



Oak Brook Park District Board Packet

May 19, 2025

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

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

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Annual Meeting

A. Administration of Oath of Office to Newly Elected Commissioner by Judge Michael Fleming

Tina Chan

B. Election of Park Board President and Vice President

*[President Knitter asks for nominations for Board President. When all nominations have apparently been made, she announces that nominations are closed. If there is only one nomination, she asks for a Motion (and a Second) to elect _____ as President. **Voice Vote - "All in favor."***

*If there is more than one nomination, a Motion (and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not elected by 3 votes, a Motion (and a Second) is taken for the second nominee, and the process is repeated until a President is elected by **Roll Call Vote**. Once a President is elected, the President takes the Chair and repeats the above process for nominees for Vice President.]*

C. Appointment of Board Secretary and Treasurer

*[The President states that the current Board Secretary is Executive Director Laure Kosey. The President proposes that, since the Board's secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection. If not, the President asks for a Motion (and a Second) to appoint Laure Kosey as the District's Secretary. **Voice Vote – "All in favor."** If there is an objection, ask for proposed names for the appointment and proceed as with the appointment below.*

*Then, the President asks for nominations for Treasurer. When all nominations have apparently been made, the President announces that nominations are closed. If there is only one nomination, the President asks for a Motion (and a Second) to appoint _____ as Treasurer. **Voice Vote -- "All in favor."** If there is more than one nomination, a Motion (and Second) is taken for the first nominee. **Roll Call Vote**. If the first nominee is not approved for appointment by 3 votes, a Motion (and a Second) is taken for the second nominee, and the process is repeated until a Treasurer is appointed by **Roll Call Vote**.]*

Agenda and Agenda Vote



AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 19, 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. ANNUAL MEETING
 - a. Administration of Oath of Office by Judge Michael Fleming
 - i. Tina Chan - Elected April 1, 2025
 - b. Election of Park Board President and Vice President
 - c. Appointment of Board Secretary and Treasurer
3. OPEN FORUM
4. CONSENT AGENDA
 - a. APPROVAL OF THE MAY 19, 2025 AGENDA
 - b. APPROVAL OF MINUTES
 - i. April 21, 2025 Regular Board Meeting Minutes
 - c. APPROVAL OF FINANCIAL STATEMENT ENDING APRIL 30, 2025
 - i. Warrant 696
5. STAFF RECOGNITION
 - a. None
6. COMMUNICATIONS/PROCLAMATIONS
 - a. Board of Commissioners to Share Communications
 - b. Gold Medal Finalist
 - c. Fordon Horse Barn Update
7. REPORTS
 - a. Administration and Enterprise Operations Report
 - b. Finance and Human Resources Report
 - c. Recreation and Communications Report
 - d. Parks and Facilities Report
8. UNFINISHED BUSINESS
 - a. Ordinance 25-0519: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.
 - b. Renewal of the Intergovernmental Agreement by and Between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Cooperative Preschool Program at the Oak Brook Park District Recreation Center for School Years 2025-2026 through 2027-2028





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 19, 2025 – 6:30 p.m.
Canterberry Room

UNFINISHED BUSINESS CONTINUED

- c. Section 4 – Administrative Policies and Procedures Manual, Part I

9. NEW BUSINESS

- a. Section 4 – Administrative Policies and Procedures Manual, Part II
- b. Objectives and Key Results
- c. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference held in Orlando, Florida - September 15-18, 2025
- d. Section 5 – Administrative Policies and Procedures Manual
- e. Ordinance 25-0616: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

10. ENTER CLOSED SESSION: For the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act.

11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 16, 2025, 6:30 P.M.

13. ADJOURNMENT

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





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 19, 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. ANNUAL MEETING
 - a. Administration of Oath of Office by Judge Michael Fleming *[Judge Michael Fleming will administer the Oath of Office to newly elected Commissioner Tina Chan. Pictures will be taken.]*
 - i. Tina Chan - Elected April 1, 2025
 - b. Election of Park Board President and Vice President
*[President Knitter asks for nominations for Board President. When all nominations have apparently been made, she announces that nominations are closed. If there is only one nomination, she asks for a Motion (and a Second) to elect _____ as President. **Voice Vote - "All in favor."***
*If there is more than one nomination, a Motion (and Second) is taken for the first nominee. Roll Call Vote. If the first nominee is not elected by 3 votes, a Motion (and a Second) is taken for the second nominee, and the process is repeated until a President is elected by **Roll Call Vote**. Once a President is elected, the President takes the Chair, and repeats the above process for nominees for Vice President.]*
 - c. Appointment of Board Secretary and Treasurer
*[The President states that the current Board Secretary is Executive Director Laure Kosey. The President proposes that, since the Board's secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection. If not, the President asks for a Motion (and a Second) to appoint Laure Kosey as the District's Secretary. **Voice Vote – "All in favor."** If there is an objection, ask for proposed names for the appointment and proceed as with the appointment below.*
*Then, the President asks for nominations for Treasurer. When all nominations have apparently been made, the President announces that nominations are closed. If there is only one nomination, the President asks for a Motion (and a Second) to appoint _____ as Treasurer. **Voice Vote -- "All in favor."** If there is more than one nomination, a Motion (and Second) is taken for the first nominee. **Roll Call Vote**. If the first nominee is not approved for appointment by 3 votes, a Motion (and a Second) is taken for the second nominee, and the process is repeated until a Treasurer is appointed by **Roll Call Vote**.]*
3. 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.]*





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 19, 2025 – 6:30 p.m.
Canterberry Room

4. 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 MAY 19, 2025 AGENDA
- b. APPROVAL OF MINUTES
 - i. April 21, 2025 Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING APRIL 30, 2025
 - i. Warrant 696

5. STAFF RECOGNITION

- a. None

6. COMMUNICATIONS/PROCLAMATIONS *[For Review and Discussion Only]*

- a. Board of Commissioners to share communications
- b. Gold Medal Finalist
- c. Fordon Horse Barn Update

7. 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

8. UNFINISHED BUSINESS

- a. Ordinance 25-0519: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation. *[Request a Motion (and a Second) to approve Ordinance 25-0519: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation. **Roll Call Vote...***
- b. Renewal of the Intergovernmental Agreement by and Between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Cooperative Preschool Program at the Oak Brook Park District Recreation Center for School Years 2025-2026 through 2027-2028 *[Request a Motion (and a Second) to approve the Renewal of the Intergovernmental Agreement by and Between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Cooperative Preschool Program at the*





AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 19, 2025 – 6:30 p.m.
Canterberry Room

*Oak Brook Park District Recreation Center for School Years 2025-2026 through 2027-2028. **Roll Call Vote...**]*

- c. Section 4 – Administrative Policies and Procedures Manual, Part I *[Request a Motion (and a Second) to approve Section 4 – Administrative Policies and Procedures Manual, Part I. **Roll Call Vote...**]*

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

- a. Section 4 – Administrative Policies and Procedures Manual, Part II
- b. Objectives and Key Results
- c. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference held in Orlando, Florida - September 15-18, 2025
- d. Section 5 – Administrative Policies and Procedures Manual
- e. Ordinance 25-0616: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

10. **ENTER CLOSED SESSION:** For the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act *[Request a Motion (and a Second) to enter into closed session for the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act. **Roll Call Vote...**]*

11. **ARISE FROM CLOSED SESSION** *[Request a Motion and a Second to arise from closed session and resume the open session of the May 19, 2025 Regular Board Meeting. **Voice Vote, All in Favor...**]*

12. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 16, 2025, 6:30 P.M.** *[Announce the Next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on June 16, 2025, 6:30 p.m.]*

13. **ADJOURNMENT** *[Request a Motion and a Second to adjourn the May 19, 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.

Page 3 of 3

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

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Regular Meeting Minutes
Oak Brook District Board of Commissioners
April 21, 2025

Note: The Minutes will be included
after the Board Commissioners Approval at the
June 16, 2025 Meeting.

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 April 30, 2025 and 2024

100.00% completed (12 out of 12 months)

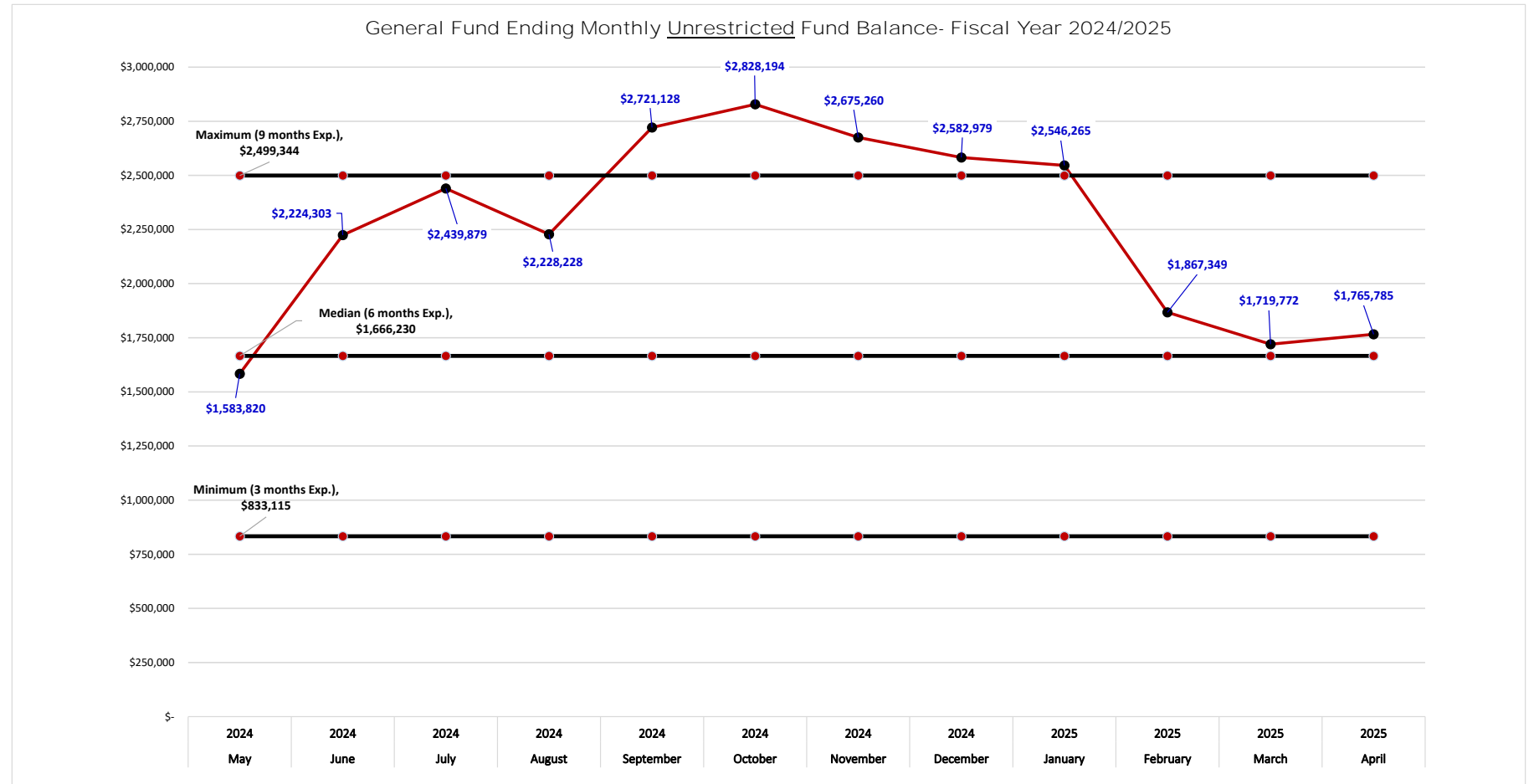
	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance							FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	April 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget		Fiscal Year 2023/2024 YTD Actual	Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES										
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A		\$ -	\$ -	N/A
Finance										
Property Taxes	1,754,965	3	1,890,183	N/A	1,890,183	107.7%	1,806,573	83,610	4.6%	
Personal Prop. Repl. Taxes	252,617	8,152	146,413	N/A	146,413	58.0%	238,463	(92,050)	-38.6%	
Investment Income	52,000	7,669	105,242	N/A	105,242	202.4%	69,408	35,834	51.6%	
Other	1,250	-	1,535	N/A	1,535	122.8%	1,385	150	10.8%	
Central Park North	90,000	4,625	96,610	N/A	96,610	107.3%	79,404	17,206	21.7%	
Central Park	238,650	20,389	225,104	N/A	225,104	94.3%	240,674	(15,570)	-6.5%	
Saddlebrook Park	500	-	-	N/A	-	0.0%	-	-	N/A	
Forest Glen Park	500	-	200	N/A	200	40.0%	750	(550)	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	33,398	133,698	N/A	133,698	100.0%	106,349	27,349	25.7%	
Building-Recreation Center	1,103,748	173,574	1,091,257	N/A	1,091,257	98.9%	1,022,324	68,933	6.7%	
Central Park West	20,597	620	20,137	N/A	20,137	97.8%	69,915	(49,778)	-71.2%	
TOTAL REVENUES	\$ 3,657,770	\$ 248,430	\$ 3,710,379	\$ -	\$ 3,710,379	101.4%	\$ 3,635,245	\$ 75,134	2.1%	
EXPENDITURES										
Administration	\$ 413,556	\$ 26,540	\$ 326,392	\$ 468	326,859	78.9%	\$ 411,251	\$ (84,860)	-20.6%	
Finance	317,125	19,813	248,753	10	248,762	78.4%	267,534	(18,781)	-7.0%	
Central Park North	94,954	4,987	78,579	7,544	86,123	82.8%	46,171	32,407	70.2%	
Central Park	826,659	54,822	696,604	21,733	718,338	84.3%	707,982	(11,378)	-1.6%	
Saddlebrook Park	16,187	3,181	11,772	-	11,772	72.7%	12,071	(299)	-2.5%	
Forest Glen Park	32,326	2,752	18,206	5,890	24,096	56.3%	22,617	(4,411)	-19.5%	
Chillem Park	7,481	500	4,285	-	4,285	57.3%	6,196	(1,911)	-30.8%	
Dean Property	40,423	3,327	24,144	7,490	31,634	59.7%	25,802	(1,658)	-6.4%	
Professional Services	31,000	1,470	30,333	5,523	35,855	97.8%	47,339	(17,007)	-35.9%	
Information Technology	349,743	(9,714)	292,781	5,924	298,704	83.7%	307,395	(14,614)	-4.8%	
Building-Recreation Center	1,145,015	89,646	1,064,260	17,476	1,081,736	92.9%	1,068,310	(4,051)	-0.4%	
Central Park West	57,990	5,093	56,514	4,449	60,963	97.5%	68,039	(11,525)	-16.9%	
TOTAL EXPENDITURES	\$ 3,332,459	\$ 202,417	\$ 2,852,622	\$ 76,506	\$ 2,929,127	85.6%	\$ 2,990,708	\$ (138,086)	-4.6%	
TRANSFERS OUT	\$ 502,000	\$ -	\$ 502,000	\$ -	\$ 502,000	100.0%	\$ 654,000	\$ (152,000)	-23.2%	
TOTAL EXPENDITURES AND TRANSFERS OUT	\$ 3,834,459	\$ 202,417	\$ 3,354,622	\$ 76,506	\$ 3,431,127	87.5%	\$ 3,644,708	\$ (290,086)	-8.0%	
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	\$ (176,689)	\$ 46,013	\$ 355,757	\$ (76,506)	\$ 279,252	-201.3%	\$ (9,462)	\$ 365,220	-3859.8%	

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	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 1,410,027	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,582,979	\$ 2,546,265	\$ 1,867,349	\$ 1,719,772	
Monthly Net Surplus/(Deficit)	173,793	640,482	215,576	(211,651)	492,900	107,066	(152,935)	(92,281)	(36,714)	(678,916)	(147,576)	46,013	\$ 355,757
Ending Unrestricted	\$ 1,583,820	\$ 2,224,303	\$ 2,439,879	\$ 2,228,228	\$ 2,721,128	\$ 2,828,194	\$ 2,675,260	\$ 2,582,979	\$ 2,546,265	\$ 1,867,349	\$ 1,719,772	\$ 1,765,785	



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 April 30, 2025 and 2024

100.00% completed (12 out of 12 months)

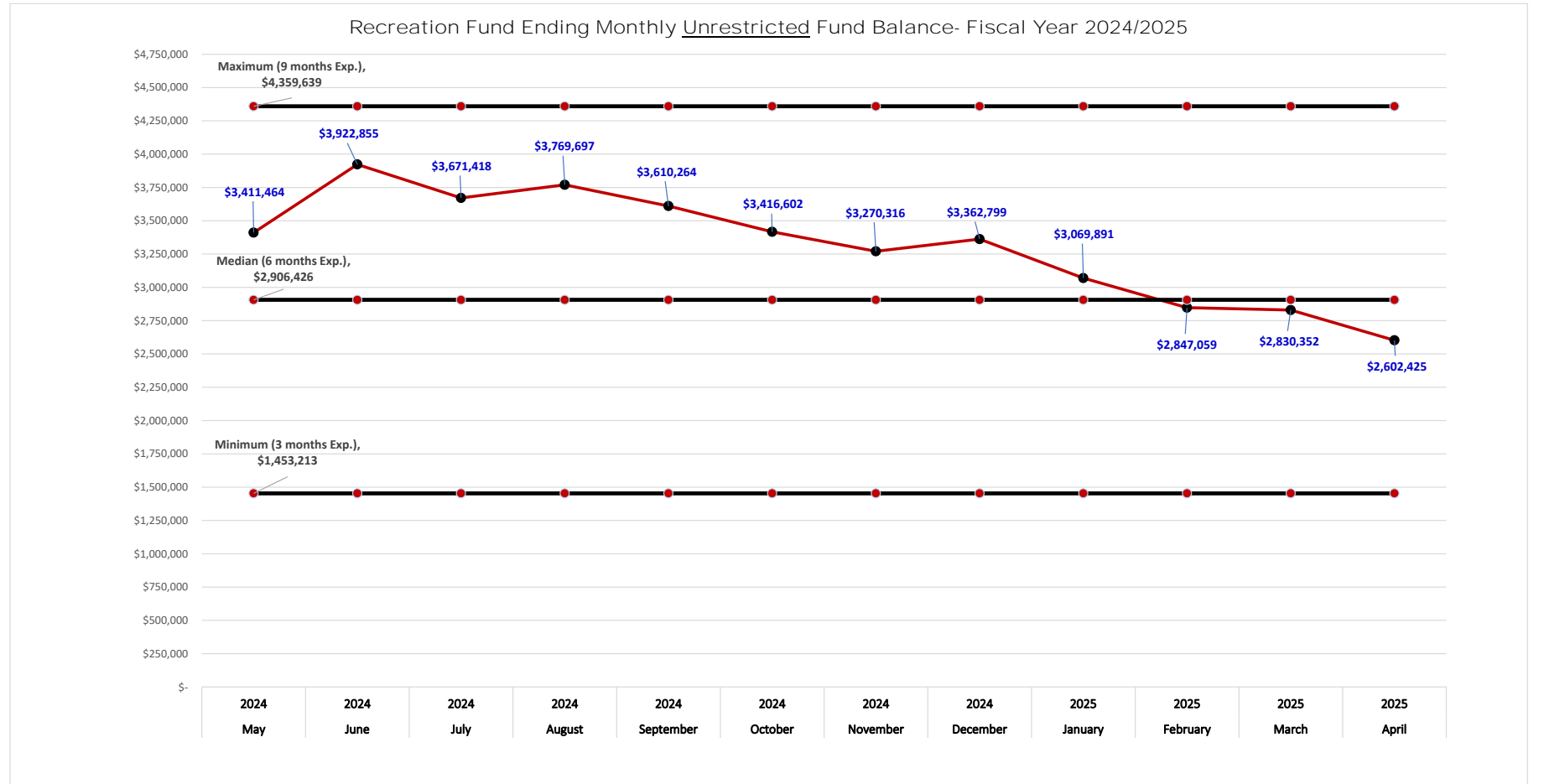
	Fiscal Year 2024/2025- Highlighted items reflect more than 8.33% variance						FY 2024/2025 compared to FY 2023/2024- Highlighted items reflect more than 10% variance		
	Original Annual Budget	April 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
REVENUES									
Administration									
Property Taxes	\$ 1,300,345	\$ 2	\$ 1,400,070	N/A	\$ 1,400,070	107.7%	\$ 1,314,658	\$ 85,413	6.5%
Personal Prop. Repl. Taxes	79,528	2,566	46,093	N/A	46,093	58.0%	75,072	(28,979)	-38.6%
Investment Income	80,000	8,758	142,935	N/A	142,935	178.7%	91,669	51,266	55.9%
Other	3,000	559	7,244	N/A	7,244	241.5%	1,666	5,578	334.8%
Fitness Center	733,603	78,398	868,945	N/A	868,945	118.4%	747,000	121,945	16.3%
Aquatic Center	667,703	56,236	745,289	N/A	745,289	111.6%	654,489	90,800	13.9%
Aquatic Recreation Prog.	579,511	14,169	478,600	N/A	478,600	82.6%	469,020	9,580	2.0%
Children's Programs	519,207	1,113	509,699	N/A	509,699	98.2%	508,274	1,425	0.3%
Preschool Programs	328,366	41,441	374,987	N/A	374,987	114.2%	344,830	30,157	8.7%
Youth Programs	256,813	2,444	236,167	N/A	236,167	92.0%	222,616	13,551	6.1%
Adult Programs	131,628	2,663	141,378	N/A	141,378	107.4%	132,380	8,997	6.8%
Pioneer Programs	66,973	8,512	64,510	N/A	64,510	96.3%	54,468	10,041	18.4%
Special Events and Trips	139,340	-	134,335	N/A	134,335	96.4%	148,403	(14,068)	-9.5%
Marketing	46,000	-	53,482	N/A	53,482	116.3%	58,950	(5,468)	-9.3%
Capital Outlay	-	-	-	N/A	-	N/A	-	-	N/A
TOTAL REVENUES	\$ 4,932,017	\$ 216,862	\$ 5,203,733	\$ -	\$ 5,203,733	105.5%	\$ 4,823,493	\$ 380,239	7.9%
TRANSFERS IN	\$ 150,000	\$ -	\$ 150,000	N/A	150,000	100.0%	\$ 300,000	\$ (150,000)	-50.0%
TOTAL REVENUES & TRANSFERS IN	\$ 5,082,017	\$ 216,862	\$ 5,353,733	\$ -	\$ 5,353,733	105.3%	\$ 5,123,493	\$ 230,239	4.5%
EXPENDITURES									
Administration	\$ 1,099,291	\$ 149,989	\$ 1,030,188	\$ 7,002	\$ 1,037,190	93.7%	\$ 1,009,234	\$ 20,955	2.1%
Fitness Center	535,242	59,463	479,040	6,819	485,859	89.5%	442,537	36,503	8.2%
Aquatic Center	1,158,019	108,813	1,109,358	16,750	1,126,107	95.8%	1,072,328	37,030	3.5%
Aquatic Recreation Prog.	302,009	14,491	225,747	9,057	234,804	74.7%	245,819	(20,072)	-8.2%
Children's Programs	383,837	6,251	362,200	10,730	372,930	94.4%	351,256	10,944	3.1%
Preschool Programs	307,712	29,463	246,123	609	246,731	80.0%	235,573	10,549	4.5%
Youth Programs	202,400	5,561	139,107	511	139,618	68.7%	136,225	2,882	2.1%
Adult Programs	74,250	5,225	72,066	1,658	73,724	97.1%	68,625	3,441	5.0%
Pioneer Programs	101,932	7,960	89,864	188	90,052	88.2%	84,682	5,182	6.1%
Special Events and Trips	123,647	2,438	111,598	455	112,053	90.3%	115,067	(3,468)	-3.0%
Marketing	311,514	23,022	291,037	1,958	292,995	93.4%	244,273	46,764	19.1%
Capital Outlay	1,213,000	32,113	1,131,069	38,838	1,169,908	93.2%	219,312	911,758	415.7%
TOTAL EXPENDITURES	\$ 5,812,852	\$ 444,789	\$ 5,287,396	\$ 94,574	\$ 5,381,970	91.0%	\$ 4,224,929	\$ 1,062,466	25.1%
TRANSFERS OUT	\$ 177,971	\$ -	\$ 177,971	\$ -	\$ 177,971	100.0%	\$ 201,392	\$ (23,421)	-11.6%
TOTAL EXPENDITURES & TRANSFERS OUT	\$ 5,990,823	\$ 444,789	\$ 5,465,367	\$ 94,574	\$ 5,559,941	91.2%	\$ 4,426,321	\$ 1,039,045	23.5%
REVENUES & TRANSFERS IN, OVER (UNDER) EXPENDITURES & TRANSFERS OUT	\$ (908,806)	\$ (227,927)	\$ (111,634)	\$ (94,574)	\$ (206,208)	12.3%	\$ 697,172	\$ (808,806)	-116.0%

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- Recreation Fund

	Actuals- Unaudited												
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Unrestricted	\$ 2,714,059	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,362,799	\$ 3,069,891	\$ 2,847,059	\$ 2,830,352	
Monthly Net Surplus/(Deficit)	697,405	511,391	(251,437)	98,279	(159,433)	(193,662)	(146,286)	92,483	(292,908)	(222,831)	(16,708)	(227,927)	\$ (111,634)
Ending Unrestricted	\$ 3,411,464	\$ 3,922,855	\$ 3,671,418	\$ 3,769,697	\$ 3,610,264	\$ 3,416,602	\$ 3,270,316	\$ 3,362,799	\$ 3,069,891	\$ 2,847,059	\$ 2,830,352	\$ 2,602,425	



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 April 30, 2025 and 2024

100.00% completed (12 out of 12 months)

REVENUES

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	April 2025 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2023/2024 YTD Actual	FY 2024/2025 YTD Actual Higher/(Lower) than 2023/2024 YTD Actual	Percent Change
Administration	\$ 67,000	\$ 11,816	\$ 151,137	N/A	\$ 151,137	225.6%	\$ 190,535	\$ (39,398)	-20.7%
Building- Racquet Club	500	-	1,165	N/A	1,165	232.9%	688	476	69.2%
Programs- Racquet Club	2,186,500	211,553	2,600,352	N/A	2,600,352	118.9%	2,250,663	349,689	15.5%
TOTAL REVENUES	\$ 2,254,000	\$ 223,369	\$ 2,752,653	\$ -	\$ 2,752,653	122.1%	\$ 2,441,887	\$ 310,767	12.7%

EXPENSES

Administration	\$ 922,009	\$ 77,843	\$ 732,445	\$ 194	\$ 732,639	79.4%	\$ 695,467	\$ 36,978	5.3%
Building- Racquet Club	379,379	32,064	320,052	15,171	335,224	84.4%	336,971	(16,919)	-5.0%
Programs- Racquet Club	885,000	60,506	747,867	1,582	749,449	84.5%	908,794	(160,926)	-17.7%
Capital Outlay	310,000	50,003	133,570	29,695	163,265	43.1%	-	133,570	#DIV/0!
TOTAL EXPENSES	\$ 2,496,388	\$ 220,416	\$ 1,933,935	\$ 46,642	\$ 1,980,577	77.5%	\$ 1,941,232	\$ (7,297)	-0.4%

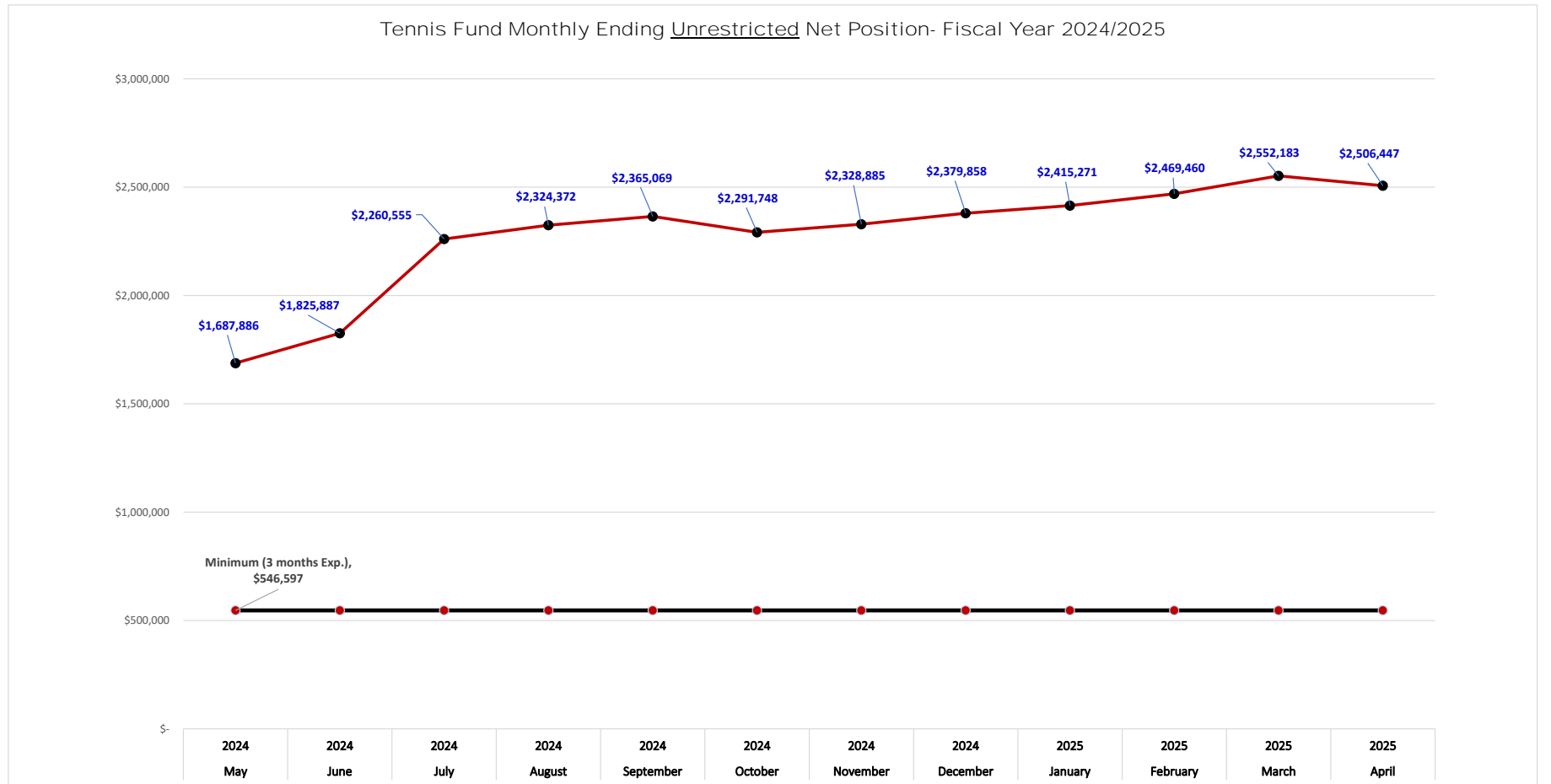
REVENUES OVER (UNDER) EXPENSES	\$ (242,388)	\$ 2,953	\$ 818,718	\$ (46,642)	\$ 772,076	-337.8%	\$ 500,655	\$ 318,063	63.5%
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Note 1> Fiscal year 2024/2025 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2023/2024, the highlighted items reflect a variance of +/-10.00% or greater.

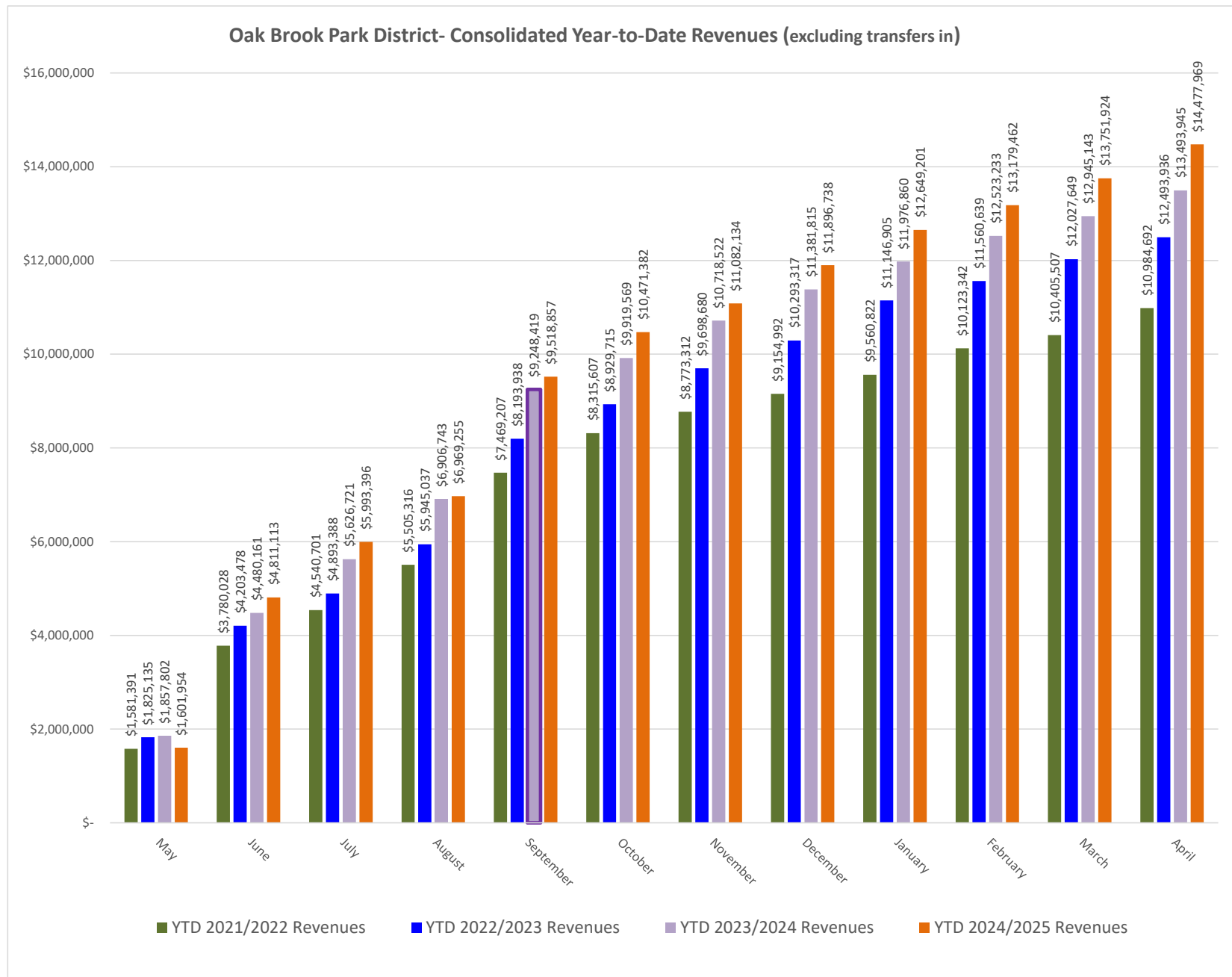
Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expense and are used by staff to manage spending activity.

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

Actuals- Unaudited													
	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2024	2024	2024	2024	2024	2024	2024	2024	2025	2025	2025	2025	Y-T-D
Beginning Investment in Capital Assets	\$ 1,753,845	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236	\$ 1,837,412	\$ 1,837,412	1,837,412	1,837,412	
Beginning Unrestricted	1,821,299	1,687,886	1,825,887	2,260,555	2,324,372	2,365,069	2,291,748	2,328,885	2,379,858	2,415,271	2,469,460	2,552,183	
Monthly Net Surplus/(Deficit)	24,425	322,803	165,993	72,808	(18,214)	(46,934)	67,096	54,149	35,413	54,189	84,037	2,953	\$ 818,718
Ending Investment in Capital Assets	\$ 1,911,683	\$ 1,919,169	\$ 1,779,682	\$ 1,795,258	\$ 1,795,258	\$ 1,805,661	\$ 1,834,236	\$ 1,837,412	\$ 1,837,412	\$ 1,837,412	\$ 1,837,412	\$ 1,887,415	
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	\$ 2,415,271	\$ 2,469,460	\$ 2,552,183	\$ 2,506,447	

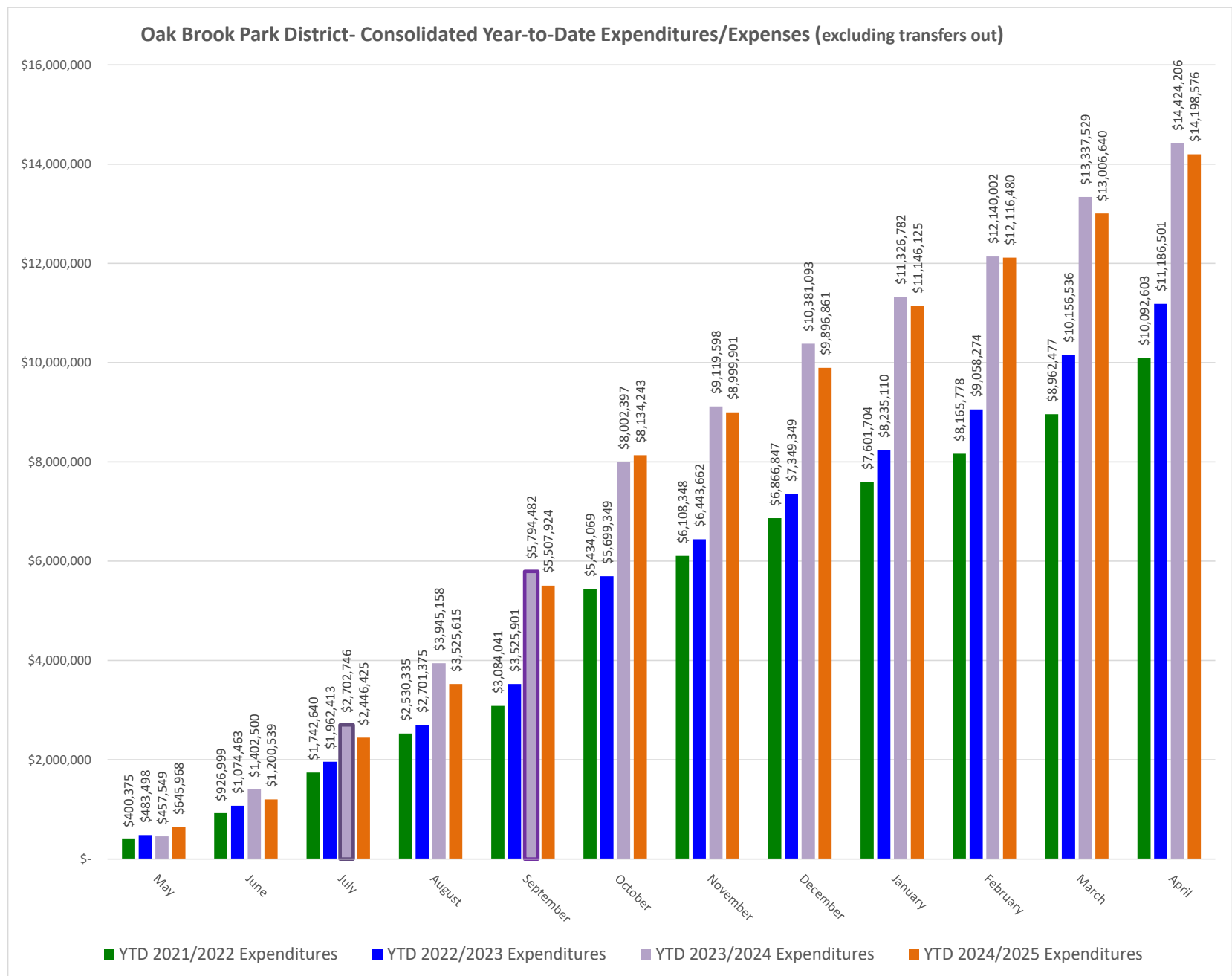


Minimum (3 months Exp.)	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597	\$ 546,597
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A



NOTES

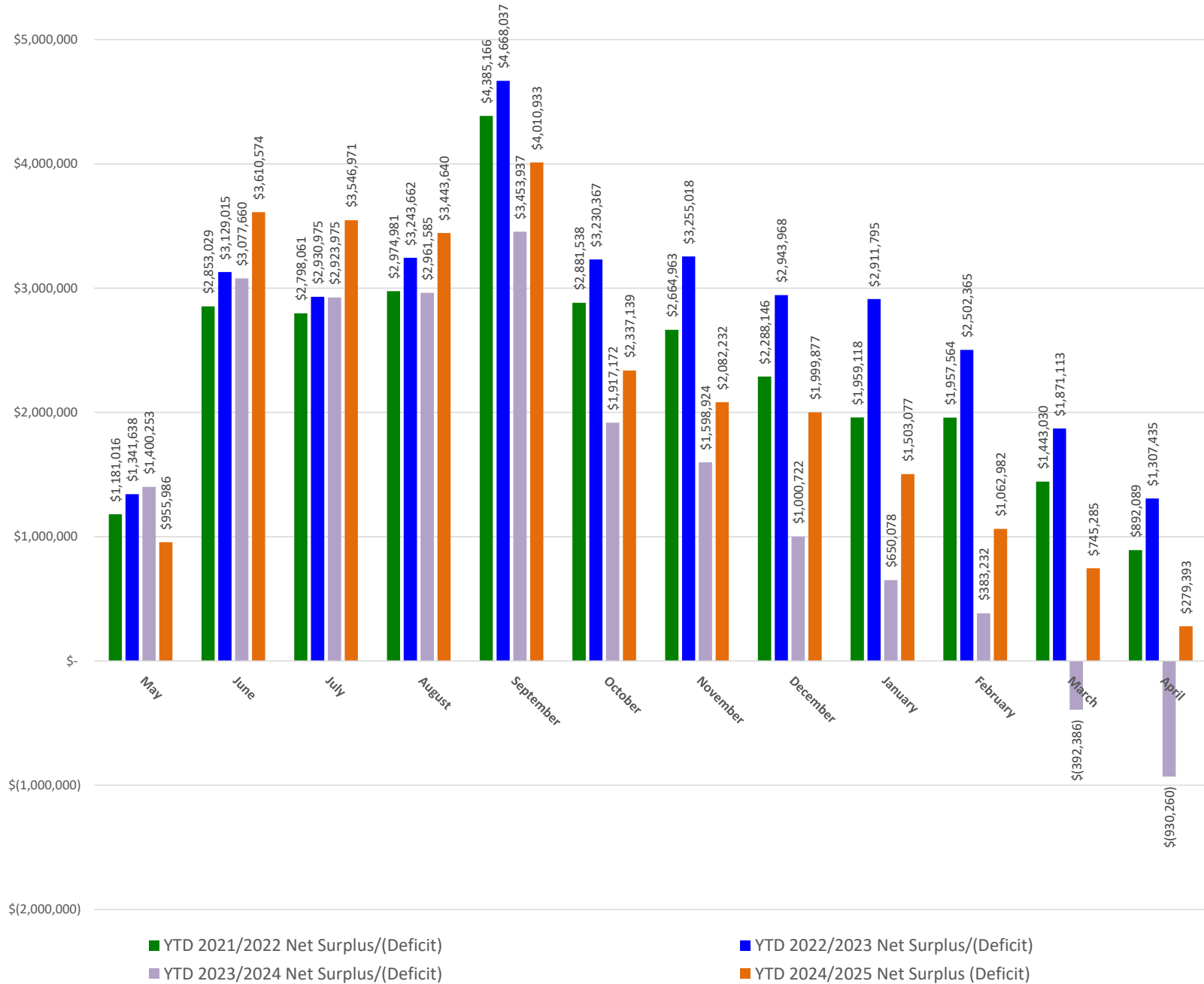
2023/2024 The large increase in Y-T-D revenues are being primarily driven by increased programming revenues in our fitness, aquatics, children's, special events departments, as well as in group tennis programming.



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
April 2025

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (12 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	\$ 3,657,770	\$ 248,430	\$ 3,710,379
Expenditures & transfers out	3,834,459	202,417	3,354,622
Net surplus/(deficit)	\$ (176,689)	\$ 46,013	\$ 355,757
RECREATION FUND			
Revenues & transfers in	\$ 5,082,017	\$ 216,862	\$ 5,353,733
Expenditures & transfers out	5,990,823	444,789	5,465,367
Net surplus/(deficit)	\$ (908,806)	\$ (227,927)	\$ (111,634)
IMRF FUND			
Revenues & transfers in	\$ 153,789	\$ 2,796	\$ 132,978
Expenditures & transfers out	180,000	12,662	173,903
Net surplus/(deficit)	\$ (26,211)	\$ (9,866)	\$ (40,925)
LIABILITY INSURANCE FUND			
Revenues & transfers in	\$ 148,557	\$ 1,145	\$ 150,759
Expenditures & transfers out	159,061	3,222	151,569
Net surplus/(deficit)	\$ (10,504)	\$ (2,076)	\$ (810)
AUDIT FUND			
Revenues & transfers in	\$ 10,181	\$ 27	\$ 12,608
Expenditures & transfers out	13,550	-	14,750
Net surplus/(deficit)	\$ (3,369)	\$ 27	\$ (2,142)
DEBT SERVICE FUND			
Revenues & transfers in	\$ 1,943,812	\$ 394	\$ 1,983,583
Expenditures & transfers out	1,924,411	259,356	1,924,325
Net surplus/(deficit)	\$ 19,401	\$ (258,963)	\$ 59,259
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	\$ 2,254,000	\$ 223,369	\$ 2,752,653
Expenses	2,496,388	220,416	1,933,935
Net surplus/(deficit)	\$ (242,388)	\$ 2,953	\$ 818,718
SPECIAL RECREATION FUND			
Revenues & transfers in	\$ 434,837	\$ 30,507	\$ 443,985
Expenditures & transfers out	449,590	27,904	425,438
Net surplus/(deficit)	\$ (14,753)	\$ 2,603	\$ 18,546



OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
April 2025

	FY 2024/2025 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (12 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	\$ 2,143,779	\$ 93	\$ 344,292
Expenditures & transfers out	2,549,779	1,005	1,135,938
Net surplus/(deficit)	\$ (406,000)	\$ (912)	\$ (791,646)
SOCIAL SECURITY FUND			
Revenues & transfers in	\$ 272,846	\$ 2,422	\$ 272,970
Expenditures & transfers out	318,428	21,630	298,701
Net surplus/(deficit)	\$ (45,582)	\$ (19,208)	\$ (25,731)
CONSOLIDATED SUMMARY			
Revenues & transfers in	\$ 16,101,589	\$ 726,045	\$ 15,157,940
Expenditures/expenses & transfers out	17,916,489	1,193,401	14,878,547
Net surplus/(deficit)	\$ (1,814,900)	\$ (467,356)	\$ 279,393

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

	CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN	
Property Taxes	\$ 9
Replacement Taxes	15,096
Interest	31,654
Miscellaneous	30,150
Fitness Center Fees, Memberships, Sponsorships	78,398
Aquatic Center Program Fees, Memberships, Rentals	70,406
Other Recreation Program Fees	267,727
Marketing Service Fees, Sponsorships, Donations	-
FRC Rental/Member Fees	40,709
Field Rentals & Concessions- Central Park North	4,625
Field Rentals- Central Park	20,389
Satellite Parks & DNS	-
Information Technology	-
CPW Building Rentals & Other	620
Grant Proceeds	-
Overhead Revenues	166,263
Transfers In	-
TOTAL REVENUES & TRANSFERS IN:	\$ 726,044
EXPENDITURES/EXPENSES & TRANSFERS OUT	
Accounts Payable and Other	\$ 701,138
Payroll and Related Benefits	492,263
Overhead Expenditures	-
Transfers Out	-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT:	\$ 1,193,401
NET REVENUES/(EXPENDITURES/EXPENSES)	\$ (467,356)

**Oak Brook Park District
Consolidated Balance Sheet
As of April 30, 2025**

<u>ASSETS</u>		Consolidated Totals
Current Assets		
Cash and Investments	\$	8,660,391
Receivables - Net of Allowances		
Property Taxes		5,818,600
Accounts		592,932
Due from Other Funds		-
Prepays		15,239
Inventories		24,987
Total Current Assets	\$	15,112,149
Noncurrent Assets		
Capital Assets		
Non-depreciable	\$	259,955
Depreciable		5,476,288
Accumulated Depreciation		(3,982,396)
Total Noncurrent Assets (net)	\$	1,753,846
 Total Assets	\$	16,865,995
 <u>DEFERRED OUTFLOWS OF RESOURCES</u>		
Deferred Items-IMRF	\$	135,948
 Total Assets and Deferred Outflows of Resources	\$	17,001,943
 <u>LIABILITIES</u>		
Current Liabilities		
Accounts Payable	\$	80,401
Accrued Payroll		1,508
Retainage Payable		17,368
Unearned Revenue		1,328,777
Due To Other Funds		-
Unclaimed Property		108
Total Current Liabilities	\$	1,428,162
Noncurrent Liabilities		
Compensated Absences Payable	\$	17,201
Net Pension Liability - IMRF		17,176
Total OPEB Liability - RBP		221,449
Total Noncurrent Liabilities	\$	255,826
 Total Liabilities	\$	1,683,988
 <u>DEFERRED INFLOWS OF RESOURCES</u>		
Deferred Items - IMRF	\$	42,440
Property Taxes		5,818,600
 Total Liabilities and Deferred Inflows of Resources	\$	7,545,029
 <u>FUND/NET POSITION BALANCES</u>		
Non-spendable	\$	4,013.70
Restricted		324,497
Committed		2,969,894
Assigned		-
Unassigned		1,764,649
 Net Investment in Capital Assets		1,887,415
Restricted		-
Unrestricted		2,506,447
Total Fund/Net Position Balances	\$	9,456,915
 Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	\$	17,001,944

OAK BROOK PARK DISTRICT
Treasurer's Report- As of April 30, 2025 and 2024

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	\$ 2,751,320.83	4.720%	5.100%	Interest-bearing	32.61%
	Hinsdale Bank	1,178,366.23	4.530%	5.570%	Interest-bearing	13.97%
	Sub-Total:	\$ 3,929,687.06				46.57%
<u>Savings</u>						
	Evergreen Bank	\$ -	4.500%	4.600%	Interest-bearing (Insured Cash Sweep)	0.00%
<u>Checking</u>						
	Fifth Third Bank	\$ 53,468.16	0.500%	0.650%	Interest-bearing	0.63%
<u>Investment Pool</u>						
	The Illinois Funds	\$ 4,454,285.93	4.434%	5.422%	Illinois Public Treasurers' Investment Pool	52.79%
	Grand Total Investments:	\$ 8,437,441.15				100.00%
<u>Benchmark</u>						
	Three-month U.S. Treasury Bill		4.294%	5.384%	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 4/30/2025 and 4/30/2024 .	

Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of April 30, 2025

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	Il Dept. of Public Health, Concrete & Demolition Plus Inc., Progressive Commercial, RR & R Services, Kluber Architects and Engineers, Sunbelt Rentals (p-card)	256,084.29
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	7,971.91
FRC HVAC unit replacement	Trane U.S., Inc.	145,980.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	95,027.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,760.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	400,000.00
Pond aerators- Forest Glen Ponds	Reinders, Inc.	25,738.58
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	10,221.92
FRC patio pad and sidewalk for aquatic center	Heartland Professional	14,502.20
I.T. firewall and network switches	Sterling Network Integration	7,955.20
Asphalt paving and grinding	Evans & Sons Blacktop	24,101.62
Central Park gazebo roof replacement	AB Edward Enterprises	19,500.00
FRC Solar panel system- <i>Do not capitalize</i>	Robbins, Schwartz	1,527.50
Sub-total Balance:		\$ 1,134,538.08
<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	232,510.21
Aquatics Center painting & window coverings	Precision Window Tinting, RR&R Services, CertaPro Painters, Sunbelt Rentals (p-card)	47,236.00
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc., Kluber Architects & Engineers	694,208.01
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
John Deere utility vehicle- Parks maintenance	Arends Hogan Walker	24,741.56
Asphalt paving and grinding	Evans & Sons Blacktop	45,000.00
Fitness equipment	Lease Servicing Center	48,111.35
Replacement pool heaters	Trane U.S. Inc.	10,834.84
Sub-total Balance:		\$ 1,131,069.47

Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of April 30, 2025

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures
<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), Construction Solutions	\$ 58,577.97
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
Indoor tennis courts resurfacing project	U.S. Tennis Court Construction	29,950.00
Sub-total Balance:		\$ 133,570.42
<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, Goodtime Medical (p-card)	229,676.41
Aquatic center tile deck replacement project	Progressive Commercial	33,009.93
Asphalt paving and grinding	Evans & Sons Blacktop	15,000.00
Sub-total Balance:		\$ 282,686.34
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:		\$ 2,681,864.31

Warrant

Invoice Register Report

WARRANT #696

05/14/2025 01:43 PM

User: NLAWLER

DB: Oak Brook Park I

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

Page: 1/4

EXP CHECK RUN DATES 05/19/2025 - 05/19/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50273	ACTIVE NETWORK LLC	05/01/2024	05/19/2025	484.50	484.50	Open	N
50242	ADVANCED LANDSCAPING, LLC	04/29/2025	05/19/2025	3,426.00	3,426.00	Open	N
50169	ANDERSON ELEVATOR CO.	03/19/2025	05/19/2025	16.00	16.00	Open	N
50182	ANDERSON ELEVATOR CO.	04/08/2025	05/19/2025	716.00	716.00	Open	N
50275	ANDERSON LANDSCAPE SUPPLY	04/30/2025	05/19/2025	104.00	104.00	Open	N
50276	ANDERSON LANDSCAPE SUPPLY	04/16/2025	05/19/2025	156.00	156.00	Open	N
50183	AQUA PURE ENTERPRISES, INC.	04/11/2025	05/19/2025	1,025.97	1,025.97	Open	N
50238	BEST OFFICIALS	03/17/2025	05/19/2025	1,350.00	1,350.00	Open	N
50239	BEST OFFICIALS	04/30/2025	05/19/2025	630.00	630.00	Open	N
50246	CARDMEMBER SERVICE	05/01/2025	05/19/2025	204.84	204.84	Open	N
50247	CARDMEMBER SERVICE	04/25/2025	05/19/2025	121.50	121.50	Open	N
50248	CARDMEMBER SERVICE	04/25/2025	05/19/2025	193.94	193.94	Open	N
50249	CARDMEMBER SERVICE	04/25/2025	05/19/2025	1,605.57	1,605.57	Open	N
50250	CARDMEMBER SERVICE	04/25/2025	05/19/2025	295.85	295.85	Open	N
50251	CARDMEMBER SERVICE	04/25/2025	05/19/2025	1,275.60	1,275.60	Open	N
50252	CARDMEMBER SERVICE	04/25/2025	05/19/2025	1,622.04	1,622.04	Open	N
50253	CARDMEMBER SERVICE	04/25/2025	05/19/2025	297.61	297.61	Open	N
50254	CARDMEMBER SERVICE	04/25/2025	05/19/2025	347.30	347.30	Open	N
50255	CARDMEMBER SERVICE	04/25/2025	05/19/2025	92.69	92.69	Open	N
50256	CARDMEMBER SERVICE	04/25/2025	05/19/2025	345.12	345.12	Open	N
50257	CARDMEMBER SERVICE	04/25/2025	05/19/2025	15.70	15.70	Open	N
50258	CARDMEMBER SERVICE	04/25/2025	05/19/2025	696.64	696.64	Open	N
50259	CARDMEMBER SERVICE	04/25/2025	05/19/2025	161.70	161.70	Open	N
50260	CARDMEMBER SERVICE	04/25/2025	05/19/2025	59.99	59.99	Open	N
50261	CARDMEMBER SERVICE	04/25/2025	05/19/2025	404.10	404.10	Open	N
50262	CARDMEMBER SERVICE	04/25/2025	05/19/2025	2,431.92	2,431.92	Open	N
50263	CARDMEMBER SERVICE	04/25/2025	05/19/2025	585.56	585.56	Open	N
50264	CARDMEMBER SERVICE	04/25/2025	05/19/2025	432.88	432.88	Open	N
50265	CARDMEMBER SERVICE	04/25/2025	05/19/2025	3,149.66	3,149.66	Open	N
50270	CARDMEMBER SERVICE	05/05/2025	05/19/2025	5,038.73	5,038.73	Open	N
50271*	CARDMEMBER SERVICE	05/05/2025	05/19/2025	2,070.12	2,070.12	Open	N
50272	CARDMEMBER SERVICE	05/05/2025	05/19/2025	1,556.42	1,556.42	Open	N
50277*	CARDMEMBER SERVICE	04/26/2025	05/19/2025	1,019.22	1,019.22	Open	N
50285	CARDMEMBER SERVICE	04/25/2025	05/19/2025	140.04	140.04	Open	N
50187	CASE LOTS INC.	04/15/2025	05/19/2025	343.20	343.20	Open	N
50175	CHICAGO FILTER SUPPLY	04/25/2025	05/19/2025	548.26	548.26	Open	N
50177	CONSTRUCTION BY CAMCO	04/18/2025	05/19/2025	9,950.00	9,950.00	Open	N
50287	CROWN TROPHY	04/30/2025	05/19/2025	2,035.00	2,035.00	Open	N
50230	DAVEY RESOURCE GROUP INC	05/05/2025	05/19/2025	5,391.00	5,391.00	Open	N
50213	EBEL'S ACE HARDWARE #8313	04/22/2025	05/19/2025	11.69	11.69	Open	N
50269	EBEL'S ACE HARDWARE #8313	04/30/2025	05/19/2025	5.00	5.00	Open	N
50240	ENERGIZE SPORTZ	04/30/2025	05/19/2025	5,167.40	5,167.40	Open	N
50241	ENERGIZE SPORTZ	04/30/2025	05/19/2025	5,562.55	5,562.55	Open	N
50171	FERGUSON FACILITIES #3400	04/23/2025	05/19/2025	48.91	48.91	Open	N
50172	FERGUSON FACILITIES #3400	04/24/2025	05/19/2025	41.16	41.16	Open	N
50206	FLAGG CREEK WATER RECLAMATION	04/22/2025	05/19/2025	1,723.75	1,723.75	Open	N
50207	FLAGG CREEK WATER RECLAMATION	04/29/2025	05/19/2025	27.91	27.91	Open	N

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

Page: 2/4

EXP CHECK RUN DATES 05/19/2025 - 05/19/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50208	FLAGG CREEK WATER RECLAMATION	04/29/2025	05/19/2025	27.26	27.26	Open	N
50209	FLAGG CREEK WATER RECLAMATION	04/29/2025	05/19/2025	94.63	94.63	Open	N
50210	FLAGG CREEK WATER RECLAMATION	04/29/2025	05/19/2025	23.84	23.84	Open	N
50228	FLUID RUNNING LLC	05/02/2025	05/19/2025	8,749.69	8,749.69	Open	N
50229	GOLD MEDAL PRODUCTS	04/25/2025	05/19/2025	485.16	485.16	Open	N
50189	GORDON FLESCH COMPANY	04/20/2025	05/19/2025	370.67	370.67	Open	N
50186	GREGG COMMUNICATIONS SYSTEMS	04/15/2025	05/19/2025	210.00	210.00	Open	N
50274	GREGG COMMUNICATIONS SYSTEMS	04/30/2025	05/19/2025	(210.00)	(210.00)	Open	N
50279	GREGG COMMUNICATIONS SYSTEMS	04/28/2025	05/19/2025	4,229.00	4,229.00	Open	N
50176	HAGG PRESS	04/29/2025	05/19/2025	190.00	190.00	Open	N
50220	HINSDALE NURSERIES INC	04/29/2025	05/19/2025	1,382.65	1,382.65	Open	N
50148	HOME DEPOT CREDIT SERVICES	04/01/2025	05/19/2025	79.98	79.98	Open	N
50149	HOME DEPOT CREDIT SERVICES	04/03/2025	05/19/2025	16.61	16.61	Open	N
50152	HOME DEPOT CREDIT SERVICES	04/25/2025	05/19/2025	89.91	89.91	Open	N
50153	HOME DEPOT CREDIT SERVICES	04/23/2025	05/19/2025	39.41	39.41	Open	N
50154	HOME DEPOT CREDIT SERVICES	04/21/2025	05/19/2025	101.38	101.38	Open	N
50155	HOME DEPOT CREDIT SERVICES	04/21/2025	05/19/2025	472.15	472.15	Open	N
50157	HOME DEPOT CREDIT SERVICES	04/14/2025	05/19/2025	95.06	95.06	Open	N
50158	HOME DEPOT CREDIT SERVICES	04/15/2025	05/19/2025	72.76	72.76	Open	N
50159	HOME DEPOT CREDIT SERVICES	04/14/2025	05/19/2025	18.39	18.39	Open	N
50160	HOME DEPOT CREDIT SERVICES	04/01/2025	05/19/2025	(40.52)	(40.52)	Open	N
50161	HOME DEPOT CREDIT SERVICES	04/01/2025	05/19/2025	24.66	24.66	Open	N
50162	HOME DEPOT CREDIT SERVICES	04/01/2025	05/19/2025	111.63	111.63	Open	N
50163	HOME DEPOT CREDIT SERVICES	04/07/2025	05/19/2025	42.20	42.20	Open	N
50164	HOME DEPOT CREDIT SERVICES	04/08/2025	05/19/2025	19.97	19.97	Open	N
50165	HOME DEPOT CREDIT SERVICES	04/08/2025	05/19/2025	25.58	25.58	Open	N
50166	HOME DEPOT CREDIT SERVICES	04/08/2025	05/19/2025	12.96	12.96	Open	N
50167	HOME DEPOT CREDIT SERVICES	04/11/2025	05/19/2025	41.95	41.95	Open	N
50168	HOME DEPOT CREDIT SERVICES	04/11/2025	05/19/2025	7.91	7.91	Open	N
50202	HOME DEPOT CREDIT SERVICES	03/31/2025	05/19/2025	155.18	155.18	Open	N
50286	HOME DEPOT CREDIT SERVICES	03/17/2025	05/19/2025	(167.22)	(167.22)	Open	N
50235	ILLINOIS TOLLWAY	03/31/2025	05/19/2025	9.95	9.95	Open	N
50231	JENNIFER A. RIDDLE	05/06/2025	05/19/2025	400.00	400.00	Open	N
50156	KEEPER GOALS	04/17/2025	05/19/2025	6,349.40	6,349.40	Open	N
50278	LAKE SHORE ATHLETIC SERVICES	03/20/2025	05/19/2025	1,173.07	1,173.07	Open	N
50222	LENNO LASN	04/28/2025	05/19/2025	788.00	788.00	Open	N
50196	LESLIE' S POOLMART, INC.	04/15/2025	05/19/2025	55.64	55.64	Open	N
50236	LESLIE' S POOLMART, INC.	05/02/2025	05/19/2025	221.11	221.11	Open	N
50193	LUCKY LOCATORS	04/21/2025	05/19/2025	810.00	810.00	Open	N
50214	MARVIN PHILLIPS	05/01/2025	05/19/2025	97.00	97.00	Open	N
50215	MARVIN PHILLIPS	05/01/2025	05/19/2025	97.00	97.00	Open	N
50173	MEDIA NUT	04/28/2025	05/19/2025	649.95	649.95	Open	N
50243	MEG ELIZABETH OLANDER	04/29/2025	05/19/2025	142.36	142.36	Open	N
50267	MENARDS	04/30/2025	05/19/2025	576.23	576.23	Open	N
50268	MENARDS	04/30/2025	05/19/2025	414.44	414.44	Open	N
50280	NEXT GENERATION	04/28/2025	05/19/2025	7,942.00	7,942.00	Open	N
50146	NRG BUSINESS MARKETING LLC	04/03/2025	05/19/2025	5,427.21	5,427.21	Open	N

05/14/2025 01:43 PM

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

Page: 3/4

EXP CHECK RUN DATES 05/19/2025 - 05/19/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50147	NRG BUSINESS MARKETING LLC	04/03/2025	05/19/2025	790.84	790.84	Open	N
50180	OFFICE FURNITURE CENTER	02/24/2025	05/19/2025	1,263.00	1,263.00	Open	N
50288	OFFICE FURNITURE CENTER	04/30/2025	05/19/2025	3,099.00	3,099.00	Open	N
50188	O'REILLY AUTO PARTS	04/16/2025	05/19/2025	15.98	15.98	Open	N
50192	O'REILLY AUTO PARTS	04/22/2025	05/19/2025	56.93	56.93	Open	N
50221	O'REILLY AUTO PARTS	04/28/2025	05/19/2025	48.38	48.38	Open	N
50170	POOLWEB LLC/AQUATIC TECHNOLOGY	04/24/2025	05/19/2025	298.96	298.96	Open	N
50281	PRODUCTIVE PARKS	05/01/2025	05/19/2025	3,024.00	3,024.00	Open	N
50223	RED WING BUSINESS ADVANTAGE ACCOUNT	04/30/2025	05/19/2025	296.98	296.98	Open	N
50205	ROBBINS SCHWARTZ	04/22/2025	05/19/2025	5,452.00	5,452.00	Open	N
50216	ROBBINS SCHWARTZ	04/22/2025	05/19/2025	70.50	70.50	Open	N
50190	RUSO POWER EQUIPMENT	04/22/2025	05/19/2025	(29.98)	(29.98)	Open	N
50191	RUSO POWER EQUIPMENT	04/22/2025	05/19/2025	33.94	33.94	Open	N
50284	SBC WASTE SOLUTIONS	05/01/2025	05/19/2025	660.00	660.00	Open	N
50195	SECURITAS TECHNOLOGY CORPORATION	04/17/2025	05/19/2025	225.00	225.00	Open	N
50282	SECURITAS TECHNOLOGY/SONITROL	05/01/2025	05/19/2025	170.13	170.13	Open	N
50283	SECURITAS TECHNOLOGY/SONITROL	05/01/2025	05/19/2025	2,241.36	2,241.36	Open	N
50204	SERVICE SANITATION, INC.	04/09/2025	05/19/2025	292.67	292.67	Open	N
50225	SERVICE SANITATION, INC.	04/25/2025	05/19/2025	455.26	455.26	Open	N
50244	SERVICE SANITATION, INC.	04/09/2025	05/19/2025	94.03	94.03	Open	N
50266	SERVICE SANITATION, INC.	04/25/2025	05/19/2025	146.26	146.26	Open	N
50181	SITEONE LANDSCAPE SUPPLY LLC	04/08/2025	05/19/2025	466.00	466.00	Open	N
50227	SITEONE LANDSCAPE SUPPLY LLC	05/01/2025	05/19/2025	228.90	228.90	Open	N
50233	SITEONE LANDSCAPE SUPPLY LLC	04/29/2025	05/19/2025	167.58	167.58	Open	N
50234	SITEONE LANDSCAPE SUPPLY LLC	04/29/2025	05/19/2025	117.00	117.00	Open	N
50218	SMART INDUSTRY PRODUCTS	04/26/2025	09/19/2025	1,080.00	1,080.00	Open	N
50184	STERLING NETWORK INTEGRATION	04/14/2025	05/19/2025	774.00	774.00	Open	N
50226	STERLING NETWORK INTEGRATION	04/30/2025	05/19/2025	4,520.25	4,520.25	Open	N
50185	SUPERIOR LIGHTING	04/14/2025	05/19/2025	4,420.00	4,420.00	Open	N
50197	TAMELING INDUSTRIES INC.	04/03/2025	05/19/2025	138.00	138.00	Open	N
50232	TAMELING INDUSTRIES INC.	05/01/2025	05/19/2025	92.00	92.00	Open	N
50179	TEE JAY SERVICE CO., INC.	04/22/2025	05/19/2025	5,890.00	5,890.00	Open	N
50219	THELEN MATERIALS LLC	04/26/2025	09/19/2025	1,814.58	1,814.58	Open	N
50224	TOWERSTREAM CORPORATION	05/01/2025	05/19/2025	215.00	215.00	Open	N
50245	TRANE U.S. INC.	05/01/2025	05/19/2025	201.89	201.89	Open	N
50203	TREETOP PRODUCTS CONSOLIDATED	04/21/2025	05/19/2025	4,384.99	4,384.99	Open	N
50178	UNITED DOOR AND DOCK LLC	04/18/2025	05/19/2025	27,595.00	27,595.00	Open	N
50194	VILLAGE OF OAK BROOK	04/14/2025	05/19/2025	531.93	531.93	Open	N
50237	VILLAGE OF OAK BROOK	04/29/2025	05/19/2025	144.59	144.59	Open	N

of Invoices: 129 # Due: 129

of Credit Memos: 4 # Due: 4

Totals: 176,789.92

Totals: (447.72)

176,789.92

(447.72)

Net of Invoices and Credit Memos:

176,342.20

176,342.20

* 2 Net Invoices have Credits Totalling:

(22.75)

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

EXP CHECK RUN DATES 05/19/2025 - 05/19/2025

BOTH JOURNALIZED AND UNJOURNALIZED

OPEN

Page: 4/4

Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
--- TOTALS BY FUND ---							
	01 - GENERAL CORPORATE FUND			70,211.66	70,211.66		
	02 - RECREATION FUND			50,292.08	50,292.08		
	07 - RECREATIONAL FACILITIES FUND			37,891.85	37,891.85		
	12 - CAPITAL PROJECTS FUND			17,946.61	17,946.61		
--- TOTALS BY DEPT/ACTIVITY ---							
	01 - ADMINISTRATION CORPORATE			4,005.61	4,005.61		
	02 - FINANCE			9.60	9.60		
	04 - CENTRAL PARK NORTH			5,604.49	5,604.49		
	05 - CENTRAL PARK			18,790.23	18,790.23		
	06 - SADDLEBROOK PARK			600.00	600.00		
	07 - FOREST GLEN PARK			5,713.37	5,713.37		
	08 - CHILLEM PARK			90.00	90.00		
	09 - DEAN PROPERTY			6,511.29	6,511.29		
	10 - PROFESSIONAL SERVICES			5,522.50	5,522.50		
	14 - INFORMATION TECHNOLOGY			17,668.70	17,668.70		
	15 - BUILDING/RECREATION CENTER			8,634.61	8,634.61		
	20 - CENTRAL PARK WEST			379.83	379.83		
	21 - FITNESS CENTER			1,680.65	1,680.65		
	25 - AQUATIC CENTER			5,325.90	5,325.90		
	26 - AQUATIC-RECREATION PROGRAMS			10,898.87	10,898.87		
	30 - CHILDRENS ATHLETICS			10,729.95	10,729.95		
	31 - PRESCHOOL PROGRAMS			608.51	608.51		
	32 - YOUTH PROGRAMS			510.96	510.96		
	40 - ADULT PROGRAMS			2,287.90	2,287.90		
	50 - PIONEER PROGRAMS			1,660.16	1,660.16		
	60 - SPECIAL EVENTS & TRIPS			11,223.61	11,223.61		
	71 - BUILDING/RACQUET CLUB			7,733.26	7,733.26		
	75 - TENNIS PROGRAMS			2,369.68	2,369.68		
	80 - MARKETING			29,835.91	29,835.91		
	95 - CAPITAL PROJECTS FUND			17,946.61	17,946.61		

05/14/2025 01:54 PM

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT

Page: 1/1

EXP CHECK RUN DATES 04/22/2025 - 05/14/2025

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Inv Ref#	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
50135	VILLAGE OF OAK BROOK	04/08/2025	04/24/2025	5,592.07	0.00	Paid	Y
50136	VILLAGE OF OAK BROOK	04/08/2025	04/24/2025	40.42	0.00	Paid	Y
50137	VILLAGE OF OAK BROOK	04/08/2025	04/24/2025	40.42	0.00	Paid	Y
50138	VILLAGE OF OAK BROOK	04/08/2025	04/24/2025	10.00	0.00	Paid	Y
50139	VILLAGE OF OAK BROOK	04/08/2025	04/24/2025	283.78	0.00	Paid	Y
50140	VILLAGE OF OAK BROOK	04/08/2025	04/24/2025	25.21	0.00	Paid	Y
50141	DIRECT ENERGY BUSINESS, LLC	04/08/2025	04/24/2025	37.39	0.00	Paid	Y
50142	DIRECT ENERGY BUSINESS, LLC	04/10/2025	04/24/2025	936.15	0.00	Paid	Y
50143	DIRECT ENERGY BUSINESS, LLC	04/11/2025	04/24/2025	20,777.62	0.00	Paid	Y
50151	IL DEPT OF REVENUE	03/31/2025	04/30/2025	291.00	0.00	Paid	Y
50217	FP MAILING SOLUTIONS	04/07/2025	04/30/2025	50.00	0.00	Paid	Y
50144	BLUEALLY TECHNOLOGY SOLUTIONS LLC	01/14/2025	05/01/2025	(1,046.55)	0.00	Paid	Y
50145	BLUEALLY TECHNOLOGY SOLUTIONS LLC	11/15/2024	05/01/2025	3,827.35	0.00	Paid	Y
50150	U.S. POSTMASTER	04/03/2025	05/01/2025	5,000.00	0.00	Paid	Y
50198	ZAZZO'S PIZZA	03/01/2025	05/01/2025	3,788.17	0.00	Paid	Y
50199	ZAZZO'S PIZZA	04/01/2025	05/01/2025	4,851.10	0.00	Paid	Y
50200	LAKESHORE ATHLETIC SERVICES	03/20/2025	05/01/2025	2,062.74	0.00	Paid	Y

of Invoices: 16 # Due: 0

Totals:

47,613.42

0.00

of Credit Memos: 1 # Due: 0

Totals:

(1,046.55)

0.00

Net of Invoices and Credit Memos:

46,566.87

0.00

--- TOTALS BY FUND ---

01 - GENERAL CORPORATE FUND	11,063.50	0.00
02 - RECREATION FUND	29,502.53	0.00
07 - RECREATIONAL FACILITIES FUND	6,000.84	0.00

--- TOTALS BY DEPT/ACTIVITY ---

00 - NON-DEPARTMENTAL	10.00	0.00
01 - ADMINISTRATION CORPORATE	4,195.13	0.00
02 - FINANCE	5.00	0.00
04 - CENTRAL PARK NORTH	961.36	0.00
05 - CENTRAL PARK	970.96	0.00
07 - FOREST GLEN PARK	62.54	0.00
09 - DEAN PROPERTY	37.39	0.00
14 - INFORMATION TECHNOLOGY	2,780.80	0.00
15 - BUILDING/RECREATION CENTER	4,780.34	0.00
20 - CENTRAL PARK WEST	1,456.11	0.00
21 - FITNESS CENTER	3,833.53	0.00
25 - AQUATIC CENTER	13,837.18	0.00
26 - AQUATIC-RECREATION PROGRAMS	934.55	0.00
60 - SPECIAL EVENTS & TRIPS	2,062.74	0.00
71 - BUILDING/RACQUET CLUB	5,358.24	0.00
75 - TENNIS PROGRAMS	281.00	0.00
80 - MARKETING	5,000.00	0.00

Staff Recognition

(None)

Communications and Proclamations

Board of Commissioners to Share Communications
Gold Medal Finalist
Fordon Horse Barn Update

FOR IMMEDIATE RELEASE

Media Contact:
Brit Kramer
(206) 823-3164
info@aapra.org



Five Illinois Park & Recreation Agencies Awarded Finalist Medals in 2025 National Gold Medal Award Program

LACEY, WA, April 28, 2025 – The American Academy for Park and Recreation Administration (AAPRA), in partnership with the National Recreation and Park Association (NRPA) announces five Illinois park and recreation districts have been awarded a Finalist medal in the 2025 National Gold Medal Award Program for Excellence in Park and Recreation Management. Musco LLC is the proud sponsor of this nationally recognized award program.

Finalist agencies by class are Class III Waukegan Park District; Class IV Glenview Park District and Park District of Oak Park and Class V Glencoe Park District and Oak Brook Park District.

One Finalist agency in each class will receive the highest award, the Grand Plaque.

Founded in 1965, the Gold Medal Awards program honors park and recreation agencies in the United States and military installations worldwide that demonstrate excellence in parks and recreation through long range planning, resource management, volunteerism, environmental stewardship, program development, professional development and community engagement. Applicants are placed into six (6) classes, with five classes based on population and one class for armed forces installations.

A panel of five park and recreation professionals, representing differing governmental agencies, size, and geographic area, reviewed and judged all application materials. Judges are chosen due to their considerable experience in managing park and recreation agencies and their knowledge of parks and recreation on the local, state, and national levels.

“Congratulations to these outstanding Illinois park and recreation districts as 2025 National Gold Medal Award Program Finalists! AAPRA is proud to administer this program which recognizes excellence in park and recreation management from a variety of perspectives,” says Jane H. Adams, Executive Director, AAPRA.

Presentation of the Finalist and the Grand Plaques in each population class will occur in-person at the 2025 NRPA Annual Conference, September 16-18, in Orlando, Florida.

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The American Academy for Park and Recreation Administration is a national nonprofit organization founded in 1984 to advance knowledge related to the administration of recreation and parks; to encourage scholarly efforts by both practitioners and educators to enhance the practice of park and recreation administration; to promote broader public understanding of the importance of parks and recreation to the public good; and, to conduct research, publish scholarly papers and sponsor seminars related to the advancement of park and recreation administration. For more information, visit www.aapra.org.

The National Recreation and Park Association (NRPA) is the leading not-for-profit organization dedicated to building strong, vibrant and resilient communities through the power of parks and recreation. With more than 60,000 members, NRPA advances this mission by investing in and championing the work of park and recreation professionals and advocates — the catalysts for positive change in service of equity, environmental resilience, and overall health and well-being. For more information, visit nrpa.org. For digital access to NRPA's flagship publication, *Parks & Recreation*, visit parksandrecreation.org

Musco Lighting, LLC is a company that has specialized in lighting systems for sports and large areas for more than 30 years. Musco has pioneered dramatic improvements in energy efficiency and affordable ways to control wasted spill light and glare. Permanent and temporary lighting services range from neighborhood fields to NASCAR super speedways. For more information, visit www.musco.com.

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: May 12, 2025
Re: May Board Report: Administration & Enterprise Operations

Upcoming Dates at the Oak Brook Park District:

Saturday, June 7	Tom's Try-athlon	Central Park
Saturday, June 14	Community Shredding	North Fields Parking Lot
Monday, June 16	Oak Brook Park District Board Meeting	Canterberry
Thursday, June 26	Barks & Brew	Central Park Pavilion

May Board Meeting Discussion Points:

Tennis Center Report

- April 5th-6th the Tennis Center hosted the Spring Break junior open tournament with 32 participants.
- Indoor tennis courts #5-8 were resurfaced and the application for \$17,000 grant was submitted.

Administrative Policy and Procedure Manual

Staff are diligently getting through the updates of this manual. Sections 4 & 5 are being reviewed.

Fordon Stable Barn

Dr. Kosey will be giving an update under Communications regarding the next steps for the barn.

Gold Medal Finalist

The American Academy for Park and Recreation Administration (AAPRA), in partnership with the National Recreation and Park Association (NRPA), is pleased to announce Oak Brook Park District as a finalist for the 2025 National Gold Medal Awards for Excellence in Park and Recreation Management.



Memo

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

General Fund

We have now completed twelve months of our current fiscal year (100.00% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$3,710,379, \$2,852,622, and \$502,000, respectively. This is resulting in a YTD net surplus of \$355,757, which is a \$365,220 increase from the \$9,462 YTD net deficit experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable at 101.4% when compared to the annual budget and have increased \$75,134 when compared to the prior year. Property taxes, investment earnings, and field rental fees at Central Park North are currently surpassing budgeted expectations. Despite the \$8,152 receipt of Personal Property Replacement Taxes (PPRT) in April 2025, this revenue has ended the year \$106,204 below budgeted expectations. The \$9,000 budget in the Dean Property department is for a tree planting grant that was approved for reimbursement in the amount of \$9,372. We expect to receive reimbursement in the near future. Revenues in our Central Park North department have surpassed budgeted expectations primarily due to better than expected sales at our concessions facility.
- **Expenditures-** Total current YTD expenditures are favorable at 85.6% when compared to the annual budget. All departments are currently favorable or in-line with current year budgeted expectations. Expenditures in the Administration department are favorable primarily due to decreased full-time wages and corresponding health insurance costs. In our Forest Glen Park department, expenditures are currently favorable due to decreased equipment repair and replacement costs. ***Please note that Finance continues to recognize cost activity as part of the fiscal year-end close process, and expenditures will increase in response to the receipt of additional vendor billings.***

Recreation Fund

YTD revenues, transfers-in, expenditures, and transfers-out for this fund equal \$5,203,733, \$150,000, \$5,287,396, and \$177,971, respectively. This is resulting in a YTD net deficit of \$111,634, which is an \$808,806 decrease from the \$697,172 YTD net surplus experienced in the prior fiscal year. Following is additional commentary:

- **Revenues-** Similar to our General Fund, total current YTD revenues have exceeded the annual revenue budget and have increased \$380,239 when compared to the prior year. This fund is experiencing favorable property tax and investment earnings, with a decline in PPRT collections. All departments, except for our Aquatic Recreation Programs department, are favorable or in-line with budgeted expectations. Revenues for our children's aquatics group lessons have decreased approximately \$27,000 when compared to the prior year primarily due to a greater emphasis on private lessons, and the extended shut-down (extended from 2 to 4 weeks) of our aquatics facility earlier in the year due to the annual cleaning and extensive renovations (flooring, windows, painting). Children's private lesson revenues have increased approximately \$11,000 over the prior year. Our Aquatic Center department is benefitting from an \$81,000 increase in membership revenues.

- **Expenditures-** Total current YTD expenditures are favorable to budgeted expectations at 91% of the annual budget. All departments are currently favorable or in-line with current year budgeted expectations. The largest driver for the current year increase in expenditures is our capital outlay department where expenditures have increased \$911,758 when compared to the prior year. This increase is due to various capital improvement activities, including the installation of a replacement HVAC system, replacement flooring, painting, window tinting, and upgraded sound system in our aquatics center. Additionally, we purchased a replacement utility vehicle, and carried-out extensive bathroom and ADA improvements at our Central Park West facility. The second largest increase is in our marketing department where we experienced increased health insurance costs, part-time wages, and additional costs for the mailing of the community survey.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at \$2,752,653 and \$1,933,935, respectively. This is resulting in a YTD net surplus of \$818,718, which is a \$318,063 increase over the prior year's surplus of \$500,655. The following is additional commentary:

- **Revenues-** Total current YTD actual revenues have exceeded the annual revenue budget and have increased \$310,767 when compared to the prior year. Approximately \$56,000 of this revenue increase is attributed to increased investment returns, \$139,000 due to increased adult group lesson revenues, \$25,000 is due to increased private lesson revenues and \$19,000 is due to increased membership revenues.
- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 77.5% of the annual budget and have decreased \$7,297 when compared to the prior year. In the Administration department, expenses have increased primarily due to an increase in the overhead allocation that is charged to this fund from the General Fund for information technology costs. Please note that as part of the fiscal year-end closing process, Finance will be carrying-out various adjustments including the capitalization of the \$133,570 in capital outlay costs, recording of the annual depreciation expense, along with various OPEB and IMRF pension activities.

FINANCE & HUMAN RESOURCES UPDATES:

- Staff continues working on numerous hiring and onboarding processes in preparation for the start of our busy summer programming and activities season.
- Staff is working on numerous fiscal year-end financial adjustments in preparation for the annual financial statement audit that will commence in July 2025.



Memo

To: Oak Brook Park District Board of Commissioners
From: Robert Pechous, Director of Recreation and Communications
Date: May 13, 2025
Re: April 2025: Recreation and Communications Report

Recreation:

- Athletics
 - Staff met to review and discuss the upcoming renewal or replacement of the Wizards and Lakeshore RFP contracts, which expire in June.
 - Favorable weather in April contributed to strong revenue for the month from the natural grass soccer and ball field rentals.
- Youth/Preschool
 - The annual *Galaxy Gallop* event was successfully held, bringing excitement to the preschool community.
 - In celebration of Earth Month, a STEAM event was hosted where parents and students brought recyclables to create sculptures, robots, and other imaginative projects.
 - The hiring process for summer camp staff was finalized in April, ensuring a full team is in place for the upcoming season
 - Staff worked on finalizing the terms of the renewal of the intergovernmental agreement with Butler School District #53 for a cooperative preschool program.
- Pioneers
 - *Pioneers for a Purpose* contributed by folding the *Pioneer Post* for mailing and assembling race bags for the Pink 5K.
 - Monica and Rachel represented the Pioneer Program at the Senior Fair at College of DuPage.
 - A group of 30 Pioneer travelers, accompanied by Monica and Michelle, returned from a memorable trip to Italy. Net revenue for this trip was over \$16,000.
 - A group of 21 Pioneers from Oak Brook and 10 from Villa Park enjoyed a tour, wine tasting, and lunch at Aquaviva Winery.
- Specialty
 - Kate has been booking summer day rentals at Central Park West for Oak Brook corporate partners for their staff picnics.
 - Staff met to prioritize and plan equipment and supply purchases to ensure a successful concessions season.
- Special Events
 - 25 Bunny Baskets to residents as part of our seasonal outreach.
 - The annual River Sweep Cleanup took place on April 19, which helped to remove litter and debris from local waterways in support of environmental conservation efforts.

Marketing & Information Technology:

- The Oak Brook Park District's first quarterly newsletter was successfully mailed out this week, marking the launch of this new communication initiative.
- Work is underway on the five-minute Gold Medal presentation video submission, which will highlight the Park District's achievements, community impact, and commitment to excellence as part of the national award application process.

Corporate and Community Relations:

Sponsorships	\$7,450.00
Advertising	\$1,250.00
Vendors	\$ 900.00
In-Kind Donations	\$ 130.00
Oak Brook Park District Foundation	\$ -

Total for April: \$ 9,730.00

Social Media and Website Engagement:

Facebook Analytics

Total Followers: 5,693 (up 29)

Posts: 33

Post Reach (organic and paid): 42,964

Post Engagement: 2,807

Instagram Analytics:

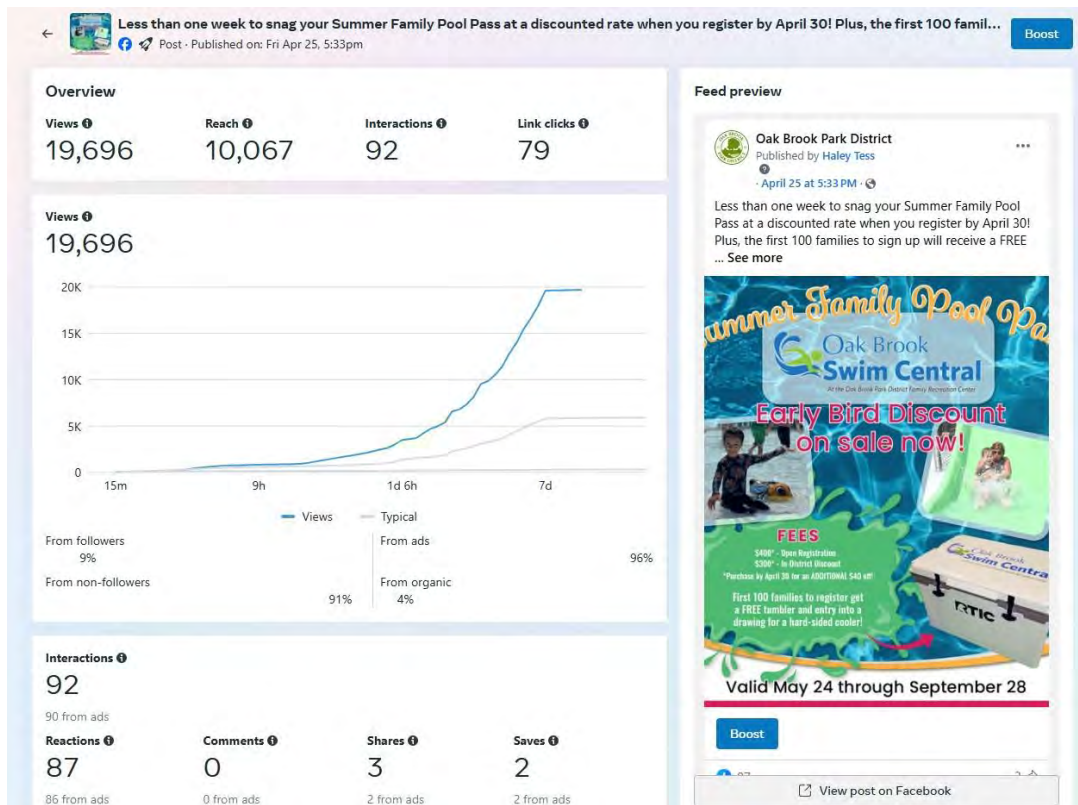
Total Followers: 2,581 (up 39)

Posts: 30

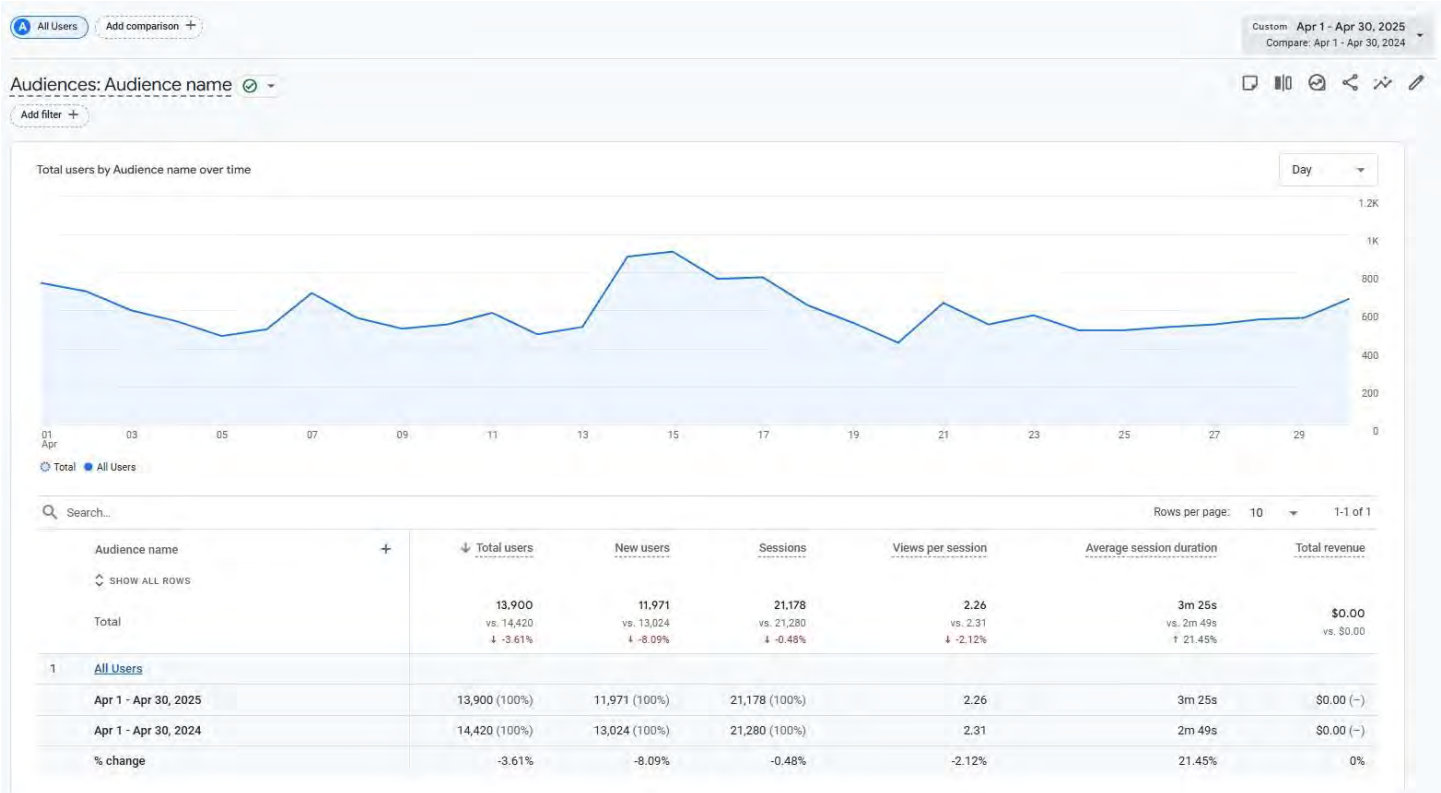
Post Reach (organic and paid): 7,286

Post Engagement: 624

Top Facebook Post



April 2025 Website Traffic



April 2025 Top Pages

1. /Obparks.org
2. /Swim Central
3. /Family Recreation Center
4. /Aqua Egg Hunt
5. /Splash Island at Swim Central
6. /Pink 5k
7. /Program Guides
8. /Special Events
9. /Swim Lessons
10. /Membership Opportunities

obparks.org Acquisition Value

Referral Percentage Values	April 2025	April 2024
Direct:	24.3%	24.3%
Organic Search:	70.6%	71.6%
Social:	1.8%	1%
Referrals:	2.7%	2%



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	448	370	298	313	3,981
Gym Revenue	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279	\$22,172	\$20,101	\$18,352	\$23,661	\$20,107	\$14,936	\$16,608	\$213,837
Room Rentals	21	18	15	19	15	31	21	21	26	14	7	16	224
Room Revenue	\$900	\$520	\$700	\$1,250	\$430	\$1,650	\$1,190	\$2,320	\$2,096	\$1,960	\$230	\$480	\$13,726
CPW Rentals	NA	NA	NA	NA	NA	NA	NA	NA	1	7	8	8	24
CPW Revenue	NA	NA	NA	NA	NA	NA	NA	NA	\$650	\$3,635	\$3,100	\$3,800	\$11,185

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	0	0	6	12	662
Court Hours	294	391	436	421	333	238	103	9	0	0	16	36	2,275
Revenue	\$ 680.00	\$ 660.00	\$ 650.00	\$ 510.00	\$ 260.00	\$ 260.00	\$ -	\$ -	\$ -	\$ -	\$ 70.00	\$ 200.00	\$ 3,290.00



Oak Brook Park District Athletic Fields Rental Report

Athletic Field Usage Report Evergreen Bank Group Athletic Turf Field

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

24 - 25	Hours	193	189	127	87	187	199	101	16	5	14.5	88.75	171	1,377
	Revenue	\$8,183	\$9,843	\$8,982	\$3,740	\$6,283	\$8,098	\$5,975	\$1,954	\$383	\$1,448	\$10,495	\$7,615	\$151,396
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$14,200					\$14,200					

Natural Grass Soccer Fields

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

24 - 25	Hours	2,054	1,154	421	670	1930	1,753	557	0	0	0	0	1613	10,152
	Revenue	\$16,100	\$9,856	\$9,025	\$6,720	\$7,480	\$11,280	\$1,563	\$0	\$0	\$0	\$0	\$10,025	\$138,049
Wizards	Revenue			\$50,000										
Lakeshore	Revenue			\$8,000					\$8,000					

Baseball Fields

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

24 - 25	Hours	411	288	161	75	149	201	0	0	0	0	0	219	1,504
	Revenue	\$7,740	\$9,798	\$3,429	\$3,298	\$5,529	\$7,758	\$0	\$0	\$0	\$0	\$0	\$8,190	\$45,741

Totals

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

24 - 25	Hours	2,658	1,630	709	832	2,266	2,153	658	16	5	15	89	2,003	13,032
	Revenue	\$32,023	\$29,497	\$143,635	\$13,758	\$19,291	\$27,135	\$7,538	\$1,954	\$383	\$1,448	\$10,495	\$16,888	\$304,043

OBJECTIVES AND KEY RESULTS

May 1, 2024 - April 30, 2025

MONTHLY UPDATE MAY 1, 2025

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

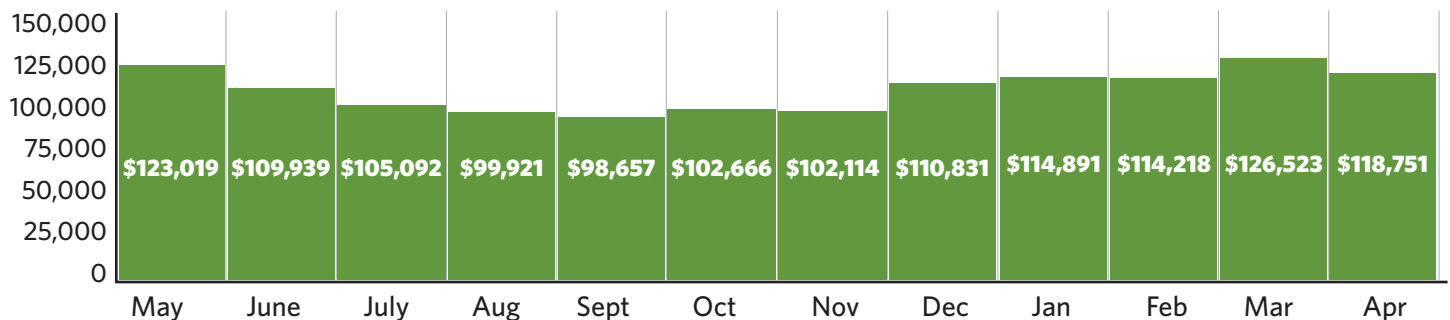
"Accomplish" means 3 of 4 subgoals under each main objective, are completed.

1. MEMBERSHIP & FACILITIES

COMPLETE? ☒

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

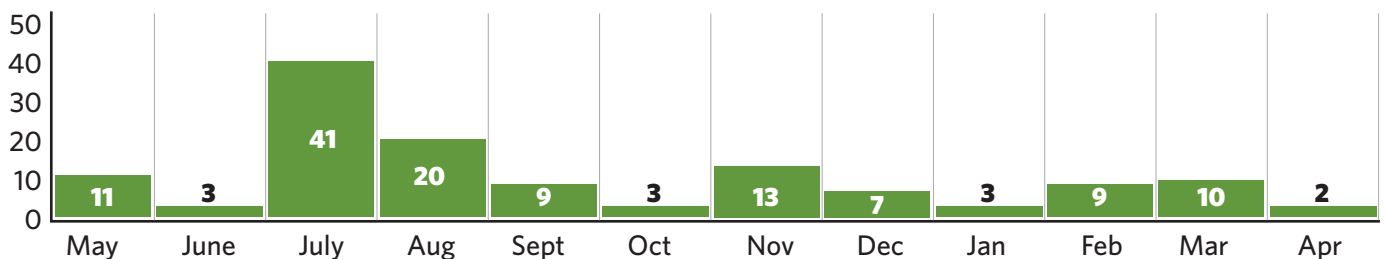
Objective 1, Figure A: FRC Membership Revenue



Current: \$1,326,623

Goal: \$1,176,502

Objective 1, Figure B: TC New Members



Current: 131

Goal: 100



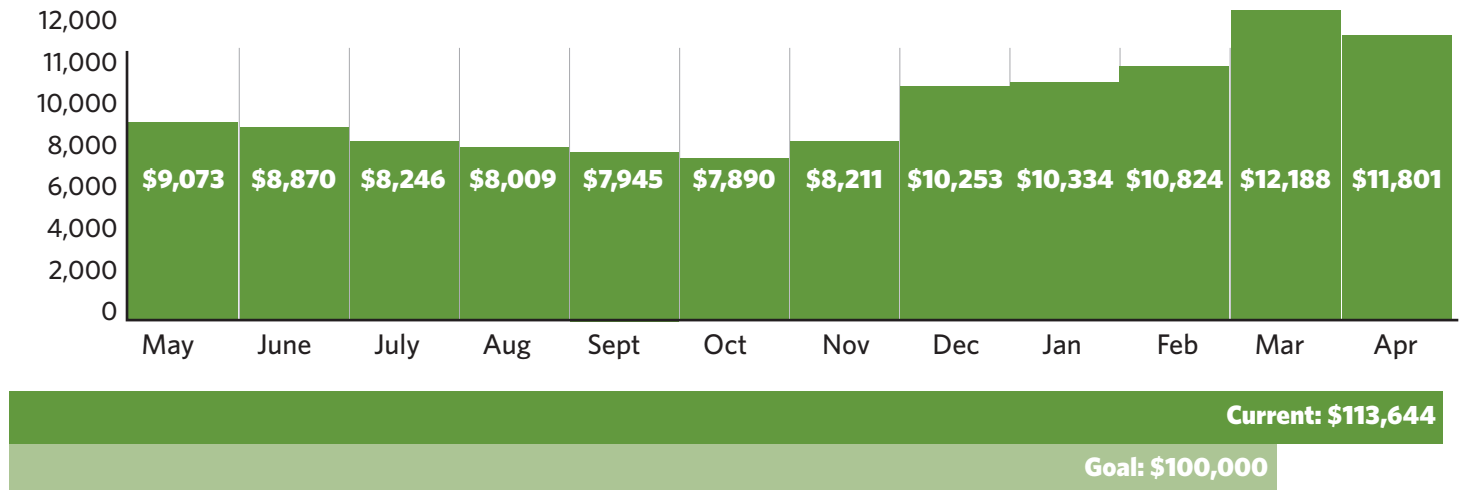
Oak Brook
Park District
A National Gold Medal Agency

www.obparks.org

[f /obparks.org/](https://www.facebook.com/obparks.org/)

OBJECTIVES AND KEY RESULTS

Objective 1, Figure D: Healthcare Membership Revenue

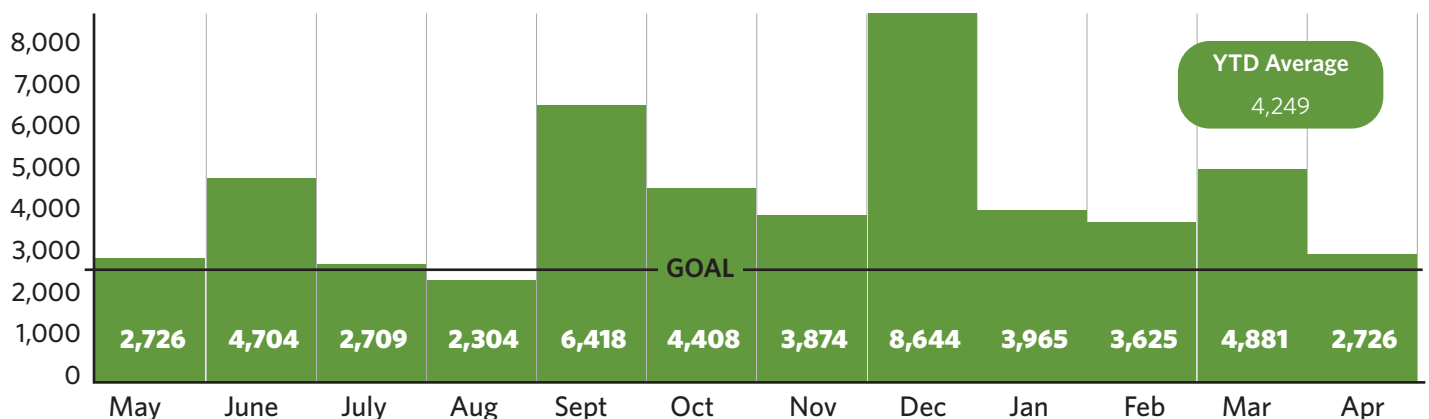


2. MARKETING & COMMUNICATIONS

COMPLETE? ☒

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

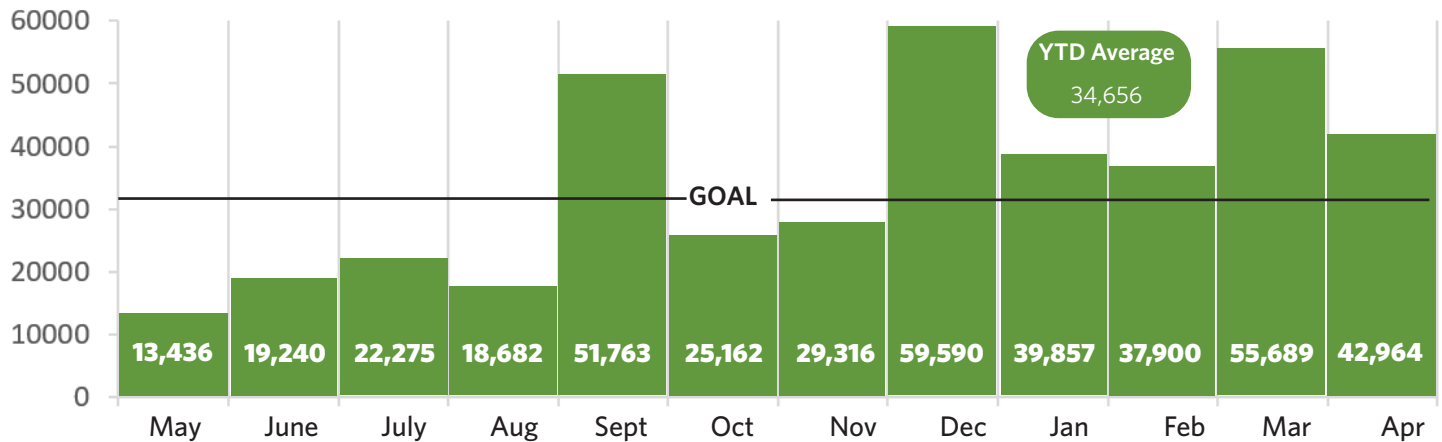
Objective 2, Figure A: Facebook Engagement



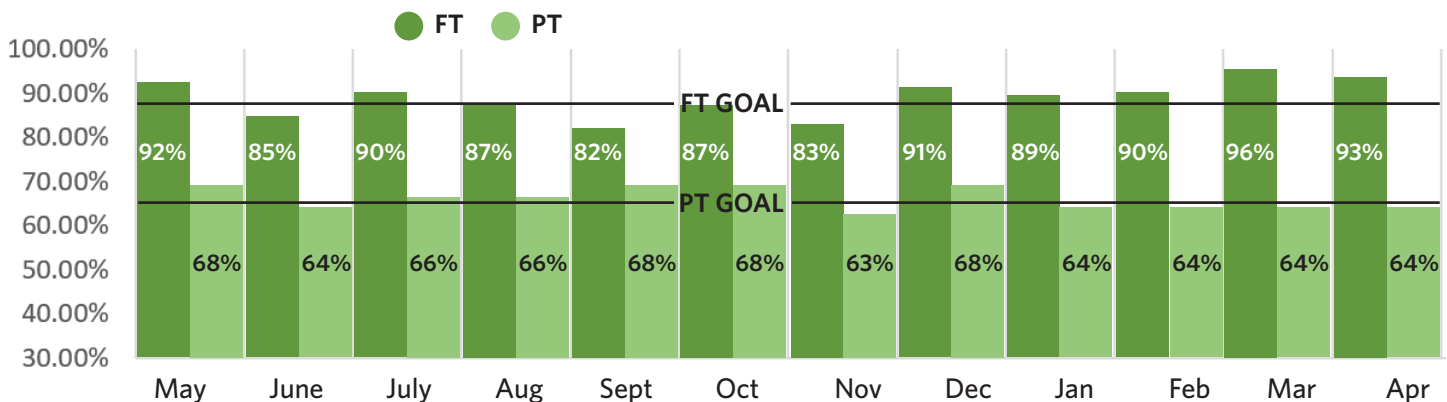


OBJECTIVES AND KEY RESULTS

Objective 2, Figure B: Facebook Reach



Objective 2, Figure C: Open Rate



YTD Average

FT: 88.7%

PT: 65.6%



OBJECTIVES AND KEY RESULTS

3. RECREATION & PROGRAMMING

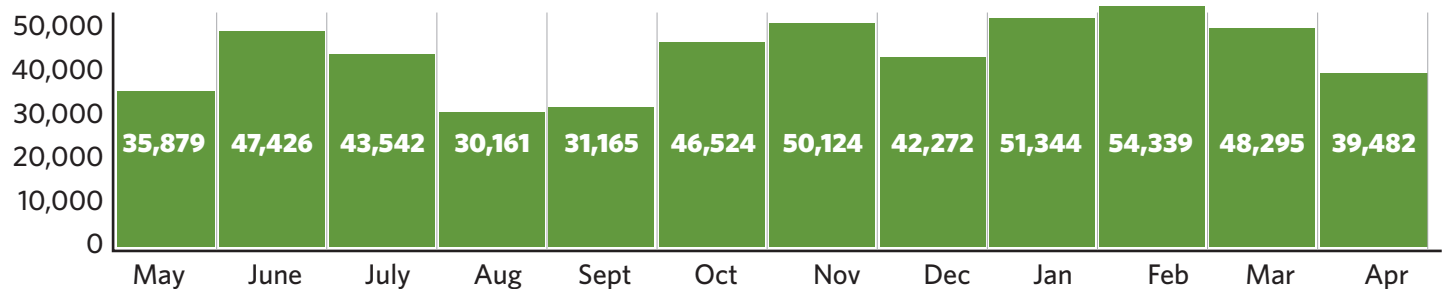
COMPLETE? ☒

- 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



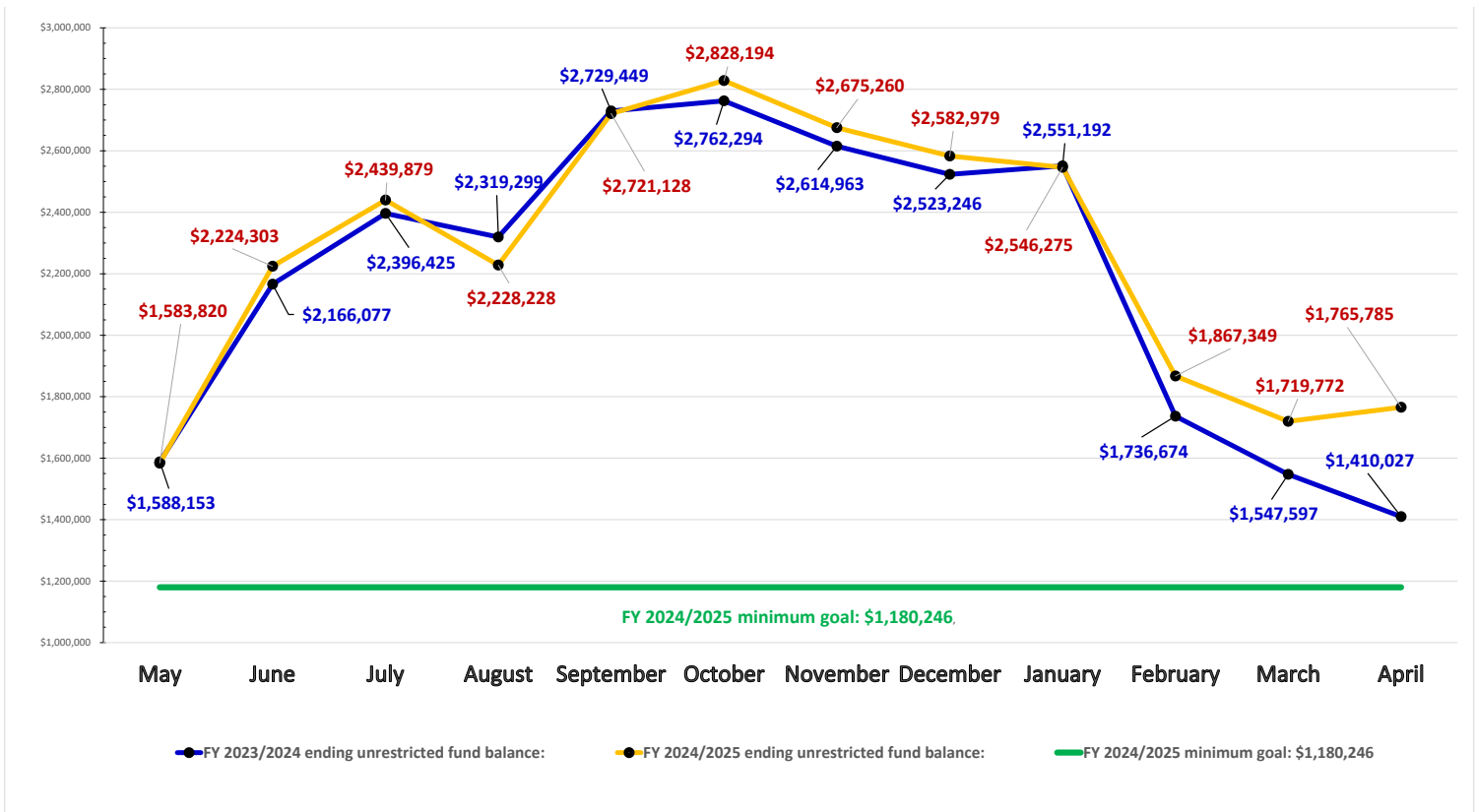
OBJECTIVES AND KEY RESULTS

4. FINANCE

COMPLETE? ☒

- A Apply for the "Distinguished Budget Presentation Award" and is awarded by the Government Finance Officers Association (GFOA) ☐ (In progress, not complete by 4/30/2025)
- 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. ☒

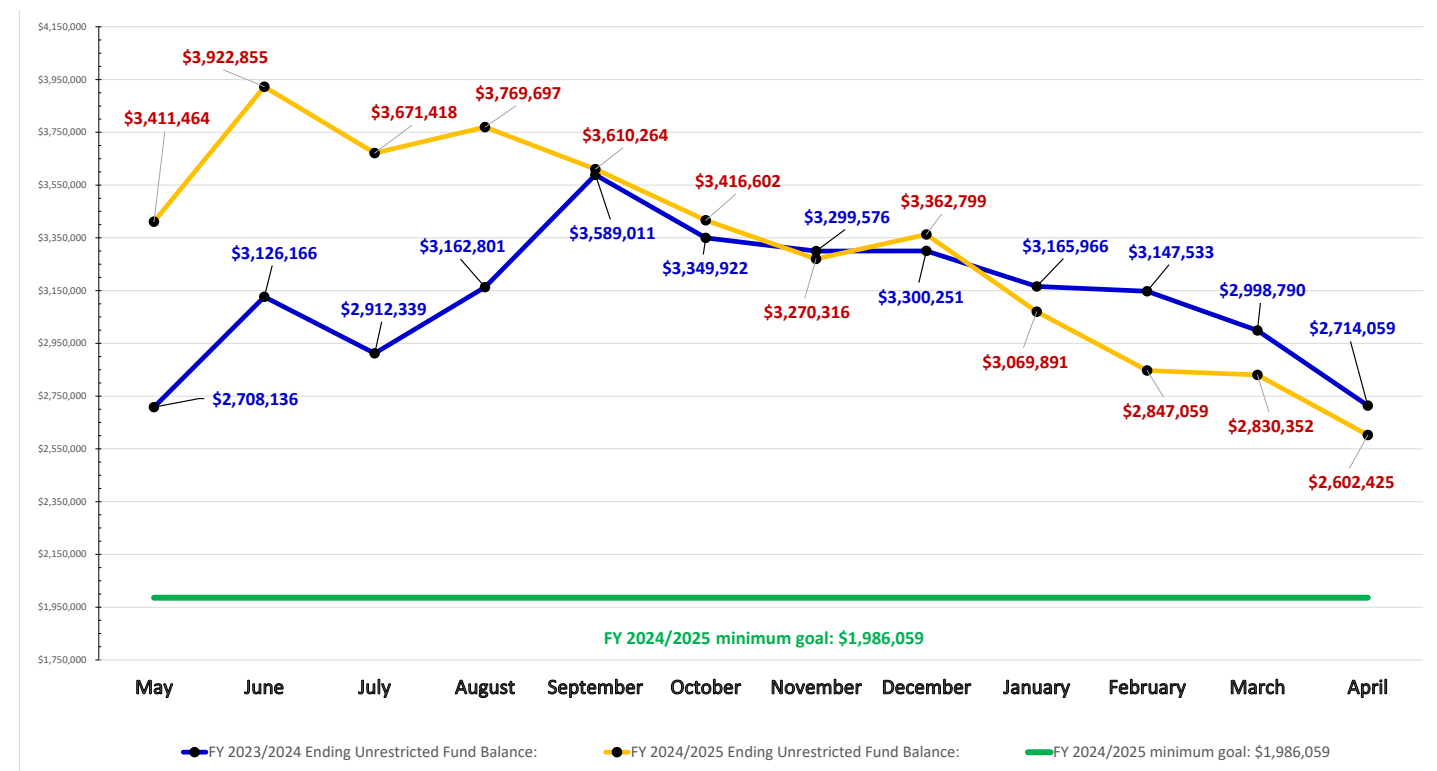
Objective 4, Figure B: General Fund



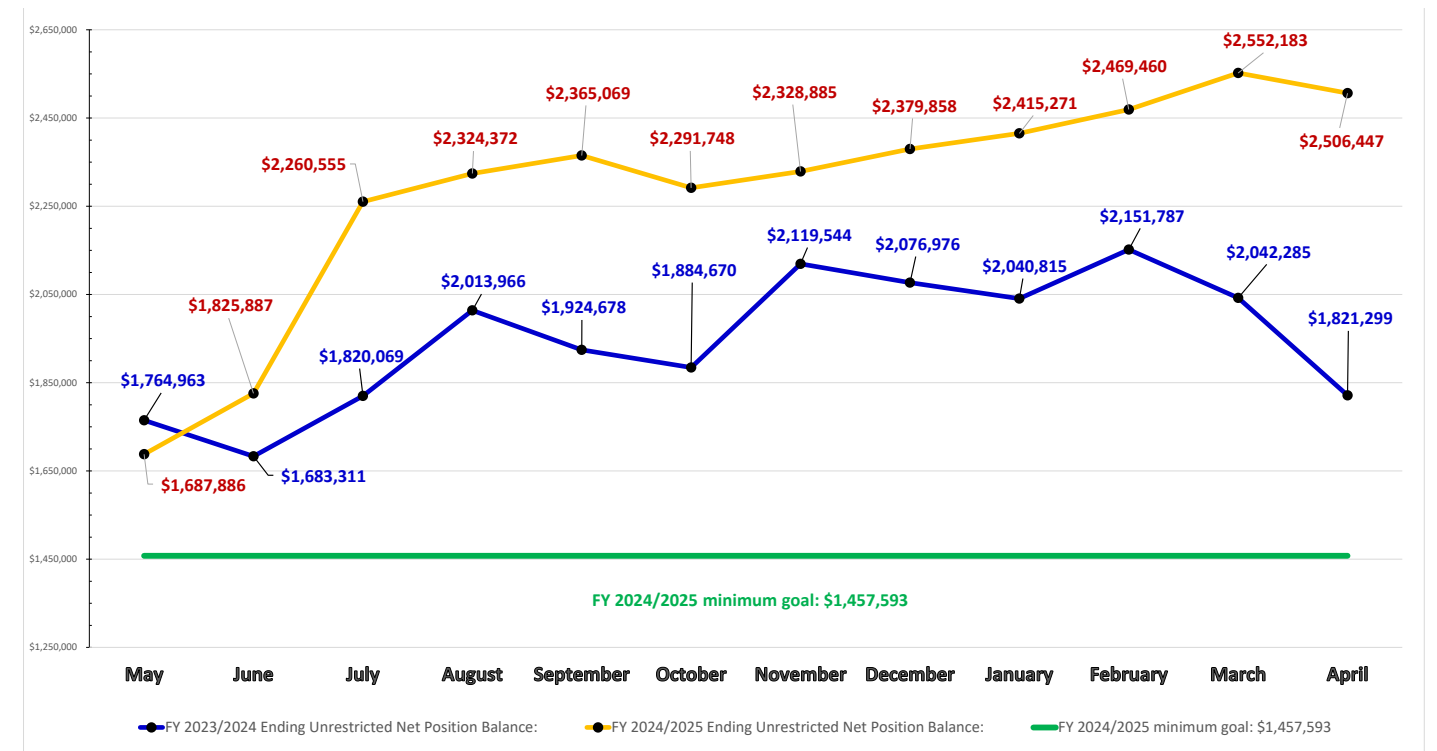


OBJECTIVES AND KEY RESULTS

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: May 13, 2025
Re: Board Report

Parks

- 250 FREE Oak tree saplings were available for pickup in the front of the Family Recreation Center as part of Earth Month. The sapling giveaway is possible through the Living Lands and Waters Million Trees Program.
- Playground surfacing has been added at Chillem, Forest Glen, and the Family Recreation Center playgrounds. Playground mulch is replenished annually to maintain the required surfacing depth for fall height safety compliance.
- A section of the bike path between the tennis courts was widened to provide a smoother turn for the finish of the Pink 5K. Potholes were repaired around Central Park.
- Geese Chasers have been contracted to control the Canadian geese population at Central Park. They have already been on site with their Border Collies performing their work.
- Staff have completed several turf repairs on the athletic fields, as well as at the front entrances of the FRC and the Tennis Center.
- Parks and the maintenance team are in the process of installing three new pond aerators at Forest Glen Park.

Aquatics and Maintenance

- The team assisted in getting the fire code deficiencies repaired at parks maintenance garage.
- The Aquatics and Maintenance Teams are prepping for the opening of Splash Island to ensure a safe and compliant Memorial Day weekend opening. The Aquatic Manager is jumping into pre-season training for current and returning lifeguards. Staff met with the Aqua Pure Representative to evaluate the aquatic pump rooms and review supplies, pricing, and delivery for the summer season.
- The Swim Team program has performed well, with participation consistent with last season.
- There is continued strong engagement across the aquatic offerings, particularly in private rentals and party package add-ons, and we anticipate an increase in usage as the weather continues to warm up.
- Spring preventative maintenance is underway on HVAC units in all facilities.
- Staff repaired a roof leak along the chimney of Central Park West.
- All fire extinguishers across the facilities have been re-certified for compliance through 2025.
- New lighting was delivered for the front of the Family Recreation Center, Central Park West, and the Dean Nature Sanctuary. The existing bollard sidewalk lights will be upgraded to LED equipment, a light pole will be installed near the entrance to the recreation center to better illuminate the entry walkway, and additional security lights will be installed at the Dean Nature Sanctuary.

Facilities

- The Pink 5k Committee finalized plans for the event, prepping the course, organizing sponsorships, and gathering volunteers. There are over 1,100 registered for the event!
- Welcome to Lily Liburdi, the new Family Recreation Center Facility Manager. Lily is not new to the Oak Brook Park District, who previously worked in Aquatics and at the Front Desk. Lily has a diverse background in customer service, marketing, and safety preparedness which all play a key role in the daily operations of the facility.
- Kone Elevator was on site to gather information to prepare the engineering plans for the elevator modernization.
- The North Field Concessions opened for the season offering both hot and cold food and drink options to players and families participating in lacrosse and soccer tournaments. This is an expanded menu from last season.



Oak Brook Park District

Membership Packages/In-District Percentage

2025 Membership Package Data

	January					February					March					April				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus				83		39	3	41	83	51%	38	1	38	77	51%	38	1	37	76	51%
Family Recreation Center				1766		678	143	946	1767	46%	659	168	919	1746	47%	659	170	919	1748	47%
SilverSneakers				1196		273		972	1245	22%	287		1012	1299	22%	288		1038	1326	22%
Renew Active				407		102		320	422	24%	104		342	446	23%	107		352	459	23%
Total Memberships	0	0	0	3452		1092	146	2279	3517	35%	1088	169	2311	3568	35%	1092	171	2346	3609	35%
	May					June					July					August				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
Total Memberships	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0	
	September					October					November					December				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
Total Memberships	0	0	0	0		0	0	0	0		0	0	0	0		0	0	0	0	

2024 Membership Package Data

	January	February	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Total CPC Memberships	70	71	72	74	78	74	74	73	76	75	78	78
Total FRC Memberships	1240	1313	1361	1407	1470	1501	1515	1506	1527	1594	1618	1638
Total SilverSneakers	735	785	818	855	888	918	953	1008	1040	1075	1096	1119
Total Renew Active	240	256	280	294	305	320	328	337	350	362	377	390
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%



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	32	35	36	34	359
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646	\$8,591	\$8,830	\$11,417	\$13,355	\$11,043	\$9,874	\$126,861
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$3,963	\$3,190	\$1,638	\$5,088	\$4,118	\$8,282	\$7,330	\$64,027
	TOTAL	\$14,968	\$33,223	\$24,068	\$3,749	\$9,516	\$12,609	\$11,781	\$10,468	\$16,505	\$17,473	\$19,325	\$17,204	\$190,888

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	918	2,635
	Private	\$36,882	\$33,024	\$42,898	\$112,804
	Group	\$55,371	\$61,670	\$72,217	\$189,258
	TOTAL	\$92,253	\$94,694	\$115,115	\$302,062

*2nd OF 3 SEASON REGISTRATIONS TOTALED	918	\$115,137
LAST YEAR TOTAL AT SAME POINT	1003	\$126,543

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	71	52	235
	Revenue	\$10,147	\$21,376	\$17,932	\$10,166	\$59,621

Unfinished Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 25-0519: AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION.

AGENDA No.: 8 A

MEETING DATE: MAY 19, 2025

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

A handwritten signature in blue ink, reading "Marco Salinas", is written over a horizontal line.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

A handwritten signature in blue ink, reading "Laure Kosey", is written over a horizontal line.

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

This ordinance authorizes staff to transfer anticipated fiscal year 2024/2025 unexpended funds from certain appropriation line items to other certain appropriation line items. Per Section 4-4 of the Illinois Park District Code, such transfers may only occur after the first six months of any fiscal year have elapsed and require approval by two-thirds of the Park District Board.

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

Exhibit A lists the proposed appropriation transfers for fiscal year 2024/2025. Please note that the items shaded in yellow reflect updates to the Exhibit that have been identified by staff subsequent to the first reading of this ordinance that occurred at the April 21, 2025 Board meeting.

ACTION PROPOSED:

A Motion (and a Second) to approve Ordinance 25-0519: An Ordinance for transferring anticipated unexpended funds from certain appropriation items to other items of appropriation.

ORDINANCE NO. 25-0519

AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION

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, anticipated unexpended 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: Anticipated unexpended funds from certain specified budget and appropriation line items in the Budget and Appropriation Ordinance for fiscal year 2024-2025, in the amounts set forth in Exhibit A attached hereto, are hereby transferred to those specific line items and in the amounts, which are also set forth in such Exhibit A, such line items to be increased to the extent of the amount so transferred.

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.

Passed and approved this 19th day of May, 2025.

AYES: _____

NAYS: _____

ABSENT: _____

Approved:

Sharon Knitter, President

ATTEST:

Laure L. Kosey, Secretary

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Administration (01-01)					
01-01-840-002	Mastercard/Visa Fees	\$ 70.00	\$ 15.00	\$ -	\$ 85.00
01-01-630-000	Administration Full-Time	302,724.80	-	(15.00)	302,709.80
Total:		\$ 15.00	\$ (15.00)		
Finance (01-02)					
01-02-690-000	Workshops	\$ 660.00	\$ 250.00	\$ -	\$ 910.00
01-02-690-001	Conferences	1,810.00	1,750.00	-	3,560.00
01-02-730-001	Office Supplies	750.00	100.00	-	850.00
01-02-631-000	Part-Time Personnel	6,113.98	-	(1,000.00)	5,113.98
01-02-650-000	Group Medical & Life	44,716.83	-	(1,100.00)	43,616.83
Total:		\$ 2,100.00	\$ (2,100.00)		
Central Park North (01-04)					
01-04-765-040	Concession Supplies	\$ 7,200.00	\$ 3,000.00	\$ -	\$ 10,200.00
01-04-700-000	Electricity	10,000.00	1,000.00	-	11,000.00
01-04-840-002	Mastercard/Visa Fees	700.00	150.00	-	850.00
01-04-750-005	Security System/Fire	10,225.00	-	(2,500.00)	7,725.00
01-04-790-021	Athletic Fields	16,970.00	-	(1,650.00)	15,320.00
Total:		\$ 4,150.00	\$ (4,150.00)		
Central Park (01-05)					
01-05-700-000	Professional Organizations	\$ 1,385.00	\$ 100.00	\$ -	\$ 1,485.00
01-05-840-002	Mastercard/Visa Fees	2,500.00	900.00	-	3,400.00
01-05-790-021	Athletic Fields	18,478.00	-	(1,000.00)	17,478.00
Total:		\$ 1,000.00	\$ (1,000.00)		
Forest Glen Park (01-07)					
01-07-750-006	Pond/Creek/Drainage Services	\$ 4,000.00	\$ 500.00	\$ -	\$ 4,500.00
01-07-750-008	Mowing Services	5,140.80	250.00	-	5,390.80
01-07-800-006	Park Equip. Replacement & Repair	7,500.00	-	(750.00)	6,750.00
Total:		\$ 750.00	\$ (750.00)		

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Professional Services (01-10)					
01-10-821-000	General Counsel	\$ 25,000.00	\$ 3,000.00	\$ -	\$ 28,000.00
01-02-740-025	Contingency	50,000.00	-	(3,000.00)	47,000.00
Total:			\$ 3,000.00	\$ (3,000.00)	
Information Technology (01-14)					
01-14-630-000	Full-Time Personnel	\$ 72,146.88	\$ 2,500.00	-	\$ 74,646.88
01-14-690-001	Conferences	700.00	10.00	-	710.00
01-14-800-005	Computer Replace & Repair-Corp.	8,500.00	500.00	-	9,000.00
01-14-800-006	Computer Replace & Repair-Rec.	9,500.00	1,000.00	-	10,500.00
01-14-800-007	Computer Replace & Repair-Tennis	3,500.00	500.00	-	4,000.00
01-14-823-010	Computer Tech.-Out Source	19,000.00	-	(4,510.00)	14,490.00
Total:			\$ 4,510.00	\$ (4,510.00)	
Building/Recreation Center (01-15)					
01-15-650-000	Group Medical & Life	\$ 146,527.90	\$ 12,000.00	\$ -	\$ 158,527.90
01-15-730-001	Office Supplies	1,000.00	300.00	-	1,300.00
01-15-740-020	Safety	625.00	500.00	-	1,125.00
01-15-770-001	Electricity	33,000.00	10,000.00	-	43,000.00
01-15-770-002	Water	18,700.00	5,000.00	-	23,700.00
01-15-790-000	Janitorial Supply-Paper Products	11,692.00	2,500.00	-	14,192.00
01-15-790-001	Janitorial Supply-Cleaning Products	15,720.00	1,000.00	-	16,720.00
01-15-790-003	Janitorial Equip.-Repair & Replace	650.00	1,000.00	-	1,650.00
01-15-800-000	Bldg. Equipment-Repair & Replace.	13,000.00	6,500.00	-	19,500.00
01-15-800-001	Gym Equipment-Repair & Replace.	3,245.00	1,000.00	-	4,245.00
01-15-840-002	Mastercard/Visa Fees	12,500.00	2,700.00	-	15,200.00
01-15-631-000	Recreation Center P-T Custodial	174,438.32	-	(30,000.00)	144,438.32
01-15-631-001	Recreation Center P-T Front Desk	171,420.56	-	(10,000.00)	161,420.56
01-15-750-018	Boiler Service	5,000.00	-	(2,500.00)	2,500.00
Total:			\$ 42,500.00	\$ (42,500.00)	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Central Park West (01-20)					
01-20-740-000	Alcohol Permits/PDMA	\$ 2,850.00	\$ 700.00	\$ -	\$ 3,550.00
01-20-770-000	Electricity	8,500.00	8,500.00	-	17,000.00
01-20-840-002	Mastercard/Visa Fees	1,000.00	150.00	-	1,150.00
01-20-631-000	CPW Administration Part-Time	5,799.04	-	(1,000.00)	4,799.04
01-20-800-000	Non-Capital/Small Equipment	4,450.00	-	(500.00)	3,950.00
01-20-750-004	Plumbing Service & Repairs	750.00	-	(500.00)	250.00
01-02-740-025	Contingency	47,000.00	-	(7,350.00)	39,650.00
		Total:	\$ 9,350.00	\$ (9,350.00)	

Grand Total General Fund Budget Transfers:	\$ 67,375.00
Total FY 2024/2025 General Fund Original Appropriation Amount:	\$ 3,332,459.03
Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%):	\$ 333,245.90

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Administration (02-01)					
02-01-630-000	Administration Full-Time	\$ 475,408.10	\$ 10,000.00	\$ -	\$ 485,408.10
02-01-740-060	Banking Fees	1,200.00	600.00	-	1,800.00
02-01-770-001	Electricity	26,000.00	8,000.00	-	34,000.00
02-01-770-002	Water	15,000.00	4,000.00	-	19,000.00
02-01-631-000	Administration Part-Time	14,666.17	-	(10,000.00)	4,666.17
02-01-650-000	Group Medical & Life	152,951.17	-	(5,000.00)	147,951.17
02-01-690-000	Workshops	2,250.00	-	(1,000.00)	1,250.00
02-01-700-000	Professional Organizations	6,420.00	-	(3,000.00)	3,420.00
02-01-840-002	Criminal Background Checks	2,000.00	-	(1,000.00)	1,000.00
02-01-840-025	Contingency	50,000.00	-	(2,600.00)	47,400.00
Total:			\$ 22,600.00	\$ (22,600.00)	

Fitness Center (02-21)					
02-21-650-000	Group Medical & Life	\$ 11,591.85	\$ 600.00	\$ -	\$ 12,191.85
02-21-640-002	Fitness Contractual Instruction	-	1,700.00	-	1,700.00
02-21-730-001	Office Supplies	500.00	375.00	-	875.00
02-21-740-005	Mastercard/Visa Fees	25,000.00	4,500.00	-	29,500.00
02-21-770-000	Electricity	26,000.00	8,000.00	-	34,000.00
02-21-770-010	Water	15,000.00	3,200.00	-	18,200.00
02-21-770-015	Sewer	5,000.00	800.00	-	5,800.00
02-21-631-001	Group Fitness Program P-T Wages	140,702.88	-	(19,175.00)	121,527.88
Total:			\$ 19,175.00	\$ (19,175.00)	

Aquatic Center (02-25)					
02-25-630-000	Full-Time Staff	\$ 264,540.64	\$ 9,000.00	\$ -	\$ 273,540.64
02-25-705-001	Birthday Party- Group Rentals	29,500.00	6,000.00	-	35,500.00
02-25-740-005	Mastercard/Visa Fees	19,500.00	6,100.00	-	25,600.00
02-25-770-000	Electricity	46,000.00	14,000.00	-	60,000.00
02-25-770-005	Gas	22,000.00	1,000.00	-	23,000.00
02-25-770-010	Water	26,000.00	5,000.00	-	31,000.00
02-25-770-015	Sewer	8,300.00	2,500.00	-	10,800.00
02-25-703-000	I.D. Cards & Supplies	200.00	10.00	-	210.00
02-25-631-001	P-T Staff- Safety Team Leaders	79,088.95	-	(28,010.00)	51,078.95
02-25-790-004	Chemicals	20,700.00	-	(5,000.00)	15,700.00
02-01-840-025	Contingency	47,400.00	-	(10,600.00)	36,800.00
Total:			\$ 43,610.00	\$ (43,610.00)	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Aquatic- Recreation Programs (02-26)					
02-26-840-002	Mastercard/Visa Fees	\$ 18,000.00	\$ 1,000.00	\$ -	\$ 19,000.00
02-26-765-002	Event Supplies	4,600.00	-	(1,000.00)	3,600.00
Total:			\$ 1,000.00	\$ (1,000.00)	
Children's Programs (02-30)					
02-30-840-002	Mastercard/Visa Fees	\$ 20,000.00	\$ 1,000.00	\$ -	\$ 21,000.00
02-30-631-215	Youth Basketball Wages	13,650.00	-	(1,000.00)	12,650.00
Total:			\$ 1,000.00	\$ (1,000.00)	
Youth Programs (02-32)					
02-32-740-005	Mastercard/Visa Fees	\$ 9,000.00	\$ 2,250.00	\$ -	\$ 11,250.00
02-32-640-050	Youth Contracted Instruction	15,400.00	-	(2,250.00)	13,150.00
Total:			\$ 2,250.00	\$ (2,250.00)	
Adult Programs (02-40)					
02-40-840-002	Mastercard/Visa Fees	\$ 5,000.00	\$ 750.00	\$ -	\$ 5,750.00
02-40-765-181	Pickleball Supplies	3,200.00	1,250.00	-	4,450.00
02-01-840-025	Contingency	36,800.00	-	(2,000.00)	34,800.00
Total:			\$ 2,000.00	\$ (2,000.00)	
Pioneer Programs (02-50)					
02-50-840-002	Mastercard/Visa Fees	\$ 1,300.00	\$ 100.00	\$ -	\$ 1,400.00
02-50-754-300	Trip Admissions	16,000.00	1,800.00	-	17,800.00
02-50-751-230	Luncheons-Performers	500.00	50.00	-	550.00
02-50-758-300	Trips- Restaurant	2,000.00	1,000.00	-	3,000.00
02-50-631-230	P-T Pioneer Salaries	7,600.00	-	(2,950.00)	4,650.00
Total:			\$ 2,950.00	\$ (2,950.00)	
Special Events and Trips (02-60)					
02-60-765-031	Program Materials- Winter Lights	\$ 15,000.00	\$ 2,000.00	\$ -	\$ 17,000.00
02-60-752-005	Contract Svcs. Equip.- Autumn Fest	435.00	2,500.00	-	2,935.00
02-60-840-002	Mastercard/Visa Fees	3,000.00	550.00	-	3,550.00
02-60-793-001	Shirts Pink 5K	12,000.00	-	(2,000.00)	10,000.00
02-60-751-005	Contract Svcs. Perf.-Autumn Fest	5,500.00	-	(1,500.00)	4,000.00
02-01-840-025	Contingency	34,800.00	-	(1,550.00)	33,250.00
Total:			\$ 5,050.00	\$ (5,050.00)	

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Marketing (02-80)					
02-80-650-000	Group Medical and Life Insurance	\$ 20,659.49	\$ 7,500.00	\$ -	\$ 28,159.49
02-80-710-001	Special Delivery	2,575.00	4,100.00	-	6,675.00
02-80-710-002	Special Mailings	3,200.00	100.00	-	3,300.00
02-80-941-000	General Marketing/Sponsorship	750.00	10.00	-	760.00
02-80-960-000	Printed Materials	16,200.00	1,500.00	-	17,700.00
02-80-970-000	Seasonal Program Brochure	2,070.00	700.00	-	2,770.00
02-80-630-000	Administration- Full-Time	211,640.00	-	(11,910.00)	199,730.00
02-80-940-000	General Marketing/Promotions	3,900.00	-	(2,000.00)	1,900.00

Total: \$ 13,910.00 \$ (13,910.00)

Grand Total Recreation Fund Budget Transfers:		\$ 113,545.00
Total FY 2024/2025 Recreation Fund Original Appropriation Amount:		\$ 5,812,852.12
Maximum Amt. of Intra-Fund Budget Transfers (Limited to 10%):		\$ 581,285.21

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Tennis Center- Administration (07-01)					
07-01-630-000	Administration Full-Time	\$ 328,628.69	\$ 7,000.00	\$ -	\$ 335,628.69
07-01-680-002	Notice-Help Wanted	-	175.00	-	175.00
07-01-730-001	Office Supplies	1,500.00	1,000.00	-	2,500.00
07-01-730-004	Other Office Commodities	250.00	750.00	-	1,000.00
07-01-821-000	Legal	1,500.00	1,000.00	-	2,500.00
07-01-910-000	IMRF-Employer Contribution	35,000.00	-	(9,925.00)	25,075.00
Total:			\$ 9,925.00	\$ (9,925.00)	
Tennis Center- Building (07-71)					
07-71-650-000	Group Medical & Life	\$ 309.00	\$ 23,000.00	\$ -	\$ 23,309.00
07-71-800-001	Fixtures/Non-Capital	1,000.00	5,000.00	-	6,000.00
07-71-770-000	Gas	9,000.00	3,500.00	-	12,500.00
07-71-770-001	Electricity	70,000.00	7,500.00	-	77,500.00
07-71-780-000	Risk Management/PDRMA	32,507.24	7,500.00	-	40,007.24
07-01-740-025	Contingency	100,000.00	-	(46,500.00)	53,500.00
Total:			\$ 46,500.00	\$ (46,500.00)	
Tennis Center- Programs (07-75)					
07-75-631-000	Part-Time Salaries	\$ 470,000.00	\$ 105,000.00	\$ -	\$ 575,000.00
07-75-650-000	Group Medical & Life	90,000.00	5,000.00	-	95,000.00
07-75-915-000	Social Security Contributions	32,000.00	2,500.00	-	34,500.00
07-01-740-025	Contingency	53,500.00	-	(52,500.00)	1,000.00
07-80-805-000	Capital Outlay	310,000.00	-	(60,000.00)	250,000.00
Total:			\$ 112,500.00	\$ (112,500.00)	
Grand Total Recreational Facilities Fund Budget Transfers:					
			\$ 168,925.00		
Total FY 2024/2025 Rec. Fac. Fund Original Appropriation Amount:			\$ 2,496,388.41		
Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%):			\$ 249,638.84		

OAK BROOK PARK DISTRICT

EXHIBIT A

BUDGET TRANSFERS- FISCAL YEAR 2024-2025

Fund and Department	Account Description	Original/ Updated Budget Balance	Transfer To	Transfer From	Revised Budget Balance
Special Recreation (09-01)					
09-01-631-000	Administration Part-Time	\$ 63,000.00	\$ 3,500.00	\$ -	\$ 66,500.00
09-01-805-000	Capital Improvements & Equipment	-	41,400.00	-	41,400.00
09-01-800-000	Non-Capital/Small Equipment	314,000.00	-	(41,400.00)	272,600.00
09-01-700-000	Professional Organizations	43,503.00	-	(3,500.00)	40,003.00

Total: \$ 44,900.00 \$ (44,900.00)

Grand Total Special Recreation Fund Budget Transfers: \$ 44,900.00

Total FY 2024/2025 Special Rec. Fund Original Appropriation Amount: \$ 449,589.72

Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%): \$ 44,958.97

Capital Projects (12-95)					
12-95-740-050	Other Miscellaneous Expenses	\$ -	\$ 1,400.00	\$ -	\$ 1,400.00
12-95-940-065	Capital Improvements & Equipment	2,549,779.00	-	(1,400.00)	2,548,379.00

Total: \$ 1,400.00 \$ (1,400.00)

Grand Total Capital Projects Fund Budget Transfers: \$ 1,400.00

Total FY 2024/2025 Capital Proj. Fund Original Appropriation Amount: \$ 2,549,779.00

Maximum Amount of Intra-Fund Budget Transfers (Limited to 10%): \$ 254,977.90



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53 AND THE OAK BROOK PARK DISTRICT FOR A COOPERATIVE PRESCHOOL PROGRAM AT THE OAK BROOK PARK DISTRICT RECREATION CENTER FOR SCHOOL YEARS 2025-2026 THROUGH 2027-2028

AGENDA No.: 8 B

MEETING DATE: MAY 19, 2025

STAFF REVIEW: Mike Contreras, Superintendent of Recreation:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The Intergovernmental Agreement between the Oak Brook Park District and Butler School District #53 is due for renewal.

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

Since 2008, the Park District has entered a contract to provide a blended preschool program to serve children with Individualized Education Plans in the District. The program has been beneficial to the participants as well as the Park District. The blended program offers training opportunities that have not been available to staff previously. This also promotes a sense of teamwork in the community. It is recommended that the Agreement be amended and renewed for the 2025-2026 school year with auto-renewal for the 2026-2027 and 2027-2028 school years.

ACTION PROPOSED:

A Motion (and a Second) to approve the renewal of the intergovernmental agreement by and between the Board of Education of Butler School District #53 and the Oak Brook Park District for a cooperative preschool program at the Oak Brook Park District Recreation Center for school years 2025-2026 through 2027-2028.

**INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE BOARD OF
EDUCATION OF BUTLER SCHOOL DISTRICT #53 AND THE OAK BROOK PARK
DISTRICT FOR A COOPERATIVE PRESCHOOL PROGRAM
AT THE OAK BROOK PARK DISTRICT RECREATION CENTER**

THIS AGREEMENT made and entered into this **<include new date>**, by and between the Board of Education of Butler School District #53, a unit of local government located in DuPage County, Illinois (hereinafter referred to as the "School District") and the Oak Brook Park District, a unit of local government located in DuPage and Cook Counties, Illinois (hereinafter referred to as the "Park District").

WITNESSETH:

WHEREAS, Article VII, §10 of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois (5 ILCS 220/1, et seq.) authorize units of local government to contract or otherwise associate among themselves to exercise, combine or transfer any power or function, in any manner not prohibited by law; and to contract with any one or more other public agencies to perform any governmental service, activity or undertaking, or to combine, transfer or exercise any powers, functions, privileges or authority which any of the public agencies entering into the contract is authorized by law to perform; and

WHEREAS, Article VII, §10 of the 1970 Illinois Constitution further provides that units of local government may contract and otherwise associate with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, such provisions of the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois encourage mutual cooperation for matters of mutual concern; and

WHEREAS, Butler Elementary School (the School) is owned and operated by the School District and is located within the Park District's territory; and

WHEREAS, the Park District provides a preschool program at its Recreation Center; and

WHEREAS, the School District is responsible for providing early childhood learning opportunities for special education and special needs students in the School District; and

WHEREAS, the School District has requested that the Park District provide enrollment space in the Park District's preschool program to assist the School District in meeting the special needs of the School District's students; and

WHEREAS, the Park District has determined that it is in the best interests of the Park District and its residents and program participants to provide enrollment space in its preschool programs for special needs students of the School District, if the School District provides certain personnel, funding, equipment, supplies, training, screening and testing, and other assistance with the Park District's preschool programming; and

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements as hereinafter set forth, the School District and the Park District agree as follows:

1. School Day Defined. The school day defined for this agreement will be 8:30 a.m. to 11:30 a.m.
2. Incorporation of Preambles. The preambles to this Intergovernmental Agreement are incorporated and made a part hereof as though fully set forth herein.
3. Obligations of the School District. The School District shall provide the Park District and its preschool program with the following personnel, funding, equipment, supplies, training, screening and testing, and other services and assistance:
 - a. A contribution of two hundred fifty dollars (\$250.00) per classroom for general education supplies, including but not limited to, construction paper, glue, crayons, markers, and scissors.
 - b. One (1) special education teacher. Refer to # 1 for the timeframes.
 - c. Three (3) inclusion paraprofessionals (provided by Park District and reimbursed by School District). Dedicated (1:1) paraprofessionals who are required by the students' IEPs. Refer to # 1 for the timeframes.
 - d. Inclusion paraprofessionals, including dedicated paraprofessionals, as needed, according to the student's Individualized Education Program (IEP). If there are no special education students in an assigned classroom, an inclusion or dedicated paraprofessional will not be provided or reimbursed by the school district.
 - e. One (1) speech therapist 0-5 days per week as needed and determined by the students' IEPs. Refer to #1 for the timeframes.
 - f. One (1) occupational therapist 0-5 days per week as needed and determined by the students' IEPs. Refer to #1 for the timeframes.

- g. One (1) physical therapist 0-5 days per week as needed and determined by the students' IEPs. Refer to #1 for the timeframes.
 - h. Special education supplies for special needs students will be considered based on student needs and/or IEP.
 - i. Specialized adaptive equipment as needed by special needs preschool students of the School District.
 - j. Two (2) computers for each of three (3) classrooms for a total of six (6) computers, and regular upgrades to all hardware for such computers as it becomes available. Such computers shall, always during the term of this Agreement, meet the recommended specifications consistent with those used in the School District.
 - k. Recent versions of all software programs compatible with the computers provided and regular upgrades to all software packages as they become available, consistent with those used in the School District.
 - l. Developmental screening services (Child Find) for students assigned to the Park District's preschool program
 - m. Compensation for School District staff for a 2-day in-service training on "Creative Curriculum".
 - n. A licensed nurse, if needed for individual students with an IEP.
 - o. District Administrative support for early childhood learning of special needs students.
 - p. Social work services, as needed, for students and their parents with Individualized Education Programs (IEPs).
 - q. A reduced tuition cost of \$850 per student.
4. Obligations of the Park District. The Park District shall provide the following building space, personnel, funding, equipment, supplies, training, and other services and assistance:
- ~~a.~~—A minimum of three (3) classrooms for its preschool program at the Park District's Recreation Center, and the administrative services of the Park District's Recreation Manager – Youth.

- b. Reserve enrollment space for twelve (12) special education students of the School District within the three (3) classrooms. This number may be adjusted by a mutual agreement of the parties.
- c. One (1) lead teacher, one (1) aide, and one (1) inclusion paraprofessional per classroom based on a student's IEP needs. Inclusion paraprofessionals are to be reimbursed by the School District if required, as specified in the student's IEP. Refer to #1 for the timeframe.
- d. Compensation for Park District staff for a two (2)-day in-service training on "Creative Curriculum".
- e. General education classroom supplies, including but not limited to, construction paper, glue, crayons, markers, and scissors.
- f. A changing area for special needs students who are not toilet trained.
- g. Storage, and secured storage as necessary, for all equipment to be provided by the School District and the Park District, and property damage insurance covering such equipment.
- h. Appropriate vehicular access to the Park District's Recreation Center for School District buses and vehicles operated by parents of special needs students.

5. Term of Agreement. This Agreement shall be in full force and effect for the 2025-2026 school year and, in consideration of the personnel and equipment to be provided to the Park District by the School District, the School District shall pay a discounted tuition rate for the 2025-2026 school year. This Agreement may be renewed by the parties upon written notice from the School District to the Park District no less than ninety (90) days prior to the end of the 2025-2026 school year or any subsequent renewal term, and the Park District's written agreement to renew this Agreement; and that all other terms and conditions of this Agreement shall continue in full force and effect for each renewal year, unless amended by the parties as provided in Section 8 hereof. If the Park District determines that a change in the tuition amount shall be required for the School District's special needs students, the Park District shall, within 30 days of receipt of the School District written notice of intention to renew this Agreement, provide the School District with written notice of the Park District's intention to charge tuition. Upon receipt of the Park District's notice of intention to charge tuition, the School District may, within 30 days, revoke its notice of intention to renew this Agreement without penalty.

6. School District Liability and Insurance. The School District shall, at its sole cost and expense, maintain liability insurance for the special needs students and for personnel employed by the School District, through an insurance company authorized to do business in the State of Illinois, or through appropriate intergovernmental risk management pools or other methods. The School District shall protect, defend, indemnify and hold harmless the Park District from and against any and all claims, actions, damages, liability and expenses, including attorneys' fees, in connection with or occasioned by any action or inaction by the School District with respect to the be provided School District's obligations under this Agreement; provided, however, that the School District shall not be liable for any loss, damage or injury of any kind to any person or property which arises primarily from any action or inaction by the Park District or their respective officers, representatives, employees, agents, contractors, or invitees with respect to the Park District's preschool program or the obligations of the Park District under this Agreement, or which is brought by or on behalf of any officer, representative, employee, agent, contractor, or invitee of the Park District with respect to the Park District's preschool program or the obligations of the Park District under this Agreement. If the Park District remains a party to any litigation for which the School District is obligated to indemnify the Park District, then the School District shall protect and hold the Park District harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the Park District in connection with the defense of such litigation. The Park District may, at its option, require the School District to assume its defense in any action covered by this Section, through counsel approved by the Park District, respectively. At least annually, on or before April 30 of each year, and if requested by the Park District the School District shall provide the Park District with evidence satisfactory to their respective representatives that the School District has in effect all policies of insurance or coverage required to be maintained or provided hereunder, including satisfactory evidence that all premiums thereon have been paid.

7. Park District Liability and Insurance. The Park District shall, at its sole cost and expense, maintain liability insurance for all students and for personnel employed by the Park District, through an insurance company authorized to do business in the State of Illinois, or through appropriate intergovernmental risk management pools or other methods. The Park District shall protect, defend, indemnify and hold harmless the School District from and against any and all claims, actions, damages, liability and expenses, including attorneys' fees, in connection with or occasioned by any action or inaction by the Park District with respect to its preschool program or its obligations under this Agreement; provided, however, that the Park District shall not be liable for any loss, damage or injury of any kind to any person or property which arises primarily from any action or inaction by the School District or their respective officers, representatives, employees, agents, contractors, or invitees with respect to the Park District's preschool program or the obligations of the School District under this Agreement, or which is brought by or on behalf of any officer, representative, employee, agent, contractor, or invitee of the School District with respect to the Park District's preschool program or the obligations of the School District

under this Agreement. If the School District remains a party to any litigation for which the Park District is obligated to indemnify the School District, then the Park District shall protect and hold the School District harmless and shall pay all costs, expenses and reasonable attorneys' fees incurred or paid by the School District in connection with the defense of such litigation. The School District may, at its option, require the Park District to assume its defense in any action covered by this Section, through counsel approved by the School District, respectively. At least annually, on or before April 30 of each year, and if requested by the School District, the Park District shall provide the School District with evidence satisfactory to their respective representatives that the Park District has in effect all policies of insurance or coverage required to be maintained or provided hereunder, including satisfactory evidence that all premiums thereon have been paid.

8. Modification of Intergovernmental Agreement. The provisions of this Intergovernmental Agreement may be modified only in writing, executed by the School District and the Park District.

9. Notices. Any and all notices required hereunder shall be in writing and shall be sent to the respective parties by U.S. Mail, personal delivery, or confirmed facsimile as follows:

To the School District: Superintendent
 Butler School District #53 2801 York Road
 Oak Brook, IL 60523
 Facsimile: 630-573-5374

To the Park District: Director
 Oak Brook Park District
 1450 Forest Gate Road
 Oak Brook, IL 60523
 Facsimile: 630-990-8379

All mailed notices shall be deemed effective four (4) days following their deposit in the United States mail, postage prepaid, to the addressee.

10. Benefits Solely for the Parties. This Agreement is intended solely for the benefit of the parties hereto, and nothing herein shall be construed, either expressly or impliedly, to extend rights or obligations in favor of any other person.

11. Entire Agreement. This Intergovernmental Agreement, including all matters incorporated herein, contains the entire agreement between the parties. There are no other covenants,

warranties, representations, promises, conditions, or understandings between the parties, either oral or written, other than those contained herein.

12. Governing Law. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance. The forum for resolving any disputes concerning the parties' respective performance, or failure to perform, under this Agreement, shall be the 1gth Judicial Circuit Court for DuPage County, Illinois.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

**BOARD OF EDUCATION OF BUTLER
SCHOOL DISTRICT #53**

By: _____
Its President

Attest: _____
Its Secretary

**OAK BROOK
PARK DISTRICT**

By: _____
Its President

Attest: _____
Its Secretary



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: SECTION 4 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL, PART I

AGENDA No.: 8 C

MEETING DATE: MAY 19, 2025

STAFF REVIEW: Director of Recreation and Communication, Robert Pechous:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The 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 4 of the Administrative Policies and Procedures Manual, Part I.



4.1 Accounts Payable Policy and Procedures

Vendor Setup

New Vendors must provide specific information before any payments can be processed. The employee who is initiating the transaction must request that the vendor complete a "Vendor Information Request" form, a properly completed W-9, and a Certificate of Insurance (if the vendor is providing services on-site). The completed forms shall be given to the Finance Manager. The Certificate of Insurance will be forwarded to the Administrative Services Specialist.

In addition, it is the employee's responsibility to inform the vendor of the District's Tax-Exempt Status and to provide the Vendor with a current Tax Exemption Certificate to ensure that no sales tax is included on the invoice.

Invoice Approval

Vendors must submit an invoice to the Finance Department, preferably by email to (invoices@obparks.org). An invoice is an official request for payment from a vendor. It must include a date, and a specific description of the items received, or services rendered (including quantities). It should also clearly state who has provided these goods or services, the address that the payment should be remitted to, and show the Oak Brook Park District as the recipient of these goods or services.

A quote, statement, order confirmation, packing list, receipt, delivery ticket, etc. generally does not contain all of the required information, and cannot be used to generate a payment.

In addition, for purchases of \$1,000 or greater, there must also be an approved Purchase Order in the system before any invoice can be processed.

There may be occasions where a check is required but no invoice exists. In these instances, the requestor shall complete an 'Accounts Payable Voucher' (available from the Finance Manager), have it approved by their department head, and attach supporting documentation before submitting it to the Finance Manager.

All payments shall be processed within our BS&A Accounts Payable software, which requires several levels of approval, whether by ACH, EFT, petty cash, or paper check. Vendor invoices for goods and/or services provided to the Park District shall be approved within 30 days after receipt of the invoice.



Oak Brook Park District
Administrative Policies and Procedures

Payment

Payment shall be made within 30 days of invoice approval. Vendor terms that are outside the Net 30 term may require an interim check or electronic payment in order to eliminate late fees. Interim checks will be processed on Thursdays as needed. All payments will be summarized in the monthly Warrant Report and be approved by the board.

The Executive Director, Chief Financial Officer and the Board Treasurer have the authority to sign Accounts Payable checks as part of the issuance of the monthly warrant. A single signature is required of checks from \$0.00 to \$9,999.99. Checks greater than \$10,000.00 require 2 signatures.

Petty Cash

Petty Cash Boxes are maintained to reimburse employees for certain minor expenses such as mileage costs, out-of-pocket supplies, etc. A limit of \$50 per request is allowed. Larger reimbursements will be provided via check. To receive a petty cash reimbursement, employees must complete a petty cash slip, include the appropriate receipts or other supporting documentation, and have the slip signed by their supervisor. The Finance Manager or CFO are authorized to disburse petty cash.

All existing petty cash funds shall, at a minimum, be counted, reconciled and replenished on a quarterly basis. This will ensure that the underlying expenditures are recorded in the general ledger on a timely basis. Any overage/shortage of the petty cash fund should be reported to the Finance Manager or Chief Financial Officer.

Approved by Board of Commissioners: May 18, 2015
Revised: January 16, 2017

Approved by Board of Commissioners: April 19, 2021



4.2 Bond Rating Policy

The purpose of the District's Bond Rating Policy is to provide guidance to the Executive Director if and when the District wishes to proceed with obtaining a bond rating. The decision to seek a bond rating shall be based on input from the Chief Financial Officer in addition to the District's Financial Advisors as to what is in the best interest of the District.

Bond ratings are obtained from one of the following agencies: Standard and Poor's, Moody's and Fitch. The objective of the rating agency is to assign a credit rating for a municipal bond. This credit rating allows market investors to quickly evaluate investment risk related to the municipal debt. Additional guidance for the issuance of bond debt is located in Section 4.20 Debt Management Policy.

Approved by Board of Commissioners: July 20, 2015
Revised 1-16-17

Approved Board of Commissioners: April 19, 2021



4.3 Payment Acceptance Procedures

Persons Authorized To Accept Funds

Customer Service Staff at the Family Recreation Center and the Tennis Center are authorized to accept cash, check, or credit card payments at the front desk as stipulated in their job description.

In addition, staff members may receive payment by check for sponsorships, tournaments, etc. which are not processed through the front desk. When such checks are received, a "Miscellaneous Receivables" form should be completed and the check and form should be delivered to the Finance Department for processing and deposit. These funds will be recorded via a manual journal entry.

Persons Authorized to Issue Refunds

Under limited circumstances, Customer Service Staff at the Family Recreation Center and Tennis Center are authorized to issue refunds, such as vending machine or daily fee refunds, in the manner in which they were paid. Any daily fee refunds in excess of \$100 require supervisory approval. Registration refunds shall be processed by the Registration Coordinator to the original form of payment.

Check refunds will be processed within existing accounts payable processes and procedures. See Section 4.1 Accounts Payable Policy and Section 4.12 Purchasing Policy for additional information.

All refund checks are required to be signed by the proper authorized individuals which currently consist of either the Chief Financial Officer, Executive Director or the Board Treasurer. Any checks in the amount of \$10,000.00 and greater will require the signatures of two of these authorized individuals.

Cash Exchange Boxes

Cash exchange boxes are kept in the front desk safe and the Finance Department safe to ensure a consistent supply of small bills for use by the front desk. These boxes shall, at a minimum, be counted, reconciled and replenished on a quarterly basis. Any overage/shortage of the cash exchange boxes should be reported to the Finance Manager or Chief Financial Officer.



Family Recreation Center Front Desk Daily Payment Processing Procedure

Beginning of Shift

1. Check in with employee(s) from the prior shift to review any important information that needs to be known.
2. Count the drawer. Family Recreation Center Front Desk drawers should contain a bank of \$200.00 in each drawer. If the drawer is over or under the \$200.00, check with the employee from the prior shift. Notify your supervisor of any unresolved discrepancies with the cash drawer. Never add a sale to the system to account for the cash overage. Notate the discrepancy on the end of shift report and notify your supervisor.

End of Shift

1. Double click on the "Cash Receipts" icon. Select your name and make sure the date is correct. Print one copy of the report.
2. Remove the cash amount as indicated on your report.
3. Count the drawer to ensure the ending bank is \$200.00. Research any discrepancies.
4. Staff shall fill out and initial the report with the breakdown of cash and credit cards. Notate any discrepancies.
5. Fold report into thirds and wrap report around all cash received.
6. The folded report is then placed in a blue deposit bag which are located near the safe.
7. Make sure the correct day of the week is written on the blue bag.
8. Place the blue bag into the safe drop and turn the knob so that the blue bag is dropped into the safe.
9. Once the blue bag is dropped into the safe, the Facility Manager and Recreation Coordinator are the only people who should access the deposit bags.
10. At least twice per week, the Facility Manager or Recreation Coordinator shall count the cash in these bags, verify the amounts, and run reports to confirm the accuracy of the contents. Once bags are combined by day, they will be dropped in the Finance Department safe for further verification and deposit at the bank.



Tennis Center Front Desk Daily Payment Processing Procedure

The Tennis Center does not accept cash, and checks are only accepted in limited situations, such as for rental of space, tournament payments, or outsourced camps. Any checks received shall be processed by the Director of Tennis Operations. The check will be processed through the system, a deposit slip will be completed, and the check and deposit slip shall be forwarded promptly to the Finance Department for deposit at the bank.

Beginning of Shift

1. Check in with employee(s) from the prior shift to review any important information that needs to be known.

A small cash envelope has been provided by the Vending Machine company for any refunds related to vending machine malfunctions. If a refund is required, send a notice via the "When to Work" app to the Customer Service Manager or the Director of Tennis Operations. They will process the refund, make a note on the member's profile, and will notify the Vendor to replenish the envelope.

End of Shift

1. Print the "End of Day" report and give to the Customer Service Manager, even if no transactions were processed through the front desk.

Concession Stand

The concession stand terminals accept credit card payments only.

Special Events

In the event that a special event allows cash payments, a cash box request form shall be completed and submitted to the Finance department at least 5 business days prior to the event. The request must be approved by the department director and will be fulfilled by the Finance Manager or CFO. The box shall be kept in a secure location and shall be returned to the Finance Department after the event.

Effective: May 2015

Revised: January 16, 2017, April 19, 2021



4.4 Contracts – Policy for the Review, Approval and Execution of Contracts

Purpose:

The purpose of this policy is to set forth guidelines to determine: 1) when a contract requires review by legal counsel; and 2) who has the authority to approve and execute contracts on behalf of the Park District.

- A. Except as otherwise specifically provided in this Policy, all letting of contracts and purchases shall comply with the District's Purchasing Policy (4.12) and Procurement Card Policy (4.11).
- B. Unless a purchase is exempt from bidding, contracts estimated to cost in excess of \$30,000.00 are required to be bid in accordance with the Illinois Park District Code, 70 ILCS 1205/1-1 *et seq.* (the "Code"). Generally, a purchase is exempt from bidding if the purchase is not adapted to award by competitive bid, including those purchases listed in 70 ILCS 1205/8-1(c), or the purchase is for an emergency.
- C. For contracts estimated to cost in excess of \$30,000.00 and are not exempt from bidding:
 - 1. Attorney shall review bid documents prior to advertisement for bid and distribution of bid documents.
 - 2. Invitation to bid shall be advertised in a newspaper distributed in the District to solicit bids.
 - 3. Staff will review the bids and make a recommendation to the Board for award of the contract to the lowest responsible bidder(s).
 - 4. The Board of Park Commissioners will award the contract to the bidder(s) the Board determines, in its sole discretion, to be the lowest responsible bidder in accordance with law.
 - 5. Execution of the contract by the Board President and Secretary shall be required.
- D. For contracts estimated to cost in excess of \$30,000.00 and are exempt from bidding:
 - 1. Three (3) price quotes shall be obtained.
 - 2. Attorney shall either prepare a contract or review a proposed contract presented from the vendor/contractor. Attorney should be contacted if District staff is uncertain whether the purchase is exempt from bidding.
 - 3. Execution of the contract by the Board President and Secretary shall be required.



Oak Brook Park District
Administrative Policies and Procedures

- E. For contracts estimated to cost \$2,000.00 - \$29,999.99:
1. Three (3) price quotes shall be obtained.
 2. Attorney shall either prepare a contract or review a proposed contract presented from the vendor/contractor. Alternatively, if the contractor includes any terms and conditions with its proposed contract or proposal, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy shall be included with the contract and executed by the contractor and the Park District.
 3. Execution by Executive Director shall be required for contracts from \$15,000.00 and up to \$29,999.99. In the absence of the Executive Director, the Deputy Director, Chief Financial Officer, or the Director of Recreation and Communications may execute the contract. Execution by Superintendent/Department Head shall be required for contracts from \$2,000.00 and up to \$14,999.99.
- F. For contracts estimated to cost \$1,999.99 or less:
1. A Purchase Order shall be required for contracts for which the cost is estimated to be \$1,000.00 or more, excluding purchases made with the Procurement Card (the "P Card").
 2. Any such Purchase Order shall follow the procedures and guidelines established in Administrative Policy 4.12 Purchasing Policy.
 3. If the contractor includes any terms and conditions with its proposal or proposed contract, consult with the Executive Director to determine whether the contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with the proposal/contract and executed by the contractor and the Park District. The Rider may require further amendment depending on the contractor's terms and conditions.
- G. Notwithstanding the provisions of Divisions A – E of this Policy, contracts entered for emergency services shall be subject to the following:
1. An emergency shall be defined and determined as follows:
 - a. An emergency is defined as a circumstance requiring mitigation immediately, or as soon as reasonably possible, in order to prevent harm to public health, safety, or welfare or to prevent significant damage to Park District facilities, equipment, property or operations.
 - b. A declaration that such an emergency exists shall be made, in writing, signed by the Executive Director, and communicated to the Park Board of



Oak Brook Park District
Administrative Policies and Procedures

Commissioners. If the Executive Director is not available, then the Deputy Director, Chief Financial Officer, Director of Recreation and Communications shall present the circumstances of the emergency to the President of the Board of Park Commissioners, who may declare, in writing, that an emergency exists.

2. In the event the cost of the emergency is in excess of \$30,000 and is normally required to be bid in accordance with the Code, 4/5 of the members of the Park Board of Commissioners must approve such an emergency purchase in order for the purchase to be exempt from bidding. See also the Emergency Expenditures Policy (4.6).
3. If the contract for the emergency is exempt from bidding as specified in Section B or because the cost is estimated to be from \$2,000.00 and up to \$29,999.99:
 - a. Every effort shall be made to obtain more than one (1) price quote; provided, however, that if more than one (1) price quote cannot be obtained in a timely manner, the Executive Director may select a contractor to perform any necessary services at the best price that can be negotiated given the time constraints.
 - b. Execution by the Executive Director and the President of the Board of Park Commissioners shall be required for contracts for which the cost is \$30,000.00 or more, and ratification of the contract by the Board of Park Commissioners shall be required at its next regular meeting.
 - c. Execution by the Executive Director, Deputy Director, Chief Financial Officer, or Director of Recreation and Communications shall be required for contracts from \$15,000.00 and up to \$29,999.99; and execution by Superintendent/Department Head shall be required for contracts from \$2,000.00 and up to \$14,999.99.
 - d. If the contractor includes terms and conditions with its contract, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with any such contract and executed by the contractor and the Park District.
- 4.. Contracts for which bidding is not required by law and for which the cost is estimated to be \$1,999.99 or less:
 - a. A Purchase Order shall be required for any contract estimated to be \$1,000.00 or more, excluding purchases made with the "P Card".



Oak Brook Park District
Administrative Policies and Procedures

- b. Execution by Department Head/Manager shall be required, and the purchase order approved by the Chief Financial Officer.
- c. If the contractor includes terms and conditions with its Purchase Order, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, a Rider, substantially in the same form as attached to this Policy, shall be included with the Purchase Order and executed by the contractor and the Park District.

**For all contracts, the Final Payout Check List shall be utilized
as appropriate for the nature of the contract.**

Policy Approved by Board of Commissioners: August 16, 2016, April 19, 2021, June 20, 2022.
Procedure Revisions 1-16-17, 3-15-21, 6-20-22

Rider to the Agreement Between the Oak Brook Park District and Contractor

TEMPLATE INSTRUCTIONS

All letting of contracts and purchases shall comply with the District's "Purchasing Policy," "Procurement Card Policy," and "Contracts - Policy for the Review, Approval and Execution of Contracts" which are found in the District's Administrative Policies and Procedures Manual.

When a contractor includes terms and conditions with its contract or proposal, consult with the Executive Director to determine whether contractor's terms and conditions require legal review. If legal review is determined unnecessary, the attached rider shall be included with any such contract and signed by the contractor and the District's authorized signer.

District Authorized Contract Signers:

- The signature of the President and Secretary of the Board of Commissioners is required for contracts over \$30,000.00.
- The Executive Director's signature is required for contracts with a value of \$15,000 – \$29,999.99. In the absence of the Executive Director, the Deputy Director, Chief Financial Officer, or Director of Recreation and Communications may sign.
- Contracts with a value of \$2,000.00 - \$14,999.99 may be signed by the Superintendent/Department Head.

Reminder: Purchase orders must be completed and approved prior to any purchase of \$1,000.00 and greater.

Instructions

This is a fillable form. Please click and type into the form fields indicated by "Click here or tap here to enter text."

In the signature block, to correctly align the signature lines and titles, after typing in the information, you will need to extend the signature lines by holding down the shift key and pressing the line key.

Special Considerations:

Section 2C: [NOTE: If Contractor provides a longer warranty, this provision must be updated to the contractor's stated warranty period.]

Section 2D: [Note, contractor's terms may have other triggers for "Event of Default." Consult with the Executive Director.]

Article C: In accordance with the Prevailing Wage Act, the District must inform the Contractor if the Work required by this Agreement is subject to the Prevailing Wage Act requirements including but not limited to, all wage requirements and notice and record keeping duties.

“A contractor or subcontractor is required to pay not less than the prevailing wage to **all laborers, workers, and mechanics engaged in the construction or demolition of public works**. Construction means all work performed on public works by laborers, workers or mechanics and includes **maintenance** work.”

***Staff must check “Yes” or “No” if the project is on the Public Work under Article C of the Rider to the Agreement. If uncertain, staff should discuss with the Executive Director, Deputy Director, Chief Financial Officer, or Director of Parks and Planning to make a determination. Because the District is a public body and has an obligation of notification, the District and not the contractor will be liable for any interest, penalties and fines the Department might assess.

The template for the Rider to the Agreement Between the Oak Brook Park District and Contractor is found on the S:\Templates file folder.

When saving to PDF or printing, do not include the pages of instructions.

The procedure and accompanying “Rider to the Agreement between the Oak Brook Park District and Contractor” has been approved by Executive Director Laure Kosey, September 28, 2022.

**RIDER TO AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT
AND Click or tap here to enter text. FOR Click or tap here to enter text.**

This Rider amends, supplements and supersedes the Agreement between the Oak Brook Park District (the “District”) and Click or tap here to enter text. (the “Contractor”) for Click or tap here to enter text., including its Terms and Conditions (the “Agreement”). In the event of any conflict between any of the provisions of this Rider and the provisions of the Agreement, the provisions of this Rider shall control.

A. CONTRACTOR’S INSURANCE and HOLD HARMLESS

FAILURE TO MEET THESE INSURANCE REQUIREMENTS IS CAUSE FOR CANCELLATION OF THE AGREEMENT.

1. The Contractor shall obtain and maintain insurance of the types and in the amounts listed below.

a. Commercial General and Umbrella Liability Insurance

The Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District, its elected and appointed officials, employees, agents and volunteers shall be included as an additional named insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be deemed excess of such Contractor’s insurance and shall not contribute with it.

b. Business Auto and Umbrella Liability Insurance

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

c. Workers Compensation Insurance

Contractor shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Contractor waives all rights against the District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to such Contractor's activities.

d. General Insurance Provisions

i. Evidence of Insurance: The Contractor shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the District prior to the cancellation or material change of any insurance referred to therein. Written notice to the District shall be by certified mail, return receipt requested.

Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements, or failure of the District to identify a coverage deficiency from evidence that is provided, shall not be construed as a waiver of such Contractor's obligation to maintain such insurance.

The District shall have the right, but not the obligation, of prohibiting such Contractor from entering the premises until such certificates or other

evidence that insurance has been placed in complete compliance with these requirements is received and approved by District.

Failure to maintain the required insurance may result in termination of the Agreement entered by the parties at the District's option.

Contractor shall provide certified copies of all insurance policies required above within 10 days of the District's written request for said copies.

ii. Acceptability of Insurers: All insurance companies shall maintain a rating no less than A-VII from A.M. Best, based on the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A-VII or a Best's rating is not obtained, the District has the right to reject insurance written by an insurer it deems unacceptable.

iii. Deductibles and Self-Insured Retentions: Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers and agents, or such Contractor may be required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claims administration and defense expenses.

iv. District's Insurance: Under no circumstances shall the District be required to name the Contractor, its officers, employees, agents, subcontractors, suppliers and representatives as additional insureds under District's insurance coverage.

2. To the fullest extent permitted by law, the Contractor shall indemnify, hold harmless, protect and defend the District, its officers, employees and agents, from and against any and all liability, claims, damages, losses, suits, demands, proceedings and actions, including attorneys' fees, costs and expenses of defense, which may arise from, grow out of, result from or be related directly or indirectly to any loss, damage, injury, death or damage to property resulting from the performance of the work by the Contractor or any subcontractor under the Agreement, or from any negligent or willful acts, errors or omissions in the performance of the work of the Contractor or any subcontractor hereunder, or from any breach of the Contractor's obligations or any material default by the Contractor under the Agreement.

Nothing contained herein shall be construed as prohibiting the District, its officers, employees or agents from defending, through the selection and use of their own agents, attorneys and experts, any claims, suits, demands, proceedings or actions

brought against them. The District's participation in its defense shall not remove the Contractor's duty to indemnify, defend and hold the District harmless as set forth herein.

The indemnification required hereunder shall not be limited by reason of the enumeration of insurance coverage herein provided.

The Contractor's indemnification of the District shall survive the termination or expiration of the Agreement.

B. TAX EXEMPTION:

The District is exempt for the Illinois Retailer's Occupations Tax, the Illinois Use Tax, and the Federal Excise Tax as an exempt entity under the Internal Revenue Code. The District shall provide the Contractor with the District's tax exemption identification number, for use by Contractor for this project/work only.

C. ILLINOIS PREVAILING WAGE:

For those Agreements calling for the construction or repair of a "public work", within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (the "Act"). The Act requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus amount for fringe benefits) in the county where the work is performed. The Illinois Department of Labor (the "Department") publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Department's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including, but not limited to, all wage requirements and notice and record keeping duties.

The Work to be performed under this Agreement is subject to the Requirements of the Prevailing Wage Act. ☐ Yes ☐ No

D. DISTRICT'S RIGHT TO INSPECT AND REJECT WORKMANSHIP /MATERIALS /EQUIPMENT:

The District will have the right to inspect the workmanship/ materials /equipment procured through this Agreement, and to reject any nonconforming/damaged work/equipment. The District will give notice to Contractor of any rejection of the work/equipment or claim for damages on account of condition, quality or grade of the work/equipment. Neither inspection nor acceptance by District shall act as District's acceptance of any defects or deficiencies in the work/equipment and shall not act as a waiver of any rights District has with respect to such defects, deficiencies or failure, including rights under any warranty.

E. TERMINATION:

The District may, at any time, terminate the Agreement in whole or in part for the District's convenience and without cause. In the event of such termination or in the event the District terminates this Agreement in accordance with A.1 of this Rider: a) Contractor shall recover payment for approved and properly performed work completed prior to the effective date of termination; and b) Contractor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

F. WARRANTIES:

Unless otherwise required by law, the Contractor shall provide, a minimum one (1)-year warranty on all workmanship and material and or equipment provided to the District by the Contractor.

G. PAYMENT:

Payment shall be made by the District to the Contractor upon the District's receipt of an invoice itemizing the work properly performed, as determined by the District, for the period covered by the invoice. The contract sum shall be paid and shall bear interest in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*).

No Event of Default shall occur if the District complies with this Section.

H. CHOICE OF LAW AND LIMITATIONS:

The Agreement, its validity, enforceability and interpretation, shall be governed by the laws of the State of Illinois, including the ten (10)-year statute of limitations in Illinois for contract claims. Jurisdiction for any claims shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

I. ASSIGNMENT:

Contractor shall not assign the Agreement to any person or entity other than an affiliate of the Contractor without the District's prior written consent.

J. LEGAL FEES:

The District shall be entitled to the award of attorneys' fees and costs in the event the District is the prevailing party in any suit or action in connection with the enforcement of the terms and conditions of the Agreement.

K. NO WAIVER OF TORT IMMUNITIES:

Nothing contained in any provision of this Agreement is intended to constitute nor shall constitute a waiver of the defenses and immunities available to the District under the Illinois Local Government and Governmental Employees Tort Immunity Act.

L. COMPLIANCE WITH LAWS:

Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded to perform the work hereunder and shall, at its sole cost and obligation, be responsible for obtaining all permits required to perform its duties under this Agreement. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement.

The Contractor and the District hereby acknowledge and agree to the terms and conditions of this Rider.

CONTRACTOR:

[Click or tap here to enter text.](#)

Name of Contractor

By: _____
Signature of Authorized Representative

Its: [Click or tap here to enter text.](#)

OAK BROOK PARK DISTRICT:

By: _____
Signature of Authorized Representative

Its: [Click or tap here to enter text.](#)

Final Payout Checklist for Projects Encompassing Work on the Public Works of the Oak Brook Park District

The final payout to the contractor for projects on the public works is very important. Staff shall use this checklist to make sure that the District receives the documents required by the Contract.

Final Waiver of Lien for the contractor, all subcontractors, and supply houses.

- Copies of the Waiver of Liens shall be included with the AP Voucher.
- Original Waiver of Liens shall be filed in the Contract File folder in the Executive Director's office.
- Waivers of Lien should be received from the contractor, subcontractors, and suppliers of materials used in the project.
- For partial payments (before the project is complete) the Waiver of Lien should match the requested invoice amount and shall reflect the total amount paid for the project to date.
- For FINAL payment, the contractor shall submit FINAL Waivers of Lien from its firm and all subcontractors. The Final Waivers of Lien should reflect that all payments have been received.

Prevailing Wage Projects

Contractors are responsible to submit their Wage and Hour report directly to the Illinois Department of Labor ("IDOL") through the portal provided on IDOL website:

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/Prevailing-Wage-Portal.aspx>

Maintenance Bond

- Contractor shall submit a maintenance bond as required by the contract. The maintenance bond insures the warranty period.
- The bond shall be filed in the Contract File in the Executive Director's office.

Warranty Certificate(s)

- Manufacturer's warranty certificate(s) for the product(s) installed shall be filed in the contract files in the Executive Director's office. A copy of the warranty certificate(s) shall be filed in the Project File. The project files are located in Studio D storage file cabinets.

"As Builts" or Record Drawings in hard copy and PDF. (This requirement is for most projects, however, there are some projects that do not require blueprints/plans; check the contract for this requirement.)

- The contractor is to return to the District the set of plans utilized in the project. This set of plans shall contain the signature of the contractor and a statement that the plans are the "as-builts" or record drawings. The documents should contain the contractor's notes regarding the project and any deviations from the original plans that were agreed by the District and the Architect/Engineer. In addition, certain projects will need to have a surveyor confirm the project meets the requirements of the ADA.

- The paper as-built shall be filed in the Project Files with the blueprint/plans and the PDF is stored on the Shared Drive, S:/Parks/Parks and Facilities.

_____ **Copies** of the invoice(s), waivers of liens, and purchase order(s) shall be filed in the Contract File.

_____ **Change Orders:**

- If a change to the contract amount or term/date of completion is required and agreed upon by the District and contractor, a change order shall be issued. In accordance with IL Compiled Statutes Chapter 720, Section 5/33E-9, the District is required to make specific findings prior to authorizing a Change Order or a range of Change Orders which would increase or decrease the dollar amount of the contract by \$25,000 or more, or the time of completion by a total of 180 days or more. Any person employed by and authorized by any unit of State or local government to approve a change order to any public contract who knowingly grants that approval without first obtaining from the unit of State or local government on whose behalf the contract was signed, or from a designee authorized by that unit of State or local government, a determination in writing that (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, or (2) the change is germane to the original contract as signed, or (3) the change order is in the best interest of the unit of State or local government and authorized by law, commits a Class 4 felony. The written determination and the written change order resulting from that determination shall be presented as a Resolution for the Board's approval at the next Board Meeting. After signed by the contractor and the District, change orders shall be preserved in the contract files and project files, which shall be open to the public for inspection.

_____ **Project File**

- Any documents pertaining to the project, meeting notes, correspondence, one copy of the bid packet, copy of warranty, blueprints or plans, should be filed in the Project Files. Project files are located in Studio D storage file cabinets or on the shared drive of the District's computer network.

Staff shall sign this checklist and include a copy of the checklist with the Final Payout voucher submitted to accounting and with a copy of the AP Voucher and Invoice filed in the Contract File.

Staff Signature: _____

Department: _____

Project Title: _____

Date: _____



4.5 Economy of Resources Policy

The purpose of the Economy of Resources Policy is to economize resources whenever possible within the District. This includes, but is not limited to the following actions:

1. Using the Illinois Park and Recreation Association, State, Federal or other cooperative purchasing programs to yield volume discounts whenever possible.
2. Performing regular inventories so shrinkage and or excess inventory levels are not incurred.
3. Evaluate and optimize staffing to ensure the right skills are available at the right times, minimizing waste, and maximizing productivity.

Additionally, each year the Park Board of Commissioners adopts a budget and appropriations ordinance that also provides for the most effective and efficient ways to use the fiscal resources of the District.

Approved by Board of Commissioners: July 20, 2015

Approved by Board of Commissioners: April 19, 2021



4.6 Emergency Expenditures Policy

The purpose of the Emergency Expenditures Policy is to provide guidance to the Executive Director when emergency expenditures are in excess of \$30,000.00 or more. The Executive Director shall be authorized to procure materials, supplies or work in excess of \$30,000.00 at the lowest obtainable price, but only to the extent necessary to relieve the emergency. In the event the cost of the emergency is in excess of \$30,000 and is normally required to be bid in accordance with the Park District Code, 70 ILCS 1205/8-1, 3 out of 5 members of the Park Board of Commissioners must approve such an emergency purchase in order for the purchase to be exempt from bidding.

An emergency is defined as a circumstance requiring mitigation immediately, or as soon as reasonably possible, in order to prevent harm to public health, safety, or welfare or to prevent significant damage to Park District facilities, equipment, property or operations.

A declaration that such an emergency exists shall be made in writing, signed by the Executive Director and communicated to the Park Board Commissioners. If the Executive Director is not available, then the Department Director responsible for the emergency mitigation shall present the circumstances of the emergency to the President of the Board of Park Commissioners, who may declare, in writing, that an emergency exists.

Contracts for emergency purchases in excess of \$30,000 must be executed by the Executive Director and Board President. See also Contracts – Policy for the Review, Approval and Execution of Contracts (4.4).

Approved by Board of Commissioners: July 20, 2015
Revisions Approved by Board of Commissioners: August 15, 2016

Approved by the Board of Park Commissioners: April 19, 2021



4.7 Capital Asset Policy and Procedure

Purpose

The purpose of this Capital Asset policy and procedure ("policy") is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Oak Brook Park District policy is herein established to safeguard assets and to ensure compliance with Governmental Accounting Standards Board (GASB) Statement No. 34 ("GASB 34") for governmental financial reporting.

Overview

This policy is herein established to safeguard and address the Oak Brook Park District's investment in Property, Plant and Equipment which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including GASB 34, and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect the Oak Brook Park District's desire to meet the reporting requirements set forth in GASB 34. Specifically, GASB 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which are used to calculate the depreciation expense. GASB 34 also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense. The District shall utilize appropriate available software to inventory and monitor any and all additions and deletions of capital assets to Property, Plant and Equipment Inventory.

INVENTORY, VALUING, CAPITALIZING, AND DEPRECIATION

Inventory

Responsibility for control of capital assets will rest with the specific department wherein the asset is located. The Finance Department shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory. The inclusive capital asset inventory schedule will include the following for each asset:

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset
- Date asset was purchased/acquired and or disposed
- Cost of Asset



Oak Brook Park District
Administrative Policies and Procedures

Policy: 4.7

- Method of acquisition (purchased or donated)
- Estimated useful life

This list will be maintained, updated, and reviewed by the Finance Department on an ongoing basis.

Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical cost information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition or when fully readied and placed into operation for its intended use. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold equal to \$15,000.00 and have a useful life of at least one year.

Assets not Capitalized:

Capital assets below the capitalization threshold of \$15,000.00 on a unit basis but warranting "control" shall be inventoried at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal

period) Capital Assets include the following major classes of assets:

Land and Land Improvements – Capitalized value is to include the purchases price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.

Building and Building Improvements – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 4.7

Vehicles – Costs include purchase price plus costs such as title & registration and the cost of equipment and modifications necessary to ready the vehicle for its initial intended use.

Machinery and Equipment – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone system, fitness equipment, and furniture.

Infrastructure Assets – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset's functionality or extends the asset's useful life.

Projects in process will be considered Construction-in-Progress until completed. Once the entire project is completed it will be added to the District's capital asset inventory using the applicable software, and a useful life will be assigned and depreciation computed.

Asset Classifications

The assigned useful lives for our major asset classes are as follows:

<u>Asset Class</u>	<u>Useful Life</u>
Land	Indefinite
Land Improvements	5 - 50 Years
Buildings and Improvements	7 - 50 Years
Machinery and Equipment	5 - 30 Years
Vehicles	5 Years
Infrastructure	3 – 50 Years



OTHER

Removing Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete or claimed as surplus property. The item must be removed from the department inventory listing. The specific department wherein the asset is located or with primary responsibility for the safe-keeping and/or maintenance of the asset shall notify the Finance Department of the desire to remove such asset.

Donations or Transfer

Each Department must add additions and deletions from donated or transferred assets to the inventory listing.

Surplus Property

Each Department must report all capital assets classified as surplus to the finance department. The Oak Brook Park District will have an auction or sealed bid as needed to sell the surplus property.

Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the Department should conduct a search for the missing property. The search should include transfer to another department, storage, and scrapping surplus property. If the missing property is not found, the department must contact the Finance Department.

Financial Reporting

As part of the monthly reporting to the Park District Board of Directors, the Chief Financial Officer shall compile a summary schedule that lists the year-to-date expenditures for the District's Capital Assets (See Exhibit A).

On an annual basis the CFO shall compile capital asset and accumulated depreciation tables (See Exhibit B) to reflect the beginning of the fiscal year balances in each of the District's asset classes, the changes during the year within each asset class, and the end of the fiscal year balances in each asset class. In addition, the CFO will update the detailed capital asset depreciation schedules (See Exhibit C) to calculate the fiscal year's depreciation expenditures and corresponding fiscal year end Net Book Values (NBV).

Approved by Board of Commissioners August 20, 2012

Revisions Approved by Board of Commissioners: September 21, 2015

Revisions Approved by Board of Commissioners: January 15, 2018

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

4.7 - Exhibit A

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, Kluber Architects and Engineers, Sunbelt Rentals (p-card)	256,084.29
Concrete and ADA pad replacements at Central Park (FRC)	A&A Paving Contractors, Classic Landscape	13,297.41
Central Park video surveillance/security upgrades	Insight Direct USA, Sterling Network Integration	7,971.91
FRC HVAC unit replacement	Trane U.S., Inc.	145,980.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	94,163.00
Central Park Phase II- OSLAD	Upland Design	4,535.25
Aquatics Tile, FRC Roofing, Ginger Creek Bridge, Central Park Asphalt- Legal Fees	Robbins, Schwartz	3,760.00
FRC Administration office carpet replacement and work/office space reconfiguration	Floor Coverings International, Office Furniture Center	44,743.20
FRC Roof replacement- Phase III	Anthony Roofing TECTA	400,000.00
Pond aerators- Forest Glen Ponds	Reinders, Inc.	25,738.58
Outdoor tennis/pickleball courts reconstruction & expansion	Upland Design Ltd.	10,221.92
FRC patio pad and sidewalk for aquatic center	Heartland Professional	14,502.20
I.T. firewall and network switches	Sterling Network Integration	7,955.20
Asphalt paving and grinding	Evans & Sons Blacktop	24,101.62
Sub-total Balance:		\$ 1,112,646.58
<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, Sunbelt Rentals (p-card)	47,236.00
Aquatics Center HVAC project	C. Acitelli Heating & Piping Inc., Kluber Architects & Engineers	694,208.01
Aquatics Center painting & window coverings- Legal Fees	Robbins, Schwartz	963.50
John Deere utility vehicle- Parks maintenance	Arends Hogan Walker	24,741.56
Asphalt paving and grinding	Evans & Sons Blacktop	45,000.00
Fitness equipment	Lease Servicing Center	48,111.35
Sub-total Balance:		\$ 1,098,956.58
<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
Asphalt paving and grinding	Evans & Sons Blacktop	15,000.00
Sub-total Balance:		\$ 260,254.48
TOTAL YEAR-TO-DATE CAPITAL EXPENDITURES:		\$ 2,555,425.06

Oak Brook Park District
Capital Assets and Accumulated Depreciation Roll-Forward Tables
Fiscal Year Ending April 30, 2024

4.7 - Exhibit B

Governmental Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 24,198,994.00	\$ -	\$ -	\$ 24,198,994.00
Construction in Progress	1,204,792.87	119,968.40	(1,088,026.24)	236,735.03
Land Improvements	6,473,528.60	1,754,634.52	-	8,228,163.12
Buildings and Improv.	17,121,494.30	1,975,636.83	-	19,097,131.13
Machinery and Equip.	5,271,655.70	486,530.07	-	5,758,185.77
Infrastructure	2,856,849.35	57,018.50	-	2,913,867.85
	\$ 57,127,314.82	\$ 4,393,788.32	\$ (1,088,026.24)	\$ 60,433,076.90

Accumulated Depreciation- Governmental Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land Improvements	\$ 3,044,158.69	\$ 315,270.54	\$ -	\$ 3,359,429.23
Buildings and Improv.	9,535,630.35	496,096.81	-	10,031,727.16
Machinery and Equip.	3,286,568.91	243,122.37	-	3,529,691.28
Infrastructure	604,827.21	116,146.43	-	720,973.64
	\$ 16,471,185.16	\$ 1,170,636.15	\$ -	\$ 17,641,821.31

Net Book Value- Governmental Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 24,198,994.00	\$ -	\$ -	\$ 24,198,994.00
Construction in Progress	1,204,792.87	119,968.40	(1,088,026.24)	236,735.03
Land Improvements	3,429,369.91	1,439,363.98	-	4,868,733.89
Buildings and Improv.	7,585,863.95	1,479,540.02	-	9,065,403.97
Machinery and Equip.	1,985,086.79	243,407.70	-	2,228,494.49
Infrastructure	2,252,022.14	(59,127.93)	-	2,192,894.21
	\$ 40,656,129.66	\$ 3,223,152.17	\$ (1,088,026.24)	\$ 42,791,255.59

Business-Type Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 40,475.00	\$ -	\$ -	\$ 40,475.00
Construction in Progress	-	219,479.66	-	219,479.66
Land Improvements	224,325.16	29,461.22	-	253,786.38
Buildings and Improv.	4,887,670.58	30,002.51	-	4,917,673.09
Machinery and Equip.	201,957.40	5,894.50	-	207,851.90
Infrastructure	86,976.40	10,000.00	-	96,976.40
	\$ 5,441,404.54	\$ 294,837.89	\$ -	\$ 5,736,242.43

Accumulated Depreciation- Business-Type Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land Improvements	\$ 95,877.80	\$ 14,954.24	\$ -	\$ 110,832.04
Buildings and Improv.	3,534,419.37	125,045.71	-	3,659,465.08
Machinery and Equip.	158,044.63	7,572.67	-	165,617.30
Infrastructure	42,082.90	4,399.69	-	46,482.59
	\$ 3,830,424.70	\$ 151,972.31	\$ -	\$ 3,982,397.01

Net Book Value- Business-Type Activities				
	Beginning Balances	Increases	Decreases	Ending Balances
Land	\$ 40,475.00	\$ -	\$ -	\$ 40,475.00
Construction in Progress	-	219,479.66	-	219,479.66
Land Improvements	128,447.36	14,506.98	-	142,954.34
Buildings and Improv.	1,353,251.21	(95,043.20)	-	1,258,208.01
Machinery and Equip.	43,912.77	(1,678.17)	-	42,234.60
Infrastructure	44,893.50	5,600.31	-	50,493.81
	\$ 1,610,979.84	\$ 142,865.58	\$ -	\$ 1,753,845.42

Type	Account	Asset Number (9 or 12 digits)	Asset Description	Asset Acquisition Date	Useful Life (Months)						
						Net Book Value as of 04/30/2023	Addition/ (Subtraction) during FY 2023/2024	Total Cost as of 04/30/2024 (Original Cost)	Depreciation Expense- FY 2023/2024	Accumulated Depreciation as of 04/30/2024	Net Book Value as of 04/30/2024
1- Governmental	200 - Land Improvements	202400009	C.P. Synthetic turf field replacement	09/01/2023	144		671,755.40	671,755.40	37,319.74	37,319.74	634,435.66
1- Governmental	200 - Land Improvements	202400010	Outdoor tennis courts resurfacing- Chillem Park	06/01/2023	60		24,480.00	24,480.00	4,488.00	4,488.00	19,992.00
1- Governmental	200 - Land Improvements	202400011	Outdoor tennis courts resurfacing- Saddlebrook Park	06/01/2023	60		27,900.00	27,900.00	5,115.00	5,115.00	22,785.00
1- Governmental	200 - Land Improvements	202400012	Outdoor tennis courts resurfacing- Forest Glen Park	06/01/2023	60		27,900.00	27,900.00	5,115.00	5,115.00	22,785.00
1- Governmental	200 - Land Improvements	202400013	Asphalt paving & grinding- C.P. locations	10/01/2023	84		67,799.21	67,799.21	5,649.93	5,649.93	62,149.28
1- Governmental	200 - Land Improvements	202400014	Asphalt paving & grinding- Forest Glen locations	10/01/2023	84		45,000.79	45,000.79	3,750.07	3,750.07	41,250.72
1- Governmental	200 - Land Improvements	202400015	Asphalt paving & grinding- Saddlebrook locations	10/01/2023	84		5,000.00	5,000.00	416.67	416.67	4,583.33
1- Governmental	200 - Land Improvements	201800000011	MONUMENT AND WAYFINDING	08/31/2017	180	\$ 12,665.54	-	20,446.50	1,363.10	9,144.06	11,302.44
1- Governmental	200 - Land Improvements	201900000001	GINGER CREEK WEIR	10/31/2018	240	139,380.96	-	180,331.17	9,016.56	49,966.77	130,364.40
1- Governmental	200 - Land Improvements	201900000003	RESURFACING OF CHILLEM	09/30/2018	84	3,506.07	-	10,334.13	1,476.30	8,304.36	2,029.77
1- Governmental	200 - Land Improvements	201900000004	RESURFACING OF FOREST	09/30/2018	84	5,418.71	-	15,970.93	2,281.56	12,833.78	3,137.15
1- Governmental	200 - Land Improvements	201900000005	RESURFACING OF	09/30/2018	84	5,418.71	-	15,970.93	2,281.56	12,833.78	3,137.15
1- Governmental	200 - Land Improvements	201900000019	SLED HILL-CENTRAL PARK	09/30/2018	600	54,345.58	-	59,885.00	1,197.70	6,737.12	53,147.88
1- Governmental	200 - Land Improvements	201900000020	PERMEABLE PAVER PARKING	09/30/2018	600	58,352.33	-	64,300.00	1,286.00	7,233.67	57,066.33
1- Governmental	200 - Land Improvements	201900000021	BASEBALL FIELD	09/30/2018	360	145,589.16	-	172,125.28	5,737.51	32,273.63	139,851.65
1- Governmental	200 - Land Improvements	201900000022	LANDSCAPING- CENTRAL PARK	09/30/2018	240	138,099.10	-	179,641.30	8,982.07	50,524.27	129,117.04
1- Governmental	200 - Land Improvements	20210000001	C.P. NORTH EXCAVATION,	05/01/2020	600	196,520.93	-	204,887.16	4,097.74	12,463.97	192,423.19
1- Governmental	200 - Land Improvements	20210000007	C.P. NORTH PLANTINGS &	04/30/2021	240	255,130.84	-	284,136.43	14,206.82	43,212.41	240,924.02
1- Governmental	200 - Land Improvements	20210000009	C.P. NORTH NATURAL TURF	04/30/2021	360	254,610.54	-	273,203.56	9,106.79	27,699.81	245,503.75
1- Governmental	200 - Land Improvements	20210000010	C.P. NORTH WALKING TRAILS	04/30/2021	240	146,791.82	-	163,480.46	8,174.02	24,862.66	138,617.80
1- Governmental	200 - Land Improvements	20210000011	C.P. NORTH PARKING LOT	04/30/2021	360	462,538.09	-	496,315.09	16,543.84	50,320.84	445,994.25
1- Governmental	200 - Land Improvements	20210000012	C.P. NORTH CENTRAL PLAZA	04/30/2021	360	56,093.88	-	60,190.16	2,006.34	6,102.62	54,087.54
1- Governmental	200 - Land Improvements	20210000013	C.P. NORTH BAGS GAME	04/30/2021	240	14,249.51	-	15,869.52	793.48	2,413.49	13,456.03
1- Governmental	200 - Land Improvements	20210000014	C.P. NORTH BASKETBALL	04/30/2021	240	72,099.42	-	80,296.34	4,014.82	12,211.74	68,084.60
1- Governmental	200 - Land Improvements	202200000006	C.P. WAYFINDING SIGNAGE	02/28/2022	240	12,675.16	-	13,520.17	676.01	1,521.02	11,999.15
1- Governmental	200 - Land Improvements	202200000007	C.P. NORTH MONUMENT SIGNAGE	11/17/2021	240	37,365.11	-	40,394.71	2,019.74	5,049.34	35,345.37
1- Governmental	200 - Land Improvements	202200000009	PAVEMENT GRINDING &	10/22/2021	240	88,121.36	-	95,697.40	4,784.87	12,360.91	83,336.49
1- Governmental	201 - Land Improvements	202300005	PAVEMENT GRINDING &	12/12/2022	240	109,421.88	-	111,750.00	5,587.50	7,915.63	103,834.38
1- Governmental	200 - Land Improvements	920005030189	FENCING BASEBALL FIELD #3	5/28/2009	240	1,948.20	-	6,450.00	322.50	4,824.30	1,625.70
1- Governmental	200 - Land Improvements	920005030194	DNS ECOLOGICAL	11/20/2009	240	23,620.26	-	72,214.58	3,610.73	52,205.05	20,009.53
1- Governmental	200 - Land Improvements	920005030196	DNS LANDSCAPE &	1/18/2010	240	5,144.53	-	15,337.18	766.86	10,959.51	4,377.67
1- Governmental	200 - Land Improvements	920005030205	DNS ACQUISITION COSTS	4/30/2010	240	14,552.11	-	41,826.37	2,091.32	29,365.58	12,460.79
1- Governmental	200 - Land Improvements	920005030206	DNS ENGINEERING SERVICES	4/30/2010	240	16,226.36	-	46,637.51	2,331.88	32,743.03	13,894.48
1- Governmental	200 - Land Improvements	920005030207	DNS ECOLOGICAL	4/30/2010	240	71,540.42	-	205,624.94	10,281.25	144,365.77	61,259.17
1- Governmental	200 - Land Improvements	920005030224	LAND IMPROVEMENT MASTER	9/17/2012	240	301,948.41	-	644,156.54	32,207.83	374,415.96	269,740.58
1- Governmental	200 - Land Improvements	920005030225	DESIGN SERVICES LANDSCAPE	12/14/2012	240	11,066.43	-	22,994.82	1,149.74	13,078.13	9,916.69



4.8 Fund Balance/Net Position Policy

PURPOSE

A Fund Balance/Net Position Policy establishes a minimum level that the projected end-of-year fund balance/net position must meet, as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is being established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

It is the District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of fund balance/net position to mitigate current and future risks, and volatility with tax rates. Fund balance/net position levels are also a crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net position and any unassigned fund balance in the General Fund to evaluate the District's continued creditworthiness.

DEFINITIONS

Governmental Funds

The fund balance will be composed of three primary categories:

- 1) **Nonspendable Fund Balance** – portion of a Governmental Fund's fund balance that is not available to be spent, either in the short-term or long-term, or because of legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).
- 2) **Restricted Fund Balance** – portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).
- 3) **Unrestricted Fund Balance** – is comprised of three components:
 - A) **Committed Fund Balance** – the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of a fund balance.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 4.8

B) Assigned Fund Balance – the portion of a Governmental Funds’ fund balance for which an intended use of resources has been denoted, but with no formal Board action.

C) Unassigned Fund Balance – available expendable financial resources in the Governmental Funds that are not the object of any tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned) sources. The District assumes that the order of spending the Governmental fund balance is as follows: restricted, committed, assigned, unassigned.

Proprietary Funds

Proprietary funds include enterprise and internal service funds. The net position will be composed of three primary categories:

- 1) Invested in Capital Assets, Net of Related Debt – portion of a proprietary fund’s net position that reflects the fund’s net investment in capital assets less any amount of outstanding debt related to the purchase/acquisition of said capital assets. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the District.
- 2) Restricted Net Position– portion of a proprietary fund’s net Position that are subject to external enforceable legal restrictions (e.g., grantor, contributor and bond covenants).
- 3) Unrestricted Net Position– portion of a proprietary fund’s net position that is neither restricted nor invested in capital assets (net of related debt).



AUTHORITY

Governmental Funds

Committed Fund Balance – A self-imposed constraint on spending the fund balance must be approved by ordinance or resolution of the Board. Any modifications or removal of the self-imposed constraint must use the same action used to commit the fund balance. Formal action to commit fund balance must occur before the end of the fiscal year. The dollar amount of the commitment can be determined after year end.

Assigned Fund Balance – A self-imposed constraint on spending the fund balance based on the District's intent to use fund balance for a specific purpose. The authority may be delegated to members of the management team by the Board.

MINIMUM UNRESTRICTED FUND BALANCE LEVELS

Governmental Funds

General Fund

Purpose – Is a major fund and the general operating fund of the District. It is used to account for all activities that are not accounted for in another fund.

Funding – Property taxes, Personal Property Replacement Taxes (PPRT), user fees, investment earnings, sponsorships and donations.

Fund Balance – Unrestricted fund balance targets should represent no less than three months and no more than nine months of expenditures. Fund balances are to be maintained at levels that will not subject the district to tax objections. Balances above the maximum may be transferred to other funds at the Board's discretion.

Recreation Fund

Purpose – Established to account for financial resources used for planning, establishing and maintaining recreational programs.

Funding – Property taxes, Personal Property Replacement taxes (PPRT), user fees, investment earnings, sponsorships and donations.



MINIMUM UNRESTRICTED FUND BALANCE LEVELS – CONTINUED

Fund Balance – Unrestricted fund balance targets should represent no less than three months and no more than nine months of expenditures. Fund balances are to be maintained at levels that will not subject the district to tax objections.

Debt Service Fund

Purpose – Established to account for financial resources that are restricted, committed, or assigned to expenditure for principal and interest.

Funding – Property taxes, operating transfers-in from other funds, and investment earnings.

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should be a maximum of the amount of the next principal and interest payment due.

Capital Projects Fund

Purpose - Established to account for and report financial resources that are restricted, committed, or assigned to expenditure for capital outlays, including the acquisition or construction of capital facilities and other capital assets, excluding those types of capital related outflows financed by proprietary funds.

Funding – Proceeds from debt financing, grants, sponsorships and operating transfers-in from other funds

Fund Balance – Considered segregated for maintenance, construction and/or development; therefore, considered committed, restricted, or assigned depending on the intended source/use of the funds. Increases and decreases in fund balance are associated with the specific projects planned. Any committed fund balance accumulation should represent no less than \$250,000.00.

IMRF Fund

Purpose – Established to account for financial resources that are restricted to expenditure for the District's share of pension contributions to the Illinois Municipal Retirement Fund (IMRF).

Funding – Property taxes, Personal Property Replacement Taxes (PPRT), and investment earnings.



MINIMUM UNRESTRICTED FUND BALANCE LEVELS – CONTINUED

Fund Balance – Derived from property taxes and personal property replacement taxes; therefore, legally restricted. Any fund balance accumulation should

represent no less than three months and no more than nine months of expenditures.

Social Security Fund

Purpose – Established to account for financial resources that are restricted to expenditure for the District's share of Social Security and Medicare tax contributions.

Funding – Property taxes, Personal Property Replacement Taxes (PPRT), and investment earnings.

Fund Balance – Derived from property taxes and personal property replacement taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

Audit Fund

Purpose – Established to account for financial resources that are restricted to expenditure for the annual financial statement audit.

Funding – Property taxes, and investment earnings.

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

Special Recreation Fund

Purpose – Established to account for financial resources that are restricted to expenditure for recreational programs for the disabled and related capital expenditures.

Funding – Property taxes, investment earnings, and reimbursements from local school district.



Oak Brook Park District
Administrative Policies and Procedures

MINIMUM UNRESTRICTED FUND BALANCE LEVELS – CONTINUED

Fund Balance – Derived from property taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

Liability Insurance Fund

Purpose – Established to account for financial resources that are restricted to expenditure for liability and unemployment insurance costs.

Funding – Property taxes, Personal Property Replacement Taxes (PPRT), and investment earnings.

Fund Balance – Derived from property taxes and personal property replacement taxes; therefore, legally restricted. Any fund balance accumulation should represent no less than three months and no more than nine months of expenditures.

MINIMUM UNRESTRICTED NET POSITION LEVELS

Proprietary Funds

Recreational Facilities (Enterprise) Fund

Purpose - Established to account for and report financial resources invested in capital assets, net of related debt, restricted, or unrestricted for future spending related to the fund. The focus of enterprise fund measurement is upon determination of operating income, changes in net position, financial position, and cash flows. The generally accepted accounting principles applicable are those similar to businesses in the private sector. Enterprise funds are required to account for operations for which a fee is charged to external users for goods or services and the activity (a) is financed with debt that is solely secured by a pledge of the net revenues, (b) has third party requirements that the cost of providing services, including capital costs, be recovered with fees and charges or (c) establishes fees and charges based on a pricing policy designed to recover similar costs.

Funding – User fees, debt financing, investment earnings, grants, and sponsorships.



MINIMUM UNRESTRICTED NET POSITION LEVELS - CONTINUED

Net Position— Considered invested in capital assets net of related debt (for amounts capitalized as capital assets, less the outstanding debt related to the acquisition of said assets). Restricted net position relates to bond covenant reserves as outlined in the bond ordinance. Unrestricted net position targets should represent no less than three months of operating expenses (excluding debt service and capitalized asset expenses).

OTHER CONSIDERATIONS

In establishing the above policies for unrestricted fund balance/net position levels, the District has considered the following factors:

- The predictability of the District's revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The District's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of unrestricted fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose)

If any of the above factors change, the District should readdress current unrestricted fund balance/net position levels to ensure amounts are appropriate.

Approved by Board of Commissioners: September 21, 2015
Revised: Board of Commissioners: September 18, 2017



4.9 Cash Management and Investment Policy

SCOPE

The purpose of the Cash Management and Investment Policy is to establish cash management and investment guidelines for officials and personnel responsible for the financial management of Park District Funds. This applies to the investments of all Park District funds, including the following:

- General Corporate Fund
- Recreation Fund
- Illinois Municipal Retirement Fund
- Liability Insurance Fund
- Audit Fund
- Debt Service Fund
- Recreational Facilities Fund
- Sports Core Fund
- Special Recreation Fund
- Capital Projects Fund
- Social Security Fund
- Any New Fund Created by the Park District

All funds will be invested in compliance with 30 ILCS 235/0.01 et seq. ("Public Funds Investment Act"), the Investment Guide for Illinois Local Governments.

In addition, this ensures the District maintains sufficient liquidity to meet its financial obligations, supports its operations, and achieves its financial objectives.

MAIN OBJECTIVES

The Park District's main cash management and investment objectives shall include the following:

- Preservation of investment principal.
- Compliance with all legal requirements.
- Maintain sufficient liquidity to meet operating needs.
- Obtain the best possible return while keeping the safety of principal as the primary concern.
- Preference for investment of funds with those institutions located within the Village limits of Oak Brook; provided that investment shall not be limited in scope or nature to those institutions.



Oak Brook Park District
Administrative Policies and Procedures

AUTHORIZED INVESTMENTS

The Park District may invest in any type of security allowed by Illinois law; however, the following investment instruments are the only investments that the Park District will consider for investment purposes at this time, absent changes to this policy:

- Interest bearing savings accounts, interest bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act, provided that said bank is insured by the Federal Deposit Insurance Corporation
- Repurchase Agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act. Such government securities shall be either registered or inscribe in the District's name or shall be purchased through banks or trust companies authorized to do business in the State of Illinois.
- Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to the following obligations: a) bonds, notes, certificates of indebtedness, treasury bills, treasury strips, or other securities, which are guaranteed by the full faith and credit of the government of the United States of America; or b) bonds, notes, debentures or other similar obligations of the United States of America, its agencies, and its instrumentalities and to agreements to repurchase such obligations.
- Illinois Public Treasurers' Investment Pool, or other Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act
- Bonds, notes, debentures or other similar obligations of the United States of America, its agencies, and its instrumentalities
- Obligations of corporations organized in the United States with assets exceeding \$500,000,000.00, and rated at one of the three highest classifications by at least two standard rating services at the time of purchase. Such obligations must mature no later than ten years from the date of purchase and must not exceed 10% of the corporation's outstanding obligations. Additionally, no more than two-third of the District's funds may be invested in short term obligations of the corporations.



Oak Brook Park District
Administrative Policies and Procedures

Investment maturity shall depend on whether the funds being invested are needed for current or future expenditures. The determination of investment maturity shall be the responsibility of the Chief Financial Officer.

STANDARD OF CARE

The standard of prudence to be used by the investment manager in the context of managing the overall portfolio shall be the prudent person rule, which states:

"Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

The Chief Financial Officer and staff, acting within the standard stated above and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported as soon as practical to the Park Board and that appropriate action is taken to control adverse developments.

INVESTMENT GUIDELINES

The Chief Financial Officer shall establish written investment policy procedures for the operation of the investment program consistent with this Investment Policy. The procedures should include reference to safekeeping, wire transfer agreements, banking service contracts, collateral depository agreements and repurchase agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer.

DIVERSIFICATION POLICY

In order to avoid over concentration of investments in securities from a specific issuer or business sector (excluding U.S. Treasury securities), the Park District shall not exceed the following diversification limits unless specifically authorized by the Board of Park Commissioners.

Monies deposited at a financial institution shall not exceed 75% of the capital stock and surplus of that institution.

Investment in the public treasurers' investment pool shall not exceed 75% of the investment portfolio.

Repurchase agreement shall not exceed 25% of the investment portfolio and shall not exceed 10% of the portfolio with any institution.



Oak Brook Park District
Administrative Policies and Procedures

COLLATERAL AND SAFEKEEPING GUIDELINES

All investments made with financial institutions must be collateralized through third party institutions for investments exceeding the \$250,000.00 limit. Proper documentation, as reviewed by the Park District attorney, will be required from all third-party institutions.

Certificates of Deposit shall be collateralized 105% of the amount exceeding FDIC coverage. Other investments shall be collateralized by the actual security held in safekeeping by the primary agent.

Investment securities shall be delivered by either book entry or physical delivery and held in safekeeping by the institution. The institution shall issue a safekeeping receipt to the Park District listing the specific instrument, rate, maturity and other pertinent information.

POLICY FOR ESTABLISHMENT OF A SYSTEM OF INTERNAL CONTROLS

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Park District are protected from fraud, error, misrepresentation, loss, theft, cyber-crime, imprudent actions, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept offers reasonable assurance and recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Chief Financial Officer shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

The internal controls shall address the following points:

- Control of collusion;
- Separation of transaction authority from accounting and bookkeeping;
- Custodial safekeeping;
- Avoidance of physical delivery securities;
- Clear delegation of authority to subordinate staff members;
- Written confirmation of telephone transactions for investment and wire transfers; and
- Development of a wire transfer agreement with the lead bank and third-party custodian.



Oak Brook Park District
Administrative Policies and Procedures

CHIEF FINANCIAL OFFICER

The establishment of cash management and investment policies is the responsibility of the Park District Board. The Chief Financial Officer is designated as the Investment Officer for the Park District and is responsible for the investment activities for the Park District. The Chief Financial Officer shall develop and maintain internal controls and written administrative procedures for the operation of the investment program consistent with this policy.

PERFORMANCE MEASURES

The investment portfolio will be managed in accordance with the parameters specified within this policy. The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs. Portfolio performance should be compared to appropriate benchmarks on a regular basis.

Market Yield (Benchmark)

The Park District's investment strategy is passive. Given this strategy, the basis used by the Chief Financial Officer to determine whether market yields are being achieved shall be the three- month U.S. Treasury Bill.

POLICY ESTABLISHING PERIODIC REVIEW OF THE INVESTMENT PORTFOLIO

Investments shall be reported to the Park Board through the monthly Treasurer's Report, listing all pertinent information for their review, including the portfolio's effectiveness in meeting the Park District's needs for safety, liquidity, rate of return, diversification and its general performance. The Park Board may require additional reporting from time to time to review securities held by the Park District for possible future investments.

POLICY ESTABLISHING QUARTERLY WRITTEN REPORTS OF INVESTMENT ACTIVITIES

The Chief Financial Officer will submit a quarterly written report to the Board of Commissioners and the Executive Director. The report shall include information regarding securities in the portfolio by class or type, book value, income earned and market value as of the report date.

SELECTION OF INVESTMENT ADVISORS, MONEY MANAGERS AND FINANCIAL INSTITUTIONS

The Chief Financial Officer will maintain a list of financial institutions authorized to provide investment services. No public deposit shall be made except in a qualified depository as established by state statutes.



Oak Brook Park District
Administrative Policies and Procedures

All financial institutions who desire to become qualified bidders for investment transactions must supply the Chief Financial Officer with the following:

- Audited financial statements;
- Proof of state registration; and
- Certification of having read the Park District's Investment Policy.

A current audited financial statement must be on file for each financial institution through which the Park District invests.

ETHICS AND CONFLICTS OF INTEREST POLICY

Individuals involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose any material interest in financial institutions with which they conduct business. In addition, such individuals shall disclose any personal financial/investment positions that could be related to the performance of the Park District. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

ILLINOIS SUSTAINABLE INVESTING ACT

In the process of evaluating investment decisions, the Chief Financial Officer and Park Board of Commissioners shall regularly consider material, relevant and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence, as defined under and pursuant to the Illinois Sustainable Investing Act. Such factors include, but are not limited to:

- Corporate governance and leadership factors;
- Environmental factors;
- Social capital factors;
- Human capital factors; and
- Business model and innovation factors.

AMENDMENTS

This policy shall be reviewed from time to time and revisions shall be presented to the Board of Commissioners for its approval.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 4.9

CONFLICT

In the event of conflict between any provision of this policy and any federal, state or local law, the provision of the federal, state or local law shall govern and control.

Approved: April 8, 1991
Amended: November 14, 1994
Amended: August 11, 1997
Amended: December 13, 1999
Amended: May 18, 2015
Approved by Board of Commissioners: May 18, 2015
Revised 1-16-17
Amended: March 15, 2021 – Resolution 21-0315
Approved by Board of Commissioners March 15, 2021
Amended: August 19, 2024 – Resolution 24-0820



4.10 Payment Card Industry Data Security Standards Policy

Purpose

The Payment Card Industry Data Security Standards Policy establishes the District's policies and procedures to protect the sensitive cardholder data, including payment card number, expiration date, name, address and account balance information.

The information covered in these guidelines includes, but is not limited to, information that is either stored or shared via any means. This includes electronic information and information on paper.

All employees should familiarize themselves with the information labeling and handling guidelines defined in the District's Identity Protection Policy, as such Policy is also applicable to payment card data. All payment card data shall be considered most sensitive and treated as such.

Scope

This policy applies to all systems, networks, and personnel involved in the processing, storage, or transmission of cardholder data, including but not limited to:

- Point-of-sale (POS) systems
- Online payment portals
- Internal databases
- Paper records containing cardholder data

Policy

Protect Cardholder Data

- Cardholder data (CHD) and sensitive authentication data (SAD) must be stored only when absolutely necessary.
- CHD must be rendered unreadable anywhere it is stored using strong encryption (e.g., AES-256).
- Truncation, masking, or tokenization should be used when full card numbers are not required.
- Never store full magnetic stripe data, CVV/CVC codes, or PIN data after authorization.



Oak Brook Park District
Administrative Policies and Procedures

Maintain a Secure Network and Systems

- Install and maintain a firewall configuration to protect cardholder data.
- Avoid using vendor-supplied defaults for system passwords and other security parameters.
- Ensure secure configurations for all systems and applications.

Implement Strong Access Control Measures

- Access to cardholder data must be restricted to authorized personnel only.
- Implement role-based access controls and use the principle of least privilege.
- All users must have unique IDs; shared accounts are prohibited.
- Access must be logged and monitored.

Maintain a Vulnerability Management Program

- All systems must have up-to-date anti-virus and anti-malware software.
- Conduct regular vulnerability scans and apply critical security patches promptly.

Monitor and Test Networks

- Track and monitor all access to network resources and cardholder data.
- Implement logging mechanisms to audit system activity.
- Perform penetration testing and vulnerability scans as required by PCI DSS.

Roles and Responsibilities

IT Department: Ensures system security, monitors compliance, and maintains logging and monitoring tools.

Finance: Oversees payment processing systems and ensures compliance with business-side policies.

All Employees: Must complete annual PCI DSS training and report any suspected security incidents immediately.



Oak Brook Park District
Administrative Policies and Procedures

Policy: 4.10

Penalty for deliberate or inadvertent disclosure:

- Up to and including termination, possible civil and/or criminal prosecution to the full extent of the law.

Enforcement

- Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Review and Revision

- This policy will be reviewed annually or following any significant changes to PCI DSS standards, internal systems, or business processes.

Approved by Board of Commissioners July 20, 2015

Approved by the Board of Commissioners: April 19, 2021

New Business



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: SECTION 4 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL, PART II

AGENDA No.: 9 A

MEETING DATE: MAY 19, 2025

STAFF REVIEW: Director of Recreation and Communication, Robert Pechous:

A handwritten signature in black ink, appearing to read "Robert Pechous".

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

A handwritten signature in black ink, appearing to read "Laure Kosey".

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

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

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

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

ACTION PROPOSED:

For Review and Discussion Only



Oak Brook Park District
Administrative Policies and Procedures

4.11 PROCUREMENT CARD POLICY

OVERVIEW

The Oak Brook Park District Procurement Card Program (P Card) is established to provide an efficient, cost-effective method of making purchases for the Park District.

The P Card is issued with specific spending limits assigned to designated individuals at the District. Eligibility to retain and use a P Card is subject to approval by the Executive Director. Cards are issued to personnel at the request of the appropriate superintendent or department manager, and upon approval by the Executive Director.

The P Card program is reconciled monthly by the Finance Department to ensure the P Card procedures are followed. The Finance Department is responsible for administering the P Card's purchasing dollar limits. The Individual's department manager will provide written authorization to the Finance Department when changes are to be made to an individual employee's spending limit, subject to approval by the Executive Director.

CONDITIONS OF USE

- 1) The P Card is to be used by only the person listed on the card or their designated administrative assistant.
- 2) The cardholder will ensure the safe custody of the P Card at all times. When not in use, the P Card may be kept in a secure drawer in their desk or in their wallet.
- 3) Use of the P Card is limited to Oak Brook Park District business related expenditures. The cardholder may place an order with a supplier in person, by phone, by fax, by mail, via the internet only when the site has been deemed secure.
- 4) If the P Card is used for a personal expense in error, the employee must notify the CFO as soon as possible and shall reimburse the District promptly.
- 5) Examples of inappropriate uses for the P Card include, but are not limited to the following:
 - a. Personal expenses
 - b. Cash Advances
 - c. Alcoholic beverages, unless for a park district program
 - d. Airline tickets and hotel reservations, except when attending a conference with prior authorization from the Executive Director
 - e. Multiple charges to manipulate the purchase limits
 - f. Any purchases not related to Park District business



Oak Brook Park District
Administrative Policies and Procedures

- 6) The cardholder will ensure sufficient budget funds are available to cover purchases. The cardholder will follow the guidelines of the District's Purchasing Policy (4.12), and Contracts – Policy for the Review, Approval and Execution of Contracts (4.4)
- 7) The Park District is exempt from paying taxes on its purchases. It is the cardholder's responsibility to ensure that the merchant does not charge sales tax on the purchase.
- 8) The cardholder will download their statement each month and create a purchase order with a line for every charge or credit on their statement. The PO number should be written on the statement, then a copy of the statement along with all receipts shall be sent to the Finance Manager for reconciliation and processing. See the District's Purchasing Policy (4.12) for more information concerning the creation, review and approval of purchase requisitions".
- 9) The cardholder will immediately report lost, stolen or damaged cards or any fraudulent transactions to the Chief Financial Officer, in addition to contacting Customer Service at the phone number found on the back side of the card or on the monthly statement. A P Card found after it has been reported lost or stolen must be destroyed by cutting it in half.
- 10) In the event of a disputed charge, the cardholder should try to resolve the dispute directly with the merchant. If the dispute cannot be resolved, the cardholder should immediately contact the Chief Finance Officer. The nature of the dispute and the final resolution of the dispute must be documented by the cardholder.
- 11) Failure to comply with these conditions of use will result in the termination of the issued P Card and the cardholder may be subject to disciplinary action up to and including termination of employment. In addition, a cardholder found to have fraudulently used the P Card is personally liable for any fraudulent charges and shall be required to reimburse the Park District for such charges.

The P Card is the property of Oak Brook Park District. Upon resignation, termination or retirement, the card must be surrendered to the Chief Financial Officer or Finance Manager, at which time the card will be cancelled.

Approved by Board of Commissioners May 14, 2007

Revised July 2, 2015

Revised August 15, 2016

Revised January 16, 2017

Revisions proposed June 20, 2022



Oak Brook Park District
Administrative Policies and Procedures

4.12 Purchasing Policy

Purpose

This policy and procedure will define guidelines for the purchase of necessary goods and services for the Park District.

GENERAL GUIDELINES

- A. Purchases totaling \$999.99 or less will not require the issuance of a purchase order, with the exception of any purchases to be carried-out with a District issued procurement card ("P-Card"), where a purchase order must be created regardless of purchase amount, yet the purchase order need not be created until after the monthly statement is received." For further information specific to the District's P-Card program, refer to Section 4.11 Procurement Card Policy, which is incorporated into this Purchasing Policy, by reference.
- B. Purchases of \$1,000.00 or more will require the creation of a purchase requisition and subsequent issuance of a purchase order prior to the procurement of the goods and/or services. Purchases \$2, 000 or greater will require three quotes. A purchase requisition is a written request to purchase goods and services and requires the appropriate approvals before a corresponding purchase order can be issued. A purchase order authorizes the actual purchase of goods and/or services on behalf of the district.
- C. Purchases in excess of \$30,000 are subject to additional procedures which are set forth in Section 4.4 Contracts – Policy for the Review, Approval and Execution of Contracts, which is incorporated into this Purchasing Policy, by reference.
- D. Purchases that are identified as "emergency" by the Executive Director are subject to additional procedures which are set forth in Section 4.6 Emergency Expenditures Policy, which is incorporated into this Purchasing Policy, by reference.
- E. The appropriate vendor(s) may need to be contacted to obtain pricing and other pertinent information so the employee ("requester") may create the corresponding purchase requisition using the District's purchase order software module ("P.O. module").
- F. Employee access to the P.O. module may only be granted by the Chief Financial Officer or Finance Manager in response to a written request from the appropriate supervisor.
- G. Intentionally dividing a larger purchase into a series of smaller charges in an attempt to avoid obtaining the required authorizations may result in disciplinary action or termination of employment.



Oak Brook Park District
Administrative Policies and Procedures

PROCEDURES FOR THE CREATION OF A PURCHASE REQUISITION/ORDER

- A. Once a requester has been granted access to the District's P.O. module, they may create a purchase requisition as follows:
 - a. Requester shall log into the P.O. module and select "add" located in the Data Entry-Purchase Order Entry menu;
 - b. A purchase requisition form will appear on the computer screen, containing numerous fields that will need to be populated with information such as vendor number, name of approving department, posting date, quantities, pricing, descriptions of the goods and services being requested, as well as the appropriate general ledger accounts. The P.O. module will automatically alert the requester if the requested purchase will result in an "over budget" state to any of the general ledger accounts being used. Once the purchase requisition has been finalized and saved, the corresponding supervisor will receive an electronic notice that the requisition is awaiting their review and approval.
- B. The supervisor shall review the purchase requisition for accuracy and completeness and may approve it without further modifications, modify it before approving it, permanently cancel it, or deny it and return it to the requester for additional modifications. If approved by the supervisor, the Chief Financial Officer (C.F.O.) will receive an electronic notice that the requisition is awaiting their review and approval.
- C. The C.F.O. shall review the purchase requisition for accuracy and completeness and may approve it without further modifications, modify it before approving it, permanently cancel it, or deny it and return it to either the supervisor or requester for additional modifications. If the requisition is approved by the C.F.O, the P.O. module will record the appropriate encumbrances and convert the purchase requisition into a purchase order. An email notice will subsequently be sent to the requester alerting them that a purchase order has been created, which provides confirmation that the requested purchase of goods and/or services has been approved.
- D. When warranted, the requester shall provide the vendor or service provider with a copy of the purchase order document which contains the details of the approved purchase, as well as language concerning the district's terms and conditions and the Illinois Prevailing Wage Act.

Approved by Board of Commissioners October 18, 2010, June 20, 2022

Revisions approved August 15, 2016, January 17, 2016, April 19, 2021, and June 20, 2022



4.13 Month End Report Distribution Procedures

Each month the Finance Manager will electronically distribute the month end reports to the department heads, supervisors and managers.

The steps needed to run the monthly reports are as follows:

Log into the General Ledger module (BS&A).

- Select Reports from the command bar.
- Scroll down to Report Profiles.
- Select the profile named, Departmental Month End Reports.
- Select Set Global Options located at the bottom of the screen, set period ending date by checking the box and selecting the appropriate month end close date. Once the date has been edited, select ok. The system will take you back to the report profile screen.
- Select Run All Reports located in the lower right-hand corner of the screen.
- Once the report compilation is complete close the report profile screen.
- Each compiled report will automatically be sent after the report profile screen has been closed.

Once the reports have been compiled and electronically, the Finance Manager will randomly open one report to review the data and date.

Approved: February 28, 2017
Revised: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

4.14 Payroll Processing and Fraud Control Procedures

Payroll is processed on a biweekly basis by the Finance Manager. All employee time must be entered into the District's electronic timekeeping system (TimePro) and approved by the employee's direct supervisor. Supervisors must approve payroll by 12:00 noon on the Tuesday of a payroll week, unless noted otherwise.

Once all of the time records have been approved, the Finance Manager reviews the TimePro Report for possible errors and consults with supervisors to make corrections as needed. The Finance Manager uploads the TimePro time records into the BS&A Payroll System and enters necessary pay adjustments in the payroll system. Paystubs are created and emailed (or printed, if requested) to employees who have elected direct deposit. Live checks are created and put in envelopes for employees choosing that mode of payment. The direct deposit file is uploaded into the bank and scheduled for release on the applicable pay date. The Finance Manager prepares and sends the tax and liability payments via EFT or live check.

The Finance Manager is responsible for monthly journal entries, monthly IMRF pension reporting, as well as quarterly and annual tax reporting.

The Chief Financial Officer reviews the Payroll Register prior to the pay date.

Payroll Fraud Control

The following control measures are in place to minimize the possibility of payroll fraud.

Division of Duties

Authorization and recordkeeping over the payroll function are appropriately segregated. New hire, termination, and pay rate changes are initiated by the department supervisor/manager and approved by the department director and Executive Director before being processed by the Human Resource Manager. In addition to the Finance Manager who regularly processes payroll, the Chief Financial Officer reviews the biweekly Payroll Register prior to each pay date and approves the direct deposit file in the bank. Payroll checks and direct deposit disbursements are drawn on a zero-balance bank account. This bank account is reconciled monthly by the Chief Financial Officer.

Payroll Report Review

The Chief Financial Officer reviews the biweekly Payroll Register as well as periodically inspects the payroll system audit reports. The Chief Financial Officer maintains an Excel schedule that tracks the gross payroll expenditures for each payroll group or department to identify any unusual or unexpected variances in the gross amounts, from one pay period to the next.

Direct Deposit Verification

Direct deposit payment requests are reviewed and verified by the Human Resource Manager. An employee requesting direct deposit of their pay is required to complete a Direct Deposit Authorization Form or official bank verification listing the employee's name, routing number and account number(s). The Human Resource Manager reviews the paperwork for consistency between the two documents and



Oak Brook Park District
Administrative Policies and Procedures

enters the information into the BS&A Payroll System. Prior to payroll processing, a prenote file is sent through the District's bank to verify the accuracy and active status of the routing and account numbers.

Payroll Check Stock and Electronic Signature

Access to the payroll paper check stock and electronic signature is limited to the Human Resource Manager, Finance Manager, and Chief Financial Officer. The paper check stock is secured in a locked cabinet located in a limited access office. The check authorization signature is secured in the BS&A Payroll System accessible only by password.

Approved: February 28, 2017
Revised: March 3, 2021

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

4.15 Budget Process Procedures

Preliminary Budget Work

The Chief Financial Officer (CFO) and Finance Manager are responsible for the preliminary work related to the budget. In November of each year, finance staff will update the budget calendar. This calendar must include important dates for all aspects of the budget process as well as the legal filing deadlines. At this same time, the CFO and Finance Manager will work on the budget guidelines. These guidelines include guidance on cost increases for the coming year, as well as the percentage fee increase for each program to continue the District's operations.

Budget Document Creation

Each staff member is responsible for entering a majority of their budgets related to the area they oversee. The Finance department is responsible for entering items including insurance, utilities, bank fees, etc. After all information is entered into the District's financial software (BS&A), meetings will be held with department heads, the Executive Director, Deputy Director, and CFO. The Finance Manager and CFO are responsible for compiling all budget information and assembling the tentative budget report. This working budget report will be presented to the board at the budget workshop.

Budget and Appropriation Ordinance

The District completes the budget which is the baseline staff uses when making purchasing decisions in that given year. However, the Park District is subject to the Budget and Appropriation Act under the Park District Code (70 ILCS 1205). This act requires the District to approve a Budget and Appropriation Ordinance (ordinance) within or before the first quarter of each fiscal year. The code also requires the District place the ordinance for public inspection at least 30 days prior to final action by the board. In addition, at least one public hearing is to be conducted as to the ordinance prior to final action by the board. This public hearing normally occurs at the April Board Meeting. As a matter of practice, the District approves the ordinance at the April Regular Board Meeting. This ordinance, once approved by the Board of Commissioners, must be filed with the Cook County Clerk's Office and the DuPage County Clerk's Office no later than the last Tuesday in December. Once filed with the counties, the park district receives written confirmation of such filings which are subsequently filed for safekeeping. In addition, the annual "Total Compensation Disclosure" must be posted on the District's website within 6 business days of the adoption of the budget ordinance.

Final Steps

In formulating the Budget and Appropriation Ordinance, the District must appropriate amounts the District can legally spend. Final approved budgets are to be distributed to staff before the beginning of the fiscal year. The budget information is to be imported into the newly created fiscal year in the General Ledger module before the beginning of the new fiscal year.

Approved: February 28, 2017



Oak Brook Park District
Administrative Policies and Procedures

4.16 Wire Transfers/ACH and EFT Transactions Procedures

Wire transfers/ACH (Automated Clearing House) and EFT (Electronic Fund Transfer) transactions are necessary for various operations of the Park District. These transactions can be initiated by the Park District through the bank. An ACH transaction can also be initiated by a vendor that has received authorization from the district's Executive Director, CFO or Finance Manager. EFT transactions are initiated by the Park District through a vendor's website. The Park District commonly uses wire transfers/ACH transactions or EFT's for the following reasons:

- CD investments or other investments.
- To expedite payments to vendors in a faster and more secure manner
- To transmit the 457 deferred compensation, payroll tax, and insurance employee payroll deductions to the providers every pay period.

Any Wire Transfers/ACH or EFT transactions will be entered into the Accounts Payable or Payroll Remittance system and will flow through the normal approval process for such payments.

Prior to processing a vendor's ACH payment for the first time, a prenote file is sent through the District's bank to verify the accuracy and active status of the routing and account numbers. If a request is received to change or update a recipient's bank account information, it must be verified directly with the vendor or provider.

Approved: February 28, 2017

Approved by the Board of Commissioners: April 19, 2021



4.17 Postage Meter Fund Replenishment Procedure

The postage meter will indicate when funds are depleted and require to be replenished. The Finance Manager or Administrative Services Specialist will typically complete this process.

- Turn postage meter on using the on/off button.
- Press the "Menu" button
- Press "Download Postage"
- Use the numeric key pad to enter the \$s to be added.
- Press "Load Postage"
- Confirm the funds to be added by pressing Yes or No.
- The screen will indicate that the Transaction is Processing.
- The screen will indicate that the Transaction is Successful- press OK
- It is very important that the Finance Manager be notified whenever funds are added to the postage meter. They will enter the transaction in Accounts Payable for processing.
- The postage expense will be allocated between departments as appropriate.



4.18 Financial Reporting Policy

I. PURPOSE AND GOALS

The Oak Brook Park District (District) developed this policy to ensure the accuracy, consistency, and transparency of the financial reporting is in compliance with applicable accounting standards and regulatory requirements.

This policy applies to all financial transactions and reporting activities within the District, including departments and subsidiaries.

The District will prepare its financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).

1. All funds must be received, processed, or disbursed under controls sufficient to meet the Board-appointed auditor's standards.
2. As required by law, the District shall cause the conduct of an annual audit of all funds, property, and financial practices by an independent certified public accounting firm.
3. The audit is conducted according to auditing standards generally accepted in the United States of America (GAAS).
4. The audit is made available for public inspection and filed with the DuPage and Cook County Clerks
5. As required by law, a supplemental financial report with a copy of the audit is completed and filed with the Comptroller of the State of Illinois within six months following the close of each fiscal year.
6. The District's Treasurer must prepare and file with the County Clerk a financial report at the end of the fiscal year as required in the Public Funds Statement Publication Act.
7. A public newspaper notice is required stating the Audit and financial report is available for public inspection disclosing address and hours of availability.
8. The District's Finance Manager shall generate monthly financial reports that provide a comprehensive view of the District's financial activities and results of operations. These financial reports shall be distributed to the department heads, supervisors, and managers for their review. Additional information concerning this monthly reporting can be found in Section 4.13 Month End Report Distribution Procedures.
9. The District's Chief Financial Officer shall compile monthly financial reports (board report) and provide such board report to the Park Board of Commissioners with a



Oak Brook Park District
Administrative Policies and Procedures

detailed overview of the agency's financial performance and explanation of results and variances to serve as a tool for decision-making at the highest level of the District.

II. STATEMENT OF ECONOMIC INTEREST

The Government Ethics Act requires various District officials and employees to file economic disclosure statements with the county clerk in the county in which the principal office of the District is located by certain dates and deadlines depending on the circumstances. After the initial filing, District officials and employees must continue to annually file statements by May 1 of each year (5 ILCS 420/1-101, et seq.). The Act requires the following persons to file disclosure statements:

- A. persons elected to an office of the District and candidates for nomination or election to that office;
- B. persons appointed to the Board;
- C. persons compensated by the District as employees and not as independent contractors and who:
 - a. are, or function as, the head of a department or other administrative unit within the District, or exercise similar authority;
 - b. have direct supervisory authority over or direct responsibility for the formulation, negotiation, issuance or execution of contracts entered into by the District of \$1,000 or more;
 - c. have authority to approve licenses and permits by the District;
 - d. adjudicate, arbitrate or decide any administrative proceeding or review the adjudication, arbitration or decision of any administrative proceeding within the authority of the District;
 - e. have authority to issue or promulgate rules and regulations within areas under the authority of the District; or
 - f. have supervisory responsibility for twenty (20) or more employees of the District.

Failure to file the Statement of Economic Interest at the appropriate time can lead to late filing fees, penalty fees and ineligibility for or forfeiture of office. A person who willingly files a false or incomplete statement may be charged with and convicted of committing a Class A misdemeanor.



4.19 Capital Improvement Policy

I. PURPOSE AND GOALS

The Oak Brook Park District developed this policy to promote wise investment in new capital assets of the District and protect its existing capital assets in addition to effectively guide the planning, prioritization, funding, and management of capital improvement projects.

The District shall maintain a Capital Improvement Plan and capital improvements will be made in accordance with that plan. The Plan should be updated annually.

As part of the development of the Capital Improvement Plan, the condition of the District's infrastructure will be evaluated to appropriately prioritize and schedule maintenance and replacement.

The Capital Improvement Plan will be developed using a team approach and prior to completing the operating budget to ensure adequate resources are available to fund all the projects in the Plan.

Projects are evaluated using the following criteria:

- Eliminates a threat to personal and public safety;
- Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation or court order);
- Addresses completing a project commitment with dedicated funding, which has already been approved by the Board;
- Advances the implementation of the District's mission, vision, strategy, goals or policies approved by the Park Board;
- Satisfies or meets a legal requirement, liability or mandate that can be addressed in future years of the Capital Plan (law, regulation or court order);
- Improves the positive impact on the environment and reduces carbon footprint;
- Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment;
- Reduces future maintenance or operating costs;
- Leverages available private or local, state or federal government funds;
- Results in generating net revenue that exceeds the direct operational cost of facility/equipment and creates a profit without using tax revenue;
- Provides new or expanded level of service;
- Promotes intergovernmental cooperation and other partnership opportunities;
- Improves the way the District operates resulting in increased productivity and efficiency;
- Provides enhanced safety.



Oak Brook Park District
Administrative Policies and Procedures

The corresponding year of the Capital Improvement Plan will be incorporated into the annual budget as the Capital Budget. Projects slated for subsequent years are approved on a planning basis only.

The District defines a capital project as having an original cost of \$15,000.00 or more, a useful life of 1 year or greater, and results in the creation of a fixed asset or the revitalization of an existing fixed asset.

Funding for the Capital Improvement Plan includes accumulated budget surpluses in the form of fund balances, user fees, grants, and debt proceeds.



Oak Brook Park District
Administrative Policies and Procedures

4.20 Debt Management Policy

I. PURPOSE AND GOALS

The Oak Brook Park District developed this Debt Management Policy to help ensure the District's creditworthiness and to provide a functional tool for debt management and capital planning. The Oak Brook Park District faces continuing capital infrastructure requirements to meet the increasing needs of its residents. The District limits long-term debt to only those capital improvements that cannot be financed from current revenues. The District does not use long-term debt to fund operating programs.

Consequently, the District needs to anticipate increases in debt levels based upon historical data. With these increases, the effects of decisions regarding the type of issue, method of sale, and payment structure become ever more critical to the District's financial well-being. To help ensure the District's credit worthiness, an established program of managing the District's debt becomes essential.

The purpose of this policy is to provide a functional tool for debt management and capital planning, as well as enhancing the District's reputation for managing its debt in a conservative and prudent manner.

GOALS RELATED TO THE ISSUANCE OF GENERAL OBLIGATION AND REVENUE BOND DEBT

- In following this policy, the District shall pursue the following goals when issuing debt:
- Maintain at least an A2 credit rating for each rated general obligation debt issue.
- Take all practical precautions to avoid any financial decision which will negatively impact current credit ratings on existing or future debt issues.
- Consider market timing.
- Determine the amortization (maturity) schedule which will best fit with the overall debt structure of the District's general obligation debt and related tax levy at the time the new debt is issued. The District may choose to delay principal payments or capitalize interest during project construction. For issuance of revenue bonds, the amortization schedule which will best fit with the overall debt structure of the enterprise fund and its operating cash flow will be considered. Consideration will be given to coordinating the length of the issue with the lives of assets, whenever practicable, while considering repair and replacement costs of those assets to be incurred in future years as an offset to the useful lives, and the related length of time in the payout structure.
- Consider the impact of such new debt on overlapping debt and the financing plans of local governments which overlap, or underlie the District.
- Assess financial alternatives to include new and innovative financing approaches, including, whenever feasible, grants, revolving loans or other state/federal aid.
- Minimize debt interest costs.
- Level or declining debt service shall be employed unless operational matters dictate otherwise, or except to achieve overall level debt service with existing bonds. The District shall be mindful of the potential benefits of bank qualification and will strive to limit its annual issuance of debt to \$10 million or less when such estimated benefits are greater than the benefits of exceeding the bank qualification limit. Should subsequent changes in the law alter this limit, the District policy will be reevaluated.



Oak Brook Park District
Administrative Policies and Procedures

II. DEBT ISSUANCE IN GENERAL

Authority and Purposes of the Issuance of Debt

A. The laws of the State of Illinois authorize the issuance of debt by the District. The Local Bond Law confers upon park districts the power and authority to contract debt, borrow money, and issue bonds for public improvement projects as defined therein. Under these provisions, the District may contract debt to pay for the cost of acquiring, constructing, reconstructing, improving, extending, enlarging, and equipping such projects or to refund bond.

Types of Debt Issued:

1. Short-Term. (three years or less) The District may issue short-term debt to finance the purchase of non-capital equipment having a life exceeding one year or provide increased flexibility in financing programs. The District will have no more than 10% of its outstanding general obligation debt in short term debt.
2. Long-Term. (more than three years) The District may issue long-term debt which may include, but not be limited to, general obligation bonds, certificates of participation, capital appreciation bonds, special assessment bonds, self-liquidating bonds, double barreled bonds, and municipal bonds. The District may also enter into long-term leases for public facilities, property, and equipment with a useful life greater than one year.

B. Capital Improvement Program

The Capital Improvement Program (CIP), prepared by staff, and must be approved by the Board, and shall determine the District's capital needs. The program shall be a ten-year plan for the acquisition, development and/or improvement of the District's capital assets. Projects included in the CIP shall be prioritized; and the means for financing each shall be identified. The first year of the program shall be the Capital Budget. If the current resources are insufficient to meet the needs identified in the Capital Budget, the Board may consider incurring debt to fund the shortfall. The Board, upon advice from a District's municipal advisor, may also consider funding multiple years of the Capital Improvement Program by incurring debt. The CIP should be revised and supplemented each year in keeping with the District's policies on debt management.

C. Structure of Debt Issues

The duration of a debt issue shall not exceed the economic or useful life of the improvement or asset that the issue is financing. The District shall design the financing schedule and repayment of debt so as to take best advantage of market conditions and, as practical, to recapture or maximize its credit capacity for future use, and moderate the impact to the taxpayer. In keeping with the stated goals of this debt management policy, the District shall structure each general obligation issue (except refunding issues) to comply with the rapidity of debt repayment provisions in Section III. E. 1. (see below).



Oak Brook Park District
Administrative Policies and Procedures

D. Sale of Securities

All debt issues should be sold through a competitive bidding process based upon the lowest offered True Interest Cost (TIC), unless Board deems a negotiated sale the most advantageous to the District.

E. Credit Enhancements

The District may enter into agreements with commercial banks or other financial entities for the purpose of acquiring letters of credit, municipal bond insurance, or other credit enhancements that will provide the District with access to credit under terms and conditions as specified in such agreements when their use is judged cost effective or otherwise advantageous. Any such agreements shall be approved by the Board.

F. Bond Ratings

The Board, upon advice from the District's municipal advisor, may also consider obtaining a bond rating on any bonds issued.

G. Inclusion of Local Institutions

In the interest of promoting the Village, whenever practical and in the best interests of the Oak Brook Park District, local financial institutions are to be offered the opportunity to bid on debt instruments.

III. LEGAL CONSTRAINTS AND OTHER LIMITATIONS ON THE ISSUANCE OF DEBT

A. State Law

30 ILCS 305/0.0 I, et. seq.: the short title is "The Bond Authorization Act."

B. Authority for Debt

The District may, by bond ordinance, incur indebtedness or borrow money, and authorize the issue of negotiable obligations, including refunding bonds, for any capital improvement of property, land acquisition, or any other lawful purpose except current expenses, unless approved by the Board.

C. Debt Limitation

The debt limitations of the bond laws restrict the District to issues such that the aggregate principal indebtedness of the District does not exceed 2.875% of the taxable real property within the District.

D. Methods of Sale

Bonds will be sold in accordance with 30 ILCS 350/10 by means of a public or private sale as determined appropriate by the Board of Park Commissioners. The District may issue short-term notes by negotiated sale if the bond ordinance or subsequent resolution so provides.

1. Bonds. All bonds will mature within the period or average period of usefulness of the assets financed; and the bonds will mature in installments, the first of which is payable not more than three years from the dated date of the bonds.



Oak Brook Park District
Administrative Policies and Procedures

2. Municipal Advisor. To ensure independence, the Municipal Advisor retained by the District will not bid on nor underwrite any District debt issues on which it is advising.

E. Credit Implications

When issuing new debt, the District should not exceed credit industry benchmarks where applicable. Therefore, the following factors should be considered in developing debt issuance plans:

1. Rapidity of Debt Service Repayment

The District's general obligation bond issues should be structured whereby 100% of the debt will be retired within twenty years. It is also desirable to structure the District's general obligation bond issues so that at least 50% of the principal will be retired within 10 years.

2. Current General Fund Cash Reserve

The District should maintain a General Fund cash and investments balance equal to no less than three months of total annual expenditures, exclusive of capital expenditures (assumed to be expenditures that would be discretionary should the economy take a nosedive). The Recreation Fund should maintain a cash and investments balance equal to no less than two months of total annual expenditures, exclusive of capital expenditures. Such calculations, including a projection to April 30 (of the current fiscal year), shall be made on an annual basis by the Chief Financial Officer during the budget process.

IV. **DEBT ADMINISTRATION**

A. Financial Disclosures

The District shall prepare appropriate disclosures as required by the Securities and Exchange Commission, the federal government, the State of Illinois, rating agencies, underwriters, investors, agencies, taxpayers, and other appropriate entities and persons to ensure compliance with applicable laws and regulations. For more details on these disclosures, please refer to the District's Disclosure Policy.

B. Review of Financing Proposals

All capital financing proposals that involve a pledge of the District's credit shall be referred to the Chief Financial Officer who shall determine the financial feasibility and impact on existing debt of such proposal, and shall make recommendations accordingly to the Executive Director.

C. Refunding Policy

The District should consider refunding outstanding debt when legally permissible and financially advantageous. A net present value debt service savings of at least three percent or greater must be achieved.



Oak Brook Park District
Administrative Policies and Procedures

D. Investment of Borrowed Proceeds

The District acknowledges its ongoing fiduciary responsibilities to actively manage the proceeds of debt issued for public purposes in a manner that is consistent with Illinois statutes that govern the investment of public funds, and consistent with the permitted securities covenants of related bond documents executed by the District. The management of public funds should enable the District to respond to changes in markets or changes in payment or construction schedules so as to (i) minimize risk, (ii) ensure liquidity, and (iii) optimize returns.

E. Annual Evaluation of Refinancing Opportunities

The District shall on an annual basis ensure that an evaluation of the outstanding debt issues is performed to ascertain whether a refinancing is appropriate for any of the outstanding issues.

V. GLOSSARY OF TERMS

Ad Valorem Tax - A direct tax based "according to value" of property.

Advanced Refunding Bonds - Bonds issued to refund an outstanding bond issue prior to the date on which the outstanding bonds become due or callable. Proceeds of the advanced refunding bonds are deposited in escrow with a fiduciary, invested in United States Treasury Bonds or other authorized securities, and used to redeem the underlying bonds at maturity or call date.

Amortization - the process of paying the principal amount of an issue of bonds by periodic payments either directly to bondholders or to a sinking fund for the benefit of bondholders.

Arbitrage - Usually refers to the difference between the interest paid on the tax-exempt securities and the interest earned by investing the proceeds in higher yielding taxable securities. Internal Revenue Service regulations govern arbitrage (reference I.R.S. Reg. 1.103-13 through 1.103-15).

Arbitrage Bonds - Bonds which are deemed by the I.R.S. to violate federal arbitrage regulations. The interest on such bonds becomes taxable and the bondholders must include this interest as part of gross income for federal income tax purposes (I.R.S. Reg. 1.103-13 through 1.103-15).

Assessed Value - An annual determination of the just or fair market value of property for purposes of ad valorem taxation.

Basis Point - 1/100 of one percent.

Bond - Written evidence of the issuer's obligation to repay a specified principal amount on a date certain, together with interest at a stated rate, or according to a formula for determining that rate.

Bond Anticipation Notes (BANS) - Short-term interest bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds of the bond issue to which they are related.

Bond Counsel - An attorney retained by the District to render a legal opinion whether the District is authorized to issue the proposed bonds, has met all legal requirements necessary for issuance, and whether interest on the bonds is, or is not, exempt from federal and state income taxation.



Oak Brook Park District
Administrative Policies and Procedures

Bonded Debt - The portion of an issuers total indebtedness represented by outstanding bonds.

Direct Debt or Gross Bonded Debt – Is the sum of the total bonded debt and any unfunded debt of the issuer.

Net Direct Debt or Net Bonded Debt – Is the Direct debt less sinking fund accumulations and all self-supporting debt.

Total Overall Debt – Consists of Net direct debt plus the issuer's applicable share of the direct debt of all overlapping jurisdictions.

Net Overall Debt - Net direct debt plus the issuer's applicable share of the net direct debt of all overlapping jurisdictions.

Overlapping Debt - The issuer's proportionate share of the debt of other local governmental units which either overlap or underlie it

Callable Bond - A bond which permits or requires the issuer to redeem the obligation before the stated maturity date at a specified price, called the call price, usually at or above par value.

Capital Appreciation Bonds (CAB) - A long-term security on which the investment return is reinvested at a stated compound rate until maturity. The investor receives a single payment at maturity representing both the principal and investment return.

Certificates of Participation - Documents, in fully registered form, that act like bonds. However, security for the certificates is the government's intent to make annual appropriations during the term of a lease agreement. No pledge of full faith and credit of the government is made. Consequently, the obligation of the government to make basic rental payments does not constitute an indebtedness of the government.

Commercial Paper - Very short-term, unsecured promissory notes issued in either registered or bearer form, and usually backed by a line of credit with a bank.

Coupon Rate - The annual rate of interest payable on a coupon bond (a bearer bond or bond registered as to principal only, carrying coupons evidencing future interest payments), expressed as a percentage of the principal amount.

Debt Limit - The maximum amount of debt an issuer is permitted to incur under constitutional, statutory or charter provision.

Debt Service - The amount of money necessary to pay interest on an outstanding debt, the serial maturities of principal for serial bonds, and the required contributions to an amortization or sinking fund for term bonds.

Demand Notes (Variable Rate) - A short-term security which is subject to a frequently available put option feature under which the holder may put the security back to the issuer after giving specified notice. Many of these securities are floating or variable rate, with the put option exercisable on dates on which the floating rate changes.



Oak Brook Park District
Administrative Policies and Procedures

Double Barreled Bonds (Combination Bonds) - A bond which is payable from the revenues of a governmental enterprise and are also backed by the full faith and credit of the governmental unit.

Enterprise Funds - Funds that are financed and operated in a manner similar to private business in that goods and services provided are financed primarily through user charges.

General Obligation Bond - A bond for whose payment the full faith and credit of the issuer has been pledged. More commonly, but not necessarily, general obligation bonds are payable from ad valorem property taxes and other general revenues.

Lease Purchase Agreement (Capital Lease) - A contractual agreement whereby the government borrows funds from a financial institution or a vendor to pay for capital acquisition. The title to the asset(s) normally belongs to the government with the lessor acquiring security interest or appropriate lien therein.

Letter of Credit - A commitment, usually made by a commercial bank, to honor demands for payment of a debt upon compliance with conditions and/or the occurrence of certain events specified under the terms of the commitment.

Level Debt Service – An arrangement of serial maturities in which the amount of principal maturing increases at approximately the same rate as the amount of interest declines.

Long-Term Debt - Long-term debt is defined, for purposes of this policy, as any debt incurred whose final maturity is more than three years.

Maturity - The date upon which the principal of a municipal bond becomes due and payable to bondholders.

Mini-bonds - A small denomination bond directly marketed to the public.

Net Interest Cost (NIC) - The traditional method of calculating bids for new issues of municipal securities. The total dollar amount of interest over the life of the bonds is adjusted by the amount of premium or discount bid, and then reduced to an average annual rate. The other method is known as the true interest cost (see "true interest cost").

Offering Circular - Usually a preliminary and final document prepared to describe or disclose to investors and dealers information about an issue of securities expected to be offered in the primary market. As a part of the offering circular, an official statement shall be prepared by the District describing the debt and other pertinent financial and demographic data used to market the bonds to potential buyers.

Other Contractual Debt - Purchase contracts and other contractual debt other than bonds and notes. Other contractual debt does not affect annual debt limitation and is not a part of indebtedness within the meaning of any constitution or statutory debt limitation or restriction.

Par Value or Face Amount - In the case of bonds, Par Value or Face Amount is the amount of principal which must be paid at maturity.



Oak Brook Park District
Administrative Policies and Procedures

Parity Bonds - Two or more issues of bonds which have the same priority of claim or lien against pledged revenues or the issuer's full faith and credit pledge.

Principal - The face amount or par value of a bond or issue of bonds payable on stated dates of maturity.

Ratings - Evaluations of the credit quality of notes and bonds, usually made by independent rating services, which generally measure the probability of the timely repayment of principal and interest on municipal bonds.

Refunding Bonds - Bonds issued to retire bonds already outstanding.

Registered Bond - A bond listed with the registrar as to ownership, which cannot be sold or exchanged without a change of registration.

Reserve Fund - A fund which may be used to pay debt service if the sources of the pledged revenues do not generate sufficient funds to satisfy the debt service requirements.

Self Supporting or Self Liquidating Debt - Debt that is to be repaid from proceeds derived exclusively from the enterprise activity for which the debt was issued.

Short-Term Debt - Short-term debt is defined for purposes of this policy as any debt incurred whose final maturity is three years or less.

Spread - The income earned by the underwriting syndicate as a result of differences in the price paid to the issuer for a new issue of municipal bonds, and the prices at which the bonds are sold to the investing public, usually expressed in points or fractions thereof.

Tax-Exempt Bonds - For municipal bonds issued by the District tax-exempt means interest on the bonds are not included in gross income for federal income tax purposes; the bonds are not items of tax preference for purposes of the federal, alternative minimum income tax imposed on individuals and corporations; and the bonds are exempt from taxation by the State of Illinois.

Term Bonds - Bonds coming due in a single maturity.

True Interest Cost (TIC) - Also known as Canadian Interest Cost. A rate which, when used to discount each amount of debt service payable in a bond issue, will produce a present value precisely equal to the amount of money received by the issuer in exchange for the bonds. The TIC method considers the time value of money while the net interest cost (NIC) method does not.

Yield to Maturity - The rate of return to the investor earned from payments of principal and interest, with interest compounded semiannually and assuming that interest paid is reinvested at the same rate.

Zero Coupon Bond - A bond which pays no interest, but is issued at a deep discount from par, appreciating to its full value at maturity.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: OBJECTIVES AND KEY RESULTS FOR MAY 1, 2025, THROUGH APRIL 30, 2026

AGENDA NO.: 9 B

MEETING DATE: MAY 19, 2025

STAFF REVIEW: Director of Recreation and Communication, Robert Pechous:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

Over the past year, staff have been diligently working toward four primary annual goals established for the period of May 1, 2024, through April 30, 2025. These goals are carefully crafted to be specific, measurable, achievable, relevant, and time-bound, ensuring clarity of purpose and accountability across the organization. Progress updates are provided to staff monthly, with reports distributed internally and included in the monthly board packet. The structured goal-setting and tracking initiative was first introduced in January 2023.

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

The Leadership Team developed 6 new goals that are based upon the core values, which will be measured from May 1, 2025, to April 30, 2026. If the objectives are met, full-time staff would receive paid time off (PTO), and part-time staff (working at least 400 hours) would receive a cash bonus equivalent to the PTO received by the full-time staff.

ACTION PROPOSED:

For Review and Discussion Only

OBJECTIVES AND KEY RESULTS

May 1, 2025 - April 30, 2026

MONTHLY UPDATE June 1, 2025

Accomplish 6 of 6 OKR's: May 1, 2025 – April 30, 2026

"Accomplish" means 2 of 3 subgoals (A,B,C) under each main objective, are completed.

1. HOLISTIC WELLNESS

COMPLETE? ☐

- ☐ A Create 4 new wellness opportunities to promote community, growth, and reflection.

1. _____
2. _____
3. _____
4. _____

- ☐ B Introduce 2 new cultural dance opportunities.

1. _____
2. _____

- ☐ C Involve 25 new participants in Cardio Tennis classes.

1

25

2. ENVIRONMENTAL STEWARDSHIP

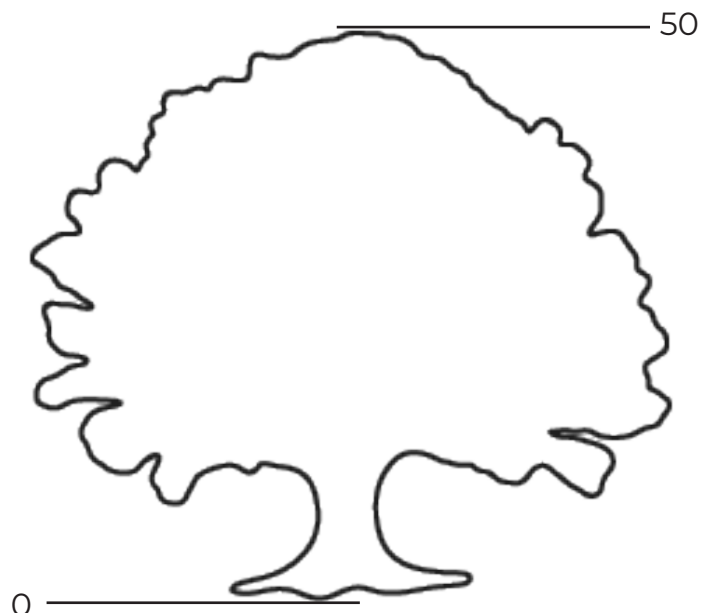
COMPLETE? ☐

- ☐ A Convert 1 acre of turf grass in parks to natural areas.

- ☐ B Convert 5 paper forms from print to digital.

1. _____
2. _____
3. _____
4. _____
5. _____

- ☐ C Plant 50 new trees in the parks.



OBJECTIVES AND KEY RESULTS

3. INCLUSION

COMPLETE? ☐

- ☐ A Partner with Gateway for a special inclusive event.
 1. _____
- ☐ B Create 3 new successful inclusive programs.
 1. _____
 2. _____
 3. _____
- ☐ C Complete 25 recommended ADA facility and park upgrades.

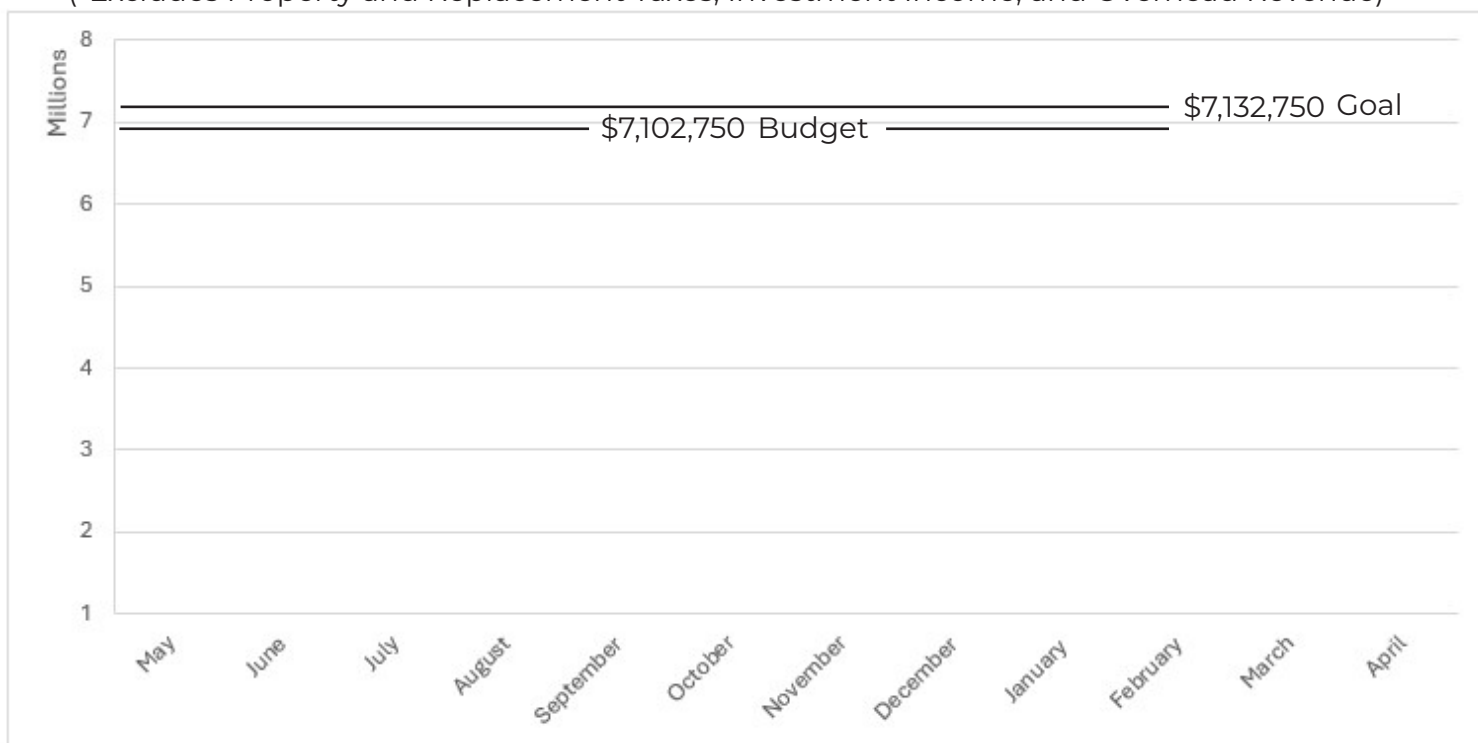
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25

4. TEAMWORK

COMPLETE? ☐

- ☐ A Develop and implement a customer service representative digital passport.
- ☐ B Complete 5 in-house improvement projects with a total of \$10,000 cost savings.
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- ☐ C Exceed revenue budget by \$30,000 between the General, Recreation, & Tennis Funds.
(*Excludes Property and Replacement Taxes, Investment Income, and Overhead Revenue)





OBJECTIVES AND KEY RESULTS

5. COMMUNITY ENGAGEMENT

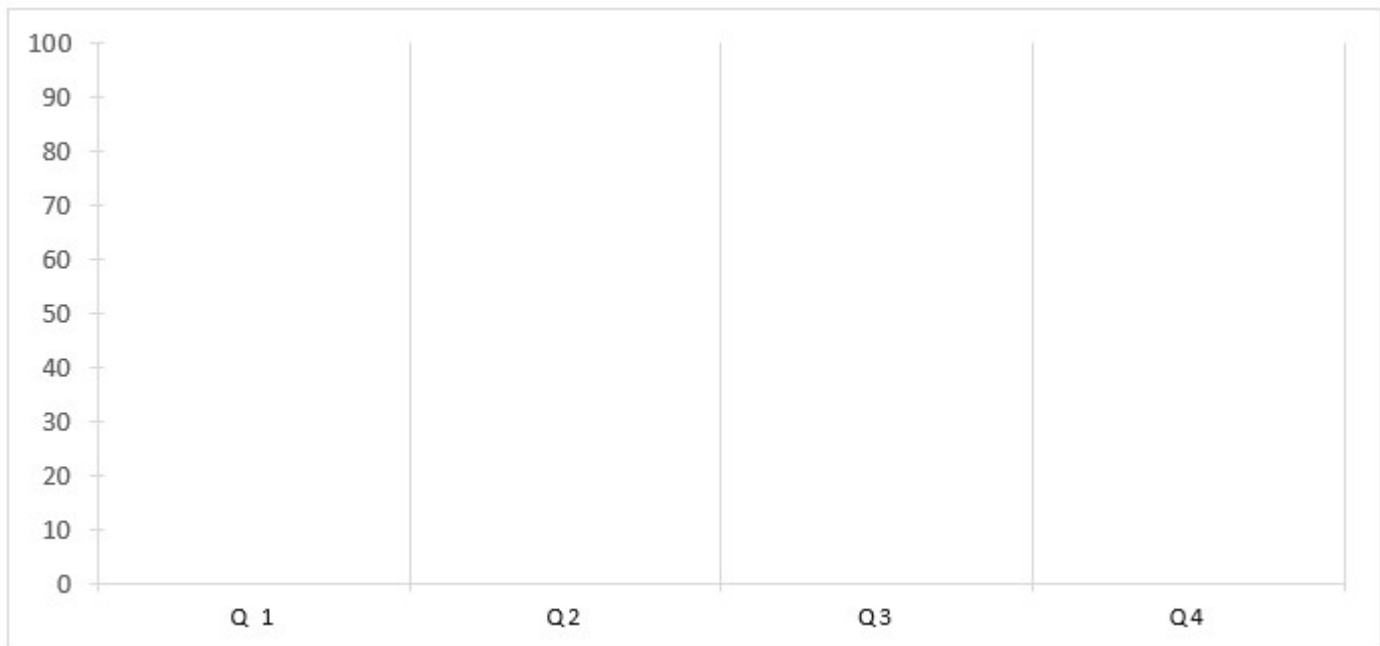
COMPLETE? ☐

- ☐ A Collect feedback from 500 In-District participants through focus groups, public forums, surveys and evaluations. Implement 5-10 recommendations.
 1. _____
 2. _____
 3. _____
 4. _____
 5. _____
- ☐ B Host two new events for the community to attend without registration fee.
 1. _____
 2. _____
- ☐ C Create a Youth Advisory Task Force and implement 3 recommendations.
 1. _____
 2. _____
 3. _____

6. OPEN COMMUNICATION

COMPLETE? ☐

- ☐ A Implement audio recording at Board Meetings.
- ☐ B Submit Government Finance Officers Association (GFOA) Budget Application and address feedback for resubmission.
- ☐ C Create an OBPD quarterly newsletter tracking engagement to increase each quarter.





May 1, 2025 - April 30, 2026

Employee Status	Accomplish 6 of 6 OKR's
Part-Time<400 Hours Annually	No Bonus PTO hours
Part-Time 400-999 Hours Annually	Cash payout of 8 PTO hours
Part-Time 1000-1,500 Hours Annually	Cash payout of 16 PTO hours
*CPI & Full-Time 1,501 and Greater Hours Annually	Credit of 24 bonus PTO hours. Hours do not roll forward into the subsequent fiscal year.

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



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: APPROVAL OF A TRAVEL EXPENSE FOR COMMISSIONER ATTENDANCE AT THE NATIONAL RECREATION AND PARK ASSOCIATION CONFERENCE HELD IN ORLANDO, FLORIDA, SEPTEMBER 15-18, 2025

AGENDA No.: 9 C

MEETING DATE: MAY 19, 2025

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

A handwritten signature in blue ink, reading "Marco Salinas".

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

A handwritten signature in blue ink, reading "Laure Kosey".

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

In accordance with the Local Government Travel Expense Act (ILCS 50/150 (*et. seq.*)) the Board of Commissioners must approve any commissioner travel expenses by roll call vote during an open meeting.

The National Recreation and Park Association Annual Conference will be held September 15-18, 2025 in Orlando, Florida.

The 2025 NRPA Annual Conference provides more than 200 education sessions through 12 education tracks specifically tailored to parks and recreation. The sessions cover a wide variety of topics such as equity and inclusion, leadership and personnel management, recreation and sports programming, revenue development, customer service and much more. Attendees also will have the opportunity to earn up to 1.4 Continuing Education Units (CEUs).

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

A cost estimate for commissioner travel is presented on the attached travel cost form. The park district will investigate and use every cost savings available to reduce any travel expense. NRPA is also offering a virtual conference package.

As it is anticipated registration filling up quickly for the NRPA Conference, staff is seeking a confirmation from each commissioner regarding their attendance at the 2025 NRPA conference and to approve the travel expenses for commissioners attending the conference.

ACTION PROPOSED:

For Review and Discussion Only.

OAK BROOK PARK DISTRICT

Travel, Meal, and Lodging Expense Reporting & Reimbursement Form

Name:		Title: Commissioner		Dept: Board		Travel Purpose: NRPA Conference 2025 - Orlando, FL							
PRE-TRAVEL ESTIMATED EXPENSES													
Travel/ Event Date (xx/xx/xx)	Registration	Lodging	Airfare	Taxi/Bus/ Train, etc.	Mileage (net miles x rate)	Parking	Misc. (Tolls)	Meals			Total Estimated Costs	Notes	
								Breakfast	Lunch	Dinner			
09/15/25	\$ 745.00	\$ 254.00	\$ 450.00	\$ 55.00				\$ 20.00	\$ 22.00	\$ 33.00	\$ 1,579.00		
09/16/25		254.00		20.00				20.00	22.00	33.00	349.00		
09/17/25		254.00		20.00				20.00	22.00	33.00	349.00		
09/18/25				55.00				20.00	22.00		97.00		
											-		
											-		
											-		
Total:	\$ 745.00	\$ 762.00	\$ 450.00	\$ 150.00	\$ -	\$ -	\$ -	\$ 80.00	\$ 88.00	\$ 99.00	\$ 2,374.00		
Requester Signature:							Date:					2025 Per Mile Reimbursement Rate: \$0.70	
Department Director Approval:							Date:						

This form shall be completed and approved prior to the expected travel date. Once travel has been completed, all final expenses are to be documented on page two of this form. Meal per diem rates vary based on travel locations and destinations. Visit the U.S. General Services Administration website <https://www.gsa.gov/> for the current applicable rates.

Calculation of estimated reimbursable miles for business use of a personal vehicle

Enter one-way travel miles from home location to work location: (A)

Enter one-way travel miles between home location and travel destination: (B)

Enter one-way travel miles between work and travel destination: (C)

Once you have entered mileage information at left, proceed to select the corresponding reimbursement amounts as calculated below. Such amounts are for round-trip travel per day.

	<u>Net Miles</u> x	<u>Reimb. Rate</u> =	<u>Reimb. Amt.</u>
Scenario 1: Depart from work location, travel to destination, and return to work location. <i>(C) x 2 = Net miles</i>	0.0	\$0.70	\$ -
Scenario 2: Depart from work location, travel to destination, and end at home location. <i>(C) + (B) - (A) = Net miles</i>	0.0		\$ -
Scenario 3: Depart from home location, travel to destination, and end at work location. <i>(B) + (C) - (A) = Net miles</i>	0.0		\$ -
Scenario 4: Depart from home location, travel to destination, and end at home location. <i>[(B) - (A)] x 2 = Net miles</i>	0.0		\$ -



2025 NRPA ANNUAL CONFERENCE PREMIER MEMBER GROUP REGISTRATION

IN-PERSON REGISTRATION GENERAL INFORMATION

NRPA Premier Member agencies are eligible to receive a special discount for sending five or more employees to the **2025 NRPA Annual Conference in Orlando, FL, September 16 - 18**.

Premier Member Agency groups who purchase four (4) in-person Full Package Registrations will receive two (2) free virtual conference registrations. Please complete a registration form for each attendee registering for the NRPA Annual Conference and select which registration type each person in your group should have — in-person or virtual. All forms must be sent with this cover letter and **must be submitted at the same time**. To ensure eligibility, each agency's roster must be up-to-date with NRPA to include the exact name and member number of each attendee registering in order for the discount to be valid.

Please be aware that all attendees will need to provide an emergency contact and will be required to agree to [NRPA's Policies and Terms of Registration](#) before a badge will be issued. This can be completed through the registration process. A separate request will be sent to those who do not complete this as a part of registration.

PAYMENT METHOD

Registrations submitted to NRPA without a method of payment will be considered incomplete, and therefore, the registrant will not be able to attend the NRPA Annual Conference until payment has been made. NRPA accepts checks, purchase orders,* Visa, MasterCard, Discover and American Express as forms of payment.

PURCHASE ORDERS

Registration form(s) or a copy of the online registration confirmation must accompany all purchase orders. All registrants will need to provide NRPA with (1) a valid Purchase Order number, and (2) a copy of the Purchase Order with clear instructions to process the registration. NRPA has the right to contact the agency or organization issuing the purchase order to confirm its validity.

All Purchase Orders and accompanying information must be received by Friday, August 15th, 2025, and all payments will be due NO LATER than Friday, August 29th, 2025. Unpaid registrations secured through a purchase order will not be confirmed until full payment is received. No registrant will receive conference materials or be authorized to attend for any Purchase Order(s) that has not been paid in full by the opening of the conference dates. On-site payments via check or credit card will be accepted. Cash payments are permitted, however, NRPA's on-site registration is cashless, and no change will be provided.

CANCELLATIONS OR CHANGES FOR PREMIER GROUP REGISTRATIONS

A cancellation within a Premier group in-person registration may be replaced with another attendee in the same organization. Should there be more than one (1) cancellation, the free registration will be forfeited and each additional cancellation(s) will be subject to the \$100 processing fee.

To receive a refund, cancellation requests must be submitted by 5 p.m. CDT on Friday, August 22nd, 2025 and will incur a \$100 processing fee. **NO refunds will be issued if received and/or postmarked after Friday, August 22nd, 2025.**

Cancellation requests may be submitted by:

Email: nrpa@jade.mcievents.com

☐ YES! I would like to take advantage of the Premier Agency Group registration

- ✓ I've read the [Policies and Terms of Registration](#)
- ✓ All eligible registration forms are submitted with this form
- ✓ Method of payment is included

Primary Contact for Premier Member Agency's Group:

Name: _____

Premier Agency: _____

Email: _____

Phone: _____ Fax: _____

You can also register online at nrpa.org/Conference

REGISTRATION FORM

Please print carefully.

NRPA Member #: _____

First Name: _____ MI: _____ Last Name: _____

Nickname (name for badge): _____ Title: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____ Country: _____

Office Phone: _____ Mobile Phone: _____

Fax: _____ Email: _____

Emergency Contact Name: _____ Emergency Contact Phone Number: _____



REGISTRATION QUESTIONS?

Call: 888.385.8010 (toll-free U.S. & Canada)
972.349.5891 (International)

Email: nrpa@jade.mcievents.com

**PLEASE DO NOT MAIL REGISTRATION FORMS
AFTER FRIDAY, AUGUST 15, 2025 – REGISTER ONLINE.**

CERTIFICATION DESIGNATION: ☐ CPRE ☐ CPRP ☐ CTRS ☐ CPSI ☐ AFO ☐ APRP _____



Please tell us what you need to fully participate in the meeting or event, such as mobility, hearing or sight access needs; food, beverage, or scent allergies; sensory and communication, and neurodivergent needs. (Note: For hotel requests, please provide accommodation information when booking your room).

ATTENDEE INFORMATION:

Check here if you would **not** like to receive mailings and emails from NRPA on behalf of exhibitors promoting park and recreation products and services. (NRPA will never release your physical or email address.) ☐

1. **Is this your first NRPA Annual Conference?** ☐ Yes ☐ No
2. **What is your Employer type?**
 - ☐ College or University
 - ☐ Federal Government
 - ☐ Independent Consulting Firm
 - ☐ Landscape Architect/Design Firm
 - ☐ Municipality/Park District/County
 - ☐ Military
 - ☐ Playground Equipment Manufacturer/Supplier
 - ☐ School District
 - ☐ State Government
 - ☐ Option not listed
3. **What is your agency's Setting (if municipality/Park District/County)?**
 - ☐ County
 - ☐ Educational Institution
 - ☐ Military
 - ☐ Rural
 - ☐ Park/Special Park District
 - ☐ State
 - ☐ Suburban
 - ☐ Metropolitan/Urban
 - ☐ Option not listed
4. **What is your agency's Annual Operating Budget?**
 - ☐ Under \$500K
 - ☐ \$500K-\$2.5 million
 - ☐ \$2.5-\$5 million
 - ☐ \$5-\$10 million
 - ☐ Over \$10 million
 - ☐ Unsure about budget size
5. **What is your Occupation (select one)?**
 - ☐ Park & Recreation Professional
 - ☐ Armed Forces Recreation Professional
 - ☐ Park Advocate/Civic Leader
 - ☐ Consultant
 - ☐ Educator/Researcher
 - ☐ Supplier/Exhibitor
 - ☐ Nonprofit Service Provider
 - ☐ Volunteer/Coach
 - ☐ Retired Professional
 - ☐ Student
 - ☐ Option not listed
6. **What is your area of Responsibility (check all that apply, if applicable)?**
 - ☐ Administration
 - ☐ Armed Forces Recreation
 - ☐ Arts & Cultural Resources
 - ☐ Aquatics
 - ☐ Athletics & Sports
 - ☐ Park Advocate
 - ☐ Education
 - ☐ Inclusion & Accessibility
 - ☐ Information Technology
 - ☐ Leisure & Aging
 - ☐ Maintenance & Facilities
 - ☐ Marketing & Communications
 - ☐ Park Resources
 - ☐ Tourism & Special Events
 - ☐ Volunteer Management
 - ☐ Youth Services
 - ☐ Option not listed
7. **What is your Occupational level (select one, if applicable)?**
 - ☐ Staff
 - ☐ Middle Management
 - ☐ Executive Management
8. **What is your Purchasing Role (if applicable)?**
 - ☐ Make final decision
 - ☐ Make final recommendation
 - ☐ Part of recommendation process
 - ☐ Do not have a purchasing role
9. **What Certifications are of interest to you?**
 - ☐ AFO (Aquatic Facility Operator)
 - ☐ CPRE (Certified Park and Recreation Executive)
 - ☐ CPRP (Certified Park and Recreation Professional)
 - ☐ CPSI (Certified Playground Safety Inspector)
 - ☐ Option not listed
10. **What is your Education level?**
 - ☐ Trade, Technical, Vocational Training
 - ☐ High School
 - ☐ Some College
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ Doctorate
11. **To the extent you feel comfortable, please select the option below that best describes your gender identity. (select all that apply)**
 - ☐ Woman/Female
 - ☐ Man/Male
 - ☐ Non-binary/non-conforming
 - ☐ Transgender
 - ☐ Option not listed above
 - ☐ _____
 - ☐ I prefer not to answer.
12. **Please provide your birthdate***

13. **Dietary restrictions: Please let us know of any food allergies, religious or dietary practices:**
 - ☐ None
 - ☐ Lactose Intolerance or Dairy Free
 - ☐ Peanut or Tree Nut Allergy
 - ☐ Diabetic
 - ☐ Celiac Disease (Gluten-Free)
 - ☐ Vegetarian Diet
 - ☐ Vegan Diet
 - ☐ Kosher
 - ☐ Halal
 - ☐ Option not listed
14. **To the extent to which you feel comfortable, please check any of the following that describe your race/ethnicity. (Please select all that apply.)**
 - ☐ American Indian or Alaska Native (For example, Navajo Nation, Blackfeet Tribe of the Blackfeet Indian Reservation of Montana, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, Aztec, Maya, etc.)
 - ☐ Asian (For example, Chinese, Asian Indian, Filipino, Vietnamese, Korean, Japanese, etc.)
 - ☐ Black or African American (For example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.)
 - ☐ Hispanic or Latino (For example, Mexican, Puerto Rican, Salvadoran, Cuban, Dominican, Guatemalan, etc.)
 - ☐ Middle Eastern or North African (For example, Lebanese, Iranian, Egyptian, Syrian, Iraqi, Israeli, etc.)
 - ☐ Native Hawaiian or Pacific Islander (For example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.)
 - ☐ White (For example, English, German, Irish, Italian, Polish, Scottish, etc.)
 - ☐ Option Not Listed Above (Please Specify) _____
 - ☐ I prefer not to answer
15. **Should NRPA provide one, what T-shirt size would you prefer?**
 - ☐ S ☐ M ☐ L ☐ XL ☐ 2XL

*Required only for non-member young professional registrations

Last Name: _____

First Name: _____

Membership #: _____ (PLEASE INCLUDE THIS INFORMATION FROM THE FIRST PAGE.)

IN-PERSON REGISTRATION FEES

	Full Package	Young Professional**	Student ***	Expo Only	Daily Passes	General Session ONLY	Day 2 General Session ONLY	Spouse/ Guest	Retired*
ALL EDUCATION SESSIONS	✓	✓	✓		✓				✓
NRPA OPENING GENERAL SESSION	✓	✓	✓		✓	✓		✓	✓
EXHIBIT HALL DAILY ADMISSION	✓	✓	✓	✓	✓			✓	✓
NRPA OPENING RECEPTION	✓	✓			✓			✓	✓
DAY 2 GENERAL SESSION	✓	✓	✓		✓		✓	✓	✓
NRPA VIRTUAL CONFERENCE	✓	✓							✓
EARLY BIRD: On or Before 8/1/2025	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member	\$745	\$625	\$85	\$215	\$495	\$45	\$45	\$525	\$395
Non-member	\$965*	\$785*	\$145*	\$285	\$525	\$45	\$45	\$525	\$515*
REGULAR: 8/2/2025 — 9/12/2025	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member	\$935	\$805	\$95	\$265	\$495	\$45	\$45	\$545	\$405
Non-member	\$1255*	\$1025*	\$155*	\$335	\$525	\$45	\$45	\$545	\$515*
ONSITE: Starting 9/13/2025	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member	\$975	\$845	\$105	\$265	\$495	\$45	\$45	\$565	\$415
Non-member	\$1345*	\$1095*	\$165*	\$335	\$525	\$45	\$45	\$565	\$515*

*These non-member registration fees automatically include a 1-year NRPA Membership. To opt out of this benefit, check here: ☐ If you opt out, the fee remains the same. ** Young Professionals are defined as anyone 35 years and younger. *** Students are defined as anyone who is currently enrolled as a full-time or part-time student pursuing a degree in parks, recreation, conservation, or related matters, and is not simultaneously employed as a full-time professional. All non-member students must provide proof of student status prior to receiving registration materials. Student status must be verified one of the following ways: an original letter on the institution's letterhead signed by any qualified representative from your university program, student ID with valid dates, or a current transcript. Verification must be submitted at the same time as registration. NRPA student memberships purchased on or before 6/30/2025 will continue to be eligible for a complimentary conference registration. All student memberships purchased on or after 7/1/2025 will be charged for conference registration fees as charted above.

VIRTUAL REGISTRATION FEES

	Virtual Conference Pass	Student Virtual Conference Pass ***
VIRTUAL EDUCATION SESSIONS	✓	✓
EARLY BIRD: On or Before 8/1/2025	<input type="radio"/>	<input type="radio"/>
Member	\$315	\$55
Non-member	\$415	\$75
REGULAR: 8/2/2025 — 9/18/2025	<input type="radio"/>	<input type="radio"/>
Member	\$365	\$85
Non-member	\$465	\$105

*** Students are defined as anyone who is currently enrolled as a full-time or part-time student pursuing a degree in parks, recreation, conservation, or related matters, and is not simultaneously employed as a full-time professional. All non-member students must provide proof of student status prior to receiving registration materials. Student status must be verified one of the following ways: an original letter on the institution's letterhead signed by any qualified representative from your university program, student ID with valid dates, or a current transcript. Verification must be submitted at the same time as registration. NRPA student memberships purchased on or before 6/30/2025 will continue to be eligible for a complimentary conference registration. All student memberships purchased on or after 7/1/2025 will be charged for conference registration fees as charted above.

TICKETED EVENTS

Golf Tournament Monday, September 15 10:30am - 2:30pm <i>Dubsdread Golf Course</i>	___ Qty x \$125 = \$ ___
NRPA Opening Reception Tuesday, September 16 7:30pm - 11:00pm	___ Qty x \$155 = \$ ___
5K: Fun Run, Walk or Roll Thursday, September 18 7:00am - 10:00am <i>Orange County Convention Center</i>	___ Qty x \$45 = \$ ___
Ethnic Minority Society Luncheon Thursday, September 18 11:00am - 1:00pm <i>Hyatt Regency Orlando</i>	___ Qty x \$110 = \$ ___

Last Name _____	First Name _____
Membership # _____	(PLEASE INCLUDE THIS INFORMATION FROM THE FIRST PAGE)

Add-On Institutes, Workshops and Training Opportunities

Off-Site Institutes (CEUs subject to change; For full session descriptions please visit nrpa.org/Conference)

Please note that CEUs earned through any Off-Site Institute will be included in the 1.4 Conference CEU cap.

	New OSI #	Session Title	Date	Time (EST)	CEUs	Member	Non-Member
<input type="radio"/>	OSI 1	Fishin', Golfin', and Nature Walkin' at Lake Lorna Doone Park	Monday, Sept. 15	8:00 a.m. - 1:00 p.m.	0.1	\$100	\$120
<input type="radio"/>	OSI 2	Take a Ride on the Wild Side at Wild Florida!	Monday, Sept. 15	8:00 a.m. - 4:00 p.m.	0.2	\$175	\$195
<input type="radio"/>	OSI 3	Paddle and Hike Through Time at Central Florida's Wekiwa Springs State Park	Monday, Sept. 15	8:00 a.m. - 3:30 p.m.	0.2	\$155	\$175
<input type="radio"/>	OSI 4	Buzzing with Sustainability: Immersive Beekeeping and Hydroponic Farming	Monday, Sept. 15	8:30 a.m. - 1:00 p.m.	0.1	\$100	\$120
<input type="radio"/>	OSI 5	Creating Inclusive & Accessible Experiences with the Dr. Phillips Center for the Performing Arts	Monday, Sept. 15	8:00 a.m. - 12:30 p.m.	0.1	\$100	\$120
<input type="radio"/>	OSI 6	Growing Trails and Ecotourism in West Orange County	Monday, Sept. 15	9:00 a.m. - 3:30 p.m.	0.2	\$135	\$155
<input type="radio"/>	OSI 7	Bringing History Alive! at the Orange County Regional History Center	Monday, Sept. 15	9:30 a.m. - 1:00 p.m.	0.1	\$100	\$120
<input type="radio"/>	OSI 8	Echoes of the Past, Sustainability for the Future: A Tour of Greenwood Cemetery & Urban Wetlands	Monday, Sept. 15	9:30 a.m. - 1:30 p.m.	0.1	\$100	\$120
<input type="radio"/>	OSI 9	From Clay to Community: Building a Thriving Pottery Studio in Orlando	Monday, Sept. 15	9:30 a.m. - 2:30 p.m.	0.1	\$130	\$150
<input type="radio"/>	OSI 10	Up-Close Encounters at Gatorland!	Monday, Sept. 15	9:30 a.m. - 4:30 p.m.	0.2	\$175	\$195
<input type="radio"/>	OSI 11	Space Coast Bioluminescence Stand-Up Paddle Board Tour	Monday, Sept. 15	5:30 p.m. - 11:00 p.m.	0.1	\$150	\$170

2025 Pre-Conference Workshops

Please note that CEUs earned through any Pre-Conference Workshop will be included in the 1.4 Conference CEU cap.

	Session Title	Date	Time (EST)	CEUs	Member	Non-Member
<input type="radio"/>	Grant Quest: The Application Adventure in the National Park Service's Competitive Grants Program	Monday, Sept. 15	1:00 p.m. - 4:00 p.m.	0.2	\$0	\$0
<input type="radio"/>	Design Together, Build Together, Play Together!	Monday, Sept. 15	8:00 a.m. - 11:00 a.m.	0.3	\$35	\$50
<input type="radio"/>	Theory to Practice: ADA Compliance Strategies in Parks and Recreation	Monday, Sept. 15	9:00 a.m. - 11:00 a.m.	0.2	\$20	\$40
<input type="radio"/>	Beyond the Sidelines: Elevating Girls' Participation in Park and Rec Sports	Monday, Sept. 15	12:00 p.m. - 3:30 p.m.	0.2	\$0	\$0
<input type="radio"/>	Including Individuals with Physical Disabilities in Tennis and Pickleball	Monday, Sept. 15	1:00 p.m. - 3:00 p.m.	0.2	\$0	\$0
<input type="radio"/>	USTA National Campus Tour	Monday, Sept. 15	9:15 a.m. - 1:30 p.m.	0.2	\$25	\$40

Certification Courses

Please note that CEUs earned through any Certification Courses will not be included in the 1.4 Conference CEU cap.

	Session Title	Date	Time (EST)	CEUs	Member	Non-Member
<input type="radio"/>	Aquatic Facility Operator (AFO) Blended Learning Course	Monday, Sept. 15	8:30 a.m. - 5:00 p.m.	1.5	\$385	\$435
<input type="radio"/>	Rise Beyond to CPRE Certification Prep Course	Monday, Sept. 15	9:00 a.m. - 5:00 p.m.	0.8	\$130	\$150
<input type="radio"/>	CPRP Exam Prep Course	Monday, Sept. 15	9:00 a.m. - 1:00 p.m.	0.4	\$100	\$120

Last Name: _____ First Name: _____

Membership #: _____ (PLEASE INCLUDE THIS INFORMATION FROM THE FIRST PAGE.)

By completing and submitting this registration form, you agree to NRPA's [Policies and Terms of Registration](http://www.nrpa.org/Conference/registration-terms). NRPA encourages you to read these policies and terms carefully. They also can be found at www.nrpa.org/Conference/registration-terms

Registration Summary and Payment

Full payment required for processing. Forms received without payment or authorized purchase order will be returned. If payment covers several registrations, staple check to all forms covered by payment.

Totals:

› Registration Fees \$ _____
› Ticketed Events (fee) \$ _____
› **Grand Total** (U.S. Funds) \$ _____

Return Form and Full Payment

Fax: 972.349.7715

Mail: NRPA Annual Conference Registration, P.O. Box 5004, Merrifield, VA 22116-5004

Cancellation and Refund Policy

Cancellation/Refund requests must be submitted in writing by Friday, August 22nd, 2025, and will incur a \$100 processing fee. As per NRPA's Policies and Terms of Registration, NO refunds will be issued for requests received or postmarked after Friday, August 22nd, 2025.

Method of Payment (SELECT one)

Type of card: ☐ AMEX ☐ MC ☐ Visa ☐ Discover

Card #: _____

Exp. date: _____ Security code: _____

Billing address: _____

Card holder's name: _____

Authorized signature: _____

☐ Check payable to NRPA ☐ *Purchase Order #: _____

Cashier #: _____

*All Purchase Orders and accompanying information must be received by Friday, August 15th, 2025, and all payments will be due NO LATER than Friday, August 28, 2025. Unpaid registrations secured through a purchase order will not be confirmed until full payment is received.



Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: SECTION 5 – ADMINISTRATIVE POLICIES AND PROCEDURES MANUAL

AGENDA No.: 9 D

MEETING DATE: MAY 19, 2025

STAFF REVIEW: Director of Recreation and Communication, Robert Pechous:

Robert Pechous

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Laure Kosey

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

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

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

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

ACTION PROPOSED:

For Review and Discussion Only



Oak Brook Park District
Administrative Policies and Procedures

Policy: 5.1

5.1 Coordination of Recreational Programs and Facilities

The Oak Brook Park District will continually strive to seek cooperative recreational programming efforts whenever appropriate. It will also coordinate program planning with community groups in order to avoid duplication of programs and services for its residents. The District's staff will be responsible for cooperative planning that will benefit the start of or a continuation of programs and services. The intent of these arrangements would be to make the best use of available resources (facilities, equipment, financial and staff/volunteers) for the community.

Approved by the Board of Commissioners May 18, 2015

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

5.2 Group Fitness Schedule Policy

The Oak Brook Park District offers a complimentary, seasonal schedule of group fitness classes to members and paid guests of the Family Recreation Center. The Group Fitness Schedule is published at least 3 times throughout the year, in conjunction with the seasonal brochure. Class change, addition or removal requests will be evaluated by staff on an ongoing basis, however, the addition of a new class to the current schedule will only take place at the beginning of the next seasonal group fitness schedule.

In the case of a class that reaches capacity for three consecutive weeks, staff will have the option to add a similar class to the group fitness schedule prior to the start of the next seasonal group fitness schedule. Staff will also have the ability to add a class prior to the start of the next seasonal group fitness schedule should another safety concern or personnel change exist.

On certain holidays or special occasions, staff may create a special schedule, to supplement or in lieu of the seasonal group fitness schedule. This special occasion schedule would be for a short duration and used to accommodate holiday facility hours or to promote or experiment with new group fitness classes.

A class may be cancelled, at staff's discretion, if it has not met a minimum of six participants in attendance for 3 consecutive weeks. In the case of a class cancellation due to low attendance, staff may replace that class with a different class prior to the start of the next seasonal group fitness schedule.

Approved by Board of Commissioners April 21, 2014

Approved by the Board of Commissioners May 18, 2015



Oak Brook Park District
Administrative Policies and Procedures

Policy: 5.3

5.3 Policy on Providing Recreation Programs

The Park District should provide a broad and diversified selection of recreation programs and services for various ages and interests. The District, in planning recreational programming and special events, shall take into consideration the participants' needs, geographic location, financial resources and safety.

Approved by Board of Commissioners June 15, 2015

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

5.4 Oak Brook Park District Procedure for Maintaining Statistics for Recreational Needs

In order to ensure that the Park District is fulfilling its missions and is meeting the recreational needs of the community, recreation staff will review and maintain year end participation reports of its programs and facilities.

Approved: April 2015

Approved by the Board of Commissioners: April 19, 2021



5.5 Recreation Programs, Memberships, and Facility Fees Policies

Establishing Resident Rates for In-House Programming and Special Events

Resident rates for in-house programming and special events run by the Oak Brook Park District will be set at 100% cost recovery. The Park District sets the fees, dates, times, locations and assigns the instructor.

Non-Resident Fee Policy

- Non-resident fees will be set at 25% or more of the resident fee.
- The exception to this policy is Pioneer programs and travel club, in which a 25% fee would be cost prohibitive.
- Non-residents fees for day trips will be at least an additional \$6 higher than the resident fee.
- Travel club will have one rate for resident and non-resident due to the high cost of the program and the necessity to draw from surrounding communities to make the trips run.

Contract Programs

The Park District may hire a company to provide recreation programs. The Park District will be compensated at least 25% of the registration fees.

Veterans and Active Military Membership Fee

Veterans and Active Military individuals are eligible for In-District fees for the Central Park Campus and Family Recreation Center memberships. Individuals must present proof of U.S. Armed Forces service from the Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, or National Guard.

Fee Increase Policy

1. With the approval of the Executive Director or Deputy Director, park district staff has the ability to increase fees up to 5% for programs that have a fee of \$20 or greater without board approval. Staff is permitted to round up to the nearest quarter dollar in order to make round numbers. For programs with a fee under \$20, staff may increase fees up to \$1.00 without board approval.

Staff can increase fees in this manner without board approval for the following areas:

- Daily fees at the Family Recreation Center and the Tennis Center
- All recreation programming, including tennis programs
- Special Events
- Tennis Center Court Fees
- Personal training rates
- Parties
- Memberships
- Facility Rental Fees



Oak Brook Park District
Administrative Policies and Procedures

Staff must receive approval from their director prior to raising any fees. Factors that must be considered when raising fees are as follows:

- Consumer Price Index (CPI)
 - Previous fiscal year average merit increases for staff compensation
 - Average total fixed expense increase
 - Competitor and market analysis of fees (Benchmarking)
2. Approval by the Board of Commissioners is required for increasing fees in the following areas:
 3. Staff requesting a fee increase greater than 5% must seek Board approval utilizing the procedure provided in section 2, above.

All fee increases must correlate with the "Definitions for the Use of and Membership in Park District Facilities and Recreation Programs."

Revisions Approved by Board of Commissioners: November 14, 2016

Approved by Board of Commissioners: June 17, 2013

Approved by Board of Commissioners: June 15, 2015

Revised: April 19, 2021

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

5.6 Violence and Aggressive Behavior Policy

Statement of Policy:

The safety and security of all employees is of primary importance at the Oak Brook Park District (the "District"). Threats, stalking, threatening and abusive behavior, or acts of violence, including any threat of or action to cause bodily harm or property damages to employees, visitors, customers, or District facilities or property, by anyone on District property, on a District-controlled site, or in connection with District employment, facilities, programs or services will not be tolerated. This includes words or actions made in jest.

Perceptions and circumstances vary; therefore, each situation must be assessed on a case-by-case basis, and considerable judgment and discretion must be exercised by each employee, as well as by the District as an organization, in determining if a violation of this policy has occurred, and what consequences may be appropriate. Pending the outcome of an investigation, a person who is initially determined to have violated this policy shall be removed from the District's premises as quickly as safety permits, and shall remain off the District's premises until the investigation is completed.

Employee Responsibilities:

All employees are responsible for notifying their Department Head or the Executive Director of any violations of this policy. "Reportable Behavior" includes, but is not limited to, threats, stalking, threatening and abusive behavior, or acts of violence, including any threat of or action to cause bodily harm or property damages, and also includes a series of seemingly minor offenses that appear to be a pattern of acts that can be interpreted as an intention or attempt to intimidate or interfere with the duties of District employees or with the District's facilities, programs, or services.

If a situation or incident is currently ongoing, or if the incident involves a threat of bodily harm, actual bodily harm or property damage, a call should be made to 911 immediately.

Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent, or that could endanger the health or safety of an employee or customer.

Supervisors and Department Heads are required to notify the District's Executive Director and Safety Committee of all Reportable Behavior. Documentation of any incident shall be completed on an Accident/Incident Report (PDRMA Form 01) and, if an employee is injured, on Employee Injury/Illness Report (PDRMA Form 04). A copy of such report(s) shall be provided to the Safety Coordinator within twenty-four (24) hours, for transmission to PDRMA.

Employees are responsible to report all Reportable Behavior regardless of the relationship, including family relationships, between the individual who initiated the behavior and the person or persons being threatened or harmed.



Oak Brook Park District
Administrative Policies and Procedures

Investigation:

The Executive Director, Department Heads, and Safety Committee shall give top priority to all reported incidents of workplace violence and will work with PDRMA, local law enforcement officials, or other resources as appropriate to safeguard employees, protect the District's resources, conduct any needed investigations, and assist in ensuring that the appropriate administrative or criminal action is initiated.

Following investigation, the District will initiate a prompt and appropriate response, which may include, but is not limited to, suspension or limitation of any business or customer relationship; access to District facilities, programs or services; reassignment of an employee's job duties, suspension or termination of employment; referral to appropriate law enforcement agencies for arrest; or civil or criminal prosecution of the person or persons involved. The District reserves the right to take any necessary legal action to protect its employees and customers. Investigation results shall be conveyed, in writing, to the reporting employee, the Executive Director and the Safety Committee.

Confidentiality:

The District has developed confidentiality procedures that recognize and respect the privacy of the reporting employee with respect to sensitive information; however, the District cannot promise absolute confidentiality. A report to a law enforcement agency or other governmental agency may be necessary depending on the circumstances but, in any case, the District will seek to maintain the anonymity of the reporting individual when and to the extent reasonably possible.

Employee Assistance Programs:

Various assistance programs are available to employees who are exposed to a workplace violence incident. Department Heads shall offer formal assistance via available programs to any employee who has been a victim of or has witnessed an incident of violence.

Discipline of an Employee Who Perpetrates Violence:

Department Heads shall initiate appropriate disciplinary action against any employee who has perpetrated violence, in consultation with the Executive Director and Safety Committee.

Parent Code of Conduct as to District Programs Involving Minor Participants:

The District seeks to provide successful and positive experiences in developmental sports and recreational activities for minors, by offering fundamental skill and social skill development and fun for all participants.

Parents and adult guardians of minor participants in District programs shall refrain from harassing, berating, insulting, or otherwise engaging in any inappropriate conduct toward staff, volunteers and, when applicable, coaches, participants, other parents, guests, and officials. Appropriate discussion of concerns regarding a parent's child, a program or activity with the appropriate staff, coach or league supervisor is welcomed, so long as the discussion is undertaken in a courteous, constructive, and respectful manner. To this end, parents and adult guardians shall follow these guidelines:



Oak Brook Park District
Administrative Policies and Procedures

- Encourage good sportsmanship and appropriate behavior by demonstrating mature and respectful behavior; by communicating and dealing with conflict in a polite, courteous, and constructive manner; and by serving as a positive role model.
- Place the emotional and physical well-being of minor participants ahead of any personal desire.
- Reinforce to their own child the importance of conducting oneself in a safe and respectful manner, and of treating other children, staff, volunteers, coaches and officials with respect, regardless of race, gender, creed, disability, religion, sexual orientation or ability.
- Support and show a positive attitude toward staff, volunteers, coaches and officials.
- Remember that District activities and programs involving minor participants are for their benefit and not for the benefit of adult spectators.
- Use best efforts to make programs and activities involving minor participants a fun experience for them.
- Inform the District of any special need, impairment or ailment that may affect the safety of their own child or others.

Violation of these guidelines may be cause for suspension of access to District facilities, programs and services for the parent or adult guardian and, potentially, for their child.

Right of Access to District Facilities, Programs and Services:

The District recognizes that, in the absence of good reasons to the contrary, members of the public have a right of access to District facilities, programs and services, and it welcomes and responds to constructive criticism from the public. Nevertheless, there are circumstances in which access to District facilities, programs and services will be limited or suspended as to certain individuals, by notice sent to the individual in writing. Such circumstances shall include, but not be limited to, the following:

- Where an individual engages in personal abuse of an employee or customer, or makes inflammatory, threatening or intimidating statements or comments.
- Where an individual has engaged in violent behavior causing bodily harm or property damage.
- Where full access would be likely to compromise the District's obligations as an employer to its employees.
- Where full access would be likely to compromise any statutory obligations to which the District is subject.
- Where full access would be likely to be wasteful of the District's resources.
- Where full access would be likely to encourage or allow rude and abusive behavior.
- Where an individual fails to reply to written communications from the District, or sends a written communication that contains substantially and clearly inappropriate content, such as abusive or threatening language or personal attacks.



Oak Brook Park District
Administrative Policies and Procedures

- Where an individual telephone caller uses inappropriate language such as abusive or threatening language or personal attacks to District employees.

If an individual who violates the foregoing policy appears to have impaired mental capacity, any action to limit or suspend access to District facilities, programs or services shall be undertaken only after consultation with the Executive Director. If an individual who violates the foregoing policy is under the age of eighteen (18), any action to limit or suspend access to District facilities, programs or services shall be coordinated with a parent or adult guardian.

If limits on or suspension of access to District facilities, programs and services have been imposed for a period over six (6) months, the individual may apply to the Executive Director, in writing, to have any or all of the limitations or any suspension reviewed and potentially lifted. Such an application may be made no more frequently than every six (6) months.

A list shall be maintained of all customers whose access to District facilities, programs and services has been suspended or limited, and the specific limitations imposed. Such list shall be kept in strict confidentiality, except that District personnel who accept registrations, memberships or daily use fees shall be provided with such list. If a customer appears at any District facility or program after being informed of a suspension or limitation on their use of District facilities, programs and services, and refuses to leave, the local police authorities shall be called to assist in removing such customer.

The Safety Committee:

The Safety Committee shall provide training to Department Heads and staff to ensure they are familiar with this policy, procedures for dealing with a hostile employee or customer, and techniques for defusing volatile situations and aggressive behavior.

The Safety Committee shall also conduct an audit or survey of potential hazards at all District facilities, programs and work locations, with special emphasis on remote locations.

Board Approved March 12, 2007 by Ordinance 07-0312
Safety Manual Approved by Board 5/18/15



Oak Brook Park District
Administrative Policies and Procedures

Section 5.7 Private / Group Instruction and Training Policy

The Oak Brook Park District cannot adequately control and has no responsibility for the quality of personal training / group fitness, tennis, and swim instruction, or any other recreation instruction from individuals who are not employed by the Oak Brook Park District. These individuals may not have adequate academic background, national certifications, training, ability, or experience to properly conduct lessons or classes. The use of the Oak Brook Park District by unauthorized individuals/contractors for personal training/group fitness, tennis, pickleball, swim, or general recreation instruction is also in direct competition with the programs and services offered at the Oak Brook Park District.

The Park District desires to ensure the safety and quality of all group instruction and personal training offered at the Oak Brook Park District. Therefore, only Oak Brook Park District employed staff are authorized to promote and provide personal training/group instruction services at Oak Brook Park District owned/managed facilities and parks.

Unless authorized by the Executive Director by written letter, permit, or contract, non-authorized individuals/contractors are prohibited from:

- Soliciting Park District patrons/attendees to promote their private / group instruction, personal training or other such recreational programming services.
- Conducting private / group instruction, personal training or other such recreational programming services at Oak Brook Park District owned/managed facilities or parks whether such non-authorized training is organized or conducted for profit or non-profit.

The Park District reserves the right to question anyone on Park District owned/managed property regarding unauthorized training, if they appear to be exhibiting any of the following (but not limited to), or related behaviors:

- **Writing and/or designing a program, class or workout for fitness, tennis, swimming, athletics or general recreational programming for a patron.**
- **Explaining and providing exercise directions to a patron or group of patrons.**
- **Assisting a patron with technique, or any specific instruction, but not exercising with that individual during all portions of the workout.**
- **Directing exercise order or duration for a patron.**
- **Assisting a patron with equipment and adjustments.**
- **Any behavior perceived to be training, instructing, or conducting a recreational program on Park District owned/managed property without prior written authorization.**



Oak Brook Park District
Administrative Policies and Procedures

Any unauthorized individual/contractor that is conducting or is giving the perception of conducting personal / group instruction, personal training or other such recreational programming at any Park District owned/managed facility or park will be asked to leave the facility or park without reimbursement of any fees paid. In addition, the Park District reserves the right to suspend or revoke membership(s), guest privileges, or rental permit(s) for anyone in violation of this policy as codified in **Chapter 7. Offenses Affecting District Functions of the General Use Regulations of the Oak Brook Park District, with further penalties enforced, including:**

- Summoning 911 for police enforcement.
- Exclusion from the Park District, its programs, facilities, and parks, whether such facility or park is owned or managed by the Park District.
- Fines.
- Civil Suit.

Approved by Board of Commissioners: May 18, 2020

Approved by the Board of Commissioners: April 19, 2021



Oak Brook Park District
Administrative Policies and Procedures

5.8 Refund Policy

Except for cancellations by the District, all refunds are subject to a 10% processing fee. In the event the District cancels an activity, makeup classes may be offered or, if no make-up classes are offered, a credit to your account or a refund will be issued. Limitations on refunds may vary by activity and registration type. Please visit <insert website here> for refund terms by activity and registration type.

Programs, Athletics and Camps

This section applies to all youth and adult programs, athletics, and camps (collectively or individually referred to as "program(s)"). This section does not apply to travel programs, pre-school programs, or special events.

Subject to the 10% processing fee, a full refund will be given if a withdrawal request is made 8 days or more prior to the start of the program.

No refund will be given if the registrant submits a withdrawal request 7 days or less prior to the start of the program except for medical reasons. A prorated refund may be issued if the participant withdraws for medical reasons. Medical refunds require a signed doctor's note explaining the injury or illness and must be submitted within 10 business days of when the participant first misses the program due to the injury or illness. In the event the District cancels the program, the District may either offer makeup classes or, if no make-up classes are offered, the District will either issue a credit to the registrant's account or a full refund.

For the Get Better League: 1) a full refund will be issued if the registrant withdraws before teams are assigned; 2) the registrant will be issued a 50% refund if the participant withdraws after teams have been assigned; and 3) no refund will be issued if the participant withdraws after the teams have been assigned and had their first practice.

Special Events

No refund will be issued unless the Park District cancels the event.

Travel

Travel Club Trips

Refunds for Pioneer trips are subject to the refund policy of the travel company used for the trip. A full refund will be provided if the District cancels the trip.

Pioneer Trips

For Pioneer trips, no refund will be given if the cancellation is given 7 days or less before the date of the trip except for medical reasons. A full refund, minus the direct costs incurred by the District and a 10% processing fee, may be issued if the participant withdraws for medical reasons. Medical refunds require



Oak Brook Park District
Administrative Policies and Procedures

a signed doctor's note explaining the injury or illness and, to the extent possible, must be submitted 10 days prior to the trip.

For cancellations given 8 days or more before the date of the trip, a full refund will be issued minus the direct costs incurred by the District and a 10% processing fee. A full refund will be provided if the District cancels the trip.

Preschool

If a participant intends to withdraw from a preschool program, the registrant must provide at least 30 days' notice to the District in order to receive a prorated refund of the program fees which, for purposes of a refund, will not include the pre-registration deposit, and will be issued based on the final withdrawal date. Any such refund is subject to a 10% processing fee.

No refunds, credits or reallocation of funds will be given for any days your child misses class, including but not limited to for sick days, program cancellations due to weather or any other day your child is absent. In the event of withdrawal from a pre-school program at any time for any reason, the pre-registration deposit is non-refundable.

In the event the District cancels a preschool program, the District may either offer makeup classes or, if no make-up classes are offered, the District will either issue a credit to the registrant's account or a full refund.

Parties & Rentals

No refunds will be given if the cancellation for the rental is received 7 days or less of the scheduled rental date.

A refund of 60% will be given if the cancellation of the rental is received 8 – 13 days prior to the scheduled rental date.

A full refund, minus a 10% processing fee will be given for cancellations received 14 days or more prior to the scheduled rental date.

Approved by Board of Commissioners – February 19, 2024



Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 25-0616: AN ORDINANCE
DECLARING SURPLUS PERSONAL PROPERTY AND
AUTHORIZING THE SALE OR CONVEYANCE THEREOF**

AGENDA No.: 9 E

MEETING DATE: MAY 19, 2025

STAFF REVIEW:

Valerie Louthan, Superintendent of Facilities:

A handwritten signature in black ink, appearing to read "Val Louthan", written over a horizontal line.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

Items that have been recently identified as surplus property are listed in the attached Ordinance 25-0616.

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

The recommended manner of conveyance for each item is provided in the ordinance.

ACTION PROPOSED:

For Review and Discussion Only

ORDINANCE NO. 25-0616
AN ORDINANCE DECLARING
SURPLUS PERSONAL PROPERTY AND
AUTHORIZING CONVEYANCE OR SALE THERE OF

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

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

Qty	Item	Brand	Color/Description/Model Number Serial Number	Disposal Method
1	Pizza Warming Oven	Unknown	Grey Metal	Recycle
1	Desk Chair	Unknown	Black Leather	Dispose
1	Desk Chair	Unknown	Blue Leather	Dispose
2	Filing Cabinets	Unknown	Brown Metal and Black Metal	Recycle
1	Spin Bike	Matrix	Grey Metal	Recycle
2	Fitness Mat Rack	Power Systems	Black Metal	Recycle
1	Fitness Bosu Ball Rack	Unknown	White Metal	Recycle
13	Computer	Dell	Black Desktop computer	Recycle
2	Monitor	HP	Black	Recycle
1	Laptop	Dell	Black	Recycle
3	Printer	HP		Recycle

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

WHEREAS, the District’s staff has recommended that the Property, except for the Property designated to be recycled/discarded or traded-in, can best be sold directly by the District’s Executive Director to a municipality, school district, or park district, or may be sold indirectly by

utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of such Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

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

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

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

Section 2: The Board hereby authorizes:

a) The sale of the Property, not designated to be discarded or traded-in, may be sold directly by the District's Executive Director to a municipality, school district, or park district, or indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of the Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for

the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

b) All other Property to be discarded.

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

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

PASSED AND APPROVED THIS 16th DAY OF JUNE 2025.

Ayes: _____

Nays: _____

Absent: _____

OAK BROOK PARK DISTRICT

By:

Sharon Knitter, President

ATTEST:

By:

Laure L. Kosey, Secretary

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on June 16, 2025, 6:30 p.m.

Adjournment