · August 18 at 11:51 AM · 🌐

Post Impressions	Post reach	Post Engagement
17,577	11,803	1,290

Interactions

👍	❤️	😂	😱	😭	😡
94	0	0	0	0	0
Reactions	94				
Comments	3				
Link Clicks	754				
Shares	13				
Other Clicks	447				



August 2023 Top pages*

Due to the new website and a Google Analytics update, this data is unavailable at the moment. The data will be ready for the next report.

obparks.org Acquisition Value*

Referral Percentage Values Aug. 2023 Aug. 2022

Direct:	91.4%	46.1%
Organic Search:	2.7%	46.5%
Social:	.3%	3.9%
Referrals:	5.1%	3.3%
Emails:	.5%	

August 2023 Top Products*

1. Get Better League Winter 2024 1st Grade Boys
2. Get Better League Fall 2023 2nd Grade Boys
3. Get Better League Fall 2023 1st Grade Boys
4. Get Better League Winter 2024 2nd Grade Boys
5. Halloween Trick or Treat Trail 3:15pm time slot

obparks.org Ecommerce Overview – August 2023*

	August 2023	August 2023
Total Revenue	\$277,680	\$368,213
Transactions:	1,642	2,123
	2022	2023
Year to date total	\$1,139,356	\$1,277,375
Transactions:	9,188	8,335

OBJECTIVES AND KEY RESULTS

April 30, 2023 - April 30, 2024

MONTHLY UPDATE September 19, 2023

Accomplish 4 of 4 OKR's: April 30, 2023 – April 30, 2024

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

1. ACHIEVE CUSTOMER ACQUISITION AND RETENTION RATES

COMPLETE? ☐

- A FRC to increase membership revenue by 19% compared to April 30 of previous year to date. ☐
- B TC to increase membership revenue by 2% compared to April 30 of previous year to date. ☐
- C Increase Corporate membership revenue by 2% compared to April 30 of previous year to date. ☐
- D Monthly goal for 90%+ customer retention rate. ☐

Objective 1, Figure A: FRC Membership Revenue



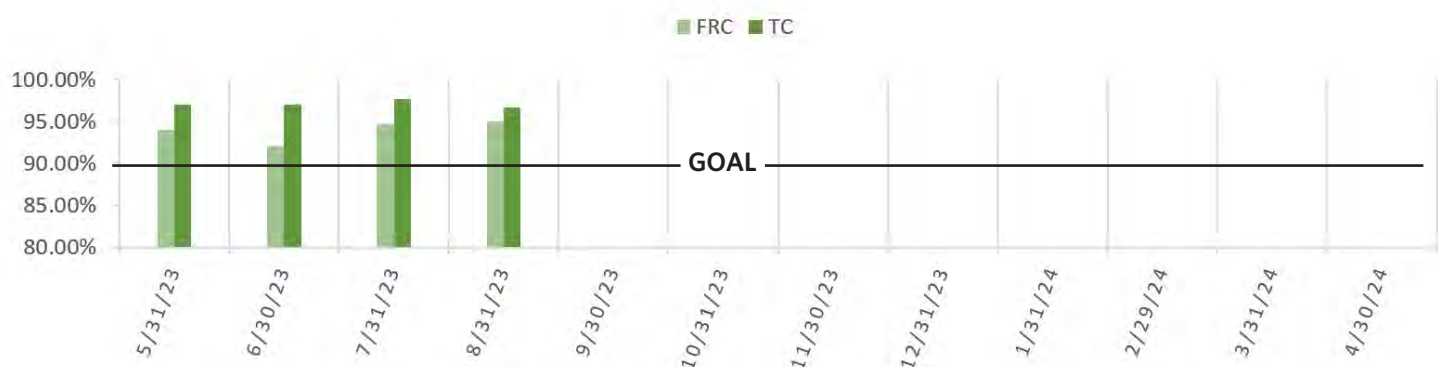
Objective 1, Figure B: TC Membership Revenue



Objective 1, Figure C: Corporate Membership Revenue



Objective 1, Figure D: Membership Retention



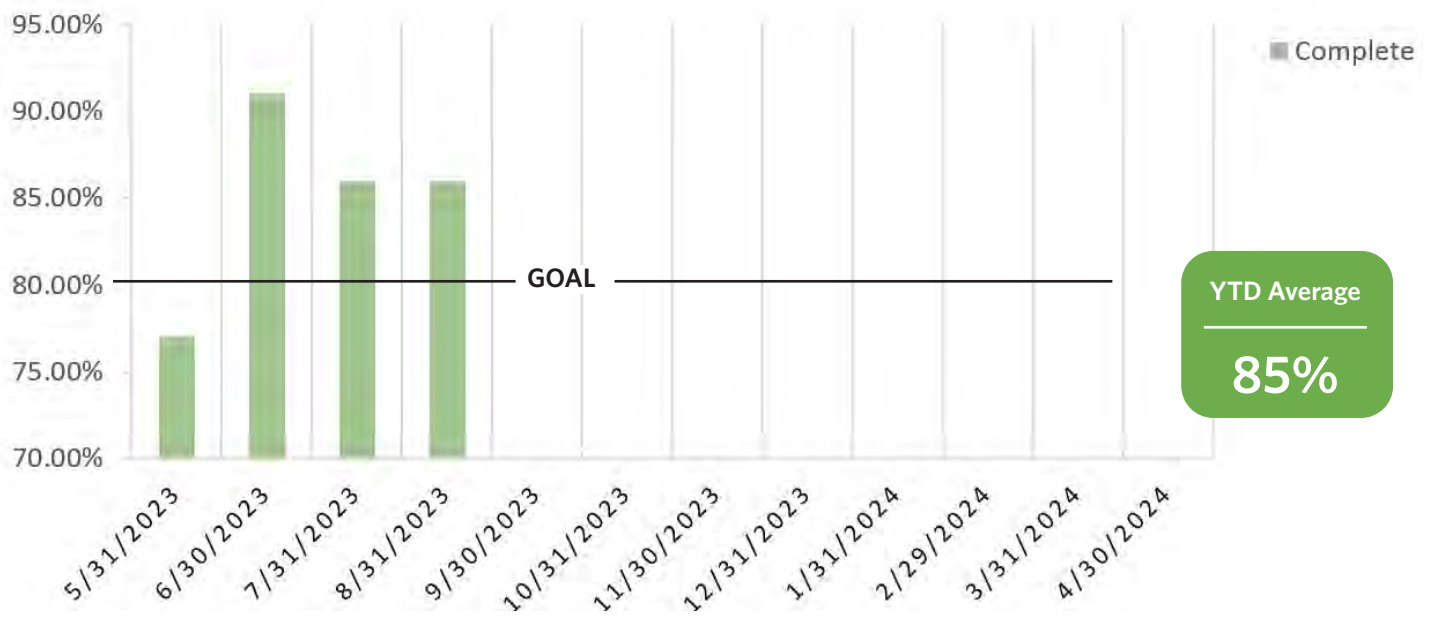
OBJECTIVES AND KEY RESULTS

2. ACHIEVE INTERNAL AND EXTERNAL CUSTOMER RESPONSE RATES

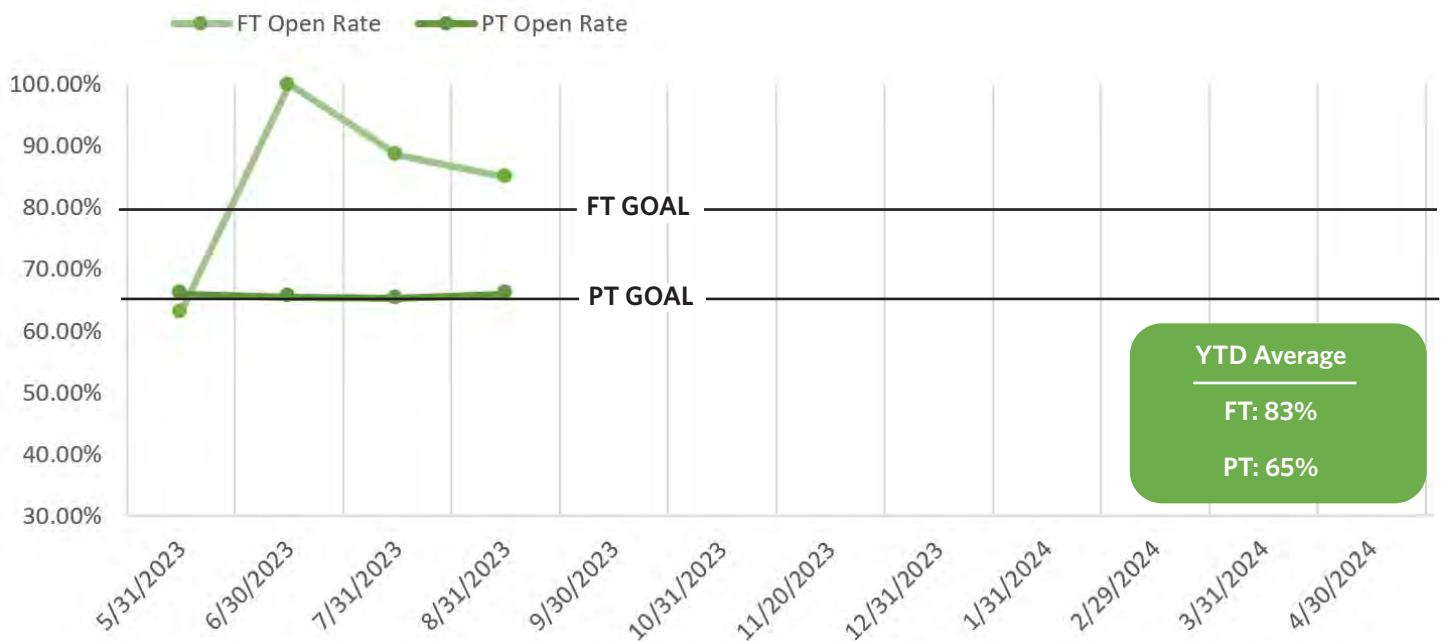
COMPLETE? ☐

- A Have 80% of completed work orders on a monthly basis. ☐
- B Implement HR onboarding software by December 31, 2023. ☐
- C Measure open rates on a monthly basis of FT/PT employee communication.
FT = 80% PT = 65%. ☐
- D Employee Engagement Task Force to meet after staff survey. ☐

Objective 2, Figure A: Completed Work Orders



Objective 2, Figure C: Internal Communication Open Rate



OBJECTIVES AND KEY RESULTS

3. ACHIEVE PROGRAM ENROLLMENT AND FACILITY USAGE GOALS

COMPLETE? ☐

- A Increase District program revenue by 3% compared to April 30 of previous year. ☐
- B Increase Tennis program revenue by 1% compared to April 30 of previous year to date. ☐
- C Implement three inclusive programs. ☐
 1. _____
 2. _____
 3. _____
- D Compare with previous year data of FRC facility counter starting in November, 2023 and TC counts starting in May, 2023. ☐

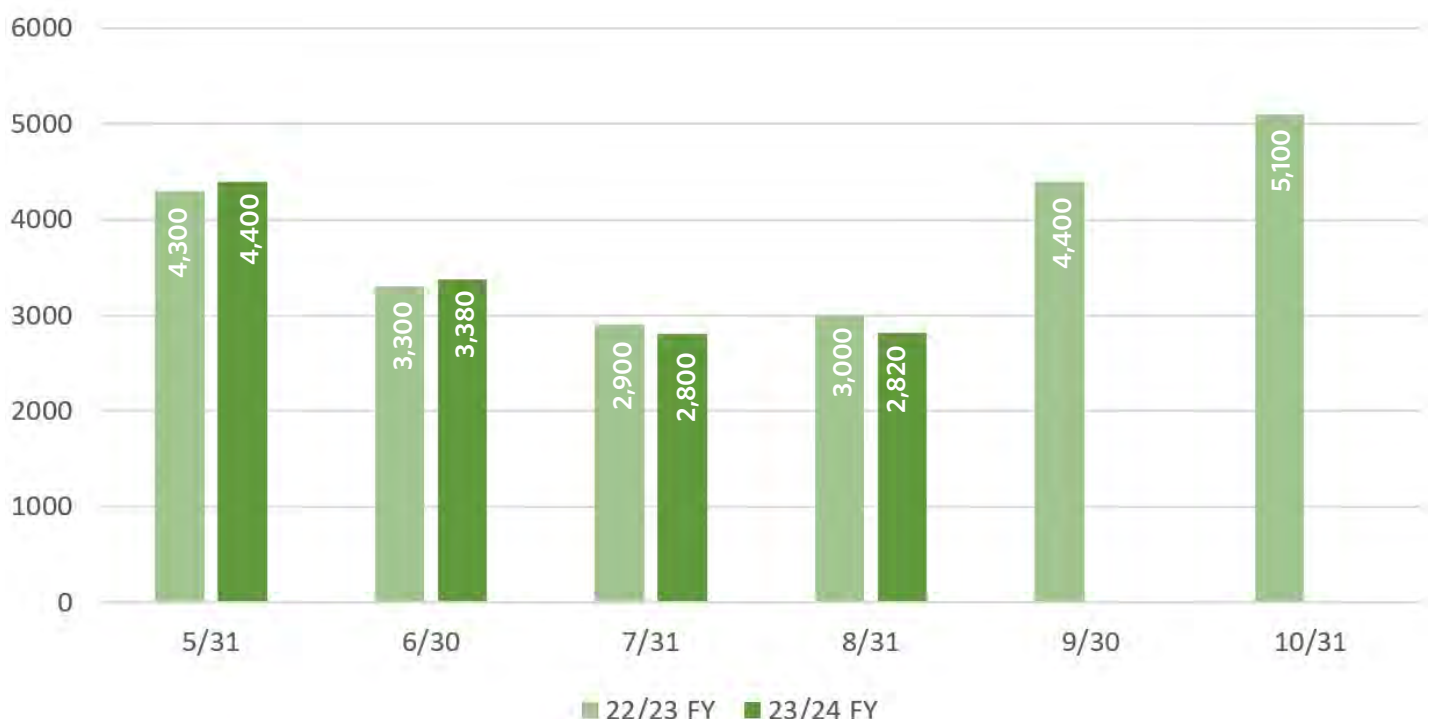
Objective 3, Figure A: Park District Program Revenue



Objective 3, Figure B: Tennis Center Program Revenue



Objective 3, Figure D.1: Tennis Center Member Usage



OBJECTIVES AND KEY RESULTS

Objective 3, Figure D.2: Family Recreation Center Visits

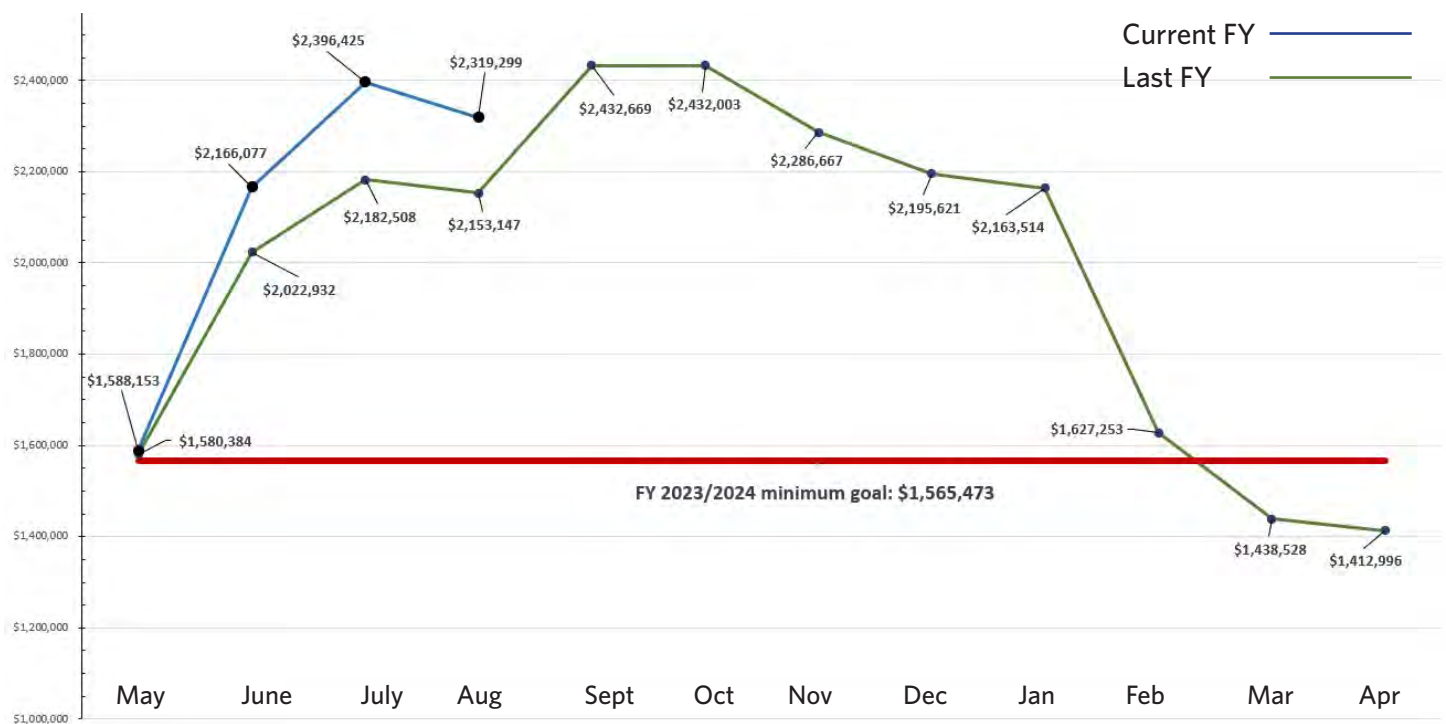


4. FUND BALANCES AS OF APRIL 30, 2024

COMPLETE? ☐

- A 5 months for General Fund. ☐
- B 5 months for the Recreation Fund. ☐
- C 7 months for the Tennis Center Fund. ☐
- D Find 3 alternative funding sources. i.e., Grants or donations. ☐
 1. Evergreen Bank Group Synthetic Turf Field Naming Rights
 2. _____
 3. _____

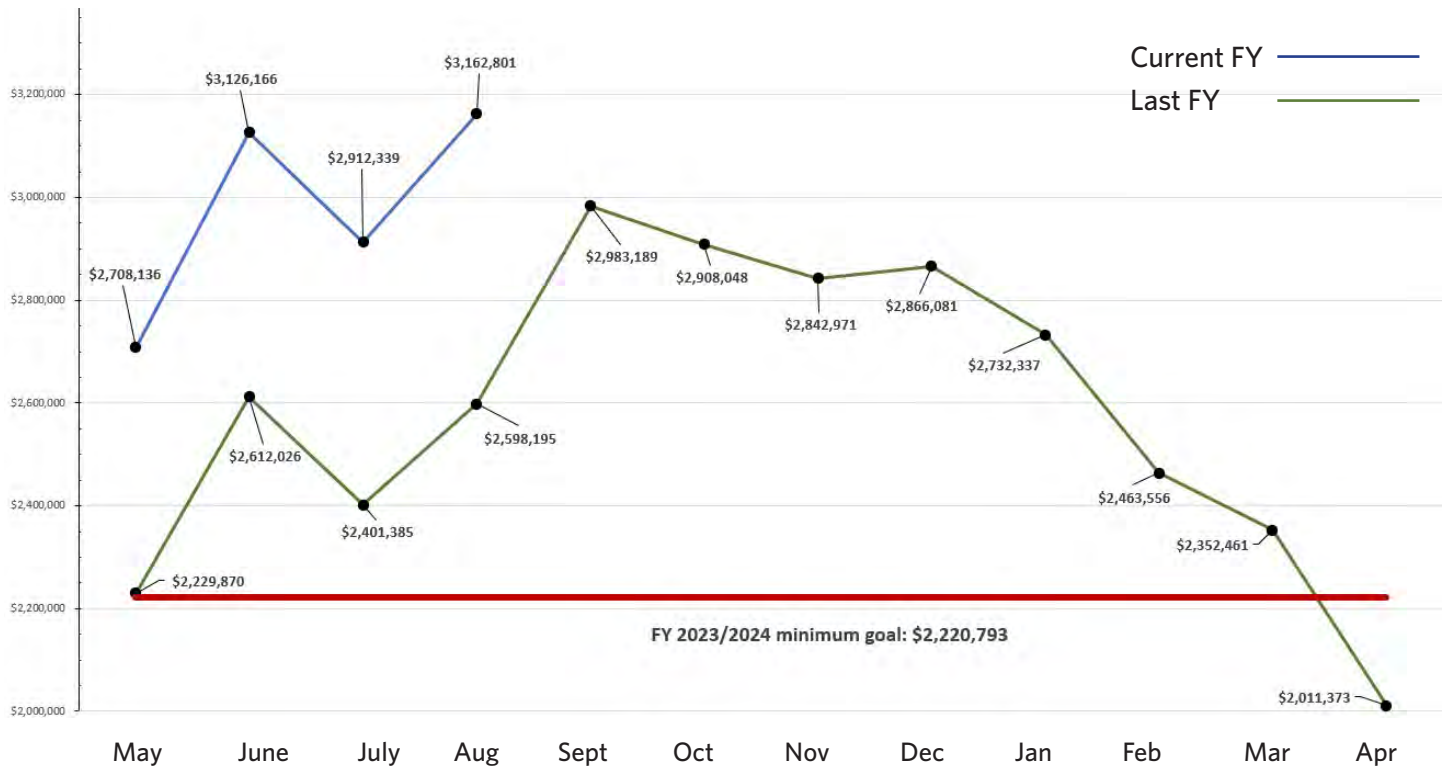
Objective 4, Figure A: General Fund



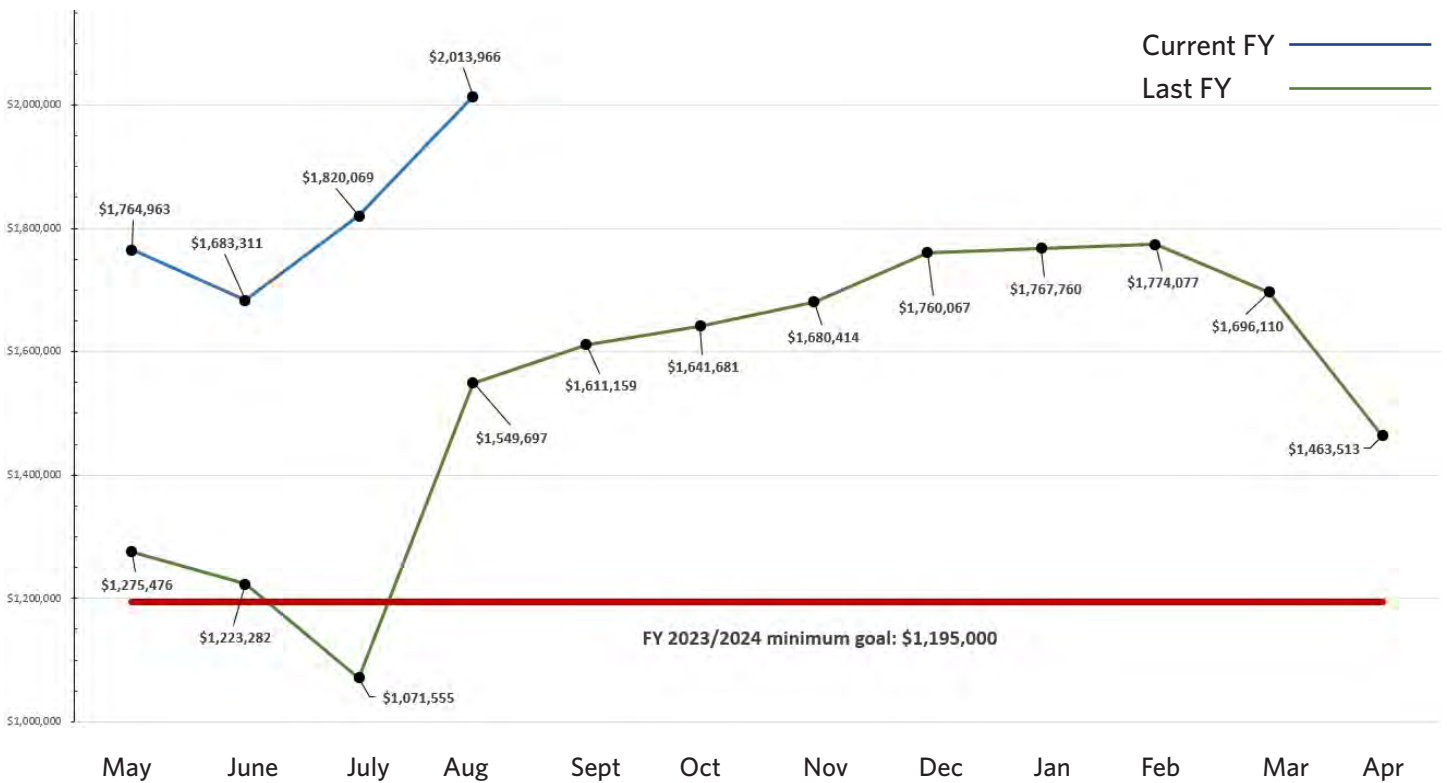


OBJECTIVES AND KEY RESULTS

Objective 4, Figure B: Recreation Fund



Objective 4, Figure C: Tennis Fund





May 1, 2023 - April 30,2024

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

*CPI employees and full-time employees with 20 or more years of service, can elect to receive a pay-out of any bonus PTO hours awarded to them. Each hour is paid out at \$20.00 an hour.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: September 12, 2023
Re: August 2023 Financials

General Fund

We have completed four months of our current fiscal year (2023/2024). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equals \$1,836,881, \$930,579 and \$0, respectively. This is resulting in a YTD net surplus of \$906,303; which is a \$139,681 increase from the \$766,621 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 50% of the annual budget, and have increased \$222,609 when compared to the prior year. Property tax receipts and investment income are ahead of our budget target and have increased over prior year. Revenues in our Central Park North department are lower than prior year due to the ongoing construction activity, and this year we did not host a soccer tournament whereas in the prior year the tournament occurred at our fields and generated approximately \$10K in revenues. Driving the increased revenues in our Building-Recreation Center department are increased non-resident daily fees and the quarterly overhead revenue that is charged to our Recreation fund.
- **Expenditures-** Total YTD expenditures are currently within budgeted expectations at 30% of the annual budget, and have increased \$82,927 when compared to the prior year. Expenditures in the Administration and Finance departments are lower than prior year due to the extended vacancy in the part-time Administrative Services Assistant position and the new process of recording various information technology expenditures, to the newly created I.T. department. The increased expenditures in our Building-Recreation Center department are primarily due to increased part-time custodial and front desk personnel costs (\$77K - vs- \$64K), and increased electrical utility costs. *See final page of this memo for additional information concerning our electrical utility costs.*

Recreation Fund

YTD revenues, expenditures, and transfers out for this fund equal \$2,422,025, \$1,270,596, and \$0, respectively. This is resulting in a YTD net surplus of \$1,151,428; which is a \$110,604 increase over the \$1,040,824 net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 50% of the annual budget, and have increased \$340,425 when compared to the prior year. All recreation departments are either on target or favorable to our current budget. Membership revenues have increased \$91K when compared to the prior year, and children's aquatics programming revenues have increased \$31K. Continued strong demand for youth basketball programming has resulted in an \$87K increased in such revenues. The increased revenues in our Special Events and Trips department are primarily due to the large increase in Pink 5K

race/walk registrations (\$28K -vs- \$10K). Adult pickleball programming revenues have also increased from \$17K to \$38K.

- **Expenditures-** Total YTD expenditures are currently favorable to budgeted expectations at 25% of the annual budget, and have increased \$229,820 when compared to the prior year. The increased expenditures in our Administration department are primarily due to increased full-time wages, and the new I.T. overhead allocation. This I.T. allocation will be recorded quarterly and the 1st quarter allocation totaled \$21,367. The increased expenditures in our Aquatic Center department are due to increased part-time staff wages (\$173K -vs- \$149K) due to increased payroll hours this year. In the current year there have been fewer pool “rain-out” closures (drier pool season this year), as well as fewer unfilled open work shifts, as compared to the prior year. In our Special Events department, we incurred increased costs for Pink 5K supplies and services (i.e., T-shirts, snacks, timing services).

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,111,781 and \$532,613, respectively. This is resulting in a YTD net surplus of \$579,168; which is a \$204,799 increase over prior year’s surplus of \$374,369. Following is additional commentary:

- **Revenues-** Total YTD revenues are currently ahead of budgeted expectations at 54% of the annual budget, and have increased \$259,896 when compared to the prior year. In the Administration department, revenues have increased due to better- than-expected investment earnings totaling \$15,859. For comparison, last year’s interest earnings totaled \$2,353. In addition, the tennis center received a \$15,854 payment in July 2023 for a recent tennis tournament, whereas in the prior year a similar receipt didn’t occur until September 2022. Similar to our aquatics and fitness departments, the tennis center is experiencing increased membership activity and the related revenues have increased from approximately \$68K in the prior year, to \$86K in the current year. Court time revenues for the upcoming fall season are higher than prior year (\$56K -vs- \$14K) due to timing. In the prior year, a large portion of the revenue was recognized one month later, in September 2022.
- **Expenses-** Total YTD expenses are currently favorable to budgeted expectations at 22% of the annual budget, and have increased \$55,097 when compared to the prior year. The Administration department is reflecting the, new for this year, allocation of a portion of finance personnel costs. In the programs department, part-time wages have increased approximately \$24K due to increased programming hours. Partially offsetting these expense increases, is a YTD decrease in capital spending.

FINANCE & HUMAN RESOURCES:

At the August 18, 2023 Board meeting I notified the Board that Finance staff was researching the cause(s) for the large YTD increases in electrical utility costs. Upon review, it has been determined that the reason is that in the prior year we were benefitting from several billing credit adjustments known as “Carbon-Free Energy Resource Adjustments”, that lowered our costs in the prior year. These previous credit adjustments (decreases to our billings) are now charge adjustments (increases to our billings) and as such, our current year monthly costs have increased compared to the prior year. See the following page for a comparative table.

<u>Direct Energy Business- Monthly Billings</u>				
	May-22	Jun-22	Jul-22	Aug-22
Gross current charges:	\$ 15,883.51	\$ 17,424.26	\$ 19,166.29	\$ 16,850.76
"Carbon-free energy resource adjustments":	(6,772.65)	(7,036.86)	(8,245.59)	(6,949.49)
Net current charges:	\$ 9,110.86	\$ 10,387.40	\$ 10,920.70	\$ 9,901.27
Total kWh:	157,284.37	163,419.91	191,491.44	161,391.16
	May-23	Jun-23	Jul-23	Aug-23
Gross current charges:	\$ 15,350.45	\$ 16,685.83	\$ 19,277.93	TBD
"Carbon-free energy resource adjustments":	1,839.73	1,971.63	2,310.62	TBD
Net current charges:	\$ 17,190.18	\$ 18,657.46	\$ 21,588.55	TBD
Total kWh:	148,246.07	158,874.17	186,190.31	TBD

Carbon-Free Energy Resource Adjustment FAQs

Situation: ComEd has updated the Carbon-Free Energy Resource Adjustment, effective in June 2023, to reflect the Illinois Power Agency's spring energy procurement event and the reconciliation of credits and payments from the 2022 to 2023 delivery year. This Q&A addresses questions of LCS-managed customers.

Search FAQs...

How was the Carbon-Free Energy Resource Adjustment created?

Illinois' Climate and Equitable Jobs Act of 2021 included provisions to help sustain carbon-free nuclear plants when energy prices are too low to support them. Conversely, when energy market prices are high, the plant owners are required to pay utility customers. When prices spiked in the summer of 2022, customers received credits of:

- 4.306 cents per kilowatt hour (¢/kWh) from June through September
- 4.115 ¢/kWh in October and November of 2022,
- 2.384 ¢/kWh from December 2022 through February 2023, and
- 0.033 ¢/kWh from March through May 2023

ComEd customer bills have a line for "Carbon-Free Energy Resource Adjustment", which can be a credit or a charge depending on energy prices. The CFRA is in effect through 2027.

Memo

To: Oak Brook Park District Board of Commissioners
From: Katie Basile, Director of Recreation and Facilities
Date: September 11, 2023
Re: Recreation & Facilities Report

Recreation

- Special Events
 - There were 58 kids and 36 adults in attendance at the Harry Potter Movie Party on Saturday. Participants enjoyed the different activities provided including sorting themselves into their Harry Potter house, playing “pin the scar” on Harry, getting a scar tattoo on their forehead, and playing quidditch. Pizza was also served and they watched Harry Potter and the Sorcerer’s Stone.
- Youth
 - ABC Preschool and Dolphin Station Welcome Letters have been sent in preparation for school starting after Labor Day.
 - Summer Camp has ended, with another successful year.
- Athletics
 - The Turf Soccer field was successfully resurfaced in August.
 - Registration for all fall athletic programs began within the month of August. A total of 315 participants enrolled this year.
 - This is the first year that Energize Sportz youth summer camps were offered through the Park District. All camps were successful with an average of 30 kids in each class.
 - Coach Steve’s summer camps offered different sports theme each week and were all well attended.
 - The ballfield rental revenues were tripled in revenue from last year. This is primarily due to additional new renters, such as the Fury Baseball and Cheetahs Softball, who will continue renting throughout the fall and into next year.
- Pioneers
 - There were 25 pioneers who enjoyed a presentation on Friday, August 11th by Barry Bradford on the Fantastic Films of Rob Reiner.
 - Twenty-six Oak Brook Pioneers and 28 Villa Park members traveled to Navy Pier on Friday, August 18th for a brunch cruise on the Spirit of Chicago. After brunch, they enjoyed the rehearsal for the upcoming Air and Water Show.
 - The Park District hosted an AARP Driver Safety Class on Monday and Tuesday with 24 participants.
 - Monica and Rachel visited 11 Senior Living Communities and the library to promote and invite their residents to Pioneer Night at Winter Lights. The response was terrific!

Aquatics

- The lifeguards received a 5 Star Audit from StarGuard Elite in August. Notable 5 Star staff include:
 - Charlotte Ridsen
 - Angela Feng
 - Lorenzo Incandela
 - Emily Burcal
 - Dominick Nardulli
 - Zach Azmy
 - Ella Rausch
 - Marina O'Malley
- Swim lessons offered Full Season Registration for the Fall Session on Thursdays and Sundays. Throughout August, a total of 522 participants registered within the aquatics program. The full season registration has proven to be a popular option and if successful, additional options will be offered within the Winter/Spring season.
- Splash Island was kept open 2 additional weeks, coinciding with the Aquatic Shutdown, for the first time ever. The facility was well attended during the limited hour offerings.
- Pumpkin Swim registration is already half-way filled with 84 participants currently enrolled for the October 20th event.

Facilities

- General facility and aquatic maintenance projects for the month included:
 - Gymnasium floors were resurfaced between Tuesday, August 29 through Tuesday, September 5.
 - Canned lights in the preschool playroom were upgraded to LED.
 - Two suit dryers were repaired and 1 was replaced through Suitmate Extractor company.
 - RTU1A and RTU 5 were both repaired.
 - A new VFD was installed on the main pump for Splash Island.
 - A pressure reducing valve was installed in the Spa pump room.
- The annual Aquatic Facility maintenance closure in August included the completion of preventative maintenance as well as additional projects:
 - Upgraded LED lighting throughout the FAC.
 - Full valve replacement and the repainting of the Leisure Pool spray feature.
 - Underwater light replacement in the Lap Pool.
 - Expansion joint replacement in the Leisure Pool.
 - Grouting of the spa with epoxy grout for better durability.
 - Initial preparatory work for the new HVAC unit was completed by contractors to expedite installation when the unit becomes available.

Fitness

- Meg Olander's final day will be September 15th, due to family re-location out of state. We thank Meg for her 14 years of dedication and commitment to the Park District team, members and to the community for providing outstanding group fitness classes and personal training services!

- The Fitness Supervisor provided an in-person staff training for Medic AED, CPR, and First Aid, certifying 9 of the District team members.
- Four new AED's have been ordered and will be installed at the District facilities, as part of the AED replacement plan.
- The Facility Manager has continued to reach out to local businesses to encourage re-activation of corporate accounts. This month, the AM Castle Corporate memberships has been re-instated.
- Within the month of August, membership has grown, particularly with the beginning of the fall season. Retention rate continues to remain strong with an average of 94%.
- With 20+ visits in the month of August, John Longano won the Monthly Membership Challenge!
- The Facility Manager met with Hinsdale Transition Center to discuss potential membership and volunteer opportunities



Oak Brook Park District Membership Report

Individual Member Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Members, Start of Month	2418	2627	2671	2679	2678	2650	2601	2684					NA
Members, Month End	2241	2453	2538	2552	2497	2441	2465	2542					NA
Members Cancelled/Expired	177	174	133	127	181	209	136	142					
Net Members	69	209	44	8	-1	-28	-49	83					335
Retention Percentage	92.68%	93.38%	95.02%	95.26%	93.24%	92.11%	94.77%	94.71%					94%
Membership Package Data													
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Total
Memberships, Start of Month	1300	1365	1421	1431	1437	1436	1391	1415					NA
Memberships, Month End	1195	1285	1358	1368	1352	1327	1321	1345					NA
Cancelled/Expired	105	80	63	63	85	109	70	70					
Net Memberships	37	65	56	10	6	-1	-45	24					152
Retention Percentage	91.92%	94.14%	95.57%	95.60%	94.08%	92.41%	94.97%	95.05%					94.22%
Total Healthcare Memberships	307	378	460	496	549	592	655	687					NA
In-District	41%	37%	37%	37%	37%	37%	36%	36%					NA
Out-of-District	59%	63%	63%	63%	63%	63%	64%	64%					NA



Oak Brook Park District

Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
22-23	Uses	28	47	55	20	14	27	22	23	29	29	32	29	355
	Parties	\$10,312	\$12,650	\$16,505	\$7,765	\$6,895	\$10,411	\$9,738	\$8,445	\$10,230	\$10,645	\$9,845	\$10,281	\$123,722
	Rentals	\$980	\$5,047	\$7,015	\$903	\$0	\$3,520	\$1,320	\$1,174	\$3,700	\$2,540	\$4,890	\$4,720	\$35,809
	TOTAL	\$11,292	\$17,697	\$23,520	\$8,668	\$6,895	\$13,931	\$11,058	\$9,619	\$13,930	\$13,185	\$14,735	\$15,001	\$159,531

23-24	Uses	26	52	45	25	14								162
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$7,431								\$52,646
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,548
	TOTAL	\$9,954	\$23,739	\$22,708	\$11,362	\$7,431	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$75,194

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
22-23	Registrations	888	899	1,489	3,276
	Private	\$38,751	\$37,077	\$54,177	\$130,005
	Group	\$47,168	\$58,794	\$90,253	\$196,215
	TOTAL	\$85,919	\$95,871	\$144,430	\$326,220

23-24	Registrations	998	448		1,446
	Private	\$36,058	\$16,968		\$53,026
	Group	\$57,232	\$39,611		\$96,843
	TOTAL	\$93,290	\$56,579	\$0	\$149,869

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
22-23	Registrations	32	60	50	57	199
	Revenue	\$8,610	\$20,942	\$13,798	\$11,718	\$55,068
23-24	Registrations	46	26			72
	Revenue	\$11,186	\$10,221			\$21,407



Oak Brook Park District Facility Statistics and Data

Facility Rentals													
22/23 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	316	253	263	483	274	485	393	372	529	396	296	319	4,379
Gym Revenue	\$17,089	\$12,969	\$14,075	\$25,157	\$14,324	\$21,145	\$21,701	\$19,871	\$27,335	\$21,701	\$15,704	\$17,445	\$228,514
Room Rentals	2	0	1	8	4	7	4	3	12	15	11	12	79
Room Revenue	\$160	\$0	\$280	\$1,855	\$420	\$910	\$700	\$780	\$240	\$590	\$1,100	\$320	\$7,355
CPW Rentals	7	10	10	10	8	7	7	1	2	10	7	9	88
CPW Revenue	\$5,524	\$5,359	\$7,443	\$7,620	\$4,113	\$2,601	\$4,380	\$330	\$1,510	\$7,045	\$3,969	\$4,565	\$54,458
23/24 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	286	212	268	481									1,247
Gym Revenue	\$15,360	\$11,720	\$14,625	\$24,818									\$66,523
Room Rentals	12	14	11	15									52
Room Revenue	\$340	\$360	\$440	\$760									\$1,900
CPW Rentals	4	7	11	9									31
CPW Revenue	\$1,555	\$4,869	\$9,586	\$6,437									\$22,447
Totals			20-21	21-22	22-23								
Gym Rentals Hours			4,195	4,874	4,379								
Gym Revenue			\$207,521	\$261,155	\$228,514								
Room Rentals			0	10	79								
Room Revenue			\$0	\$700	\$7,355								
CPW Rentals			20	73	88								
CPW Revenue			\$12,938	\$48,226	\$54,458								

[illegible]

[illegible][illegible]



Oak Brook
Park District
www.obparks.org
1450 Forest Gate Road • Oak Brook, IL 60523-2151
Providing the very best in park and recreational
opportunities, facilities and open lands for our community.

Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: September 8, 2023
Re: Board Report

- At the north athletic fields, the concession/restroom facility, masonry has been completed, and interior finishes of the building are underway. The challenge fitness course has been installed and the rubber surfacing will follow. There are still issues with the availability and lead time on some items, including windows, but over all the project is proceeding as planned.
- The asphalt replacement project at Central Park, Forest Glen, and Saddle Brook parks is complete. Several walking trails and parking/driving areas were resurfaced.
- A Winter Lights Committee is being developed to assist with the setup and removal of the Winter Lights at Central Park event. Staff is in the process of creating new scenes for the upcoming season.
- The basketball hoops at Chillem Park were removed, reconditioned, and reinstalled. The court is currently being resurfaced.
- Please see the agenda history for information on the purchase of a new pickup truck.

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 23-0918: AN ORDINANCE
DECLARING SURPLUS PERSONAL PROPERTY AND
AUTHORIZING THE SALE OR CONVEYANCE THEREOF**

AGENDA No.: 7 A

MEETING DATE: SEPTEMBER 18, 2023

STAFF REVIEW: Superintendent of Communications & IT, Robert Pechous:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

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

Items that have been recently identified as surplus property are listed in the attached Ordinance 23-0918.

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

Staff is recommending the outdated Information Technology Equipment to be electronically recycled or donated. Surplus Vending Machines that have possible use by others will be offered for sale.

ACTION PROPOSED:

Motion (and a second) to Approve Ordinance 23-0918: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof.

ORDINANCE NO. 23-0918
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THEREOF

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

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

<i>Quantity</i>	<i>Item</i>	<i>Brand</i>	<i>Color/Description/ Model Number</i>	<i>Description</i>	<i>Disposal Method</i>
30	Shortel IP Phone	ShoreTel	Black IP265	Desk Phone	Recycle
8	Dell PC	Dell	Optiplex 3050	Desktop PC	Recycle/Donate
1	Vending Machine	Wittern	Model 3503 119759006192	Snack Vending Machine	Sell
1	Vending Machine	Wittern	Model 3503 Serial # 119759906192	Snack Vending Machine	Sell
1	Vending Machine	Wittern	Model 3509 Serial # 123323608309	Snack Vending Machine	Sell
1	AED	Phillips HeartSaver	B13D-01987	AED	Trade-in
1	AED	Phillips HeartSaver	B13D-02013	AED	Trade-in
1	AED	Cardiac Science	4409732	AED	Trade-in
1	AED	Phillips HeartSaver	B10J-00034	AED	Trade-in
1	Assisted Stretching Equipment	Stretch Mate		8 ft wooden base with elastic straps	Sell
1	Rolling cabinet	No name	Wood with wheels	Preschool cabinet	Sell
1	Rolling mailbox	No name	Wood with wheels	Preschool mailbox	Sell

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

WHEREAS, the District’s staff has recommended that the Property, except for the Property designated to be recycled/discarded or traded-in, can best be sold directly by the District’s Executive Director to a municipality, school district, or park district, or may be sold indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of such Property, with a minimum acceptable price as determined by the District’s Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

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

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

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

Section 2: The Board hereby authorizes:

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

b) All other Property to be discarded.

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

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

Continued on next page.

ORDINANCE NO. 23-0918

PASSED AND APPROVED THIS 18th DAY OF SEPTEMBER, 2023.

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: PURCHASE OF PICKUP TRUCK THROUGH THE SUBURBAN PURCHASING COOPERATIVE

AGENDA NO: 7 B

MEETING DATE: SEPTEMBER 18, 2023

STAFF REVIEW:

Director of Parks & 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 Oak Brook Park District staff seeks to purchase a new 2024 Ford F-250 pickup truck. This vehicle would be widely used in the Parks Department year-round. The existing truck fleet consists of two pickup trucks and two dump trucks. This vehicle would replace the department's oldest fleet truck, a 2008 Ford F-250 pickup. The truck will be equipped with the necessary accessories/options to meet the needs of the Parks Department, including a snow plow and salt spreader for winter snow removal.

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

The purchase of this vehicle would be made through the Suburban Purchasing Cooperative (SPC), a program which satisfies the State of Illinois bidding requirements for purchases over \$30,000. The Park District has made previous vehicle/equipment purchases through this cooperative program. The anticipated cost for the vehicle is \$47,531 plus an additional \$11,838 for the snow plow equipment. The budgeted amount for this vehicle purchase is \$60,000 including snow plow equipment. Once ordered, the lead time for delivery is approximately 8-9 months.

ACTION PROPOSED: A motion (and a second) to approve the purchase of a 2024 Ford F-250 pickup truck through the Suburban Purchasing Cooperative for a total cost of \$47,531.

Purchase Order

Purchase Order#:

Order Date: September 19, 2023



Oak Brook

www.obparks.org Park District

1450 Forest Gate Road • Oak Brook, IL 60523-2151

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

Vendor			Ship to:	
Sutton Ford Commercial Truck Center			Oak Brook Park District	
21315 Central Ave			Attn: Bob Johnson	
Matteson, IL 60443			1450 Forest Gate Road	
Brian Tarpo			Oak Brook, IL 60523	
Phone: 708-720-8008			Phone: 630-645-9540 Cell: 630-280-5469	
Email: btarpo@suttonford.com			Email: bjohnson@obparks.org	
Qty	Item #	Description	Unit Price	Extension
1		2024 Ford F-250 Pickup Truck	\$47,531	\$47,531
Notes: This purchase order is issued pursuant to Suburban Purchasing Cooperative Contract # 221.			Subtotal	\$47,531
			Freight	0
			Total	\$47,531

This Purchase Order is subject to the following terms and conditions:

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:
Marco Salinas, Director of Finance & HR
Oak Brook Park District
1450 Forest Gate Rd.
Oak Brook, IL 60523
630 990-4233 x230, Fax 630 990-8379
5. This Purchase Order is subject to the terms and conditions included on the following page. By execution of this Purchase Order, the Contractor agrees to the attached terms and conditions.

Bob Johnson

9-6-2023

Requested by

Date

Authorized by

Date

Director of Finance

Date

Executive Director

Date

President

Date

1. This Purchase Order and all of the terms and conditions included in the Suburban Purchasing Cooperative (SPC) RFP #221 2024 Ford F250 Contract, which is incorporated as part of this Purchase Order by reference, are collectively referred to as the "Contract Documents."
2. Payment shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) after the equipment has been delivered, inspected and accepted by the Oak Brook Park District ("District").
3. Contractor shall not grant rights in or to, or otherwise encumber the equipment or any parts of the equipment, to, in or by any third parties at any time, that would impair or delay the full exercise by District of any of its rights or remedies under this agreement. Clean and unencumbered title to the equipment shall be transferred to District upon acceptance of the equipment by District. Title to, and the risk of loss, injury or destruction from any casualty to the equipment, regardless of cause, will be the responsibility of Contractor until the equipment has been received, inspected and accepted by District.
4. District is exempt for the Illinois Retailer's Occupational Tax, the Illinois Use Tax and the Federal Excise Tax as an exempt entity under the Internal Revenue Code. District shall provide Contractor with District's tax exemption identification number, for use by Contractor for this project only.
5. District will have the right to inspect the equipment upon receipt and to reject any nonconforming or damaged equipment within a reasonable time after delivery. District will give notice to Contractor of any rejection of the equipment or claim for damages on account of condition, quality or grade of the equipment. Neither inspection nor acceptance by District shall act as District's acceptance of any defects or deficiencies in the equipment and shall not act as a waiver of any rights District has with respect to such defects, deficiencies or failure, including rights under any warranty.
6. Contractor shall procure and maintain insurance, and shall cause all subcontractors hired to perform any work in conjunction with this purchase, the types and amounts of insurance as required by Section 1.22 of SPC RFP #221 2024 Ford F250 and Contract for the same, naming District, its commissioners, employee, agents and volunteers as additional insureds
7. Contractor shall indemnify, save harmless and defend District, its officers and employees from any and all liability, losses or damages, including attorney's fees and costs of defense District may suffer as a result of claims, demands, suits, actions or proceedings of any kind or nature, including worker's compensation claims, in any way resulting from or arising out of or relating to any act, omissions or the operations of Contractor under this Purchase Order, including operations of its employees and subcontractors, and Contractor shall, at its own expense, appear, defend and pay all fees of attorneys and all costs and other expenses arising there from or incurred in connection therewith; and, if any judgments shall be rendered against District in any such action, Contractor shall, at its own expense, promptly satisfy and discharge same. Contractor expressly understands and agrees that any insurance protection required by this Purchase Order, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend District as herein provided.
8. If Contractor fails to provide the vehicle and services as required by the Contract Documents, or otherwise breaches or defaults under any provision of this Contract and does not remedy such failure, breach or default within three (3) business days after demand from District to take corrective action, District may terminate this Purchase Order. The rights and remedies of District stated in the Contract Documents shall be in addition to and not in limitation of, any other rights of District granted at law or in equity.
9. Nothing contained in any provision of this agreement is intended to constitute nor shall constitute a waiver of the defenses, privileges and immunities available to District under the Illinois Local Government and Governmental Employees Tort Immunity Act.



2024 FORD F250 PICK UP SRW CONTRACT #221



WWW.SUTTONTRUCKS.COM

CONTACT: BRIAN TARPO, MUNICIPAL ACCOUNTS MANAGER

PHONE 708-720-8008

EMAIL: btarpo@suttonford.com

24 FORD F250 REG CAB 4X2

BASE PRICE \$41,271



Please enter the following information

Agency Name & Address _____

Contact Name _____

Contact phone number _____

Purchase order number _____

Total Dollar amount _____

Total number of units _____

Tax Exempt # _____

Delivery Address _____

PLEASE SUBMIT P.O. & TAX EXEMPT LETTER WITH VEHICLE ORDER

Sutton Ford Commercial Truck Center

21315 Central Ave

Matteson, IL 60443

Contact : Brian Tarpo

Phone# 708-720-8008

E-Mail: btarpo@suttonford.com

MECHANICAL

- Brakes – Four-Wheel Disc Anti-lock Brake System (ABS)
- Electronic-Shift-On-the-Fly (ESOF) (4x4 only)
- Engine
 - F-250/F-350 – 6.8L 2V DEVCT NA PFI V8 Gas
 - F-450 – 6.7L 4 Valve OHV Power Stroke® V8 Turbo Diesel B20
- Transmission
 - TorqShift®-G ten-speed automatic w/ Selectable Drive Modes:
Normal, Eco, Slippery Roads, Tow/Haul (6.8L Gas)
 - TorqShift® ten-speed automatic w/ Selectable Drive Modes:
Normal, Eco, Slippery Roads, Tow/Haul (6.7L Diesel)

EXTERIOR

- Bumpers – front & rear, black painted
- Daytime Running Lamps
- Fender vents – front
- Front Box Step and Rear Bumper Step
- Glass – solar-tinted
- Grille – black painted
- Handles – door & tailgate, black
- Jack
 - 3-Ton mechanical (250/350 SRW)
 - 4-Ton hydraulic (350 DRW/450)
- Manually telescoping/folding trailer tow with power/heated glass, heated convex spotter mirror, integrated clearance lamps/turn signals
- Operator Commanded Regeneration (OCR) (6.7L Power Stroke® Diesel engine only)
- Splash Guards/Mud Flaps – Front (F-450 only)

- Tailgate – Removable w/key lock
- "Three-Blink" lane change signal
- Tow hooks – front, two (2)
- 2.5" Built Ford Tough® Trailer Hitch Receiver
- Trailer Sway Control
- Trailer Tow Package – 7-wire harness w/relays & 7/4 pin connector
- Wheels
 - F-250/F-350 SRW – 17" Argent Painted Steel w/painted hub covers/center ornaments
 - F-350 DRW – 17" Argent Painted Steel (hub covers/center ornaments not included)
 - F-450 – 19.5" Forged Polished Aluminum w/bright hub covers/center ornaments
 - Manual Locking Hub (4x4)
 - Spare tire, wheel & carrier
- Windshield wipers – intermittent

INTERIOR/COMFORT

- 4.2" LCD Productivity Screen: includes menus for Gauge Setup, Trip Computer, Fuel Economy and Towing/Off-Road applications
- Air conditioning – manual, single zone
- Cabin Air Particulate Filter
- Door-trim – armrest/grab handle & reflector
- Floor covering – Black, full length vinyl
- Instrumentation – Multi-function switch message center
- Mirror – rearview 11.5" day/night
- Outside Temperature Display
- Overhead console w/dual storage bins and map lights

- **Power Equipment Group – 1**

st row (front-seat) windows w/one-touch

up/down, power 2nd row (rear-seat) windows; power door-locks w/backlit

switches & accessory delay; power tailgate lock

- **Powerpoint – auxiliary two (2) in instrument panel**

- **Scuff plates – front, color-coordinated**

- **Seats – Front, HD vinyl, 40/20/40 split bench w/center armrest,**

cupholder and storage (manual lumbar – driver's side), front center-seat

w/integrated restraint

- **Steering wheel – black urethane with tilt and telescoping steering**

wheel/column; includes three (3) button message control

- **Sun visors – color-coordinated cloth, driver w/pocket, passenger**

w/uncovered mirror

- **Window – Rear, fixed**

SAFETY/SECURITY

- **AdvanceTrac® with RSC® (Roll Stability Control™)**

- **Belt-Minder® (front safety belt reminder)**

— chime & flashing warning light on I/P if belts not buckled

- **Center High-mounted Stop Lamp (CHMSL)**

- **Driver and passenger frontal airbag; passenger side deactivation Switch**

- **Engine Only Traction Control (DRW only)**

- **Headlamps – Quad beam jewel effect halogen**

- **Individual Tire Pressure Monitoring System (TPMS) – SRW/F-350 DRW**

only

- **Mirrors – Manually telescoping/folding trailer tow with power/heated**

glass, heated convex spotter mirror, integrated clearance lamps/turn

signals

- Rear View Camera
- Remote keyless entry
- Safety belts – w/height adjustment D-ring
- Safety Canopy® System (incl. side-curtain airbags)
- SecuriLock® Passive Anti-Theft System
- SOS Post-Crash Alert System™
- Stationary Elevated Idle Control

FORD CO-PILOT360™ TECHNOLOGY

- AutoLamp (Auto On/Off Headlamps)
- Cruise Control
- Hill Start Assist

FUNCTIONAL

- Audio – AM/FM stereo/MP3 Player (four (4))
- FordPass Connect™ (5G)
- 5G Wi-Fi hotspot connects up to 10 devices

1

- Remotely start, lock and unlock vehicle²
- Schedule specific times to remotely start vehicle²
- Locate parked vehicle²
- Check vehicle status²

Note: Telematics Solutions (both complimentary and subscription based) are available for Fleet Customers, providing access to manufacturer-grade data including but not limited to vehicle location, speed, idle time, fuel/energy, range, vehicle diagnostics, and maintenance alerts. FordPass Connect™ 5G Wi-Fi Modem, enables telematics services directly from Ford or through authorized third party providers. Learn more at commercialsolutions.ford.com

or email fcs1@ford.com or by calling 833-FCS-Ford. (833-327-3673).

- **Rear axle**

- **Non-Limited-Slip (F-250 and F-350)**

- **4.30 Limited-Slip (F-450)**

- **SYNC® 4**

- **8" LCD Capacitive Touchscreen with Swipe Capability**

- **Wireless Phone Connection**

- **Cloud Connected**

- **AppLink® w/App Catalog**

- **911 Assist®**

- **Apple CarPlay® and Android Auto™ Compatibility**

- **Digital Owner's Manual**

- **Trailer Brake Controller (incl. Smart Trailer Tow Connector)**

<input type="checkbox"/>	X2A	XL 4X2 SUPERCAB WITH 6.5 BED	\$45,229
<input type="checkbox"/>	X2A	XL 4X2 SUPERCAB WITH 8' BED	\$45,410
<input type="checkbox"/>	W2A	XL 4X2 CREW CAB WITH 6.5' BED	\$46,554
<input type="checkbox"/>	W2A	XL 4X2 CREW CAB WITH 8' BED	\$46,722
<input type="checkbox"/>	F2B	XL 4X4 REGULAR CAB WITH 8' BED	\$45,639
<input type="checkbox"/>	X2B	XL 4X4 SUPERCAB WITH 6.5' BED	\$47,747
<input type="checkbox"/>	X2B	XL 4X4 SUPER CAB WITH 8.0' BED	\$47,937
<input type="checkbox"/>	W2B	XL 4X4 CREW CAB WITH 6.5' BED	\$49,070
<input type="checkbox"/>	W2B	XL 4X4 CREW CAB WITH 8.0 BED	\$49,260
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>	OPTION CODE	POWERTRAINS	PRICE
<input type="checkbox"/>	99T	6.7L Powerstroke Diesel V-8	\$9,096
<input type="checkbox"/>	99M	6.7L HO Powerstroke Diesel V-8	\$11,471
<input type="checkbox"/>	99N	7.3L Engine Option on F250 Pick-up	\$1,651
<input type="checkbox"/>	X3H	Axle, Electronic-Locking 3.31	\$392
<input type="checkbox"/>	X3J	Axle, Electronic-Locking 3.55	\$392
<input type="checkbox"/>	X3E	Axle, Electronic-Locking 3.73	\$392
<input type="checkbox"/>	X4M	Axle, Electronic-Locking 4.30	\$392

	OPTION CODE	TIRES	PRICE
<input type="checkbox"/>	TBM	LT245/75Rx17E BSW AT (XL)	\$150
<input type="checkbox"/>	TDX	LT275/70Rx18E BSW AT	\$241
	TRIM TYPE	SEATS	PRICE
<input type="checkbox"/>	L	Vinyl High Back Bucket	\$323
<input type="checkbox"/>	1	Cloth 40/20/40 Split Bench - Regular (XL Only)	\$91
<input type="checkbox"/>	4	Cloth High Back Bucket (Regular Cab)	\$468
<input type="checkbox"/>	4	Cloth High Back Bucket (Super Cab)	\$468
<input type="checkbox"/>		Cloth High Back Bucket (Crew Cab)	\$559
<input type="checkbox"/>	OPTION CODE	OTHER OPTIONS	PRICE
<input type="checkbox"/>	18B	Platform Running Boards (w/ Regular Cab)	\$291
<input type="checkbox"/>		Platform Running Boards (w/ Super/Crew Cab)	\$405
<input type="checkbox"/>	471	Camper Package	\$145

	OPTION CODE	OTHER OPTIONS (continued)	PRICE
<input type="checkbox"/>	16T	Floor Mats, All-Weather (Excludes Carpet Floor Mats)	\$119
<input type="checkbox"/>	592	Clearance Lights, Roof	\$87
<input type="checkbox"/>	41H	Heater, Engine Block	\$91
<input type="checkbox"/>	17C	Chrome Package	\$1,129
<input type="checkbox"/>	17X	4X4 Off-Road Package	\$451
<input type="checkbox"/>	66S	Upfitter Switches (6)	\$451
<input type="checkbox"/>	473	Snow Plow Package	\$228
<input type="checkbox"/>	67H	Suspension Package, Heavy Service	\$114

<input type="checkbox"/>	62R	Transmission Power Take-Off Provision	\$255
<input type="checkbox"/>	435	Window, Power Sliding Rear	\$368
<input type="checkbox"/>	43B	Heated Backlight/Rear Window Defrost (Included w/ 435 only)	N/C
<input type="checkbox"/>	85G	Tailgate Step	\$342
<input type="checkbox"/>	41A	Rapid-Heat Supplemental Cab Heater	\$228
<input type="checkbox"/>	85S	Tough Bed® Spray-in bedliner	\$542
<input type="checkbox"/>	85L	Drop-in Bedliner	\$319
<input type="checkbox"/>	61M	Wheel Well Liner	\$164
<input type="checkbox"/>	76S	Remote Start System	\$228
	OPTION CODE	OTHER OPTIONS (continued)	PRICE
<input type="checkbox"/>	62R	Transmission Power Take-Off Provision	\$114
<input type="checkbox"/>	435	Window, Power Sliding Rear	\$368
<input type="checkbox"/>	43B	Heated Backlight/Rear Window Defrost (Included w/ 435 only)	N/C
<input type="checkbox"/>	85G	Tailgate Step	\$342
<input type="checkbox"/>		Tailgate Step w/ 96U	N/C
<input type="checkbox"/>	41A	Rapid-Heat Supplemental Cab Heater	\$228
<input type="checkbox"/>	85S	Tough Bed® Spray-in bedliner	\$542
<input type="checkbox"/>	85L	Drop-in Bedliner	\$319
<input type="checkbox"/>	61M	Wheel Well Liner	\$164
<input type="checkbox"/>		Wheel Well Liner (KR/Plat/Ltd)	n/c
<input type="checkbox"/>	535	Trailer Tow Package - High Capacity	\$1,029
<input type="checkbox"/>		Trailer Tow Package - High Capacity (w/ 99M)	N/C

	OPTION CODE	OTHER OPTIONS (Continued)	
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<input type="checkbox"/>	85M	Bed Mat	\$137
<input type="checkbox"/>	61S	Splash Guards/Mud Flaps (Front & Rear)	\$119
<input type="checkbox"/>	62S	Splash Guards/Mud Flaps (Rear)	N/C
<input type="checkbox"/>	15J	Gooseneck Hitch Kit	\$228
<input type="checkbox"/>	15L	5th Wheel Hitch Kit (20K)	\$1,224
<input type="checkbox"/>	53W	5th Wheel/Gooseneck Hitch Prep Package	\$501
<input type="checkbox"/>	76C	Exterior Back-up Chime	\$160
<input type="checkbox"/>	96V	XL Chrome Package	\$205
<input type="checkbox"/>	61L	Front Wheel Well Liners	\$296
<input type="checkbox"/>	61N	Front & Rear Wheel Well Liners	\$296
<input type="checkbox"/>	90M	Max Recline Seat	\$305
<input type="checkbox"/>	17Z	XL Off Road Package	\$906
<input type="checkbox"/>	52S	Interior Work Surface	\$128
<input type="checkbox"/>	43K	2kW Pro Power	\$897
<input type="checkbox"/>	874	360 Camera Package	\$1,047
<input type="checkbox"/>	96D	XL Driver Assist Package	\$665
<input type="checkbox"/>		XL Driver Assist Package W/ 17S	N/C
<input type="checkbox"/>	68U	F-250 >10K GVWR PACKAGE	\$91
<input type="checkbox"/>	98F	CNG/Propane Gaseous Engine Prep Package (6.8L only)	\$286
<input type="checkbox"/>	43C	120V/400W Outlet	\$160
<input type="checkbox"/>	66L	Box Rail Lighting, LED Lighting system	\$54
	OPTION CODE	OTHER OPTIONS (continued)	
<input type="checkbox"/>	43B	Defrost w/ Fixed & Privacy Glass	\$54
<input type="checkbox"/>	67E	Extra-Extra Heavy Duty Alternator	\$78
<input type="checkbox"/>	67D	190 Amp Alternator on Gas engines and 250 Amp Alternator on Diesel engines	N/C


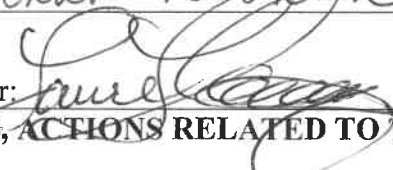
<input type="checkbox"/>	86M	Dual Batteries (68 Amp.) (w/ 99M or 99T)	\$191
<input type="checkbox"/>	86K	Programmable Engine Idle Shutdown Timer	\$228
<input type="checkbox"/>	17S	STX	\$4,654
<input type="checkbox"/>	47B	SNOWPLOW/CAMPER PACKAGE	\$277
<input type="checkbox"/>	67B	Dual Extra Heavy-Duty Alternator	\$104
<input type="checkbox"/>		Dual Extra Heavy-Duty Alternator w/ 43C & 66S & 473 or 47B	\$104
<input type="checkbox"/>	924	Privacy Glass	\$28
<input type="checkbox"/>	91D	On-Board Scales & Smart Hitch	\$592
<input type="checkbox"/>	21X	Vehicle Safe by Console Vault	\$319
<input type="checkbox"/>	19J	Aluminum Cross Bed Tool Box - Matte Black (Weather Guard model #127-52-03)	\$865
<input type="checkbox"/>	19K	Aluminum Cross Bed Tool Box - Bright (Weather Guard model #127-0-03)	\$865
	OPTION CODE	OTHER OPTIONS (continued)	
<input type="checkbox"/>	19H	Pickup Box Bed Side Storage	\$1543
<input type="checkbox"/>	66D	Pickup Box Delete (XL/XLT w/ 8 ft. Box only)	\$569
<input type="checkbox"/>	91X	Multi Contour Seat Removal (King Ranch, Platinum and Limited)	\$273
<input type="checkbox"/>	21D	Tonneau Pickup Box Cover - Soft Folding	\$537
<input type="checkbox"/>	21E	Tonneau Pickup Box Cover - Hard Folding	\$1,092
<input type="checkbox"/>	21J	Tonneau Pickup Box Cover - Retractable	\$2,002
<input type="checkbox"/>	PD4	Paint, Rapid Red Metallic Tinted Clearcoat	\$451
<input type="checkbox"/>	PAZ	Paint, Star White Metallic Tri-Coat	\$906
<input type="checkbox"/>	PR7	Paint, Glacier Grey Metallic Tri-Coat	\$906
<input type="checkbox"/>	153	Front License Plate Bracket	N/C

<input type="checkbox"/>	87B	Retractable Bed Step (Corner)	\$355
<input type="checkbox"/>	87S	Retractable Bed Step (Side)	\$710
	OPTION CODE	FLEET OPTIONS	PRICE
<input type="checkbox"/>	91G	360-Degree Dual Beacon LED Warning Strobes - White	\$592
	91S	360-Degree Dual Beacon LED Warning Strobes - Amber	\$592
<input type="checkbox"/>	18A	Ford Pro Upfit Integration System	\$364
<input type="checkbox"/>	PGR	Paint, Green (Fleet Only)	\$600
<input type="checkbox"/>	PW6	Paint, Green Gem (Fleet Only)	\$600
<input type="checkbox"/>	PMB	Paint, Orange (Fleet Only)	\$600
<input type="checkbox"/>	PBY	Paint, School Bus Yellow (Fleet Only)	\$600
<input type="checkbox"/>	PE4	Paint, Vermillion Red (Fleet Only)	\$600
<input type="checkbox"/>	PAT	Paint, Yellow (Fleet Only)	\$600
<input type="checkbox"/>	95K	Paint, School Bus Yellow w/ Agate Black Hood (Fleet Only)	\$150
	OPTION CODE	DEALER INSTALLED OPTIONS	PRICE
	OPTION CODE	MISC	PRICE
<input type="checkbox"/>	DELIVERY	DELIVER VEHICLE TO CUSTOMER	\$175
<input type="checkbox"/>	TITLE	DEALER WILL TITLE AND PLATE VEHICLE	\$173

	OPTION CODE	EXTERIOR COLOR	PRICE
<input type="checkbox"/>	UM	AGATE BLACK METALLIC	N/C
<input type="checkbox"/>	HX	ANTIMATTER BLUE METALLIC	N/C
<input type="checkbox"/>	M7	CARBONIZED GRAY METALLIC	N/C
<input type="checkbox"/>	JS	ICONIC SILVER METALLIC	N/C
<input type="checkbox"/>	Z1	OXFORD WHITE	N/C
<input type="checkbox"/>	PQ	RACE RED	N/C
<input type="checkbox"/>	LJ	DARKENED BRONZE METALLIC	N/C
<input type="checkbox"/>	GR	GREEN	\$600
<input type="checkbox"/>	MB	ORANGE	\$600
<input type="checkbox"/>	BY	SCHOOL BUS YELLOW	\$600
<input type="checkbox"/>	E4	VERMILLION RED	\$600
<input type="checkbox"/>	AT	YELLOW	\$600
<input type="checkbox"/>	W6	GREEN GEM	\$600



Oak Brook Park District

BOARD MEETING	
AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: FAMILY CARE LEAVE POLICY	AGENDA No.: 7 C MEETING DATE: SEPTEMBER 18, 2023
STAFF REVIEW: Linda Noonan, Human Resource Manager: 	
RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director: 	
ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): <p>The Oak Brook Park District is committed to being the leader in Diversity, Equity, and Inclusion. The district has developed a Family Care Leave Policy that will better support our staff to care for a family member.</p>	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): <p>Staff gathered different leave policies from other agencies. Most policies focused on Maternity/Paternity Leave. Staff recommends adapting the Family Care Leave Policy to be more inclusive for all family members and situations. Full-time staff members can take up to 8 weeks of paid leave at 75% of their base pay for qualifying events.</p> <p>The attached policy has been reviewed by the Park District's attorney and updated. Certification requirements have been added to the policy as directed by the Board's first review during the August 21, 2023 Board Meeting. The added certification requirements are provided in blue font.</p>	
ACTION PROPOSED: A motion (and a second) to approve the Family Care Leave Policy.	

Family Care Leave

Purpose

Oak Brook Park District recognizes the need for paid time off to allow employees to achieve work/life balance. This policy provides full-time employees paid leave to care for a family member, ~~or~~ person in their legal guardianship, or any individual in which the employee is regularly responsible for providing care, which may include but is not limited to (including the employee's child, stepchild, spouse, domestic partner, domestic partner's child, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, aunt, uncle, niece, nephew) for certain Qualifying Events, as defined below.

Eligibility

Full-time employees who have worked for Oak Brook Park District for at least 12 months are eligible for Family Care Leave and have not exhausted other leaves of absence.

Family Care Leave

Oak Brook Park District provides up to 8 weeks of paid leave at 75% of the employee's base pay for the following Qualifying Events:

- *1. Birth of an employee's child.
- *2. Placement of a child with the employee for adoption or foster care.
- *3. To care for a family member with a serious health condition.
- *4. Any qualifying exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces.
- *5. To care for a service member who is the employee's spouse, child, parent, or next of kin.

The employee must provide their supervisor with 30 days' notice of the Qualifying Event (or if the Qualifying Event was not foreseeable, within 48 hours of the Qualifying Event) and submit the leave request forms to the Human Resources Department. An employee's use of leave under this policy may be taken intermittently, if approved by the Human Resources Department.

Full-time employees will receive Family Care Leave at 75% of their 40-hour workweek base pay. Any employee can opt to take their available compensatory, vacation, personal, and/or sick hours to receive their full salary benefits.

If the employee is asking to exceed 8 weeks of Family Care Leave, the employee must use other paid-time-off (PTO) hours ~~leading up prior~~ to taking Family Care Leave, not exceeding 100 percent of the pay. If an employee has exhausted all PTO hours and Family Care Leave time, the remainder of the leave will result in unpaid leave.

The employee will continue to be eligible to accrue benefit hours and pay rate increases while on Family Care Leave.

If the employee otherwise qualifies for any other leave of absence, such leave must be taken concurrently with Family Care Leave.

Certification

Human Resources may require an employee who requests Family Care Leave to sign a form of certification attesting to their relationship with the individual needing care. Human Resources may also require an employee who requests Family Care Leave for any Qualifying Event listed in 3-5 above to sign a form of certification attesting that such employee is taking Family Care Leave for the Qualifying Event. Any employee who refuses to sign such certifications may be denied the requested leave.

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In the event an employee requests Family Leave Care for the care of a family member with a serious health condition or to care for service member who is the employee's spouse, child, parent, or next of kin, Human Resources may require certification issued by a health care provider stating the approximate date on which the serious health condition or the health condition of the service member commenced, the probable duration of the condition and the medical facts within the provider's knowledge showing that the family member's or service member's health condition, including hospitalizations or doctors' visits, and needs care.

In the event an employee requests Family Leave Care for any qualifying exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces, Human Resources may require the employee to provide a copy of the military member's active-duty orders.

The Oak Brook Park District may subject an employee to reasonable disciplinary measures, depending on the circumstances, when an employee intentionally misrepresents that such employee is taking Family Care Leave for a Qualifying Event.

Multiple Qualifying Events

Different rules apply if an employee has two potentially Qualifying Events. An employee may not take more than 8 weeks of Family Care Leave in a rolling twelve-month period. For the second Qualifying Event, the employee has one year from the second Qualifying Event to use Family Care Leave. The soonest the employee can begin to take the second Family Care Leave is a year from the first Family Care Leave start date. An employee may take multiple Family Care Leaves as long as they do not exceed 8 weeks in a rolling twelve-month period. For example, the employee may take 4 weeks for a birth of a child and then take another 4 weeks to care for a spouse with a serious health condition.

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Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: SAFETY POLICY 24: OAK BROOK PARK DISTRICT
BOUNDARY VIOLATIONS POLICY – PROTECTING CHILDREN
AND VULNERABLE ADULTS AND EMPLOYEE
ACKNOWLEDGEMENT FORM**

AGENDA No.: 7 D

MEETING DATE: SEPTEMBER 18, 2023

STAFF REVIEW:

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):**

The Park District Risk Management Association (PDRMA) provided training and policy documents for the prevention of sexual abuse against children and vulnerable adults with disabilities. Child sexual abuse, as well as sexual abuse of vulnerable adults with disabilities, is a significant public health problem. The Centers for Disease Control and Prevention estimates that about 1-in-4 girls and 1-in-13 boys in the United States experience child sexual abuse and 2-in-5 females and 1-in-4 males who experienced rape had a disability at the time. Those statistics are most likely based on underreported incidents.

PDRMA reports its members are not immune from allegations of improper sexual conduct by agency staff, abuse by the public within the park and recreation setting and abuse by peers within a program. Members have also experienced employees/volunteers engaging in potential grooming behaviors or placing themselves in situations that have the appearance of grooming.

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

PDRMA recommends enacting prevention measures with policies and procedures which will ensure park district employees, volunteers, and agents are never in positions that even give the appearance of impropriety.

The attached Boundary Violations Policy, provided by PDRMA for its member agencies, describes behaviors that are to be avoided by employees and volunteers, as well as the reporting procedures for various situations.

Staff will be trained on the policy upon hire and will be required to sign the acknowledgement form.

Periodic refresher training will also be conducted.

ACTION PROPOSED:

Motion (and a second) to approve Safety Policy 24: Oak Brook Park District Boundary Violations Policy – Protecting Children and Vulnerable Adults and Employee Acknowledgement Form.

Oak Brook Park District Boundary Violations Policy

Protecting Children and Vulnerable Adults

The Oak Brook Park District (the “Park District”) is committed to implementing systems for monitoring and reporting behavior that violates physical, emotional and behavioral boundaries of minor and vulnerable adult participants and volunteers.

The behaviors outlined in this policy are a non-exhaustive list of examples which, among others, may trigger intervention, corrective and/or disciplinary action and possible termination of employment or ending of a volunteer opportunity at the Agency.

Application

This policy applies to all employees and volunteers of the Agency. While this policy is intended to regulate the behavior of the Park District’s employees and volunteers toward minor children and vulnerable adult participants in programs or facilities as well as minor child- and vulnerable-adult volunteers of the Park District, the prohibited conduct can also serve as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Park District. Nothing in this policy restricts the Park District’s right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

Reporting Obligations

Minor Child under the age of 18

(Also review Safety Manual Section 3 “Abused & Neglected Child Reporting and Procedures.)

As mandated reporters, it is essential to understand what constitutes abuse and neglect. Safety Manual Section 3 provides additional information which should be referenced as part of this policy.

If an employee or volunteer of the Park District suspects a minor child under the age of 18 (a “minor”) is being physically or sexually abused or neglected, they must contact their adult supervisor, or department director, and report their concerns.

The supervisor/department director shall be the point person for an investigation. A mandated reporter is not responsible for investigating the situation.

The supervisor/department director shall document the incident in accordance with the reporting procedure listed in the Oak Brook Park District Safety Manual Section 3: *Abused and Neglected Child Reporting*.

The supervisor/department manager shall provide information to the Human Resource Manager.

The Human Resource Manager shall call the Child Abuse Hotline to make a report to the Illinois Department of Child and Family Services (DCFS) via the DCFS 24-hour reporting hotline 800.25.ABUSE (1-800-252-2873).

If an employee or volunteer believes a minor is in immediate danger of harm, they must first contact 911 and then report to their supervisor/department director, who will then notify the Human Resource Manager so that a report can be made to DCFS.

VULNERABLE ADULT – ADULT WITH DISABILITIES.

If an employee or volunteer of the Park District suspects an adult with disabilities above the age of 18 (a “vulnerable adult”) is a victim of physical or sexual abuse or neglect, they must contact their adult supervisor/department director.

The supervisor/department director shall perform an investigation. A mandated reporter is not responsible for investigating the situation.

The supervisor/department director shall document the incident.

The supervisor/department manager shall provide information to the Human Resource Manager.

The Manager of Human Resource shall report the concerns to the Illinois Adult Protective Services (IAPS) via the IAPS 24-hour reporting hotline: 866.800.1409.

If an employee or volunteer believes a vulnerable adult is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the Agency and IAPS.

The Oak Brook Park District Boundary Violations Policy prohibits a broader range of conduct than applicable laws to help the Park District prevent sexual abuse and avoid the opportunity for or the appearance of employee/volunteer impropriety. If an employee or volunteer suspects an employee or volunteer of any of the boundary violations provided below – *even if they do not have a reasonable belief that sexual abuse is actually happening* – the employee or volunteer should still report that conduct to the appropriate supervisory staff within the Park District, so the Park District can investigate and take remedial action when warranted regarding the boundary violation.

Report boundary violation-related concerns to your [Department Manager/Supintendent/Director, Human Resource Manager, Deputy Director, or Executive Director.]

Prohibited Conduct

The conduct prohibited under this policy includes, but is not limited to:

Physical Boundary Violations (absent critical/urgent circumstances).

- Shoulder, neck, feet or other types of massages, whether from adult to a minor/vulnerable adult or from a minor/vulnerable adult to adult).
- Wrestling or roughhousing with a minor or vulnerable adult, including but not limited to piggyback rides, hands in the minor's or vulnerable adult's pockets or similar physical activities.
- Tickling or poking a minor or vulnerable adult.
- Placing a hand on a minor's or vulnerable adult's thigh or other intimate location of the body for any period of time.
- Placing a hand on any part of a minor's or vulnerable adult's body for an extended period unless part of the clearly defined job duties of the position (e.g., gymnastics or figure skating coach positioning an arm, etc.). Even when job duties involve necessary physical contact with minors or vulnerable adults, employees and volunteers must be mindful of trying to first use verbal coaching and then, only if still needed, keeping the touch professional, witnessed and to the minimum length needed to complete the task.
- Kissing, cuddling, lengthy hugs or holding a minor or vulnerable adult in an extended embrace or similar physical activities.
- Violence intentionally directed toward a minor or vulnerable adult.

- Taking minors or vulnerable adults to remote areas, one-on-one, or engaging in other forms of seclusion (e.g., into an office away from others, in another room unwitnessed and/or with a closed door, vehicle rides not in compliance with Park District protocols or policies, 1:1 in a bathroom stall, etc.).

It is understood that individuals with special needs may need the assistance of one-on-one aides. Such assistance may involve certain physical interactions, such as for bathroom assistance, feeding, or other accommodations. Upon registration of the individual with special needs, the program manager shall work with the individual, or if a minor, with the minor's family or guardian, to determine how assistance may be provided.

The program manager may assign and authorize Park District employee(s) to be an aide to the individual.

All other employees working in the program with the individual of special needs shall be informed of the specialized care needed and to be aware of the scope of the assigned aide's roles, responsibilities and location while working with participants one-on-one.

Additionally, the department/program manager should maintain activities and staffing levels to eliminate altogether, or minimize, one-on-one activities, or provide a second staff member to witness physical or behavioral care that may place the staff/volunteer and the participant in a vulnerable situation.

Emotional Boundary Violations

- Possessiveness of a particular minor or vulnerable adult, such as not allowing others to work with the minor or vulnerable adult and/or insisting on work tasks that involve or are with the minor or vulnerable adult.
- Private texting, calling or emailing with the minor/vulnerable adult outside of program protocols and policies. For more information, please see the Park District's Policy on Electronic Communication with Minors and Vulnerable Adults.
- Flirting with minors or vulnerable adults (e.g., compliments or comments about physical appearance, asking about dating history or sex life, calling pet names, etc.).
- Disclosing private information to minors or vulnerable adults.
- Seeking to gain emotional support for oneself from a minor or vulnerable adult.
- Demanding minors or vulnerable adults reveal private information.

- One-on-one meetings and/or off-site meetings with minors or vulnerable adults.

Behavioral Boundary Violations

- Favoritism of one minor or vulnerable adult and/or being more lenient with that individual (e.g., giving gifts to one minor or vulnerable adult but not others, accepting gifts from a minor outside the context of group or program celebrations, etc.).
- Cursing in the presence of a minor or vulnerable adult or allowing them to curse.
- Sexually explicit conversations or humor with minors or vulnerable adults.
- Telling inappropriate jokes or making rude remarks to minors/vulnerable adults or in the presence of minors or vulnerable adults.
- Talking negatively and in a nonconstructive manner about matters of a minor's or vulnerable adult's life, their relationships, etc.
- Allowing or encouraging a minor or vulnerable adult to look at pornography and/or inappropriate materials (e.g., adult themed social media, movies, video recordings, video games, magazines, cards, or other materials that portray violence, drug use, nudity, horror, crime, sexual situations, vulgar language or clothing, etc.).
- Allowing or encouraging a minor or vulnerable adult to drink alcohol, smoke cigarettes or use drugs, or doing so in front of a minor or vulnerable adult.
- Violating the Park District's Electronic Communication with Minors and Vulnerable Adults Policy or other policies of the Park District to prevent sexual abuse or the appearance of impropriety with minors or vulnerable adults.

Vehicle Boundary Violations

- Employees with **no** transportation duties for the Park District (i.e., non-drivers) and all volunteers of the Park District are prohibited from transporting participants, including but not limited to minors and vulnerable adults, as part of Park District programs, whether in Park District vehicles or personal vehicles.
- Employees **with** transportation duties of patrons for the Park District (i.e., Park District drivers) should only use Park District vehicles (not personal vehicles) to transport participants and must endeavor to have a second Park District employee or volunteer in the vehicle when transporting minors or vulnerable adults at all times. **NOTE:** All minors and vulnerable adults being transported as part of Park District programs should have a Transportation Waiver on file with the Park District.

- Employees and volunteers of the Park District are strongly discouraged from giving rides to minor or vulnerable adult participants or volunteers outside of Park District programs (such as in personal vehicles to/from Park District programs) unless those minors or vulnerable adults are family members. If an employee or volunteer of the Park District does give rides to minor/vulnerable adult participants or volunteers outside of program, the parents/guardians of that minor or vulnerable adult need to give written permission to the Park District regarding the private transportation arrangement. **NOTE:** The Park District should inform all parties in writing that such rides are not part of the Park District program and are at the parents'/guardians' sole discretion.
- If parents/guardians give written permission to an Park District employee or volunteer to give personal rides to minors/vulnerable adults outside of Park District programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat and the driver in the front seat (with all required safety devices).
- Employees and volunteers of the Park District must also follow all rules, policies and procedures related to vehicles and transportation as outlined in the Park District's Personnel Policy Manual.

Boundary Violations Discipline

The Park District will evaluate each situation on a case-by-case basis, considering all factors for that unique situation. Violation of this Policy may lead to intervention, corrective action and/or discipline up to and including termination of employment pursuant to the Park District's Personnel Policy manual Section V: *Discipline Process & Grievances*; or the revocation of volunteering opportunities for volunteers. The steps available may vary depending on whether the individual engaging in the prohibited conduct is an employee or volunteer, and the Park District reserves the right to exercise its discretion within this and other applicable Park District policies.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: SAFETY POLICY 24.1: ELECTRONIC COMMUNICATIONS WITH MINORS AND VULNERABLE ADULTS POLICY

AGENDA No.:7 E

MEETING DATE: SEPTEMBER 18, 2023

STAFF REVIEW:

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):

PDRMA developed the attached policy to provide guidance and boundaries for the use of electronic communications with minors and vulnerable adults.

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

ACTION PROPOSED:

Motion (and a second) to Approve Safety Policy 24.1: Electronic Communications with Minors and Vulnerable Adults Policy.

Electronic Communication with Minors and Vulnerable Adults Policy

Purpose

The Oak Brook Park District (the “Park District”) commits to establishing and being a leader in preventive measures regarding issues surrounding the safety and well-being of minor and vulnerable adult participants in its programming and facilities, as well as minors and vulnerable adults who volunteer with the Park District. The Park District is aware that issues of unfettered electronic communication can lead to the opportunity for miscommunication, and that the perception of malfeasance can occur even in innocent situations. As a result, and for all involved, the Park District has instituted this policy regarding electronic communications with minor/vulnerable adult participants and volunteers.

Application

This policy applies to all employees and volunteers of the Park District. While this policy is intended to regulate the behavior of Park District employees and volunteers toward minor children and vulnerable adult participants in Park District programs or facilities, as well as toward minor child- and vulnerable-adult volunteers of the Park District, the prohibited conduct also serves as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Park District. Nothing in this policy restricts the Park District’s right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

Definitions

For the purposes of this policy:

- A “Minor Participant” is a registrant or participant in a Park District program who is under the age of 18 years old.
- A “Minor Volunteer” is an unpaid volunteer for the Park District who is under the age of 18 years old.
- A “Vulnerable Adult” is a registrant or participant in, or an unpaid volunteer for, the Park District who is 18 years of age or older and who has a disability(ies).
- Collectively, Minor Participants and Minor Volunteers are referred to as “Minors.”
- “Employees” refers to paid Park District employees, whether in full-time, part-time or seasonal capacities.
- “Volunteers” refers to unpaid Park District volunteers, such as volunteer coaches, parent volunteers and similar roles.

- “Electronic Communication” includes, but is not limited to, email, text messages, phone calls/voicemail, video conferencing, direct messaging, communications through applications, WhatsApp, Facebook, Instagram, Snapchat, Twitter, TeamSnap, TikTok, YouTube and all other social media platforms, unless otherwise noted.
- The term “Open and Transparent” means employees and volunteers must copy or include a parent/guardian of the Minor or Vulnerable Adult, another adult family member of the Minor or Vulnerable Adult or an adult member of the Park District’s management team on all Electronic Communication with Minors or Vulnerable Adults.

Policy Requirements

- The requirements of this Policy apply to all electronic communications with a minor/vulnerable adult, whether initiated by an adult or a minor/vulnerable adult or not.
- All electronic communications between employees/volunteers and minors/vulnerable adults must relate solely to and be solely for the purpose of communicating information about Park District activities.
- All electronic communications between employees/volunteers and minors/vulnerable adults sent as part of Park District business constitute public records, and employees and volunteers must maintain them in a format and location so the Park District has timely access to the communications for the purposes of complying with IL Freedom of Information Act (“FOIA”), record retention laws and other applicable laws.
- No electronic communication may utilize any format that does not allow for the permanent retention of the full content of the electronic communication (e.g., WhatsApp, SnapChat, etc.).
- All electronic communications between employees/volunteers and minors/vulnerable adults must always be professional and respectful in nature and must refrain from unprofessional messaging, including, without limitation, sexual comments, name-calling, embarrassing the minor/vulnerable adult, harassment, bullying and similar conduct. For more information, please see the Park District’s Boundary Violations Policy.
- All electronic communications to a sports team/program on which minors/vulnerable adults participate or from an employee/volunteer to a minor/vulnerable adult must copy or include at least one parent/guardian of the minor/vulnerable adult or member of the Agency’s management team. When possible, if the parent/guardian of one team member is included on a team-wide electronic communication, then employees/volunteers should include the parents/guardians of all team members.
 - Employees/volunteers approved by the Park District to communicate electronically with minors or vulnerable adults can do so by creating a separate account (e.g., “TitansFootballCoach@service.com”) as long as the account is

public-facing and/or includes a copy of the communication to a parent/guardian or a member of the Park District's management team.

- Employees/volunteers must save copies of communications with minors/vulnerable adults (and all Park District business) for compliance with record-keeping obligations, among other reasons. If employees/volunteers need assistance in saving such records, please contact the Superintendent of Communications and IT.
- To the fullest extent possible, the person approved to provide electronic communication on behalf of the Park District should use privacy settings to block private direct communication for nongroup discussion, such as private chat.
- No private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable in helping to administer the Park District's programs unless approved in writing by the Executive Director.
- Other than those assigned by the Park District, employees/volunteers should not utilize social media to communicate with minors or vulnerable adults. When the Park District assigns an employee/volunteer a duty that uses social media to communicate with minors or vulnerable adults, those assigned employees/volunteers can only use electronic platforms that allow open and transparent communication (e.g., no SnapChat, WhatsApp or similar platforms).
- If an employee/volunteer receives an electronic communication from a minor or vulnerable adult, they should proceed to include a parent/guardian, another adult family member of the minor/vulnerable adult or a member of the Park District's management team in compliance with the open and transparent concept. However, if the employee/volunteer determines from the electronic communication that an emergency exists, the employee/volunteer may respond directly to the minor/vulnerable adult for the limited purpose of addressing the emergency situation before immediately including the minor's parent/guardian, other adult family member(s) and/or Park District management. Employees/volunteers should immediately report to a supervisor any emergency, inappropriate communication and/or repeated efforts by a minor/vulnerable adult to communicate outside the scope of this policy.
- Employees/volunteers shall not take or post photographs of minors or vulnerable adults unless specifically assigned to do so as part of their duties by Park District management. Even when assigned, such photographs and videos are for use only by the Park District and in no case shall employees/volunteers post such photos or videos on their personal texts, emails, social media or other personal electronic communications.
- Video conferencing platforms such as Skype, Zoom, GotoMeeting, Microsoft Teams, Google Meet, etc. are acceptable virtual learning platforms when live "in-person" programming/communication cannot take place.

- Employees/volunteers must receive authorization from the Park District to lead such a session.
- Parents/guardians must maintain any account for their minor/vulnerable adult.
- Video conferencing/virtual learning activities must have Park District preapproval.
- Dates and times of video conferencing/virtual learning will be either (a) published and available to parents/guardians to attend and/or (b) available for a Park District management member to attend.
- Virtual learning should only take place in a group setting; the Park District prohibits one-on-one sessions except when the parent/guardian or another Park District member of management is physically available and present with the minor/vulnerable adult.
- Authorized employees/volunteers hosting video conferencing should dress appropriately as they would for in an in-person session.
- Private chatting during a session is prohibited; public chatting is encouraged.

Policy Exceptions

If one of the following exceptions exists with appropriate consent, the Park District does not require electronic communications to be open and transparent:

- Emergency – However, employees/volunteers must limit the communication to the least amount of information needed to tend to the emergency until they can reasonably reestablish open and transparent communication.
- Dual Relationship – The employee/volunteer has an existing relationship with the minor/vulnerable adult outside of the program, such as a familial relationship. However, even when a dual relationship exists, employees/volunteers must comply with the Park District’s expectation regarding open and transparent communications for all electronic communications sent on behalf of the Park District and must comply with the Park District’s Boundary Violations Policy at all times.
- Nonsubstantive Communication – It is not a violation of this policy for an employee/volunteer to “follow” a minor’s or vulnerable adult’s social media feed or to “like” a post.
 - However, employees/volunteers should be mindful of the perception of doing so, and the Park District encourages employees/volunteers to refrain from doing so.
 - Employees/volunteers should be mindful that nonsubstantive communications may violate other policies (e.g., “liking” photos of minors or vulnerable adults in

swimsuits on the beach could be a violation of the Park District's anti-harassment policy).

- For purposes of this policy, posting to, sending a message within or similar communication with the minor/vulnerable adult through a minor's/vulnerable adult's social media feed constitutes substantive communication and is not excepted from this Policy.

Request to Discontinue Electronic Communication to a Minor or Vulnerable Adult

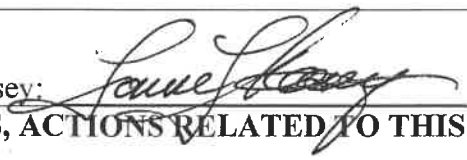
The parents or guardians of a minor or vulnerable adult may request in writing that their child/ward not be contacted by employees/volunteers through any form of electronic communication or through only limited forms of electronic communication. In such instance, the parents/guardians should make the request in writing to the Executive Director, Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523. Such a request should include contact information for the adult responsible for receiving any electronic communications for the program/volunteer opportunity on behalf of the minor/vulnerable adult.

Other

To ensure the efficient operation of the Park District, this policy does not apply to electronic communications between employees/volunteers and other Park District employees who are under the age of 18 or vulnerable adults. However, the Park District expects employees/volunteers to use reasonable efforts to keep another member of Park District management on electronic communications with minor employees (i.e., employees under the age of 18) and vulnerable adult employees, particularly when the communication is not to a group.



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ITEM TITLE: SAFETY POLICY 24.2: OVERNIGHT AND TRAVEL ABROAD EVENTS AND PROGRAMS POLICY	AGENDA No.: 7 F MEETING DATE: SEPTEMBER 18, 2023
STAFF REVIEW:	
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): PDRMA developed the attached policy to provide guidance and boundaries for overnight and travel abroad events and programs that includes the participation by minors and vulnerable adults.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):	
ACTION PROPOSED: Motion (and a second) to Approve Safety Policy 24.2: Overnight and Travel Abroad Events and Programs Policy.	

Overnight and Travel Abroad Events and Programs Policy

Oak Brook Park District's policy strives to promote safe travel to and from activities sponsored and/or organized by the Oak Brook Park District (the "Park District") for minor and vulnerable adult participants, as well as those where minor and vulnerable adults serve the Park District as volunteers. The Park District also strives to provide safe, healthy and rewarding experiences to minor and vulnerable adult participants and volunteers engaged in overnight and travel abroad programs and events. The Park District intends the guidelines below to work within the Agency's mission and ensure the events surrounding minor and vulnerable adult participant travel meet those same mission goals.

Application

This policy applies to all Park District employees and volunteers.

Transporting Minor and Vulnerable Adult Participants

When possible, the Park District will strive to have the parents or guardians of minor and/or vulnerable adult participants provide transportation to and from overnight events and travel abroad programs.

When the Park District provides transportation for an overnight or travel abroad program or event, the Park District should communicate that information to the parents/guardians in writing and in advance. The Park District requires the parent/guardian of the minor or vulnerable adult to sign a Transportation Waiver prior to the commencement of the program/event. The Park District prohibits all volunteers, as well as any employees with no transportation duties for the Park District (i.e., non-drivers), from transporting participants or volunteers during or for Park District programs. The Park District assigns driving duties and responsibilities to employees with transportation duties for the Park District (i.e., drivers) and endeavors to have a second Park District employee or volunteer in the vehicle when transporting minor or vulnerable adult participants or volunteers.

Outside of extenuating circumstances, to avoid the appearance of impropriety and the opportunity for sexual or other abuse, Park District employees and volunteers should avoid transporting individual minor or vulnerable adult participants/volunteers other than their own family members in their personal motor vehicles, even outside of Park District programs and events. In the unusual circumstance that a Park District employee or volunteer opts to transport minor/vulnerable adult participants or volunteers other than their own family members in personal motor vehicles outside of Park District programs or events, the Park District requires the employee or volunteer to have written permission from the parent/guardian of the minor/vulnerable adult participant or volunteer to tell all parties involved clearly that such

transportation is in no way affiliated with the Agency. Even if parents/guardians give written permission to a Park District employee or volunteer to provide personal rides to minors/vulnerable adults outside of Park District programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat with the driver in the front seat (with all required safety devices).

All Park District employees and volunteers must follow all guidelines set in the Agency's Transportation and Vehicle Use Policy as well as the Boundary Violations Policy and other policies and procedures regarding sexual abuse prevention.

Supervising Overnight and Travel Abroad Programs and Events

The Park District strives to communicate with parents/guardians of minor and vulnerable adult participants and volunteers in writing and in advance when the Park District begins and ends supervision for the participants/volunteers in overnight or travel abroad programs, so parents/guardians can arrange for supervision outside of the program or event as needed and in their sole discretion. For example, if the Park District plans to supervise minor or vulnerable adult participants during the practice and tournament of a basketball event, the Park District should communicate with parents/guardians that the parents/guardians need to arrange for supervision during the overnight and other portions of the trip.

Employee/volunteer to participant supervision ratios must be appropriate for the situation and program, but at least two adults should] always be present during overnight and travel abroad programs, regardless of the number of minor or vulnerable participants in attendance.

Sleeping and Showering Arrangements

The Park District strives to communicate clearly, in advance and in writing, to the parents/guardians of minor/vulnerable adult program participants and volunteers the sleeping arrangements for an overnight or travel abroad event or program (e.g., single or double occupancy rooms, whether Park District employees/volunteers will provide door-to-door check-ins, etc.).

The goal for all overnight trips is for employees/volunteers and participants to use separate sleeping quarters and showering facilities, so Park District overnight programs should design and budget with this standard in mind. If an adjoining room is not an option, and an employee/volunteer must stay in the same room as minor or vulnerable adult participants (or an employee in the same room as a minor or vulnerable adult volunteer), the Park District prohibits sharing beds with participants and requires two adults in the room. Adults also must not use showering facilities at the same time as minors or vulnerable adults unless specifically required by federal, state or local laws as described below. Employees/volunteers should respect the

privacy of minor or vulnerable adult participants and volunteers in situations that are private in nature, such as when they are using the bathroom, changing clothes and showering; adults must also protect their own privacy in similar situations. When possible, employees/volunteers and minor/vulnerable adult participants should enter and exit general sleeping, changing or other quarters as a group, with the goal being to prevent any scenario that leaves any individual minor or vulnerable adult participant or volunteer alone with a Park District employee/volunteer.

Nothing in this Policy shall prevent the Park District from providing adequate supervision during changing clothes, showering, toileting or similar private situations; rather staff should take measures to ensure privacy is given to the minor or vulnerable adult participant or volunteer (e.g., an adult employee/volunteer can stand at the entrance of the public bathroom to do headcounts and supervise but will not go into the bathroom stall with a minor participant or go into a single-use bathroom with a minor participant). Nothing in this Policy shall prevent the Park District from adhering to federal, state or local laws regarding reasonable accommodations for individuals with disabilities as discussed in the section **Interplay with the ADA** below.

Prohibited Activities

All employees/volunteers participating in travel and overnight programs and events must review the Agency's policy and procedures regarding the prevention of sexual abuse, including, but not limited to, the Agency's Boundary Violations Policy and Code of Conduct for Individuals Working with Minor and Vulnerable Adult Participants. The policies, procedures and guidelines apply to programs and events on Park District property as well as all off-agency-property, overnight or travel abroad programs and events hosted, organized or participated in by the Agency.

In addition to prohibited activities discussed in the above-mentioned policies, the following acts are strictly prohibited, including when traveling:

- Use/consumption of drugs or alcohol by any minor participants or vulnerable adults, under any circumstances, regardless of the legal drinking age.
- Attending any establishments that involve nudity or areas characterized as a "red light" district, regardless of the legality of such activity.
- Any other activity in violation of the Agency's policies and procedures regarding the prevention of sexual abuse and misconduct.

Interplay with ADA

Overnight and travel abroad programs and events include both planned and impromptu activities. The Park District provides reasonable accommodations when doing so does not create an undue hardship, does not fundamentally alter the nature of the program and does not pose a direct threat

of safety to the participant(s), employees/volunteers or to others. Nothing within this policy shall be interpreted to prohibit the Park District from compliance with all applicable federal, state and local laws and policies regarding reasonable accommodations.

For example, some minor or vulnerable adult participants with disabilities may need Park District staff/volunteer assistance with toileting, changing clothes or other sensitive personal services. The Park District will review and approve or deny requests for accommodations on a case-by-case basis, considering all factors, including among others the prevention of sexual or other abuse. If the Park District grants such an accommodation, a combination of two Park District background-screened employees/volunteers should be present when sensitive personal services occur. Employees/volunteers should take measures to prevent 1:1 or unobserved interactions when at all feasible, including (as examples only) propping open the door to the bathroom, having another employee/volunteer in the room or at the door during personal services, or taking other measures, so the second employee/volunteer can visually monitor the assisting employee/volunteer.

New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE REVISION TO ADMINISTRATIVE POLICIES & PROCEDURES MANUAL: SECTION 1.1 RULES OF THE BOARD OF PARK COMMISSIONER, SUBSECTION I.G.1: REMOTE ATTENDANCE BY VIDEO OR AUDIO CONFERENCE

AGENDA No.: 8 A

MEETING DATE: SEPTEMBER 18, 2023

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director

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

The Board of Commissioners approved the current Administrative Policies & Procedures Manual on 04/19/2021 concerning a Board members remote attendance by video or audio conference.

If a quorum of the members of the Board is physically present, a majority of the Board may allow a member to attend the meeting by video or audio conference, but only in accordance with the requirements of the Illinois Open Meetings Act and the following requirements: 1. The member is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the District; or (iii) a family or other emergency.

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

Governor Pritzker signed into law Public Act 103-0311 which amends a key provision in the Open Meetings Act effective as of July 28, 2023. The Public Act expands the permissible reasons for remote attendance at a meeting to allow for remote attendance due to the elected official's unexpected childcare obligations.

This is in addition to the previously allowable reasons for remote attendance: personal illness or disability, employment purposes or business of the public body, and a family or other emergency.

ACTION PROPOSED:

For Review and Discussion Only.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 1.1

1.1. Rules Of The Board Of Park Commissioners

The following rules shall govern the operation and meetings of the Board of Park Commissioners of the Oak Brook Park District:

I. MEETINGS

A. The Board shall hold its regular meetings on the third (3rd) Monday of each month, at 6:30 p.m., at the Oak Brook Park District Recreation Center, or at such other time and location as may be specified in the Meeting Notice, unless a regular meeting is rescheduled as provided in Paragraph B of this Section of the Board's Rules.

1. Annual Meeting

The annual meeting of the Board of Park Commissioners shall be conducted during the regular meeting held on the third Monday of May in each year at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, 60523.

B. In accordance with the Park District Code, special meetings of the Board or the rescheduling of any regular meeting of the Board may be initiated at the request of the President or any two Commissioners. At least forty-eight (48) hours before such a special meeting, the Executive Director shall provide notice of the date, time, place and agenda for such special meeting to all Commissioners and to any news medium that has annually requested notice of meetings, and shall post notice of such meeting at the District's Recreation Center and on the District's website. Any rescheduling of a regular meeting of the Board shall be approved by a majority of the Commissioners at an open meeting. At least forty-eight (48) hours before such rescheduled meeting, the Executive Director shall provide notice of the date, time, place and agenda for any such meeting to all Commissioners and to any news medium that has annually requested notice of meetings, and shall post notice of such meeting at the District's Administration Office of the Family Recreation Center and on the District's website.

C. The Executive Director or their designee shall be responsible to provide notice of all regular, special and rescheduled meetings in accordance with the requirements of the Illinois Open Meetings Act.

D. If a majority of the Commissioners determines to change the annual schedule of the Board's regular meeting dates, the Executive Director shall provide at least ten (10) days' notice of such change by publication in a newspaper of general circulation in the District, by giving notice of such change to all Commissioners and to any news medium that has annually requested notice of meetings, and by posting notice of such change at the District's Administration Office of the Family Recreation Center and the District's website.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 1.1

E. A majority of the Commissioners shall constitute a quorum to do business. No ordinance, resolution or motion may be passed except in the presence of a quorum.

F. By a vote of a majority of the Commissioners present, the Board may consider certain matters in closed meetings as provided in the Open Meetings Act.

G. If a quorum of the members of the Board is physically present, a majority of the Board may allow a member to attend the meeting by video or audio conference, but only in accordance with the requirements of the Illinois Open Meetings Act and the following requirements:

1. The member is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the District; ~~or~~ (iii) a family or other emergency, or (iv) unexpected childcare obligations.
2. The member notifies the Board secretary before the meeting unless advance notice is impractical.
3. All required notice of the meeting has been provided as required by the Open Meetings Act.
4. If the meeting is required to be open to the public under the Open Meetings Act, provision shall be made, by speaker phone or otherwise, for members of the public who may be present at any such meeting to hear or be informed of any statements made or vote taken from the absent member who is participating in the meeting by video or audio conference.
5. Minutes of any such meeting shall indicate which member is attending by video or audio conference and shall include any statements made or vote taken by the absent member who participated in the meeting by video or audio conference.

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Oak Brook Park District
Administrative Policies and Procedures

Policy: 1.1

II. COMMISSIONERS

ROLE

The role of the Park District Board Commissioner is to serve the patrons of the Oak Brook Park District by understanding the needs of the community and by providing strategic direction and support to staff to meet those needs.

TERM OF SERVICE

The Park District Board Commissioner is elected by residents within the Oak Brook Park District's jurisdictional boundaries to serve a 6-year term. A commissioner may be reelected to serve an unlimited number of 6-year terms.

RESPONSIBILITIES

- Communicate with the public to gain an understanding of their needs to ensure the Park District is meeting those needs.
- Help set a strategic direction that adopts goals relating to the vision and mission of the District.
- Adopt policies based on well researched guidance from the Executive Director that allow the District to run efficiently, effectively, legally and ethically.
- Be well versed on the Park District's mission, services, policies and programs.
- Be an advocate for the District by identifying personal connections, networks and partnerships to secure financial resources and influence public policy to achieve its mission.
- Follow conflict of interest and confidentiality policies of the Board and assist the Board in carrying out its fiduciary duties.
- Promote the image of the District.
- Monitor the finances of and protect the assets of the Park District.
- Develop a solid understanding of laws, policies, and procedures associated with Board service.
- Prepare for and attend all Board and assigned committee meetings.
- Elect Board Officers – President, Vice President, Secretary and Treasurer.
- Attend and participate in special events and District functions.
- Hire, terminate, supervise, evaluate and support the Executive Director.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 1.1

CONDUCT

- Conduct the business of the Park District and the Board with civility and respect for one another, staff members, and the District's attorney.
- Adopt and adhere to a code of ethics.
- Conduct the business of the Park District and the Board only at duly called Board meetings.
- Support the role of the Executive Director as the administrator of the District.
- Direct all Board requests for information or resources to the Executive Director.

TRAINING

Develop a solid understanding of laws, policies, and procedures associated with service on the board, including:

- Rules of the Board of Park Commissioners
- Park District Code
- Open Meetings Act
- Freedom of Information Act
- State Officials and Employees Ethics Act
- Local Government Travel Expense Control Act

III. BOARD OFFICERS

The officers of the Board of Park Commissioners shall be President, Vice President, Secretary, and Treasurer as prescribed by law, and such assistants and other officers as may be chosen by the Board.

All officers shall be elected by the Commissioners at the annual meeting as provided in Section 1.A.1, and at such other times as a vacancy occurs. Officers shall hold office until the next annual meeting and/or until their successor is chosen. Vacancies may be filled by appointment by a majority of the remaining members of the Board at any Board meeting. In the case of the temporary absence or inability of any officer to act as such, the Board may fill the office *pro tempore*.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 1.1

A. PRESIDENT:

The President of the Board is the presiding officer at all meetings of the Board, and shall seek to include all Commissioners present in the Board's discussions at any meeting.

The President's vote shall be called for on all matters before the Board in the normal voting rotations with other Commissioners.

ROLE

The role of the President is to lead the Board of Commissioners in setting a strategic direction for the Park District to serve the needs of the community.

TERM OF SERVICE

The President is elected by the Board of Commissioners for a one-year term. A commissioner may serve as President for an unlimited number of one-year terms.

RESPONSIBILITIES

- Serve as presiding officer at all meetings of the Board and preserves order and decorum at those meetings.
- Facilitate discussion at the meeting and establishes committees and appoints committee chairs as appropriate to address issues.
- Collaborate with the Executive Director to prepare the Board meeting agenda.
- Keep all Board members abreast of important issues affecting the District and schedule an annual Board evaluation.
- Appoint a temporary Secretary of the Board to serve in the absence of the Board elected Secretary.
- Enforce Board policies and monitor execution of all ordinances passed by the Board, all contracts approved by the Board and all other documents and papers of the District that by law require an official signature.
- Serve as the official liaison between the Board and the Executive Director, any staff member, and the District's attorney.
- Serve as the District's spokesperson and official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 1.1

- Conduct an annual performance evaluation of the Executive Director.
- Publish "*A Letter From The President*" in each of the District's seasonal brochures summarizing the accomplishments of the District and progress being made on projects.

B. VICE PRESIDENT:

ROLE

The role of the Vice President is to perform the duties of the President in their absence.

TERM OF SERVICE

The Vice President is elected by the Board of Commissioners for a one-year term. A commissioner may serve as Vice President for an unlimited number of one-year terms.

C. SECRETARY:

ROLE

The role of the Secretary is to serve as local election official and legislative liaison for the District and manage the correspondence, minutes, ordinances, orders and resolutions of the Board.

TERM OF SERVICE

The Secretary is elected by the Board of Commissioners for a one-year term. The Secretary may serve an unlimited number of one-year terms.

RESPONSIBILITIES

- Attend all meetings of the Board.
- In the absence of both the President and Vice President at a meeting in which a quorum of commissioners is present, call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the commissioners present at the meeting.
- Authority to administer oaths and affirmations.
- Oversee the taking, completion, and recording of all minutes, ordinances, orders and resolutions of the Board including recording and taking minutes of all closed sessions of the Board, as well as regulating the schedule of disposal of such recordings, and the release of closed meeting minutes to the public according to State law.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 1.1

- Oversee the official correspondence of the Board.
- Serve as the legislative liaison of the Board, keeping in contact with legislators and informing the Board of legislative issues of interest to the Board.
- Work with the Executive Director to ensure a comprehensive records management system is in place so that the Board is in compliance with all local, state and federal reporting laws and regulations.
- Act as the Local Election Official for the District unless otherwise designated by the Board or Executive Director.

D. TREASURER:

ROLE

The role of the Treasurer is to monitor the financial policies of the District.

TERM OF SERVICE

The Treasurer is elected by the Board of Commissioners for a one-year term. A commissioner may serve as Treasurer for an unlimited number of one-year terms.

RESPONSIBILITIES

- Act as liaison between the Board and the Executive Director on financial matters of the District.
- Work with the Executive Director to develop and monitor the financial policies, annual budget and tax levy of the District.
- Sign all appropriate financial documents as needed.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 1.1

IV. BOARD PACKET DISTRIBUTION

The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board and the District's General Counsel to receive appropriate agenda materials no less than three (3) days before each meeting, including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District's income and expenditures, and monthly staff reports, as appropriate.

V. ORDER OF BUSINESS

A. The order of business of the Board shall be as follows:

1. Call to Order and Roll Call
2. Open Forum
3. Consent Agenda
 - a. Approval of Agenda
 - b. Approval of Minutes
 - c. Approval of Financial Statement
 - d. Approval of Warrants
4. Communications/Proclamations (if any)
5. Staff Recognition
6. Reports
7. Unfinished Business
8. New Business
9. Enter Closed Session (if any)
10. Closed Session (if any)
11. Arise to Open Session (If a Closed Session is held)
13. Announcement of next regular meeting
14. Adjournment

B. No matter shall be presented to the Board for action at a regular meeting of the Board, unless such matter was first raised at a previous meeting, and placed on a future agenda by consensus of the Board; provided that this rule may be suspended in accordance with Section XI of these Rules.

Except as provided in Section III(E) of these Rules, Commissioners shall generally present any requests for information from or direct the responsibilities of the Executive Director, any staff member, or the District's attorney at a meeting of the Board. If any such request is then approved by a majority of the Commissioners, the Executive Director, the staff member, or the District's attorney shall provide such information as exists to all Commissioners at or prior to the next meeting of the Board or, if the collection of information will require additional time, on such a date as determined by the Board at the recommendation of such persons. If there is a more immediate



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need for information from the Executive Director or any staff member or for an opinion from the District's attorney, the Commissioner requesting such information or opinion shall make their request to the Executive Director, who may seek the information or opinion immediately if the request is directly or indirectly related to discussions or direction already conducted or provided by the Board; however, if necessary to assure the Board's consensus, the Executive Director shall poll the Board for authorization to provide the requested information or opinion.

VI. VOTING

A. All Commissioners shall endeavor to vote aye or nay, except that a Commissioner may vote "abstain" or "present" when a conflict of interest exists which makes it improper under State law for the Commissioner to vote on the issue in question, or when the Commissioner determine that a vote of "abstain" or "present" is in the best interest of the District, and except that the Commissioners may act by a consensus of those present concerning matters for which a formal vote is not required by law, such as giving direction to the Executive Director, any staff member, or the District's attorney. The ayes, nays and abstentions shall be taken upon the passage of all ordinances, resolutions or motions, and shall be recorded in the minutes of the Board.

B. When requested by any two Commissioners, any motion submitted to the Board for a vote shall be reduced to writing before being voted upon.

C. The Board may, at any meeting, by unanimous consent, take a single roll call vote, by yeas and nays, on the several questions of the passage of any two (2) or more of the designated ordinances, orders, resolutions or motions that are placed together for voting purposes in a single group as part of a consent agenda. Instead of entering the names of the Commissioners voting ye and nay on the passage of each of the designated ordinances, orders, resolutions and motions included in the consent agenda, a single vote shall be entered in the minutes for the consent agenda. The taking of a single vote and the entry of the words "consent agenda" in the minutes shall be sufficient compliance with the requirements of this section of the Board's Rules. At the request of any individual Commissioner, an item may be removed from the consent agenda for further discussion and a separate vote. Items that may be placed on the consent agenda include, but are not limited to, approval of minutes, approval of monthly expenditures, approval of committee reports, and approval of ordinances, resolutions or policies previously discussed and on which there was a consensus of the Commissioners. Items that may not be placed on the consent agenda include but are not limited to bond ordinances, and ordinances, resolutions or policies on which no consensus has been reached by the Commissioners. If any item on the consent agenda requires a greater vote for passage than a majority vote of all elected Commissioners, the entire consent agenda must be approved by the required vote.

D. In general, a vote or action of the Board may be reconsidered at any time, so long as there are as many Commissioners present as when the vote was originally taken. However, if the District has already approved a contract or made a commitment to a third person based on a prior vote,



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and such person has reasonably relied on the Board's action, reconsideration will not be allowed. A motion to reconsider must be made by a Commissioner who voted on the prevailing side when the vote was originally taken. If there is a change in the membership of the Board, by appointment or election, reconsideration of a previous vote may be initiated by motion of any Commissioner and approved by a majority of the Commissioners. Once a motion for reconsideration is defeated, it may not be renewed or reconsidered.

VII. ADDRESSING THE BOARD

A. Pursuant to the Open Meetings Act (5 ILCS 120/2.06(g)), any person shall be permitted an opportunity to address the Board under the rules established by the Board. This article establishes the rules governing public comment.

B. Unless compliance is waived by the majority of the Board, all persons wishing to address the Board at a regular meeting of the Board shall do so in compliance with these Rules, which shall be posted at the sign-in table outside the meeting room:

1. No person who is not a Commissioner shall address the Board at any meeting without the consent of the majority of Commissioners present, except during the "Open Forum" portion of the agenda, except that the presiding officer may, without consent of the Board, recognize the Executive Director, any staff member, or the District's attorney who is present at such a meeting to authorize him/her to speak to an issue then under consideration.
2. Any person invited to appear before the Board, including, but not limited to, a consultant or contractor, may address the Board in accordance with these Rules.
3. During the "Open Forum" portion of the agenda, any member of the public may address the Board; providing that all speakers shall comply with these Rules and with any rulings of the presiding officer:
 - a. Any person wishing to address the Board may provide their contact information on the sign in sheet provided before the start of the meeting so that the Board or the Board's designee may provide a response, if required, to the comments and/or questions presented by the speaker.

During "Open Forum", the President of the Board shall extend an invitation to individuals wishing to address the Board. Individuals desiring to speak shall seek to be recognized then, upon recognition, approach the podium in an orderly fashion, one speaker at a time, stating their name the subject matter or issue concerning which the person wishes to address the Board.
 - b. All comments shall be directed only to the presiding officer.



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- c. No person shall engage in debate or shall direct threats or personal attacks at the Board, any staff member or any other speaker or member of the audience.
 - d. Members of the audience shall refrain from applauding, cheering, booing, or other demonstrations during or at the conclusion of remarks made by any speaker addressing the Board or made by any Commissioner in response to comments made during Open Forum.
- 4. Before any member of the public addresses the Board during "Open Forum", the presiding officer may impose reasonable time limits on the time allowed for "Open Forum", and for each speaker who takes part therein, giving consideration to the probable number of speakers and to the hour. In no event shall any person addressing the Board be permitted to speak for more than five (5) minutes without the express permission of a majority of the Board.
 - 5. The presiding officer may limit repetitive statements. Whenever possible, groups seeking to address the Board shall consolidate their comments and avoid repetition by using representative speakers on their behalf.
 - 6. The presiding officer may limit irrelevant, immaterial or inappropriate comments of statements, and shall have the right to halt or suspend public comments if the rules are not being followed.

C. Members of the public shall have no right to address the Board at any regular or special meeting that is closed to the public in accordance with the requirements of the Open Meetings Act, or at any special meeting of the Board unless the agenda provides for "Open Forum".

VIII. RULES GOVERNING PUBLIC RECORDING OF MEETINGS

A. Pursuant to the Open Meetings Act (5 ILCS 120/2.05), an individual from the public may record a Board meeting open to the public by tape, film or other means, subject to the rules as set for the by the Board for such recordings. The District's policy is to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the Board by tape, film or other means, so long as said recordings are not disruptive to the meeting, and do not violate the rights of the members of the Board, District staff and the public.

B. Any person desiring to photograph, or to audio or video record a Board or Committee meeting open to the public may do so subject to the following rules. It is the intent of the Park Board in adopting these rules to provide reasonable access and opportunity to persons desiring to photograph or make such recordings while at the same time avoiding disruption to and interference with the conduct of the meeting, including the deliberative process, or the ability of other persons attending the meeting to see or hear the proceedings, or the creation of unsafe conditions or damage to property.



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1. All recording equipment must be in place prior to the commencement of the meeting.
2. No equipment, wiring or accessory may be affixed or attached to any District property without the prior consent of the Executive Director, which consent may be withheld at the discretion of the Executive Director.
3. No person photographing or recording the meeting shall by position, location or movement of self or equipment materially interfere with or obstruct any person's view of the meeting or ability to hear the meeting.
4. No person photographing or recording the meeting shall by position, location or movement of self or equipment materially block or obstruct access to or from the meeting or to or from the seating in the meeting or to or from any emergency exit in the meeting room or constitute a tripping or other hazard.
5. Equipment or devices used may not emit sounds that are distracting to members of the audience or the Board.
6. While the use of special lighting necessary to photograph or video record a meeting is permitted, lighting that creates a glare or shines in the eyes of persons attending or participating in the meeting or is otherwise obtrusive or distracting is not permitted. The President of the Board may require that such forms of artificial lighting not be used.
7. All recording equipment and wiring used shall conform to applicable electrical codes. No accessory shall be plugged in or attached to any electrical outlet if doing so would create a safety hazard.
8. Persons operating equipment necessary to photograph or record the meeting shall be given a reasonable opportunity to modify their actions in order to conform to these rules.
9. If any provision of these rules or the application thereof to any person or circumstances is adjudged invalid by a court of competent jurisdiction, such judgment shall not affect or impair the validity of the other provisions of these rules or the application thereof to other persons and circumstances.



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IX. MINUTES

A. The Recording Secretary appointed by the Board, or their designee, shall attend all meetings of the Board, whether open or closed, and shall keep a full record of the proceedings, which shall, at the next regular meeting of the Board, be approved and accepted by the Board as the official minutes of its proceedings. Minutes of open meetings shall, thereafter, be available for public inspection.

B. The Recording Secretary shall be responsible to assure that a verbatim recording of any closed meeting of the Board is made, and the Executive Director shall be responsible to store all such recordings and the minutes of closed meetings in a place that will maintain the confidentiality of such recordings and minutes until such time as the Board determines that they no longer require confidentiality and makes them available for public inspection or authorize their destruction pursuant to Section 2.06(c) of the Illinois Open Meetings Act.

C. Any Commissioner may review such minutes prior to the Board's approval of a resolution making any minutes of closed meetings available for public inspection. The District's Attorney shall review the minutes of all closed meetings every six (6) months and shall recommend to the Board that any such minutes that no longer require confidential treatment should be made available for public inspection.

X. ROBERT'S RULES OF ORDER

Robert's Rules of Order, most recent edition, shall generally govern the deliberations of the Board, except when in conflict with any of the specific provisions of these Rules.

XI. SUSPENSION OF RULES

At any meeting of the Board, a majority of Commissioners present may consent to suspend any or all of these Rules for the entire meeting or for certain matters to be considered at that meeting.

XII. AMENDMENT OF RULES

These Rules may be amended or repealed at any regular meeting of the Board; provided, however, that written notice of any such amendment or motion for repeal shall be provided to each Commissioner at a meeting preceding the meeting at which the amendment or motion to repeal is to be presented.



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XIII. PROSPECTIVE CANDIDATE INFORMATION

The Board recognizes that, as good leaders, the members of the Board should be actively involved in seeking out qualified residents of the District to run for a position on the Board. In addition, Board members should take an active role in training newly elected Board members. The District's staff shall prepare an information packet containing essential information to be made available to prospective candidates. Additionally, at least one informational session with the Executive Director and a department head shall take place.

Approved by the Board of Commissioners: June 15, 2015

Revisions approved by the Board: August 15, 2016 Board Meeting

Revisions approved by the Board: February 17, 2020 Board Meeting

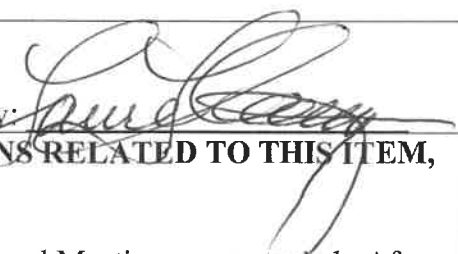
Revisions approved by the Board: April 19, 2021 Board Meeting

[Revision in accordance to Open Meetings Act Amendment - Public Act 103-0311 \[July 28, 2023\]](#)

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District

BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY	
ORDINANCE NO. 23-1016: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS	AGENDA No.: 8 B MEETING DATE: SEPTEMBER 18, 2023
RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey: 	
ITEM HISTORY(PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY): As required by the Open Meetings Act, the closed meeting sessions of the Board Meetings are recorded. After 18 months, the Act permits the Board to authorize the destruction of these recordings, as long as the written minutes have been approved by the Board. The written minutes of these meetings have been approved by the Board of Commissioners, routinely, which occurred at the next closed meeting held after the meeting date.	
ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS): The following Closed Meeting recordings are now over 18 months in age. February 21, 2022	
ACTION PROPOSED: For Review and Discussion only.	

ORDINANCE NO. 23-1016
AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE
VERBATIM RECORD OF CERTAIN CLOSED MEETINGS

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

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

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

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

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

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

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

February 21, 2022

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

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

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

PASSED AND APPROVED THIS 16th DAY OF OCTOBER, 2023.

AYES: _____

NAYS: _____

ABSENT: _____

President Sharon Knitter

ATTEST:

Laure Kosey, Secretary

Enter Closed Session

ENTER CLOSED SESSION: For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d).

10. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes, July 17, 2022
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 23-1017: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through July 31, 2023

11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

12. The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on October 16, 2023, 6:30 p.m.

13. Adjournment