



Oak Brook Park District Board Packet

January 20, 2025

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

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

www.obparks.org



Agenda and Agenda Vote



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 20, 2025 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
 - a. APPROVAL OF THE JANUARY 20, 2025 AGENDA
 - b. APPROVAL OF MINUTES
 - i. December 16, 2024 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING DECEMBER 31, 2024
 - i. Warrant 692
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to share communications.
 - b. Electric Vehicle Charging Stations
 - c. Jim Belden, Solar Panel Options for the Family Recreation Center
6. REPORTS:
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report
7. UNFINISHED BUSINESS
 - a. Section 1 – Administrative Policies and Procedures Manual
8. NEW BUSINESS
 - a. Ordinance 17-0116: An Ordinance Amending Ordinance No. 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act (*Requires waiving the Board Rules to approve at this meeting.*)
 - b. Market Based Salary Range Adjustment
 - c. Ordinance 25-0217: An Ordinance Transferring Funds to and from Several Park District Funds
 - d. Tennis Center Exterior Windows Replacement Project Bid





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 20, 2025 – 6:30 p.m.
Canterberry Room

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

10. ADJOURNMENT

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

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AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 20, 2025 – 6:30 p.m.
Canterberry Room

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

*Then ask for a Motion (and a Second) to approve the Consent Agenda, as presented. **Roll Call Vote...**]*
 - a. APPROVAL OF THE JANUARY 20, 2025 AGENDA
 - b. APPROVAL OF MINUTES
 - i. December 16, 2024 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING DECEMBER 31, 2024
 - i. Warrant 692
4. STAFF RECOGNITION
 - a. None
5. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
 - a. Board of Commissioners to share communications.
 - b. Electric Vehicle Charging Stations
 - c. Jim Belden, Solar Panel Options for the Family Recreation Center
6. REPORTS: *[For Review and Discussion Only]*
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 20, 2025 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS

- a. Section 1 – Administrative Policies and Procedures Manual
[Request a Motion (and a Second) to approve Section 1 – Administrative Policies and Procedures Manual.]

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

- a. Ordinance 17-0116: An Ordinance Amending Ordinance No. 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act *(Requires waiving the Board Rules to approve at this meeting.)*
[Request a Motion (and a Second) to approve waiving the Board Rules to approve at this meeting Ordinance 17-0116: An Ordinance Amending Ordinance 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act. Roll Call Vote...]

Then ask for a Motion (and a Second) to approve Ordinance 17-0116: An Ordinance Amending Ordinance 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act. Roll Call Vote...]

- b. Market Based Salary Range Adjustment
c. Ordinance 25-0217: An Ordinance Transferring Funds to and from Several Park District Funds
d. Tennis Center Exterior Windows Replacement Project Bid

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 17, 2025, 6:30 P.M. *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on February 17, 2025, 6:30 p.m.]*

10. ADJOURNMENT *[Request a Motion and a Second to adjourn the January 20, 2025 Regular Meeting of the Oak Brook Park District Board of Commissioners. Voice Vote, All in Favor...]*

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



Minutes

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
December 16, 2024 – 6:30 p.m.
Canterberry Room

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

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:32 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and Steve Adams, District Attorney.

2. OPEN FORUM

President Knitter announced that there will be a meeting concerning the Saddlebrook stable in April, so there will be more time to research. The Board has communicated with the Historical Society which found that the stable is not a historical property, and the stable is uninhabitable and unsafe. The Park District will continue maintenance on the stable and insurance payments.

President Knitter asked if there were any public comments.

Allen Koren president of the Saddle Brook Community Association stated that the association has been pleased with the Oak Brook Park District, and Saddle Brook is one of two Oak Brook communities that has a park. Koren continued to present the history of the Saddle Brook horse barn. Koren reported that the Developer had an agreement with the Park District in 1975 in owning the land and barn. The horse barn has been used for storage since then. The Saddle Brook Community Association would like the Park District to preserve the horse barn. Koren provided handouts concerning the horse barn to the Board.

Jonas Vainius, an Oak Brook Saddle Brook resident, presented the history of the land transfers where the horse barn is located. Vainius stated that polo was the foundation of Oak Brook. Although the horse barn will not accrue revenue, the horse barn will be an Oak Brook asset as preserved history for the next generation of homeowners.

Steve Adams announced that the meeting is being audio and video recorded by an audience member.

Tina Chan, an Oak Brook resident, commented on the tax levy increase. Chan recommends that there should be an explanation for increasing the tax levy each year, so the approval process should be changed.

Karen Bushy, a long-time Oak Brook Saddle Brook resident, asked residents to ask themselves why Oak Brook is different. Bushy presented Paul Butler’s vision; Paul Butler said there is always change and change is growth. Change must be managed for the benefit of Oak Brook. Paul Butler wanted people and children to know that history happened in Oak Brook. Bushy suggested to be creative in preserving the history of the barn instead of demolishing it.

Elizabeth Gossage, President of Oak Brook Historical Society, stated that Oak Brook is a historic community since the early 1800’s. There are seven historic structures in Oak Brook, however, only three of them have been designated as historic. Gossage requests that the Board allows residents of Saddle

Brook to continue their research on the horse barn especially since horse barns are very rare. Please contact Gossage if the Board has any questions.

Lindsay Koski, a Saddle Brook Oak Brook resident, stated that she posted about the horse barn on social media to gather more information. Koski stated that young families who she knows do not know the horse barn is in Saddle Brook. Koski would like there to be more research on the horse barn and avoid a quick decision.

President Knitter stated that there is a pause on the horse barn. President Knitter invites residents to come to the Board meetings. There have been many discussions on the horse barn but the Board will continue the discussion in April.

Commissioner Suleiman announced that the horse barn was not confirmed to be demolished. Commissioner Suleiman suggested that the best method of discussion is to come to the Commissioners or Park District staff instead of posting on social media. Commissioners and staff will not respond to social media, so residents will not receive more information through that method.

Commissioner Ivkovic Kelley added that the Board and staff have been considering other options.

3. CONSENT AGENDA

- a. APPROVAL OF THE DECEMBER 16, 2024 AGENDA
- b. APPROVAL OF MINUTES
 - i. November 18, 2024 Regular Board Meeting Minutes
 - ii. November 18, 2024 Closed Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING NOVEMBER 30, 2024
 - i. Warrant 691

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

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter
Nays: None

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

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter
Nays: None

4. STAFF RECOGNITION

- a. None

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

There was no communication between Board Members.

- b. Mike Kies, Gold Medal Finalist Presentation

Mike Kies presented the Oak Brook Park District with the 2024 Gold Medal Finalist Award for the Excellence in Park and Recreation Management.

6. REPORTS:

- a. Administration and Enterprise Operations Report

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

Dr. Kosey stated that the Administrative Policy and Procedures Manual has been divided into six sections. Section 1 has been reviewed, so Section 2 is next and longer. Dr. Kosey asks the Board to please send her the comments if there are any by January 7, 2025.

Dr. Kosey stated that Bob Johnson will present the solar panels for the Family Recreation Center (FRC) roof.

- b. Finance and Human Resources Report

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

Salinas reported on the financials for the first seven months of the 2024/2025 Fiscal Year (FY). All three major funds have surpluses. Membership and programming revenues are up.

Commissioner Vescovi asked about the expense to Red Feather.

Johnson responded that the Red Feather expense is for the general contractor for the Central Park West renovation.

Salinas stated a schedule is included in the Board Packet for Capital Improvement details.

- c. Recreation and Communications Report

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

Pechous reported the Evergreen Bank Group turf field revenue was doing well due to the warm November weather. Returning 4-year-old preschool student registration has opened. Pioneers lunches have occurred in November. Taylor Swift and Visiting Cultural Artist: Starr Chief Eagle events were both sold out. Winter Lights have opened for the season and have more attendance compared to last year. Winter/Spring registration postcard has been mailed. Outdoor Pickleball is being used, so reservation for the court can still be made. The Park District will continue to observe the usage of the Pickleball courts.

- d. Parks and Facilities Report

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

Johnson reported that the ice rink and sled hill are set up but not open due to the weather.

The turf athletic field has been aerated and snow removal equipment is prepped. The Frosty Float Cardboard Boat Regatta in Aquatics is taking registration. A new ADA chair lift has been relocated on the pool deck. There were extended open swim hours during Thanksgiving week and Winter break. The new fitness equipment is receiving positive feedback. Please contact Kara Smith, Fitness Supervisor, if orientation and demonstration are needed for the fitness equipment. The Park District annual coat drive was successful, and coats were donated to the World Relief Chicagoland.

7. UNFINISHED BUSINESS

- a. Ordinance No 24-1216: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Ordinance No 24-1216: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2025-2026 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

Salinas reported that the proposed total levy is lower than last year's tax levy.

Commissioner Vescovi stated that the DuPage County Board did not increase its tax levy, so is it possible for the Park District to avoid increasing the tax levy.

Commissioner Suleiman communicated that we cannot defund the Park District since the Park District relies on some of the tax levy for the operating expenses and services fees.

A resident asked for a clarification on the tax levy. The resident's understanding is that the maximum increase has been set by Illinois law based on inflation.

Steve Adams stated that the resident is asking about the tax cap. If the tax cap is lower than the requested tax levy increase, then the Park District will receive the lower tax cap. Adams added that the DuPage County has a large budget so may have more flexibility. The Park District is required to keep a surplus level in all the funds.

Commissioner Vescovi asked why the Park District needs an increase in the tax levy.

President Knitter responded that the Park District need to keep operating surpluses in certain funds. Due to the pandemic the reserve funds have been decreased, so the Park District needs to ensure there is enough in the reserve. Also, the Park District will have unexpected expenses this coming year.

Dr. Kosey stated that the Park District can review cutting expenses in the budgeting process, but the tax levy must be approved in December.

Adams added that the Park District will need to be competitive with wages and keep up with inflation.

The motion passed by roll call vote.

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

Nays: Vescovi

b. IAPD Annual Business Meeting Credentials

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to appoint Dr. Laure Kosey as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.

Commissioner Vescovi asked for the purpose and the result of the conferences.

President Knitter stated that conference reviews are in the Board Packet.

Commissioner Ivkovic Kelley suggested that Commissioner Vescovi attend conferences because the sessions are helpful.

Commissioner Suleiman stated that this conference is in Chicago under a calculated strict budget. The conferences are beneficial.

President Knitter added that credit card reward points were used for the flights and purchases for the Atlanta conference.

The motion passed by roll call vote.

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

Nays: None

c. 2025 Board Meeting Dates

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the 2025 Board Meeting Dates.

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

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

Nays: None

d. Ordinance 24-1217: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Ordinance 24-1217: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof.

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

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

Nays: None

e. Part Time Competitive Wage Increase

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Part Time Competitive Wage Increase.

Commissioner Suleiman stated that the increase in Part Time wages is offset with the increase in non-resident fees.

The motion passed by roll call vote.

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

Nays: None

8. NEW BUSINESS

a. Section 1 – Administrative Policies and Procedures Manual

President Knitter reminded the Commissioners to submit their feedback to Dr. Kosey by January 7, 2025.

b. Solar Panel Options for the Family Recreation Center

Johnson presented the solar panel options. Solar panels have been considered in the past, but the condition of the FRC roof delayed further discussion. The FRC Roof replacement is now completed.

Johnson stated there are three options concerning solar panels: 1. Continue purchase of energy solely from ComEd; 2. The Park District can purchase the solar panels upfront; 3. Power Purchase Lease Option. If purchasing solar panels upfront, then the Park District will receive State rebates and incentives and Federal reimbursements. If the Park District consumes less solar energy than generated, then the extra energy goes to the power grid which will then provide a credit to the Park District. The upfront cost will be high but there will be major future savings. The Power Purchase Lease option does not have an upfront cost to the Park District. The solar company leases the space on the Park District roof, so the Park District does not pay for the equipment or installation. The Park District purchases the solar energy which will be less than purchasing energy solely from ComEd.

President Knitter asked about the returns for leasing.

Johnson answered that the lease option will take longer to receive benefits; however, if the panels are damaged then the solar company will take care of the repairs.

Commissioner Suleiman asked if there are changes and upgrades to solar technology.

Johnson responded that the panels do not change much but over time the panels diminish in generating energy. Solar technology does not change quickly.

President Knitter asked what the other park districts are doing concerning the solar panels.

Johnson answered that half are leasing and the other half are purchasing. Some park districts are leasing first and then purchasing the solar panels later.

Commissioner Suleiman asked if the Park District could purchase solar panels for one of our buildings and lease solar panels for another building.

Johnson stated that the Tennis Center would be the other possible building, but the roof system is not ready for installing panels.

President Knitter asked if there is a lease option that the Park District prefers.

Johnson responded that the RFP or RFQ process will vet well established companies with high experience and high-quality equipment.

President Knitter asked if there is a power outage would ComEd still help.

Johnson responded that the Park District will still be connected to the grid, so ComEd would help the Park District since energy will still be delivered from ComEd.

Pechous stated that the Park District would need energy from ComEd to run the solar panels. If there is an outage, the solar panels will not work so ComEd would need to come out for repairs.

President Knitter asked that the purpose of the Board is to either deny solar option or explore solar option.

Dr. Kosey stated that the Park District would like the Board to direct the staff.

Commissioner Suleiman asked if the Park District started with the lease option, then switched to purchase, would the panels be replaced.

Adams responded that the panels would be replaced if purchased later. Adams asked about the life expectancy of the solar panels, and if the federal credit goes away, will there still be substantial savings.

Johnson stated the life expectancy is about twenty-five or more years, and there would still be significant savings without federal credit.

Commissioner Suleiman asked if there are grants to cover the expenses.

Johnson answered that staff are investigating grants.

Commissioner Gondek questioned the cost for the purchase options and where the funding would come from.

Johnson responded that the purchase option cost is equipment and installation. The Park District could consider funding from the Capital Project Fund. As of now, the Park District is investigating the possibility of pursuing solar energy.

President Knitter stated that the solar option is interesting to explore.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JANUARY 20, 2025, 6:30 P.M.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on January 20, 2025, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the December 16, 2024, regular meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 7:56 p.m.

Dr. Laure L. Kosey, Executive Director

Financial Statement



General Fund

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

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

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



General Fund: Revenues and Expenditures Summary (Unaudited)

Fiscal Year-to-Date Activity through December 31, 2024 and 2023

66.67% completed (8 out of 12 months)

	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	December 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A
Finance									
Property Taxes	1,754,965	42,296	1,889,400	N/A	1,889,400	107.7%	1,802,211	87,189	4.8%
Personal Prop. Repl. Taxes	252,617	7,855	108,822	N/A	108,822	43.1%	177,243	(68,422)	-38.6%
Investment Income	52,000	10,931	68,872	N/A	68,872	132.4%	44,296	24,576	55.5%
Other	1,250	-	1,000	N/A	1,000	80.0%	885	115	13.0%
Central Park North	90,000	8,480	93,085	N/A	93,085	103.4%	78,179	14,906	19.1%
Central Park	238,650	17,244	191,126	N/A	191,126	80.1%	211,176	(20,050)	-9.5%
Saddlebrook Park	500	-	-	N/A	-	0.0%	-	-	N/A
Forest Glen Park	500	-	200	N/A	200	40.0%	-	200	N/A
Chillem Park	250	-	-	N/A	-	0.0%	-	-	N/A
Dean Property	9,000	-	-	N/A	-	0.0%	-	-	N/A
Information Technology	133,693	-	66,902	N/A	66,902	50.0%	58,981	7,921	13.4%
Building-Recreation Center	1,103,748	42,117	638,555	N/A	638,555	57.9%	582,439	56,116	9.6%
Central Park West	20,597	8,279	10,647	N/A	10,647	51.7%	47,230	(36,583)	-77.5%
TOTAL REVENUES	\$ 3,657,770	\$ 137,202	\$ 3,068,608	\$ -	\$ 3,068,608	83.9%	\$ 3,002,640	\$ 65,968	2.2%
EXPENDITURES									
Administration	\$ 413,556	\$ 24,070	\$ 206,871	\$ 7,767	214,638	50.0%	\$ 242,357	\$ (35,486)	-14.6%
Finance	317,125	18,907	157,021	-	157,021	49.5%	160,775	(3,754)	-2.3%
Central Park North	94,954	3,667	60,909	12,050	72,959	64.1%	34,196	26,713	78.1%
Central Park	826,659	49,358	469,021	29,931	498,953	56.7%	496,453	(27,432)	-5.5%
Saddlebrook Park	16,187	1,123	8,591	1,371	9,962	53.1%	10,708	(2,117)	-19.8%
Forest Glen Park	32,326	1,067	15,254	2,656	17,910	47.2%	18,433	(3,178)	-17.2%
Chillem Park	7,481	181	3,785	338	4,124	50.6%	5,105	(1,320)	-25.9%
Dean Property	40,423	783	18,236	6,224	24,460	45.1%	18,980	(744)	-3.9%
Professional Services	31,000	5,617	19,846	-	19,846	64.0%	17,852	1,995	11.2%
Information Technology	349,743	28,933	207,765	18,352	226,117	59.4%	191,077	16,688	8.7%
Building-Recreation Center	1,145,015	88,787	694,612	44,514	739,126	60.7%	655,924	38,688	5.9%
Central Park West	57,990	6,784	33,538	5,951	39,489	57.8%	40,530	(6,992)	-17.3%
TOTAL EXPENDITURES	\$ 3,332,459	\$ 229,277	\$ 1,895,451	\$ 129,153	\$ 2,024,604	56.9%	\$ 1,892,390	\$ 3,061	0.2%
TRANSFERS OUT	\$ 502,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -	N/A
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,834,459	\$ 229,277	\$ 1,895,451	\$ 129,153	\$ 2,024,604	49.4%	\$ 1,892,390	\$ 3,061	0.2%
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (176,689)	\$ (92,075)	\$ 1,173,157	\$ (129,153)	\$ 1,044,003	-664.0%	\$ 1,110,250	\$ 62,907	5.7%

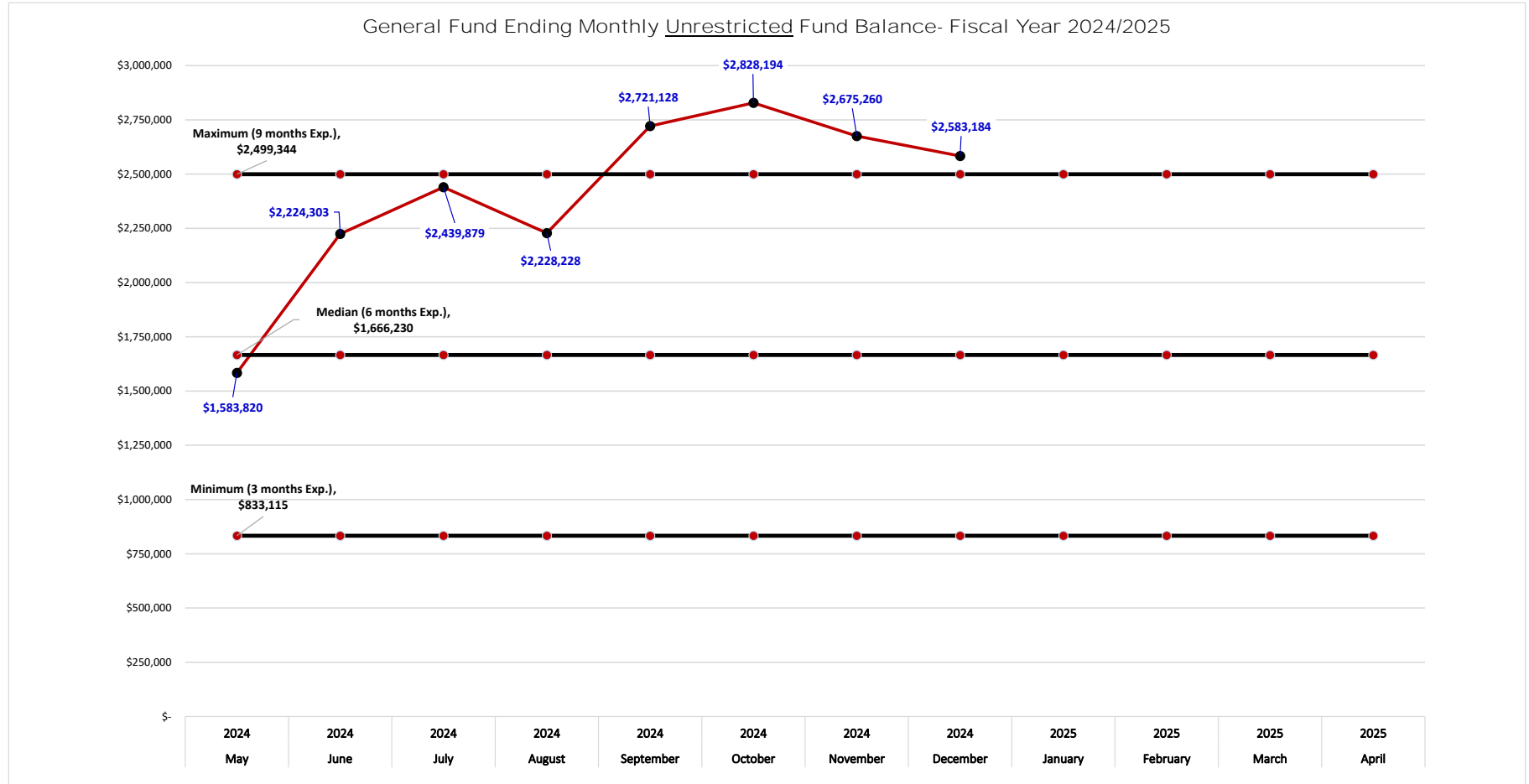
Note 1 > Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

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

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

Actuals- Unaudited

	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	Fiscal Y-T-D
Beginning Unrestricted	\$ 1,410,027	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260					
Monthly Net Surplus/(Deficit)	173,793	640,482	215,576	(211,651)	492,900	107,066	(152,935)	(92,075)					\$ 1,173,157
Ending Unrestricted	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,583,184	\$ -	\$ -	\$ -	\$ -	



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



Recreation Fund

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

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

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



Recreation Fund: Revenues and Expenditures Summary (Unaudited)

Fiscal Year-to-Date Activity through December 31, 2024 and 2023

66.67% completed (8 out of 12 months)

	Fiscal Year 2024/2025-						FY 2024/2025 compared to FY 2023/2024-		
	Highlighted items reflect more than 8.33% variance						Highlighted items reflect more than 10% variance		
	Original Annual Budget	December 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 1,300,345	\$ 31,329	\$ 1,399,491	N/A	\$ 1,399,491	107.6%	\$ 1,315,649	\$ 83,841	6.4%
Personal Prop. Repl. Taxes	79,528	2,473	34,259	N/A	34,259	43.1%	55,799	(21,540)	-38.6%
Investment Income	80,000	11,191	102,008	N/A	102,008	127.5%	62,809	39,199	62.4%
Other	3,000	669	5,724	N/A	5,724	190.8%	2,117	3,607	170.4%
Fitness Center	733,603	72,493	548,448	N/A	548,448	74.8%	500,438	48,010	9.6%
Aquatic Center	667,703	56,582	496,474	N/A	496,474	74.4%	418,347	78,127	18.7%
Aquatic Recreation Prog.	579,511	86,933	366,536	N/A	366,536	63.2%	370,800	(4,264)	-1.1%
Children's Programs	519,207	22,603	483,742	N/A	483,742	93.2%	480,557	3,185	0.7%
Preschool Programs	328,366	48,332	227,404	N/A	227,404	69.3%	230,809	(3,404)	-1.5%
Youth Programs	256,813	6,753	227,664	N/A	227,664	88.6%	203,374	24,290	11.9%
Adult Programs	131,628	42,248	125,304	N/A	125,304	95.2%	105,460	19,844	18.8%
Pioneer Programs	66,973	6,158	51,743	N/A	51,743	77.3%	45,885	5,857	12.8%
Special Events and Trips	139,340	11,591	122,257	N/A	122,257	87.7%	143,856	(21,599)	-15.0%
Marketing	46,000	-	27,162	N/A	27,162	59.0%	30,150	(2,988)	-9.9%
Capital Outlay	-	-	-	N/A	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 4,932,017	\$ 399,356	\$ 4,218,214	\$ -	\$ 4,218,214	85.5%	\$ 3,966,049	\$ 252,165	6.4%
TRANSFERS IN	\$ 150,000	-	-	N/A	-	0.0%	-	-	N/A
TOTAL REVENUES & TRANSFERS IN	\$ 5,082,017	\$ 399,356	\$ 4,218,214	\$ -	\$ 4,218,214	83.0%	\$ 3,966,049	\$ 252,165	6.4%
EXPENDITURES									
Administration	\$ 1,099,291	\$ 52,359	\$ 617,375	\$ 18,140	\$ 635,516	56.2%	\$ 593,493	\$ 23,882	4.0%
Fitness Center	535,242	26,614	286,762	20,703	307,465	53.6%	256,718	30,045	11.7%
Aquatic Center	1,158,019	82,238	738,519	44,751	783,270	63.8%	674,979	63,540	9.4%
Aquatic Recreation Prog.	302,009	16,439	139,809	21,732	161,541	46.3%	163,465	(23,657)	-14.5%
Children's Programs	383,837	7,995	219,362	2,079	221,441	57.1%	217,020	2,342	1.1%
Preschool Programs	307,712	19,768	132,890	-	132,890	43.2%	121,048	11,843	9.8%
Youth Programs	202,400	3,924	114,261	-	114,261	56.5%	108,558	5,702	5.3%
Adult Programs	74,250	9,939	47,149	1,144	48,293	63.5%	38,075	9,074	23.8%
Pioneer Programs	101,932	7,975	63,237	1,318	64,555	62.0%	55,397	7,840	14.2%
Special Events and Trips	123,647	9,380	99,594	7,036	106,631	80.5%	109,317	(9,723)	-8.9%
Marketing	311,514	22,424	172,468	8,626	181,094	55.4%	150,007	22,461	15.0%
Capital Outlay	1,213,000	53,494	943,722	205,273	1,148,995	77.8%	189,094	754,628	399.1%
TOTAL EXPENDITURES	\$ 5,812,852	\$ 312,548	\$ 3,575,149	\$ 330,803	\$ 3,905,952	61.5%	\$ 2,677,170	\$ 897,979	33.5%
TRANSFERS OUT	\$ 177,971	-	-	-	-	0.0%	-	-	N/A
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 5,990,823	\$ 312,548	\$ 3,575,149	\$ 330,803	\$ 3,905,952	59.7%	\$ 2,677,170	\$ 897,979	33.5%
REVENUES & TRANSFERS IN, OVER (UNDER) EXPENDITURES & TRANSFERS OUT	\$ (908,806)	\$ 86,808	\$ 643,065	\$ (330,803)	\$ 312,262	-70.8%	\$ 1,288,878	\$ (645,814)	-50.1%

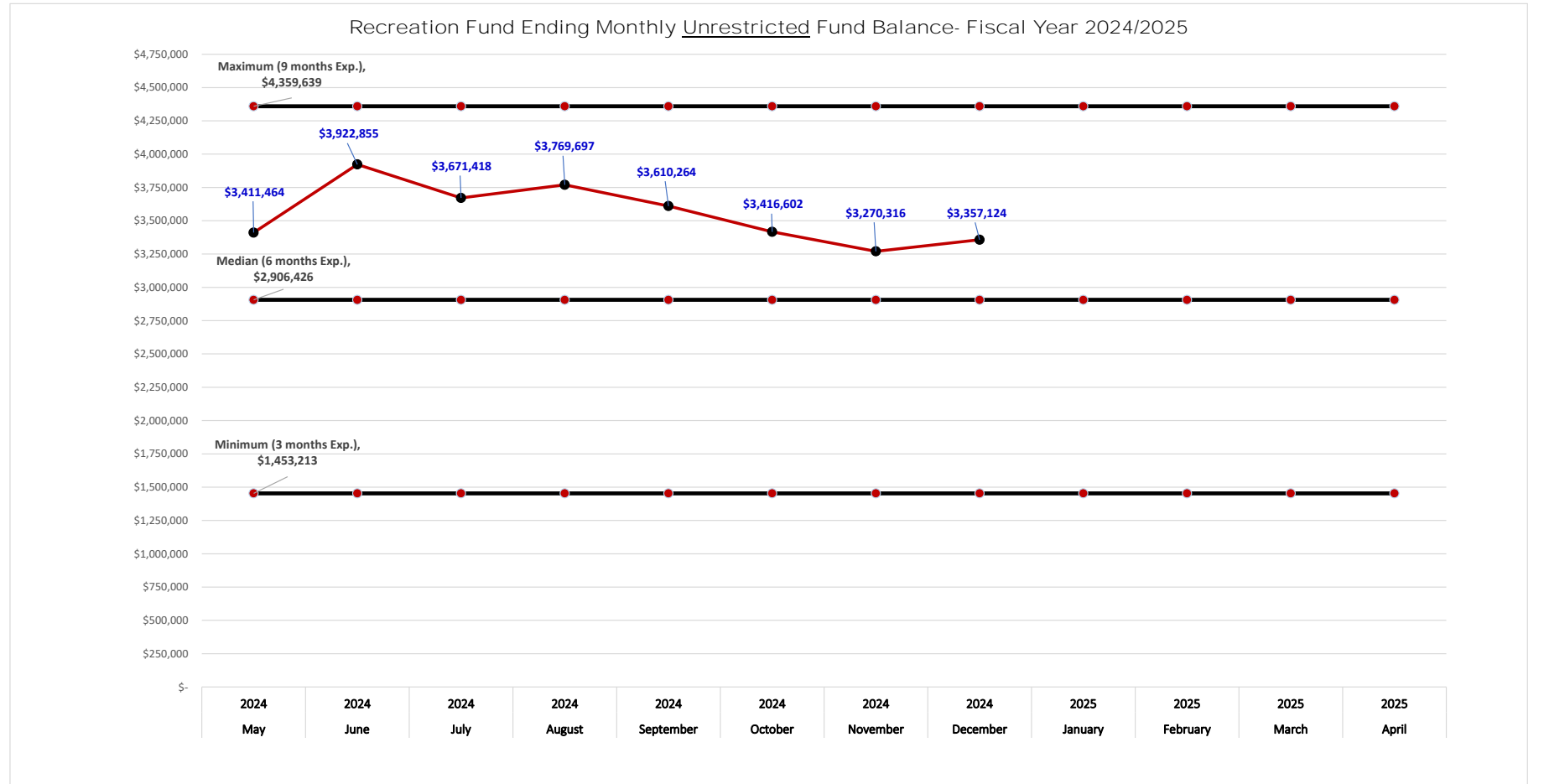
Note> Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

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

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

Actuals- Unaudited

	May 2024	June 2024	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	Fiscal Y-T-D
Beginning Unrestricted	\$ 2,714,059	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316					
Monthly Net Surplus/(Deficit)	697,405	511,391	(251,437)	98,279	(159,433)	(193,662)	(146,286)	86,808					\$ 643,065
Ending Unrestricted	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,357,124	\$ -	\$ -	\$ -	\$ -	



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



Tennis Fund

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

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

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



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

Fiscal Year-to-Date Activity through December 31, 2024 and 2023

66.67% completed (8 out of 12 months)

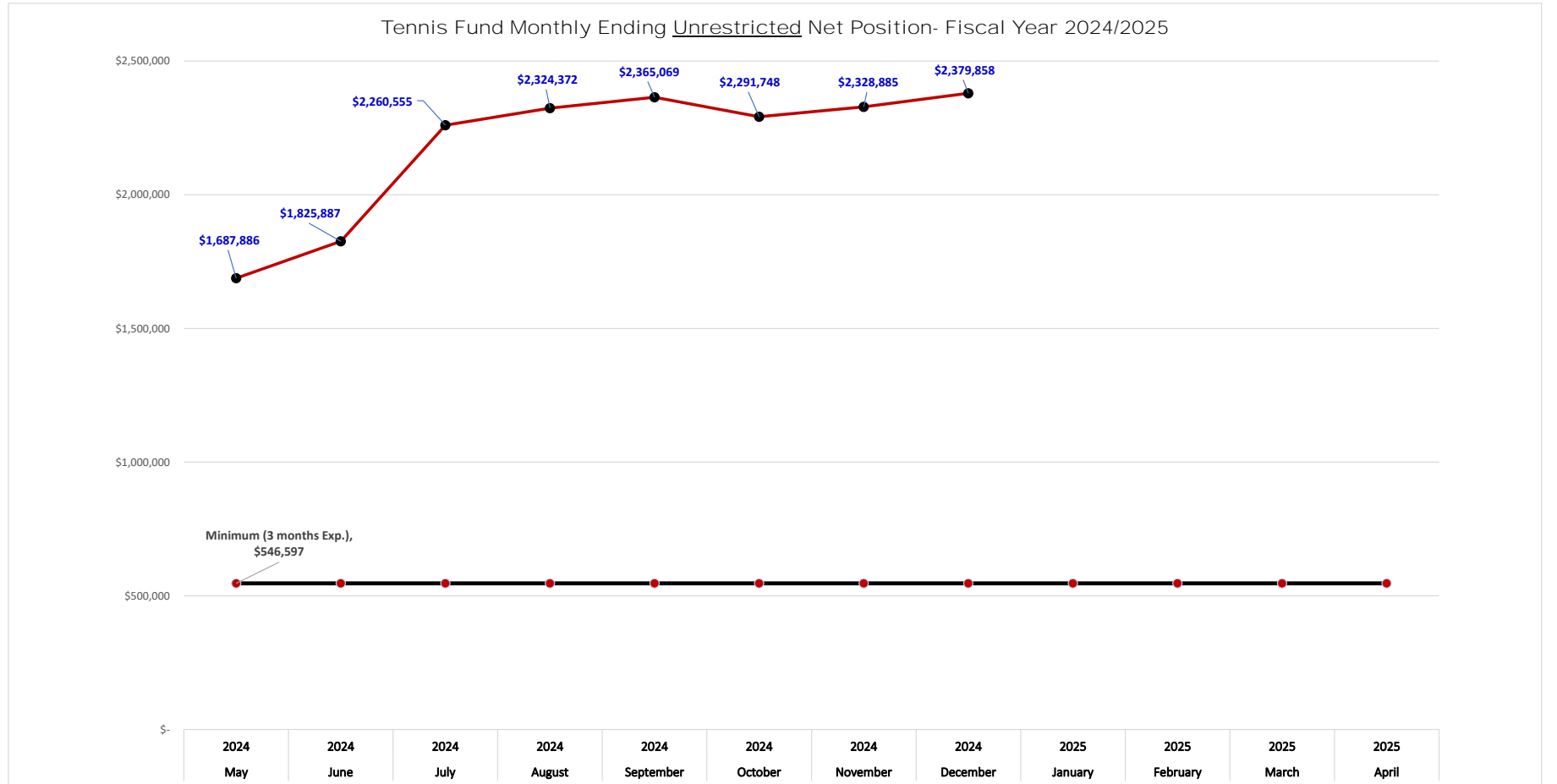
	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	December 2024 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration	\$ 67,000	\$ 9,979	\$ 106,645	N/A	\$ 106,645	159.2%	\$ 50,726	\$ 55,918	110.2%
Building- Racquet Club	500	-	968	N/A	968	193.6%	427	541	126.5%
Programs- Racquet Club	2,186,500	202,733	1,755,711	N/A	1,755,711	80.3%	1,758,927	(3,215)	-0.2%
TOTAL REVENUES	\$ 2,254,000	\$ 212,712	\$ 1,863,324	\$ -	\$ 1,863,324	82.7%	\$ 1,810,080	\$ 53,244	2.9%
EXPENSES									
Administration	\$ 922,009	\$ 60,812	\$ 462,648	\$ 826	\$ 463,474	50.2%	\$ 461,893	\$ 754	0.2%
Building- Racquet Club	379,379	31,339	196,645	42,794	239,439	51.8%	190,746	5,899	3.1%
Programs- Racquet Club	885,000	63,236	478,337	-	478,337	54.0%	434,426	43,911	10.1%
Capital Outlay	310,000	3,176	83,567	19,468	103,035	27.0%	54,776	28,792	52.6%
TOTAL EXPENSES	\$ 2,496,388	\$ 158,563	\$ 1,221,197	\$ 63,089	\$ 1,284,286	48.9%	\$ 1,141,841	\$ 79,356	6.9%
REVENUES OVER (UNDER) EXPENSES	\$ (242,388)	\$ 54,149	\$ 642,127	\$ (63,089)	\$ 579,038	-264.9%	\$ 668,239	\$ (26,112)	-3.9%

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

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

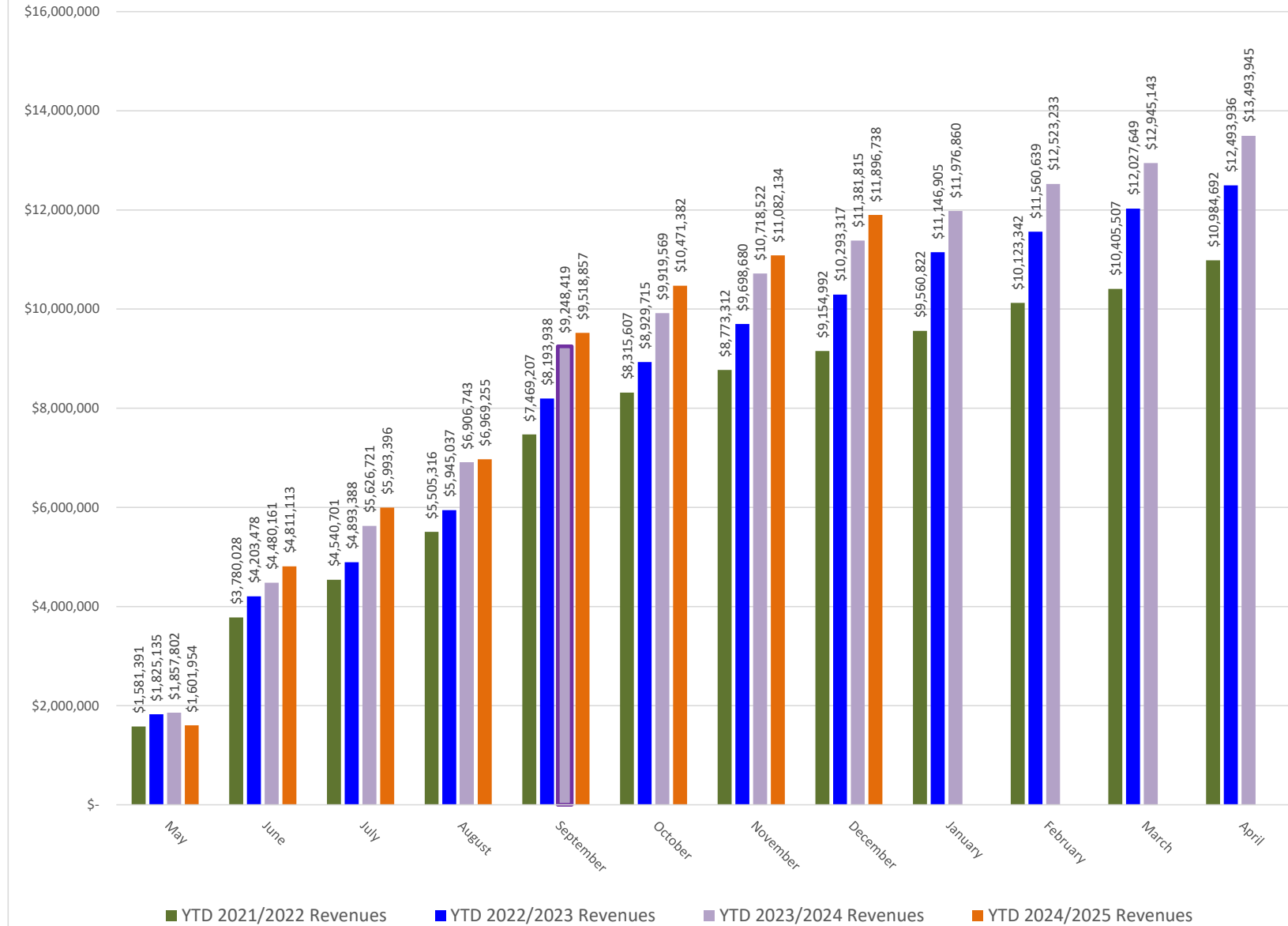
Oak Brook Park District
Schedule of Ending Monthly Unrestricted Net Position- Tennis Fund

	Actuals- Unaudited												Fiscal Y-T-D	
	May	June	July	August	September	October	November	December	January	February	March	April		
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025		
Beginning Investment in Capital Assets	\$ 1,753,845	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	1,834,236						
Beginning Unrestricted	1,821,299	1,687,886	1,825,887	2,260,555	2,324,372	2,365,069	2,291,748	2,328,885						
Monthly Net Surplus/(Deficit)	24,425	322,803	165,993	72,808	(18,214)	(46,934)	67,096	54,149						\$ 642,127
Ending Investment in Capital Assets	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236	\$ 1,837,412						
Ending Unrestricted	\$ 1,687,886	\$ 1,825,887	\$ 2,260,555	\$ 2,324,372	\$ 2,365,069	\$ 2,291,748	\$ 2,328,885	\$ 2,379,858						



Minimum (3 months Exp.)	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

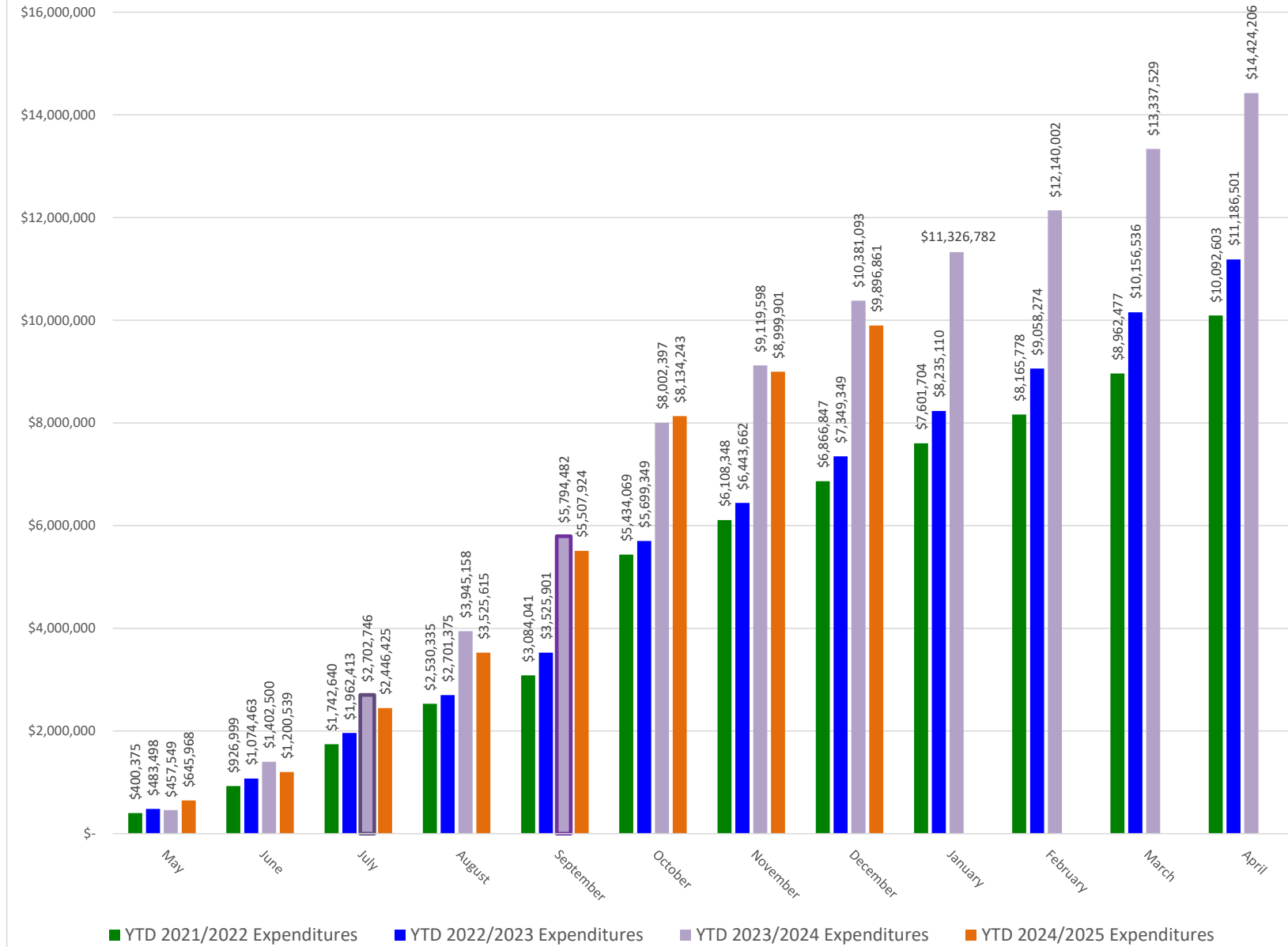
Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

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

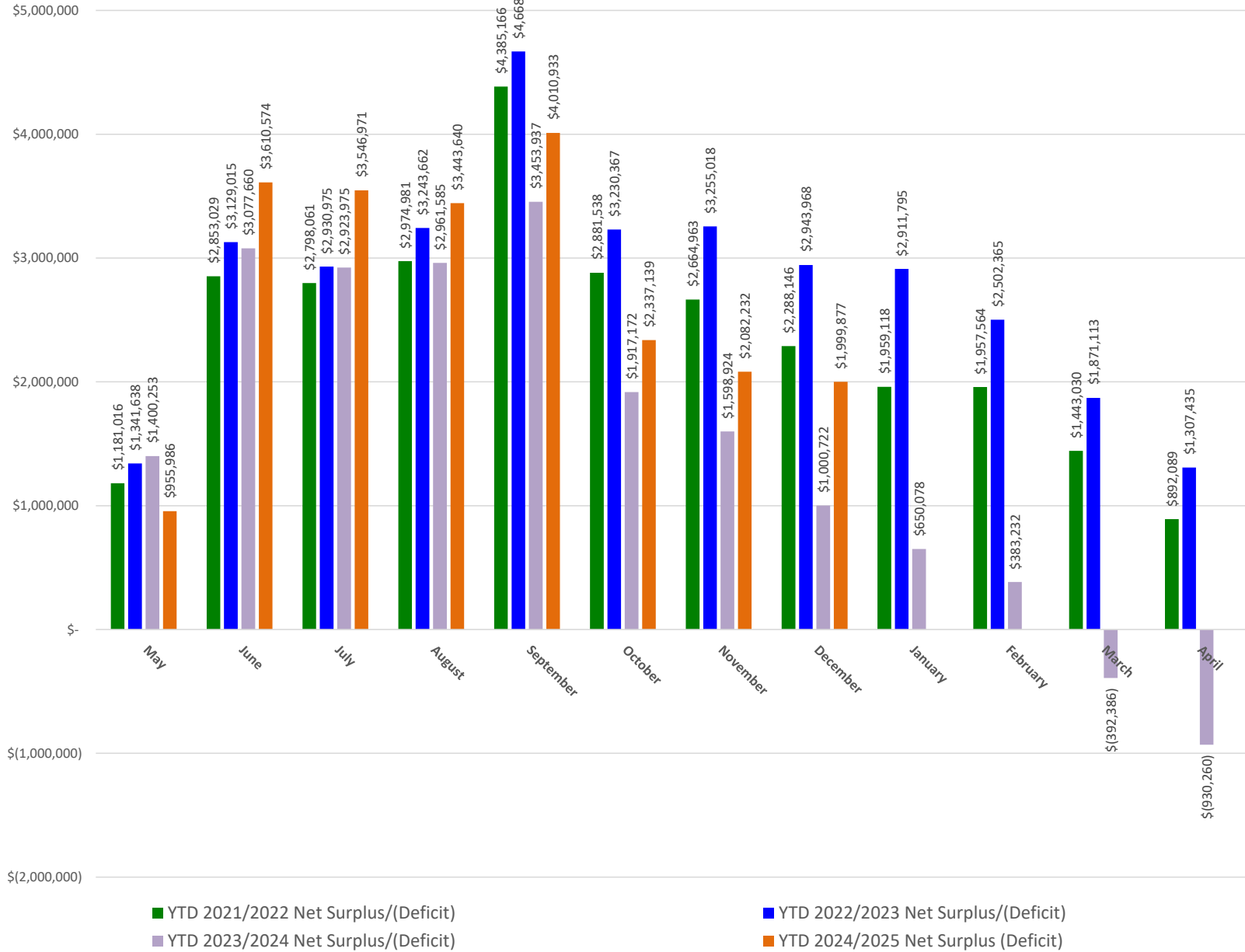
Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)



NOTES

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

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





OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
 December 2024

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (8 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	\$ 3,657,770	\$ 137,202	\$ 3,068,608
Expenditures & transfers out	3,834,459	229,277	1,895,451
Net surplus/(deficit)	\$ (176,689)	\$ (92,075)	\$ 1,173,157
RECREATION FUND			
Revenues & transfers in	\$ 5,082,017	\$ 399,356	\$ 4,218,214
Expenditures & transfers out	5,990,823	312,548	3,575,149
Net surplus/(deficit)	\$ (908,806)	\$ 86,808	\$ 643,065
IMRF FUND			
Revenues & transfers in	\$ 153,789	\$ 4,626	\$ 120,452
Expenditures & transfers out	180,000	13,805	114,912
Net surplus/(deficit)	\$ (26,211)	\$ (9,179)	\$ 5,540
LIABILITY INSURANCE FUND			
Revenues & transfers in	\$ 148,557	\$ 4,158	\$ 145,789
Expenditures & transfers out	159,061	2,342	78,230
Net surplus/(deficit)	\$ (10,504)	\$ 1,816	\$ 67,559
AUDIT FUND			
Revenues & transfers in	\$ 10,181	\$ 301	\$ 12,501
Expenditures & transfers out	13,550	-	14,750
Net surplus/(deficit)	\$ (3,369)	\$ 301	\$ (2,249)
DEBT SERVICE FUND			
Revenues & transfers in	\$ 1,943,812	\$ 38,509	\$ 1,700,894
Expenditures & transfers out	1,924,411	101,000	1,424,182
Net surplus/(deficit)	\$ 19,401	\$ (62,491)	\$ 276,711
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	\$ 2,254,000	\$ 212,712	\$ 1,863,324
Expenses	2,496,388	158,563	1,221,197
Net surplus/(deficit)	\$ (242,388)	\$ 54,149	\$ 642,127
SPECIAL RECREATION FUND			
Revenues & transfers in	\$ 434,837	\$ 9,965	\$ 410,677
Expenditures & transfers out	449,590	48,201	326,078
Net surplus/(deficit)	\$ (14,753)	\$ (38,236)	\$ 84,599



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
 December 2024

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (8 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	\$ 2,143,779	\$ 99	\$ 93,921
Expenditures & transfers out	2,549,779	9,902	1,048,672
Net surplus/(deficit)	\$ (406,000)	\$ (9,803)	\$ (954,751)
SOCIAL SECURITY FUND			
Revenues & transfers in	\$ 272,846	\$ 7,678	\$ 262,360
Expenditures & transfers out	318,428	21,306	198,240
Net surplus/(deficit)	\$ (45,582)	\$ (13,628)	\$ 64,120
CONSOLIDATED SUMMARY			
Revenues & transfers in	\$ 16,101,589	\$ 814,605	\$ 11,896,738
Expenditures/expenses & transfers out	17,916,489	896,942	9,896,861
Net surplus/(deficit)	\$ (1,814,900)	\$ (82,337)	\$ 1,999,877

**OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: December 2024**

	CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN	
Property Taxes	\$ 131,027
Replacement Taxes	14,546
Interest	35,815
Miscellaneous	669
Fitness Center Fees, Memberships, Sponsorships	72,493
Aquatic Center Program Fees, Memberships, Rentals	143,515
Other Recreation Program Fees	340,418
Marketing Service Fees, Sponsorships, Donations	-
FRC Rental/Member Fees	42,117
Field Rentals & Concessions- Central Park North	8,480
Field Rentals- Central Park	17,244
Satellite Parks & DNS	-
Information Technology	-
CPW Building Rentals & Other	8,279
Grant Proceeds	-
Overhead Revenues	-
Transfers In	-
TOTAL REVENUES & TRANSFERS IN:	\$ 814,605
EXPENDITURES/EXPENSES & TRANSFERS OUT	
Accounts Payable and Other	\$ 365,247
Payroll and Related Benefits	531,695
Overhead Expenditures	-
Transfers Out	-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT:	\$ 896,942
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ (82,337)

**Oak Brook Park District
Consolidated Balance Sheet
As of December 31, 2024**

	<u>ASSETS</u>	<u>Consolidated Totals</u>
Current Assets		
Cash and Investments		\$ 9,660,587
Receivables - Net of Allowances		
Property Taxes		5,818,600
Accounts		803,689
Due from Other Funds		-
Prepays		3,264
Inventories		24,987
Total Current Assets		<u>\$ 16,311,127</u>
Noncurrent Assets		
Capital Assets		
Non-depreciable		\$ 259,955
Depreciable		5,476,288
Accumulated Depreciation		<u>(3,982,396)</u>
Total Noncurrent Assets		<u>\$ 1,753,846</u>
Total Assets		\$ 18,064,973
<u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred Items-IMRF		\$ 135,948
Total Assets and Deferred Outflows of Resources		<u>\$ 18,200,921</u>
<u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable		\$ 67,581
Accrued Payroll		5,448
Retainage Payable		17,368
Unearned Revenue		816,150
Due To Other Funds		-
Unclaimed Property		108
Total Current Liabilities		<u>\$ 906,654</u>
Noncurrent Liabilities		
Compensated Absences Payable		\$ 17,201
Net Pension Liability - IMRF		17,176
Total OPEB Liability - RBP		<u>221,449</u>
Total Noncurrent Liabilities		<u>\$ 255,826</u>
Total Liabilities		\$ 1,162,481
<u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred Items - IMRF		\$ 42,440
Property Taxes		5,818,600
Total Liabilities and Deferred Inflows of Resources		<u>\$ 7,023,521</u>
<u>FUND/NET POSITION BALANCES</u>		
Non-spendable		\$ -
Restricted		812,580
Committed		3,562,238
Assigned		-
Unassigned		2,585,312
Net Investment in Capital Assets		1,837,412
Restricted		-
Unrestricted		<u>2,379,858</u>
Total Fund/Net Position Balances		<u>\$ 11,177,399</u>
Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances		<u>\$ 18,200,920</u>

OAK BROOK PARK DISTRICT
Treasurer's Report- As of December 31, 2024 and 2023

Investment Type	Bank/Institution	Current Year Balance	Current Year Rate/APY	Prior Year Rate/APY	Description/Note	Concentration Percentage
<u>Money Market</u>						
	Evergreen Bank	\$ 3,670,125.13	4.840%	3.040%	Interest-bearing	39.71%
	Hinsdale Bank	1,161,160.22	4.800%	5.610%	Interest-bearing	12.56%
	Sub-Total:	\$ 4,831,285.35				52.27%
<u>Savings</u>						
	Evergreen Bank	\$ -	4.500%	2.500%	Interest-bearing (Insured Cash Sweep)	0.00%
<u>Checking</u>						
	Fifth Third Bank	\$ 21,665.48	0.620%	0.680%	Interest-bearing	0.23%
<u>Investment Pool</u>						
	The Illinois Funds	\$ 4,389,259.70	4.688%	5.462%	Illinois Public Treasurers' Investment Pool	47.49%
	Grand Total Investments:	\$ 9,242,210.53				100.00%
<u>Benchmark</u>						
	Three-month U.S. Treasury Bill		4.324%	5.353%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 12/31/2024 and 12/29/2023 .	

Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of December 31, 2024

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<u>Capital Projects Fund</u>		
Purchase of pick-up truck & related snow plow and salt spreader	Sutton Ford, Monroe Truck Equipment	\$ 59,592.00
Aquatic center tile deck replacement project	II Dept. of Public Health, Concrete & Demolition Plus Inc., Progressive Commercial, RR & R Services	250,069.29
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	7,971.91
FRC HVAC unit replacement	Trane U.S., Inc.	145,980.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	92,131.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,760.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	400,000.00
Pond aerators- Forest Glen Ponds	Reinders, Inc.	25,738.58
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	10,221.92
Sub-total Balance:		\$ 1,058,040.56
<u>Recreation Fund</u>		
Aquatics Center sound system project	SK Electronics, Pentegra Systems	\$ 27,464.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	211,232.16
Aquatics Center painting & window coverings	Precision Window Tinting, RR&R Services, CertaPro Painters	46,496.00
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc., Kluber Architects & Engineers	632,824.75
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
John Deere utility vehicle- Parks maintenance	Arends Hogan Walker	24,741.56
Sub-total Balance:		\$ 943,721.97
<u>Tennis Fund</u>		
Tennis Center building registration front desk, offices & carpeting project	Villa Park Office Equipment, Securitas Technology, Ubiquiti Store (p-card), CB2 (p-card), SP Progressive Desk (p-card), Crate & Barrel (p-card), Wetworx, Poppin (p-card), Villa Park Office (p-card)	\$ 38,524.97
Tennis Center building exterior windows	Kluber Architects & Engineers	3,087.50
Tennis Center exterior windows- Legal Fees	Robbins, Schwartz	1,206.00
Indoor tennis courts lighting project	OEO Energy Solutions	28,575.65
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	12,102.80
Outdoor tennis/pickleball courts reconstruction & expansion- Legal Fees	Robbins, Schwartz	70.50
Sub-total Balance:		\$ 83,567.42
<u>Special Recreation Fund</u>		
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors	\$ 5,000.00
CPW bathroom, entryway and ADA improvements	Kluber Architects & Engineers, Red Feather Group, Max-Ability Inc., Securitas Technology	207,244.55
Aquatic center tile deck replacement project	Progressive Commercial	33,009.93
Sub-total Balance:		\$ 245,254.48
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:		\$ 2,330,584.43

Warrant

Invoice Register Report

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49593	ACCRUE SOLUTIONS LLC	01/01/2025	01/20/2025	150.00	150.00	Open	N
49594	ACCRUE SOLUTIONS LLC	01/01/2025	01/20/2025	81.00	81.00	Open	N
49465	AED PROFESSIONALS	10/02/2024	01/20/2025	389.70	389.70	Open	N
49537	ANDERSON ELEVATOR CO.	01/01/2025	01/20/2025	650.00	650.00	Open	N
49514	ANDERSON LANDSCAPE SUPPLY	10/21/2024	01/20/2025	150.00	150.00	Open	N
49515	ANDERSON LANDSCAPE SUPPLY	10/21/2024	01/20/2025	150.00	150.00	Open	N
49516	ANDERSON LANDSCAPE SUPPLY	11/06/2024	01/20/2025	92.00	92.00	Open	N
49487	AQUA PURE ENTERPRISES, INC.	12/05/2024	01/20/2025	1,377.87	1,377.87	Open	N
49518	BEST OFFICIALS	12/26/2024	01/20/2025	440.00	440.00	Open	N
49581	BLUEALLY TECHNOLOGY SOLUTIONS LLC	01/07/2025	01/20/2025	2,811.86	2,811.86	Open	N
49459	BR BLEACHERS	11/30/2024	01/20/2025	99.00	99.00	Open	N
49510	BR BLEACHERS	01/02/2025	01/20/2025	350.00	350.00	Open	N
49484	BUTTREY RENTAL SERVICE INC.	11/15/2024	01/20/2025	1,050.00	1,050.00	Open	N
49455	C. ACITELLI HEATING & PIPING INC.	12/06/2024	01/20/2025	67,058.26	67,058.26	Open	N
49555	CARDMEMBER SERVICE	12/27/2024	01/20/2025	1,334.06	1,334.06	Open	N
49556	CARDMEMBER SERVICE	12/27/2024	01/20/2025	201.90	201.90	Open	N
49557	CARDMEMBER SERVICE	12/27/2024	01/20/2025	385.39	385.39	Open	N
49558	CARDMEMBER SERVICE	12/27/2024	01/20/2025	344.48	344.48	Open	N
49559	CARDMEMBER SERVICE	12/27/2024	01/20/2025	188.51	188.51	Open	N
49560	CARDMEMBER SERVICE	12/27/2024	01/20/2025	27.10	27.10	Open	N
49561	CARDMEMBER SERVICE	12/27/2024	01/20/2025	699.93	699.93	Open	N
49562	CARDMEMBER SERVICE	12/27/2024	01/20/2025	1,238.12	1,238.12	Open	N
49563	CARDMEMBER SERVICE	12/27/2024	01/20/2025	3,970.14	3,970.14	Open	N
49564*	CARDMEMBER SERVICE	12/27/2024	01/20/2025	285.78	285.78	Open	N
49565	CARDMEMBER SERVICE	12/27/2024	01/20/2025	330.00	330.00	Open	N
49566	CARDMEMBER SERVICE	12/27/2024	01/20/2025	99.89	99.89	Open	N
49567	CARDMEMBER SERVICE	12/27/2024	01/20/2025	338.09	338.09	Open	N
49568	CARDMEMBER SERVICE	12/27/2024	01/20/2025	70.00	70.00	Open	N
49569	CARDMEMBER SERVICE	12/27/2024	01/20/2025	300.11	300.11	Open	N
49570	CARDMEMBER SERVICE	12/27/2024	01/20/2025	668.62	668.62	Open	N
49571*	CARDMEMBER SERVICE	12/27/2024	01/20/2025	3,843.28	3,843.28	Open	N
49572	CARDMEMBER SERVICE	12/27/2024	01/20/2025	143.36	143.36	Open	N
49573	CARDMEMBER SERVICE	12/27/2024	01/20/2025	202.56	202.56	Open	N
49575	CARDMEMBER SERVICE	11/27/2024	01/20/2025	492.26	492.26	Open	N
49576	CARDMEMBER SERVICE	11/27/2024	01/20/2025	335.90	335.90	Open	N
49577	CARDMEMBER SERVICE	12/27/2024	01/20/2025	1,681.43	1,681.43	Open	N
49580*	CARDMEMBER SERVICE	12/27/2024	01/20/2025	4,265.96	4,265.96	Open	N
49582	CARDMEMBER SERVICE	12/27/2024	01/20/2025	3,133.13	3,133.13	Open	N
49583*	CARDMEMBER SERVICE	12/27/2024	01/20/2025	2,359.97	2,359.97	Open	N
49584	CARDMEMBER SERVICE	12/27/2024	01/20/2025	2,170.35	2,170.35	Open	N
49585	CARDMEMBER SERVICE	12/27/2024	01/20/2025	252.25	252.25	Open	N
49592*	CARDMEMBER SERVICE	12/27/2024	01/20/2025	40.90	40.90	Open	N
49595*	CARDMEMBER SERVICE	11/27/2024	01/20/2025	436.00	436.00	Open	N
49482	CHICAGO CLASSIC COACH, LLC	12/16/2024	01/20/2025	795.00	795.00	Open	N
49552	DIRECT ENERGY BUSINESS, LLC	01/06/2025	01/20/2025	37.98	37.98	Open	N
49472	EBEL'S ACE HARDWARE #8313	12/18/2024	01/20/2025	46.77	46.77	Open	N
49508	FERGUSON FACILITIES #3400	12/09/2024	01/20/2025	309.17	309.17	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49528	FERGUSON FACILITIES #3400	12/23/2024	01/20/2025	155.04	155.04	Open	N
49540	FERGUSON FACILITIES #3400	12/30/2024	01/20/2025	606.00	606.00	Open	N
49544	FERGUSON FACILITIES #3400	11/27/2024	01/20/2025	964.59	964.59	Open	N
49545	FERGUSON FACILITIES #3400	12/06/2024	01/20/2025	(91.86)	(91.86)	Open	N
49546	FERGUSON FACILITIES #3400	12/19/2024	01/20/2025	142.44	142.44	Open	N
49547	FLAGG CREEK WATER RECLAMATION	12/27/2024	01/20/2025	1,523.32	1,523.32	Open	N
49548	FLAGG CREEK WATER RECLAMATION	12/27/2024	01/20/2025	20.53	20.53	Open	N
49549	FLAGG CREEK WATER RECLAMATION	12/27/2024	01/20/2025	20.53	20.53	Open	N
49550	FLAGG CREEK WATER RECLAMATION	12/27/2024	01/20/2025	91.70	91.70	Open	N
49551	FLAGG CREEK WATER RECLAMATION	12/27/2024	01/20/2025	43.28	43.28	Open	N
49532	FLUID RUNNING LLC	12/27/2024	01/20/2025	8,554.35	8,554.35	Open	N
49473	GARY WENSTRUP	10/24/2024	01/20/2025	300.00	300.00	Open	N
49578	GATEWAY SRA	12/27/2024	01/20/2025	19,712.70	19,712.70	Open	N
49525	GORDON FLESCH COMPANY	12/20/2024	01/20/2025	773.74	773.74	Open	N
49468	GRAINGER	12/19/2024	01/20/2025	17.95	17.95	Open	N
49534	HAGG PRESS	12/30/2024	01/20/2025	99.00	99.00	Open	N
49553	HAGG PRESS	01/07/2025	01/20/2025	270.00	270.00	Open	N
49467	HALOGEN SUPPLY COMPANY, INC.	12/19/2024	01/20/2025	59.50	59.50	Open	N
49451	HEARTLAND PROFESSIONAL PAVING &	12/13/2024	01/20/2025	14,502.20	14,502.20	Open	N
49493	HOME DEPOT CREDIT SERVICES	12/05/2024	01/20/2025	181.85	181.85	Open	N
49494	HOME DEPOT CREDIT SERVICES	12/05/2024	01/20/2025	47.66	47.66	Open	N
49495	HOME DEPOT CREDIT SERVICES	12/06/2024	01/20/2025	74.94	74.94	Open	N
49496	HOME DEPOT CREDIT SERVICES	12/09/2024	01/20/2025	(161.88)	(161.88)	Open	N
49497	HOME DEPOT CREDIT SERVICES	12/02/2024	01/20/2025	193.00	193.00	Open	N
49498	HOME DEPOT CREDIT SERVICES	12/03/2024	01/20/2025	52.68	52.68	Open	N
49499	HOME DEPOT CREDIT SERVICES	12/03/2024	01/20/2025	181.90	181.90	Open	N
49500	HOME DEPOT CREDIT SERVICES	12/10/2024	01/20/2025	49.92	49.92	Open	N
49501	HOME DEPOT CREDIT SERVICES	12/11/2024	01/20/2025	49.97	49.97	Open	N
49502	HOME DEPOT CREDIT SERVICES	12/11/2024	01/20/2025	12.72	12.72	Open	N
49503	HOME DEPOT CREDIT SERVICES	12/13/2024	01/20/2025	22.29	22.29	Open	N
49504	HOME DEPOT CREDIT SERVICES	12/13/2024	01/20/2025	11.96	11.96	Open	N
49505	HOME DEPOT CREDIT SERVICES	12/21/2024	01/20/2025	42.30	42.30	Open	N
49506	HOME DEPOT CREDIT SERVICES	12/28/2024	01/20/2025	4.88	4.88	Open	N
49507	HOME DEPOT CREDIT SERVICES	12/02/2024	01/20/2025	99.96	99.96	Open	N
49519	HOME DEPOT CREDIT SERVICES	12/26/2024	01/20/2025	164.59	164.59	Open	N
49520	HOME DEPOT CREDIT SERVICES	12/04/2024	01/20/2025	94.63	94.63	Open	N
49521	HOME DEPOT CREDIT SERVICES	12/04/2024	01/20/2025	161.20	161.20	Open	N
49522	HOME DEPOT CREDIT SERVICES	12/03/2024	01/20/2025	12.32	12.32	Open	N
49523	HOME DEPOT CREDIT SERVICES	12/02/2024	01/20/2025	104.56	104.56	Open	N
49524	HOME DEPOT CREDIT SERVICES	11/04/2024	01/20/2025	(74.94)	(74.94)	Open	N
49483	ILLINOIS ASSOCIATION OF PARK	12/11/2024	01/20/2025	7,539.29	7,539.29	Open	N
49474	ILLINOIS STATE POLICE	11/30/2024	01/20/2025	80.00	80.00	Open	N
49471	JOHNSON HEALTH TECH NORTH AMERICA	12/17/2024	01/20/2025	1,895.00	1,895.00	Open	N
49491	LEASE SERVICING CENTER	11/14/2024	01/20/2025	48,111.35	48,111.35	Open	N
49543	LENNO LASN	12/31/2024	01/20/2025	740.00	740.00	Open	N
49574	LPG MUSIC INC.	12/19/2024	01/20/2025	579.38	579.38	Open	N
49460	MCF HOLDINGS LLC	12/13/2024	01/20/2025	446.00	446.00	Open	N

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49538	MEG ELIZABETH OLANDER	12/31/2024	01/20/2025	177.95	177.95	Open	N
49541	MENARDS	01/02/2025	01/20/2025	40.39	40.39	Open	N
49554	MENARDS	01/07/2025	01/20/2025	51.56	51.56	Open	N
49511	NATIONAL RECREATION & PARK	01/07/2025	01/20/2025	2,200.00	2,200.00	Open	N
49466	NEXT GENERATION	12/19/2024	01/20/2025	700.00	700.00	Open	N
49542	NEXT GENERATION	01/03/2025	01/20/2025	610.75	610.75	Open	N
49477	NICOR GAS	12/04/2024	01/20/2025	1,266.83	1,266.83	Open	N
49478	NICOR GAS	12/04/2024	01/20/2025	384.78	384.78	Open	N
49479	NRG BUSINESS MARKETING LLC	12/06/2024	01/20/2025	4,593.86	4,593.86	Open	N
49480	NRG BUSINESS MARKETING LLC	12/06/2024	01/20/2025	815.60	815.60	Open	N
49469	O'REILLY AUTO PARTS	12/20/2024	01/20/2025	5.29	5.29	Open	N
49470	O'REILLY AUTO PARTS	12/20/2024	01/20/2025	79.65	79.65	Open	N
49533	O'REILLY AUTO PARTS	12/27/2024	01/20/2025	6.15	6.15	Open	N
49535	O'REILLY AUTO PARTS	12/30/2024	01/20/2025	6.15	6.15	Open	N
49586	PFEIFFER'S PEST CONTROL	01/09/2025	01/20/2025	150.00	150.00	Open	N
49587	PFEIFFER'S PEST CONTROL	01/24/2024	01/20/2025	150.00	150.00	Open	N
49588	PFEIFFER'S PEST CONTROL	04/23/2024	01/20/2025	150.00	150.00	Open	N
49589	PFEIFFER'S PEST CONTROL	05/31/2024	01/20/2025	150.00	150.00	Open	N
49590	PFEIFFER'S PEST CONTROL	07/25/2024	01/20/2025	150.00	150.00	Open	N
49591	PFEIFFER'S PEST CONTROL	09/16/2024	01/20/2025	150.00	150.00	Open	N
49513	PLAYPOWER LT FARMINGTON INC	12/20/2024	01/20/2025	40.51	40.51	Open	N
49486	PORTER PIPE & SUPPLY CO.	12/20/2024	01/20/2025	43.98	43.98	Open	N
49527	PORTER PIPE & SUPPLY CO.	12/26/2024	01/20/2025	(147.30)	(147.30)	Open	N
49476	PROFESSIONAL PAVING & CONCRETE	12/13/2024	01/20/2025	15,443.31	15,443.31	Open	N
49490	PROVEN BUSINESS SYSTEMS	12/06/2024	01/20/2025	1,270.00	1,270.00	Open	N
49461	RANDALL INDUSTRIES	12/12/2024	01/20/2025	220.50	220.50	Open	N
49462	RANDALL INDUSTRIES	12/12/2024	01/20/2025	220.50	220.50	Open	N
49489	RANDALL INDUSTRIES	12/12/2024	01/20/2025	415.50	415.50	Open	N
49539	SBC WASTE SOLUTIONS	12/31/2024	01/20/2025	720.00	720.00	Open	N
49454	SPEAR CORPORATION	12/05/2024	01/20/2025	10,215.00	10,215.00	Open	N
49517	STATE FIRE MARSHALL	12/20/2024	01/20/2025	490.00	490.00	Open	N
49526	STERLING NETWORK INTEGRATION	12/26/2024	01/20/2025	194.00	194.00	Open	N
49485	TAMELING INDUSTRIES INC.	12/05/2024	01/20/2025	296.00	296.00	Open	N
49488	TOTAL FIRE & SAFETY, INC.	12/12/2024	01/20/2025	1,491.00	1,491.00	Open	N
49529	TOTAL FIRE & SAFETY, INC.	12/27/2024	01/20/2025	460.00	460.00	Open	N
49530	TOTAL FIRE & SAFETY, INC.	12/27/2024	01/20/2025	807.00	807.00	Open	N
49531	TOTAL FIRE & SAFETY, INC.	12/27/2024	01/20/2025	807.00	807.00	Open	N
49536	TOWERSTREAM CORPORATION	12/30/2024	01/20/2025	215.00	215.00	Open	N
49463	TRANE U.S. INC.	12/13/2024	01/20/2025	20.71	20.71	Open	N
49509	TREETOP PRODUCTS CONSOLIDATED	12/16/2024	01/20/2025	2,548.83	2,548.83	Open	N
49481	UMB BANK N.A.	11/08/2024	01/20/2025	65,250.00	65,250.00	Open	N
49456	VC3, INC	12/07/2024	01/20/2025	999.00	999.00	Open	N
49475	VILLAGE OF OAK BROOK	12/10/2024	01/20/2025	5,856.61	5,856.61	Open	N
49457	WAREHOUSE DIRECT INC.	10/16/2024	01/20/2025	391.39	391.39	Open	N
49464	WAREHOUSE DIRECT INC.	12/17/2024	01/20/2025	266.28	266.28	Open	N
49492	ZAZZO'S PIZZA	12/01/2024	01/20/2025	3,891.13	3,891.13	Open	N
49512	ZOLL MEDICAL CORPORATION	12/26/2024	01/20/2025	348.80	348.80	Open	N

WARRANT #692
 INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
 EXP CHECK RUN DATES 01/20/2025 - 01/20/2025
 BOTH JOURNALIZED AND UNJOURNALIZED
 OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49579	ZOLL MEDICAL CORPORATION	12/27/2024	01/20/2025	1,693.11	1,693.11	Open	N
# of Invoices:	138	# Due:	138	Totals:	341,143.42	341,143.42	
# of Credit Memos:	4	# Due:	4	Totals:	(475.98)	(475.98)	
Net of Invoices and Credit Memos:				340,667.44	340,667.44		

* 6 Net Invoices have Credits Totalling: (825.51)

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	60,389.80	60,389.80
02 - RECREATION FUND	159,873.43	159,873.43
06 - DEBT SERVICE FUND	65,250.00	65,250.00
07 - RECREATIONAL FACILITIES FUND	10,384.31	10,384.31
09 - SPECIAL RECREATION FUND	29,927.70	29,927.70
12 - CAPITAL PROJECTS FUND	14,842.20	14,842.20

--- TOTALS BY DEPT/ACTIVITY ---

01 - ADMINISTRATION CORPORATE	44,474.88	44,474.88
02 - FINANCE	1,555.43	1,555.43
04 - CENTRAL PARK NORTH	6,901.84	6,901.84
05 - CENTRAL PARK	19,767.89	19,767.89
09 - DEAN PROPERTY	37.98	37.98
14 - INFORMATION TECHNOLOGY	11,716.55	11,716.55
15 - BUILDING/RECREATION CENTER	8,893.25	8,893.25
20 - CENTRAL PARK WEST	1,811.51	1,811.51
21 - FITNESS CENTER	4,580.32	4,580.32
25 - AQUATIC CENTER	10,034.24	10,034.24
26 - AQUATIC-RECREATION PROGRAMS	8,908.30	8,908.30
30 - CHILDRENS PROGRAMS	59.37	59.37
31 - PRESCHOOL PROGRAMS	1,072.38	1,072.38
32 - YOUTH PROGRAMS	169.98	169.98
40 - ADULT PROGRAMS	440.00	440.00
50 - PIONEER PROGRAMS	1,643.17	1,643.17
60 - SPECIAL EVENTS & TRIPS	5,821.99	5,821.99
71 - BUILDING/RACQUET CLUB	3,449.09	3,449.09
75 - TENNIS PROGRAMS	4,490.06	4,490.06
80 - MARKETING	8,837.40	8,837.40
81 - CAPITAL OUTLAY	115,909.61	115,909.61
94 - DEBT SERVICE FUND	65,250.00	65,250.00
95 - CAPITAL PROJECTS FUND	14,842.20	14,842.20

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
49436	LENNO LASN	11/07/2024	12/19/2024	777.00	0.00	Paid	Y
49437	DONNA ROMANOWSKI	11/07/2024	12/19/2024	82.80	0.00	Paid	Y
49438	KATHY MASKA	12/11/2024	12/19/2024	100.00	0.00	Paid	Y
49439	CLASSIC LANDSCAPE, LTD.	11/30/2024	12/19/2024	4,117.05	0.00	Paid	Y
49440	VILLAGE OF OAK BROOK	12/06/2024	12/19/2024	4,661.29	0.00	Paid	Y
49441	VILLAGE OF OAK BROOK	12/06/2024	12/19/2024	125.92	0.00	Paid	Y
49442	VILLAGE OF OAK BROOK	12/06/2024	12/19/2024	24.49	0.00	Paid	Y
49443	VILLAGE OF OAK BROOK	12/06/2024	12/19/2024	10.00	0.00	Paid	Y
49444	VILLAGE OF OAK BROOK	12/06/2024	12/19/2024	285.31	0.00	Paid	Y
49445	VILLAGE OF OAK BROOK	12/06/2024	12/19/2024	24.49	0.00	Paid	Y
49446	DIRECT ENERGY BUSINESS, LLC	12/06/2024	12/19/2024	20,377.52	0.00	Paid	Y
49447	DIRECT ENERGY BUSINESS, LLC	12/06/2024	12/19/2024	1,611.42	0.00	Paid	Y
49448	DIRECT ENERGY BUSINESS, LLC	12/03/2024	12/19/2024	31.90	0.00	Paid	Y
49449	VILLAGE OF OAK BROOK	11/07/2024	12/19/2024	101,000.00	0.00	Paid	Y
49452	KLUBER ARCHITECTS & ENGINEERS	10/31/2024	12/19/2024	3,345.66	0.00	Paid	Y
49450	J. STEVENS BUSINESS SOLUTIONS, INC	09/20/2024	12/30/2024	160.00	0.00	Paid	Y
49458	IL DEPT OF REVENUE	11/30/2024	12/30/2024	442.00	0.00	Paid	Y

# of Invoices:	17	# Due:	0	Totals:	137,176.85	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					137,176.85	0.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	13,053.72	0.00
02 - RECREATION FUND	16,759.22	0.00
06 - DEBT SERVICE FUND	101,000.00	0.00
07 - RECREATIONAL FACILITIES FUND	6,363.91	0.00

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	147.13	0.00
01 - ADMINISTRATION CORPORATE	3,770.64	0.00
04 - CENTRAL PARK NORTH	1,635.91	0.00
05 - CENTRAL PARK	3,648.93	0.00
06 - SADDLEBROOK PARK	622.53	0.00
07 - FOREST GLEN PARK	535.25	0.00
08 - CHILLEM PARK	181.11	0.00
09 - DEAN PROPERTY	292.96	0.00
15 - BUILDING/RECREATION CENTER	4,409.79	0.00
20 - CENTRAL PARK WEST	1,421.48	0.00
21 - FITNESS CENTER	3,527.84	0.00
25 - AQUATIC CENTER	6,273.71	0.00
71 - BUILDING/RACQUET CLUB	5,292.04	0.00
75 - TENNIS PROGRAMS	1,071.87	0.00
81 - CAPITAL OUTLAY	3,345.66	0.00
94 - DEBT SERVICE FUND	101,000.00	0.00

Staff Recognition

(None)

Communications and Proclamations

Board of Commissioners to Share Communications
Electric Vehicle Charging Stations
Jim Belden, Solar Panel Options for the Family Recreation Center

Reports

Administration and Enterprise Operations Report

Finance and Human Resources Report

Recreation and Communications Report

Parks and Facilities Report



Memo

To: Oak Brook Park District Board of Commissioners
From: Laure Kosey, Executive Director
Date: January 14, 2025
Re: January Board Report: Administration & Enterprise Operations

Upcoming Dates at the Oak Brook Park District:

January 23-25	IAPD/IPRA State Conference	Chicago
Saturday, February 1	Oak Brook First!	
Friday, February 7	Sweethearts Family Dance	CPW

January Board Meeting Discussion Points:

Tennis Center Report

- Junior programming players participated in the WTN junior match plays events Dec 6th-8th, results will count towards player's WTN rating.
- The NITTL league holiday mixer took place on Dec 20th, the event was at full capacity with 32 players.
- Dec 27th and 28th, the Tennis Center hosted the Winter Break junior open tournament with 64 participants.

Administrative Policies and Procedures Manual

The Administrative Policy and Procedures Manual was last approved in April of 2021. Board Policy, Section 1, is the first section to be reviewed.

Solar Panels and Electric Charging Stations

Jim Belden is presenting to the Board to discuss options for investing in solar panels on the FRC Roof. Grant money is available for electric charging stations, so staff wanted to bring this back to the Board.

Market Based Salary Range Adjustment

Annually, HR Source makes market-based recommendations for the salary ranges of each job description. This is not a merit increase. It is an adjusted salary range based on the market analysis of industry norms.



Memo

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: January 14, 2025
Re: December 2024 Financials

General Fund

We have now completed eight months of our current fiscal year (66.67% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$3,068,608, \$1,895,451, and \$0, respectively. This is resulting in a YTD net surplus of \$1,173,157, which is a \$62,907 (5.7%) increase from the \$1,110,250 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 83.9% when compared to the annual budget. Driving this favorable variance are property tax collections, investment earnings, non-resident daily facility use fees, new membership enrollment fees, and the overhead revenue charged to the Recreation and Tennis funds. Unfortunately, Personal Property Replacement Taxes (PPRT) are below expectations, and I anticipate that this source will end the year in an unfavorable status. CPW revenues are unfavorable due to the recent improvements at that facility which precluded us from conducting any programming or rental activity. Now that the construction activity has been completed, we do anticipate that rental and programming activity at this facility will increase beginning in January 2025, and result in increased revenues. Budgeted revenues in our satellite parks represent insurance reimbursements for any potential covered losses at those parks and the \$9,000 budget in the Dean Property department is for a tree grant that we expect to collect by the end of the current fiscal year. Central Park field rental revenue is approximately \$20,000 lower than in the prior year.
- **Expenditures-** Total current YTD expenditures are favorable at 56.9% when compared to the annual budget. All departments are currently favorable or in-line with current year budgeted expectations. Expenditures in our Central Park North department have increased \$26,713 over the prior year primarily due to the costs incurred to purchase concession equipment and supplies (\$10,048 YTD) for use at our newly constructed concession building. These costs are being partially offset by the \$7,560 in YTD concessions sales revenue. In addition, we purchased several outdoor trash receptacles (\$4,885), installed a weather warning system, and water commodity costs have also increased with the opening of our new public restroom facilities. Expenditures in our Building-Recreation Center department have increased 5.9% when compared to the prior year due to a variety of reasons, including increased wages for part-time front desk staff, increased employee health insurance costs, incursion of costs to inspect and adjust the ceiling-mounted basketball courts in the gym, and increased utility costs (natural gas, electricity, water, and sewer). Expenditures in our Central Park department have decreased 5.5% when compared to the prior year primarily due to decreased maintenance costs (plumbing & irrigation services), portable restroom services, and decreased full-time wages due to the increased allocation of such costs to the administration department.

Recreation Fund

YTD revenues, transfers-in, expenditures, and transfers-out for this fund equal \$4,218,214, \$0, \$3,575,149, and \$0, respectively. This is resulting in a YTD net surplus of \$643,065, which is a \$645,814 (50%) decrease from the \$1,288,878 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 85.5% when compared to the annual budget and have increased \$252,165 (6.4%) when compared to the prior year. Similar to our General fund, this fund is experiencing reduced collections of PPRT and increased returns on investments. Our Fitness Center and Aquatic Center departments are experiencing increased revenues primarily due to a combined \$126,610 increase in membership revenues. In our Special Events & Trips department, revenues are lower than in the prior year due to decreased sponsorships for winter lights and adult triathlons.
- **Expenditures-** Total current YTD expenditures are in-line with budgeted expectations at 61.5% of the annual budget and have increased \$897,979 (33.5%) when compared to the prior year. Except for our Special Events and Capital Outlay departments, all departments are currently favorable, or in-line with current year budgeted expectations. The largest driver of these increased expenditures is in our capital outlay department where expenditures have increased \$754,628 due to various capital improvement activity, including the installation of an HVAC system, painting, window tinting and upgraded sound system in our aquatics center, the purchase of a replacement utility vehicle, as well as extensive bathroom and ADA improvements at our Central Park West facility. Expenditures in our Aquatic Center department have increased over prior year due to increased full-time staff wages, credit card processing fees, installation of two replacement lifeguard chairs, and sealing and caulking of flooring joints at our Splash Island.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$1,863,324 and \$1,221,197, respectively. This is resulting in a YTD net surplus of \$642,127, which is a \$26,112 (3.9%) decrease over the prior year's surplus of \$668,239.

Following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 82.7% when compared to the annual budget and have increased \$53,244 (2.9%) when compared to the prior year. In the Administration department, interest income has increased from \$34,568 in the prior year, to \$88,447 in the current year. In the Programs department, total revenues have decreased slightly due to decreased group lesson revenues; however, this decrease is being partially offset by increased private lesson revenues and increased daily indoor court time revenues.
- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 48.9% of the annual budget and have increased \$79,356 (6.9%) when compared to the prior year. In the Programs department, part-time wages, and related payroll taxes and IMRF costs have increased approximately \$31,308. Capital improvement costs have also increased due to continued improvements to the administration offices and registration area. In addition, upgrades to the lighting at the indoor tennis courts was also completed in the current year.

FINANCE & HUMAN RESOURCES UPDATES:

- Staff continues to work on analyzing and calculating various financial data for inclusion in the proposed FY 2025/2026 budget.
- Staff worked on updating financial and census information for inclusion in the annual NRPA survey of member park districts.
- We received the remaining \$200,000 OSLAD grant payment from the State of Illinois. The grant, which totaled \$400,000, was used to partially fund the construction of the amphitheater and pavilion at the Northern section of our Central Park campus.



Memo

To: Oak Brook Park District Board of Commissioners
From: Robert Pechous, Director of Recreation and Communications
Date: January 14, 2025
Re: December 2024: Recreation and Communications Report

Recreation:

- Athletics
 - Get Better Winter League is sold out, with 640 kids enrolled and 134 on the waiting list.
 - The fall Pickleball League wrapped up. The Wednesday morning Pickleball League hosted a cookie exchange to celebrate the upcoming Holiday season.
 - Breakaway Basketball held its annual clinic on Sunday, 12/1. To register, you are required to bring a toy for our Toys for Tots campaign.
- Youth/Preschool
 - 132 Pee Wee and Playground Campers enjoyed Winter Break Camp.
 - December preschool themes were forest animals, family traditions, and holidays around the world.
- Pioneers
 - 30 Pioneers celebrated the holidays on Monday, 12/16, at Central Park West. They enjoyed lunch from Fogo de Chao and a program presented by Jenny Riddle on The Stories Behind the best loved Songs of Christmas.
 - The rescheduled Pioneer Night at Winter Lights was held on Tuesday, 12/17, due to it being canceled because of a power outage. 28 Pioneers attended and enjoyed cookies, hot chocolate & apple cider.
 - 19 Pioneers attended a lecture presented by Krista August on Chicago Holiday Traditions Old & New.
 - 8 Pioneers attended the Holiday Tea at the Drake Hotel social.
- Specialty
 - Cocoa Cabin had a great season. We had record numbers throughout the season. 1,107 cups of hot chocolate were sold. Next year, we are looking to expand the operating days from Thursdays to several days a week during Winter Lights.
 - The rental process for Central Park West has been improved with online booking and availability in live time. Rentals will begin again in January.
- Special Events
 - The fifth year of Winter Lights at Central Park concluded with approximately 61,083 people walking the path. This year, we received a total of \$7,211.38 in donations! All ages enjoyed this year's walk and were excited to see the newly lit penguin scene along with the others.
 - A successful Holiday Express, where guests take a festive trolley ride from the Family Recreation Center to meet the one and only Santa at the North Pole (Central Park West), was held on Sunday, 12/15. The event was sold out, with 280 people participating.
 - Santa Stockings were delivered to 28 Oak Brook children.

Marketing & Information Technology:

- The 2025 Sponsorship and Opportunities Brochure has been completed and printed. This 36-page document is an outstanding tool for creating partnerships and increasing revenue.
- The Family Recreation Center's phase 2 interior signage project was completed; phase 3, which involves signs in the Aquatic Center, is planned for next fiscal year.
- Network improvements, including a new firewall and core network switch, are planned to be installed in the next month.

Corporate and Community Relations:

Sponsorships	\$23,650.00
Advertising	\$ \$75
Vendors	-
In-Kind Donations	\$1,800.00
Oak Brook Park District Foundation	\$5,357.09

Total for September: \$30,882.09

Social Media and Website Engagement:

Facebook Analytics

Total Followers: 5,565 (up 97)
 Posts: 36
 Post Reach (organic and paid): 59,950
 Post Engagement: 8,644

Instagram Analytics:

Total Followers: 2,457 (up 37)
 Posts: 18
 Top Post Reach: 600
 Accounts Engaged: 553

X Analytics:

Total Followers: 1,126 (down 6)
 Posts: 1
 Top Post Impressions: 36

Top Facebook Post



Views ⁱ	Reach ⁱ
33,765	20,735
Interactions ⁱ	Link clicks ⁱ
34	252

Boosted on Dec 10, 2024 [See all](#)

Status: Completed · Boosted by: Haley Tess
 Budget: \$150.00 lifetime · Duration: 7 days

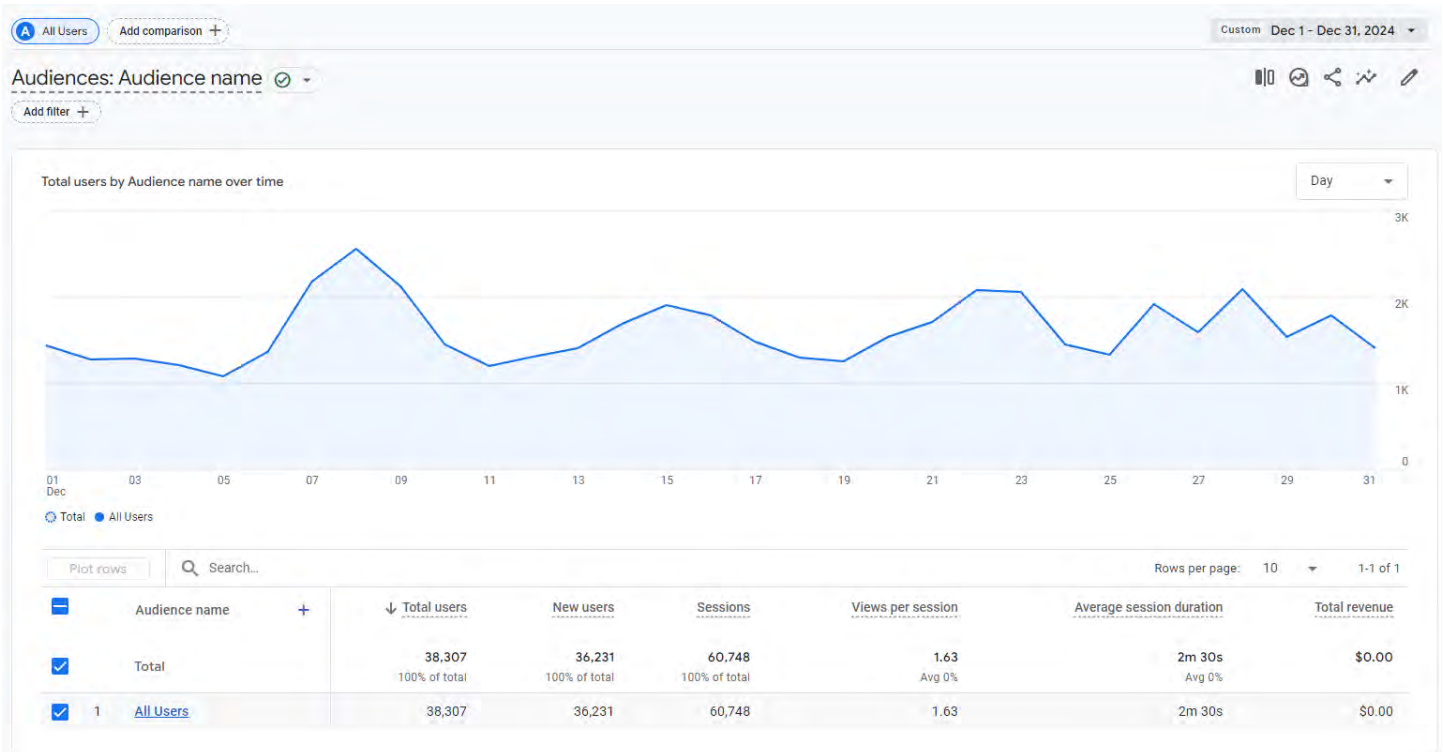
Paid reach	21,465
Post engagements	316

Interactions ⁱ

Reactions	25
Comments	0
Shares	7
Saves	2

28	0	0	0	0	0

December 2024 Website Traffic



December 2024 Top Pages

1. /Winter Lights at Central Park
2. /Obparks.org
3. /Cocoa Cabin
4. /Family Aquatic Center
5. /Family Recreation Center
6. /Membership Opportunities
7. /Special Events
8. /Central Park
9. /Pickleball
10. /Program Guides

obparks.org Acquisition Value

Referral Percentage Values	Dec 2024	Dec 2023
Direct:	25.1%	28.8%
Organic Search:	68.5%	67.4%
Social:	4.6%	3.4%
Referrals:	3%	2.1%



Oak Brook Park District Facility Statistics and Data

Facility Rentals

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

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	242	272	259	376	307	400	376	322					2,553
Gym Revenue	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279	\$22,172	\$20,101	\$18,352					\$138,526
Room Rentals	21	18	15	19	15	31	21	21					161
Room Revenue	\$900	\$520	\$700	\$1,250	\$430	\$1,650	\$1,190	\$2,320					\$8,960
CPW Rentals	NA	NA	NA	NA	NA	NA	NA	NA					0
CPW Revenue	NA	NA	NA	NA	NA	NA	NA	NA					\$0

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



Oak Brook Park District Facility Statistics and Data

Outdoor Pickleball Court Rentals

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

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



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage Report Evergreen Bank Group Athletic Turf Field

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

24 - 25	Hours	193	189	127	87	187	199	101	16					1,099
	Revenue	\$8,183	\$9,843	\$8,982	\$3,740	\$6,283	\$8,098	\$5,975	\$1,954					\$131,456
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$14,200					\$14,200					

Natural Grass Soccer Fields

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

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

Baseball Fields

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

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

Totals

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

24 - 25	Hours	2,658	1,630	709	832	2,266	2,153	658	16	0	0	0	0	10,922
	Revenue	\$32,023	\$29,497	\$143,635	\$13,758	\$19,291	\$27,135	\$7,538	\$1,954	\$0	\$0	\$0	\$0	\$274,831

OBJECTIVES AND KEY RESULTS

May 1, 2024 - April 30, 2025

MONTHLY UPDATE January 1, 2025

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

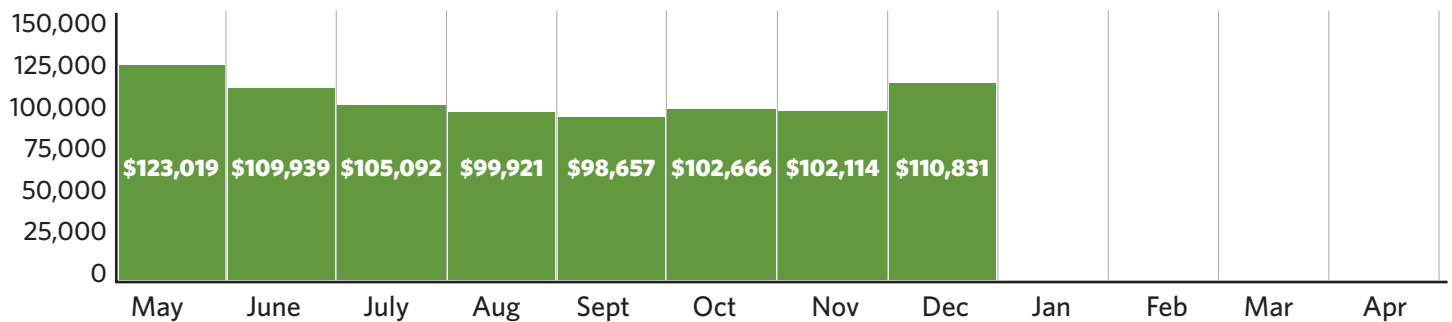
“Accomplish” means 3 of 4 subgoals under each main objective, are completed.

1. MEMBERSHIP & FACILITIES

COMPLETE?

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

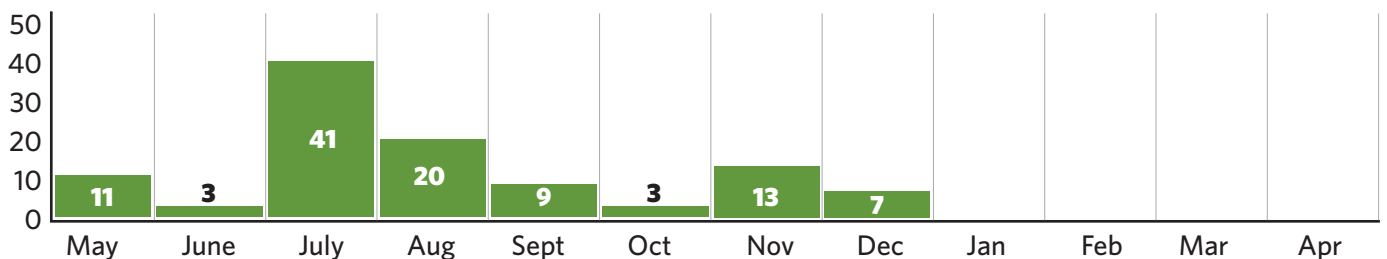
Objective 1, Figure A: FRC Membership Revenue



Current: \$852,239

Goal: \$1,176,502

Objective 1, Figure B: TC New Members



Current: 107

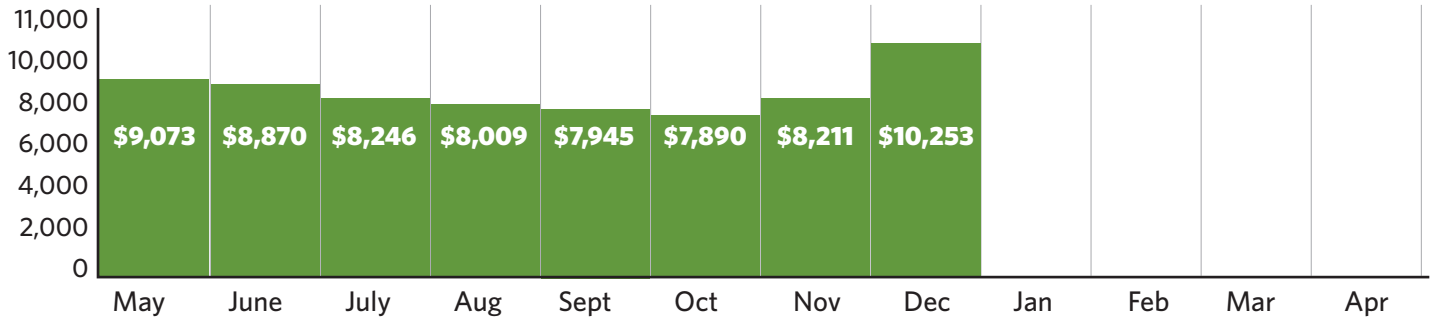
Goal: 100





OBJECTIVES AND KEY RESULTS

Objective 1, Figure D: Healthcare Membership Revenue



Current: \$68,497

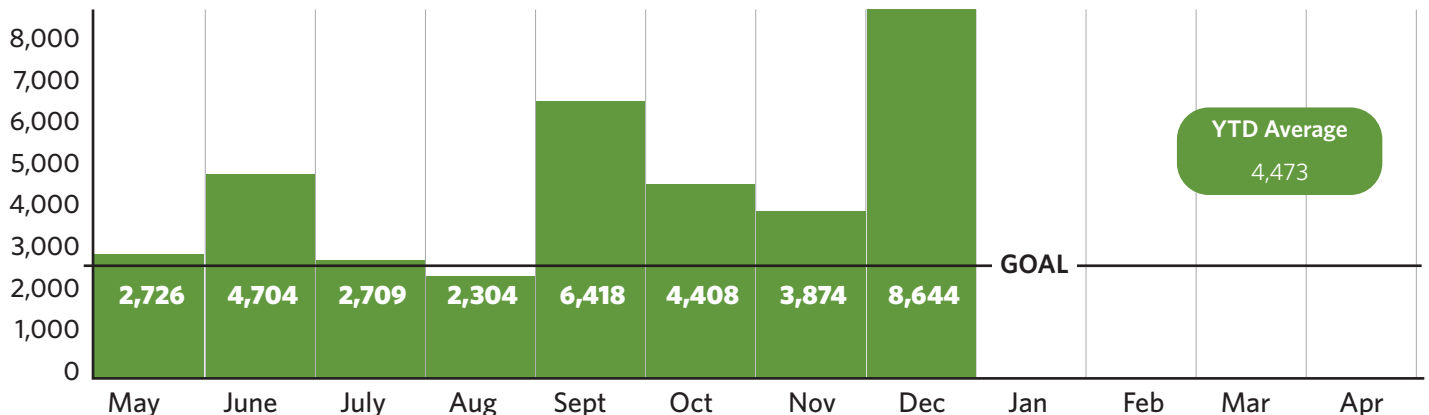
Goal: \$100,000

2. MARKETING & COMMUNICATIONS

COMPLETE?

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

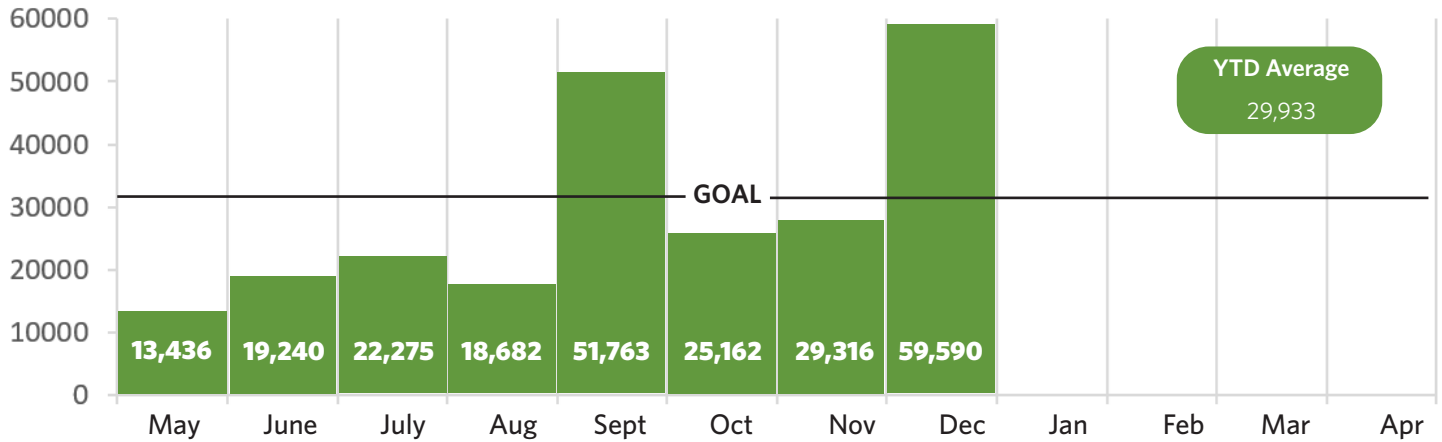
Objective 2, Figure A: Facebook Engagement



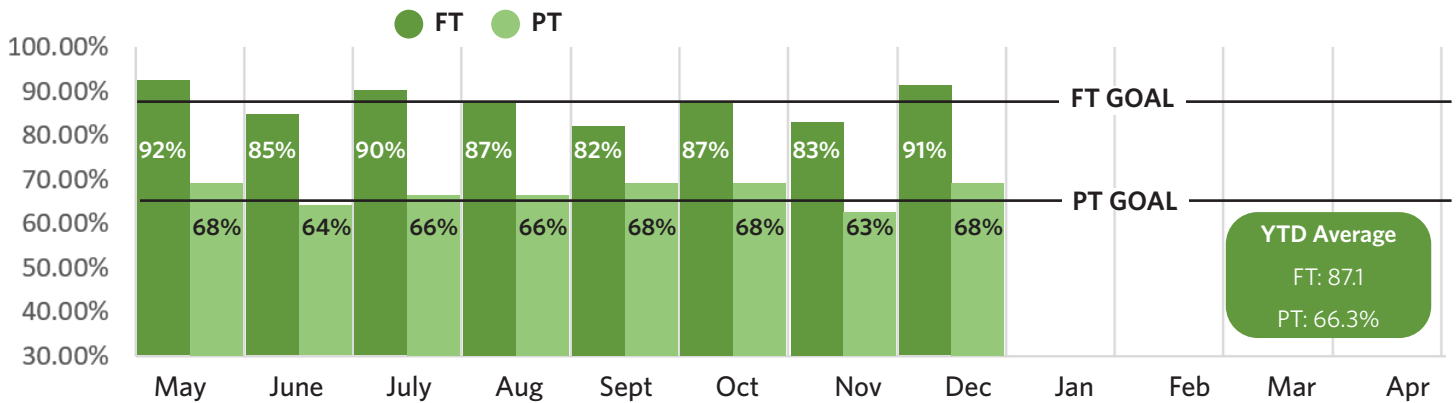


OBJECTIVES AND KEY RESULTS

Objective 2, Figure B: Facebook Reach



Objective 2, Figure C: Open Rate





OBJECTIVES AND KEY RESULTS

3. RECREATION & PROGRAMMING

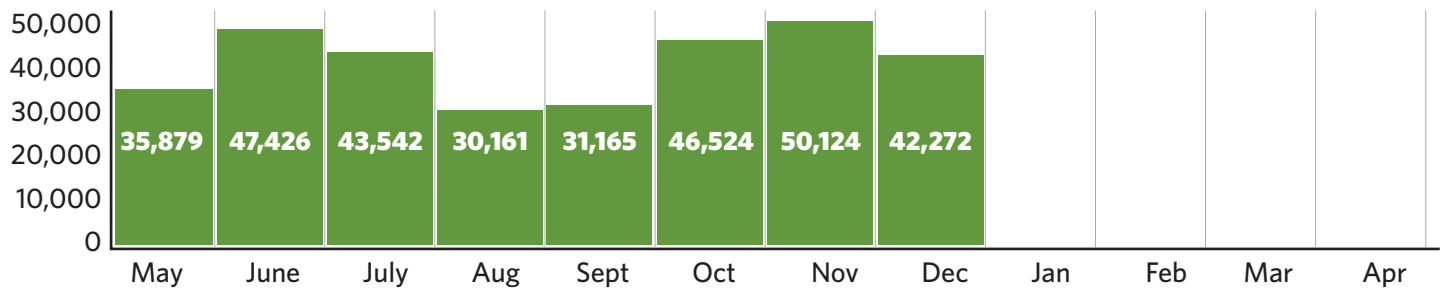
COMPLETE?

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

Objective 3, Figure B: Park District Program Net Revenue



Objective 3, Figure D: FRC Patron Visits



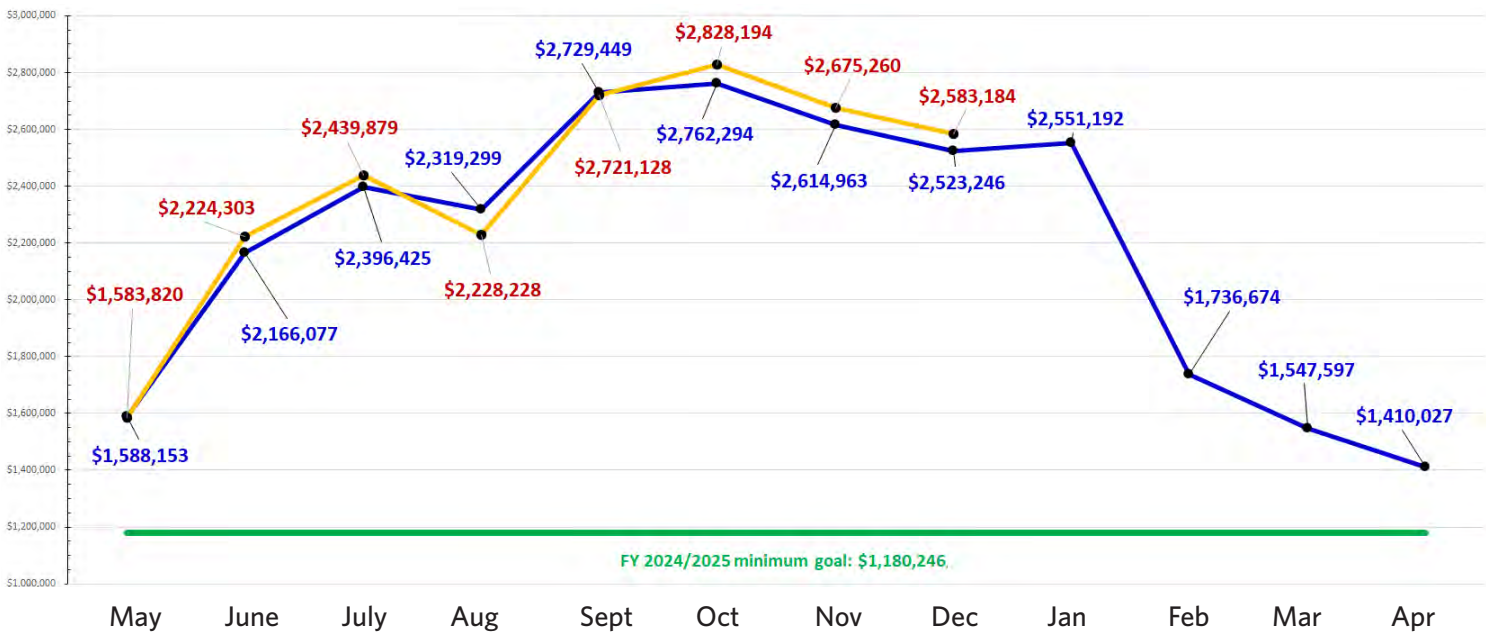
OBJECTIVES AND KEY RESULTS

4. FINANCE

COMPLETE?

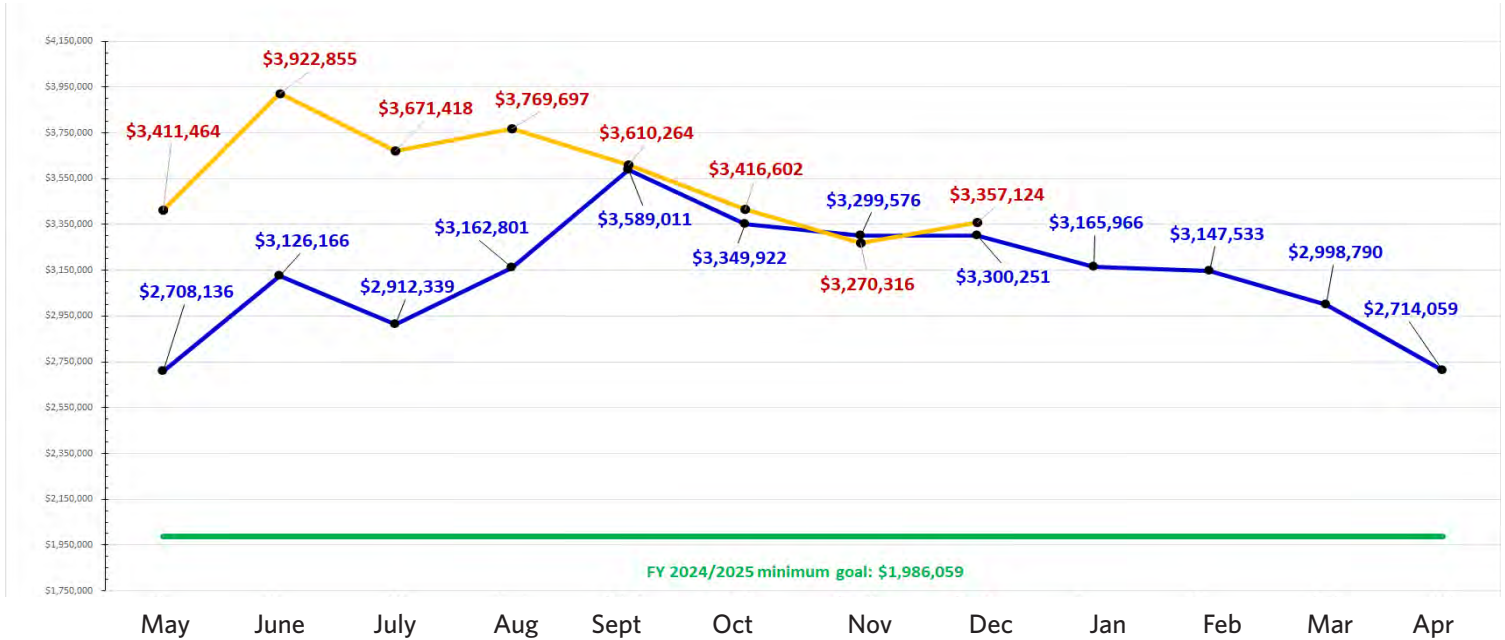
- A Apply for the "Distinguished Budget Presentation Award" and is awarded by the Government Finance Officers Association (GFOA)
- B General Fund FY 24/25 minimum goal of \$1,180,246.
- C Recreation Fund FY 24/25 minimum goal of \$1,986,059.
- D Tennis Center Fund FY 24/25 minimum goal of \$1,457,593.

Objective 4, Figure B: General Fund

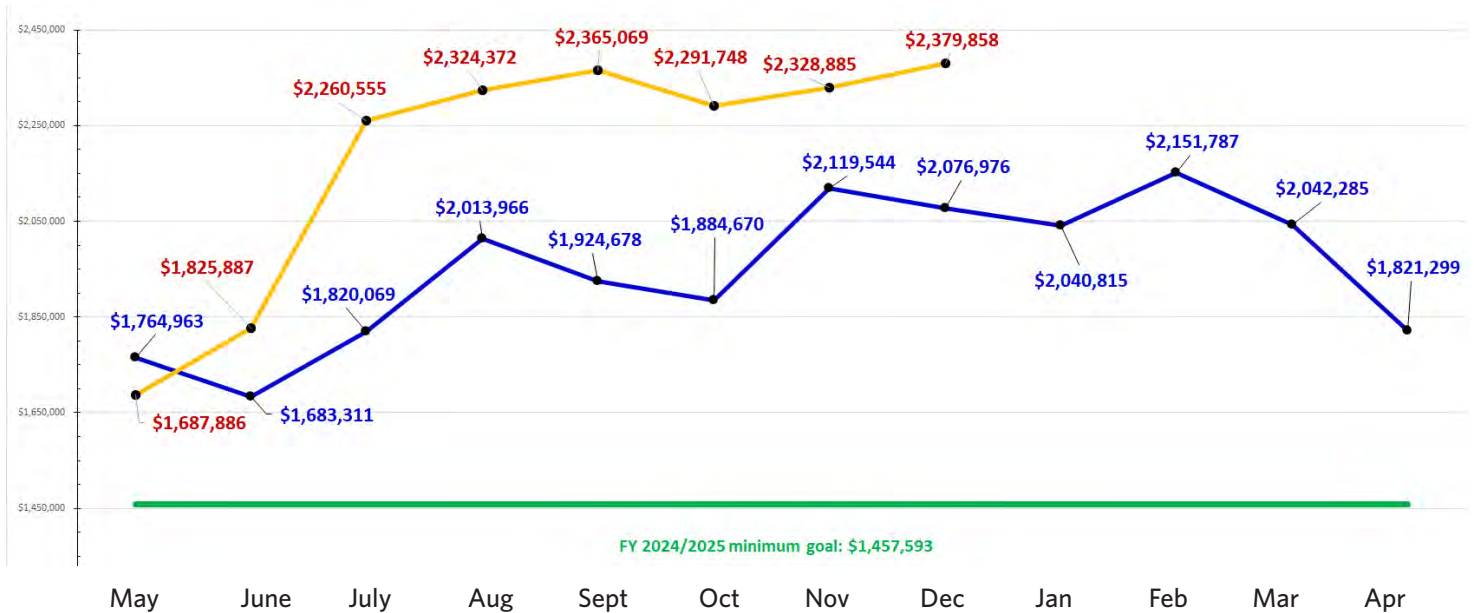


OBJECTIVES AND KEY RESULTS

Objective 4, Figure C: Recreation Fund



Objective 4, Figure D: Tennis Fund





May 1, 2024 - April 30, 2025

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

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





Memo

To: Board of Commissioners
From: Bob Johnson, Deputy Director
Date: January 13, 2025
Re: Board Report

Parks

- The Community Ice Rink and sledding hill are open. Both the ice rink and sled hill are inspected daily, and maintenance is performed as needed.
- Park Staff is in the process of removing Winter Lights, which had a record year with 61,083 visitors to the park. The cold weather will delay the removal of some of the more delicate pieces of equipment.
- Staff are completing inspections, preventative maintenance, and repairs on all fleet vehicles and equipment. This process reduces downtime and delays during the busy spring and summer months, and extends the life of these resources.
- Bob and Jake attended the IPRA Park and Natural Resource Management Section planning roundtable event in Glen Ellyn.

Aquatics and Maintenance

- The first Annual Frosty Float was a great event. 12 cardboard boats were registered, with 9 able to compete and take part in the event. Teams from Oak Brook and surrounding communities joined us for a great time.
- Holiday “Pop-up Hours” provided a lot of fun for families to enjoy the pool with all the features over the holiday break.
- 12 students registered for our special Holiday Break Private Lesson package.
- Registration for the first session of Winter/Spring swim lessons was busy with well over 500 registrations coming through!
- The maintenance team met with contractors to receive training on the new Family Aquatic Center rooftop HVAC unit.
- Acid chemical feed lines were replaced and updated in the Aquatic Center to maintain balanced water.
- The maintenance team assisted with finishing touches on the Central Park West Facility.
- Preventative maintenance and repairs were completed on HVAC equipment at all facilities.
- Assistance was provided with prep and wrap up on the ADA chair install in the Aquatic Center.
- Assisted with the moving and relocation of fitness equipment along with assisting the contractors installing the new flooring and new work out equipment.
- New emergency exit signs were installed at the Family Recreation Center and Central Park West.

Facilities

- The *New You New Year* fitness campaign has been successful so far with 125 new membership packages sold the first week of January. The Fitness Supervisor, Kara Smith, offers new members a Fitness Center orientation to review strength and cardio equipment and the group exercise classes to improve their experience. The Jan-You-Ary banner located in the Family Recreation Center lobby is filled with snowflakes highlighting member's goals for the month and new year. It has been a "flurry" of activity at the Front Desk.
- After more than 10 years of service to the Oak Brook Park District working at the front desk, Bob Gecielewski is retiring. We extend a heartfelt thank you to Bob for his dedication to the district and the community.
- A new concrete patio was installed just outside the Family Recreation Center's loading dock. Staff is eager to enjoy the new space this spring for lunch breaks and team meetings.
- Ryan Husch, Facility Manager, and Valerie Louthan, Superintendent of Facilities attended PDRMA's Building Intruder and Facility Lockdown Procedures training, enhancing the team's readiness and response strategies for building security incidents.
- The Facilities Department is hosting a new charitable drive for Hope's Front Door during January and February. You will find the Wish List Box in the Family Recreation Center and Tennis Center lobby. Items needed are shampoo, body wash, toothbrushes, bars of soap, and deodorant.



Oak Brook Park District

Total Membership Packages/In-District Percentage

2024 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	70	71	72	74	78	74	74	73	76	75	78	78
Total FRC Memberships	1240	1313	1361	1407	1470	1501	1515	1506	1527	1594	1618	1638
Total SilverSneakers	735	785	818	855	888	918	953	1008	1040	1075	1096	1119
Total Renew Active	240	256	280	294	305	320	328	337	350	362	377	390
Total Memberships	2285	2425	2531	2630	2741	2813	2870	2924	2993	3106	3169	3225
In-District	33%	33%	32%	32%	32%	32%	32%	31%	31%	31%	31%	31%
Out-of-District	67%	67%	68%	68%	68%	68%	68%	69%	69%	69%	69%	69%
2023 Membership Package Data												
	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	38	39	40	40	43	45	48	53	56	59	61	63
Total FRC Memberships	704	762	793	815	839	859	893	925	966	1025	1085	1150
Total SilverSneakers	197	259	318	355	394	424	469	489	513	551	598	635
Total Renew Active	79	92	108	115	129	142	155	164	175	188	201	219
Total Memberships	1018	1152	1259	1325	1405	1470	1565	1631	1710	1823	1945	2067
In-District	41%	37%	37%	37%	37%	37%	36%	36%	35%	35%	34%	37%
Out-of-District	59%	63%	63%	63%	63%	63%	64%	64%	65%	65%	66%	63%



Oak Brook Park District Aquatic Rental/Programming Revenue Report

Aquatic Usage/Financial Report Parties and Rentals														
FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
23-24	Uses	26	52	45	25	26	25	22	27	34	33	36	29	380
	Parties	\$9,418	\$17,097	\$12,978	\$5,722	\$11,126	\$10,818	\$8,531	\$9,859	\$12,006	\$12,891	\$13,670	\$11,019	\$135,135
	Rentals	\$536	\$6,642	\$9,730	\$5,640	\$2,320	\$2,960	\$2,526	\$3,401	\$5,381	\$2,452	\$4,138	\$3,601	\$49,327
	TOTAL	\$9,954	\$23,739	\$22,708	\$11,362	\$13,446	\$13,778	\$11,057	\$13,260	\$17,387	\$15,343	\$17,808	\$14,620	\$184,462

24-25	Uses	28	59	42	10	15	25	22	21	14				236
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646	\$8,591	\$8,830	\$6,575				\$87,747
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$3,963	\$3,190	\$1,638	\$0	\$0	\$0	\$0	\$39,209
	TOTAL	\$14,968	\$33,223	\$24,068	\$3,749	\$9,516	\$12,609	\$11,781	\$10,468	\$6,575	\$0	\$0	\$0	\$126,956

Swim Lesson					
FY	Season	SUMMER	FALL	W/S	TOTAL
23-24	Registrations	998	918	1,450	3,366
	Private	\$36,058	\$30,485	\$53,494	\$120,037
	Group	\$57,232	\$68,714	\$118,237	\$244,183
	TOTAL	\$93,290	\$99,199	\$171,731	\$364,220

24-25	Registrations	835	882	519	2,236
	Private	\$36,882	\$33,024	\$33,642	\$103,548
	Group	\$55,371	\$61,670	\$44,617	\$161,658
	TOTAL	\$92,253	\$94,694	\$78,259	\$265,206

Swim Team						
FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
23-24	Registrations	46	75	63	55	239
	Revenue	\$11,186	\$27,453	\$15,682	\$10,941	\$65,262

24-25	Registrations	40	72	64		176
	Revenue	\$10,147	\$21,376	\$16,591		\$48,114

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM HISTORY/COMMENTARY

ITEM TITLE: SECTION 1 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

AGENDA No.: 7 A

MEETING DATE: JANUARY 20, 2025

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

A handwritten signature in black ink, 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 Board of Commissioners last approved the Administrative Policies and Procedures Manual on April 19, 2021.

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

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

ACTION PROPOSED:

A motion (and a second) to approve Section 1 – Administrative Policies and Procedures Manual



Oak Brook Park District
Administrative Policies and Procedures

1.1. Rules of the Board of Park Commissioners

The Board of Park Commissioners of the Oak Brook Park District (the "Board") shall operate in accordance with the Illinois Park District Code, 70 ILCS 1205/1 *et seq.* (the "Park District Code") and all applicable local, state and federal laws, rules and regulations (collectively "state and federal law(s)"). The following rules shall also govern the operation and conduct of the Board (the "Rules"). Should any conflict arise between any provision or policy included in these Rules and any state and federal law(s), the applicable state and federal law(s) shall govern and control.

I. MEETINGS

A. Generally. All regular, rescheduled, public and special meetings of the Board shall be posted and open to the public as provided in the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* ("Open Meetings Act").

B. Regular Meetings.

1. A schedule of all regular schedule Board meetings for the calendar year shall be made available at the beginning of each calendar year in accordance with the Open Meetings Act ("Annual Meeting Notice"). The Board shall hold its regular meetings on the third (3rd) Monday of each month, at 6:30 p.m., at the Oak Brook Park District Recreation Center, or at such other time and location as may be specified in the Annual Meeting Notice, unless a regular meeting is rescheduled as provided in Paragraph B.2 of this Section.

2. If a majority of the Commissioners approves any changes to the Board's regular meeting dates set forth in the Annual Meeting Notice, the Executive Director shall provide at least ten (10) days' notice of such change by publication in a newspaper of general circulation in the District. Notice of such change shall also be given to all Commissioners and to any news medium that has annually requested notice of meetings, and by posting notice of such change at the District's Administration Office of the Family Recreation Center and the District's website. R

C. Annual Meeting

The annual meeting of the Board of Park Commissioners shall be conducted in May in each year during the Board's regularly scheduled meeting, at the Oak Brook Park District Family Recreation Center, 1450 Forest Gate Road, Oak Brook, 60523.

D. Special Meetings. In accordance with the Park District Code, special meetings of the Board may be initiated at the request of the President or any two Commissioners. At least forty-eight (48) hours before such a special meeting, the Executive Director shall provide notice of the date, time, place and agenda for such special meeting to all Commissioners and to any news medium



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that has annually requested notice of meetings, and shall post notice of such meeting at the District's Recreation Center and on the District's website.

E. The Executive Director or their designee shall be responsible for providing notice of all regular, special and rescheduled meetings in accordance with the requirements of the Open Meetings Act.

F. Agenda. The Executive Director is responsible for the preparation of the agenda for all Board meetings including committee meetings. A Board packet for the regular Board meeting including the meeting agenda, will be provided (delivered or emailed) to all Commissioners no less than 48 hours in advance of the meeting, or otherwise in accordance with the Open Meetings Act. The agenda shall also be sent to any news medium that has annually requested notice of meetings and shall notice of such meeting shall be posted at the District's Recreation Center and on the District's website.

G. Quorum. Three members of the Board or committee physically present at the location of a lawfully scheduled and noticed open or closed meeting, shall constitute a quorum for each Board or committee meeting and for the transaction of business. The affirmative vote of 3 Board members is necessary to adopt any motion, resolution, or ordinance, unless a greater number is otherwise required by any law.

H. Closed Meetings. By a vote of a majority of the Commissioners present, the Board or any Board committee may hold meetings closed to the public or close a portion of any meeting to discuss matters exempted from public discussion under the provisions of the Open Meetings Act. Any such closed meetings shall be scheduled, conducted, and recorded in accordance with the Open Meetings Act. No final action may be taken at a closed meeting.

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

1. The member is prevented from physically attending because of (i) personal illness or disability; (ii) employment purposes or the business of the District; (iii) a family or other emergency; or (iv) unexpected childcare obligations. The Board may also conduct meetings remotely in the event the Governor or Illinois Department of Public Health has issued a disaster declaration related to public health concerns pursuant to 5 ILCS 120/7(e).

2. The member notifies the Board secretary before the meeting unless advance notice is impractical.



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3. All required notice of the meeting has been provided as required by the Open Meetings Act.
4. The member participating remotely and other Board members must be able to communicate clearly and effectively, and members of the audience must be able to hear all communications.
5. Minutes of any such meeting must: a) record the Board's vote authorizing the Board member to attend by video or audio; and b) reflect and state specifically whether each Board member is physically present, present by video, or present by audio means. The minutes shall include any statements made or vote taken by the absent member who participated in the meeting by video or audio conference.



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II. COMMISSIONERS

ROLE

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

TERM OF SERVICE

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

RESPONSIBILITIES

The responsibilities of a Park Board Commissioner shall include but are not limited to the following:

- Communicate with the public to gain an understanding of their needs to ensure the Park District is meeting those needs.
- Help set a strategic direction that adopts goals relating to the vision and mission of the District.
- Adopt policies based on well researched guidance from the Executive Director that allow the District to run efficiently, effectively, legally and ethically.
- Be well versed on the Park District's mission, services, policies and programs.
- Be an advocate for the District by identifying personal connections, networks and partnerships to secure financial resources and influence public policy to achieve its mission.
- Follow conflict of interest and confidentiality policies of the Board and assist the Board in carrying out its fiduciary duties.
- Promote the image of the District.
- Monitor the finances of and protect the assets of the Park District.
- Develop a solid understanding of laws, policies, and procedures associated with Board service.
- Board members are expected to attend scheduled meetings, thoroughly review board packets and related materials in advance, and actively participate in discussions to fulfill their decision-making responsibilities effectively.



Oak Brook Park District Administrative Policies and Procedures

- Elect Board Officers – President, Vice President, Secretary and Treasurer.
- Attend and participate in special events and District functions.
- Hire, terminate, supervise, evaluate and support the Executive Director.
- Attend Board retreats, in-service workshops, required training, and participate in other Board development activities.
- Comply with the Code of Ethics and Conduct as set forth in the Rules and adhere to all other policies set forth in this Manual.

TRAINING

Board members shall develop a solid understanding of laws, policies, and procedures associated with serving on the Board, including but not limited to:

- Rules of the Board of Park Commissioners as set forth in this Section 1.1 of the Manual;
- Park District Code;
- Open Meetings Act;
- Freedom of Information Act;
- State Officials and Employees Ethics Act;
- Local Government Travel Expense Control Act; and The District’s Non-Discrimination and Sexual Harassment Policies

III. BOARD ETHICS AND CODE OF CONDUCT

The following Ethics and Code of Conduct (“Code of Conduct”) are the rules of behavior by which the Commissioners shall abide including the principles, standards and ethical expectations that Commissioners must meet as they interact with and on behalf of the District.

A. ETHICS

Board members are expected to be of high moral and ethical character and work together as a team to serve the community by delivering top quality park and recreational opportunities. Each Board member is expected to act in the best interests of the District and be free of outside influence and self-interests. In accordance with this policy, Board members will educate themselves about and comply with all other federal, state and local laws, regulations, and



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Administrative Policies and Procedures

ordinances applicable to the conduct of the Park District's elected officials. These include but are not limited to, the Open Meetings Act (5 ILCS 120/1 *et seq.*), the Public Officials Prohibited Activities Act (50 ILCS 105/0.01 *et seq.*), the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*), the Government Ethics Act (5 ILCS 420/1-101 *et seq.*), the official misconduct and public contracts provisions of the Illinois Criminal Code (720 ILCS 5/1-1 *et seq.*), the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), the District's own Ethics Ordinance 04-0510 (See **Appendix A**), and any and all other applicable conflicts of interests provisions, whether established by federal, state or local laws or by common law.

The patrons of the Oak Brook Park District are entitled to fair, ethical, and accountable local government. To maintain this, the Board commits to the following principles:

1. **Act in the Public Interest**

Board members shall serve the common good of the public, ensuring fair and equal treatment of all persons and transactions. Board members shall be motivated only by a desire to serve the citizens and the District. Board members represent all residents of the District and should avoid representing special interest groups.

2. **Comply with Laws**

Board members shall comply with all applicable federal, state, and local laws in conducting their public duties. The Board, as a whole, is the legal corporate authority of the District. As an individual, a Board member has no legal authority to determine policy, give directions to District personnel, to act or speak for the Board unless specifically authorized to do so by official Board action, or to expend funds or incur liability of the District.

3. **Exemplary Conduct**

Board members shall maintain exemplary professional and personal conduct, avoiding even the appearance of impropriety. Board members shall refrain from abusive behavior, personal accusations, or verbal/physical attacks against others.

4. **Respect for Process**

Board members will work with the Executive Director and shall perform their duties according to established processes and rules, ensuring meaningful public involvement and orderly policy implementation. Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative and operational functions of the District.

5. **Respect for Time**

Spend time in Board Meetings on strategic planning, policies, and procedures, not on operational details that are the Executive Director's responsibility.

6. **Board Meetings**

Board members shall prepare for and focus on the business at hand, listen attentively, and avoid disrupting meetings.



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7. Commitment to Attendance and Preparation

Board members are expected to attend scheduled meetings, thoroughly review Board packets and related materials in advance, and actively participate in discussions to fulfill their decision-making responsibilities effectively.

8. Merit-Based Decisions

Board members shall base decisions on the merits of the matter at hand, not on unrelated considerations.

9. Transparent Communication

Board members shall disclose any substantive information received outside the public decision-making process before considering the matter.

10. Conflict of Interest

Board members shall avoid using their positions to influence decisions in which they have a material financial interest or personal relationship, disclosing conflicts and recuse themselves from all discussion, deliberation and vote taken about the issue as required by applicable state and federal law.

11. No Gifts or Favors

Board members shall not accept gifts or favors that might compromise their judgment or actions.

12. Confidentiality

Board members shall respect the confidentiality of certain information and not use it for personal gain. Board members shall respect the confidentiality appropriate to issues of a sensitive nature and maintain the confidentiality of matters discussed in closed session unless the discussion is contained in the minutes of the closed session and the Board has voted to release the minutes of the closed session to the public.

13. Use of Public Resources

Board members shall not use public resources for private gain or personal purposes.

14. Representation of Private Interests

Board members shall not represent private interests before the Board or any committee of the District.

15. Advocacy

Board members shall represent official policies when authorized and clearly distinguish personal opinions from those of the Board or District.

16. Unity

In the discharge of their duties, Board members act collectively as a Board not as individuals. Board members should abide by the majority vote of the Board and support the determination of that majority. A Board member should not speak for the Board unless authorized to do so by the Board. Board members should align themselves with Board policies, goals, and objectives.

17. Policy Role

Board members shall respect the governance structure and not interfere with



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administrative functions or staff duties.

18. Positive Work Environment

Board members shall support a positive and constructive workplace for District employees and the public

19. Non-Discrimination; Non-Harassment Policy –Board members shall comply with the District’s non-discrimination non-harassment policies.

B. CONDUCT

This section outlines the rules of conduct by which the Commissioners shall abide with respect to each other, District staff, constituents, and others when representing the Oak Brook Park District. The guiding principle is "respect."

1. Board Member Conduct with One Another

While Board members have diverse backgrounds, values, and goals, Board members share a common commitment to the community. Board members must therefore respect each other and maintain a professional demeanor toward each other and work collectively, prioritizing the best interests of the Park District. The following are guidelines for Board member’s conduct with one another:

a) In Board Meetings:

- **Use Formal Titles:**
Refer to each other formally (e.g., President, Vice President, Treasurer, Commissioner).
- **Practice Civility and Decorum:**
Criticism should be respectful and constructive. Avoid abusive, slanderous, or threatening comments or actions.
- **Honor the President's Role:**
Support the Board President in maintaining order and focus during meetings. Follow parliamentary procedure to voice objections.
- **Effective Problem-Solving:**
Demonstrate how diverse views can lead to compromises benefiting the community.

b) In Private Encounters:

- **Maintain Respectful Behavior:**
Show the same respect in private as in public discussions.
- **Be Mindful of the Freedom of Information Act:**
Treat voicemails, emails and any method of communication as potentially being subject to disclosure in response to a FOIA request.



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- **Recognize Public Presence:**
Board members' actions and words may be publicly scrutinized, and private conversations can become public.

2. Board Member Conduct with District Staff

Effective governance relies on cooperation between Board members and staff. Mutual respect between Board members and staff is essential. The following are guidelines for Board member's conduct with Park District staff:

- **Treat Staff as Professionals:**
Board members shall exercise professionalism in all interactions with staff. Board members must communicate with and treat all District staff equally and without impartiality or bias.
- **Do Not Disrupt Staff:**
Be respectful of staff's time and avoid interrupting the Executive Director and other District staff during their work unless an emergency exists. To the extent possible, schedule meetings in advance.
- **Avoid Public Criticism:**
Do not criticize staff publicly or directly; address any direct or indirect concerns regarding District staff privately with the Executive Director.
- **No Political Solicitation:**
Do not solicit political support from staff. Staff may support candidates as private citizens outside of work hours and the workplace.

3. Board Conduct with the Public

Board members are expected to maintain professionalism at all times when representing the Park District in public settings.

a) Board Member Conduct in Board Meetings:

- **Be Welcoming:**
Make the public feel welcome at Board meetings. Show respect and professionalism to all speakers. While questions for clarification are allowed, the primary role during the Open Forum is to listen.
- **Be Fair and Equitable:**
The Board President will announce time limits at the start of Open Forum, which is generally five minutes per speaker. Respect the speaker's time to speak.
- **Active Listening:**
Actively listen to any speaker at a Board meeting, attempt to make eye contact with the speaker and avoid disrupting the speaker or otherwise engage in any display of



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disrespect.

- **Maintain an Open Mind:**

Allow individuals of the public to challenge or provide constructive criticism regarding the Board's decisions, policies, or general governance. Board members may ask for clarification from the speaker but avoid debate and argument.

- **No Personal Attacks:**

Avoid personal attacks in any circumstance. Be mindful of body language and tone of voice to prevent appearing intimidating, harassing, or aggressive.

- **Follow Rules Established for Open Forum:**

Review and be knowledgeable regarding the Rules Established for Open Forum. .

- **Calm and Focused Discussions:**

If speakers become flustered or defensive, the Board President is responsible to maintain order and decorum. Board members may ask questions to clarify or expand information the speaker is providing but should not engage in debate with the speaker.

b) Board Conduct in Unofficial Settings:

- **Confidentiality**

Board members shall respect the confidentiality appropriate to issues of a sensitive nature and maintain the confidentiality of matters discussed in closed session unless the discussion is contained in the minutes of the closed session and the Board has voted to release the minutes of the closed session to the public.

- **Make No Promises:**

Board members must always keep the best interests of the District in mind and conduct themselves accordingly. Board members represent all residents of the District and should avoid representing special interest groups. When asked about Board actions or opinions, provide a brief overview, if appropriate and subject to any confidentiality requirements, and refer to staff for further information. Do not promise specific actions or outcomes on behalf of the Board or staff. Board members should also avoid making public promises or statements regarding their votes or position on an issue prior to an official meeting.

- **Avoid Personal Comments:**

Board members may disagree on an issue but should abide by the majority vote of the Board and support the determination of that majority. Board members should align themselves with Board policies, goals, and objectives. Board members should not publicly make derogatory comments about other Board members.

- **Remember Your Role:**

Board members are constantly observed by the community, and it is important to act with professionalism, honesty and respect, always reflecting the dignity of the position.



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4. Elected and Appointed Officials' Conduct with the Media

a. The Executive Director is the official spokesperson for the Park District matters. If an individual Board member is contacted by the media, the Board member should direct the requester to the Executive Director or the Board's designated spokesperson.

b. Under some circumstances it may be appropriate for the Board President or a designated Board spokesperson to speak to a media representative about a matter with which that Board member has particular experience or expertise.

If the Board member chooses to engage with the media, they should be clear about whether their comments represent the official Park District position or a personal viewpoint. The following is also recommended:

i. Do not make statements "off the record." Most members of the media follow journalistic ethics and can be trusted to keep their word but one poor experience with an unethical journalist can be catastrophic. Words that are not said cannot be quoted.

ii. Choose Words Carefully and Cautiously

Comments taken out of context can cause problems. Be especially cautious about humor, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.



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C. COMPLAINT PROCESS

1. Eligibility

In the event a Park Board Commissioner is in violation of the Code of Conduct as provided herein or has otherwise engaged in misconduct, any Park Board Commissioner is eligible to file a complaint against another Commissioner (“Complaint”).

2. Guidelines - Complaint against any Commissioner shall be managed as follows:

- a) Complaint is filed and the procedure set forth in Section 3 is followed.
- b) Commissioner Due Process Rights. The named Commissioner in the Complaint shall have the following rights in the Complaint process:
 - The opportunity to respond to the substance of the Complaint;
 - The opportunity to address any and all witnesses;
 - The opportunity to review and respond to any and all documents related to the Complaint;
 - The opportunity to have a Hearing, as defined below, on the allegations set forth in the Complaint; The opportunity to participate in any informal resolutions; and
 - The opportunity to speak to the nature of any sanctions sought to be imposed if and to the extent the Board determines sanctions are appropriate, as provided for herein.
- c) Neither the Commissioner making the Complaint in good faith nor the Commissioner against whom the Complaint is directed shall be subjected to any unjust treatment.
- d) The Board and the Commissioner named in the Complaint may agree to an extension of time needed to comply with the Complaint procedures set forth herein .
- e) The Commissioner filing the Complaint may submit a written request to amend or withdraw their Complaint at any time.

3. Procedures

- a) Complaints will be processed in the following manner, within the stated time limits:

Step I: Initial Complaint

- The Complaint shall be presented to the Board President.
- Within ten (10) working days from the date of the conduct complained of, or as soon thereafter as practicable, considering the Board’s meeting schedule, the Board President shall present the Commissioner named in the Complaint with the written Complaint,.



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- After presenting the Compliant to the accused Commissioner, the Board President will convene a closed session within 30 days or at the next available Board Meeting, whichever occurs first, in accordance with Section 2(c)(1) of the Open Meeting Act, 5 ILCS 120/2(c)(1), for purposes of discussing the Complaint as set forth in Step II.

Step II: Presentation of Complaint/Hearing with the Board

- The Complaint will be presented in a closed session, at a time determined by the Board President (“Initial Closed Session Meeting”). The accused Commissioner shall be given no less than twenty-four (24) hours’ prior notice of Initial Closed Session Meeting. The Board President will present the Complaint to the entire Board. The accused Commissioner will then have an opportunity to respond to the Complaint. Only information pertinent to the Complaint shall be discussed at the Initial Closed Session Meeting.
- If the matter is not resolved upon this initial presentation and discussion of the Complaint, the matter shall be advanced to a formal Hearing before the Board, as provided in Step III.

Step III: Sanction Procedures

- In the event the Board determines the alleged violation in the Complaint warrants discipline of the Commissioner, the matter shall be scheduled for a hearing before the Board (“Hearing”). A Hearing in closed session shall be scheduled by the Board President at a time and date convenient for the accused Commissioner, however, in no event shall the Hearing be held beyond a period of thirty (30) days from the date of Initial Closed Session Meeting, unless good cause is shown for said extension.
- The Board President shall present the information and evidence relating to the Complaint. The accused Commissioner will then be afforded an opportunity to respond to the allegations in the Complaint and to provide and offer any information or evidence in support of his or her defense against the allegations in the Complaint. Thereafter, the Board will deliberate in the presence of the accused Commissioner and will determine whether or not sufficient information was provided to support the allegations in the Complaint and, if so, whether discipline of the accused Board Member is necessary and/or appropriate.
- When a violation is determined by a vote of two-thirds (2/3) of the entire Board, after affording the accused Commissioner an opportunity to be heard, the Board



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may impose discipline, as provided for herein. The discipline imposed shall be determined based upon the same two-thirds (2/3) vote of the Board. The Board can thereafter determine by a two-thirds (2/3) vote as to whether any discipline imposed shall be done in open or closed session meeting of the Board.

Step IV: Decisions Final

- It is understood that the decision, as reflected in a vote of two-thirds (2/3) of the entire Board shall be a final decision. The Board shall maintain all Board meeting minutes as required by law.

4. Forms of Discipline:

- The accused Commissioner will not be subject to discipline in the event a determination is made that the allegations in the Complaint were false or sanctions are otherwise not warranted.
- If after the Complaint and a Hearing is completed as outlined above, a determination has been made that the Commissioner violated the Code of Conduct, the Rules, or any state or federal law, the Board may impose a disciplinary action against said Commissioner. The determination to impose said sanction must be approved by a vote of two-thirds (2/3) of the entire Board. Corrective measures or discipline will be appropriate to the alleged violation, considering the facts and circumstances and applicable law. Such discipline may include but not be limited to the following:
 - a. Oral Reprimand/ Censure**
 - b. Written Reprimand**
 - If the violation is more serious in nature or is a continuation of a previously determined violation.
 - c. Meeting Suspension**
 - If the violation is more serious in nature or is a repeat or continuation of a previously determined violation.



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Oak Brook Park District Board of Commissioners

BOARD MEMBER STATEMENT

As a Board member of the Oak Brook Park District Board of Commissioners, I agree to uphold the Code of Ethics and Conduct (“Code of Conduct”) set forth of Rules of the Board of Park Commissioners, Section 1.1 of the Oak Brook Park District’s Administrative Policies and Procedures Manual. In my role as a Board member, I agree to conduct myself in accordance with the Code of Conduct. In support and furtherance of this statement, I shall:

- Recognize the worth of individual Board members and appreciate their individual talents, perspectives, and contributions;
- Help create an atmosphere of respect and civility where individual Board members, staff and the public are free to express their ideas and work to their full potential;
- Conduct my public affairs with professionalism, honesty, integrity, fairness, and respect for others;
- Respect the dignity and privacy of individuals and organizations;
- Keep the common good as my highest purpose and focus on achieving constructive solutions for the community;
- Avoid and discourage conduct which is divisive or harmful to the best interests of the Oak Brook Park District; and Treat all people with whom I come in contact in the way I wish to be treated.



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IV. BOARD OFFICERS

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

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



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A. PRESIDENT:

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

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

ROLE

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

TERM OF SERVICE

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

RESPONSIBILITIES

The duties of the President shall include but not be limited to the following:

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



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- Serve as the District’s spokesperson and official District representative to the Illinois Association of Park Districts and any other official legislative committee that will enhance the mission and vision of the District.
- Conduct an annual performance evaluation of the Executive Director.
- Publish “*A Letter From The President*” in each of the District’s seasonal brochures summarizing the accomplishments of the District and progress being made on projects.

B. VICE PRESIDENT:

ROLE

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

TERM OF SERVICE

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

C. SECRETARY:

ROLE

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

TERM OF SERVICE

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

RESPONSIBILITIES

The duties of the Secretary shall include but not be limited to the following:

- Attend all meetings of the Board.
- In the absence of both the President and Vice President at a meeting in which a quorum of Commissioners is present, call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the Commissioners present at the meeting.
- Authority to administer oaths and affirmations.



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- Oversee the taking, completion, and recording of all minutes, ordinances, orders and resolutions of the Board including recording and taking minutes of all closed sessions of the Board, as well as regulating the schedule of disposal of such recordings, and the release of closed meeting minutes to the public according to State law. Cause publication of all ordinances required to be published by statute.
- Sign all Board ordinances, resolutions and other official documents of the Board as needed, serve as official custodian of Board minutes, records and legal documents.
- Oversee the official correspondence of the Board.
- Serve as the legislative liaison of the Board, keeping in contact with legislators and informing the Board of legislative issues of interest to the Board.
- Work with the Executive Director to ensure a comprehensive records management system is in place so that the Board is in compliance with all local, state and federal reporting laws and regulations.
- Act as the Local Election Official for the District unless otherwise designated by the Board or Executive Director.
- Perform such other duties as usually pertain to the office, as required by law, or as delegated by the Board.

D. TREASURER:

ROLE

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

TERM OF SERVICE

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

RESPONSIBILITIES

The duties of the Treasurer shall include but not be limited to the following:

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



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- Perform such other duties as usually pertain to the office, as required by law, or as delegated by the Board.



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V. BOARD PACKET DISTRIBUTION

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

VI. ORDER OF BUSINESS

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

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

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

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



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

VII. VOTING

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

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

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

D. In general, a vote or action of the Board may be reconsidered at any time, so long as there are as many Commissioners present as when the vote was originally taken. However, if the District



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

VIII. ADDRESSING THE BOARD

- A. Pursuant to the Open Meetings Act (5 ILCS 120/2.06(g)), any person shall be permitted an opportunity to address the Board under the rules established by the Board. This article establishes the rules governing public comment.
- B. Unless compliance is waived by the majority of the Board, all persons wishing to address the Board at a regular meeting of the Board shall do so in compliance with these Rules, which shall be posted at the sign-in table outside the meeting room:
 1. No person who is not a Commissioner shall address the Board at any meeting without the consent of the majority of Commissioners present, except during the "Open Forum" portion of the agenda. The President may, without consent of the Board, recognize the Executive Director, any staff member, or the District's attorney who is present at such a meeting to authorize him/her to speak to an issue then under consideration.
 2. Any person invited to appear before the Board, including, but not limited to, a consultant or contractor, may address the Board in accordance with these Rules.
 3. During the "Open Forum" portion of the agenda, any member of the public may address the Board; provided that all speakers shall comply with these Rules and with any rulings of the President:
 - a. Any person wishing to address the Board must provide their contact information on the sign in sheet provided before the start of the meeting so that the Board or the Board's designee may provide a response, if required, to the comments and/or questions presented by the speaker.
 - b. During "Open Forum", the President of the Board shall extend an invitation to individuals wishing to address the Board. Individuals desiring to speak shall seek to be recognized then, upon recognition, approach the podium in an orderly fashion, one speaker at a time, stating their name and the subject matter or issue concerning which the person wishes to address the Board.



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- c. Speakers will not be required to state their home address; however, the President may ask the speaker to state whether or not they are a resident of the Village.
 - d. All comments must be directed only to the President and the Board members, and not to any member of the audience or Park District Staff.
 - e. In no event shall any person addressing the Board be permitted to speak for more than five (5) minutes without the express permission of a majority of the Board.
 - f. A speaker that is representing, or speaking on behalf of, an individual, group, or association will not be allocated additional time regardless of whether they are speaking for or on behalf of multiple people.
 - g. A speaker may not yield time to another speaker.
 - h. All speakers should be respectful of the Board and the audience members, and should be courteous, polite, and civil.
 - i. Speakers shall refrain from harassing or directing threats or personal attacks at Board members, District staff, other speakers or members of the audience. If any person engages in obscene, defamatory speech, or speech that constitutes an imminent threat to the safety of the Board, or anyone else in attendance at the meeting, or the premises, the President may immediately suspend the person's opportunity to speak. The President's decision shall not be overturned except by a majority vote of two-thirds (2/3) of the Commissioners present. .
 - j. No speaker may engage in conduct that is disorderly and that disrupts or interferes with the ability of the Board to conduct the public meeting. Any person, who engages in disorderly conduct during a meeting may be ejected from the meeting upon motion passed by a majority of the Commissioners present, or in the event of an emergency, at the direction of the President.
 - k. The speaker must speak only from the specific location in the public meeting room designated by the rules contained herein or by the President.
4. Any person that the President determines is violating any of these Rules may be required to terminate their comments and vacate the podium or be subject to other action as deemed necessary by the President. Additionally, the President or a majority of the members of the Board may require a person who continues to violate these rules to leave the premises of the meeting.



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5. The President may interrupt a speaker in order to enforce these Rules, and may limit the comments or take the floor from any speaker who the President determines is violating these Rules.
 6. Before any member of the public addresses the Board during "Open Forum", the President of the Board may impose reasonable time limits on the time allowed for "Open Forum", and for each speaker who takes part therein, giving consideration to the probable number of speakers and to the hour.
 7. The President may limit repetitive statements. Whenever possible, groups seeking to address the Board shall consolidate their comments and avoid repetition by using representative speakers on their behalf.
 8. During the presentation and discussion of agenda items, the President will not recognize speakers in the audience unless the Board desires additional information from an audience member.
 9. The presiding officer may limit irrelevant, immaterial, or inappropriate comments of statements, and shall have the right to halt or suspend public comments if the rules are not being followed.
- C. Members of the public shall have no right to address the Board at any regular or special meeting that is closed to the public in accordance with the requirements of the Open Meetings Act.
- D. Robert's Rules of Order, as amended by the Park Board, is the recognized parliamentary authority of all Park Board meetings.

IX. RULES GOVERNING PUBLIC RECORDING OF MEETINGS

- A. Pursuant to the Open Meetings Act (5 ILCS 120/2.05), an individual from the public may record a Board meeting open to the public by tape, film or other means, subject to the rules as set for the by the Board for such recordings. The District's policy is to cooperate with representatives of the print and broadcast media and with other members of the public who wish to record public meetings of the Board by tape, film or other means, so long as said recordings are not disruptive to the meeting, and do not violate the rights of the members of the Board, District staff and the public.
- B. Any person desiring to tape, film or record by other means a Board or Committee meeting open to the public may do so subject to the following rules. It is the intent of the Park Board in adopting these rules to provide reasonable access and opportunity to persons desiring to tape, film or make such recordings by other means while at the same time avoiding disruption to and interference with the conduct of the meeting, including the deliberative process, or the ability of



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other persons attending the meeting to see or hear the proceedings, or the creation of unsafe conditions or damage to property.

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

X. MINUTES



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A. The Recording Secretary appointed by the Board, or their designee, shall attend all meetings of the Board, whether open or closed, and shall keep a full record of the proceedings in accordance with the Open Meetings Act. The unofficial minutes of the preceding Board meeting shall be approved and accepted by the Board at the next regular meeting of the Board after any required corrections are made. . Approved minutes of all Board meetings shall be made available to the public in accordance with the Open Meetings Act and the Freedom of Information Act.

B. Minutes of Board and committee meetings, open or closed, shall be prepared in conformity with the Open Meetings Act, and at a minimum shall contain: (1) the date, time and place of the meeting;(2) the members of the Board recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed and deliberated, and in the case of an open meeting matters decided, and a record of any votes taken.

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

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

XI. ROBERT'S RULES OF ORDER

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

XII. SUSPENSION OF RULES

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

XIII. AMENDMENT OF RULES

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



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XIV. PROSPECTIVE CANDIDATE INFORMATION

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

Approved by the Board of Commissioners: June 15, 2015
Revisions approved by Board: August 15, 2016 Board Meeting
Revisions approved by Board: February 17, 2020 Board Meeting
Revisions approved by Board: April 19, 2021 Board Meeting
Revisions approved by Board: October 16, 2023 Board Meeting - Sect IG1- Pursuant to Public Act 103-031
Revisions approved by Board: August 19, 2024 Board Meeting

Approved by the Board of Commissioners: April 19, 2021



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1.2 Use of and Admission to Park District Facilities for Park Commissioners

To effectively serve in their office, Park Commissioners require feedback from the residents of the District concerning the District's facilities, memberships, special events, and programs to assist them in managing and controlling the District's property and planning, establishing and maintaining recreational programs. It is within the best interests of the District for Commissioners to invite guests to attend and participate in District programs and facilities to facilitate a free exchange of ideas and generate feedback.

- A. Every quarter each Commissioner shall receive 8 "Guest Passes" to be used to invite guests to District facilities.
- B. The Executive Director shall act as the administrator for the purposes of determining recreation programs and facility rental usage eligible for complimentary participation or reduced fees by Commissioners. The complimentary or reduced fees for programs or facility rental usage shall be administered as defined in the District's Personnel Policy, Section 6.8 Use of District Facilities and Programs as defined in the category of "Full Time Employee."
- C. In addition to the 8 guest passes for personal guests, Commissioners may also request guest passes to promote the District at community networking events.

Approved by Board of Commissioners November 8, 2010 (Ordinance 10-1108)
Amended and Approved by Executive Director June 2015



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1.3 Lifetime Fitness Membership Policy for Park Commissioner

The Board of Park Commissioners of the Oak Brook Park District has determined that it is appropriate and desirable to recognize the contribution to the District made by those who have served as Park Commissioners.

In recognition of the dedication of Park Commissioners to the community of Oak Brook and to the District, the Board has determined to adopt and approve for the District a "Lifetime Fitness Membership Policy", to provide for a lifetime fitness membership for past members of the Board under the following terms and conditions:

- A. Any elected Park Commissioner who has served not less than one (1) full term on the Board shall be eligible for a free individual lifetime Family Recreation Center membership upon completion of a membership application.

- B. Any Park Commissioner who left office prior to the effective date of this Policy shall, nevertheless, be subject to this Policy, and the Executive Director shall notify any such Park Commissioner of any change in benefits in writing.

Approved by Board of Commissioners: January 10, 2011 (Resolution 11-0110)

Approved by Board of Commissioners: June 15, 2015

Revisions approved by the Board: April 19, 2020 Board Meeting



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1.4 Policy and Procedure Governing the Verbatim Audio Recordings of Closed Meetings

PURPOSE:

The Verbatim Audio Recording, Storage, and Destruction of Audio Recordings of Closed Meetings Policy is adopted pursuant to the Open Meetings Act (5 ILCS 120/1, *et seq.*) (the "Act") to properly record, store, and destroy the verbatim record of the closed meetings of the Oak Brook Park District.

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

PROCEDURE:

Recording Closed Sessions:

The Oak Brook Park District shall keep a verbatim record of all Closed Session meetings of the Board of Commissioners or any subsidiary "public body" as defined by the Illinois Open Meetings Act, 5 ILCS 120/1. The verbatim record shall be in the form of an audio recording as determined by the Board of Commissioners.

Responsibility for Recording Closed Sessions and Maintaining Recordings:

The Board Secretary or his/her designee shall be responsible for arranging for the recording of such closed sessions. The Board Secretary, or his/her designee, shall securely maintain the verbatim recordings of all closed sessions of the Board of Commissioners of the Park District.

Closed Session Minutes:

In addition to the recordings of the closed session, the Park District will keep minutes of all closed meetings in accordance with the requirements of the Open Meetings Act, 5 ILCS 120/2.06.

Procedure for Recording:

At the beginning of each closed session, a roll call shall be taken of those present for the audio recording. The meeting Chair shall also announce the times the closed session commences and ends at the appropriate points on the recording.



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Back-Up Equipment/Procedure for Equipment Malfunction:

The Park District will maintain audio recording equipment for the Park District to comply with this Resolution. The Board Secretary or his/her designee will periodically check the equipment to confirm that it is functioning. In the event that anyone present at a closed session determines that the equipment is not functioning properly, the closed session will be temporarily suspended to attempt to correct any malfunction. In the event that an equipment malfunction cannot be corrected immediately, the closed session will terminate until such time as time as the closed session may proceed with a functioning recording device.

Maintenance and Public Release of Recordings and Access to Tapes:

The audio recordings of closed sessions shall be maintained for 18 months after the closed session and shall not be released to the public unless such release is required by a court or administrative order or specifically authorized for release by a vote of the Board of Commissioners. Members of the Board may listen to the closed session recordings in the presence of the Board Secretary or his/her designee.

Procedure for Destruction of Recordings:

The Board Secretary or his/her designee is hereby authorized to destroy the particular audio recordings of those closed sessions for which:

- A. The Board of Commissioners has approved the minutes of the closed sessions as to accurate content, regardless of whether the minutes have been released for public review; and
- B. More than 18 months have elapsed since the date of the closed session; and
- C. There is no court or administrative order requiring the preservation of such recording; and
- D. The Board of Commissioners approve the ordinance authorizing the destruction of the verbatim recordings of certain meetings at an open session of a regularly scheduled Board meeting. Such ordinance shall be prepared by the park district's attorney.

Approved by Board of Commissioners: March 17, 2014

Approved by Board of Commissioners: June 15, 2015

Revisions Approved by Board: April 19, 2021 Board Meeting



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1.5 Sponsored or Endorsed Continuing Education Workshops & Conferences for Attendance by Board of Commissioners

The Board recognizes that continuing education results in improved public service, greater cost effectiveness in park and facility maintenance, and more efficient delivery of recreation services. In order to foster ongoing improvement, the Commissioners are encouraged to attend continuing education programs provided by the Illinois Association of Park Districts (IAPD), Illinois Park and Recreation Association (IPRA), and the National Recreation and Park Association (NRPA).

Approved by Board of Commissioners: June 15, 2015

Approved by the Board of Commissioners: April 19, 2021



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Section 1.6 Travel Expense Policy

Pursuant to the “Local Government Travel Expense Control Act” (50 ILCS 150/1 *et seq.*) (the “Act”), the Oak Brook Park District (the “Park District”) is required to establish regulations with respect to allowable travel, meal and lodging expenses.

1. Declaration of Policy: It shall be the Park District’s policy to regulate, in the manner required by the Act, reimbursement of those expenses of all Park District employees, officers and Board Commissioners, which are subject to the provisions of the Act.

2. Definitions: The following terms shall, as used in relation to effecting compliance with the Act, have the meanings set forth below:

- “Entertainment” includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- “Travel” means any expenditure directly incident to official travel by Park District employees, officers and Board Commissioners or by wards or charges of the Park District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

3. Categories of Reimbursable Expenses; Maximum Allowable Reimbursements:

The Park District shall only reimburse the following types of travel, meal and lodging expenses incurred by its employees, officers and Board Commissioners:

- (a.) Travel, meal and lodging expenses incurred to attend Illinois and national parks and recreation conferences.
- (b.) Travel, meal and lodging expenses incurred in attending all training, professional development and educational opportunities directly related to parks and recreation or beneficial to the Park District.
- (c.) Travel, meal and lodging expenses incurred in conducting any business of the Park District or that furthers the Park District’s mission.



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4. Maximum Allowable Reimbursements Rates by Category of Expense

Expenses incurred on official Park District business as described in Section 3 above are eligible for approval, up to the maximum allowable reimbursement rates as shown by category of expense on **Exhibit A** attached to this policy, which may periodically be revised to substitute rates for one or more category of expenses to reflect then-current market conditions, on the recommendation of the Park District's Executive Director and approved by the Board.

5. Documentation and Approval Required Prior to Reimbursement

No reimbursement of travel, meal or lodging expenses incurred by a Park District employee, officer, or Board Commissioner shall be authorized unless the "Travel, Meal, and Lodging Expense and Reimbursement Request Form", attached hereto as **Exhibit B**, has been submitted and approved. All documents and information submitted with the form shall be subject to disclosure under the Freedom of Information Act (5 ILCS 140/1 *et seq.*).

6. General Procedure for Reimbursement Exceeding Maximum Allowed and Board Commissioner Expenses

The following expenses for travel, meals, and lodging may be approved only by a roll call vote of the Board at an open meeting of the Board:

- (a) Reimbursable expenses of any Park District officer or employee that exceeds the maximum allowed under the regulations adopted under Section 4 of this Policy;
- (b) Reimbursable expenses of any Park District Board Commissioner; and
- (c) Reimbursable expenses exceeding the maximum allowed under Section 4 above which were incurred because of the emergency or other extraordinary circumstances.

7. General Prohibition on Reimbursement of Entertainment Expenses

The Park District may not reimburse any Park District employee, officer or Board Commissioner for any expense related to entertainment as defined in Section 2 unless such expense is ancillary to the purpose of the program or event.



Oak Brook Park District
Administrative Policies and Procedures

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

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

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

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

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

Maximum Reimbursable Rates for Lodging	
All locations	\$225.00 / night or lowest available conference housing rate

OAK BROOK PARK DISTRICT

Travel, Meal, and Lodging Expense & Reimbursement Form

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

Department Director Approval:	Date:
--------------------------------------	--------------

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

Requestor Signature:	Date:	Mileage Reimbursement Rate: IRS Standard Mileage Rate
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.		supporting documentation to travel@obparks.org

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



Oak Brook Park District
Administrative Policies and Procedures

Section 1.7 Procedure for the Submittal, Review, and Authorization of Travel Expenses Requiring Board Approval During an Open Meeting of the Board of Commissioners

Oak Brook Park District Ordinance 17-0116, An Ordinance Regulating Travel, Meal and Lodging Expenses in Accordance with the Local Government Travel Expense Control Act (50 ILCS 150/1 et seq.) was enacted by the Board of Park Commissioners during the January 16, 2017 Board Meeting and amended during the January 20, 2025 Board Meeting. Ordinance 17-0116 has been codified in Section 1.6 of the Administrative Policies and Procedure Manual.

In accordance with the Local Government Travel Expense Control Act certain travel expenses shall only be approved by a roll call vote of the Board at an open meeting of the Board. The following travel expenses require the approval of the Board by roll call vote during a regular meeting of the Board of Commissioners:

- 1.) For the reimbursable travel expenses of any Park District Officer or Employee that exceed the maximum rates as established in the District's Travel Expense Policy;
- 2.) For the reimbursable travel expenses of any Park District Board Commissioner; and
- 3.) When the reimbursable travel expenses exceed the maximum rates as established in the District's Travel Expense Policy which were incurred because of an emergency or other extraordinary circumstance.

Procedures:

The procedures set forth below shall be used when travel expenses are to be approved by the Board of Commissioners during a regular open meeting.

1) Park District Board of Commissioner Travel:

a) Approval of Commissioner Travel:

- i) Official business related travel of any member of the Board of Park Commissioners shall be approved in advance of travel by a roll call vote at a regular open meeting of the Board of Park Commissioners. Travel expenses shall encompass park district business related training and Commissioner education events requiring advance or on-site registration. (i.e., IPRA, IAPD, NRPA conferences and workshops)
- ii) The estimated travel expenses are to be recorded on the *Travel, Meal and Lodging Expense & Reimbursement Form ("Travel Expense Form")* [Exhibit B] and shall be submitted to the Executive Director.



Oak Brook Park District
Administrative Policies and Procedures

- iii) Commissioner travel expenses shall not exceed the amount approved in the Oak Brook Park District Budget in that fiscal year in the aggregate, and the expenses may not exceed the Board approved *Permissible Travel Expenses*, [Exhibit A] unless the overage is also approved in a regular open meeting of the Board of Commissioners by roll call vote.
 - iv) The Executive Director shall review the District's budget to ensure the travel expenses are within the District's budget and do not exceed the Permissible Travel Expense Limits.
 - v) The Travel Expense Form shall be listed as an agenda topic on the Board Meeting Agenda and a copy of the completed form shall be included in the Board Packet for the Regular Board Meeting of the Oak Brook Park District Board of Commissioners.
 - vi) The Travel Expense Form shall be reviewed by the Board of Commissioners. A motion and a roll call vote by the Board of Commissioners is necessary to approve the travel expense as presented on the Travel Expense Form.
 - vii) Upon the Board's approval of the Commissioner travel expense, the Executive Director shall provide a copy of the approved Travel Expense Form to the Chief Financial Officer to encumber the District's budget for the estimated expense.
 - viii) The Executive Director shall appoint staff to make reservations, registrations and travel arrangements that may be completed in advance of travel on behalf of the Commissioner. Other authorized Travel Expenses not prepaid by the District, but incurred by the Commissioner during the approved travel, shall be reimbursed by the District in accordance with Section B. below.
- b) Documentation and Reimbursement for Park District Board of Commissioner Travel
- i) During the approved travel, the Commissioner shall obtain a receipt for any Park District business related travel expense. All receipts shall be recorded on the Travel Expense Form. The Commissioner shall submit the Travel Expense Form and the receipts to the Executive Director.
 - ii) The completed Travel Expense Form shall be included with the District's warrant in the Board Packet for the regular open meeting of the Board of Commissioners.
 - iii) After reviewing the document in the Board Packet, the Board's approval via a motion and a roll call vote is necessary to approve the travel expense as presented on the Travel Expense Form.
 - iv) Upon the approval by the Board of Commissioner, Commissioner travel may be reimbursed. The Executive Director shall appoint staff to prepare the Accounts Payable Form and process the reimbursement in accordance with the District's Accounts Payable and Record Retention Procedures. Reimbursement shall be based upon the actual expenses incurred.



Oak Brook Park District
Administrative Policies and Procedures

- v) All documents and information submitted in connection with the Local Government Travel Expense Control Act, and this Policy and Procedure are public records subject to disclosure under the Freedom of Information Act.

2) Travel Expenses In Excess Of The Maximum Allowable Rates As Established In The District's Policy.

- a) In the event that anticipated travel expenses for work related training and education, or another event beneficial for the District's business, exceed the *maximum Permissible Travel Expenses* as approved by the District, the travel expenses must be approved by roll call vote during a regular open meeting of the Board of Commissioners.
 - i. Utilizing the *Travel, Meal and Lodging Expense & Reimbursement Request Form* ("Travel Form"), all anticipated costs for travel shall be listed and tallied.
 - ii. The Travel Form shall be reviewed by the Department Director and Executive Director to determine if there are benefits to the District derived from the anticipated travel expenses. An analysis of the availability of funds in the District's budget shall be performed.
 - iii. Upon the approval of the Department Director and Executive Director, a copy of the Travel Form shall be provided to the Chief Financial Officer to encumber the District's budget for the estimated expenses.
 - iv. The Travel Expense Form shall be included as an agenda topic on the Board Meeting Agenda and a copy of the Travel Expense Form shall be included in the Board Packet for the Regular Board Meeting of the Oak Brook Park District Board of Commissioners. During the meeting the Board may determine by a motion and roll call vote to approve or not approve the travel expense as presented on the Travel Expense Form.
 - v. Upon the Board's approval of the Travel Expense, registration for the event may be completed and a submittal for reimbursement shall be made in accordance with the District's Accounts Payable and Record Retention Procedures.



Oak Brook Park District
Administrative Policies and Procedures

3) Travel Expenses in excess of the maximum allowable rates as established in the District's Travel Expense Policy which were incurred because of the emergency of other extraordinary circumstance.

- i. The Department Director or Executive Director shall be notified immediately if escalating travel expenses may occur due to emergency or other extraordinary circumstance.
- ii. The Travel Expense Form shall be updated with the emergency expenses, corresponding receipts attached. A written explanation of the emergency or extraordinary circumstance shall be submitted to the Executive Director along with the updated Travel Expense Form and receipts.
- iii. The Executive Director shall evaluate the emergency expenses and the District's budget to form a recommendation report for the Board of Commissioners. The report and the travel Expense Form shall be included as an agenda topic on the Board Meeting Agenda and a copy of the Travel Expense Form shall be included in the Board Packet for the Regular Board Meeting of the Oak Brook Park District Board of Commissioners. The Board of Commissioners may approve the emergency expenditures by a motion and roll call vote as presented on the Travel Expense Form.
- iv. Upon the Board's approval of the travel expense, a submittal for reimbursement shall be made in accordance with the District's Accounts Payable and Record Retention Procedures.

Approved: February 14, 2017

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

Section 1.8. Sexual Harassment

Any commissioner of the Oak Brook Park District Board of Park Commissioners (“Park Board”) who believes that they have been sexually harassed by another Park Board Commissioner may file a complaint with the Park Board President. If the Board President is the reporting person or is implicated by the allegation, the report can be made to any other Park Board Commissioner. Any report under this section must be referred to the District’s legal counsel. The District’s legal counsel shall promptly appoint a qualified independent attorney or consultant to review and investigate the allegations. The Executive Director and Board President are hereby authorized and directed to implement and administer the Policy in accordance with applicable law.

Pursuant to Article 6 of the Workplace Transparency Act, Public Act 101-0221

Approved by Board of Commissioners January 20, 2020 (Ordinance 20-0122)

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

Section 1.9 Key Access to Park District Facilities

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Only employees are assigned keys/access cards, safe combinations, or other access to District property in connection with their job responsibilities. Keys/access cards may not be transferred from one employee to another individual.

Approved by Board of Commissioners May 20, 2024

Approved by the Board of Commissioners: April 19, 2021

New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: AN ORDINANCE AMENDING ORDINANCE NO. 17-0116 REGULATING TRAVEL, MEAL AND LODGING EXPENSES IN ACCORDANCE WITH THE LOCAL GOVERNMENT TRAVEL EXPENSE CONTROL ACT (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING)

AGENDA NO.: 8 A

MEETING DATE: JANUARY 20, 2025

STAFF REVIEW: Alli Siamis, Human Resources & Risk Manager:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

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

On July 22, 2016, Governor Rauner signed into law the Local Government Travel Expense Control Act (50 ILCS 150). The Act requires units of local government, other than home rule municipalities, to regulate by resolution or ordinance the reimbursement of all travel, meal and lodging expenses for its officers and employees.

The Park District’s attorneys prepared Ordinance 17-0116 for the Board’s review to bring the District in compliance with the Act.

An amendment to Ordinance 17-0116 will be presented at the January 20, 2025 meeting for the Board’s approval.

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

The District’s current travel reimbursement rates were established in 2017, as follows:

- Lodging: 225.00 / night or lowest available conference housing rate
- Meals: \$15 breakfast, \$25 lunch, \$35 dinner)
- Transportation: least expensive mode, provided employee incurs no unreasonable hardship

The District’s proposed travel reimbursement rates would be as follows:

- Lodging: 225.00 / night or lowest available conference housing rate
- Meals: Meal expenses shall not exceed the current per-diem rate set by the General Services Administration (GSA) for the location of the event, not including gratuity
- Transportation: least expensive mode, provided employee incurs no unreasonable hardship

ACTION PROPOSED:

A Motion (and a Second) to approve waiving the Board Rules to approve at this meeting Ordinance 17-0116: An Ordinance Amending Ordinance 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act.

A Motion (and a Second) to approve Ordinance 17-0116: An Ordinance Amending Ordinance 17-0116 Regulating Travel, Meal and Lodging Expenses in Accordance with The Local Government Travel Expense Control Act.

OAK BROOK PARK DISTRICT

**ORDINANCE AMENDING CERTAIN PROVISIONS OF
OAK BROOK PARK DISTRICT ORDINANCE 17-0116
REGULATING TRAVEL, MEAL, AND LODGING EXPENSES**

WHEREAS, the Oak Brook Park District (the “Park District”) previously adopted Ordinance 17-0116 (the “Ordinance”) to establish regulations with respect to allowable travel, meal and lodging expenses in compliance with the Local Government Travel Expense Control Act, 50 ILCS 150/1 *et seq.* (the “Travel Expense Control Act”);

WHEREAS, as required by the Travel Expense Control Act, the Ordinance establishes maximum allowable reimbursement rates for certain travel, meal and lodging expenses incurred by Park District employees, officers and Park District Board Commissioners as specified by the Ordinance (“Maximum Reimbursement Rates”);

WHEREAS, the Ordinance’s Exhibit A, Permitted Travel Expenses establishes the Maximum Reimbursement Rates, and Exhibit B, Travel, Meal and Lodging Expense Reimbursement Form is used to request reimbursement of certain travel, meal and lodging expenses which must not exceed the Maximum Reimbursement Rates; and

WHEREAS, Oak Brook Park District Board of Park Commissioners (the “Board”) has determined that it is in the best interest of the Park District to amend: a) the Maximum Reimbursement Rates for meals and lodging as set forth in the Revised Exhibit A, Permitted Travel Expenses, attached hereto and incorporated herein; and b) the Travel, Meal and Lodging Expense Reimbursement Form, as set forth in Revised Exhibit B, attached hereto and incorporated herein.

NOW, THEREFORE, be it ordained by the Oak Brook Park District Board of Park Commissioners as follows:

Section 1. Incorporation of Preamble Recitals. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. Amendment to Ordinance. The Ordinance is hereby amended as follows: a) Exhibit A, Permitted Travel Expenses is revised as set forth in Revised Exhibit A, attached hereto and incorporated herein; and b) Exhibit B, Travel, Meal and Lodging Expense Reimbursement Form is revised as set forth in Revised Exhibit B, attached hereto and incorporated herein.

Section 3. Repeal. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 4. Effective Date. This Ordinance shall be in full force and effect on January 20, 2025.

PASSED THIS 20th day of January, 2025.

AYES:

NAYS:

ABSENT:

APPROVED THIS 20th day of January, 2025.

ATTEST:

President, Board of Park Commissioners

Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF DUPAGE)

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, and as such I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I further certify that the foregoing is a full, true and complete copy of an

ORDINANCE AMENDING CERTAIN PROVISIONS OF
OAK BROOK PARK DISTRICT ORDINANCE 17-0116
REGULATING TRAVEL, MEAL, AND LODGING EXPENSES

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Oak Brook Park District, held at 1450 Forest Gate Road, Oak Brook, Illinois 6:30 p.m. on the 20th day of January, 2025.

I do further certify that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all the provisions of said Act and said Code and with all the procedural rules of the Board.

IN WITNESS WHEREOF I hereunto affix my official signature at 1450 Forest Gate Road, Oak Brook, Illinois, this 20th day of January, 2025.

Secretary, Board of Park Commissioners
Oak Brook Park District
DuPage & Cook Counties, Illinois

REVISED EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

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

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

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

Maximum Reimbursable Rates for Lodging	
All locations	\$225.00 / night or lowest available conference housing rate

REVISED EXHIBIT B1

OAK BROOK PARK DISTRICT

Travel, Meal, and Lodging Expense & Reimbursement Form

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

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

Requestor Signature:	Date:	Mileage Reimbursement Rate: IRS Standard Mileage Rate
By signing this form, I hereby certify that the expenses listed above were incurred for official business or for any training, professional development or education, beneficial to the Park District and are allowed pursuant to Park District policy.		supporting documentation to travel@obparks.org

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



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: MARKET-BASED SALARY ADJUSTMENT

AGENDA No.: 8 B

MEETING DATE: JANUARY 20, 2025

STAFF REVIEW: Alli Siamis, Human Resource & Risk Manager:

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

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

HR Source developed a pay grade structure for the District’s full-time positions, effective May 1, 2013. Each year they gather and analyze data from internal and external sources to provide general industry and specific industry structure adjustment recommendations. The 2024 increase was recommended at 2.6%.

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

Upon Review of our Pay Grades, HR Source is recommending a restructuring of the top two tiers of the District’s pay grades to reflect the best practices in benchmarking, as well as combining the pay grades to the Human Resource industry standard. HR Source completed the benchmarking process for positions in Pay Grade 1 and 12 in November 2024, and ranges have been updated accordingly.

HR Source has also recommended 2.4% adjustment to existing salary ranges for Park and Recreation Agencies, effective May 1, 2025. Therefore, the proposed full-time pay ranges reflect a 2.4% increase.

ACTION PROPOSED:

For Review and Discussion Only

**Oak Brook Park District
Pay Grades
Effective: May 1, 2025**

Pay Grade	FLSA	Job Title	Minimum	Midpoint	Maximum
12	E	Executive Director	137,120.00	171,400.00	205,680.00
			65.92	82.40	98.88
11	E	Deputy Director	112,486.40	140,587.20	168,708.80
	E	Chief Financial Officer	54.08	67.59	81.11
10	E	Director of Recreation and Communications	99,008.00	123,760.00	148,532.80
			47.60	59.50	71.41
9	E	Superintendent of Enterprise Operations	87,152.00	108,950.40	130,748.80
	E	Superintendent of Facilities	41.90	52.38	62.86
8	E	Superintendent of Aquatic and Maintenance Operations	76,710.40	95,908.80	115,065.60
	E	Superintendent of Marketing & Communications	36.88	46.11	55.32
	E	Superintendent of Parks			
	E	Superintendent of Recreation			
	E	Human Resource & Risk Manager			
7	E	Finance Manager	67,516.80	84,406.40	101,316.80
	E	Marketing & Communications Manager	32.46	40.58	48.71
6	E	Aquatic Manager	59,425.60	74,297.60	89,169.60
	E	FRC Facility Manager	28.57	35.72	42.87
	E	Recreation Manager Adult Programs			
	E	Recreation Manager Athletics			
	E	Recreation Manager of Specialty Programming			
	E	Recreation Manager Youth Programs			
5	E	Tennis Operations Director			
	E	Administrative Services Specialist	52,332.80	65,416.00	78,499.20
	E	Corporate & Community Relations	25.16	31.45	37.74
	NE	Facility Maintenance Manager			
	E	Fitness Supervisor			
	E	Graphic Designer			
4	NE	IT Technology Administrator			
	E	Tennis Center Customer Service Manager			
4	NE	Landscape Specialist	46,051.20	57,595.20	69,097.60
	NE	Park Specialist	22.14	27.69	33.22
3	E	Aquatic Programming Supervisor	40,560.00	50,689.60	60,819.20
	NE	Registration Coordinator	19.50	24.37	29.24
2	NE	Building Technician	35,692.80	44,616.00	53,560.00
	NE	Park District Lead Custodian	17.16	21.45	25.75
	NE	Park Technician			
1	NE	Park District Custodian	33,592.00	42,785.60	51,355.20
			16.15	20.57	24.69



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 25-0217: AN ORDINANCE TRANSFERRING FUNDS TO AND FROM SEVERAL PARK DISTRICT FUNDS.

AGENDA NO.: 8 C

MEETING DATE: JANUARY 20, 2025

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in black ink.

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosev:

Handwritten signature of Laure Kosev in black ink.

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

Included in the fiscal year 2024-2025 adopted budgets, are several operating transfers between our Corporate (General), Recreation, Debt Service, and Capital Projects Funds. The purposes of these transfers are to provide funding for our current year recreation programming, capital asset purchases and improvements, as well as the repayment of existing outstanding long-term debt.

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

The accompanying ordinance authorizes the transfer of funds between our Corporate (General), Recreation, Debt Service, and Capital Project Funds for fiscal year 2024-2025.

ACTION PROPOSED:

For Review and Discussion Only

ORDINANCE NO. 25-0217

**AN ORDINANCE TRANSFERRING FUNDS TO AND FROM
SEVERAL PARK DISTRICT FUNDS**

WHEREAS, the first six months of fiscal year 2024-2025 of the Oak Brook Park District have elapsed; and

WHEREAS, Section 4-4 of the Park District Code provides that, after the first six months of any fiscal year, funds from any appropriation item may be transferred, by a two-thirds vote, to any other item of appropriation, so that the item to which said transfer is made is increased to the extent of the amount so transferred; and

WHEREAS, the Board of Park Commissioners has determined that it is necessary and desirable to make certain appropriation transfers as provided herein,

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

Section 1: Funds in the amounts listed in Exhibit A, which were appropriated in the Budget and Appropriation Ordinance for fiscal year 2024-2025 for the Corporate (General) and Recreation Funds, are hereby transferred to the Debt Service, Capital Project, and Recreation Funds, with the Debt Service, Capital Project, and Recreation Funds increased to the extent so transferred as listed in Exhibit A.

Section 2: This Ordinance shall be in full force and effect after its passage and approval by a two-thirds vote of the Board of Commissioners.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed to the extent of the conflict, so that this Ordinance shall have full force and effect as written.

PASSED AND APPROVED This 17th Day of February, 2025.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary



Fiscal Year 2024/2025

Exhibit A

Fund	Operating Transfer Out	Operating Transfer In	Purpose
General	\$ 150,000.00		-To fund FY 2024/2025 recreation programming and administration costs.
Recreation		\$ 150,000.00	
General	\$ 250,000.00		-To fund FY 2024/2025 capital asset purchases & improvements
Capital Project		\$ 250,000.00	
General	\$ 102,000.00		-To fund FY 2024/2025 debt service payments on our 2020 Promissory Note
Debt Service		\$ 102,000.00	
Recreation	\$ 177,971.00		-To fund FY 2024/2025 debt service payments on our Series 2018 and 2020 Debt Certificates
Debt Service		\$ 177,971.00	

Totals: \$ 679,971.00 \$ 679,971.00



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: TENNIS CENTER EXTERIOR WINDOWS REPLACEMENT PROJECT BID

AGENDA NO.: 8 D

MEETING DATE: JANUARY 20, 2025

STAFF REVIEW: Superintendent of Enterprise Operations, Alin Pop:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

During the July 15, 2024 Board Meeting, all bids were rejected as they significantly exceeded the budget.

As part of the Upper-level remodeling project, the original building exterior windows will be replaced. The windows are from 1974, lack proper insulation and are no longer considered energy efficient.

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

The new installed windows will provide:

- Improved insulation, leading to savings on heating and cooling costs
- Reduced glare from outside light
- Updated aesthetics

Staff will make small adjustments to the specifications and improve the bid timing to receive a bid within budget.

ACTION PROPOSED: For Review and Discussion Only

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on February 17, 2025, 6:30 p.m.

Adjournment