



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
September 21, 2020 – 6:30 p.m.
Studio C Room, Family Recreation Center

AGENDA

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF SEPTEMBER 21, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. August 17, 2020 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2020
 - i. Warrant 639
4. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications
5. STAFF RECOGNITION
 - a. Rachel Jones, Administrative Services Assistant
 - b. Erik Ruiz, Graphic Designer
6. REPORTS:
 - a. Communications IT, and Administration Report
 - b. Finance & Human Resources Report
 - c. Recreation & Facilities Report
 - d. Parks & Planning Report

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

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 21, 2020 – 6:30 p.m.
Studio C Room, Family Recreation Center

7. UNFINISHED BUSINESS

- a. New Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”
- b. New Administrative Policy: Section 2.30 “Social Equity”
- c. Revision: Personnel Policy 4.9 “Dress Code”

8. NEW BUSINESS

- a. R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project (**Requires Waiving the Board Rules to approve at this meeting.)
- b. Revision: Personnel Policy Section 3.10 Bereavement Leave
- c. Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program (**Requires waiving the Board Rules to approve at this meeting.)

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 19, 2020.

10. ADJOURNMENT

Note: Wearing a face covering/mask when entering the Family Recreation Center is required to prevent the spread of COVID-19.

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

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Studio C Room, Family Recreation Center

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1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
2. OPEN FORUM *[Ask whether there are any public comments under the “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
3. CONSENT AGENDA *[Request a motion (and second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.** Then ask for a motion (and second) to approve the Consent Agenda, as presented. **Roll Call Vote...***
 - a. APPROVAL OF SEPTEMBER 21, 2020 AGENDA
 - b. APPROVAL OF MINUTES
 - i. August 17, 2020 Regular Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2020
 - i. Warrant 639
4. COMMUNICATIONS/PROCLAMATIONS *[For review and discussion only]*
 - a. Board of Commissioners to share communications
5. STAFF RECOGNITION *[Introduce staff.]*
 - a. Rachel Jones, Administrative Services Assistant
 - b. Erik Ruiz, Graphic Designer
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

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BOARD OF COMMISSIONERS
September 21, 2020 – 6:30 p.m.
Studio C Room, Family Recreation Center

7. UNFINISHED BUSINESS

- a. New Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy” *[Request a motion and a second to approve the New Personnel Policy Section 4.27 “Working Remotely-Telecommuting Policy”. Roll Call Vote...]*
- b. New Administrative Policy: Section 2.30 “Social Equity” *[Request a motion and second to approve New Administrative Policy: Section 2.30 “Social Equity” Roll Call Vote...]*
- c. Revision: Personnel Policy 4.9 “Dress Code” *[Request a motion and a second to approve the Revision: Personnel Policy 4.9 “Dress Code.” Roll Call Vote...]*

8. NEW BUSINESS

- a. R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project (**Requires Waiving the Board Rules to approve at this meeting.) *[Request a motion and a second to waive the Board Rules to Approve at this meeting R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project. Roll Call Vote...]*

Then request a motion to approve R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project. Roll Call Vote...]

- b. Revision: Personnel Policy Section 3.10 Bereavement Leave *[For review and discussion only.]*
- c. Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program (**Requires waiving the Board Rules to approve at this meeting.) *[Request a motion and a second to waive the Board Rules to Approve at this Meeting the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program. Roll Call Vote...]*

Then request a motion and a second to approve the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program. Roll Call Vote...]

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 19, 2020. [Announce the next Regular Meeting





of the Oak Brook Park District Board of Commissioners will be held on October 19, 2020, 6:30 p.m.]

10. **ADJOURNMENT** *[Request a motion and a second to adjourn the September 21, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. All in Favor...]*

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

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Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
August 17, 2020 – 6:30 p.m.
Zoom Video Conference

Please Note: As the State of Illinois and our community enter into Restore Illinois Plan Phase 4, the Oak Brook Park District's focus will be to provide for the safety of staff, park commissioners, our constituents, and the public at large from possible exposure to the COVID 19 virus. The President of the Oak Brook Park District Board of Park Commissioners has determined that it is not practical and prudent to conduct the August 17, 2020 Board Meeting in person because of the continued risks of COVID-19. Therefore the August 17, 2020 Board Meeting was conducted by teleconference using Zoom Video Teleconferencing and as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (Executive Orders 2020-7 and 2020-39) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access. (Zoom Meeting ID 890 5037 5248)

Individuals were invited to speak during "Open Forum" using the "Chat" function to type a message to the host indicating a desire to speak. Comments for Open Forum may have also been emailed to lkosey@obparks.org by 2:30 p.m. on 8/17/20 to be read at the meeting by staff.

Before the start of the Board Meeting, President Knitter read the following statement: "As President of the Oak Brook Park District Board of Park Commissioners, I have determined that it is not practical or prudent to conduct the August 17, 2020 meeting of the Board of Park Commissioners in-person due to the health risks associated with the COVID-19 pandemic as described in May 29, 2020 Gubernatorial Disaster Proclamation issued by Governor Pritzker ("Proclamation"). I further determine that attendance at the regular meeting location is not feasible due to the disaster described in Proclamation. I hereby direct staff to make alternative arrangements in a manner that will allow any interested member of the public access to contemporaneously hear all discussion, testimony and roll call votes via telephone number or web-based link."

AGENDA

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

President Knitter called to order the regular meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:32 p.m. Commissioners Suleiman, Trombetta, Tan, Truedson, and President Knitter answered "present" through Zoom Conferencing. Also present at the Oak Brook Park District Family Recreation Center, Autumn Oaks Room, were Marco Salinas, Chief Financial Officer and guest staff, Kate Sniegowski, Facility Coordinator, and Rafael Rodriguez, Park District Custodian. Laure Kosey, Executive Director, Dave Thommes, Deputy Director, Bob Johnson, Director of Parks and Planning and guest staff Haley O'Brien, Marketing and Communications Manager attended through Zoom Conferencing.

2. **OPEN FORUM**

Commissioner Knitter asked if there were any public comments. No one addressed the Board or were submitted by email to Executive Director Laure Kosey.

3. CONSENT AGENDA

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan 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 Suleiman, Trombetta, Tan, Truedson and President Knitter.

Nays: None

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

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

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

- a. APPROVAL OF AUGUST 17, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. July 20, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2020
 - i. Warrant 638

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

Commissioner Tom Truedson stated that he also is the Chairperson for the Oak Brook Athlete of the Year Committee. The committee had received two nominees for this recognition, even though the season was truncated by the COVID pandemic and participation is from numerous high schools serving the Oak Brook area. Justin Mondschean was selected for the Male Athlete of the Year. Justin is a soccer player from Montini Catholic High School. Margaret Huber, a Hinsdale Central volleyball player, was selected for the Female Athlete of the Year.

The awards will be presented at the next Village Board Meeting. The perpetual trophy for the Athlete of the Year will be engraved with the winners' names. The trophy is placed in the display case hosted at the park district, in the lower level of the Family Recreation Center. The winners will receive a certificate and a one-year membership to the Oak Brook Park District.

President Knitter thanked Commissioner Truedson for his work on the committee.

Commissioner Suleiman also shared that she attended the movie in the park and commented how much she enjoyed the event. She thanked everyone that organized it.

5. STAFF RECOGNITION

The following staff were welcomed to working at the park district:

- a. Haley O'Brien, Marketing and Communications Manager
- b. Rafael Rodriguez, Park District Custodian
- c. Kate Sniogowski, FRC Facility Coordinator

6. REPORTS:

a. Communications IT, and Administration Report

Ms. Kosey presented her report which is part of the park district's records. She said the District has been working on two new policies, and one revision, which are presented on the agenda for review during this Board Meeting. Robert Pechous, Superintendent of Communications and IT, is working around the clock to make sure that staff are able to stay connected remotely and he is also preparing laptops for preschool and the additional challenges with the start of the preschool. Dave will talk about the Pink 5k in October. AMITA and Evergreen Bank Group are on board with the new Pink 5k. Haley O'Brien, Marketing and Communications Manager, has started to work on the marketing and communication analytics. Let us know if there is additional data the Board wishes to review in the reports.

b. Finance & Human Resources Report

Mr. Salinas presented his report, which is part of the park district's records. The District has completed the first quarter of the fiscal year. The General Fund is showing a surplus which is driven by the decrease in expenditures. The Park District saves a lot in terms of utility costs, the decrease in staff costs due to the layoff of part time staff, and a decrease in the commodities, except for cost attributed to the COVID. Reviewing the Recreation Fund, we have a surplus of \$75,000 which is a significant decrease from last year. We took a huge hit in our programming revenues.

President Knitter noted that, yes, there is a surplus, but it is a negative swing of a half of million dollars which is significant.

Mr. Salinas said the Tennis Center is also showing a surplus but it has also decreased by the loss in revenue. Revenues last year was half a million, this year, \$300,000, which is almost a 50% decrease in revenues.

President Knitter noted this is for the first quarter, and that we are not anticipating an increase next quarter.

Ms. Kosey noted that the District typically has the aquatic center closed for the next 2 -3 weeks in prior years, but we took care of that necessary annual maintenance when the Family Recreation Center was closed for the pandemic. The aquatic center will continue its operations through the next weeks and revenue will be received, but it will not replace the revenue loss.

President Knitter said this is what she would have anticipated; she is not criticizing. We are only in the first quarter, but we know we are not going to be able to open up all the programming.

Ms. Kosey said that is correct and for all we know, we may be taking two steps back in November.

Mr. Salinas said that overall, on a consolidated basis, we are showing a \$1.7 million surplus. However, there will be some big debt service payments coming up in October. Programming has picked up. We are doing the best we can and we are doing a good job in controlling our expenses.

President Knitter said we still have the sponsorship from the Wizards, and it is great that the sponsors are staying with us.

Mr. Salinas said that Linda Noonan, HR Manager, worked on the COVID response decision tree. It was critical that we developed this decision tree to help address issues and to keep employees safe. We are busy wrapping up the audit. The draft of the audit report has been received and is being reviewed. The finalized audit report will be presented at the October Board Meeting.

c. Recreation & Facilities Report

Mr. Thommes, Deputy Director, gave his report, which can be found in the park district's records. Mr. Thommes said that staff is trying to get really creative with park and recreation programming. The Movies in the Park and the Summer Concerts have gone very well and so we are adding 3 more concerts and 1 to 2 more movies in the park. For preschool, we're planning to have in-person instruction in accordance with the school district's guidelines, making sure that our rooms are set up appropriately, and making sure everyone has masks.

President Knitter asked if the teachers are comfortable with doing in-person instruction.

Mr. Thommes said the teachers are comfortable coming in. The biggest concern is when the teachers' kids need to do remote learning.

President Knitter said that it would be interesting to see if there is some way we can help staff that are facing this dilemma.

Commissioner Suleiman said she knows that other districts are being creative with ways to help their staff, such as having supervisors to help the children get on their Zoom lessons and supervising the children while doing e-learning. They don't have to be certified teachers. Park Districts are becoming learning/daycare providers.

Mr. Thommes said we are planning to do the same thing – not to just help our staff but also the Butler and Brook Forest school teachers' children as well.

Mr. Thommes also reported the District's lifeguards received a 5-star audit during the lifeguard audit. It is the highest rating possible to receive and the first audit during the COVID. The aquatic staff are doing a great job. The Pink 5k will be a virtual event and will be held all month long in October. We are going to setup the start and finish banners with signage on the course. Also included will be special messages of encouragement. Teams can run on a reserved day so that the team's participants can run safely together. We will offer photo opportunities at the gazebo.

d. Parks & Planning Report

Mr. Johnson presented his report, which can be found in the park district's records. The Central Park North Project is underway, beginning with mass grading which will continue over the next week.

The grading includes the excavation for water detention and the parking lot. We had a few delays due to concerns with the base soils for the parking lot. The good news is the soil was tested and it is acceptable. We had to adjust the limits on a retention area that ended up encroaching into a utility easement and so we had to do a redesign on that. So that paused us for a week, or so, but we are back on track today.

Dean Nature Sanctuary property appraisal took place two weeks ago and we will have a Zoom meeting this next week with the tollway representatives to discuss the impact from the tollway construction and the timeline. The construction will affect the bike path trail access under the tollway. More information about the property appraisal will be forthcoming.

Parks staff has made a grub control application and additional fertilizer applications on the athletic fields at the parks and at the Sports Core. The Dean Nature Sanctuary bees are doing well and the honey harvest will occur soon.

We have made an offer to a candidate for the full-time staff position in parks.

Mr. Johnson also reported he had a Zoom Meeting with Saddle Brook residents and that the meeting went well.

7. UNFINISHED BUSINESS

- a. Ordinance 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Ordinance 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

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

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

Nays: None

8. NEW BUSINESS

- a. New Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”
Ms. Kosey said this is being presented for the first review. We have been working on this policy which was received from an HR source. The attorneys have reviewed the policy and edited it for the Oak Brook Park District.

President Knitter said she knows that family internet resources can get used heavily when both parents work from home and children have school online. Does the park district reimburse the employee who is working remotely for their internet resources?

Ms. Kosey said that right now we do not reimburse. If the employee chooses to work from home when there is not a pandemic, we would not reimburse. The District is seeking reimbursement for the laptops purchased for remote access use. Right now, from DuPage County, we have been reimbursed \$10,000, but we are at around \$20,000 in expenses due to the COVID Pandemic, so we will be applying for rebate from the federal government to cover the difference.

Commissioner Suleiman asked if there was a cap on how many people can telecommute, to be sure that we are staffed as needed?

Ms. Kosey said telecommuting work has to be approved by the employee's supervisor. It also depends on the employee's position. We have approximately 35 full time employees of which we have 10 that cannot perform their work from home, as they must do their work at the park district, such as parks and custodial staff. The rest of the staff will be splitting time, working from home and at the District, taking turns to be sure we have adequate staffing.

b. New Administrative Policy: Section 2.30 "Social Equity"

Ms. Kosey noted that this is another policy that is timely. We received this policy from the Park District of Oak Park. The attorneys have also reviewed this policy.

Commissioner Suleiman said she thought the policy was very impressive, progressive and takes the park district to a new level. We need to make sure that we can follow through and we can comply with all of this. We may need to make retrofits, so that we can comply.

Ms. Kosey agreed and said we are completely on the same page.

Commissioner Suleiman said she is interested in the task force for diversity and inclusion and would be willing to help.

c. Revision: Personnel Policy 4.9 Dress Code

Ms. Kosey said the park district's dress code policy was a little stale and we needed to address the portion referencing piercings and tattoos. The recommended revisions take this into account.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 21, 2020. President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on September 21, 2020, 6:30 p.m. She asked if we will be conducting the September Board meeting by Zoom as well.

Ms. Kosey said that most likely, due to the current concerns of the pandemic. It is the safest route.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn the August 17, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. Motion passed by voice vote. The meeting adjourned at the hour of 7:08 p.m.

Laure L. Kosey, Executive Director

Oak Brook Park District
General Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through August 30, 2020 and 2019
33.33% completed (4 out of 12 months)

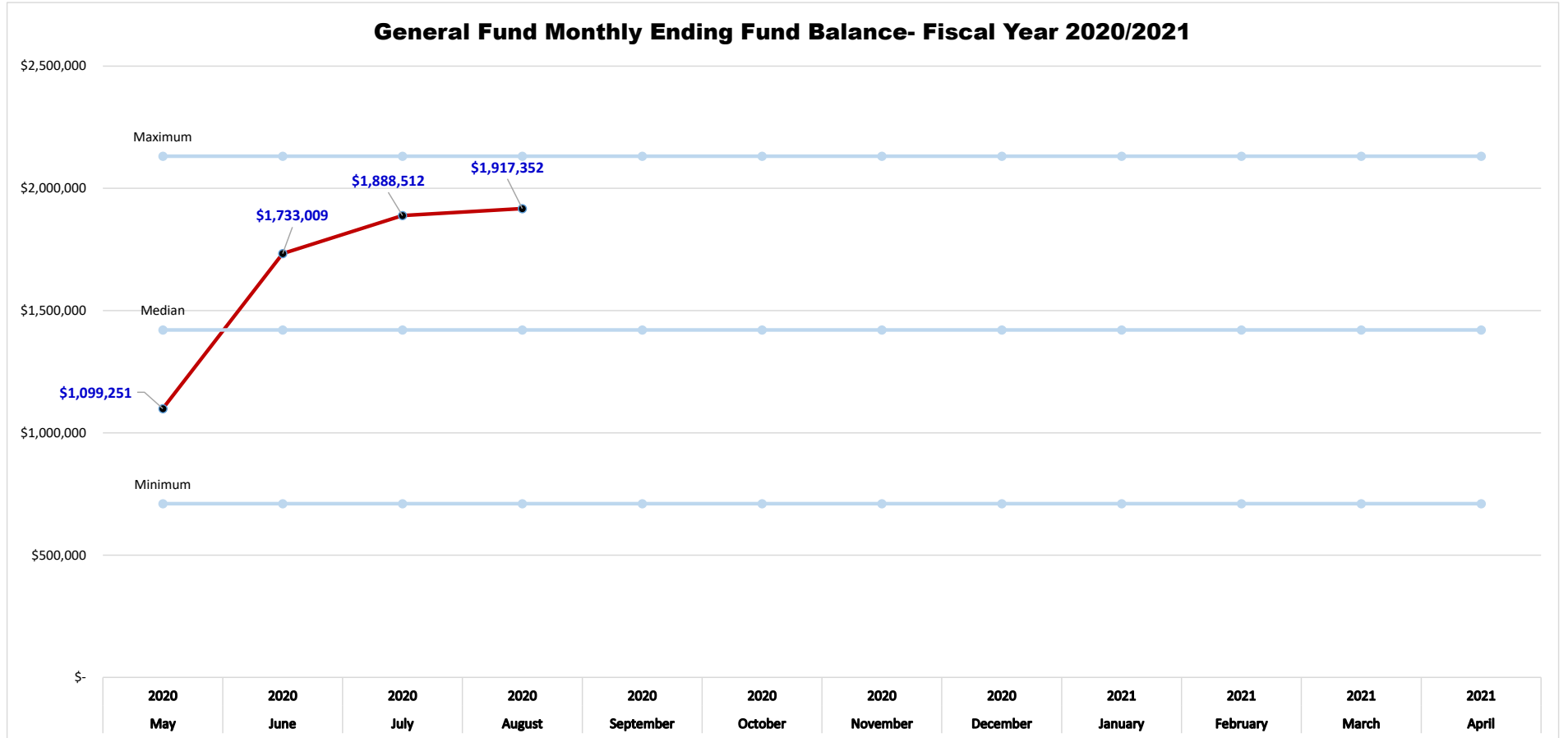
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	August 2020 Actual	Year-To-Date Actual	Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/ (Lower) than 2019/2020 Y-T-D	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,549,013	129,627	972,057	-	972,057	62.8%	969,892	2,166	0.2%
Personal Prop. Repl. Taxes	95,154	10,811	39,523	-	39,523	41.5%	42,707	(3,184)	-7.5%
Investment Income	11,500	587	3,217	-	3,217	28.0%	3,844	(627)	-16.3%
Other	19,000	669	3,078	-	3,078	16.2%	5,701	(2,623)	-46.0%
Central Park North	111,200	338	50,862	-	50,862	45.7%	16,441	34,421	209.4%
Central Park	111,200	8,073	74,050	-	74,050	66.6%	67,983	6,067	8.9%
Building-Recreation Center	1,076,020	35,686	219,250	-	219,250	20.4%	275,068	(55,818)	-20.3%
Central Park West	72,120	3,083	983	-	983	1.4%	28,011	(27,029)	-96.5%
TOTAL REVENUES	\$ 3,045,207	\$ 188,875	\$ 1,363,020	\$ -	\$ 1,363,020	44.8%	\$ 1,409,647	\$ (46,626)	-3.3%
EXPENDITURES									
Administration	\$ 464,071	\$ 30,552	\$ 131,129	\$ 8,482	\$ 139,611	28.3%	\$ 144,365	\$ (13,237)	-9.2%
Finance	500,880	26,006	117,777	9,515	127,292	23.5%	127,060	(9,283)	-7.3%
Central Park North	23,950	58	3,532	1,662	5,195	14.7%	5,996	(2,464)	-41.1%
Central Park	685,469	41,081	163,793	59,065	222,858	23.9%	213,993	(50,199)	-23.5%
Saddlebrook Park	15,871	1,080	3,832	3,281	7,113	24.1%	5,948	(2,116)	-35.6%
Forest Glen Park	23,490	1,254	6,095	5,662	11,757	25.9%	4,701	1,393	29.6%
Chillem Park	7,125	288	955	955	1,910	13.4%	1,259	(304)	-24.2%
Dean Property	11,786	511	2,417	1,579	3,995	20.5%	5,612	(3,196)	-56.9%
Professional Services	46,000	8,240	12,394	4,780	17,174	26.9%	11,842	552	4.7%
Contracts- Maint. DNS	26,000	-	2,000	-	2,000	7.7%	11,602	(9,602)	-82.8%
Building-Recreation Center	965,541	49,273	163,394	51,709	215,104	16.9%	267,176	(103,782)	-38.8%
Central Park West	71,777	1,692	6,900	9,876	16,776	9.6%	16,643	(9,743)	-58.5%
TOTAL EXPENDITURES	\$ 2,841,960	\$ 160,034	\$ 614,217	\$ 156,566	\$ 770,783	21.6%	\$ 816,198	\$ (201,981)	-24.7%
TRANSFERS OUT									
	\$ 385,742	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,227,702	\$ 160,034	\$ 614,217	\$ 156,566	\$ 770,783	19.0%	\$ 816,198	\$ (201,981)	-24.7%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (182,495)	\$ 28,840	\$ 748,803	\$ (156,566)	\$ 592,237	-410.3%	\$ 593,449	\$ 155,354	26.2%

Note> Fiscal year 2020/2021 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

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

Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Unassigned	\$ 1,168,548	\$ 1,099,251	\$ 1,733,009	\$ 1,888,512								
Monthly Net Surplus/(Deficit)	(69,297)	633,758	155,503	28,840								
Ending Unassigned	\$ 1,099,251	\$ 1,733,009	\$ 1,888,512	\$ 1,917,352								



Minimum (3 months Exp.)	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490	\$ 710,490
Median (6 months Exp.)	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980	\$ 1,420,980
Maximum (9 months Exp.)	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470	\$ 2,131,470

Oak Brook Park District
Recreation Fund Revenue and Expenditure Summary - Unaudited
Fiscal Year-to-Date Activity through August 30, 2020 and 2019
33.33% completed (4 out of 12 months)

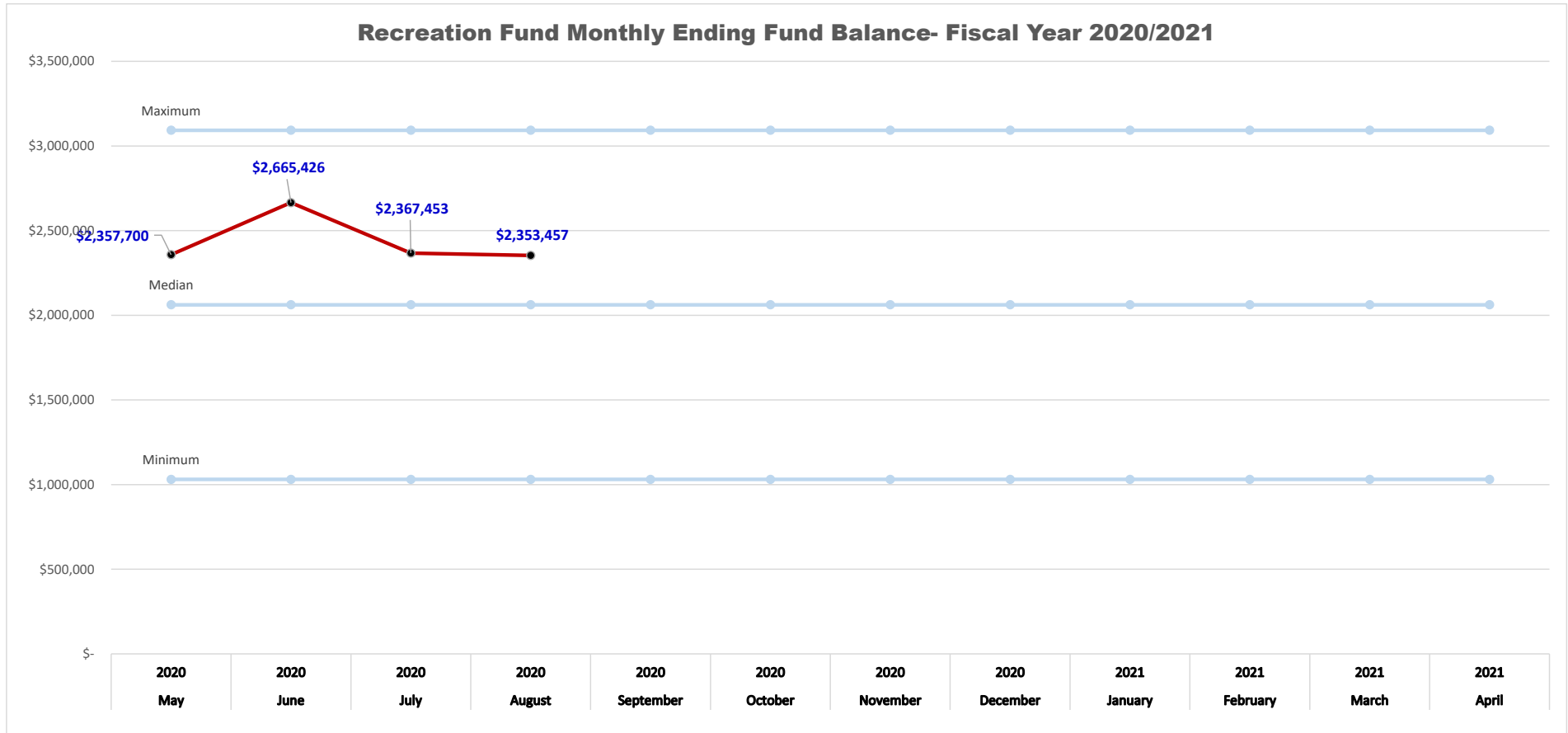
	Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% change		
	Original Annual Budget	August 2020 Actual	Year-To-Date Actual	Year-To-Date Encumbered	Year-To-Date Actual + Encumbered	Y-T-D Actual, as a % of Amended Annual Budget	Fiscal Year 2019/2020 Year-To-Date Actual	2020/2021 Y-T-D Actual Higher/ (Lower) than 2019/2020 Y-T-D	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 961,938	\$ 80,552	\$ 604,050	\$ -	\$ 604,050	62.8%	\$ 573,997	\$ 30,054	5.2%
Personal Prop. Repl. Taxes	29,956	3,404	12,443	-	12,443	41.5%	13,445	(1,002)	-7.5%
Investment Income	17,500	643	3,837	-	3,837	21.9%	6,106	(2,269)	-37.2%
Other	2,100	55	320	-	320	15.2%	741	(421)	-56.8%
Fitness Center	846,508	16,735	59,718	-	59,718	7.1%	294,742	(235,023)	-79.7%
Aquatic Center	516,413	10,893	64,416	-	64,416	12.5%	177,119	(112,703)	-63.6%
Aquatic Recreation Prog.	619,549	16,524	42,570	-	42,570	6.9%	275,320	(232,750)	-84.5%
Children's Programs	119,517	14,629	30,163	-	30,163	25.2%	60,146	(29,984)	-49.9%
Preschool Programs	269,592	(4,222)	(24,788)	-	(24,788)	-9.2%	49,107	(73,895)	-150.5%
Youth Programs	214,029	(2,150)	44,658	-	44,658	20.9%	193,899	(149,241)	-77.0%
Adult Programs	50,580	1,712	1,792	-	1,792	3.5%	29,795	(28,003)	-94.0%
Pioneer Programs	74,200	1,260	6,444	-	6,444	8.7%	44,102	(37,658)	-85.4%
Special Events and Trips	106,970	2,620	6,601	-	6,601	6.2%	59,500	(52,899)	-88.9%
Marketing	49,000	-	-	-	-	0.0%	26,775	(26,775)	-100.0%
Capital Outlay	30,000	-	-	-	-	0.0%	-	-	N/A
TOTAL REVENUES	\$ 3,907,851	\$ 142,653	\$ 852,223	\$ -	\$ 852,223	21.8%	\$ 1,804,793	\$ (952,569)	-52.8%
EXPENDITURES									
Administration	\$ 1,029,672	\$ 46,383	\$ 276,803	\$ 43,287	\$ 320,091	26.9%	\$ 224,576	\$ 52,227	23.3%
Fitness Center	652,420	27,152	99,699	33,896	133,595	15.3%	203,543	(103,844)	-51.0%
Aquatic Center	907,552	47,538	175,831	67,147	242,978	19.4%	271,250	(95,418)	-35.2%
Aquatic Recreation Prog.	283,056	8,784	13,813	-	13,813	4.9%	88,902	(75,089)	-84.5%
Children's Programs	90,860	1,772	10,048	3,151	13,199	11.1%	27,527	(17,479)	-63.5%
Preschool Programs	240,653	894	13,435	-	13,435	5.6%	36,657	(23,222)	-63.3%
Youth Programs	152,865	7,077	23,075	-	23,075	15.1%	82,279	(59,204)	-72.0%
Adult Programs	43,169	-	1,321	5,205	6,526	3.1%	11,003	(9,681)	-88.0%
Pioneer Programs	70,997	904	1,780	5,867	7,647	2.5%	24,204	(22,424)	-92.6%
Special Events and Trips	74,983	770	9,160	1,635	10,795	12.2%	43,858	(34,698)	-79.1%
Marketing	337,029	15,067	80,213	21,987	102,200	23.8%	115,424	(35,211)	-30.5%
Capital Outlay	240,000	308	138,144	21,451	159,595	57.6%	-	138,144	N/A
TOTAL EXPENDITURES	\$ 4,123,254	\$ 156,650	\$ 843,323	\$ 203,627	\$ 1,046,949	20.5%	\$ 1,129,223	\$ (285,900)	-25.3%
TRANSFERS OUT	\$ 201,673	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 4,324,927	\$ 156,650	\$ 843,323	\$ 203,627	\$ 1,046,949	19.5%	\$ 1,129,223	\$ (285,900)	-25.3%
REVENUES OVER (UNDER) EXPENDITURES	\$ (417,076)	\$ (13,997)	\$ 8,901	\$ (203,627)	\$ (194,726)	-2.1%	\$ 675,570	\$ (666,669)	-98.7%

Note> Fiscal year 2020/2021 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

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

Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Committed	\$ 2,344,557	\$ 2,357,700	\$ 2,665,426	\$ 2,367,453								
Monthly Net Surplus/(Deficit)	13,143	307,726	(297,973)	(13,997)								
Ending Committed	\$ 2,357,700	\$ 2,665,426	\$ 2,367,453	\$ 2,353,457								



Minimum (3 months Exp.)	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814	\$ 1,030,814
Median (6 months Exp.)	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627	\$ 2,061,627
Maximum (9 months Exp.)	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441	\$ 3,092,441

Oak Brook Park District
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited
Fiscal Year-to-Date Activity through August 30, 2020 and 2019
33.33% completed (4 out of 12 months)

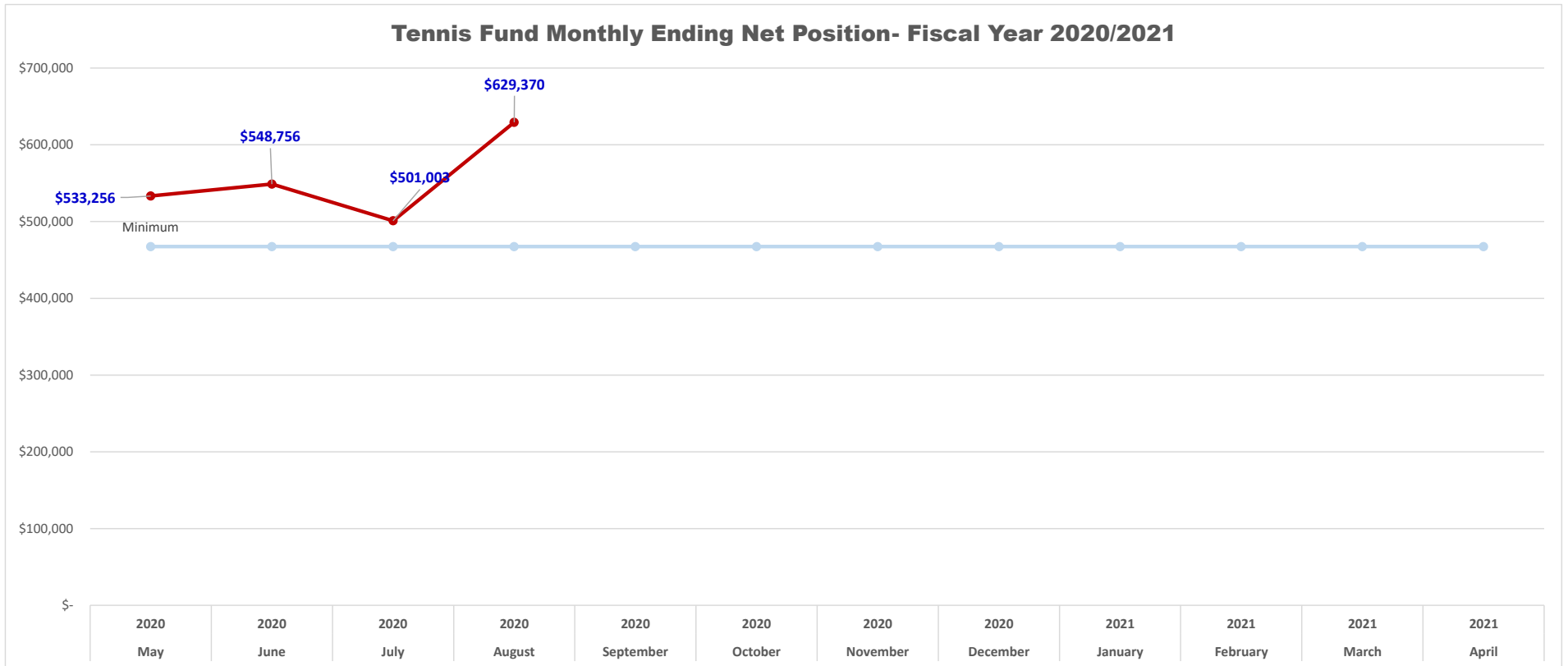
Fiscal Year 2020/2021- Highlighted items reflect more than 8.33% variance							Highlighted items reflect more than 10% change		
	Original	August	Year-To-Date	Encumbered	Year-To-Date	Y-T-D Actual,	Fiscal Year	2020/2021 Y-T-D	Percent
	Annual	2020			Actual +	as a % of			
	Budget	Actual	Actual		Encumbered	Annual Budget	Year-To-Date	(Lower) than	
							Actual	2019/2020 Y-T-D	
REVENUES									
Administration	\$ 22,500	\$ 5,365	\$ 9,570	\$ -	\$ 9,570	42.5%	\$ 7,496	\$ 2,074	27.7%
Building- Racquet Club	500	-	-	-	-	0.0%	325	(325)	N/A
Programs- Racquet Club	1,773,500	208,411	513,904	-	513,904	29.0%	749,260	(235,356)	-31.4%
TOTAL REVENUES	\$ 1,796,500	\$ 213,777	\$ 523,474	\$ -	\$ 523,474	29.1%	\$ 757,081	\$ (233,606)	-30.9%
EXPENSES									
Administration	\$ 727,478	\$ 31,889	\$ 111,603	\$ 14,157	\$ 125,760	15.3%	\$ 161,929	\$ (50,327)	-31.1%
Building- Racquet Club	370,829	12,969	66,123	76,231	142,354	17.8%	85,089	(18,966)	-22.3%
Programs- Racquet Club	771,500	40,553	130,411	753	131,165	16.9%	187,050	(56,639)	-30.3%
Capital Outlay	255,000	-	24,800	-	24,800	9.7%	25,782	(982)	N/A
TOTAL EXPENSES	\$ 2,124,807	\$ 85,410	\$ 332,937	\$ 91,142	\$ 424,078	15.7%	\$ 459,851	\$ (126,915)	-27.6%
REVENUES OVER (UNDER) EXPENSES	\$ (328,307)	\$ 128,366	\$ 190,538	\$ (91,142)	\$ 99,396	-58.0%	\$ 297,229	\$ (106,692)	-35.9%

Note> Fiscal year 2020/2021 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/-10.00% or greater.

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

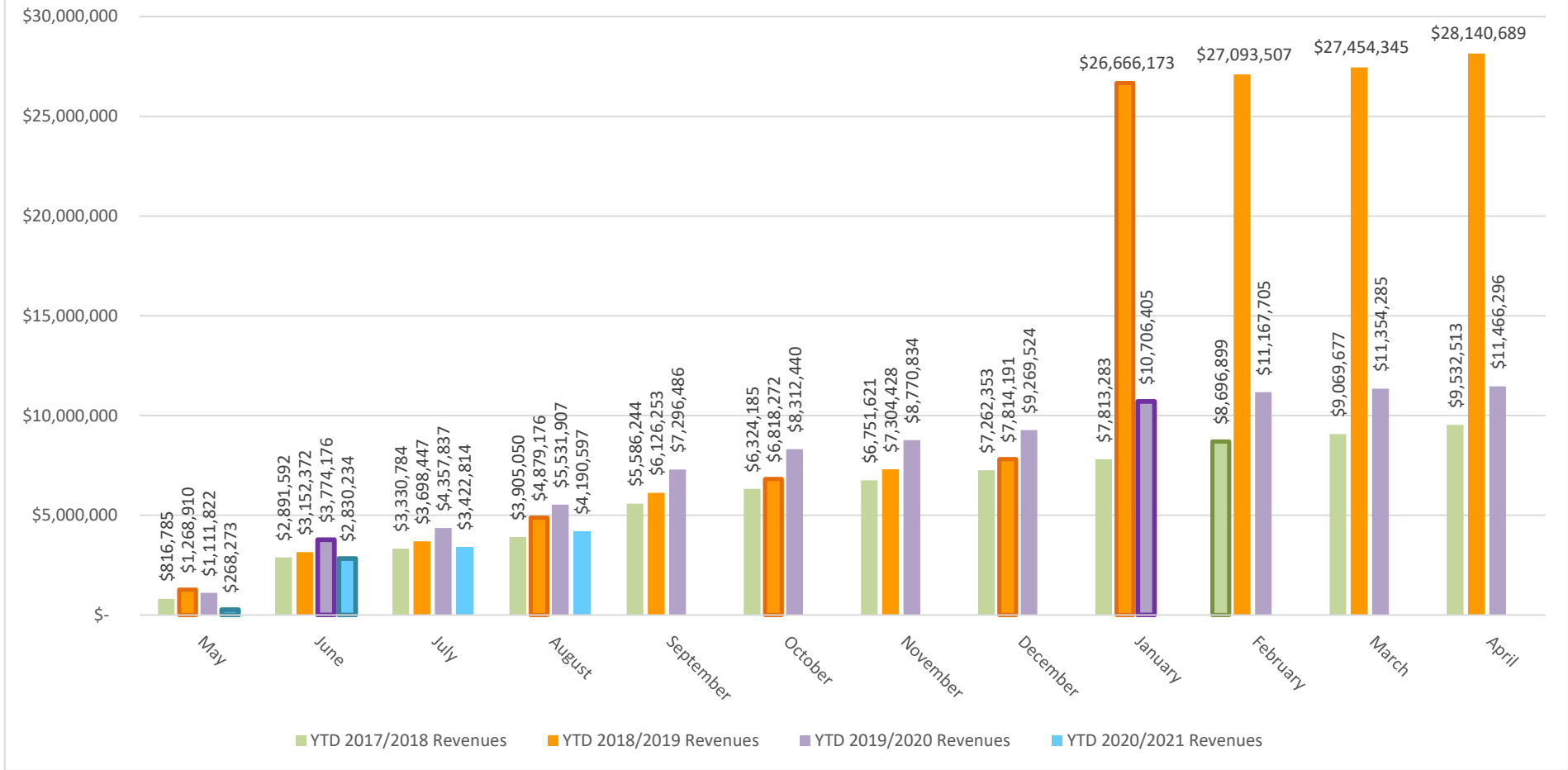
Actuals- Unaudited

	May 2020	June 2020	July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021
Beginning Investment in Capital Assets	\$ 1,779,633	\$ 1,779,633	\$ 1,804,433	1,804,433								
Beginning Unrestricted	463,632	533,256	548,756	501,003								
Monthly Net Surplus/(Deficit)	69,624	40,300	(47,752)	128,366								
Ending Investment in Capital Assets	1,779,633	1,804,433	1,804,433	1,804,433								
Ending Unrestricted	533,256	548,756	501,003	629,370								



Minimum (3 months Exp.)	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452	\$ 467,452
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

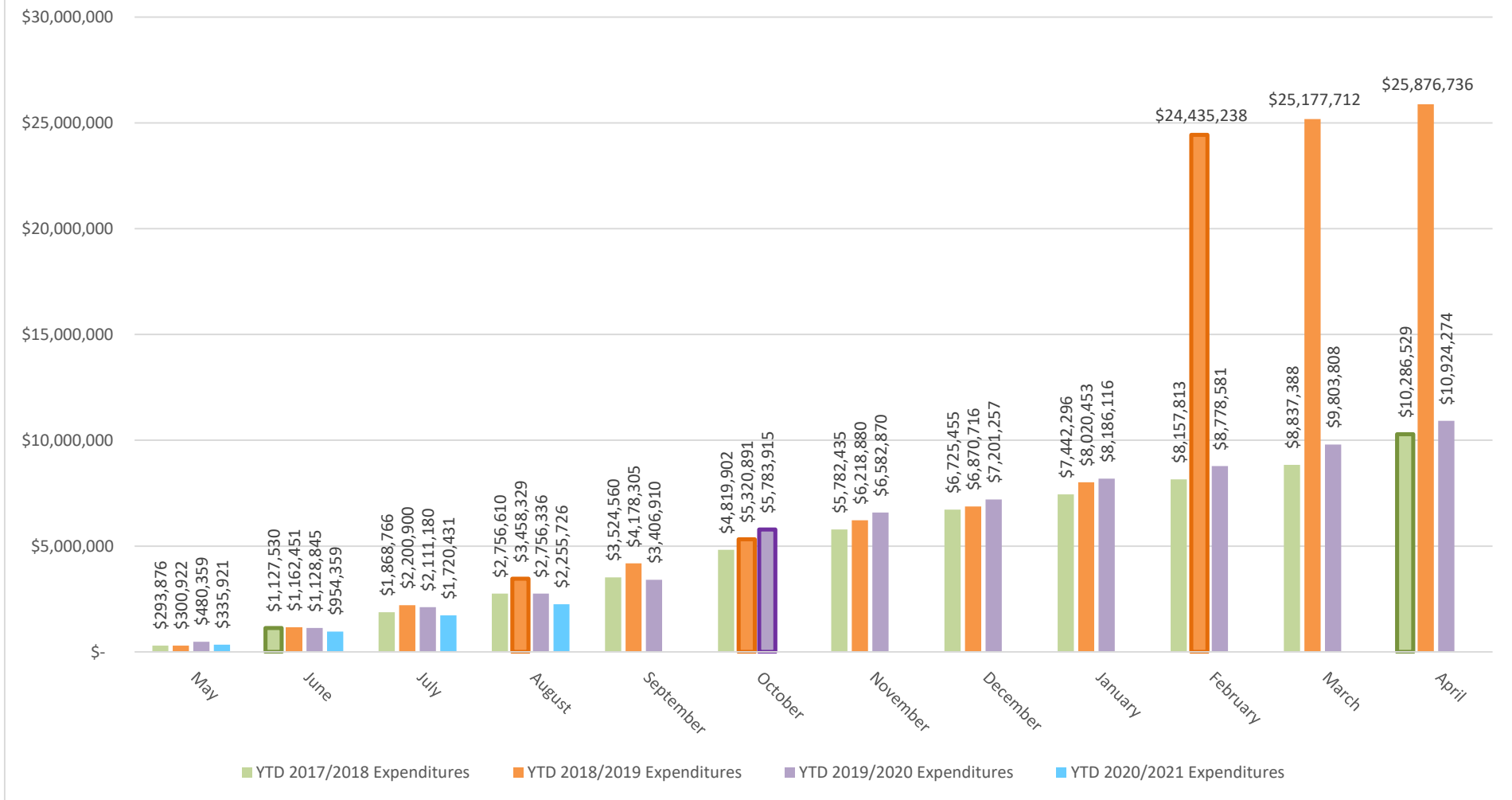
Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

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

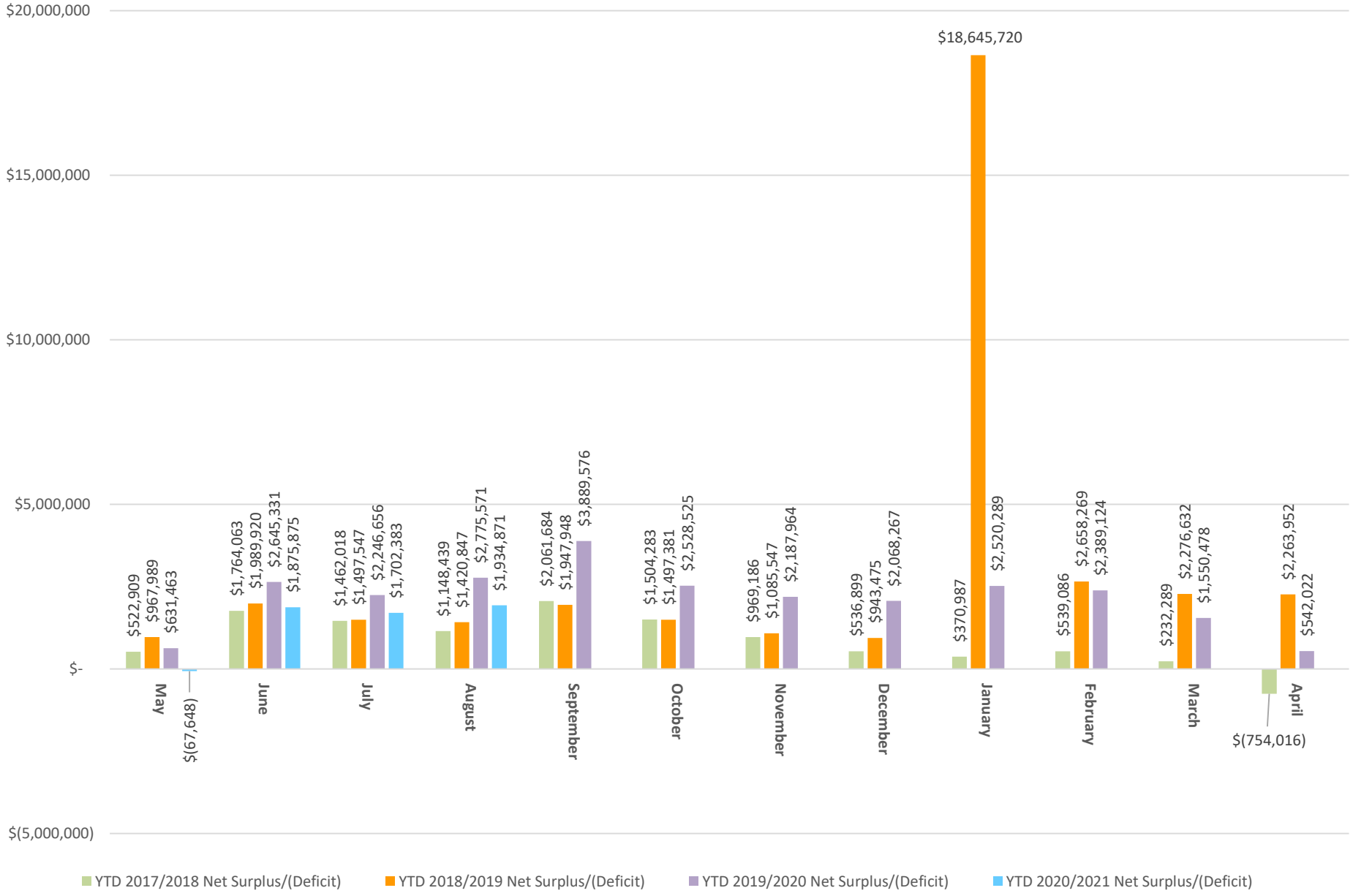
Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



NOTES

- 2017/2018:** During June 2017 and 2018 the Park District recognized three payroll disbursements when compared to two disbursements in June of 2015 & 2016. This is one of the reasons for the increased Y-T-D expenditures in June 2017 and 2018 over the same period in 2016 and 2015. The increased expenditures as of April 30, 2018 are primarily due to increased capital expenditures in our Capital Projects Fund (family locker room) and Tennis Center (HVAC upgrade, reflective ceiling).
- 2018/2019:** The large increase in expenditures during August 2018 is due to the additional capital costs incurred for our Central Park improvement project. During that month we recognized \$502,035 in capital costs which brings the YTD total to \$936,997. In the prior year we had only recognized \$43,525 in capital costs as of the end of August 2017. Additionally, this fiscal year includes new expenditures related to our management of the Village's aquatic center. In February 2019 the District recorded \$15.8 million in capital expenditures for the purchase of 34 acres of land.
- 2019/2020:** During October 2019, we made a \$1,226,621 payment on our 2019 G.O. bonds as well as a \$334,605 payment on our 2016/2012 G.O. bonds.

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
August 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
GENERAL CORPORATE FUND			
REVENUES	\$ 188,875	\$ 1,363,020	\$ 3,045,207
EXPENDITURES	\$ 160,034	\$ 614,217	\$ 3,227,702
SURPLUS/(DEFICIT)	\$ 28,841	\$ 748,803	\$ (182,495)
RECREATION FUND			
REVENUES	\$ 142,653	\$ 852,223	\$ 3,907,851
EXPENDITURES	\$ 156,650	\$ 843,323	\$ 4,324,927
SURPLUS/(DEFICIT)	\$ (13,997)	\$ 8,900	\$ (417,076)
IMRF FUND			
REVENUES	\$ 15,933	\$ 107,856	\$ 181,098
EXPENDITURES	\$ 13,537	\$ 65,279	\$ 216,000
SURPLUS/(DEFICIT)	\$ 2,396	\$ 42,576	\$ (34,902)
LIABILITY INSURANCE FUND			
REVENUES	\$ 13,306	\$ 96,665	\$ 186,491
EXPENDITURES	\$ 2,892	\$ 66,608	\$ 210,765
SURPLUS/(DEFICIT)	\$ 10,414	\$ 30,057	\$ (24,274)
AUDIT FUND			
REVENUES	\$ 657	\$ 4,903	\$ 7,982
EXPENDITURES	\$ 11,250	\$ 11,250	\$ 12,800
SURPLUS/(DEFICIT)	\$ (10,593)	\$ (6,347)	\$ (4,818)
DEBT SERVICE FUND			
REVENUES	\$ 123,629	\$ 927,035	\$ 1,849,159
EXPENDITURES	\$ -	\$ 4,167	\$ 1,834,682
SURPLUS/(DEFICIT)	\$ 123,629	\$ 922,868	\$ 14,477
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
REVENUES	\$ 213,777	\$ 523,474	\$ 1,796,500
EXPENSES	\$ 85,410	\$ 332,937	\$ 2,124,807
SURPLUS/(DEFICIT)	\$ 128,366	\$ 190,538	\$ (328,307)



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENSE REPORT
August 2020

FUND NAME	CURRENT MONTH ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET
SPORTS CORE FUND			
REVENUES	\$ 31,948	\$ 73,262	\$ 486,267
EXPENDITURES	\$ 2,790	\$ 15,241	\$ 425,371
SURPLUS/(DEFICIT)	\$ 29,158	\$ 58,021	\$ 60,896
SPECIAL RECREATION FUND			
REVENUES	\$ 8,464	\$ 63,460	\$ 121,112
EXPENDITURES	\$ 2,390	\$ 9,150	\$ 118,559
SURPLUS/(DEFICIT)	\$ 6,074	\$ 54,310	\$ 2,553
CAPITAL PROJECT FUND			
REVENUES	\$ 3,662	\$ 8,109	\$ 671,000
EXPENDITURES	\$ 4,792	\$ 224,520	\$ 3,183,000
SURPLUS/(DEFICIT)	\$ (1,131)	\$ (216,412)	\$ (2,512,000)
SOCIAL SECURITY FUND			
REVENUES	\$ 23,783	\$ 170,589	\$ 277,936
EXPENDITURES	\$ 24,089	\$ 69,034	\$ 279,463
SURPLUS/(DEFICIT)	\$ (306)	\$ 101,555	\$ (1,527)
CONSOLIDATED SUMMARY			
REVENUES	\$ 766,688	\$ 4,190,597	\$ 12,530,603
EXPENDITURES	\$ 463,835	\$ 2,255,727	\$ 15,958,077
SURPLUS/(DEFICIT)	\$ 302,852	\$ 1,934,870	\$ (3,427,473)

**OAK BROOK PARK DISTRICT
CONSOLIDATED AGENCY TREASURER'S REPORT
AUGUST 2020**

	CONSOLIDATED TOTALS
REVENUES	
Property Taxes	\$ 390,011
Replacement Taxes	20,021
Recreation Program Fees	222,260
Fitness Center Fees	16,735
Aquatic Center Fees	27,417
Sports Core - Fields	25,971
Sports Core - Aquatics	-
Sports Core - Tennis	5,977
FRC Rental/Member Fees	35,686
CPW Building Rentals	3,083
Field Rentals- Central Park	8,073
Field Rentals- Central Park North	338
Interest	1,794
Grant Proceeds	-
Transfers	-
Donations	-
Sponsorship	-
Overhead Revenue	-
Miscellaneous	9,322
TOTAL- REVENUES	\$ 766,688
EXPENDITURES	
Accounts Payable and Other	\$ 105,984
Overhead Expenditures	-
August Payroll and Related Benefits	357,852
TOTAL EXPENDITURES	\$ 463,836
NET REVENUES/(EXPENDITURES)	\$ 302,852

**Oak Brook Park District
Consolidated Balance Sheet
As of August 31, 2020**

ASSETS

	Consolidated Totals
Current Assets	
Cash and Investments	\$ 8,879,936
Receivables - Net of Allowances	
Property Taxes	4,769,010
Accounts	483,989
Due from Other Funds	-
Prepays	25,746
Inventories	21,139
Total Current Assets	\$ 14,179,819
Noncurrent Assets	
Capital Assets	
Non-depreciable	\$ 40,475
Construction in Process	-
Depreciable	5,075,487
Accumulated Depreciation	(3,336,329)
Total Noncurrent Assets	\$ 1,779,633
Total Assets	\$ 15,959,452

DEFERRED OUTFLOWS OF RESOURCES

Deferred Items-IMRF	\$ 69,424
Total Assets and Deferred outflows of Resources	\$ 16,028,876

LIABILITIES

Current Liabilities	
Accounts Payable	\$ 9,795
Accrued Payroll	15,839
Unearned Revenue	495,744
Due To Other Funds	-
Unclaimed Property	1,825
Compensated Absences Payable	-
Total Current Liabilities	\$ 523,202
Noncurrent Liabilities	
Compensated Absences Payable	\$ 18,910.90
Net Pension Liability - IMRF	87,679
Total OPEB Liability - RBP	86,345
Total Noncurrent Liabilities	\$ 192,935
Total Liabilities	\$ 716,137

DEFERRED INFLOWS OF RESOURCES

Deferred Items - IMRF	\$ 87,064
Property Taxes	4,769,010
Total Liabilities and Deferred Inflows of Resources	\$ 5,572,212

FUND/NET POSITION BALANCES

Net Investment in Capital Assets	\$ 1,804,433
Non-spendable	-
Restricted	1,266,645
Committed	4,838,866
Unassigned/Unrestricted	2,546,722
Total Fund Balances	\$ 10,456,666
Total Liabilities, Deferred Inflows of Resources and Fund Balances	\$ 16,028,876

OAK BROOK PARK DISTRICT

SCHEDULE OF INVESTMENTS- AS OF AUGUST 31, 2020

				AMOUNT	RATE/APY	MATURITY
EVERGREEN BANK			\$ 4,121,026.41	0.50%	VARIES /MONEY MARKET	
EVERGREEN BANK			\$ 1,813,277.60	0.65%	VARIES /INSURED CASH SWEEP	
HINSDALE BANK			\$ 261,441.44	0.16%	MONEY MARKET	
FIFTH THIRD BANK			\$ 488,300.00	0.15%	INTEREST-BEARING CHECKING	
ILLINOIS FUNDS			\$ 55,072.71	0.16%	VARIES/INVESTMENT POOL	
TOTAL INVESTMENTS			\$ 6,739,118.16			

**Oak Brook Park District
Schedule of Capital Expenditures
As of August 31, 2020**

DESCRIPTION	VENDOR	Year-to-Date Expenditures
Capital Project Fund		
Outdoor LED lighting project at Central Park	Musco Lighting, Dawsons Tree, Village of Oak Brook	\$ 169,042.50
Central Park North Improvements	Upland Design, Robbins Schwartz	15,128.67
Dump truck purchase	Currie Motors	50,958.00
Family Recreation Center HVAC replacement	Kluber Architects & Engineers	871.26
	SUBTOTAL BALANCE	\$ 236,000.43
Recreation Fund		
Replacement Fitness Center equipment	Lease Servicing Center	\$ 39,111.66
Central Park West door & window replacement	MG Mechanical, Hargrave Builders	79,158.23
Central Park pavement grinding	Professional Paving & Concrete	20,674.17
	SUBTOTAL BALANCE	\$ 138,944.06
Tennis Fund		
Resurfacing of four indoor tennis courts	U.S. Tennis Court Construction	\$ 24,800.00
	SUBTOTAL BALANCE	\$ 24,800.00
	TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES	\$ 399,744.49

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40642	ABC MECHANICAL	08/11/2020	09/21/2020	1,550.00	1,550.00	Open	N
40628	ADVANCED DISPOSAL	07/31/2020	09/21/2020	649.50	649.50	Open	N
40664	AED PROFESSIONALS	07/23/2020	09/21/2020	1,560.00	1,560.00	Open	N
40594	ANDERSON LANDSCAPE SUPPLY	08/27/2020	09/21/2020	88.00	88.00	Open	N
40571	AQUA PURE ENTERPRISES, INC.	08/18/2020	09/21/2020	240.10	240.10	Open	N
40572	AQUA PURE ENTERPRISES, INC.	08/21/2020	09/21/2020	304.03	304.03	Open	N
40672	AQUA PURE ENTERPRISES, INC.	09/10/2020	09/21/2020	1,618.75	1,618.75	Open	N
40697	BENJAMIN A. JIMENEZ	08/20/2020	09/17/2020	300.00	300.00	Open	N
40590	BURRIS EQUIPMENT COMPANY	07/09/2020	09/21/2020	279.13	279.13	Open	N
40650	C.E. RENTALS, INC.	09/09/2020	09/21/2020	26.25	26.25	Open	N
40606	CAMPFIRE CONCEPTS	09/01/2020	09/21/2020	1,800.00	1,800.00	Open	N
40705	CARDMEMBER SERVICE	08/25/2020	09/17/2020	6.95	6.95	Open	N
40706	CARDMEMBER SERVICE	08/25/2020	09/17/2020	210.94	210.94	Open	N
40707	CARDMEMBER SERVICE	08/25/2020	09/17/2020	924.00	924.00	Open	N
40708	CARDMEMBER SERVICE	08/25/2020	09/17/2020	372.46	372.46	Open	N
40709	CARDMEMBER SERVICE	08/25/2020	09/17/2020	314.67	314.67	Open	N
40710	CARDMEMBER SERVICE	08/25/2020	09/17/2020	2,677.46	2,677.46	Open	N
40711	CARDMEMBER SERVICE	08/25/2020	09/17/2020	605.32	605.32	Open	N
40712*	CARDMEMBER SERVICE	08/25/2020	09/17/2020	467.98	467.98	Open	N
40713	CARDMEMBER SERVICE	08/25/2020	09/17/2020	106.94	106.94	Open	N
40714*	CARDMEMBER SERVICE	08/25/2020	09/17/2020	480.87	480.87	Open	N
40715	CARDMEMBER SERVICE	08/25/2020	09/17/2020	1,586.06	1,586.06	Open	N
40716	CARDMEMBER SERVICE	08/25/2020	09/17/2020	181.24	181.24	Open	N
40717	CARDMEMBER SERVICE	08/25/2020	09/17/2020	37.98	37.98	Open	N
40718	CARDMEMBER SERVICE	08/25/2020	09/17/2020	1,250.91	1,250.91	Open	N
40719	CARDMEMBER SERVICE	08/25/2020	09/17/2020	237.50	237.50	Open	N
40720	CARDMEMBER SERVICE	08/25/2020	09/17/2020	40.00	40.00	Open	N
40721	CARDMEMBER SERVICE	08/25/2020	09/17/2020	46.03	46.03	Open	N
40722	CARDMEMBER SERVICE	08/25/2020	09/17/2020	1,043.88	1,043.88	Open	N
40723	CARDMEMBER SERVICE	08/25/2020	09/17/2020	28.67	28.67	Open	N
40724	CARDMEMBER SERVICE	08/25/2020	09/17/2020	70.00	70.00	Open	N
40641	CHICAGO SWITCHBOARD, LLC	08/13/2020	09/21/2020	14,248.00	14,248.00	Open	N
40604	CLASSIC LANDSCAPE, LTD.	09/01/2020	09/21/2020	6,860.04	6,860.04	Open	N
40630	CLASSIC LANDSCAPE, LTD.	08/26/2020	09/21/2020	24,800.00	24,800.00	Open	N
40574	COM ED	08/18/2020	09/21/2020	16.16	16.16	Open	N
40647	COM ED	08/28/2020	09/21/2020	29.35	29.35	Open	N
40564	COMCAST	08/01/2020	09/21/2020	597.70	597.70	Open	N
40636	DAWSONS TREE SERVICE	08/28/2020	09/21/2020	395.00	395.00	Open	N
40692	DIRECT ENERGY BUSINESS	08/05/2020	09/21/2020	16,191.97	16,191.97	Open	N
40693	DIRECT ENERGY BUSINESS	09/03/2020	09/20/2020	15,052.09	15,052.09	Open	N
40699	DIRECT ENERGY BUSINESS	08/13/2020	09/21/2020	52.54	52.54	Open	N
40700	DIRECT ENERGY BUSINESS	08/10/2020	09/21/2020	30.02	30.02	Open	N
40726	DIRECT ENERGY BUSINESS	08/10/2020	09/21/2020	1,080.31	1,080.31	Open	N
40727	DIRECT ENERGY BUSINESS	08/13/2020	09/21/2020	1,424.35	1,424.35	Open	N
40565	EBEL'S ACE HARDWARE #8313	08/13/2020	09/21/2020	10.81	10.81	Open	N
40567	EBEL'S ACE HARDWARE #8313	06/07/2020	09/21/2020	26.40	26.40	Open	N
40568	EBEL'S ACE HARDWARE #8313	06/05/2020	09/21/2020	1.08	1.08	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40576	EBEL'S ACE HARDWARE #8313	08/27/2020	09/21/2020	8.99	8.99	Open	N
40728	EBEL'S ACE HARDWARE #8313	08/03/2020	09/21/2020	13.31	13.31	Open	N
40648	ELMHURST MEMORIAL OCCUPATIONAL	08/31/2020	09/21/2020	141.00	141.00	Open	N
40601	ENVISION HEALTHCARE INC	09/03/2020	09/21/2020	36.00	36.00	Open	N
40578	FED EX	08/26/2020	09/21/2020	20.13	20.13	Open	N
40683	FIRST COMMUNICATION LLC	08/01/2020	09/21/2020	955.22	955.22	Open	N
40684	FIRST COMMUNICATION LLC	09/01/2020	09/21/2020	956.60	956.60	Open	N
40584	FLAGG CREEK WATER RECLAMATION	08/27/2020	09/21/2020	34.65	34.65	Open	N
40585	FLAGG CREEK WATER RECLAMATION	08/27/2020	09/21/2020	14.70	14.70	Open	N
40586	FLAGG CREEK WATER RECLAMATION	08/27/2020	09/21/2020	43.20	43.20	Open	N
40643	FLAGG CREEK WATER RECLAMATION	08/27/2020	09/21/2020	2,749.35	2,749.35	Open	N
40668	FLUID RUNNING LLC	08/09/2020	09/21/2020	3,886.00	3,886.00	Open	N
40605	GREENFIELDS OUTDOOR FITNESS, INC.	08/12/2020	09/21/2020	9,240.00	9,240.00	Open	N
40617	HAGG PRESS	09/04/2020	09/21/2020	78.00	78.00	Open	N
40618	HAGG PRESS	08/05/2020	09/21/2020	150.00	150.00	Open	N
40619	HAGG PRESS	08/05/2020	09/21/2020	275.00	275.00	Open	N
40577	HARRIS COMPUTER SYSTEMS	01/22/2020	09/21/2020	3.78	3.78	Open	N
40579	HARRIS COMPUTER SYSTEMS	01/22/2020	09/21/2020	122.95	122.95	Open	N
40704	HI TOUCH BUSINESS SERVICES	08/31/2020	09/21/2020	178.71	178.71	Open	N
40611	HINSDALE BANK & TRUST COMPANY	08/21/2020	09/21/2020	5,992.10	5,992.10	Open	N
40673	HOME DEPOT CREDIT SERVICES	08/27/2020	09/21/2020	159.81	159.81	Open	N
40674	HOME DEPOT CREDIT SERVICES	08/05/2020	09/21/2020	38.06	38.06	Open	N
40675	HOME DEPOT CREDIT SERVICES	08/06/2020	09/21/2020	17.97	17.97	Open	N
40676	HOME DEPOT CREDIT SERVICES	08/17/2020	09/21/2020	381.74	381.74	Open	N
40677	HOME DEPOT CREDIT SERVICES	08/17/2020	09/21/2020	128.82	128.82	Open	N
40678	HOME DEPOT CREDIT SERVICES	08/20/2020	09/21/2020	98.69	98.69	Open	N
40679	HOME DEPOT CREDIT SERVICES	08/24/2020	09/21/2020	227.91	227.91	Open	N
40680	HOME DEPOT CREDIT SERVICES	08/24/2020	09/21/2020	136.85	136.85	Open	N
40681	HOME DEPOT CREDIT SERVICES	08/27/2020	09/21/2020	48.60	48.60	Open	N
40682	HOME DEPOT CREDIT SERVICES	08/27/2020	09/21/2020	57.67	57.67	Open	N
40603	HP PRODUCTS	08/07/2020	09/21/2020	106.93	106.93	Open	N
40653	HP PRODUCTS	08/24/2020	09/21/2020	102.60	102.60	Open	N
40654	HP PRODUCTS	08/19/2020	09/21/2020	264.00	264.00	Open	N
40659	HP PRODUCTS	08/24/2020	09/21/2020	299.80	299.80	Open	N
40662	HP PRODUCTS	08/21/2020	09/21/2020	299.80	299.80	Open	N
40669	HP PRODUCTS	08/13/2020	09/21/2020	1,009.00	1,009.00	Open	N
40587	HUGH LIGHTING DESIGN LLC	07/29/2020	09/21/2020	486.90	486.90	Open	N
40667	INSIGHT DIRECT USA INC	08/20/2020	09/21/2020	961.70	961.70	Open	N
40694	INTEGRAL CONSTRUCTION INC	08/14/2020	09/21/2020	79,933.00	79,933.00	Open	N
40733	KIDS KUSTOM PARTIES, LLC	08/27/2020	09/17/2020	400.00	400.00	Open	N
40696	KODIAK CONTRACTORS	08/25/2020	09/17/2020	550.00	550.00	Open	N
40569	KONICA MINOLTA BUSINESS	08/01/2020	09/21/2020	102.64	102.64	Open	N
40570	KONICA MINOLTA BUSINESS	08/01/2020	09/21/2020	13.32	13.32	Open	N
40685	KONICA MINOLTA BUSINESS	08/31/2020	09/21/2020	199.65	199.65	Open	N
40686	KONICA MINOLTA BUSINESS	08/31/2020	09/21/2020	20.09	20.09	Open	N
40660	KONICA MINOLTA PREMIER FINANCE	07/31/2020	09/20/2020	739.00	739.00	Open	N
40615	LAUTERBACH & AMEN LLP	06/16/2020	09/21/2020	850.00	850.00	Open	N

User: nstrathdee

EXP CHECK RUN DATES 08/18/2020 - 09/21/2020

DB: Oak Brook Park I

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40616	MARKET ACCESS CORP.	08/31/2020	09/21/2020	175.00	175.00	Open	N
40638	MASTERBLEND INTERNATIONAL LLC	08/31/2020	09/21/2020	809.20	809.20	Open	N
40639	MASTERBLEND INTERNATIONAL LLC	08/31/2020	09/21/2020	480.00	480.00	Open	N
40640	MASTERBLEND INTERNATIONAL LLC	07/31/2020	09/21/2020	1,830.00	1,830.00	Open	N
40658	McMASTER-CARR	09/01/2020	09/21/2020	54.36	54.36	Open	N
40702	MENARDS	09/08/2020	09/21/2020	250.03	250.03	Open	N
40703	MENARDS	09/08/2020	09/21/2020	66.45	66.45	Open	N
40663	NEXT GENERATION	08/28/2020	09/21/2020	632.50	632.50	Open	N
40729	NICOR GAS	08/05/2020	09/21/2020	189.90	189.90	Open	N
40730	NICOR GAS	08/12/2020	09/21/2020	187.25	187.25	Open	N
40731	NICOR GAS	08/05/2020	09/21/2020	617.56	617.56	Open	N
40732	NICOR GAS	08/12/2020	09/21/2020	697.17	697.17	Open	N
40610	OAK BROOK MECHANICAL SERVICES INC	08/21/2020	09/21/2020	12,280.00	12,280.00	Open	N
40670	OAKBROOK TERRACE PARK DISTRICT	09/02/2020	09/21/2020	141.30	141.30	Open	N
40671	OAKBROOK TERRACE PARK DISTRICT	08/08/2020	09/21/2020	599.40	599.40	Open	N
40620	O'REILLY AUTO PARTS	09/08/2020	09/21/2020	3.29	3.29	Open	N
40621	O'REILLY AUTO PARTS	09/08/2020	09/21/2020	152.91	152.91	Open	N
40645	OZINGA READY MIX CONCRETE INC	08/27/2020	09/21/2020	579.00	579.00	Open	N
40725	PARKREATION, INC.	09/11/2020	09/21/2020	24,973.00	24,973.00	Open	N
40602	PFEIFFER'S PEST CONTROL	07/28/2020	09/21/2020	200.00	200.00	Open	N
40608	PIONEER MANUFACTURING CO.	08/18/2020	09/21/2020	552.00	552.00	Open	N
40649	PIONEER MANUFACTURING CO.	05/27/2020	09/21/2020	360.00	360.00	Open	N
40573	PIONEER PRESS	08/19/2020	09/21/2020	78.00	78.00	Open	N
40591	PLAYPOWER LT FARMINGTON INC	07/22/2020	09/21/2020	90.13	90.13	Open	N
40592	PLAYPOWER LT FARMINGTON INC	08/12/2020	09/21/2020	26.73	26.73	Open	N
40593	PLAYPOWER LT FARMINGTON INC	08/18/2020	09/21/2020	44.66	44.66	Open	N
40597	QUENCH	09/01/2020	09/21/2020	111.24	111.24	Open	N
40609	QUEST DIAGNOSTICS	09/26/2020	09/21/2020	259.92	259.92	Open	N
40695	RECORD-A-HIT-ENTERTAINMENT	08/13/2020	09/17/2020	437.50	437.50	Open	N
40581	ROBBINS SCHWARTZ	08/25/2020	09/21/2020	4,240.00	4,240.00	Open	N
40582	ROBBINS SCHWARTZ	08/25/2020	09/21/2020	698.82	698.82	Open	N
40651	RUSSO POWER EQUIPMENT	09/08/2020	09/21/2020	601.64	601.64	Open	N
40624	SERVICE SANITATION, INC.	07/24/2020	09/21/2020	242.00	242.00	Open	N
40625	SERVICE SANITATION, INC.	07/24/2020	09/21/2020	222.50	222.50	Open	N
40626	SERVICE SANITATION, INC.	07/24/2020	09/21/2020	101.50	101.50	Open	N
40627	SERVICE SANITATION, INC.	07/24/2020	09/21/2020	532.00	532.00	Open	N
40631	SERVICE SANITATION, INC.	08/21/2020	09/21/2020	242.00	242.00	Open	N
40632	SERVICE SANITATION, INC.	08/21/2020	09/21/2020	222.50	222.50	Open	N
40633	SERVICE SANITATION, INC.	08/21/2020	09/21/2020	101.50	101.50	Open	N
40634	SERVICE SANITATION, INC.	08/21/2020	09/21/2020	532.00	532.00	Open	N
40595	SITEONE LANDSCAPE SUPPLY LLC	08/26/2020	09/21/2020	199.35	199.35	Open	N
40596	SITEONE LANDSCAPE SUPPLY LLC	08/31/2020	09/21/2020	411.04	411.04	Open	N
40701	SMART INDUSTRY PRODUCTS	09/14/2020	09/21/2020	99.00	99.00	Open	N
40665	SONITROL CHICAGOLAND WEST	08/10/2020	09/21/2020	1,410.00	1,410.00	Open	N
40666	SONITROL CHICAGOLAND WEST	08/10/2020	09/21/2020	162.00	162.00	Open	N
40652	STERLING NETWORK INTEGRATION	08/01/2020	09/21/2020	87.60	87.60	Open	N
40612	SWANK MOTION PICTURES, INC.	08/19/2020	09/21/2020	165.00	165.00	Open	N

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 08/18/2020 - 09/21/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40607	TAMELING INDUSTRIES INC.	08/06/2020	09/21/2020	528.00	528.00	Open	N
40613	TAMELING INDUSTRIES INC.	08/27/2020	09/21/2020	329.00	329.00	Open	N
40583	TAYLOR PLUMBING	08/10/2020	09/21/2020	119.95	119.95	Open	N
40563	THE EMPLOYERS ASSOCIATION	08/24/2020	09/21/2020	133.00	133.00	Open	N
40580	TOTAL FIRE & SAFETY, INC.	06/05/2020	09/21/2020	300.00	300.00	Open	N
40622	TOTAL FIRE & SAFETY, INC.	04/08/2020	09/21/2020	215.00	215.00	Open	N
40623	TOTAL FIRE & SAFETY, INC.	04/08/2020	09/21/2020	315.00	315.00	Open	N
40635	TYCO INTEGRATED SECURITY LLC	08/08/2020	09/21/2020	273.00	273.00	Open	N
40656	TYCO INTEGRATED SECURITY LLC	08/08/2020	09/21/2020	272.55	272.55	Open	N
40655	UNITED LABORATORIES	08/12/2020	09/21/2020	239.41	239.41	Open	N
40644	UPLAND DESIGN LTD	09/08/2020	09/21/2020	18,855.30	18,855.30	Open	N
40614	VERIZON WIRELESS	08/15/2020	09/21/2020	1,276.00	1,276.00	Open	N
40575	VILLAGE OF OAK BROOK	08/06/2020	09/21/2020	642.28	642.28	Open	N
40588	VILLAGE OF OAK BROOK	08/25/2020	09/21/2020	288.87	288.87	Open	N
40589	VILLAGE OF OAK BROOK	08/25/2020	09/21/2020	75.50	75.50	Open	N
40657	VILLAGE OF OAK BROOK	09/30/2020	09/21/2020	44.50	44.50	Open	N
40661	VILLAGE OF OAK BROOK	08/28/2020	09/21/2020	260.00	260.00	Open	N
40687	VILLAGE OF OAK BROOK	09/09/2020	09/21/2020	10.00	10.00	Open	N
40688	VILLAGE OF OAK BROOK	09/09/2020	09/21/2020	88.68	88.68	Open	N
40689	VILLAGE OF OAK BROOK	09/09/2020	09/21/2020	133.64	133.64	Open	N
40690	VILLAGE OF OAK BROOK	09/09/2020	09/21/2020	66.20	66.20	Open	N
40691	VILLAGE OF OAK BROOK	09/09/2020	09/21/2020	88.68	88.68	Open	N
40698	VILLAGE OF OAK BROOK	09/09/2020	09/21/2020	5,483.88	5,483.88	Open	N
40637	WAREHOUSE DIRECT WORKPLACE	08/15/2020	09/21/2020	33.20	33.20	Open	N
# of Invoices:	165	# Due:	165	Totals:	299,676.27	299,676.27	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					299,676.27	299,676.27	
* 2 Net Invoices have Credits Totalling:					(109.93)		

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 08/18/2020 - 09/21/2020
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			51,816.40	51,816.40		
	02 - RECREATION FUND			40,838.44	40,838.44		
	06 - DEBT SERVICE FUND			5,992.10	5,992.10		
	07 - RECREATIONAL FACILITIES FUND			39,835.65	39,835.65		
	08 - SPORTS CORE			1,094.95	1,094.95		
	12 - CAPITAL PROJECTS FUND			160,098.73	160,098.73		
--- TOTALS BY DEPT/ACTIVITY ---							
	00 - NON-DEPARTMENTAL			44.50	44.50		
	01 - ADMINISTRATION CORPORATE			14,428.45	14,428.45		
	02 - FINANCE			3,610.13	3,610.13		
	03 - FIELDS			1,012.00	1,012.00		
	04 - CENTRAL PARK NORTH			930.16	930.16		
	05 - CENTRAL PARK			19,209.74	19,209.74		
	06 - SADDLEBROOK PARK			990.52	990.52		
	07 - FOREST GLEN PARK			1,519.83	1,519.83		
	08 - CHILLEM PARK			230.00	230.00		
	09 - DEAN PROPERTY			630.82	630.82		
	10 - PROFESSIONAL SERVICES			4,780.00	4,780.00		
	15 - BUILDING/RECREATION CENTER			14,300.69	14,300.69		
	20 - CENTRAL PARK WEST			2,371.22	2,371.22		
	21 - FITNESS CENTER			6,597.34	6,597.34		
	25 - AQUATIC CENTER			14,702.59	14,702.59		
	26 - AQUATIC-RECREATION PROGRAMS			3,923.98	3,923.98		
	31 - PRESCHOOL PROGRAMS			45.00	45.00		
	32 - YOUTH PROGRAMS			826.59	826.59		
	50 - PIONEER PROGRAMS			912.99	912.99		
	60 - SPECIAL EVENTS & TRIPS			2,930.34	2,930.34		
	71 - BUILDING/RACQUET CLUB			12,086.61	12,086.61		
	80 - MARKETING			27,501.94	27,501.94		
	94 - DEBT SERVICE FUND			5,992.10	5,992.10		
	95 - CAPITAL PROJECTS FUND			160,098.73	160,098.73		

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
40554	ALEXANDRA BROCKMAN	08/18/2020	08/27/2020	20.00	0.00	Paid	Y
40555	AMANDA SUTTER	08/05/2020	08/27/2020	31.50	0.00	Paid	Y
40557	ANDREA JORGENSEN	08/03/2020	08/27/2020	106.00	0.00	Paid	Y
40548	ANIK SHIRSAT	07/27/2020	08/27/2020	38.38	0.00	Paid	Y
40544	ANTHONY & GAIL MAZZOCCO	08/04/2020	08/27/2020	403.32	0.00	Paid	Y
40552	CEYDA ARSLAN	07/27/2020	08/27/2020	270.82	0.00	Paid	Y
40559	CHICAGO FILTER SUPPLY	06/11/2020	08/27/2020	292.67	0.00	Paid	Y
40558	CHRISTINE ALIANELLO	08/24/2020	08/27/2020	400.00	0.00	Paid	Y
40549	CHRISTINE O'CONNOR	07/27/2020	08/27/2020	270.82	0.00	Paid	Y
40556	CHRISTOPHER JOYCE	08/05/2020	08/27/2020	84.00	0.00	Paid	Y
40600	DAVIDE PEZZINI	08/25/2020	09/02/2020	1,000.00	0.00	Paid	Y
40560	DENISE HUTH	08/19/2020	08/27/2020	1,067.00	0.00	Paid	Y
40546	GAIL MAZZOCCO	08/04/2020	08/24/2020	355.91	0.00	Paid	Y
40598	GOOD CLEAN FUN MUSIC, INC	08/25/2020	09/02/2020	1,000.00	0.00	Paid	Y
40545	KRISTEN HETTINGA	08/03/2020	08/27/2020	210.49	0.00	Paid	Y
40534	LESLIE AYSON	08/14/2020	08/18/2020	6,445.00	0.00	Paid	Y
40547	LINDA HENDRICKS	08/03/2020	08/27/2020	160.00	0.00	Paid	Y
40543	LUKE DOLSEN	08/05/2020	08/27/2020	378.00	0.00	Paid	Y
40532	N2PUBLISHING	08/01/2020	08/18/2020	250.00	0.00	Paid	Y
40542	RAMILLE SHAH	08/17/2020	08/27/2020	74.09	0.00	Paid	Y
40562	RECORD-A- HIT-ENTERTAINMENT	08/13/2020	08/27/2020	437.50	0.00	Paid	Y
40561	REEM HASSABALLA	08/06/2020	08/27/2020	900.57	0.00	Paid	Y
40541	SANDY YOUNGREN	08/19/2020	08/27/2020	263.45	0.00	Paid	Y
40553	SANJEEN RANJAN	07/27/2020	08/27/2020	387.00	0.00	Paid	Y
40646	SANJEEN RANJAN	07/27/2020	09/11/2020	382.09	0.00	Paid	Y
40550	STERLING TOPOL	08/24/2020	08/27/2020	294.00	0.00	Paid	Y
40599	THE WAYOUTS, LLC	08/25/2020	09/02/2020	1,000.00	0.00	Paid	Y
40551	ULLAS RALLABANDI	08/24/2020	08/27/2020	281.70	0.00	Paid	Y
40535	VILLAGE OF OAK BROOK	08/11/2020	08/27/2020	7,529.56	0.00	Paid	Y
40536	VILLAGE OF OAK BROOK	08/11/2020	08/27/2020	111.16	0.00	Paid	Y
40537	VILLAGE OF OAK BROOK	08/11/2020	08/27/2020	122.40	0.00	Paid	Y
40538	VILLAGE OF OAK BROOK	08/11/2020	08/27/2020	88.68	0.00	Paid	Y
40539	VILLAGE OF OAK BROOK	08/11/2020	08/27/2020	21.24	0.00	Paid	Y

# of Invoices:	33	# Due:	0	Totals:	24,677.35	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					24,677.35	0.00

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 08/18/2020 - 09/11/2020
BOTH JOURNALIZED AND UNJOURNALIZED
PAID

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			2,103.47	0.00		
	02 - RECREATION FUND			16,581.17	0.00		
	07 - RECREATIONAL FACILITIES FUND			5,992.71	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			14,330.05	0.00		
	05 - CENTRAL PARK			132.40	0.00		
	15 - BUILDING/RECREATION CENTER			1,882.39	0.00		
	20 - CENTRAL PARK WEST			88.68	0.00		
	21 - FITNESS CENTER			1,505.91	0.00		
	25 - AQUATIC CENTER			2,635.35	0.00		
	60 - SPECIAL EVENTS & TRIPS			3,437.50	0.00		
	71 - BUILDING/RACQUET CLUB			415.07	0.00		
	80 - MARKETING			250.00	0.00		

Getting To Know

Rachel Jones

**Administrative
Services Assistant**



Birth date: 11/30

I decided to work at the OBPD because: I saw a great opportunity and Bonnie and Laure were so inviting during the interview process

My favorite childhood memory is: not having a cell phone

My favorite movie: Big Fish

My favorite meal: Cheese Quesadilla

My personal hero: Abe Lincoln

My favorite place to vacation is: Anywhere there is a beach!

Three words that best describe me: helpful, understanding, patient

Little known fact about me: I like to watch people make cheese on YouTube.

My most humbling experience: I interned for a group called Peoples' Resource Center, where I interviewed individuals who came to America as immigrants (legal/illegal, refugee, etc.). Their amazing stories of perseverance in their dream to get to the US was very humbling.

Getting To Know

Erik Ruiz

Graphic Designer



Birth date: November 20.

I decided to work at the OBPD because: I love contributing to community of green spaces.

My favorite childhood memory is: going to the beach for the first time.

The last good movie I saw: Invisible Man.

My favorite meal: I eat everything.

My personal hero: my mom.

I'd love to meet: Phillip Bloom (Video Producer).

I'm better than anyone else when it comes to: eating spicy food.

My favorite place to vacation is: Hawaii **because I like to** hike by the mountains and beach.

My dream/goal is to: produce nature documentaries.

Three words that best describe me: curious, creative, active.

Little known fact about me: I practice languages online.

My most humbling experience is: finding a job abroad.

My greatest accomplishment is: building my house.



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: September 10, 2020
Re: August/September 2020: Communications, IT & Administration

August Board Meeting Follow Up:

Policy updates and additions

Staff has created new Diversity and Telecommuting policies while updating the dress code policy with regards to tattoos and piercings. The bereavement policy has also been updated to clarify the definition of family.

September Board Meeting Discussion Points:

Sports Core Agreement

An extension of the agreement needs to be determined by October 1, 2020. At this time, staff has determined that the park district should extend the agreement into next year as this year was not a good evaluation of the management agreement. The pool construction will be complete before May of 2021. The only other concern is the limited parking at the fields. The Village and Park District are working together to explore parking expansion in the area.

Consolidated Election for Commissioner Candidates

Candidates for the April 6, 2021 consolidated election can pick up a packet at the park district. Signatures for a candidate's petition can start being collected on September 22, 2020.

IT Report:

13 Laptops were purchased and distributed to staff. This will give staff more flexibility when working and ensure a fast connection to the network. Now that the devices are district owned, we are able to increase the security, and manage them better instead of personal devices connecting to the network.

We have updated our business internet connection with Comcast for the Wi-Fi network. This will help ensure bandwidth for Zoom meetings and students E-Learning.

Corporate and Community Relations:

Vendor Revenue: \$300.00

Foundation Revenue During Maternity Leave: \$372.35

Please note: There will be an increase in revenue starting in September. I have returned from my maternity leave on August 31 and am hitting the ground running with partnerships.

Marketing & Communications Report:

Facebook Analytics

Total Likes: 2974 (up 24)

Posts: 27

Total Reach (organic and paid): 10,459

Instagram Analytics

Total Followers: 1,136 (up 49)

Posts: 15

Top Post Reach: 420

Twitter Analytics

Total Followers: 1,081 (up 2)

Posts: 13

Top Post Impressions: 252

Post Details

Oak Brook Park District
Published by Haley O'Brien [?] · August 28 · 🌐

Calling all detectives! Someone unleashed a curse on the Oak Brook Park District and we need you and your sleuthing skills to solve the case!
This Clue Detective game will be available from Friday, September 4 through Tuesday, September 8. The clues will be placed along the 1.29-mile trail at Central Park to help solve this crime.
Get your trail map and look for clues here: <https://tinyurl.com/yyv5k7qm>

Performance for Your Post

1,096 People Reached

68 Reactions, Comments & Shares ⓘ

23	18	5
Like	On Post	On Shares
3	3	0
Love	On Post	On Shares
35	20	15
Comments	On Post	On Shares
7	6	1
Shares	On Post	On Shares

133 Post Clicks

9	42	82
Photo Views	Link Clicks ⓘ	Other Clicks ⓘ

NEGATIVE FEEDBACK

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

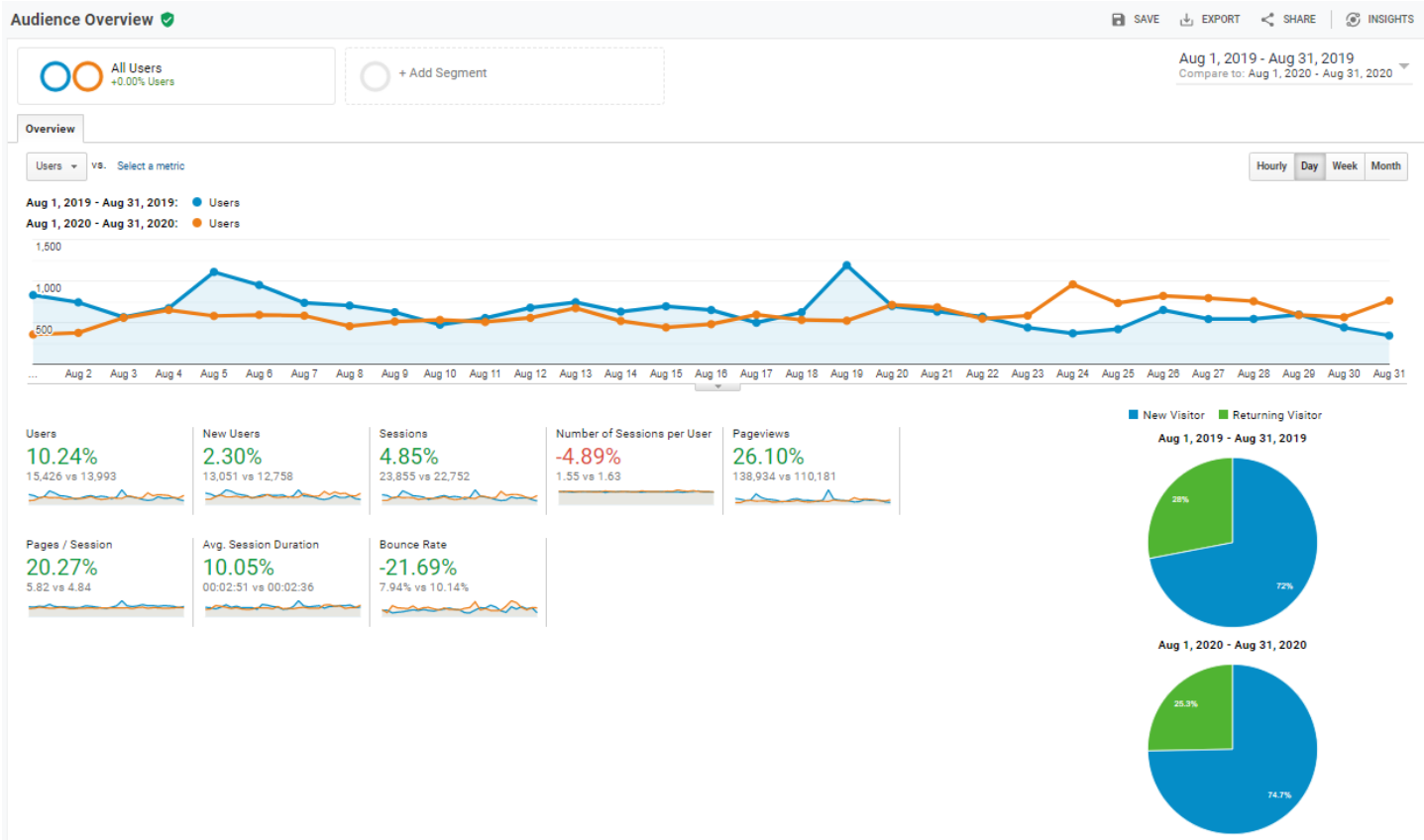
Reported stats may be delayed from what appears on posts

Get More Likes, Comments and Shares
When you boost this post, you'll show it to more people.

1,096 People Reached 201 Engagements **Boost Post**

Angelika Hubiak-Robbins, Christy Dolan and 19 others 16 Comments 6 Shares

Like Comment Share 🌐



August 2020 Top pages*

1. Obparks.org
2. Facilities/Splash Island
3. Reserve
4. Programs/Aquatics
5. Facilities/Tennis Programs
6. Facilities/Tennis Center
7. Facilities/Family Aquatic Center
8. Programs/Tennis/Youth Tennis
9. Facilities/Central Park
10. Facilities/Family Recreation Center

August 2020 Top Products*

1. Cori's Kids Triathlon
2. Get Better Fall Basketball League 4th Grade
3. Get Better Fall Basketball League 2nd Grade
4. Multi-Sport Blast Camp Ages 5-8
5. Fluid Running Tuesday, 9:00 AM

obparks.org Acquisition Value*

Referral Percentage Values	August 2020	August 2019
Direct:	40.7%	32.3%
Organic Search:	48.2%	58.9%
Social:	8.6%	2.6%
Referrals:	7.1%	8.2%

obparks.org Ecommerce Overview – August 2020*

	August 2019	August 2020
Total Revenue	\$131,021	\$51,969
Transactions:	672	392
	2020	2019
Year to date total	\$487,972	\$704,180



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: September 16, 2020
Re: August 2020 Financials

General Fund

We have now completed four months of our current fiscal year. Year-to-date (YTD) revenues, expenditures, and transfers-out in this fund equal \$1,363,020, \$614,217, and \$0, respectively. This is resulting in a YTD net surplus of \$748,803; which is an increase over last year's YTD net surplus of \$593,449. Following is additional commentary:

- **Revenues-** Total current YTD revenues have decreased over the prior year, primarily due to decreased resident and non-resident daily fees. Current year daily fees are totaling \$43,030, whereas such fees totaled \$103,758 in the prior year. This is primarily due to the COVID-19 pandemic and the continued restrictions over the usage of our facilities and social distancing requirements.
- **Expenditures-** Total YTD expenditures are favorable against the annual budget and have decreased significantly; from \$816,198 in the prior year to \$614,217 in the current year. The largest decrease is in our Family Recreation Center (FRC) department. Year-to-date part-time wages have decreased from \$84,047 in the prior year to \$12,063 in the current year. In addition, utility costs have decreased approximately \$12,859, and equipment repair and replacement costs have decreased another \$8,000. In our Central Park department, overall expenditures are lower than the prior year primarily due to decreased commodities purchases of maintenance supplies such as mulch, seed, gasoline, as well as in the prior year we purchased a field striping machine at a cost of \$10,933. Additionally, part-time wages have also decreased in this department by approximately \$9,900.

Recreation Fund

YTD revenues, expenditures, and transfers out in this fund equal \$852,223, \$843,323 and \$0, respectively. This is resulting in a YTD net surplus of \$8,901; which is a significant decrease over prior year's YTD net surplus of \$675,570. Following is additional commentary:

- **Revenues-** Similar to our general fund, this fund is being negatively impacted by the temporary closure of our facilities earlier in the year, and the subsequent modifications to our recreational programming. Ignoring our tax, investment and marketing revenues, our programming revenues have decreased approximately \$952,000 (80%) when compared to the prior year. Some of this revenue may still be recouped/earned as the underlying activities (e.g. Pink 5K and Cori's Triathlon) have been postponed to a later date than usual.
- **Expenditures-** Year-to-date expenditures across all departments are favorable against the annual budgets, with the exception of our Administration and Capital Outlay departments. Similar to our general fund, this fund is benefitting from significant cost savings with our part-time personnel. Additionally, with the temporary closure of our facilities and modified recreational programming, we have experienced sizable savings in our credit card processing fees, utility costs, as well as various commodity and maintenance supplies such as towel service, maintenance supplies for our locker rooms and aquatics center, as well as contractual instruction expenditures. The increase in the Administration department is due to the creation of the Superintendent of Recreation position which did not exist in the prior year and an increase in the amount of the quarterly overhead expenditure allocation.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$523,474 and \$332,937, respectively. This is resulting in a YTD net surplus of \$190,538; which is a decrease of \$106,692 when compared to last year's YTD net surplus of \$297,229. Following is additional commentary:

- **Revenues-** Total YTD revenues have decreased approximately 31% due to the temporary closure of the tennis center and cancellation of programming earlier in the fiscal year. With tennis memberships on hold for an extended period of time, related revenues have decreased from \$80,811 in the prior year, to \$40,736 in the current year. Additionally, daily court time fees have decreased from \$44,509 to \$16,956. Private lesson and group lesson revenues have also decreased \$28,319 and \$81,667, respectively.
- **Expenses-** Overall expenses are favorable against the annual budget and have decreased 28% when compared to the prior year. All departments, with the exception of Capital Outlay have experienced a decrease in expenses. Decreases in part-time personnel costs, credit card fees, utilities and maintenance/repair costs are the biggest drivers of this decrease.

FINANCE OPERATIONS:

- Marco worked with staff to compile various financial projections through April 30, 2021 in light of the ongoing covid-19 pandemic.
- Nancy worked on the statistical section of our draft CAFR and has been scanning journal entry supporting documents into our BS&A software to allow for easier retrieval by staff.

HUMAN RESOURCES:

- Linda attended a webinar sponsored by PDRMA that covered the topic of sexual abuse in the recreation industry and how to address any such claims.
- Linda prepared and distributed a written communication to staff that provided information with regards to President Trump's executive order which allowed for the temporary deferral of social security payroll tax payments by eligible employees.



Memo

To: Oak Brook Park District Board of Commissioners
From: Dave Thommes, Deputy Director
Date: September 11, 2020
Re: Recreation & Facilities Report

Recreation

- We held two Movies in the Park in August: Trolls World Tour sold 46 circles and Frozen 2 sold 38 circles, with over 300 participants across both nights.
- Breakaway hosted a Parent/Child Clinic on August 16 in place of the annual 3-on-3 tournament. The event sold out with 100 couples and raised \$2,500 for the foundation.
- Preschool staff is finalizing plans in advance of the 50+ preschoolers that start in person on September 8.
- Staff have attended many different webinars and meetings for programs and events to help stay up-to-date with COVID-19 guidelines.
- Upcoming fall events include: Movie in the Park, two Concerts in the Park, Autumn Fest, Cori's Triathlon and I Spy a Dri Tri.
- August Pioneer programs included: Trailkickers Walking Club, Mah Jongg Open Play and Bridge. We were also able to go on our first trip to the Illinois & Michigan Canal, with eighteen participants.
- Other notable programs: Music Together class had 44 kids in 6 class. Coach Steve Multi-Sport class had 26 kids in 2 sessions.

Aquatics

- Fall registration is open for: Masters Swim Team, Private Swim Lessons, Parent and Tot group lessons and STARS Swim Team stroke clinic.
- More adult exercise classes were added to help meet demand during the morning.
- Contracts were signed with two swim teams for rentals through Thanksgiving, which will generate approximately \$20,000 in revenue.
- Splash Island will remain open through September – weather permitting. Friday afternoons and Sundays all day will be reservation open swim. Saturdays will be private rental only, all of which sold out in August

Fitness

- The Fitness center entrance and exit has been rerouted to accommodate for preschool
- October fitness events include: Pink 5K (all month long), Cori's Kids Triathlon (September 12) and I Spy a Dri Tri (September 26). Staff is working with AMITA to provide volunteers at all of these events.

Facilities

- Maintenance staff replaced the gym 1 ceiling fan and safety cage.
- Full preventative maintenance was performed on the commercial dryer at the Family Recreation including the replacement of the thermistor, which was all completed in-house.
- A foundation leak was repaired in the CPW basement where the sewer line continues out towards sanitary sewer line.
- One of the lap pool heaters was repaired in-house utilizing parts obtained from older units kept on hand to keep costs down.
- Breakaway, Knights and Victory have been scheduled for October gymnasium rentals. After hour rentals for the gym will begin mid-September on Sundays and continue in October on Sundays as well during the week day evenings.

Tennis

- The front entrance pavers project was completed.
- Seasonal court time renewals letters were sent out, most players renewed their contracts.

Oak Brook Park District
Family Recreation Center
Membership Usage Data

Membership Data						
	Aug 1-7	Aug 8-14	Aug 15-21	Aug 22-28	Aug 29-Aug 31	Total
Membership Packages	26	22	25	17	3	93
Members Activated	41	38	46	43	7	175
Reservations Made						
	Aug 1-7	Aug 8-14	Aug 15-21	Aug 22-28	Aug 29-Aug 31	Total
Fitness Center						
Reservations Made	478	474	473	480	183	2088
Total Reservations Available	966	966	966	966	350	4214
	49%	49%	49%	50%	52%	49.55%
Track						Total
Reservations Made	142	157	160	176	50	685
Total Reservations Available	690	690	690	690	250	3010
	21%	23%	23%	26%	20.00%	22.76%
Group Fitness	Aug 1-7	Aug 8-14	Aug 15-21	Aug 22-28	Aug 29-Aug 31	Total
Reservations Made	160	183	181	180	61	765
Total Reservations Available*	320	328	328	328	88	1392
(41 classes per week)**	50%	56%	55%	55%	69%	55%
Total Usage	Aug 1-7	Aug 8-14	Aug 15-21	Aug 22-28	Aug 29-Aug 31	Total
	982	1058	1096	1132	350	4618
** 8/31 Sit and Fit canceled						

August Aquatic Usage			
	Reservations	Member Visits	Rentals
Splash Island	398		46
Leisure Pool	1,002		1
Lap Pool	1,237		1
Total	2,637	1136	48

August Aquatic Revenue				
	Reservations	Rentals	Programming	Total
August 1-9	\$4,176	\$4,360	\$4,823	\$13,359.00
August 10-16	\$5,700	\$4,878	\$304	\$10,882.00
August 17-23	\$4,364	\$2,093	\$314	\$6,771.00
August 24-31	\$4,692	\$2,075	\$305	\$7,072.00
Total	\$18,932.00	\$13,406.00	\$5,746.00	\$38,084.00

August Aquatic Programming			
	Availability	Registrations	Revenue
Fluid Running	108	72	\$1,104.00
Fluid Running Drop-In		27	\$123.00
Private Lessons	168	139	\$4,519.00
Total			\$5,746.00



Oak Brook Park District
 Aquatic Center
 Aquatic Party Statistics

2020 Aquatic Party Statistics													
Total # Parties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Splash Birthday	6	15	8	0	0	0	0	0	0	0	0	0	29
Super Splash Birthday	6	3	1	0	0	0	0	0	0	0	0	0	10
Group (by day)	4	2	2	0	0	0	0	0	0	0	0	0	8
Private (indoors only)	3	5	3	0	0	0	0	0	0	0	0	0	11
Private (indoor/outdoor combo)	0	0	0	0	0	0	0	1	0	0	0	0	1
Splash Island Birthday	0	0	0	0	0	0	28	46	0	0	0	0	74
Camp Rentals	0	1	0	0	0	0	0	0	0	0	0	0	1
Lane Rental (lap only)	2	4	0	0	0	0	16	1	0	0	0	0	23
Scout	1	2	1	0	0	0	0	0	0	0	0	0	4
Total # Parties	22	32	15	0	0	0	44	48	0	0	0	0	161

2019	37	25	44	36	46	53	52	38	20	27	37	25	440
2018	47	44	48	57	47	60	49	40	36	26	23	25	502



Oak Brook Park District Athletic Fields Rental Report

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	192	190	153	142	192	178	69	32	0	13.5	36.5	0	1,197	1,307
Revenue	\$13,832	\$12,280	\$6,813	\$11,885	\$17,585	\$16,962	\$6,568	\$3,308	\$0	\$1,163	\$2,763	\$0	\$93,156	\$101,248

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	254	251	161	153	163	141	6	0	0	0	0	0	1,128	971
Revenue	\$10,650	\$8,338	\$3,150	\$4,838	\$7,075	\$8,697	\$150	\$0	\$0	\$0	\$0	\$0	\$42,897	\$17,263

Athletic Field Usage 2019/2020 Fiscal Year Baseball Fields

	May	June	July	August	September	October	November	December	January	Feb	March	April	19/20 YTD	18/19 YTD
Hours	155	200	167	101	153	65	0	0	0	0	0	0	841	572
Revenue	\$3,487	\$3,997	\$1,036	\$1,633	\$6,438	\$6,678	\$0	\$0	\$0	\$0	\$0	\$0	\$23,268	\$5,719

Grand Total Hours:	3165	2850
Grand Total Revenue:	\$159,321	\$124,230

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	162	165	161									488	1,197
Revenue	\$0	\$603	\$51,866	\$5,338									\$57,806	\$93,156

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

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	2,189	2,385	2,078									6,652	1,128
Revenue	\$0	\$14,658	\$72,990	\$28,358									\$116,005	\$42,897

Athletic Field Usage 2020/2021 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	20/21 YTD	19/20 YTD
Hours	0	274	224	157									654	841
Revenue	\$0	\$4,600	\$3,886	\$1,725									\$10,211	\$23,268

YTD Total Hours:	7794	3166
YTD Total Revenue:	\$184,022	\$159,321



Oak Brook Park District Facility Statistics and Data

Facility Rentals													
	JAN	Feb	March	April	May	June	July	AUG	SEPT	OCT	NOV	DEC	Total
2019													
Gym Rentals	136	134	109	93	83	77	65	82	113	109	125	105	1,231
Gym Revenue	\$19,800	\$18,003	\$13,045	\$10,695	\$9,665	\$10,400	\$8,370	\$12,755	\$15,930	\$13,015	\$18,435	\$15,558	\$165,671
Room Rentals	43	57	60	52	50	57	45	46	47	43	47	48	595
Room Revenue	\$1,170	\$2,619	\$1,055	\$1,945	\$3,134	\$4,250	\$2,212	\$1,816	\$2,475	\$3,260	\$4,136	\$2,060	\$30,131
CPW Rentals	11	9	14	10	11	20	13	17	15	4	13	12	149
CPW Revenue	\$4,990	\$3,598	\$4,990	\$2,760	\$4,540	\$10,589	\$7,313	\$7,475	\$6,025	\$4,115	\$8,575	\$6,795	\$71,764
2020													
Gym Rentals	144	125	37	0	0	*54 (w/outdoor)	77	51					434
Gym Revenue	\$21,655	\$21,445	\$4,738	\$0	\$0	\$14,220	\$16,355	\$16,360					\$94,773
Room Rentals	47	52	29	0	0	0	0	0					128
Room Revenue	\$3,848	\$6,364	\$4,200	\$0	\$0	\$0	\$0	\$0					\$14,412
CPW Rentals	NA	NA	2	0	0	0	2	2					6
CPW Revenue	NA	NA	\$1,120	\$0	\$0	\$0	\$808	\$190					\$2,118
Theme Parties													
	January	February	March	April	May	June	July	August	September	October	November	December	TOTAL
2019													
	0	3	3	0	1	3	2	1	2	4	2	2	23
2020													
	1	2	1	0	0	0	0	0					4



Memo

To: Board of Commissioners
From: Bob Johnson, Director of Parks and Planning
Date: September 15, 2020
Re: Board Report

- The Central Park North project is progressing. Storm sewers and underdrainage has been installed throughout the site, electrical work and lighting is underway, and asphalt paving has begun. Establishing seed on the soccer fields is a priority over the next several weeks. Please see the agenda history for change orders related to the project.
- A meeting was held with representatives from the Park District, DuPage Forest Preserve District, and the Illinois Tollway to discuss the I-294 expansion along the Dean Nature Sanctuary. Initial culvert and drainage work along the Salt Creek overpass is expected to begin in 2021-2022, with actual road work not beginning until 2022 at the earliest. The Park District is awaiting receipt of the property appraisal of the strip of land that will be sold to the tollway for a permanent right-of-way.
- Park staff harvested forty frames of honey from the bee apiary at Dean Nature Sanctuary. It will be bottled and available for sale beginning September 18th.
- Fall weed control and fertilizer has been applied in all the parks. This fall staff will focus on athletic field maintenance and turf restoration on the soccer fields.
- The Park District received a ComEd energy efficiency rebate for nearly \$42,000 for the LED retrofit project at the Central Park ball fields.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: NEW PERSONNEL POLICY SECTION 4.27
“WORKING REMOTELY – TELECOMMUTING POLICY”**

AGENDA No.: 7 A

MEETING DATE: SEPTEMBER 21, 2020

STAFF REVIEW:

Human Resource Manager, Linda Noonan: *Linda Noonan*

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey: *Laure Kosey*

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

This policy has been developed to formalize and communicate the terms by which eligible employees may work remotely.

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

Telecommuting allows employees to work at home, on the road, or in a satellite location for all or a portion of their workweek. It is a viable, flexible work option when both the position and the nature of the job responsibilities are suited to such an arrangement. Employees working remotely are subject to a three-month trial period to evaluate performance and continuance of this work option.

ACTION PROPOSED:

A motion (and a second) to Approve the new Personnel Policy Section 4.27 “Working Remotely-Telecommuting Policy.”

Section IV: Employee Conduct

4.27 Working Remotely - Telecommuting

Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Oak Brook Park District (the “District”) considers telecommuting to be a viable, flexible work option when both the position and the nature of the job responsibilities are suited to such an arrangement. Telecommuting may be appropriate for some positions, but not for others. Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the District.

Procedures

Telecommuting can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule of working away from the office as described below. A supervisor can suggest telecommuting as a possible work arrangement or an employee may initiate a request for telecommuting. The District may authorize a telecommuting arrangement if certain eligibility requirements are met and the employee completes a successful three-month trial period, as outlined in the following paragraphs.

The District will review an approved telecommuting arrangement on a regular basis to determine whether approval for continuation is warranted. Any telecommuting arrangement may be discontinued at any time, with or without notice, at the discretion of the District.

Notwithstanding the foregoing, every effort will be made to provide advance notice of such change to accommodate commuting, child-care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible. An employee may discontinue a telecommuting arrangement at any time.

Eligibility

Individuals requesting telecommuting arrangements must have a satisfactory performance record. Not all positions are eligible for telecommuting and not all telecommuting requests will be authorized.

Before approving any telecommuting arrangement, the employee’s manager must determine the suitability of such an arrangement. The manager will review certain criteria to make this determination, including but not limited to:

- Employee suitability: Assessment of the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuting.
- Job responsibilities: Job responsibilities will be reviewed to determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues: Physical workspace needs, the proposed location for the telework, and any scheduling issues will be reviewed.

- District operations: Assessment of whether the employee's telecommuting arrangement will not adversely impact the District's operations.

The employee is solely responsible for determining any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based or other telework office.

General Requirements

If the employee is determined to be eligible for a telecommuting arrangement by his or her manager, with concurrence from the Executive Director, the employee will commence a three-month telecommuting trial period.

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss work progress and problems. At the end of the trial period, the manager will evaluate and recommend whether continuance of the telecommuting arrangement be approved and, if so, the manager will provide any recommended modifications to the arrangement.

An appropriate level of communication between the telecommuter and supervisor will be agreed to as part of the telecommuting arrangement. During the trial period, the level of communication will be more frequent and structured. After conclusion of the trial period, the manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

In order to remain eligible for telecommuting, the employee must continue to maintain satisfactory performance standards and will be subject to the District's normal conduct and performance expectations for its staff. Evaluation of telecommuter performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency, but will focus on work output and completion of objectives rather than on time-based performance. Additionally, the employee must comply with all District rules, policies, practices and instructions that would apply if the employee were physically working at the District.

Telecommuting is not designed to be a replacement for appropriate child-care. Although an individual employee's schedule may be modified to accommodate child-care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

Equipment

On a case-by-case basis, the District will determine, with information supplied by the employee and the supervisor, the appropriate equipment needs (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement. The human resource and information system departments will serve as resources in this matter.

Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment for the employee's teleworking needs, subject to change at any time.

Equipment supplied by the District is to be used by the employee for business purposes only. The employee will not make any changes to security or administrative settings on District equipment, unless otherwise approved. The telecommuter must sign an inventory of all District property received and agree to take appropriate action to protect the items from damage or theft.

All equipment provided by the District shall remain the District's sole property. Upon conclusion of the telecommuting arrangement or upon separation of employment, whichever is earlier, all District property will be returned to the District in good working condition on or before the employee's final day of teleworking or employment with the District, as applicable, unless other arrangements have been made.

The District will supply the employee with appropriate office supplies (pens, paper, etc.) as deemed necessary, for business use only. The District will also reimburse the employee for business-related expenses, that are reasonably incurred in carrying out the employee's job.

The employee will establish an appropriate work environment within his or her home, or other location for telecommuting purposes. The District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, lighting, repairs or modifications to the home office space.

Security

Consistent with the District's expectations of information security for employees working at the office, telecommuting employees shall ensure the protection of proprietary District and customer information accessible from their home or other telework office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the teleworking environment. Failure to take appropriate steps to ensure information remains protected while teleworking may result in termination of the telecommuting arrangement and/or disciplinary action.

Safety

Employees are expected to maintain their home or other telework workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home or other telework office location and in conjunction with his or her regular work duties are normally covered by the District's workers' compensation policy. If any such injuries occur, the employee is responsible for notifying his/her supervisor within 24 hours of the occurrence. The employee is liable for any injuries sustained by visitors to the telecommuting employee's worksite.

Time Worked

Telecommuting employees, regardless of whether classified as exempt or non-exempt under the Fair Labor Standards Act, must accurately record all hours worked using the District's timekeeping system. Hours worked by non-exempt employees in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the employee's telecommuting arrangement and/or disciplinary action.

Ad Hoc Arrangements

Temporary telecommuting arrangements may be approved for circumstances such as inclement weather, federal or state stay-at-home order, special projects or business travel. These arrangements are approved on an as-needed basis only, with no expectation of ongoing continuance.

Other informal, short-term arrangements may be made for employees on family or medical leave to the extent practical for the employee and the District and with the consent of the employee's health care provider, if appropriate.

All informal telecommuting arrangements are made on a case-by-case basis, focusing first on the business needs of the District.

**OAK BROOK PARK DISTRICT
INVENTORY OF DISTRICT EQUIPMENT USED IN TELECOMMUTING**

Description of Equipment	Date Issued	Person Issuing Equipment	Date Returned	Person Receiving Returned Equipment

(Employee Signature)

(Date)

(Print Employee Name)



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: NEW ADMINISTRATIVE POLICY: SECTION 2.30
“SOCIAL EQUITY”**

AGENDA No.: 7 B

MEETING DATE: SEPTEMBER 21, 2020

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

A handwritten signature in cursive script, appearing to read "Laure Kosey", written over a horizontal line.

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

The Oak Brook Park District has long embraced inclusion and equal opportunity for its staff and patrons as illustrated by the District’s Core Value “Accessibility & Inclusion,” ensuring everyone has access to the best in park and recreational opportunities, and also by adhering to the Equal Employment Opportunities act.

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

To further emphasize and declare the District’s beliefs in Social Equity, the attached policy is presented for Board of Commissioner review and consideration.

ACTION PROPOSED:

Motion (and a second) to Approve the new Administrative Policy: Section 2.30 “Social Equity.”

Section 2.30 Social Equity Policy

Introduction

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

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

Policy Goals

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

This policy ensures that:

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

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

Staff Training

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

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

Organizational Support

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

- **Staff**

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

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

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

Sharing and discussing practices during community meetings

- **Agency**

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

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

- **Communications**

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

Environmental Support

The Oak Brook Park District will establish environmental supports and practices that promote inclusion for all community members. Examples of environmental supports include:

- Program adaptation for inclusion, depending on the individual needs and abilities of participants
- One-on-one trained staff support throughout the program
- Language interpretation, including but not limited to:
- Sign language interpreters
- Braille
- Language translation services
- Audio/visual support
- Large-print signage
- Accessible transportation
- Built environment enhancements, including modified equipment and ramps
- Gender-neutral restrooms and changing rooms
- Culturally sensitive program hours (i.e., women-only pool hours);
- Signage and additional facility enhancements (artwork, murals, etc.) that promote diversity and inclusion

Continuous Measurement and Improvement

The Oak Brook Park District will work to continuously improve our equity and inclusion efforts, measuring the effectiveness of this policy through staff and community qualitative and quantitative feedback through meetings, community engagement events, public forums, surveys; and monitoring economic and health indicators. Oak Brook Park District will establish a communications plan for reporting on progress on an annual basis to the Park Board.

The Oak Brook Park District will monitor the following indicators to track progress of inclusive efforts:

- Does our agency communicate a vision that values the participation of all people as members of the community?
- Does our agency's improvement plan include inclusive practices with action steps to support implementation?
- Is there adequate, regularly scheduled, ongoing planning time for agency staff to collaborate on inclusive programs and events?
- Does our agency engage the whole community by providing multiple opportunities and modes for participating?
- Are there professional development opportunities for staff regarding inclusive strategies and supports?
- Are community members from targeted populations engaged in programming, utilizing facilities and taking part in future planning conversations?

Long-term indicators:

- Are there improvements in health and wellness (physical, social, mental) outcomes across targeted populations?
- Is there an increase of diversity in our staff and programs?
- Are there more diverse users in our parks?

Resources

The Oak Brook Park District recognizes that this document is an ever-growing resource and aims to keep it updated on an annual basis. For more on inclusion and equity, we encourage staff and community members to visit pdop.org or the National Recreation and Park Association's Parks for Inclusion website, www.nrpa.org/ParksForInclusion.

Glossary

The Oak Brook Park District provides these definitions for historically marginalized audiences, including those with physical or cognitive disabilities, the LGBTQ+ community, racial and ethnic minorities, and new Americans, refugees and immigrants.

Individuals with a disability include those with:

- Hearing difficulty (e.g., deaf or having serious difficulty hearing [DEAR])
- Vision difficulty (e.g., blind or having serious difficulty seeing, even when wearing glasses [DEYE])
- Cognitive difficulty (e.g., because of a physical, mental or emotional problem, having difficulty remember, concentrating or making decisions [DREM])
- Ambulatory difficulty (e.g., having serious difficulty walking or climbing stairs [DPHY])
- Self-care difficulty (e.g., having difficulty bathing or dressing [DDRS])
- Independent living difficulty (e.g., because of a physical, mental or emotional problem, having difficulty doing errands alone, such as visiting a doctor's office or shopping [DOUT])
- New Americans include immigrants, refugees and/or noncitizens living in America

LGBTQ+ community (Lesbian, Gay, Bisexual, Transgender, Queer and others), defined as:

- Lesbian: A woman who is attracted to other women.
- Gay: A man who is attracted to other men.
- Bisexual: An individual who is attracted to both genders.
- Trans: An umbrella term that seeks to incorporate individuals whose gender identities do not match their sex assigned at birth, for example, someone who is sex assigned male at birth and identifies as a woman.
- Queer or Questioning: Individuals who experience fluidity in their experience of sexuality or gender and, therefore, do not identify strictly as LGB or T. The term 'Queer' can also include those who do not identify as either gender.

Racial/Ethnic communities, as defined by the U.S. Census Bureau, are composed of several different race categories — Black or African American, American Indian or Alaska Native, Asian, and Native Hawaiian or Other Pacific Islander, other, and two or more races. Latino(a) and Hispanics are also considered a minority, although Hispanic or Latino(a), is defined by the U.S. Census Bureau as an ethnicity rather than as a race. Other considerations include religious communities, such as Muslim, that practice cultural traditions based around gender.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM HISTORY/COMMENTARY

**ITEM TITLE: REVISIONS TO THE PERSONNEL POLICY
4.9 DRESS CODE**

AGENDA No.: 7 C

MEETING DATE: SEPTEMBER 21, 2020

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

A handwritten signature in cursive script, appearing to read "Laure Kosey".

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

The Board of Commissioners last approved the Personnel Policy Manual on March 20, 2017, which included section 4.9 Dress Code policy.

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

Proposed revisions to the Personnel Policy 4.9 Dress Code include the exclusion of the policy verbiage describing the previous tattoo and piercing employee expectations and the addition of new benchmarked verbiage that aligns the Oak Brook Park District's Dress Code Policy with that of other agencies.

ACTION PROPOSED:

Motion (and a second) to approve the revisions to the Personnel Policy section 4.9 "Dress Code."

4.9 Dress Code

It is the desire of District to project a consistent, professional image to the public. The personal appearance of employees conveys to the public a general impression of the District. Employees must be neat, clean and orderly at all times while on duty.

~~Body piercing jewelry is strictly limited to earrings, and the style of earring or jewelry may not present a safety hazard to the employee, his/her coworkers or the public.~~

Exposed body piercing jewelry is limited to that which may not present a safety hazard to you, your coworkers, or the public. Any jewelry that draws inappropriate attention or negative attention is not allowed. The Park District will determine each case individually.

Tattoos shall not be offensive in nature (i.e., words and/or symbols of profanity **including profanity and/or profane/obscene symbols**). Any tattoo design that is determined to be ~~offensive, unprofessional or excessive must be covered~~ **inappropriate by your supervisor will not be allowed**. Tattoos must not be immodestly placed so as to draw inappropriate attention. Excessive visible tattoos will not be permitted.

The District will provide Oak Brook Park District apparel to employees who are required to wear uniforms while on duty. In accordance with the department's dress code and each employee's job description, shirts, sweatshirts, caps/hats and other protective gear may be required. While on duty, only apparel with the "Oak Brook Park District" embroidery or screen print shall be worn by employees. Employees shall not wear any District issued apparel when not on duty or while exercising/working out. Apparel with affiliate or sponsor logos may be worn with supervisor approval.

The District provides personal protective equipment (PPE) which is to be worn during work functions that have been identified by supervisory personnel and the District's Safety Committee. OSHA and the Illinois Department of Labor require that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment. Employers must select and have affected employees use PPE suitable for protection from existing hazards. These hazards are listed in Workplace Hazard Assessments, which also list the required PPE. PPE may consist of earplugs, ear covers, helmets, safety goggles/glasses, chaps, protective gloves and other equipment. Employees will be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Employees are required to wear the PPE as assigned and identified in the Workplace Hazard Assessment. Employees are required to return PPE to the designated storage area upon completion of the job assignment on a daily basis or as directed by their supervisor. Employees who do not comply with personal protective equipment procedures shall be subject to discipline.

Front-line Employees

Employees having direct contact with the public are responsible for wearing an "Oak Brook Park District" nametag and shirt. These employees include: Front Desk Employees, Fitness

Floor Employees, Program Instructors and Personal Trainers. The District will provide “Oak Brook Park District” shirts and nametags. Employees are required to return nametags and shirts to their supervisors upon termination of employment.

Slacks, shorts, or skirts can be worn. They are to be casual in style and in khaki, black or navy colors. Shorts shall be no higher than the top of the knee. Skirts shall be no higher than 2 inches above the knee. Jeans or athletic pants may only be permitted, if necessary, to perform a specific job function.

Aquatic Center Employees

Life Guards: Lifeguards will wear the prescribed guard suit and shirt. Guards are allowed to wear red shorts, or red warm-up pants, and red sweatshirts. Guard whistles and lanyards must be worn around the neck or wrist at all times. Absolutely no twirling of these items is permitted. Polarized sunglasses, sunscreen and a hat or visor must be worn while outside.

Swim Instructors: All swim instructors while on duty are required to wear the provided uniform consisting of a red one-piece swimsuit or red swim trunks. No towels shall be worn on deck. If an instructor is out of the water, he/she may wear instructor shorts and a Park District issued shirt. They may also wear a royal blue staff sweatshirt and sweatpants.

Park Maintenance, Facility Maintenance and Janitorial Employees

The District will provide “Oak Brook Park District” shirts and caps/hats for Park/Facility maintenance and janitorial employees. Such employees are required to return uniforms to their supervisors upon termination of employment.

The wide variety of maintenance tasks conducted at the District make it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant its use. Maintenance employees may wish to have both a standard work boot and safety shoe available so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

Janitorial Employees may wear dark colored khakis or work pants. Pants shall not have holes or stains. Shoes shall have non-skid soles and provide sturdy traction for possible wet floors that occur during cleaning operations.

Park Maintenance/Facility Maintenance Employees are to wear durable work pants in dark colors, which provide protection for the duties assigned. Pants shall not have holes or stains. Pants used for painting purposes are permitted to have paint stains and are to be worn only during painting projects.

Executive and Administrative Employees

Employees are expected to dress in business casual attire Monday through Thursday. Exceptions to the business casual code will only be permitted if necessary, to perform a specific job function or on Casual Friday. Employees that are provided with logoed apparel by the

Park District will be required to wear such items during regularly scheduled group activities and other annual special events, as directed by the Executive Director. Minimum business casual dress includes:

Shirts: Button down dress shirts, button down casual shirts, golf shirts, sweaters, turtlenecks, and mock turtlenecks are acceptable. Sweatshirts, shirts with logos, tank tops, midriff tops, halter-tops, tops with bare shoulders, low-cut necklines, and t-shirts, unless worn under another blouse or jacket, are inappropriate.

Pants: Slacks and pants should be of cotton, synthetic or a blend of dress/casual pants. Jeans, athletic pants, shorts, Bermuda shorts, bib overalls, leggings, and any spandex are inappropriate.

Skirts and Dresses: Casual dresses and skirts should be at a length no shorter than 2 inches above the knee and/or split below the knee. Mini-dresses, skorts, sundresses and spaghetti-strap dresses are inappropriate.

Footwear: Dress shoes, loafers, or flat leather shoes should be worn with coordinating socks. Dress heels and dress sandals are acceptable. Athletic footwear or casual rubber flip-flops are inappropriate.

“Casual Friday” dress includes:

Shirts: Employees that have been issued District logoed shirts, sweaters, sweatshirts and/or warm-up tops must wear such items on “Casual Friday”. If an employee does not wear logoed apparel, then business casual attire will be required to be worn. Button down dress shirts, button down casual shirts, golf shirts, sweaters, turtlenecks, and mock turtlenecks are acceptable. Sweatshirts, shirts with logos, tank tops, midriff tops, halter-tops, tops with bare shoulders, low-cut necklines, and t-shirts, unless worn under another blouse or jacket, are inappropriate.

Pants: Jeans that are dark blue or black denim are permitted. The jeans shall not have any holes, frayed hems, or “washed out” color. Oak Brook Park District logo wear is also permitted.

Skirts and Dresses: Casual dresses and skirts at a length no shorter than 2 inches above the knee and/or split below the knee are acceptable. Dark blue or black jean skirts meeting the length guidelines are permitted. Jean skirts with holes, frayed hems or “washed out” color are not permitted. Mini-dresses, skorts, sundresses and spaghetti-strap dresses are inappropriate.

Footwear: Dress shoes, loafers, athletic, or flat leather shoes with coordinating socks; dress heels and dress sandals are acceptable. Flip-flops are inappropriate.

Dress Code Infractions

Failure to comply with the dress code policy will result in:

First Offense: A verbal warning will be issued.

Second Offense: A written warning will be issued and the employee will be sent home to change.

Third Offense: Employment may be terminated.

For Board of Commissioner Review 8-17-20



Oak Brook Park District

BOARD MEETING

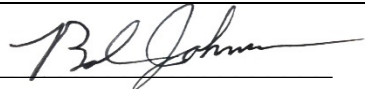
AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: R20-0921: A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER INVOLVING AN INCREASE IN THE CONTRACT PRICE OF \$10,000 OR MORE WITH INTEGRAL CONSTRUCTION, INC. FOR THE CENTRAL PARK NORTH PROJECT (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING).

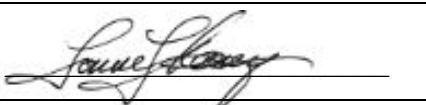
AGENDA No: 8A

MEETING DATE: SEPTEMBER 21, 2020

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):

On April 9th 2020, bids were received and opened for phase 1 of the Central Park North Fields project. The lowest qualified bidder, Integral Construction, was awarded the bid at the Board Meeting on April 20, 2020. The bae bid for the project is \$1,643,200. To date, the Board has approved one change order for additional parking and a second basketball court in the amount of \$45,499. The project broke ground in July 2020.

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

The following change order reflects necessary changes that are germane to this project:

COR#3 Hydra-Vac excavation- Required to expose two buried high voltage ComEd cables that need to be traversed with storm sewers. \$2,649

COR#4 RPZ Cover and Electrical- Required by DuPage County to protect the irrigation water connection from freezing using a heated enclosure. \$7,199

COR#5 Additional Asphalt- Required to make a transition from new walking trail to existing trail that meets ADA requirements. \$3,612

COR#6 Additional Landscaping- Installation of a landscape barrier at the north side of the new parking lot. Required by Village of Oak Brook. \$8,625

COR#7 Low Voltage PVC- Installation of conduit piping in order to run wires for future security cameras and network connection to the parking lot and Musco soccer field light poles. \$4,141

Total of change orders \$26,226

ACTION PROPOSED: A motion (and a second) to waive the Board’s Rules to approve, at this meeting, Resolution R20-0921, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or More with Integral Construction, Inc. for the Central Park North Project.

A motion (and a second) to Approve Resolution R20-0921, a Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or More with Integral Construction, Inc. for the Central Park North Project.

RESOLUTION NO. 20-0921
A RESOLUTION AUTHORIZING AND APPROVING A CHANGE ORDER
INVOLVING AN INCREASE IN THE CONTRACT PRICE
WITH INTEGRAL CONSTRUCTION, INC.
FOR THE CENTRAL PARK NORTH (AUTUMN OAKS) PROJECT.

WHEREAS, during the April 20, 2020 Board Meeting, the Board of Commissioners accepted the bid and authorized an agreement between the Oak Brook Park District and Integral Construction, Inc. for the Central Park North (Autumn Oaks) Project (“the “Project”), in the amount of \$1,643,200, and

WHEREAS, at a prior Board Meeting of the Oak Brook Park District, the Board of Commissioners (“Board”) approved a change order with Integral Construction, Inc., as set forth in the following chart; and

<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
1 Approved at the July 20, 2020 Board Meeting	Basketball Court and Parking Lot Additions with Grading updates for keeping soil on site	\$45,499.00

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

<u>Change Order #</u>	<u>Description</u>	<u>Amount</u>
2	The following change order components reflects necessary changes that are germane to this project: COR#3 Hydra-Vac excavation- Required to expose two buried high voltage ComEd cables that need to be traversed with storm sewers. <u>\$2,649</u> COR#4 RPZ Cover and Electrical- Required by DuPage County to protect the irrigation water connection from freezing using a heated enclosure. <u>\$7,199</u> COR#5 Additional Asphalt- Required to make a transition from new walking trail to existing trail that meets ADA requirements. <u>\$3,612</u> COR#6 Additional Landscaping- Installation of a landscape barrier at the north side of the new parking lot. Required by Village of Oak Brook. <u>\$8,625</u> COR#7 Low Voltage PVC- Installation of conduit piping in order to run wires for future security cameras and network connection to the parking lot and Musco soccer field light poles. <u>\$4,141</u> .	\$26,226.00

and a copy of said change order being attached hereto as Exhibit “A” and made part hereof, to the District’s Board of Park Commissioners (“Board”), and

WHEREAS, upon the Board’s approval of Change Order 2, the new total for the contract price would be \$1,714,925, and

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

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

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

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

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

PASSED AND APPROVED THIS 21st DAY OF SEPTEMBER 2020.

AYES: _____

NAYS: _____

OTHER: _____

Sharon Knitter, President

ATTEST:

Laure Kosey, Secretary

Exhibit A
Change Order



AIA Document G701™ – 2017

Change Order

PROJECT: *(Name and address)*
 Central Park North
 1315 Kensington
 Oak Brook, IL 60523

CONTRACT INFORMATION:
 Contract For: General Contracting
 Date: 4/20/2020

CHANGE ORDER INFORMATION:
 Change Order Number: 2
 Date: 09/21/2020

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

ARCHITECT: *(Name and address)*
 Upland Design Ltd.
 24042 Lockport Street
 Plainfield, IL 60544

CONTRACTOR: *(Name and address)*
 Integral Construction, Inc.
 320 Rocbaar Drive
 Romeoville, IL 60446

THE CONTRACT IS CHANGED AS FOLLOWS:

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

The Owner finds this Change Order was not reasonably foreseen at the time of initial construction contract execution with Integral Construction, Inc., is germane to the original contract signed with Integral Construction, Inc., and is in the best interest of Owner.

The original Contract Sum was	\$ 1,643,200.00
The net change by previously authorized Change Orders	\$ 45,499.00
The Contract Sum prior to this Change Order was	\$ 1,688,699.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 26,226.00
The new Contract Sum including this Change Order will be	\$ 1,714,925.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

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

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

Upland Design Ltd.
 ARCHITECT *(Firm name)*

Integral Construction, Inc.
 CONTRACTOR *(Firm name)*

Oak Brook Park District
 OWNER *(Firm name)*

 SIGNATURE

 SIGNATURE

 SIGNATURE

 PRINTED NAME AND TITLE

 PRINTED NAME AND TITLE

Sharon Knitter, Board President
 PRINTED NAME AND TITLE

 DATE

 DATE

 DATE

Potential Change Order #2

#825

Date: 10-Sep-20

Project: Central Park North

Owner: Oak Brook Park District

Contractor: Integral Construction

The following items shall be added and/or deducted from the overall scope of the project listed above. These shall be become part of the contracted work by the general contractor and its' subcontractors. Work shall be paid for in the amount(s) listed below. No further payment beyond these amount(s) shall be considered. This change order shall not change the completion date of the project.

Additions to Contract

Item #	Description	Price
COR #003	Hydra - Vac ComEd Line	\$ 2,649.00
COR #004	RPZ Cover & electric connection	\$ 7,199.00
COR #005	Additional Asphalt	\$ 3,612.00
COR #006	Additional Landscaping	\$ 8,625.00
COR #007	Low Voltage PVC	\$ 4,141.00
Total Additions:		\$ 26,226.00

Deductions from Contract

Item #	Description	Price
Total Deductions:		\$ -

Total Change:		\$ 26,226.00
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Original Contract Amount: \$ 1,643,200.00
 Total Previous Change Orders: \$ 45,499.00
 Contract Total \$ 1,688,699.00
 Additions this Change Order: \$ 26,226.00
 Deductions this Change Order: \$ -
 Contract Total Including All Change Orders: \$ 1,714,925.00

ACCEPTED:

 Contractor Signature Title Date

APPROVED:

 Owner Signature Title Date

Prepared By:

Upland Design Ltd. tel 815.254.0091 uplandDesign.com
 1250 W 18th Street, Studio D, Chicago, IL 60608 24042 Lockport Street, Plainfield, IL 60544



320 Rocbaar Dr.
 Romeoville, IL 60446
 (O) 844-317-7403
 (F) 844-317-7402

CHANGE ORDER REQUEST

Monday, August 10, 2020

Project: Central Park North Phase 1
Location: 1315 Kensington Rd., Oak Brook, IL 60523
Owner / Agent: Oak Brook Park District
 1450 Forest Gate Rd.
 Oak Brook, IL 60523

COR #: 003
COR Description: Hydra - Vac ComEd Line

DIVISION	SCOPE DESCRIPTION	QTY	UNIT	COST
31-2000	Earthwork:			
	Coordintate and manage a Hydra - Vac contractor to remove earth	1.00	ls	\$ 2,409.00
	to expose the ComEd main service lines			

COR Subtotal \$ **2,409.00**

General Requirements	4.0000%	\$	96.00
Liability Insurance	1.0000%	\$	24.00
Builders Risk Insurance	0.0000%	\$	-
Performance & Payment Bond	1.0000%	\$	24.00
Fee	4.0000%	\$	96.00

COR GRAND TOTAL \$ **2,649.00**

Signed _____ Owner / Agent

Date

Signed _____ Integral Construction, Inc.

Date



320 Rocbaar Dr.
 Romeoville, IL 60446
 (O) 844-317-7403
 (F) 844-317-7402

CHANGE ORDER REQUEST

Saturday, September 5, 2020

Project: Central Park North Phase 1
Location: 1315 Kensington Rd., Oak Brook, IL 60523
Owner / Agent: Oak Brook Park District
 1450 Forest Gate Rd.
 Oak Brook, IL 60523

COR #: 004
COR Description: RPZ Cover

DIVISION	SCOPE DESCRIPTION	QTY	UNIT	COST
26-0000	Electrical:			
	Install 20amp electrical line to RPZ heater	1.0	ls	\$ 1,520.00
32-8400	Planting Irrigation:			
	Install a heated cover over the RPZ. (see attached)	1.00	ls	\$ 5,025.00

COR Subtotal \$ **6,545.00**

General Requirements	4.0000%	\$	262.00
Liability Insurance	1.0000%	\$	65.00
Builders Risk Insurance	0.0000%	\$	-
Performance & Payment Bond	1.0000%	\$	65.00
Fee	4.0000%	\$	262.00

COR GRAND TOTAL \$ 7,199.00

Signed _____ Owner / Agent

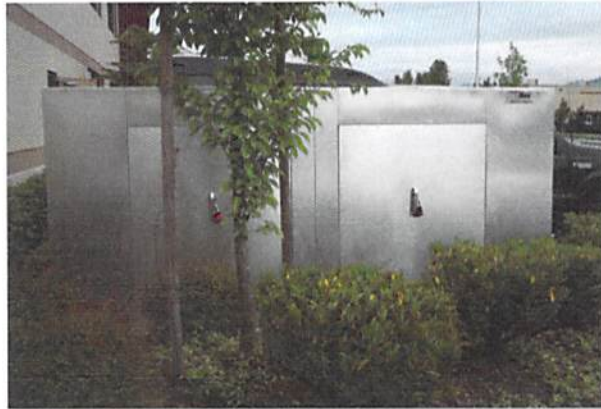
_____ Date

Signed _____ Integral Construction, Inc.

_____ Date

Single Aluminum

- **Quick & Easy Installation** - Modular design with a maximum of 4 tongue and groove sections.
- **Easy Access** - Lightweight removable doors can easily be removed by one person.
- **Peace of Mind** - ASSE 1060 certification ensures that requirements for structural strength, drainage capacity, material construction, equipment access, and functional design are met.
- **Superior Freeze Protection** - Insulation will not sag or delaminate from the walls due to the strong chemical bond between the aluminum and insulation. Wall-mounted heaters are installed above the discharge point to provide better long-term performance and safety.
- **Finish Options** - Stucco embossed aluminum is standard. Also available in a smooth mill finish aluminum or optional colors (see page 49 for details).



For unheated units, replace the "H" in the part# with an "L". Pad size=Inside Dimensions + 12".

Catalog Part Number	Model Number	Inside Width (in)	Inside Length (in)	Inside Height (in)	Heater(s)	Sections	Weight #
HA026070055	HB3E-AL	26	70	55	(1) 1500W	2	152
HA026083055	HB3ES-AL	26	83	55	(1) 1500W	2	168
HA032090050	HB4N	32	90	50	(1) 1900W	2	178
HA032090057	HB4E	32	90	57	(1) 1900W	2	192
HA032102050	HB4NS	32	102	50	(1) 1900W	2	192
HA032102057	HB4ES	32	102	57	(1) 1900W	2	209
HA033053044	HB4000AN	33	53	44	(1) 1000W	2	121
HA036105053	HB6N	36	105	53	(1) 1900W	2	209
HA036105064	HB6E	36	105	64	(2) 1500W	2	238
HA036105080	HB6ET	36	105	80	(2) 1500W	2	278
HA036125053	HB6NS	36	125	53	(2) 1500W	4	266
HA036125064	HB6ES	36	125	64	(2) 1500W	4	299
HA039062046	HB6000AN	39	62	46	(1) 1500W	2	155
HA040118058	HB8N	40	118	58	(2) 1500W	2	266
HA040118074	HB8E	40	118	74	(2) 1500W	2	312
HA040142058	HB8NS	40	142	58	(2) 1500W	4	311
HA040142074	HB8ES	40	142	74	(2) 1900W	4	363
HA042142065	HB10N	42	142	65	(2) 1500W	4	342
HA042142085	HB10E	42	142	85	(2) 1900W	4	404
HA042172065	HB10NS	42	172	65	(2) 1900W	4	392
HA042172085	HB10ES	42	172	85	(2) 1900W	4	469
HA044053044	HB4000AE	44	53	44	(1) 1000W	2	147
HA045072052	HB8000AN	45	72	52	(2) 1000W	2	197
HA045072060	HB8000ANT	45	72	60	(2) 1000W	2	235
HA047047049	HB6FE-AL	47	47	49	(1) 1500W	2	149
HA053053056	HB8FE-AL	53	53	56	(1) 1500W	2	183
HA053062046	HB6000AE	53	62	46	(1) 1500W	2	175
HA054062056	HB10FE-AL	54	62	56	(1) 1900W	2	197
HA065072052	HB8000AE	65	72	52	(2) 1000W	2	224
HA065072060	HB8000AET	65	72	60	(2) 1000W	2	244

For unheated units, replace the "H" in the part# with an "L". Pad size=Inside Dimensions + 12".



120V
20amp -
circuit needed



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CHANGE ORDER REQUEST

Saturday, September 5, 2020

Project: Central Park North Phase 1
Location: 1315 Kensington Rd., Oak Brook, IL 60523
Owner / Agent: Oak Brook Park District
 1450 Forest Gate Rd.
 Oak Brook, IL 60523

COR #: 005
COR Description: Additional Asphalt

DIVISION	SCOPE DESCRIPTION	QTY	UNIT	COST
31-2000	Earthmoving:			
	Remove & re-spread soil on site	1.00	ls	\$ 1,376.00
32-1216	Asphalt:			
	Install 1 1/2" of binder and 2 1/2" surface course of asphalt at walking path	53.00	sq yds	\$ 1,908.00

COR Subtotal \$ **3,284.00**

General Requirements	4.0000%	\$	131.00
Liability Insurance	1.0000%	\$	33.00
Builders Risk Insurance	0.0000%	\$	-
Performance & Payment Bond	1.0000%	\$	33.00
Fee	4.0000%	\$	131.00

COR GRAND TOTAL \$ **3,612.00**

Signed _____ Owner / Agent _____ Date _____

Signed _____ Integral Construction, Inc. _____ Date _____



320 Rocbaar Dr.
 Romeoville, IL 60446
 (O) 844-317-7403
 (F) 844-317-7402

CHANGE ORDER REQUEST

Thursday, September 10, 2020

Project: Central Park North Phase 1
Location: 1315 Kensington Rd., Oak Brook, IL 60523
Owner / Agent: Oak Brook Park District
 1450 Forest Gate Rd.
 Oak Brook, IL 60523

COR #: 006
COR Description: Additional Landscaping

DIVISION	SCOPE DESCRIPTION	QTY	UNIT	COST
32-9300	Plantings:			
	Install plantings per Bulletin No. 3 (see attached)	1.00	ls	\$ 7,841.00

COR Subtotal \$ 7,841.00

General Requirements	4.0000%	\$	314.00
Liability Insurance	1.0000%	\$	78.00
Builders Risk Insurance	0.0000%	\$	-
Performance & Payment Bond	1.0000%	\$	78.00
Fee	4.0000%	\$	314.00

COR GRAND TOTAL \$ 8,625.00

Signed _____ Owner / Agent

_____ Date

Signed _____ Integral Construction, Inc.

_____ Date



BULLETIN NO. 3: Landscape Planting at Parking Lot

**September 3, 2020
Central Park North Fields Phase 1, Oak Brook, Illinois
Project #825
Oak Brook Park District**

Contractor: Integral Construction, Inc.

Contractor is requested to provide a price for the following work, which if accepted, will form the basis of a change order. This bulletin is intended to establish a price only and does not authorize the purchase of materials or any site work.

Change Summary: Planting material is supplied by the Owner. Provide all equipment and work for complete installation of landscape plantings at the parking lot.

Item	Description	Quantity & Unit	Unit Price	Total Costs:
B3-1	Install Evergreen Shrubs	23 Each	\$ 150.00/EA	\$ 3450.00
B3-2	Install Deciduous Shrubs	61 Each	\$ 45.00 /EA	\$ 2745.00
B3-3	Install Perennial, Grasses, Groundcover	60 Each	\$ 10.00 /EA	\$ 600.00
B3-4	Berm Adjustments for Com-Ed ROW	1 Lump Sum	\$ /LS	\$ 1376.00
B3-5	Topsoil, Seed and Blanket – <u>Reduction</u> for Landscape Beds	330 Square Yards	\$ 1.00 /SY	(\$ -330.00)
TOTAL:				\$ 7,841.00

Paul Heffernan
Contractor Signature

9-10-2020
Date

BARTON ELECTRIC INC.
247 State Route 160
Trenton, Il. 62293
Phone 618-654-6626

September 9, 2020

Project: Oakbrook Central Park

Quote to add:

325' of 1" PVC in ComEd trench
1600' to Pole S3 trench
300' to west Center parking lot pole
1200' to East Center parking lot pole

Total of 3,425' of 1" PVC

4 - 12 x 12 x 12 quazite boxes

All conduit goes into existing trenches.

Total Amount.....Add \$3,763.00

This quote is as per jobsite walk with Jerry Barton on 9/9/20.

Thanks, Elaine Barton



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: REVISION TO PERSONNEL POLICY MANUAL
SECTION 3.10 TIME-OFF BENEFITS - BEREAVEMENT LEAVE**

AGENDA No.: 8 B

MEETING DATE: SEPTEMBER 21, 2020

STAFF REVIEW:

Human Resource Manager, Linda Noonan:

Linda Noonan

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Laure Kosey

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

The current Bereavement Leave Policy (approved by the Board of Commissioners on March 16, 2020) is being revised to expand the definition of “family” for paid leave available to eligible full-time employees. The current policy provides paid leave for “immediate family” members defined as employee’s spouse, child, parent, sibling and grandparent, as well as the employee’s spouse’s family members.

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

The proposed revision to the Bereavement Leave Policy expands the definition of family to include aunt, uncle, niece, nephew, and cousin. It also further defines “parent” as the biological, adoptive, step or foster parent or any individual who stood in loco parentis to the employee or spouse when they were a son or daughter.

ACTION PROPOSED:

For review and discussion only.

3.10 Time-off Benefits

Bereavement Leave

In the event of a death in the ~~immediate~~ family, full-time employees may be granted up to three (3) working days of paid bereavement leave to attend the funeral of ~~an immediate~~ a family member with the approval of the employee's immediate supervisor. "~~Immediate F~~family" is defined as the employee's spouse, child, parent, sibling, ~~and~~ grandparent, ~~aunt, uncle, niece, nephew and cousin~~; as well as the employee's spouse's ~~family members. parent, sibling, child and grandparent.~~ – "Parent" is defined broadly as the biological, adoptive, step, or foster parent of an employee (or spouse) or an individual who stood *in loco parentis* to the employee (or spouse) when they were a son or daughter. Upon returning to work, the employee must record ~~their~~his absence as a Bereavement Leave on ~~their~~his attendance record. Proof of death and relationship to the deceased may be required. Nothing in this section is meant to diminish the rights of an employee under the Illinois Child Bereavement Leave Act should the employee be eligible for leave under the Act.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: INTERGOVERNMENTAL AGREEMENT FOR PARTICIPATION IN DuPAGE COUNTY LOCAL GOVERNMENT COVID-19 REIMBURSEMENT PROGRAM (*)REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

AGENDA NO.: 8. C.

MEETING DATE: SEPTEMBER 21, 2020

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The ongoing COVID-19 pandemic (“pandemic”) has had a negative impact on individuals and business organizations throughout the United States, including the Oak Brook Park District (“district”). The State of Illinois’ stay-at-home order that took effect on March 21, 2020 resulted in the temporary closure of the district’s facilities which also included the temporary suspension of all recreational programming and the subsequent loss of significant revenues. In addition, the District has and continues to incur various unbudgeted expenditures directly related to the expanded cleaning and sanitization of our facilities, the placement of social distancing signage and markers, the purchase and installation of numerous physical barriers, as well as the purchase of equipment necessary for district personnel to telecommute. All of these measures have been conducted to assist in curtailing the spread of the COVID-19 virus (virus).

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

In response to the COVID-19 pandemic, the United States government enacted the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) that, among other things, provided approximately \$161 million in financial assistance to DuPage County Illinois. A portion of this assistance was designated for further distribution to eligible local governments to help fund various measures to combat the spread of the virus.

DuPage County subsequently elected to allocate a total of \$1 million to be distributed to eligible park districts on a per capita basis. Per the accompanying intergovernmental agreement, the Oak Brook Park District may receive reimbursement for qualifying expenditures up to a maximum of \$10,668.65. The District has incurred expenditures in excess of this maximum reimbursement amount from DuPage County and is also seeking additional expenditure reimbursement directly from the federal government.

Staff is respectfully requesting the Board to waive the rules to approve the IGA at this meeting as DuPage County requires a fully executed agreement to process the District’s request for reimbursement.

ACTION PROPOSED:

Motion (and a second) to waive the Board Rules to approve at this meeting the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program.

Motion (and a second) to approve the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program.

**INTERGOVERNMENTAL AGREEMENT FOR PARTICIPATION IN DUPAGE COUNTY
LOCAL GOVERNMENT COVID-19 REIMBURSEMENT PROGRAM.**

THIS AGREEMENT is made and entered into on this 21st day of September, 2020 by and between the County of DuPage, a body politic and corporate, hereinafter referred to as "COUNTY" and the Oak Brook Park District, a Park District existing pursuant to the Park District Code (70 ILCS 1205/1), and collectively referred to as "the Parties".

RECITALS

WHEREAS, the Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/ et. seq) authorize units of local government, including counties and Park Districts, to contract or otherwise associate among themselves in any manner not prohibited by law and to jointly exercise any power, privilege or authority conferred upon them by law; and

WHEREAS, Article 7, Section 10 of the Illinois Constitution of 1971 and the Illinois Intergovernmental Cooperation Act 5 ILCS 220/1 et seq. allow units of public entities to enter into intergovernmental agreements in the furtherance of their governmental purposes; and

WHEREAS, the County of DuPage received approximately one hundred sixty-one million dollars (\$161,000,000) from the United States Government pursuant to the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"); and

WHEREAS, the CARES ACT provides for payments to local governments navigating the impact of the COVID-19 outbreak via the Coronavirus Relief Fund; and

WHEREAS, the CARES ACT provides that payments from the Coronavirus Relief Fund may only be used to cover expenses which: (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020; and WHEREAS, the County of DuPage was eligible to receive payments under the

CARES Act, as it is a unit of local government in excess of 500,000 residents; and

WHEREAS, the United States Department of Treasury has issued guidelines with regards to the authorized use of funds allocated to local governments under the CARES ACT; and

WHEREAS, neither the CARES ACT, the United States Department of Treasury, nor state law, requires that the County disburse any funds to local park districts within its geographic boundaries; and

WHEREAS, under the CARES ACT, the County is ultimately responsible for any expenditures of CARES ACT funds; and

WHEREAS, much uncertainty remains regarding future costs the County and local park districts will be forced to bear related to the coronavirus emergency, and

WHEREAS, this agreement is intended to promote the most efficient distribution of resources which have been made available to the State of Illinois and the County of DuPage to benefit the citizens of DuPage County, and

WHEREAS, under the CARES ACT, should the Office of the Inspector General determine that the funds were used in a manner contrary to the intent of Congress or contrary to the United States' Department of Treasury guidelines, the CARES ACT provides that the federal government may recoup the improperly spent funds from the County; and

WHEREAS, the County, those park districts within DuPage County, and their residents, have suffered secondary effects of the coronavirus emergency, as the State of Illinois has ordered the closure of non-essential businesses; and

WHEREAS, the County of DuPage, as the jurisdiction responsible for disbursement of funds under the CARES ACT, finds that it is appropriate to use these funds to defray certain costs incurred by the Park District related to the coronavirus emergency; and

WHEREAS, the disbursement of funds under the CARES ACT to the Park District is in the best interests of the County, the Park District and their residents.

NOW, THEREFORE, in consideration of the mutual covenants and Agreements contained herein, the Parties hereby agree as follows:

1.0 Recitals, Definitions, and Purpose.

1.1 Recitals Incorporated. The recitals set forth above are incorporated in this Agreement by reference and made a part of this Intergovernmental Agreement ("IGA").

1.2 Definitions.

- A. "CARES ACT funds"** shall refer to funds which have been allocated to DuPage County under the Coronavirus Aid, Relief, and Economic Security Act, as it may be amended ("CARES Act"), of which DuPage County is responsible for the disposition.
- B. "Forms"** shall refer to forms or application documents used to seek reimbursement of coronavirus related expenses under this agreement.
- C. "Expenses"** shall refer to the cost of tangible goods and services which (1) were necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the local government; and (3) were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020. Examples of "Tangible Goods" would include, but are not limited to, personal protection and medical equipment, sanitation and disinfectant products, software, laptops and technology equipment necessary for employees to telecommute. "Services" as used in this definition means actions or intangible things which were performed by individuals who are not park district employees. Further, "Expenses" shall include payroll costs for Park District employees where such employees time was substantially dedicated to mitigating the spread or responding to the public health emergency and/or who have been reassigned

from their budgeted role to a different function to substantially support COVID-19 related activities. "Expenses" shall not include the complete payroll costs for employees who are not substantially dedicated to the mitigation or response to the public health emergency, except as set forth in 5.1 of this Agreement.

D. All other words used in this agreement which are not specifically defined shall have their normal and ordinary meaning.

1.3 Purpose. The purpose of this Agreement is to establish a contractual relationship between the County and Park District with regards to the proposed reimbursement of expenses associated with the coronavirus emergency from federal CARES ACT funds which the United States Federal Government has disbursed to the County. The County has, by resolution, created the DuPage County Local Government COVID-19 Reimbursement program. This agreement shall remain in effect between the parties to govern the form of applications for reimbursement, the review of applications, the criteria for reimbursable expenses, the retention of documents, and other material terms governing the processing of reimbursement applications.

2.0 Obligations of the County

2.1 Generally. The County, by and through its Finance Department or Third-Party Consultant hired by the County, shall process requests for reimbursement received by Park District subject to the requirements set forth herein.

2.2 Submittal does not guarantee approval. The County, by receiving and processing the reimbursement requests of Park District, does not guarantee approval of the reimbursement requests by the DuPage County Board, the DuPage County Finance Department, the United States Department of Treasury, or the Office of the Inspector General.

2.3 No further obligations. The County shall have no further obligations under this IGA other than those expressly set forth.

3.0 Obligations of the Park District

3.1 Generally. In order to submit requests for reimbursement of coronavirus emergency related expenditures, Park

District agrees to submit the forms, certifications and documentations set forth in this IGA for any expense for which Park District seeks reimbursement under this Agreement. Park District agrees that the sole and exclusive decision as to whether or not Park District's request is granted lies within the discretion of the DuPage County Board, and that submission of expenses for reimbursement does not obligate the County to agree to reimburse those expenses. Park District agrees that the County Board, through its Finance Department or Third-Party Administrator, may reject expenses which are clearly not permitted uses for CARES ACT funds such as using the funds for revenue replacement. In the event additional legislation or U.S. Treasury Department guidance allows for additional uses of CARES Act Funds, upon request of the Park District, the County and the Park District will address those additional uses by amending this agreement as provided in Section 11 herein, on terms mutually satisfactory to the County and the Park District.

4.0 Form of Expense Submittals, Certification, failure to use form or comply with criteria

4.1 Generally. The Parties agree that expenses for which Park District seeks reimbursement shall be submitted upon forms provided by the County.

4.2 Certification. Each request for reimbursement shall be accompanied by a certification (a sample of which is attached hereto as Exhibit A) wherein the President of the Park District Board or Executive Director, certifies that the expenses for which Park District seeks reimbursement: (i) are necessary expenditures incurred due to the public health emergency with response to the Coronavirus Disease 2019, (ii) which were not accounted for in the most recently approved budget of the Park District, as of March 27, 2020, (iii) were incurred during the period between March 1, 2020 and December 30, 2020. By entering into the IGA, Park District authorizes its President or Executive Director to sign such certification on behalf of Park District.

4.3 Failure to comply with Department of Treasury Guidelines. The County reserves the right to reject any

reimbursement which it feels, in its sole and exclusive discretion, does not meet the criteria of the CARES ACT or United States Department of Treasury guidelines associated with disbursement of funds under the CARES ACT. Such rejection may be made by the DuPage County Board. This section shall not be held to restrict the County Finance Department or Third-Party Administrator from rejecting requests which clearly fail to comply with the CARES ACT or with Department of Treasury guidelines.

5.0 Expenses to be reimbursed; Caps of maximum amount of reimbursements available to Park District; prohibition on duplicate reimbursement.

5.1 Park District may submit expenses as set forth in section 1.2(c) of this Agreement. Where submitted expenses are seeking reimbursement for employee payroll, the County requires that the expenses be separated into two categories. The first category shall be employees whose time was substantially dedicated to mitigating the spread or responding to the public health emergency and/or who have been reassigned from their budgeted role to a different function to substantially support COVID-19 related activities. For purposes of this section "substantially dedicated" shall mean that sixty percent (60%) or more of the employees' time was dedicated to mitigating the spread or responding to the public health emergency related to COVID-19. Park District may submit, and the County Board will consider, reimbursing 100% of the salary of "substantially dedicated" employees. The second category shall consist of employees whose time is not "substantially dedicated" to mitigating the spread of or responding to the COVID-19 public health emergency, but who have spent some portion of their compensated time (but less than sixty percent (60%)) mitigating the spread of or responding to the COVID-19 Public Health Emergency. The Park District may submit, and the County Board will consider, reimbursing payroll in the amount of the proportion of the individual employees' time spent mitigating the spread of or responding to the COVID-19 public health emergency. For example, if an employee spent twenty percent (20%) of his or her compensated time

mitigating the spread of or responding to the COVID-19 public health emergency, the Park District may submit for reimbursement of twenty percent (20%) of the employees' salary during the period of time in which the employee was engaging in COVID-19 related responses.

5.2 Park District shall not be entitled to reimbursement of expenses for which it has received reimbursement from another County, State, or federal program designed to reimburse local government for costs associated with the coronavirus emergency or other emergencies. If Park District receives reimbursement from any program referenced above, Park District shall refund any duplicate reimbursement to the County.

5.3 Park District shall receive, in aggregate, no more than the amount listed on Schedule 1 under this Agreement. This cap has been determined based upon the number of residents served by the District.

5.4 Where Park District is located, in part, in DuPage County and in part, in other Counties, Park District should pro-rate their requested expense reimbursements based upon the population of their residents which reside within DuPage County. For Example, if Park District has sixty percent (60%) of its population in DuPage County, a Park District may seek reimbursement for sixty percent (60%) of the total cost of the expense eligible for reimbursement. Park District shall not pro-rate expenses which were used only to the benefit of DuPage County residents.

6.0 Cooperation

6.1 The County shall assist Park District in complying with the requirements of the CARES ACT and the United States Department of Treasury guidelines by preparing sample forms and providing feedback and guidance with regards to the type and quality of information required to complete such forms.

6.2 Park District agrees to abide by the terms of the CARES ACT and all United States Department of Treasury guidelines.

6.3 Park District shall, at the County's request, supply County with all relevant information for the County to

evaluate whether a request for reimbursement meets the criteria under the CARES ACT and United States Department of Treasury guidelines.

7.0 Records

7.1 Park District shall maintain all records relating to the expenses which Park District seeks to have reimbursed by County from CARES ACT funds for a period of at least ten (10) years or the period of time required by other state or federal law, whichever is longer.

7.2 At any time, DuPage County, Third-Party Administrator, the DuPage County Finance Department, or the DuPage County Auditor, may request that the Park District provide records relating to the expenses which Park District seeks to have reimbursed. Park District agrees to provide records in response to such requests.

7.3 Failure to provide records may result in the denial of the reimbursement request. In circumstances where the reimbursement request has been granted and the records are needed to justify the reimbursement to the Office of the Inspector General or any other office, official, or department which may later become responsible for auditing disbursements of CARES ACT funds, failure by Park District to provide these records, for any reason including the prior destruction of these records, shall constitute a breach of this Agreement. The sole and exclusive remedy for such a breach is that Park District shall be responsible for repayment of any disbursement which the Office of Inspector General, or its successor, finds improper, unsupported, or unable to be verified. Additionally, Park District agrees to indemnify the County or make the County whole for any penalty assessed against the County based upon Park District's failure to retain or provide records.

8.0 Timeliness.

8.1 The Parties agree that time is of the essence in the processing of applications for reimbursement. The County shall use all reasonable speed and diligence in the processing of applications for reimbursement.

8.2 The Parties agree that time is of the essence in communications seeking supporting documents or requesting

records under this agreement. The Parties agree that they shall use all reasonable speed and diligence in responding to requests for records or supporting documents.

9.0 Indemnity.

9.1 The Parties agree that where the County relied upon the certification of the Park District that such expenses which Park District sought to have reimbursed from CARES ACT funds met the minimum requirements of the CARES ACT, and where the Office of the Inspector General, or any other person, official, or department which is charged with the auditing and review of expenditures of CARES ACT funds determines that such reimbursement was not permitted under the CARES ACT, Park District agrees to indemnify, reimburse and make whole the County for any funds which the United States Government or its agencies seeks to recoup or collect, either by litigation, or by withholding other federal funds owed to the County. Park District further agrees to indemnify, reimburse, or make whole the County for any penalties associated with the federal government seeking to recoup the expended CARES ACT funds which the County disbursed to Park District including interest, attorneys fees or any penalty provided by law.

9.2 Park District agrees to hold County harmless for any evaluation or advice which the County provided to Park District as to whether the requested reimbursement is a permissible use of the CARES ACT funds.

10.0 Term and termination

10.1 Term. This Agreement shall remain in effect until either party provides written notice of termination to the other. Such notice shall be effective 14 days after receipt of the termination.

10.2 Survival of Terms. Those terms relating to the party's obligation to maintain records and provide records, and the Park District's indemnification of the County shall survive the termination of this Agreement.

11.0 Amendment

11.1 Amendments to this Agreement may be performed with the written consent of the DuPage County Board and the Park District governing board.

12.0 Notices and duplicate copies.

12.1 Written notices required pursuant to this Agreement and all other correspondence between the parties shall be directed to the following and shall be deemed received when hand-delivered or three (3) days after being sent by certified mail, return receipt requested:

DuPage County: Daniel J. Cronin,
DuPage County Board Chairman
421 N. County Farm Road
Wheaton, IL 60187

With a copy to:

DuPage County State's Attorney's Office
ATTN: ASA CONOR MCCARTHY
503 N. County Farm Road
Wheaton, IL 60187

Park District: Oak Brook Park District
Laure L. Kosey, Executive Director
1450 Forest Gate Road
Oak Brook, IL 60523

With Copies to: [ADDITIONAL RECIPIENT]

12.2 The Parties agree that this agreement may be entered into using identical counterparts, each of which when executed and delivered to the other party shall constitute a duplicate original, but all counterparts together shall constitute a single agreement. Upon ratification by the governing board of the respective parties, the parties shall each transmit the signed counterparts of this agreement to the other using the recipients listed above in Section 12.1 of this Agreement. This agreement shall go

into effect immediately upon the ratification of the last party to execute this agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, using duplicate counterparts, on the dates listed below.

COUNTY OF DUPAGE:

OAK BROOK PARK DISTRICT:

Daniel J. Cronin
DuPage County Board Chairman

Sharon R. Knitter
President, Oak Brook Park
District

Attest: _____
Jean Kaczmarek
DuPage County Clerk

Attest: _____
Laure L. Kosey
Park District Board Sect.

Date: _____

Date: _____

Certification of Expenses

1. I am the President of the Board of Park Commissioners of the Oak Brook Park District.
2. I have reviewed the list of expenses submitted to the County of DuPage on September 22, 2020.
3. I confirm that I have read the Intergovernmental Agreement regarding disbursements to my District, and that the list of expenses submitted conforms to the requirements set forth therein.
4. That the above statements have been made after reasonably diligent research and review of the records referenced above, and are accurate, truthful, and correct to the best of my knowledge.
5. I acknowledge that the County of DuPage is relying upon this certification and attestation in reimbursing the expenses submitted to the County of DuPage on September 22, 2020

By: Sharon Knitter

Signature: _____

Title: President, Board of Park Commissioners

Date: September 21, 2020

COVID-19 Emergency Procurements

Date	Vendor Name	Item Description	Why COVID related	Invoice/Order Number	Units	Unit Price	Total Price
3/19/2020	Zoom	Remote meeting software	Necessary to conduct remote staff meetings and remote meetings between our elected officials	INV12030936	1	\$ 149.90	\$ 149.90
4/15/2020	Verizon	Additional voice charges for remote work (March 16- April 15)	Needed additional minutes for staff to communicate while working remotely	9852660257	1	260.98	260.98
4/25/2020	Zoom	Remote meeting software- Monthly fee (4/25/20-5/24/20)-Recreation & Administration Operations	Necessary to conduct remote staff meetings and remote meetings between our elected officials	INV17400992	2	14.99	29.98
4/29/2020	Water Safety Products, Inc.	Viral bacterial filter for bag valve masks	Elevated filters for use with CPR masks and bag valve masks to curb the spread of COVID-19	195929	10	4.83	48.25
4/29/2020	Zoom	Remote meeting software- Monthly fee (4/29/20-5/28/20)-Tennis Operations	Necessary to conduct remote staff meetings.	INV18079215	1	14.99	14.99
5/15/2020	Verizon	Additional voice charges for remote work (April 16- May 15)	Needed additional minutes for staff to communicate while working remotely	9854716122	1	380.60	380.60
5/15/2020	Konica Minolta	Copier and printer expenditures	Needed to print numerous COVID-19 (e.g. social distancing, capacity limits) signs for installation and display at all our Parks/Playgrounds/Trails/Fields/Facilities	410841738	1	739.00	739.00
5/18/2020	Amazon	Wireless computer mouse	Necessary for staff to work remotely and maintain social distancing	113-5889068-8905801	1	22.99	22.99
5/19/2020	Sleefs	Gaiter style masks	Masks for our life guards that do not have ties which facilitate quick removal in the event of a medical emergency	SL523428	2	55.00	110.00
5/20/2020	Amazon	Heavy duty non-contact forehead thermometer	Needed to conduct body temperature checks of customers and employees	113-2811862-4760261	1	129.99	129.99
5/20/2020	Amazon	Digital infrared non-contact forehead thermometer	Needed to conduct body temperature checks of customers and employees	113-1440792-2354637	4	74.95	299.80
5/21/2020	Amazon	1.3 gallon liquid pressure sprayer	Needed to spray liquid disinfectant throughout our facilities	114-1454485-2461819	2	22.99	45.98
5/25/2020	Zoom	Remote meeting software- Monthly fee (5/25/20-6/24/20)-Recreation & Administration Operations	Necessary to conduct remote staff meetings and remote meetings between our elected officials	INV22450721	2	14.99	29.98
5/26/2020	Amazon	Marking paint	Needed to paint/mark social distancing circles and barriers throughout our parks	112-9276974-9166618	15	5.75	86.25
5/27/2020	Amazon	Web camera	Needed to conduct remote video conferencing meetings amongst staff	113-4958370-7965839	1	54.97	54.97
5/29/2020	Zoom	Remote meeting software- Monthly fee (5/29/20-6/28/20)-Tennis Operations	Necessary to conduct remote staff meetings.	INV23301777	1	14.99	14.99

COVID-19 Emergency Procurements

Date	Vendor Name	Item Description	Why COVID related	Invoice/Order Number	Units	Unit Price	Total Price
6/1/2020	McMaster-Carr	Cable ties	Necessary to secure temporary fencing and barriers around existing bleachers and benches located throughout our parks, in order to promote social distancing	40323007	6	9.44	56.66
6/3/2020	Ferguson Facilities Supply	Disposable vinyl gloves	Necessary to protect workers performing increased cleaning and disinfection of our facilities, equipment, and common public areas.	0145419	30	3.55	106.50
6/4/2020	Zensah	Face masks for employee use	Necessary for staff to wear face masks while at work and when interacting with the public	63213	5	16.00	80.00
6/15/2020	Verizon	Additional voice charges for remote work (May 16- June 15)	Needed additional minutes for staff to communicate while working remotely	9856757785	1	186.50	186.50
6/18/2020	Amazon	UV resistant cable ties	Necessary to secure temporary fencing and barriers around existing bleachers and benches located throughout our parks, in order to promote social distancing	113-0316139-6163420	2	7.99	15.98
6/22/2020	Amazon	Open reel fiberglass tape measure	Necessary to measure and mark large outdoor areas to identify social distancing circles and the placement of temporary fencing and barriers	112-7941313-2218602	2	30.30	60.60
6/23/2020	Ferguson Facilities Supply	Sanitizing wipes	Needed to perform increased cleaning and disinfection of our facilities, equipment, and common public areas	0145419-1	48	4.90	235.20
6/26/2020	Attollo Technologies, LLC	Programming reservation software	Software will allow us to pre-schedule customer visits to our facilities in order to limit the number of guests visiting our facilities at the same time. Will also allow us to perform contact tracing.	1130	1	3,500.00	3,500.00
6/29/2020	Amazon	Marking paint	Needed to paint/mark social distancing circles and barriers throughout our parks	112-3888471-5241017	15	5.75	86.25
6/30/2020	Amazon	A-Frame sign boards	Necessary to display instructions to customers and staff for entering and leaving our facilities while maintaining social distancing	113-9603207-2868208	2	79.99	159.98
7/10/2020	NPN360	Aquatic social distancing signage	Needed social distancing signs to display throughout our aquatics center	0638389	15	10.41	156.18
7/10/2020	Insight	Laptop computers	Necessary for staff to work remotely and maintain socially distant	326325767	3	910.46	2,731.38
7/16/2020	BrightSign	Audio recording scheduler	Needed to schedule recorded COVID-19 related messages over existing intercom system	Sale # 37481	1	297.24	297.24
7/22/2020	Insight	Laptop computers	Necessary for staff to work remotely and maintain socially distant	326393730	10	897.62	8,976.20
				Total Reimbursement Request:			\$ 19,067.32