Oak Brook Park District
Board Packet

March 16, 2026

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

NATIONAL GOLD MEDAL AWARD FOR EXCELLENCE IN THE FIELD OF PARK AND RECREATION MANAGEMENT

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

Agenda and Agenda Vote

AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
March 16, 2026 – 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. PLEDGE OF ALLEGIANCE

3. OPEN FORUM

4. APPROVAL OF AGENDA, MINUTES, AND FINANCIAL STATEMENT
   a. APPROVAL OF THE MARCH 16, 2026 AGENDA
   b. APPROVAL OF MINUTES
      i. February 16, 2026 Regular Board Meeting Minutes
      ii. February 16, 2026 Closed Board Meeting Minutes
      iii. March 3, 2026 Special Board Meeting Minutes
      iv. March 3, 2026 Closed Board Meeting Minutes
   c. APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 28, 2025
      i. Warrant 706

5. STAFF RECOGNITION
   a. None

6. PRESENTATIONS/PROCLAMATIONS
   a. Proclamation in Support of The Conservation Foundation DuPage County River Sweep
   b. Pickleball Funding Options

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. Change in the Park District's Fiscal Year Start Date from May 1 to January 1 Start Date
   b. RFP for the License and Use of the Family Recreation Center Basketball Courts
   c. Personnel Policy Manual Law Updates
   d. Increase to Out-of-District Daily Fees and Memberships
   e. Settlement Agreement with Judiciocracy
   f. Fitness Center Flooring Replacement through the Sourcewell Cooperative

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

NATIONAL GOLD MEDAL AWARD FOR EXCELLENCE IN THE FIELD OF PARK AND RECREATION MANAGEMENT

AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
March 16, 2026 – 6:30 p.m.
Canterberry Room

9. NEW BUSINESS
   a. Budget for Fiscal Year 2026 – 2027 *The tentative Budget and Appropriation Ordinance 26-0420 for Fiscal Year May 1, 2026 – April 30, 2027 will be placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 19, 2026. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 20, 2026 regular meeting of the Board of Commissioners for the purpose of receiving public comments on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 9, 2026.*
   b. Ten-Year Capital Improvement Plan
   c. Ordinance 26-0421: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting
   d. Safety Manual Updates

10. ENTER CLOSED SESSION: For the purpose of the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

11. CLOSED SESSION
   a. Semi-Annual Review of Closed Meeting Minutes for Release
      i. Resolution 26-0422: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2026
   b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District

12. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 20, 2026, 6:30 P.M.

14. 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.

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

NATIONAL GOLD MEDAL AWARD FOR EXCELLENCE IN THE FIELD OF PARK AND RECREATION MANAGEMENT

AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
March 16, 2026 – 6:30 p.m.
Canterberry Room

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL *[Call to Order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*

2. OPEN FORUM *[Ask whether there are any Public Comments under "Open Forum." If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*

3. APPROVAL OF AGENDA, MINUTES, AND FINANCIAL STATEMENT
   a. APPROVAL OF THE MARCH 16, 2026 AGENDA *[Request a Motion (and a Second) to approve the March 16, 2026 Agenda. **Roll Call Vote**…]*
   b. APPROVAL OF MINUTES
      i. February 16, 2026 Regular Board Meeting Minutes *[Request a Motion (and a Second) to approve the February 16, 2026 Regular Board Meeting Minutes. **Roll Call Vote**…]*
      ii. February 16, 2026 Closed Board Meeting Minutes *[Request a Motion (and a Second) to approve the February 16, 2026 Closed Board Meeting Minutes. **Roll Call Vote**…]*
      iii. March 3, 2026 Special Board Meeting Minutes *[Request a Motion (and a Second) to approve the March 3, 2026 Special Board Meeting Minutes. **Roll Call Vote**…]*
      iv. March 3, 2026 Closed Board Meeting Minutes *[Request a Motion (and a Second) to approve the March 3, 2026 Closed Board Meeting Minutes. **Roll Call Vote**…]*

   c. APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 28, 2025
      i. Warrant 706 *[Request a Motion (and a Second) to approve Financial Statement Ending February 28, 2026. **Roll Call Vote**…]*

4. STAFF RECOGNITION
   a. None

5. PRESENTATIONS/PROCLAMATIONS *[For Review and Discussion Only]*
   a. Proclamation in Support of The Conservation Foundation DuPage County River Sweep

6. REPORTS *[For Review and Discussion Only]*
   a. Administration and Enterprise Operations Report
   b. Finance and Human Resources Report
   c. Recreation and Communications Report
   d. Parks and Facilities Report

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

NATIONAL GOLD MEDAL AWARD FOR EXCELLENCE IN THE FIELD OF PARK AND RECREATION MANAGEMENT

AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
March 16, 2026 – 6:30 p.m.
Canterberry Room

7. UNFINISHED BUSINESS
   a. Change in the Park District's Fiscal Year Start Date from May 1 to January 1 Start Date *[Request a Motion (and a Second) to approve a change in the Park District's fiscal year start date from May 1 to a January 1 start date.* ***Roll Call Vote****…]*
   b. RFP for the License and Use of the Family Recreation Center Basketball Courts *[Request a Motion (and a Second) to approve the contract with MYB OpCo, LLC doing business as Breakaway Basketball.* ***Roll Call Vote****…]*
   c. Personnel Policy Manual Law Updates *[Request a Motion (and a Second) to approve the Personnel Policy Manual Law Updates.* ***Roll Call Vote****…]*
   d. Increase to Out-of-District Daily Fees and Memberships *[Request a Motion (and a Second) to approve the new membership rates as presented, effective May 1, 2026.* ***Roll Call Vote****…]*
   e. Settlement Agreement with Judiciocracy *[Request a Motion (and a Second) to approve the settlement agreement with Judiciocracy.* ***Roll Call Vote****…]*
   f. Fitness Center Flooring Replacement through the Sourcewell Cooperative *[Request a Motion (and a Second) to accept the proposal from Direct Fitness Solutions and approve an agreement between the Oak Brook Park District and Direct Fitness Solutions for fitness center flooring replacement for a total cost not-to-exceed $77,527.* ***Roll Call Vote****…]*

8. NEW BUSINESS *[For Review and Discussion Only]*
   a. Budget for Fiscal Year 2026 – 2027 *The tentative Budget and Appropriation Ordinance 26-0420 for Fiscal Year May 1, 2026 – April 30, 2027 will be placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 19, 2026. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 20, 2026 regular meeting of the Board of Commissioners for the purpose of receiving public comments on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 9, 2026.*
   b. Ten-Year Capital Improvement Plan
   c. Ordinance 26-0421: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting
   d. Safety Manual Updates

9. ENTER CLOSED SESSION: For the purpose of the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act *[Request a Motion (and a Second) to enter into closed session for the purpose of discussing the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.* ***Roll Call Vote****…]*

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

NATIONAL GOLD MEDAL AWARD FOR EXCELLENCE IN THE FIELD OF PARK AND RECREATION MANAGEMENT

AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
March 16, 2026 – 6:30 p.m.
Canterberry Room

10. CLOSED SESSION *[For Review and Discussion Only]*
    a. Semi-Annual Review of Closed Meeting Minutes for Release
        i. Resolution 26-0422: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2026
    b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District

11. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION *[Request a Motion and a Second to arise from closed session and resume the open session. **Roll Call Vote**…]*

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 20, 2026, 6:30 P.M. *[Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on April 20, 2026, 6:30 p.m.]*

13. ADJOURNMENT *[Request a Motion and a Second to adjourn the March 16, 2026 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.

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

NATIONAL GOLD MEDAL AWARD FOR EXCELLENCE IN THE FIELD OF PARK AND RECREATION MANAGEMENT

Oak Brook Park District Board of Commissioners

February 16, 2026 Regular Board Meeting Minutes
March 3, 2026 Special Board Meeting Minutes

Note: The Minutes will be included
after the Board Commissioners Approval at the
March 16, 2026 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:

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

Among the major activities accounted for in this fund are field and facility rentals, resident and non-resident daily admissions, 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 February 28, 2026 and 2025

83.33% completed (10 out of 12 months)

	Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance						FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
	Original Annual Budget	February 2026 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2024/2025 YTD Actual	FY 2025/2026 YTD Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change
REVENUES									
Administration	$ -	$ -	$ -	N/A	$ -	N/A	$ -	$ -	N/A
Finance									
Property Taxes	1,934,447	-	1,964,611	N/A	1,964,611	101.6%	1,889,590	75,022	4.0%
Personal Prop. Repl. Taxes	157,374	-	121,553	N/A	121,553	77.2%	129,671	(8,118)	-6.3%
Investment Income	82,600	7,546	97,918	N/A	97,918	118.5%	89,077	8,841	9.9%
Other	1,250	-	2,093	N/A	2,093	167.5%	1,535	558	36.4%
Central Park North	102,250	23	75,032	N/A	75,032	73.4%	91,985	(16,953)	-18.4%
Central Park	240,300	6,988	222,597	N/A	222,597	92.6%	193,937	28,660	14.8%
Saddlebrook Park	-	-	-	N/A	-	N/A	-	-	N/A
Forest Glen Park	-	-	106	N/A	106	N/A	200	(94)	-47.2%
Chillem Park	-	-	-	N/A	-	N/A	-	-	N/A
Dean Property	-	-	-	N/A	-	N/A	-	-	N/A
Information Technology	141,992	11,824	118,799	N/A	118,799	83.7%	100,300	18,500	18.4%
Building-Recreation Center	1,368,830	83,945	1,052,092	N/A	1,052,092	76.9%	872,805	179,287	20.5%
Central Park West	88,325	4,847	103,748	N/A	103,748	117.5%	18,547	85,201	459.4%
TOTAL REVENUES	**$ 4,117,368**	**$ 115,173**	**$ 3,758,550**	**$ -**	**$ 3,758,550**	**91.3%**	**$ 3,387,646**	**$ 370,903**	10.9%
EXPENDITURES									
Administration	$ 371,186	$ 26,338	$ 267,605	$ 52	267,657	72.1%	$ 273,348	$ (5,742)	-2.1%
Finance	342,450	21,686	235,690	593	236,283	68.8%	206,865	28,825	13.9%
Central Park North	95,371	2,067	49,842	10,013	59,855	52.3%	70,805	(20,963)	-29.6%
Central Park	858,297	52,183	635,531	42,176	677,706	74.0%	588,726	46,805	8.0%
Saddlebrook Park	20,180	-	10,284	3,193	13,477	51.0%	8,591	1,693	19.7%
Forest Glen Park	23,845	237	16,260	3,131	19,391	68.2%	15,380	880	5.7%
Chillem Park	5,879	-	2,233	135	2,368	38.0%	3,785	(1,552)	-41.0%
Dean Property	29,253	54	20,679	2,785	23,464	70.7%	19,948	731	3.7%
Professional Services	31,000	1,763	39,439	-	39,439	127.2%	25,715	13,724	53.4%
Information Technology	362,353	39,114	275,981	9,623	285,603	76.2%	276,933	(952)	-0.3%
Building-Recreation Center	1,281,505	99,614	970,316	60,859	1,031,175	75.7%	892,180	78,136	8.8%
Central Park West	74,457	5,596	70,222	8,521	78,742	94.3%	46,050	24,172	52.5%
TOTAL EXPENDITURES	**$ 3,495,776**	**$ 248,651**	**$ 2,594,082**	**$ 141,080**	**$ 2,735,162**	**74.2%**	**$ 2,428,325**	**$ 165,757**	**6.8%**
TRANSFERS OUT	$ 475,000	$ -	$ -	$ -	$ -	0.0%	$ 502,000	$ (502,000)	-100.0%
TOTAL EXPENDITURES AND TRANSFERS OUT	**$ 3,970,776**	**$ 248,651**	**$ 2,594,082**	**$ 141,080**	**$ 2,735,162**	**65.3%**	**$ 2,930,325**	**$ (336,243)**	**-11.5%**
REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT	**$ 146,592**	**$ (133,478)**	**$ 1,164,468**	**$ (141,080)**	**$ 1,023,388**	**794.4%**	**$ 457,321**	**$ 707,147**	154.6%

Note 1> Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, the highlighted items reflect a variance of +/-10.00% or greater.

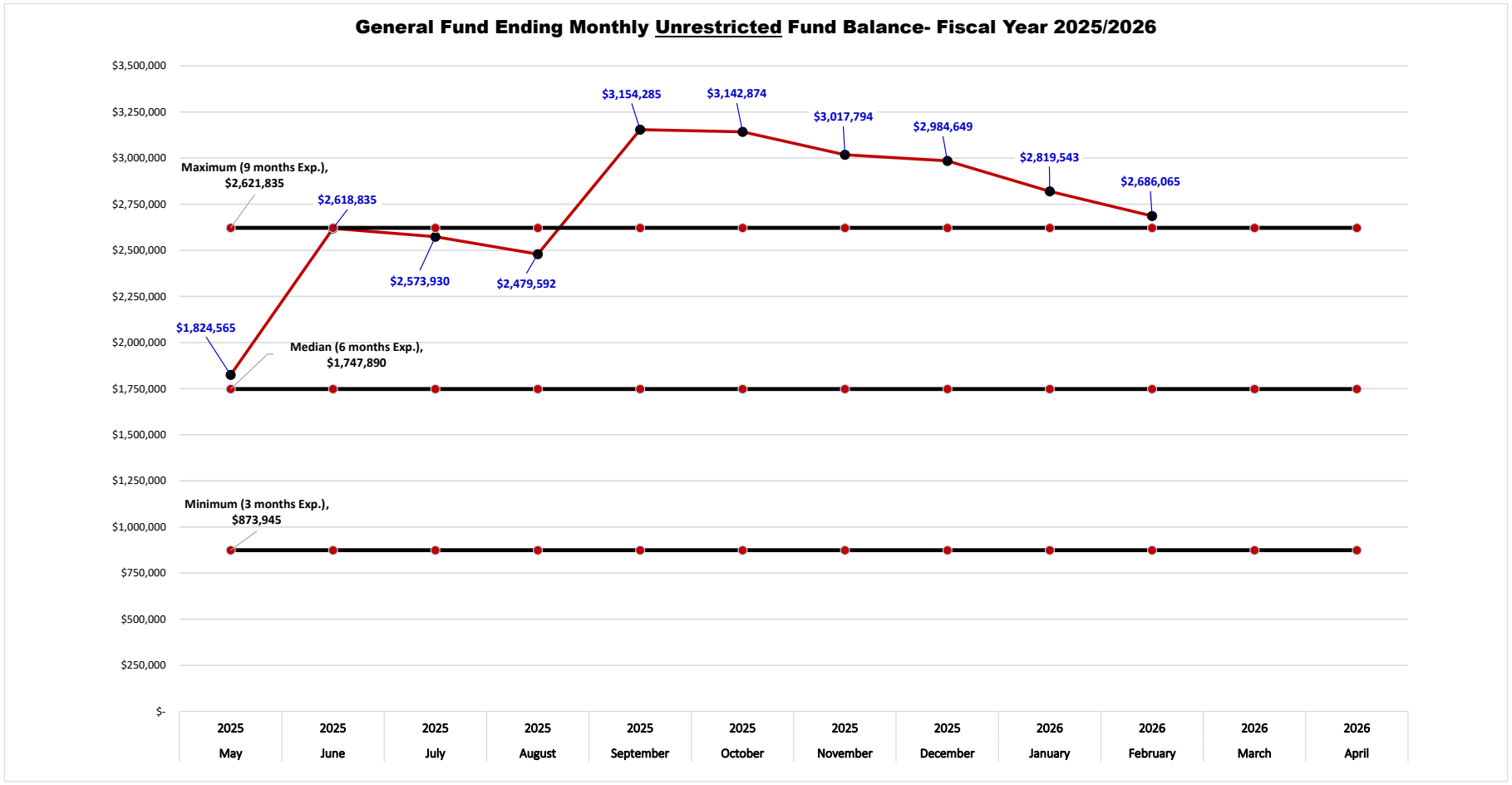
Note 2> Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

Prepared by: Marco Salinas

Last Update: 03/06/2026

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

	Actuals- Unaudited												
	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	Fiscal Y-T-D
Beginning Unrestricted	$ 1,521,597	$ 1,824,565	$ 2,618,835	$ 2,573,930	$ 2,479,592	$ 3,154,285	$ 3,142,874	$ 3,017,794	$ 2,984,649	$ 2,819,543			
Monthly Net Surplus/(Deficit)	302,967	794,270	(44,904)	(94,338)	674,692	(11,411)	(125,080)	(33,145)	(165,105)	(133,478)			$ 1,164,468
Ending Unrestricted	$ 1,824,565	$ 2,618,835	$ 2,573,930	$ 2,479,592	$ 3,154,285	$ 3,142,874	$ 3,017,794	$ 2,984,649	$ 2,819,543	$ 2,686,065	$ -	$ -	



Minimum (3 months Exp.)	$ 873,945	$ 873,945	$ 873,945	$ 873,945	$ 873,945	$ 873,945	$ 873,945	$ 873,945	$ 873,945	$ 873,945	$ 873,945	$ 873,945
Median (6 months Exp.)	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890	$ 1,747,890
Maximum (9 months Exp.)	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835	$ 2,621,835

Prepared by: Marco Salinas

Last Update: 03/06/2026

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
- Youth Athletics
- 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 February 28, 2026 and 2025

83.33% completed (10 out of 12 months)

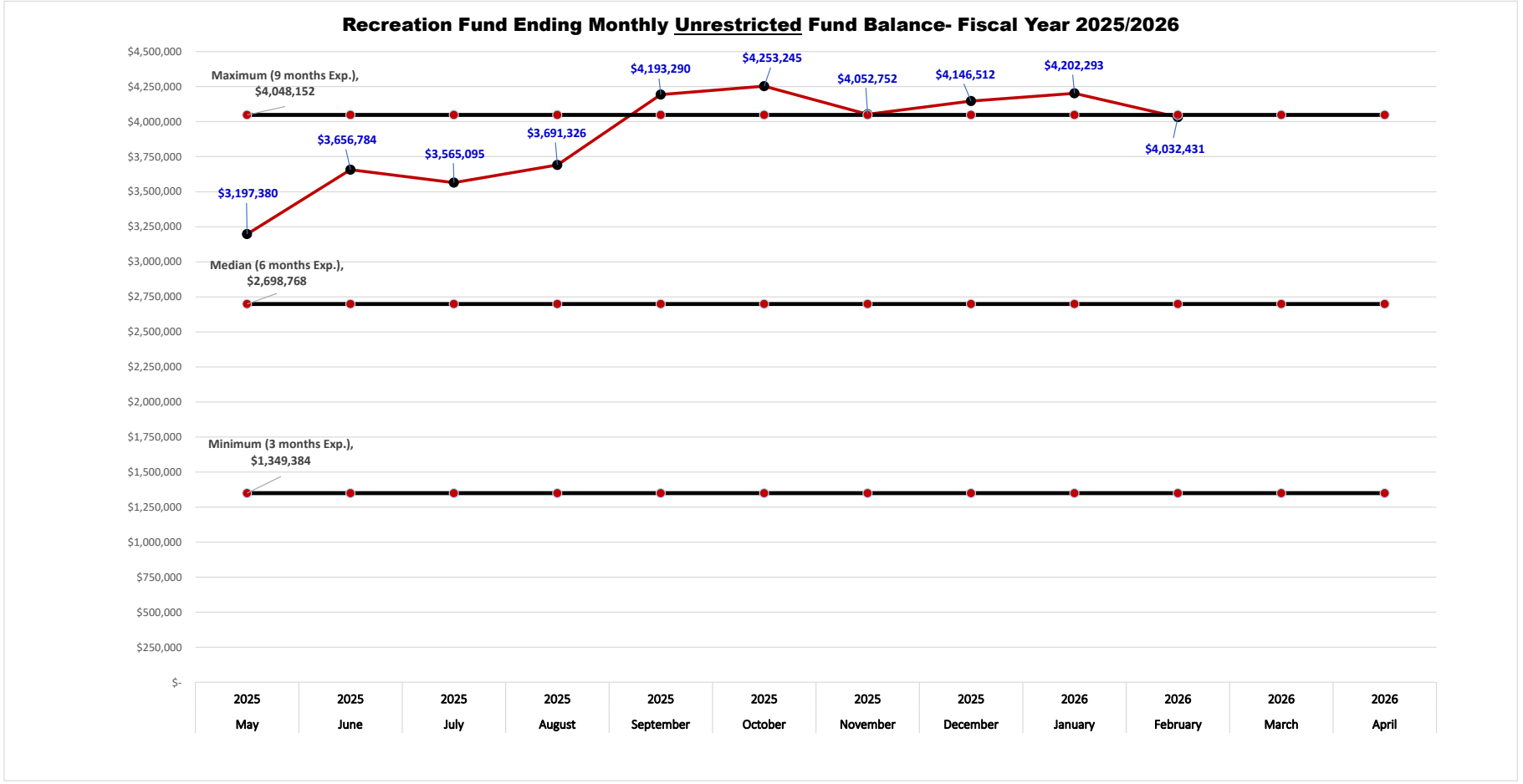
	Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance						FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
	Original Annual Budget	February 2026 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2024/2025 YTD Actual	FY 2025/2026 YTD Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change
REVENUES									
Administration									
Property Taxes	$ 1,350,500	$ -	$ 1,372,324	N/A	$ 1,372,324	101.6%	$ 1,399,631	$ (27,307)	-2.0%
Personal Prop. Repl. Taxes	49,544	-	38,267	N/A	38,267	77.2%	40,822	(2,556)	-6.3%
Investment Income	122,400	11,294	123,486	N/A	123,486	100.9%	123,568	(82)	-0.1%
Other	3,000	3,134	8,441	N/A	8,441	281.4%	6,165	2,276	36.9%
Fitness Center	869,615	80,324	840,037	N/A	840,037	96.6%	705,845	134,192	19.0%
Aquatic Center	760,254	61,365	738,638	N/A	738,638	97.2%	623,088	115,550	18.5%
Aquatic Recreation Prog.	567,947	42,271	479,434	N/A	479,434	84.4%	434,062	45,373	10.5%
Youth Athletics	533,210	6,091	488,178	N/A	488,178	91.6%	503,851	(15,673)	-3.1%
Preschool Programs	342,162	36,429	306,364	N/A	306,364	89.5%	297,855	8,509	2.9%
Youth Programs	244,987	3,392	254,553	N/A	254,553	103.9%	229,629	24,924	10.9%
Adult Programs	142,552	6,119	131,918	N/A	131,918	92.5%	132,940	(1,022)	-0.8%
Pioneer Programs	59,855	3,531	70,306	N/A	70,306	117.5%	55,137	15,169	27.5%
Special Events and Trips	114,538	4,181	140,917	N/A	140,917	123.0%	134,263	6,653	5.0%
Marketing	20,000	-	27,486	N/A	27,486	137.4%	55,858	(28,371)	-50.8%
Capital Outlay	-	-	200,000	N/A	200,000	N/A	-	200,000	N/A
TOTAL REVENUES	$ 5,180,564	$ 258,132	$ 5,220,350	$ -	$ 5,220,350	100.8%	$ 4,742,716	$ 477,634	10.1%
TRANSFERS IN	$ 150,000	$ -	$ -	N/A	-	0.0%	$ 150,000	$ (150,000)	-100.0%
TOTAL REVENUES & TRANSFERS IN	**$ 5,330,564**	**$ 258,132**	**$ 5,220,350**	**$ -**	**$ 5,220,350**	**97.9%**	**$ 4,892,716**	**$ 327,634**	**6.7%**
EXPENDITURES									
Administration	$ 1,252,499	$ 79,575	$ 838,335	$ 29,788	$ 868,123	66.9%	$ 823,600	$ 14,735	1.8%
Fitness Center	646,660	42,967	454,382	30,681	485,063	70.3%	393,957	60,425	15.3%
Aquatic Center	1,319,444	77,386	921,380	53,353	974,733	69.8%	926,554	(5,174)	-0.6%
Aquatic Recreation Prog.	303,894	30,490	213,525	18,750	232,275	70.3%	185,163	28,362	15.3%
Youth Athletics	369,921	122,482	340,518	700	341,218	92.1%	351,159	(10,641)	-3.0%
Preschool Programs	291,954	26,419	196,586	499	197,085	67.3%	188,560	8,026	4.3%
Youth Programs	182,879	10,398	136,525	118	136,643	74.7%	129,977	6,547	5.0%
Adult Programs	108,699	8,253	83,350	-	83,350	76.7%	57,896	25,455	44.0%
Pioneer Programs	95,588	7,596	89,678	3,366	93,044	93.8%	75,500	14,178	18.8%
Special Events and Trips	112,779	1,969	87,665	718	88,383	77.7%	106,797	(19,132)	-17.9%
Marketing	353,103	20,459	241,076	157	241,233	68.3%	239,985	1,091	0.5%
Capital Outlay	360,112	-	104,611	17,210	121,821	29.0%	1,098,957	(994,345)	-90.5%
TOTAL EXPENDITURES	**$ 5,397,532**	**$ 427,994**	**$ 3,707,631**	**$ 155,339**	**$ 3,862,970**	**68.7%**	**$ 4,578,103**	**$ (870,473)**	**-19.0%**
TRANSFERS OUT	$ -	$ -	$ -	$ -	$ -	N/A	$ 177,971	$ (177,971)	-100.0%
TOTAL EXPENDITURES & TRANSFERS OUT	**$ 5,397,532**	**$ 427,994**	**$ 3,707,631**	**$ 155,339**	**$ 3,862,970**	68.7%	**$ 4,756,074**	**$ (1,048,444)**	**-22.0%**
REVENUES & TRANSFERS IN, OVER (UNDER) EXPENDITURES & TRANSFERS OUT	**$ (66,969)**	**$ (169,861)**	**$ 1,512,719**	**$ (155,339)**	**$ 1,357,380**	**-2258.8%**	**$ 136,641**	**$ 1,376,078**	**1007.1%**

Note 1> Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, 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 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	Fiscal Y-T-D
Beginning Unrestricted	$ 2,519,712	$ 3,197,380	$ 3,656,784	$ 3,565,095	$ 3,691,326	$ 4,193,290	$ 4,253,245	$ 4,052,752	$ 4,146,512	$ 4,202,293			
Monthly Net Surplus/(Deficit)	677,668	459,403	(91,689)	126,231	501,964	59,956	(200,493)	93,760	55,781	(169,861)			$ 1,512,719
Ending Unrestricted	$ 3,197,380	$ 3,656,784	$ 3,565,095	$ 3,691,326	$ 4,193,290	$ 4,253,245	$ 4,052,752	$ 4,146,512	$ 4,202,293	$ 4,032,431	$ -	$ -	



Minimum (3 months Exp.)	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384	$ 1,349,384
Median (6 months Exp.)	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768	$ 2,698,768
Maximum (9 months Exp.)	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152	$ 4,048,152

Prepared by: Marco Salinas

Last Update: 03/06/2026

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 February 28, 2026 and 2025

83.33% completed (10 out of 12 months)

	Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance						FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
	Original Annual Budget	February 2026 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2024/2025 YTD Actual	FY 2025/2026 YTD Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change
REVENUES									
Administration	$ 123,100	$ 12,916	$ 146,637	N/A	$ 146,637	119.1%	$ 127,378	$ 19,260	15.1%
Building- Racquet Club	1,000	97	1,088	N/A	1,088	108.8%	1,079	9	0.8%
Programs- Racquet Club	2,409,900	264,076	2,226,276	N/A	2,226,276	92.4%	2,159,301	66,976	3.1%
TOTAL REVENUES	**$ 2,534,000**	**$ 277,088**	**$ 2,374,001**	$ -	**$ 2,374,001**	**93.7%**	**$ 2,287,757**	**$ 86,245**	**3.8%**
EXPENSES									
Administration	$ 922,588	$ 60,446	$ 637,706	$ 3,252	$ 640,958	69.1%	$ 592,627	$ 45,078	7.6%
Building- Racquet Club	497,607	34,775	302,621	42,120	344,740	60.8%	263,995	38,626	14.6%
Programs- Racquet Club	1,011,659	65,763	627,848	15	627,864	62.1%	615,839	12,010	2.0%
Capital Outlay	225,000	14,880	116,013	6,500	122,513	51.6%	83,567	32,445	38.8%
TOTAL EXPENSES	**$ 2,656,853**	**$ 175,864**	**$ 1,684,187**	**$ 51,887**	**$ 1,736,075**	**63.4%**	**$ 1,556,029**	**$ 128,159**	**8.2%**
REVENUES OVER (UNDER) EXPENSES	**$ (122,853)**	**$ 101,224**	**$ 689,814**	**$ (51,887)**	**$ 637,927**	**-561.5%**	**$ 731,728**	**$ (41,914)**	-5.7%

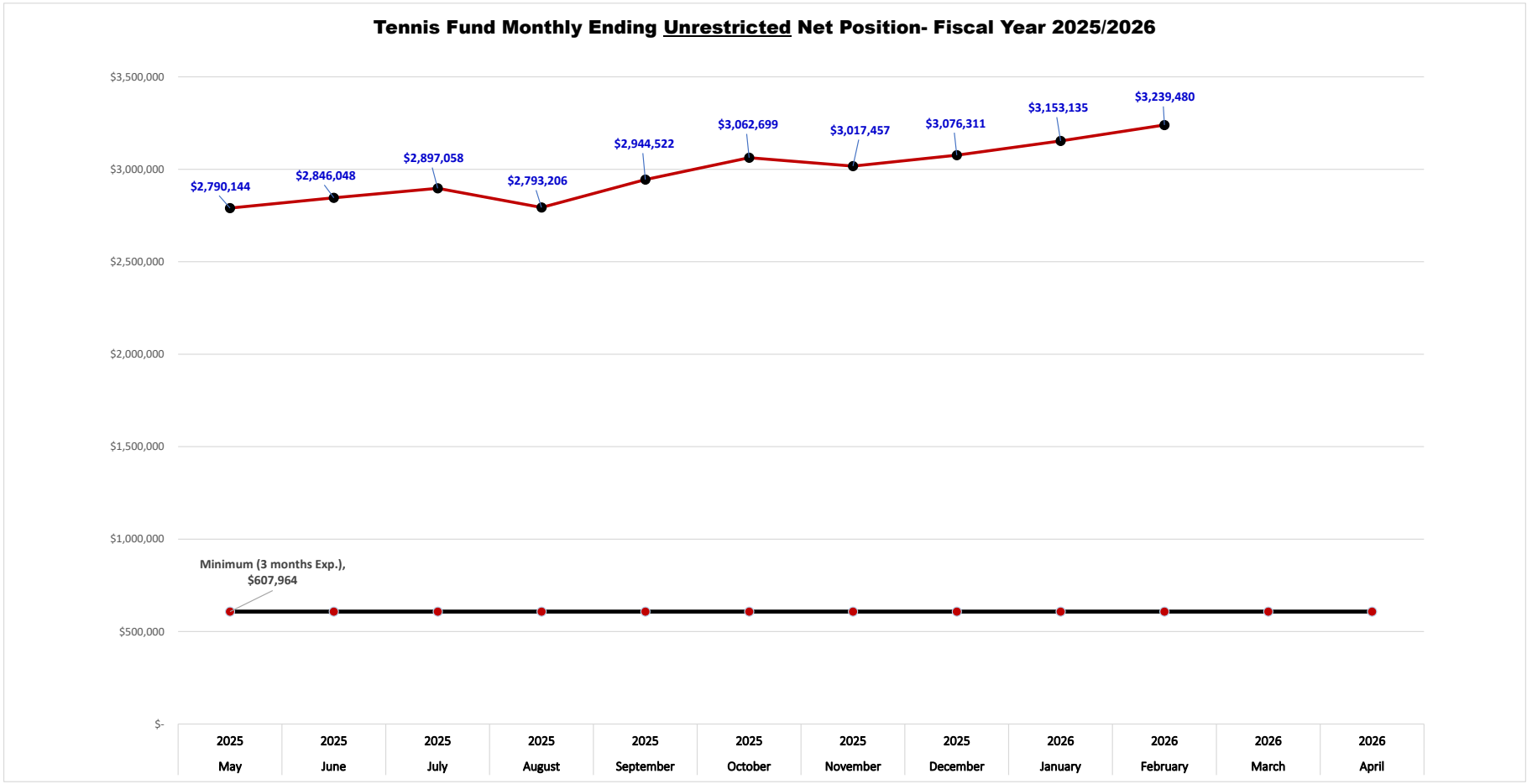
Note 1> Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, the highlighted items reflect a variance of +/-10.00% or greater.

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

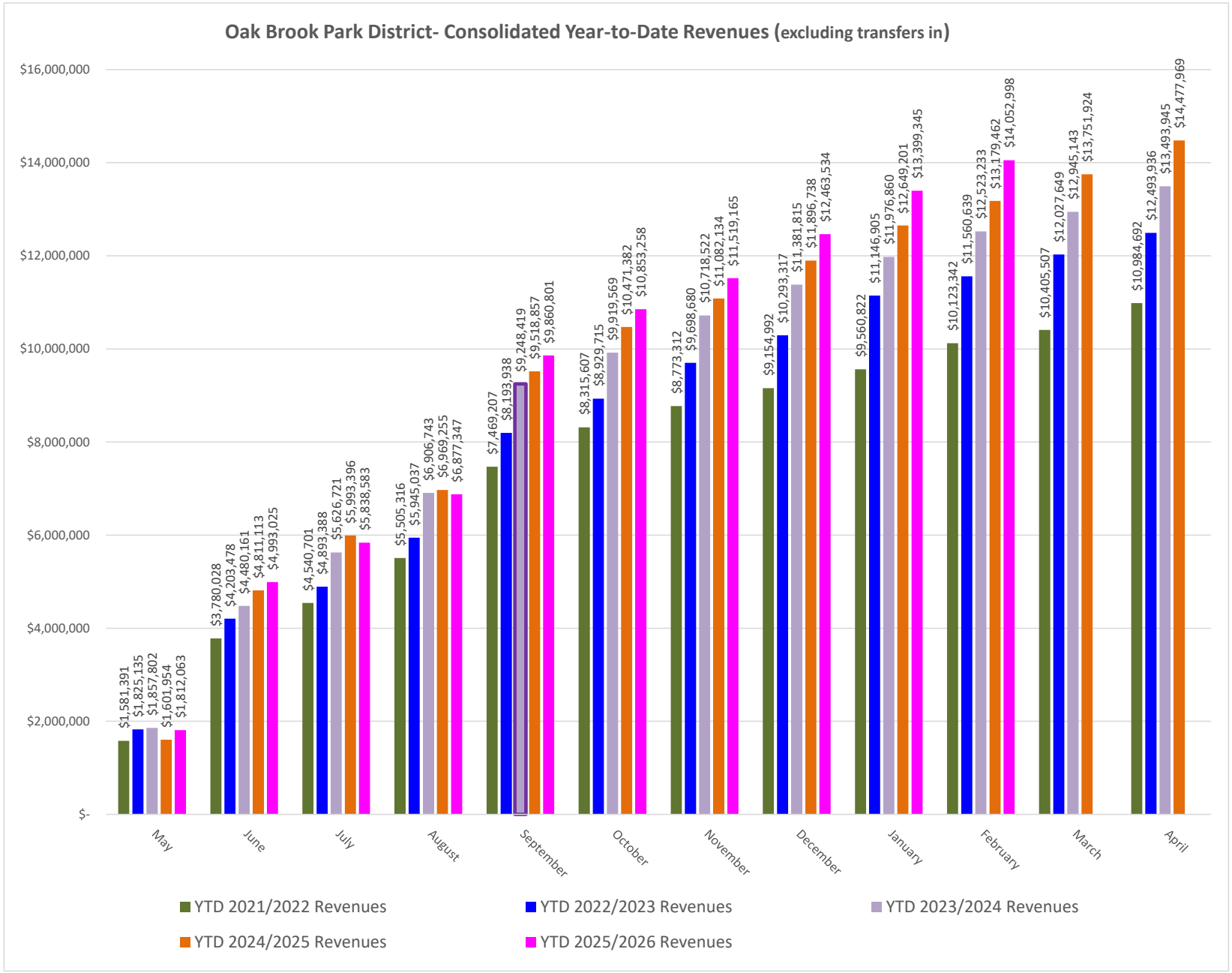
	Actuals- Unaudited												
	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	Fiscal Y-T-D
Beginning Investment in Capital Assets	$ 1,759,816	$ 1,759,816	$ 1,759,816	$ 1,759,816	$ 1,759,816	$ 1,771,560	$ 1,772,716	$ 1,847,749	$ 1,860,949	$ 1,860,949			
Beginning Unrestricted	2,665,679	2,790,144	2,846,048	2,897,058	2,793,206	2,944,522	3,062,699	3,017,457	3,076,311	3,153,135			
Monthly Net Surplus/(Deficit)	124,465	55,904	51,010	(28,040)	87,512	119,333	29,353	69,799	79,254	101,224			$ 689,814
Ending Investment in Capital Assets	$ 1,759,816	$ 1,759,816	$ 1,759,816	$ 1,759,816	$ 1,771,560	$ 1,772,716	$ 1,847,749	$ 1,860,949	$ 1,860,949	$ 1,875,829			
Ending Unrestricted	$ 2,790,144	$ 2,846,048	$ 2,897,058	$ 2,793,206	$ 2,944,522	$ 3,062,699	$ 3,017,457	$ 3,076,311	$ 3,153,135	$ 3,239,480			



Minimum (3 months Exp.)	$ 607,964	$ 607,964	$ 607,964	$ 607,964	$ 607,964	$ 607,964	$ 607,964	$ 607,964	$ 607,964	$ 607,964	$ 607,964	$ 607,964
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

Prepared by: Marco Salinas

Last Update: 03/06/2026

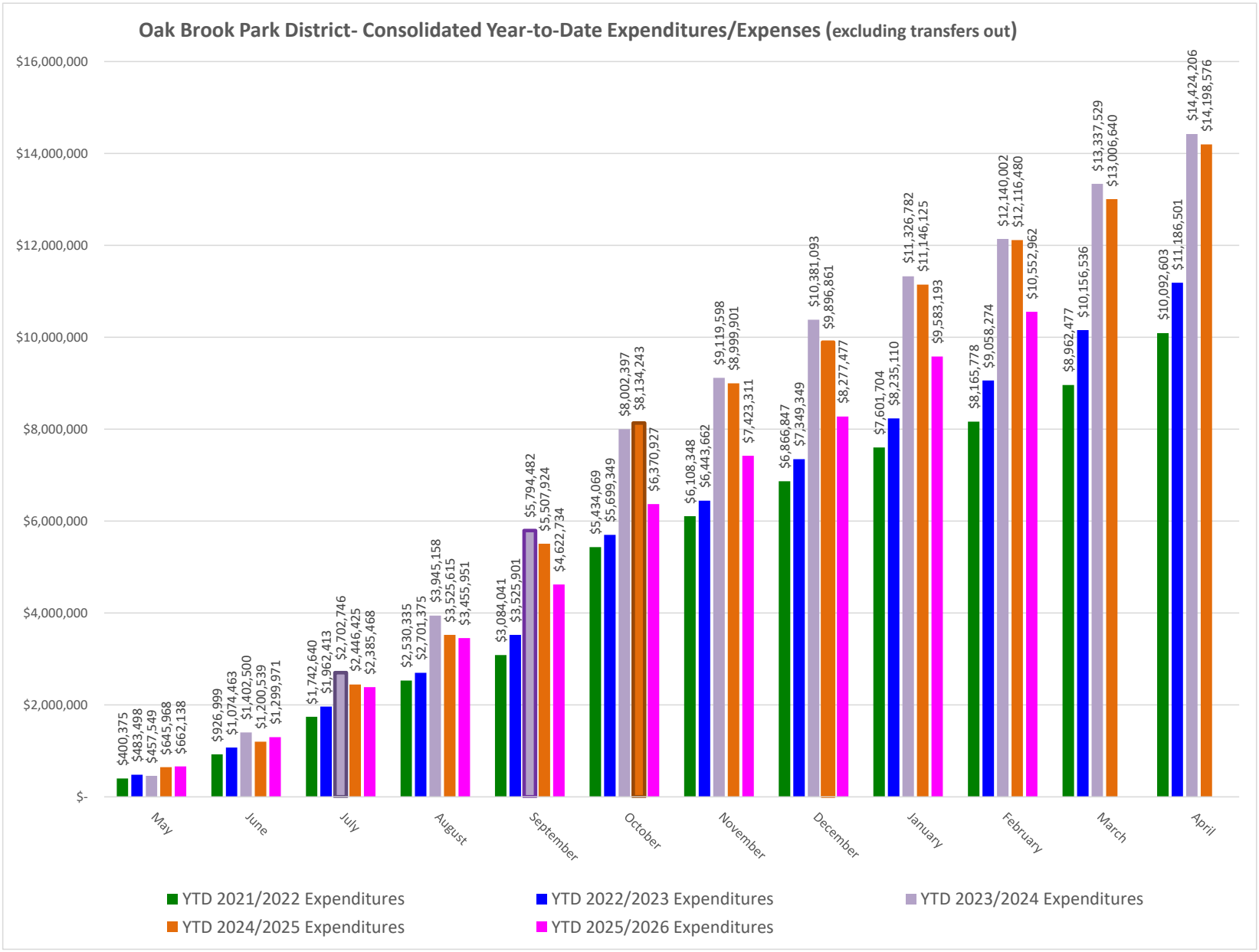


NOTES

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.

Prepared by: Marco Salinas

Last Update: 03/06/2026



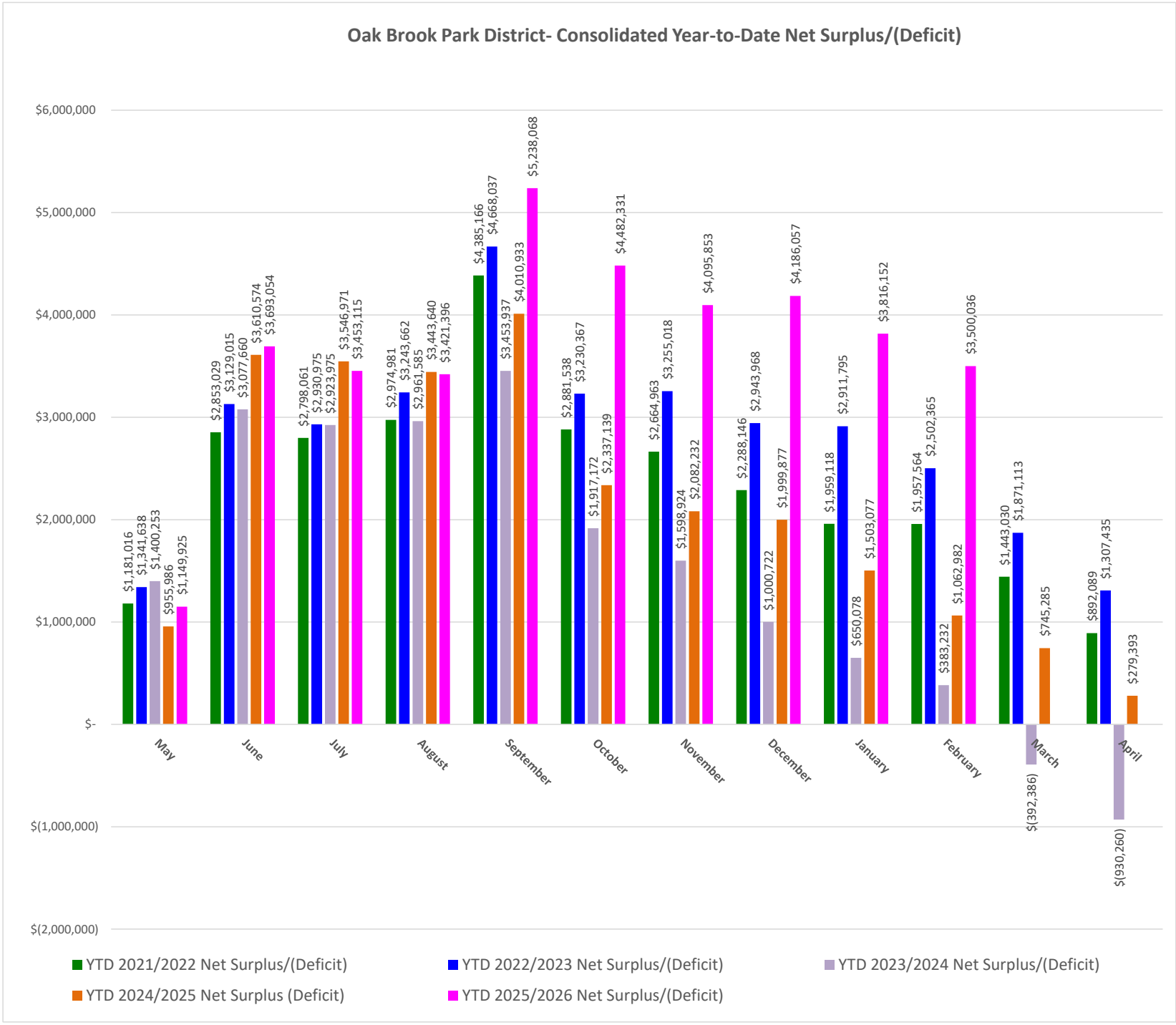
NOTES

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).

2024/2025 The large increase in Y-T-D expenditures are being primarily driven by increased capital improvement costs for our Swim Central facility (e.g. HVAC system, painting, and window coverings) and bathroom and entryway improvements at our Central Park West (CPW) facility.

Prepared by: Marco Salinas

Last Update: 03/06/2026



Prepared by: Marco Salinas

Last Update: 03/06/2026

OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
February 2026

	FY 2025/2026 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (10 months)
GENERAL CORPORATE FUND			
Revenues & transfers in	$ 4,117,368	$ 115,173	$ 3,758,550
Expenditures & transfers out	3,970,776	248,651	2,594,082
Net surplus/(deficit)	$ 146,592	$ (133,478)	$ 1,164,468
RECREATION FUND			
Revenues & transfers in	$ 5,330,564	$ 258,132	$ 5,220,350
Expenditures & transfers out	5,397,532	427,994	3,707,631
Net surplus/(deficit)	$ (66,969)	$ (169,861)	$ 1,512,719
IMRF FUND			
Revenues & transfers in	$ 174,156	$ 382	$ 165,917
Expenditures & transfers out	182,000	14,885	146,846
Net surplus/(deficit)	$ (7,844)	$ (14,503)	$ 19,072
LIABILITY INSURANCE FUND			
Revenues & transfers in	$ 155,362	$ 294	$ 156,445
Expenditures & transfers out	177,846	3,247	187,482
Net surplus/(deficit)	$ (22,484)	$ (2,952)	$ (31,038)
AUDIT FUND			
Revenues & transfers in	$ 10,243	$ 11	$ 11,789
Expenditures & transfers out	14,025	-	13,500
Net surplus/(deficit)	$ (3,782)	$ 11	$ (1,711)
DEBT SERVICE FUND			
Revenues & transfers in	$ 1,674,784	$ 362	$ 1,691,612
Expenditures & transfers out	1,645,291	-	1,403,201
Net surplus/(deficit)	$ 29,493	$ 362	$ 288,411
RECREATIONAL FACILITIES FUND (TENNIS CENTER)			
Revenues	$ 2,534,000	$ 277,088	$ 2,374,001
Expenses	2,656,853	175,864	1,684,187
Net surplus/(deficit)	$ (122,853)	$ 101,224	$ 689,814
SPECIAL RECREATION FUND			
Revenues & transfers in	$ 339,086	$ 870	$ 311,463
Expenditures & transfers out	326,959	36,489	249,351
Net surplus/(deficit)	$ 12,127	$ (35,619)	$ 62,112

OAK BROOK PARK DISTRICT
SUMMARIZED REVENUE & EXPENDITURE REPORT
February 2026

	FY 2025/2026 ANNUAL BUDGET	CURRENT MONTH ACTUAL	Y-T-D ACTUAL (10 months)
CAPITAL PROJECTS FUND			
Revenues & transfers in	$ 1,849,679	$ 1,320	$ 36,115
Expenditures & transfers out	1,688,779	39,427	299,404
Net surplus/(deficit)	$ 160,900	$ (38,107)	$ (263,289)
SOCIAL SECURITY FUND			
Revenues & transfers in	$ 325,232	$ 720	$ 326,755
Expenditures & transfers out	329,613	24,041	267,278
Net surplus/(deficit)	$ (4,381)	$ (23,321)	$ 59,476
CONSOLIDATED SUMMARY			
Revenues & transfers in	$ 16,510,474	$ 654,352	$ 14,052,997
Expenditures/expenses & transfers out	16,389,675	970,597	10,552,962
Net surplus/(deficit)	$ 120,799	$ (316,245)	$ 3,500,035

OAK BROOK PARK DISTRICT
CONSOLIDATED REVENUES AND EXPENDITURES REPORT
Month: February 2026

	CONSOLIDATED TOTALS
REVENUES & TRANSFERS IN	
Property Taxes	$ -
Personal Property Replacement Taxes	-
Interest	33,519
Miscellaneous	5,330
Fitness Center Fees, Memberships, Sponsorships	80,324
Aquatic Center Program Fees, Memberships, Rentals	103,636
Other Recreation Program Fees	323,916
Marketing Service Fees, Sponsorships, Donations	-
FRC Rental/Member Fees	38,609
Field, Pavilion Rentals & Concessions- Central Park North	23
Field Rentals- Central Park	6,988
Satellite Parks & DNS	-
Information Technology	0
CPW Building Rentals & Other	4,447
Grant Proceeds	-
Overhead Revenues	57,559
Transfers In	-
TOTAL REVENUES & TRANSFERS IN:	**$ 654,352**
EXPENDITURES/EXPENSES & TRANSFERS OUT	
Accounts Payable and Other	$ 373,722
Payroll and Related Benefits	539,315
Overhead Expenditures	57,559
Transfers Out	-
TOTAL EXPENDITURES/EXPENSES & TRANSFERS OUT:	**$ 970,597**
NET REVENUES/(EXPENDITURES/EXPENSES)	**$ (316,245)**

Prepared by: Marco A. Salinas

Last Update: 03/09/2026

Oak Brook Park District
Consolidated Balance Sheet
As of February 28, 2026

	Consolidated Totals
ASSETS	
Current Assets	
Cash and Investments	$ 11,454,951
Receivables - Net of Allowances	
Property Taxes	5,909,155
Accounts	1,044,716
Due from Other Funds	-
Prepaids	-
Inventories	20,381
Total Current Assets	$ 18,429,204
Noncurrent Assets	
Capital Assets	
Non-depreciable	$ 58,294
Depreciable	5,840,466
Accumulated Depreciation	(4,138,943)
Total Noncurrent Assets (net)	$ 1,759,817
Total Assets	$ 20,189,021
DEFERRED OUTFLOWS OF RESOURCES	
Deferred Items-IMRF	$ 148,665
Total Assets and Deferred Outflows of Resources	**$ 20,337,686**
LIABILITIES	
Current Liabilities	
Accounts Payable	$ 69,685
Accrued Payroll	2,231
Retainage Payable	-
Unearned Revenue	1,261,743
Due To Other Funds	-
Unclaimed Property	88
Total Current Liabilities	$ 1,333,748
Noncurrent Liabilities	
Compensated Absences Payable	$ 42,527
Net Pension Liability - IMRF	111,188
Total OPEB Liability - RBP	76,757
Total Noncurrent Liabilities	$ 230,472
Total Liabilities	$ 1,564,220
DEFERRED INFLOWS OF RESOURCES	
Deferred Items - IMRF	$ 1,235
Property Taxes	5,909,155
Total Liabilities and Deferred Inflows of Resources	**$ 7,474,611**
FUND/NET POSITION BALANCES	
Non-spendable	$ -
Restricted	715,511
Committed	4,343,948
Assigned	-
Unassigned	2,688,307
Net Investment in Capital Assets	1,875,829
Restricted	-
Unrestricted	3,239,480
Total Fund/Net Position Balances	**$ 12,863,076**
Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	**$ 20,337,686**

Prepared by: Marco A. Salinas

Last Update: 03/09/2026

OAK BROOK PARK DISTRICT

Treasurer's Report- As of February 28, 2026 and 2025

Investment Description	Bank/Institution	Current Year Balance	Current Year Rate/APY/ADY*	Prior Year Rate/APY/ADY*	Note	Current Concentration Percentage
Money Market						
	Old Second National (Evergreen Bank)	$ 3,993,117.30	4.070%	4.860%	Interest-bearing	35.51%
	Hinsdale Bank	1,824,662.16	3.860%	4.600%	Interest-bearing	16.23%
	Sub-Total:	$ 5,817,779.46				51.73%
Checking						
	Fifth Third Bank	$ 5,798.74	0.400%	0.500%	Interest-bearing	0.05%
Investment Pool						
	The Illinois Funds	$ 5,421,931.30	3.796%*	4.504%*	Illinois Public Treasurers' Investment Pool	48.21%
	Grand Total Investments:	$ 11,245,509.50				100.00%
Benchmark						
	Three-month U.S. Treasury Bill		3.667%	4.302%	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 02/27/2026 and 02/28/2025.	

* Rate represents the average daily yield (ADY) for the applicable month (1 month).

Prepared by: Marco A. Salinas

Last Updated: 03/06/2026

Oak Brook Park District
Schedule of Capital Expenditures/Expenses
As of February 28, 2026

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures	FY 2025/2026 Budget
Capital Projects Fund			
Upgraded TimePro timekeeping software and hardware	Commeg Systems, Inc.	$ 21,815.00	$ 22,000.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	4,300.00	1,245,279.00
LED digital poster/video screens	NSELED-US	23,395.00	26,000.00
Saddle Brook barn evaluation	FGM Architects	4,009.24	35,000.00
Turf aerator, roller, and overseeder	Burris Equipment Company	13,560.00	15,000.00
FRC roof canopies and scupper replacement	Anthony Roofing Tecta	21,900.00	24,000.00
Sidewalk replacements- Central Park	A&A Paving Contractors	17,656.30	20,000.00
Asphalt paving and grinding	Chicagoland Paving Contractors	25,000.00	50,000.00
Central Park signage upgrades	Parvin-Clauss Sign Company	6,678.00	15,000.00
FRC Elevator Overhaul	Kone, Inc., Cabworks Custom Elevator, Inc.	105,207.50	106,000.00
Paging alert system upgrades	SK Electronics	15,049.00	30,000.00
FRC video server replacement	Insight Direct	5,180.38	-
Carpet replacement in FRC locker rooms	ABM Commercial Flooring	24,000.00	-
Legal fees for various capital projects-To be allocated	Robbins Schwartz	9,541.00	-
	Sub-total Balance:	**$ 297,291.42**	**$ 1,588,279.00**
Recreation Fund			
Asphalt paving and grinding	Chicagoland Paving Contractors	$ 50,000.00	$ 50,000.00
Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.	Kluber Architects & Engineering	6,500.00	135,000.00
Fitness equipment capital lease purchase- Payment 2 of 3	Lease Servicing Center	48,111.35	48,112.00
Central Park outdoor tennis and pickle ball courts project	Pioneer Engineering & Environmental	2,112.50	-
	Sub-total Balance:	**$ 106,723.85**	**$ 233,112.00**
Tennis Fund			
Lower level carpeting replacement	Floor Coverings International	$ 23,788.08	$ 25,000.00
Exterior windows replacement	Kluber Architects & Engineering, Bee Liner Lean Services, Inc.	90,112.27	100,000.00
Central Park outdoor tennis and pickle ball courts project	Pioneer Engineering & Environmental	2,112.50	-
	Sub-total Balance:	**$ 116,012.85**	**$ 125,000.00**
Special Recreation Fund			
Sidewalk replacements- Central Park	A&A Paving Contractors	$ 5,000.00	$ 5,000.00
Parking lot paver replacement- FRC	Classic Landscape Ltd.	14,408.00	20,000.00
Asphalt Paving	Chicagoland Paving Contractors	10,000.00	10,000.00
FRC Elevator Overhaul	Kone, Inc.	105,207.50	106,000.00
	Sub-total Balance:	**$ 134,615.50**	**$ 141,000.00**
	Grand Total Balance:	**$ 654,643.62**	**$ 2,087,391.00**

Warrant

Invoice Register Report

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
53224								
52050	ABLE PRINTING SERVICE INC		02/24/2026	03/16/2026	2,614.37	2,614.37	Open	N
	QUARTERLY NEWSLETTER PRINT AND							03/16/2026
	02-80-960-000	ABLE PRINTING-QUARTERLY NEWSLETTER PRINT			1,912.84			
	02-80-710-002	ABLE PRINTING-QUARTERLY NEWSLETTER MAIL			701.53			
0156952-IN								
51920	AQUA PURE ENTERPRISES, INC.		02/04/2026	03/16/2026	1,025.97	1,025.97	Open	N
	POOL CHEMCIALS							03/16/2026
	02-25-790-004	SPLASH ISLAND AND SWIM CENTRAL CHEMCIALS			1,025.97			
P89577804								
51932	BATTERIES PLUS LLC		02/10/2026	03/16/2026	27.20	27.20	Open	N
	EMERGENCY LIGHT BATTERY REPLACEMENT							03/16/2026
	01-05-790-005	MAINTENANCE GARAGE SUPPLIES			27.20			
0627722-IN								
51950	BEACON ATHLETICS		02/20/2026	03/16/2026	523.59	523.59	Open	N
	BALL FIELD BASES							03/16/2026
	01-05-790-021	NEW BALL FIELD EQUIPMENT			523.59			
0628015-IN								
51954	BEACON ATHLETICS		02/23/2026	03/16/2026	718.20	718.20	Open	N
	BALL FIELD BASES,							03/16/2026
	01-05-790-021	NEW BALL FIELD EQUIPMENT			718.20			
0628889-IN								
52012	BEACON ATHLETICS		02/28/2026	03/16/2026	1,779.75	1,779.75	Open	N
	BALL FIELD BASES, BASE PLUGS,							03/16/2026
	01-05-790-021	NEW BALL FIELD EQUIPMENT			1,779.75			
SW3008964-1								
51981	BURRIS EQUIPMENT COMPANY		02/06/2026	03/16/2026	1,496.60	1,496.60	Open	N
	REPLACEMENT TIRES JOHN DEERE GATOR							03/16/2026
	01-05-790-017	GATOR AND TRACTOR TIRES			1,496.60			
354494								
51935	BUTTREY RENTAL SERVICE INC.		02/12/2026	03/16/2026	352.00	352.00	Open	N
	BUCKTHORN REMOVAL DEANS- EQUIPMENT							03/16/2026
	01-08-750-015	TREE MAINTENANCE SERVICES			352.00			
FEB26.MAINT75								
52011*	CARDMEMBER SERVICE		02/24/2026	03/16/2026	64.38	64.38	Open	N
	MAINT DEPT P-CARD FEB 2026							03/16/2026
	02-25-690-001	VISA.IPRA CONFERENCE PARKING			14.99			
	02-25-690-001	VISA.IPRA CONFERENCE LUNCH POTBELLY			18.42			
	02-25-790-001	VISA.AMAZON SHOWER WAND HOLDER/ FILTERS			109.19			
	02-25-790-001	VISA.AMAZN SHIPPING RETURN			(6.99)			
	02-25-790-001	AMZN LOG BOOKS FOR PUMP ROOMS			26.97			
	02-25-790-001	AMZN RETURN OF WRONG FILTERS			(98.20)			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
FEB26.FIN08								
52020	CARDMEMBER SERVICE		02/24/2026	03/16/2026	411.93	411.93	Open	N
	FINANCE DEPT P-CARD FEB 2026							03/16/2026
	01-02-690-001	DINNER-01.29.2026 STATE CONFERENCE			6.54			
	01-02-690-001	BREAKFAST-01.30.2026 STATE CONFERENCE			4.58			
	01-02-690-001	LODGING-01.29-01.30.2026 STATE CONFER.			314.60			
	01-02-740-020	COSTCO-SAFETY TRAINING SUPPLIES			86.21			
FEB26.MAINT29								
52021	CARDMEMBER SERVICE		02/24/2026	03/16/2026	538.68	538.68	Open	N
	MAINT DEPT P-CARD FEB 2026							03/16/2026
	01-15-800-005	(AMAZON) FIRE EXT. SIGNS SAFETY INSP. 1			7.95			
	02-25-790-004	(TAYLOR) WEEKLY POOL TEST REAGENTS 2			99.74			
	02-25-790-004	(AMAZON) DAILY POOL TEST REAGENT 3			34.11			
	01-15-800-000	(AMAZON) YELLOW VACCUM POWER SWITCH 4			21.43			
	01-15-800-000	(AMAZON) EM BATTERIES FRC LCKR RMS 5			55.28			
	01-15-800-000	(AMAZON) EM BATTERIES FRC LCKR RM 6			133.90			
	02-25-750-040	(AMAZON) POOL RTU FILTERS 7			110.27			
	01-15-800-000	(AMAZON) DOOR STOPS FRC USE 8			13.09			
	02-25-790-004	(AMAZON) POOL TEST REAGENTS 9			29.97			
	01-15-800-000	(AMAZON) DOOR STOPS FRC LOBBY CHAIRS 10			32.94			
FEB26.FIN58								
52022	CARDMEMBER SERVICE		02/24/2026	03/16/2026	41.12	41.12	Open	N
	FINANCE DEPT P-CARD FEB 2026							03/16/2026
	01-02-710-001	POSTAGE- IRS MAILING			6.08			
	01-02-710-000	POSTAGE- METER WAS DOWN			10.14			
	01-02-740-020	TARGET- ALL-TAFF SAFETY MEETING SUPPLIES			24.90			
FEB26.PRK15								
52023	CARDMEMBER SERVICE		02/24/2026	03/16/2026	574.24	574.24	Open	N
	PARKS ADMIN DEPT P-CARD FEB 2026							03/16/2026
	01-05-690-001	JIMMY JOHNS IPRA CONFERENCE LUNCH			15.30			
	01-05-690-001	UBER CONFERENCE TRANSPORTATION			16.98			
	01-05-690-001	PMUSA CONFERENCE TRAIN STATION PARKING			2.45			
	01-05-690-001	PMUSA CONFERENCE TRAIN STATION PARKING			2.45			
	01-05-690-001	JIMMY JOHNS CONFERENCE LUNCH			10.83			
	01-05-690-001	PMUSA CONFERENCE TRAIN STATION PARKING			0.45			
	01-05-690-001	HYATT REGENCY CONFERENCE ACCOMODATIONS			314.60			
	01-05-690-001	UBER CONFERENCE TRANSPORTATION			11.18			
	01-05-690-001	IPRA PRO CONNECT			150.00			
	01-05-690-001	IPRA PNRM SIGNATURE TRAINING DAY			50.00			
FEB26.MAINT46								
52024	CARDMEMBER SERVICE		02/24/2026	03/16/2026	224.23	224.23	Open	N
	MAINT DEPT P-CARD FEB 2026							03/16/2026
	01-15-740-020	LED EMERGENCY LIGHTS - HOME DEPOT			76.24			
	01-15-740-020	LED EMERGENCY EXIT SIGN - HOME DEPOT			60.99			
	01-15-800-012	LIGHTING BALLAST - AMAZON			87.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
FEB26.FAC34								
52025*	CARDMEMBER SERVICE		02/24/2026	03/16/2026	348.02	348.02	Open	N
	FACILITIES DEPT P-CARD FEB 2026							03/16/2026
	01-15-690-001	POTAWATOMI INN CONFERENCE			(119.84)			
	01-15-690-001	METRA CONFERENCE			6.75			
	01-15-690-001	UBER CONERENCE			8.36			
	01-01-690-001	CURB CHICAGO TAXI CONFERENCE			7.75			
	01-15-690-001	CURB CHICAGO TAXI CONFERENCE			7.75			
	01-15-690-001	HYATT REGENCY CHICAGO CONFERENCE			4.58			
	01-15-690-001	METRA CONFERENCE			6.75			
	01-01-690-001	SMITH & WOLLENSKY CONFERENCE			34.67			
	01-15-690-001	SMITH & WOLLENSKY CONFERENCE			34.67			
	01-15-690-001	HYATT REGENCY CHICAGO CONFERENCE			4.58			
	01-15-690-001	HYATT REGENCY CHICAGO CONFERENCE			14.36			
	01-15-690-001	BLUE DIAMOND TAXI CONFERENCE			17.50			
	02-25-730-001	AMAZAON AIR FRYER LINERS			11.39			
	01-15-700-002	IPRA REGISTRATION			150.00			
	01-15-690-003	HSI SAFETY TRAINING			11.39			
	01-20-790-003	AMAZON CUSTODIAL EQUIPMENT			89.99			
	01-15-790-007	AMAZON LOCKER ROOM SUPPLY			51.29			
	02-25-730-000	USPS			6.08			
FEB26.FIN39								
52026	CARDMEMBER SERVICE		02/24/2026	03/16/2026	505.69	505.69	Open	N
	FINANCE DEPT P-CARD FEB 2026							03/16/2026
	01-02-690-001	IPRA CONFERENCE THURSDAY LUNCH			20.08			
	01-02-690-000	COSTCO LUNCH AND LEARN FOOD			52.98			
	01-02-650-010	2026 ACA E-FILING			432.63			
FEB26.FIT71								
52027	CARDMEMBER SERVICE		02/24/2026	03/16/2026	1,583.07	1,583.07	Open	N
	FITNESS DEPT P-CARD FEB 2026							03/16/2026
	02-25-730-001	AMAZON DOUBLE SIDED TAPE			6.78			
	02-60-765-001	QUALITY LOGO PRODUCTS PINK 5K GIVEAWAYS			682.69			
	02-21-765-000	ROGUE FITNESS GHD MACHINE			835.00			
	02-21-765-001	AMAZON BODY FAT SCALE PRINTER PAPER			20.65			
	02-21-800-000	AMAZON RESISTANCE BANDS			37.95			
FEB26.PRK00								
52028	CARDMEMBER SERVICE		02/24/2026	03/16/2026	976.84	976.84	Open	N
	PARKS DEPT P-CARD FEB 2026							03/16/2026
	01-05-690-001	DUNKIN IPRA CONFERENCE			13.48			
	01-05-690-001	METRA TRAIN TICKET IPRA CONFERENCE			13.50			
	01-05-690-001	METRA STATION PARKING IPRA CONFERENCE			2.75			
	01-05-690-001	BURRITO BEACH IPRA CONFERENCE			13.95			
	01-05-690-001	METRA TRAIN TICKET IPRA CONFERENCE			13.50			
	01-05-690-001	METRA STATION PARKING IPRA CONFERENCE			2.75			
	01-05-690-001	DUNKIN IPRA CONFERENCE			10.36			
	01-05-690-001	METRA TRAIN TICKET IPRA CONFERENCE			7.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	01-05-690-001	DUNKIN IPRA CONFERENCE			10.36			
	01-05-690-001	METRA STATION PARKING IPRA CONFERENCE			2.75			
	01-05-790-017	CPS. TRUCK STEP BARS			570.78			
	01-05-790-017	AMAZON TRAILER JACK			69.99			
	01-05-790-017	BRISTOL HOSE HYDRAULIC HOSE ASSEMBLY			195.67			
	01-05-690-001	IPRA TRAINING REGISTRATION			50.00			
FEB26.FAC35								
52029	CARDMEMBER SERVICE		02/24/2026	03/16/2026	295.31	295.31	Open	N
	FINANCE DEPT P-CARD FEB 2026							03/16/2026
	02-25-703-000	AMAZON FRONT DESK RECEIPT PAPER			57.99			
	01-01-730-001	AMAZON PVC CARDS AND BULLETIN BOARD PINS			9.59			
	02-25-703-000	AMAZON PVC CARDS AND BULLETIN BOARD PINS			38.90			
	02-25-703-000	AMAZON BADGE CLIPS			24.98			
	01-15-690-001	METRA TICKET IPRA			6.75			
	01-15-690-001	POTBELLY- IPRA MEAL			17.41			
	01-15-690-001	STARBUCKS- IPRA MEAL			13.91			
	01-15-690-001	HYATT REGENCY CHICAGO IPRA			6.78			
	02-25-703-000	AMAZON ZEBRA PRINTER RIBBON			119.00			
FEB26.MKTG72								
52030	CARDMEMBER SERVICE		02/24/2026	03/16/2026	924.35	924.35	Open	N
	MARKETING DEPT P-CARD FEB 2026							03/16/2026
	02-80-960-000	UPRINTING-PINK5K CORP MAILERS			319.30			
	02-80-980-000	DUNKIN-CONF BREAKFAST ITEMS			14.03			
	02-80-980-000	DUNKIN-CONF BREAKFAST ITEMS			15.90			
	02-80-980-000	BURRITO BEACH-CONF LUNCH ITEMS			16.74			
	02-80-980-000	HYATT REGENCY CHICAGO-BREAKFAST ITEMS			6.15			
	02-80-710-002	USPS-PINK 5K CORP MAILERS POSTAGE EDDM			412.00			
	02-80-740-020	WILDBERRY -SPONSORSHIP BREAKFAST 3 PEOPL			114.09			
	01-01-740-003	AMAZON-RAFFLE ITEMS FOR STAFF RECOGNITIO			6.64			
	01-01-074-000	QUICKBOOKS-FOUNDATION SOFTWARE			19.50			
FEB26.REC78								
52031	CARDMEMBER SERVICE		02/24/2026	03/16/2026	15.00	15.00	Open	N
	RECREATION DEPT P-CARD FEB 2026							03/16/2026
	02-01-700-000	SPRA MEMBERSHIP - PROFESSIONAL ORG.			15.00			
FEB26.TEN68								
52035*	CARDMEMBER SERVICE		02/24/2026	03/16/2026	269.98	269.98	Open	N
	TENNIS DEPT P-CARD FEB 2026							03/16/2026
	07-01-740-000	JIMMY JOHNS - STAFF MEETING LUNCH			138.16			
	07-01-730-002	AMAZON - COFFEE SUPPLIES			100.20			
	07-01-730-002	AMAZON - COFFEE SUPPLIES			22.99			
	07-75-790-004	AMAZON - PROGRAM SUPPLIES			10.89			
	07-75-790-004	AMAZON - PROGRAM SUPPLIES			4.59			
	07-01-730-004	PIRATE SHIP			(6.85)			
FEB26.TEN97								
52036	CARDMEMBER SERVICE		02/24/2026	03/16/2026	291.88	291.88	Open	N
	TENNIS DEPT P-CARD FEB 2026							03/16/2026

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	07-01-730-001	AMAZON OFFICE SUPPLIES/COFFEE CONDIMENTS			25.48			
	07-01-730-002	AMAZON OFFICE SUPPLIES/COFFEE CONDIMENTS			73.39			
	07-01-730-001	AMAZON OFFICE SUPPLIES/COFFEE CONDIMENTS			9.98			
	07-01-730-002	AMAZON OFFICE SUPPLIES/COFFEE CONDIMENTS			16.50			
	07-01-730-001	AMAZON OFFICE SUPPLIES/COFFEE CONDIMENTS			9.49			
	07-01-730-002	AMAZON OFFICE SUPPLIES/COFFEE CONDIMENTS			25.41			
	07-01-730-002	AMAZON COFFEE CONDIMENTS			11.80			
	07-75-790-004	AMAZON-PROGRAM SUPPLIES			89.84			
	07-01-700-000	AMERICAN GREETINGS - PROFESSIONAL ORG			29.99			
FEB26.TEN70								
52037*	CARDMEMBER SERVICE		02/24/2026	03/16/2026	858.46	858.46	Open	N
	TENNIS DEPT P-CARD FEB 2026							03/16/2026
	07-71-790-001	AMAZON LOCK LUBRICANT			34.76			
	07-71-790-001	AMAZON DEICER			17.99			
	07-71-750-007	AMAZON CIRCUIT BREAKER			79.99			
	07-71-750-007	AMAZON ROCKER SWITCH			26.32			
	07-71-790-001	AMAZON HANDSANITIZER			236.61			
	07-71-750-007	PARTSTOWN SENSOR			112.40			
	07-71-750-007	PARTSTOWN THERMOSTAT			417.38			
	07-71-750-015	AMAZON RETURN			(66.99)			
FEB26.REC44								
52039*	CARDMEMBER SERVICE		02/28/2026	03/16/2026	1,168.45	1,168.45	Open	N
	RECREATION DEPT PCARD FEB 2026							03/16/2026
	02-60-765-028	CMBD TOTAL OF RETURN CREDITS VDAY BKTS			(112.94)			
	02-01-690-001	1.CHI TAXI UNION TO HYATT IPRA			11.00			
	02-01-690-001	2. METRA DG TO CHICAGO IPRA			6.75			
	02-60-765-028	3. AMZN VDAY BSKTS TOYS			128.76			
	02-01-690-001	4. HYATT IPRA BRKFST 1/30/26			21.34			
	02-01-690-001	5. JJ LUNCH 01/30/26 KS & RJ			13.73			
	02-80-980-000	5. JJ LUNCH 01/30/26 KS & RJ			12.27			
	02-01-690-001	6. HYAT IPRA BRKFST 01/31/26			15.09			
	01-15-690-001	7. HYATT IPRA LODGING KS & VL			157.30			
	02-01-690-001	7. HYATT IPRA LODGING KS & VL			157.30			
	02-01-700-000	8. IPRA MEMBERSHIP RENEWAL			265.00			
	02-60-765-028	9. AMZN VDAY BSKTS STEM, STICKERS			175.44			
	02-60-765-028	10. AMZN VDAY BSKTS PUZZLES, TOYS			73.74			
	02-60-765-028	11. AMZN STEM KITS VDAY BSKTS			63.76			
	02-60-765-008	12. AMZN EGG HUNT EGGS			101.76			
	02-60-765-008	13. AMZN EGG HUNT STUFFERS			78.15			
FEB26.IT29								
52040	CARDMEMBER SERVICE		02/28/2026	03/16/2026	1,907.87	1,907.87	Open	N
	I.T. DEPT PCARD FEB 2026							03/16/2026
	01-14-690-001	POTBELLY - IPRA CONFERENCE LUNCH			20.75			
	01-14-690-001	POTBELLY - IPRA CONFERENCE LUNCH			20.75			
	01-14-690-001	DUNKIN DONUT - IPRA CONFERENCE BREAKFAST			13.16			
	01-14-786-002	AXIS - SERCURITY CAMERA TENNIS CENTER			360.45			
	01-14-722-000	COMCAST - WI-FI FOR ALL BUILDINGS			75.02			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	01-14-722-001	COMCAST - WI-FI FOR ALL BUILDINGS		75.02			
	01-14-722-002	COMCAST - WI-FI FOR ALL BUILDINGS		50.01			
	01-14-723-000	COMCAST - TV CABLES FOR FRC		879.75			
	01-14-722-000	APPLE BUNIESS DEVICES MGMT SERVICES		48.57			
	01-14-722-001	APPLE BUNIESS DEVICES MGMT SERVICES		48.56			
	01-14-722-002	APPLE BUNIESS DEVICES MGMT SERVICES		32.38			
	01-14-730-001	AMAZON- LABEL ROLLS REPLACEMENT		29.89			
	01-14-722-000	COMCAST - ETHERNET FOR ALL BUILDINGS		95.09			
	01-14-722-001	COMCAST - ETHERNET FOR ALL BUILDINGS		95.08			
	01-14-722-002	COMCAST - ETHERNET FOR ALL BUILDINGS		63.39			
FEB26.REC92							
52041	CARDMEMBER SERVICE	02/28/2026	03/16/2026	3,479.73	3,479.73	Open	N
	RECREATION DEPT PCARD FEB 2026						03/16/2026
	02-50-760-000	SUPPLIES FOR PIONEER MOVIE COSTCO		13.47			
	02-50-760-000	MAH JONGG CLASS SUPPLIES AMAZON		77.48			
	02-50-760-000	MAH JONGG CLASS SUPPLIES AMAZON		266.80			
	02-50-760-000	MAH JONGG CLASS SUPPLIES AMAZON		97.96			
	02-50-760-000	MAH JONGG CLASS SUPPLIES AMAZON		85.72			
	02-60-765-008	BUNNY BASKET DELIVERY SUPPLY DOLLAR TREE		157.00			
	02-60-765-008	BUNNY BASKET DELIVERYSUPPLIES WALMART		386.98			
	02-50-754-300	TICKETS FOR PIONEER TRIP METROPOLIS		844.20			
	02-60-765-008	BUNNY BASKET DELIVERIES AMAZON		52.22			
	02-50-754-300	PIONEER LUNCH OUTING COOPERS HAWK		1,424.76			
	02-60-765-008	BUNNY BASKET DELIVERIES AMAZON		25.64			
	02-50-760-000	PARK DISTRICT GC BINGO PRIZE		10.00			
	02-50-760-000	PARK DISTRICT GC BINGO PRIZE		10.00			
	02-50-760-000	PARK DISTRICT GC BINGO PRIZE		10.00			
	02-50-760-000	PARK DISTRICT GC BINGO PRIZE		10.00			
	02-50-760-000	BINGO SUPPLIES ALDI		7.50			
FEB26.AQU43							
52042	CARDMEMBER SERVICE	02/24/2026	03/16/2026	1,304.69	1,304.69	Open	N
	AQUATICS DEPT PCARD FEB 2026						03/16/2026
	02-25-690-001	HYATT IPRA CONFRENCE- MEAL		11.48			
	02-25-690-001	POTBELLY IPRA CONFRENCE- MEAL		23.67			
	02-25-690-001	PARLOR PIZZA- IPRA CONFRENCE-MEAL		209.39			
	02-25-690-001	HYATT IPRA CONFRENCE- MEAL		22.74			
	02-25-690-001	BOTTLENECK- IPRA CONFRENCE- MEAL		119.14			
	02-25-690-001	POTBELLY IPRA CONFRENCE- MEAL		20.87			
	02-25-790-008	AMAZON- LIFEGUARD SUPPLIES		19.38			
	02-25-790-008	LIFEGUARD STORE- LIFEGUARD SUPPLIES		878.02			
FEB26.MKTG95							
52043	CARDMEMBER SERVICE	02/24/2026	03/16/2026	1,682.30	1,682.30	Open	N
	MARKETING DEPT PCARD FEB 2026						03/16/2026
	02-80-823-000	AM ACADEMY FOR PARKS & REC ADMIN-GM PINS		110.45			
	02-80-980-000	IPRA CONFERENCE - TRAIN TRAVEL		5.50			
	02-80-980-000	IPRA CONFERENCE - TAXI TRAVEL		16.50			
	02-80-980-000	IPRA CONFERENCE - TRAIN PARKING		1.87			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	02-80-930-000	META ADVERTISING		25.01			
	02-80-950-000	AMAZON - CARDSTOCK		39.54			
	02-80-960-000	BUSINESS CARDS		44.13			
	02-80-823-000	COLLINS AWARDS - GM PINS FOR STAFF		256.00			
	01-01-740-002	AMAZON - SERVICE AWARD 10 YEARS		89.99			
	02-80-930-000	META ADVERTISING		32.00			
	01-01-740-002	AMAZON - SERVICE AWARD 25, 15 YEARS		239.96			
	01-01-740-002	AMAZON - SERVICE AWARD 15 YEARS		124.95			
	01-01-740-002	AMAZON - SERVICE AWARD 10 YEARS		65.69			
	01-01-740-002	AMAZON - SERVICE AWARD 15 YEARS		34.00			
	01-01-740-002	AMAZON - SERVICE AWARD 25, 15 YEARS		492.03			
	01-01-740-002	AMAZON - SERVICE AWARD 10 YEARS		104.68			
FEB26.AQU25							
52044	CARDMEMBER SERVICE	02/24/2026	03/16/2026	2,011.78	2,011.78	Open	N
	AQUATICS DEPT PCARD FEB 2026						03/16/2026
	02-25-705-001	WALMART AQUATIC BIRTHDAY PARTY SUPPLIES		43.58			
	02-25-705-001	WALMART AQUATIC BIRTHDAY PARTY SUPPLIES		81.73			
	02-25-690-001	UBER IPRA CONFERENCE		15.97			
	02-25-690-001	UBER IPRA CONFERENCE		23.41			
	01-15-690-001	HYATT REGENCY IPRA CONFERENCE		157.30			
	02-25-690-001	HYATT REGENCY IPRA CONFERENCE		157.30			
	02-25-705-001	AMAZON AQUATIC BIRTHDAY PARTY SUPPLIES		44.60			
	02-25-705-001	WALMART AQUATIC BIRTHDAY PARTY SUPPLIES		39.74			
	02-25-705-001	AMAZON AQUATIC BIRTHDAY PARTY SUPPLIES		92.93			
	02-25-705-001	AMAZON AQUATIC BIRTHDAY PARTY SUPPLIES		35.98			
	02-25-704-000	AMAZON OPEN SWIM SUPPLIES		23.99			
	02-25-705-001	AMAZON AQUATIC BIRTHDAY PARTY SUPPLIES		26.76			
	02-25-705-001	WALMART AQUATIC BIRTHDAY PARTY SUPPLIES		98.59			
	02-25-730-001	AMAZON OFFICE SUPPLIES		82.18			
	02-25-730-001	AMAZON OFFICE SUPPLIES		22.34			
	02-25-690-000	IPRA PROCONNECT		150.00			
	02-25-705-001	WALMART+ MEMBERSHIP		98.00			
	02-25-690-010	STAFF RECOGNITION MEAL		76.65			
	02-25-690-010	STAFF RECOGNITION MEAL		37.36			
	02-25-705-001	WALMART AQUATIC BIRTHDAY PARTY SUPPLIES		67.53			
	02-25-705-001	WALMART AQUATIC BIRTHDAY PARTY SUPPLIES		41.45			
	02-26-702-000	AMAZON SWIM TEAM SUPPLIES		29.99			
	02-25-690-001	POTBELLY IPRA MEAL		16.74			
	02-25-690-000	AQUATIC COUNCIL CPO CLASS		445.00			
	02-25-690-010	STAFF RECOGNITION MEAL		63.82			
	02-25-690-001	HYAT IPRA COFNERENCE MEAL		6.43			
	02-25-690-001	IPRA CONFERENCE STARBUCKS		15.48			
	02-25-690-001	IPRA CONFERENCE DUNKIN		16.93			
FEB26.REC15							
52047	CARDMEMBER SERVICE	02/11/2026	03/16/2026	516.98	516.98	Open	N
	RECREATION DEPT PCARD FEB 2026						03/16/2026
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		43.77			
	02-31-792-001	GREAT AMERICAN BAGELS-STAFF TRAINING		51.99			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		62.98			
	02-32-765-002	NETFLIX - DOLPHIN STATION		17.99			
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		58.62			
	02-31-765-001	COSTCO -PRESCHOOL SUPPLIES		86.55			
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		13.95			
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		8.54			
	02-31-765-001	COSTCO - PRESCHOOL SUPPLIES		115.91			
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		14.37			
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		29.91			
	02-31-765-001	WALMART - PRESCHOOL SUPPLIES		12.40			
FEB26.ADM21							
52048	CARDMEMBER SERVICE	02/24/2026	03/16/2026	1,103.39	1,103.39	Open	N
	ADMIN DEPT PCARD FEB 2026						03/16/2026
	01-01-690-001	CHOICE TAXI - IPRA CONF TAXI		20.00			
	01-01-730-000	AMAZON - COFFEE CREAMER PAPER PRODUCTS		12.13			
	01-01-730-002	AMAZON - COFFEE CREAMER PAPER PRODUCTS		14.99			
	01-01-730-001	AMAZON - RUBBER BANDS SHARPIES HILIGHTER		3.34			
	01-02-730-001	AMAZON - RUBBER BANDS SHARPIES HILIGHTER		3.34			
	01-15-730-001	AMAZON - RUBBER BANDS SHARPIES HILIGHTER		3.34			
	02-01-730-001	AMAZON - RUBBER BANDS SHARPIES HILIGHTER		3.33			
	02-21-730-001	AMAZON - RUBBER BANDS SHARPIES HILIGHTER		3.34			
	02-25-730-001	AMAZON - RUBBER BANDS SHARPIES HILIGHTER		3.34			
	02-80-730-001	AMAZON - RUBBER BANDS SHARPIES HILIGHTER		3.34			
	02-21-730-001	AMAZON - LAMINATING SHEETS		9.28			
	02-26-765-002	AMAZON - LAMINATING SHEETS		9.28			
	02-31-765-001	AMAZON - LAMINATING SHEETS		9.27			
	02-32-765-005	AMAZON - LAMINATING SHEETS		9.28			
	02-80-950-000	AMAZON - LAMINATING SHEETS		9.27			
	01-02-730-001	AMAZON - PENS		12.59			
	01-01-730-002	AMAZON - COFFEE		19.99			
	01-01-690-001	HYATT REGENCY - IPRA CONF MEAL		174.24			
	01-01-690-001	CURB CHI TAXI - IPRA CONF TAXI		12.50			
	01-01-690-001	HYATT REGENCY - HOTEL FOR IPRA CONF		629.20			
	01-01-730-001	AMAZON - CARDSTOCK		2.53			
	01-02-730-001	AMAZON - CARDSTOCK		2.53			
	01-15-730-001	AMAZON - CARDSTOCK		2.54			
	02-01-730-001	AMAZON - CARDSTOCK		2.53			
	02-21-730-001	AMAZON - CARDSTOCK		2.53			
	02-25-730-001	AMAZON - CARDSTOCK		2.53			
	02-80-730-001	AMAZON - CARDSTOCK		2.53			
	02-21-730-001	AMAZON - LAMINATING SHEETS		6.48			
	02-26-765-002	AMAZON - LAMINATING SHEETS		6.48			
	02-31-765-001	AMAZON - LAMINATING SHEETS		6.48			
	02-32-765-005	AMAZON - LAMINATING SHEETS		6.48			
	02-80-950-000	AMAZON - LAMINATING SHEETS		6.47			
	01-02-800-000	AMAZON - OFFICE CHAIR HR MANAGER		87.89			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
FEB26.IT50								
52049	CARDMEMBER SERVICE		02/24/2026	03/16/2026	3,095.67	3,095.67	Open	N
	I.T. DEPT P-CARD FEB 2026							03/16/2026
	01-14-800-006	AMAZON- AA BATTERIES			53.98			
	02-01-690-001	METRA - IPRA CONFERENCE TRANSPORTATION			13.50			
	01-14-720-000	FIRST COMMUNICATIONS-ELEVATOR AND FAX LI			174.33			
	01-14-720-002	FIRST COMMUNICATIONS-ELEVATOR AND FAX LI			116.22			
	02-01-690-001	CURB TAXI- IPRA CONFERENCE TRANSPORTATIO			11.50			
	02-01-690-001	DUNKIN - CONFERENCE MEAL			6.69			
	01-14-723-000	DYNAMIC MEDIA -FITNESS/REC MONTHLY RADI			34.95			
	01-14-723-002	COMCAST - TENNIS CENTER CABLE TV SERVIC			71.18			
	01-14-720-000	COMCAST - PRI PHONE LINES -ALL BUILDINGS			195.28			
	01-14-720-001	COMCAST - PRI PHONE LINES -ALL BUILDINGS			195.27			
	01-14-720-002	COMCAST - PRI PHONE LINES -ALL BUILDINGS			130.19			
	01-14-720-000	EFAX- HR YEARLY FAX LINE			189.90			
	01-14-722-000	COMCAST - DEAN NATURE INTERNET FOR SECUI			50.00			
	02-01-700-000	NRPA - CAPRA 2026 ANNUAL ACCREDITATION			325.00			
	01-14-675-000	BAMBOO HR - MONTHLY SOFTWARE INVOICE			266.42			
	01-14-675-001	BAMBOO HR - MONTHLY SOFTWARE INVOICE			932.46			
	01-14-675-002	BAMBOO HR - MONTHLY SOFTWARE INVOICE			133.21			
	01-14-675-001	1 PASSWORD - PASSWORD MANAGEMENT SOFTWAR			191.76			
	01-14-675-001	FOREIGN TRANSACTION FEE PASSWORD MANAGEM			3.83			
FEB26.PRK09								
52051*	CARDMEMBER SERVICE		02/24/2026	03/16/2026	2,690.41	2,690.41	Open	N
	PARKS DEPT PCARD FEB 2026							03/16/2026
	01-05-790-007	AMZN-ULTRA SONIC CLEANER - REFUNDED			(44.98)			
	01-05-790-017	AMZN-JACK STANDS			29.99			
	01-05-790-022	AMZN-SPRINKLERS AND HOSE NOZZLES			129.59			
	01-05-740-020	AMZN-LADDER SAFETY LABELS			62.50			
	01-05-790-018	AMZN-MECHANIC STOOL			48.58			
	02-25-790-001	AMZN-GAS LEAK DETECTOR			129.97			
	01-05-700-000	MIPE-ANNUAL MEMBERSHIP			30.00			
	01-05-690-001	POTBELLY- IPRA LUNCH EXPENSE			20.20			
	01-05-750-006	AQUASCAPE-CPW KOI POND MAINTENANCE			1,658.00			
	02-25-690-000	IPRA-PRO CONNECT REGISTRATION			150.00			
	01-05-790-005	AMZN-OFFICE SUPPLIES			78.91			
	01-05-790-005	AMZN-OFFICE SUPPLIES			10.12			
	01-05-790-017	AMZN-AIR FILTER, RUBBER CEMENT & LEAK D.			45.98			
	01-05-790-005	AMZN-OFFICE SUPPLIES			18.71			
	01-05-790-018	AMZN-ULTRA SONIC CLEANER			111.80			
	01-05-750-009	AMZN-SIGNS AND MEASURING WHEEL			66.98			
	01-05-690-001	IPRA-CONTINUING EDUCATION TRAINING			50.00			
	01-05-790-007	AMZN-CLEANING BASKET AND CLEANING SOL			57.97			
	01-05-790-007	AMZN-ULTRA SONIC CLEANING SOLUTION			36.09			
FEB26.TEN69								
52053*	CARDMEMBER SERVICE		02/24/2026	03/16/2026	8,376.05	8,376.05	Open	N
	TENNIS DEPT PCARD FEB 2026							03/16/2026

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	07-75-870-001	HEAD TENNIS BALLS		946.66			
	07-75-790-001	LANDS END STAFF UNIFORMS		657.50			
	07-75-870-007	HEAD STRINGS		204.73			
	07-75-790-003	SWING VISION TEACHING TOOLS		149.99			
	07-75-790-001	CDTA TEAM TENNIS STAFF UNIFORMS		180.47			
	07-75-870-000	BABOLAT RACQUETS		2,420.24			
	07-75-790-001	SECONDSLIDE TEAM TENNIS SHIRTS		500.00			
	07-75-790-008	SECONDSLIDE TEAM TENNIS SHIRTS		1,796.90			
	01-14-675-002	TENNISSOURCE SOFTWARE FEE		1,146.64			
	07-71-750-015	SMART TINT - WINDOW TINT SAMPLE KIT		75.02			
	07-75-790-008	CHICAGO DIST - TEAM TENNIS PLAY OFF FEE		150.00			
	07-75-870-000	BABOLAT JUNIOR RACQUETS		160.78			
	07-75-782-000	USTA - TOURNAMENT SANCTION FEE		53.00			
	07-75-790-001	LANDS END TAX REFUND		(65.88)			
6531							
51942	CASE LOTS INC.	02/17/2026	03/16/2026	28.90	28.90	Open	N
	GYM WIPES						03/16/2026
	01-15-790-001	GYM WIPE SUPPLIES		28.90			
6456							
51947	CASE LOTS INC.	02/11/2026	03/16/2026	375.20	375.20	Open	N
	GYM WIPES						03/16/2026
	01-15-790-001	GYM WIPES		375.20			
6020							
52061	CASE LOTS INC.	01/22/2026	03/16/2026	375.20	375.20	Open	N
	GYM WIPES						03/16/2026
	01-15-790-001	GYM WIPE SUPPLIES		375.20			
32037							
52033	CHICAGO CLASSIC COACH, LLC	03/04/2026	03/16/2026	930.00	930.00	Open	N
	PIONEER TRIP TRANSPORT 3.1.26						03/16/2026
	02-50-755-300	TRIP TRANSPORTATION		930.00			
808047-00							
51985	CHICAGO GYPSUM SUPPLY, INC	02/23/2026	03/16/2026	6,731.16	6,731.16	Open	N
	REPLACEMENT CEILING TILES FOR						03/16/2026
	01-15-800-000	REPLACEMENT CEILING TILES		6,731.16			
2026EXPO							
52045	CHRIST CHURCH OF OAKBROOK	03/05/2026	03/16/2026	30.00	30.00	Open	N
	OCT 2026 SENIOR RESOURCE EXPO VENDOR						03/16/2026
	02-01-060-000	PREPAID DEPOSITS/EXPENSE		30.00			
6448226							
52015	CONSERV FS, INC	03/03/2026	03/16/2026	630.00	630.00	Open	N
	GRASS SEED						03/16/2026
	01-04-790-021	ATHLETIC FIELDS		300.00			
	01-05-790-021	ATHLETIC FIELDS		330.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
2920								
52032	CORRECT DIGITAL DISPLAYS INC		12/02/2025	03/16/2026	1,600.00	1,600.00	Open	N
	OLD SECOND NATIONAL BANK SCORBOARD							03/16/2026
	12-95-940-065	CORRECT DIGITAL DISPLAYS SCOREBOARD SIGN			1,600.00			
INV10354255								
51955	CULLIGAN QUENCH		03/01/2026	03/16/2026	155.88	155.88	Open	N
	MAINT GARAGE WATER							03/16/2026
	01-05-770-007	WATER MAINTENANCE GARAGE			155.88			
52176								
52019	DAWSONS TREE SERVICE		02/16/2026	03/16/2026	13,320.00	13,320.00	Open	N
	TREE TRIMMING, REMOVAL, AND STUMP							03/16/2026
	01-04-750-015	WINTER WORK			500.00			
	01-05-750-015				7,205.00			
	01-06-750-015				2,000.00			
	01-07-750-015				615.00			
	01-09-750-015				1,000.00			
	07-71-750-015				2,000.00			
260410058737277								
51913	DIRECT ENERGY BUSINESS, LLC		02/06/2026	03/16/2026	1,082.63	1,082.63	Open	N
	JAN 2025 ELECTRIC- CPN							03/16/2026
	01-04-770-000	ELECTRICITY CPN			1,082.63			
260410058738150								
51916	DIRECT ENERGY BUSINESS, LLC		02/10/2026	03/16/2026	16,410.59	16,410.59	Open	N
	JAN 2026 ELECTRICITY							03/16/2026
	01-20-770-000	ELECTRICITY CPW			1,975.10			
	01-15-770-001	ELECTRICITY FRC			2,447.99			
	02-01-770-001	ELECTRICITY FRC			1,958.40			
	02-21-770-000	ELECTRICITY FRC			1,958.40			
	02-25-770-000	ELECTRICITY AQUATICS			3,427.19			
	07-71-770-001	ELECTRICITY TENNIS CENTER			4,198.70			
	01-05-770-000	ELECTRICITY PARKS			80.02			
	01-05-770-005	ELECTRICITY GARAGE			273.79			
	01-07-770-000	ELECTRICITY FOREST GLEN			91.00			
2026-1561								
51969	DU PAGE CONVENTION & VISITORS		02/04/2026	03/16/2026	250.00	250.00	Open	N
	2026 MEMBERSHIP							03/16/2026
	01-01-700-001	COMMUNITY ORGANIZATIONS			250.00			
447854/4								
51923	EBEL'S ACE HARDWARE #8313		02/06/2026	03/16/2026	33.79	33.79	Open	N
	REPLACEMENT SHOWER HEAD FRC LOCKER							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			33.79			
447871/4								
51941	EBEL'S ACE HARDWARE #8313		02/17/2026	03/16/2026	9.51	9.51	Open	N
	ELECTRICAL SUPPLIES							03/16/2026

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			9.51			
W2601400.01								
51940	ENGINEERING RESOURCE ASSOCIATES		02/16/2026	03/16/2026	1,852.86	1,852.86	Open	N
	CENTRAL PARK TOPO SURVEY							03/16/2026
	07-80-805-000	CENTRAL PARK TOPO SURVEY TENNIS/PICKLE			926.43			
	12-95-940-065	CENTRAL PARK TOPO SURVEY TENNIS/PICKLE			926.43			
26-265								
51937	EXTRACTOR CORP.		02/13/2026	03/16/2026	1,525.00	1,525.00	Open	N
	SUITMATE SWIMSUIT WATER EXTRACTOR							03/16/2026
	01-15-790-007	SUITMATE SWIMSUIT WATER EXTRACTOR			1,525.00			
1358080								
51943	FERGUSON FACILITIES #3400		02/16/2026	03/16/2026	1,065.00	1,065.00	Open	N
	SAFE T COVER - PLATE HEATER - CPN							03/16/2026
	01-04-800-006	REPLACEMENT HEATER			1,065.00			
1422054								
51960	FERGUSON FACILITIES #3400		02/25/2026	03/16/2026	193.00	193.00	Open	N
	ANNUAL JANITORIAL SUPPLIES							03/16/2026
	01-15-790-001	FRC CLEANING PRODUCTS			193.00			
6472								
52018	FITNESS EQUIPMENT SERVICES		02/12/2026	03/16/2026	401.00	401.00	Open	N
	PREVENTATIVE MAINTENANCE							03/16/2026
	02-21-760-000	EXERCISE EQUIPMENT MAINTENANCE			401.00			
019013-000CPW-FEB26								
51975	FLAGG CREEK WATER RECLAMATION		02/10/2026	03/16/2026	24.46	24.46	Open	N
	SEWER CHARGES FROM CPW FEB 2026							03/16/2026
	01-20-770-002	SEWER			24.46			
019014-000 FEB-26 TC								
51976	FLAGG CREEK WATER RECLAMATION		02/27/2026	03/16/2026	79.23	79.23	Open	N
	SEWER AT TENNIS CENTER FEB 2026							03/16/2026
	07-71-770-003	SEWER			79.23			
116742-000 FEB26-MAI								
51977	FLAGG CREEK WATER RECLAMATION		02/27/2026	03/16/2026	27.83	27.83	Open	N
	MAINT GARAGE SEWER FEB 2026							03/16/2026
	01-05-770-008	SEWER MAINTENANCE GARAGE			27.83			
131766-001 FEB26-CPN								
51978	FLAGG CREEK WATER RECLAMATION		02/27/2026	03/16/2026	44.68	44.68	Open	N
	SEWER AT NORTH CONCESSION/RESTROOM							03/16/2026
	01-04-770-003	SEWER- CPN			44.68			
019016-000 FEB26-FRC								
51979	FLAGG CREEK WATER RECLAMATION		02/27/2026	03/16/2026	1,348.53	1,348.53	Open	N
	FRC SEWER EXPENSE FEB 2026							03/16/2026
	01-15-770-003	FRC SEWER EXPENSE FY25-26			337.13			
	02-01-770-003	FRC SEWER EXPENSE FY25-26			269.71			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	02-21-770-015	FRC SEWER EXPENSE FY25-26			269.71			
	02-25-770-015	FRC SEWER EXPENSE FY25-26			471.98			
1270934								
51948	FLOOR COVERINGS INTERNATIONAL		02/18/2026	03/16/2026	490.29	490.29	Open	N
	ELEVATOR CARPET REPLACEMENT							03/16/2026
	09-01-805-000	CARPET TILE ADHESIVE			245.15			
	12-95-940-065	CARPET TILE ADHESIVE			245.14			
2026-2								
51944	FLUID RUNNING LLC		02/18/2026	03/16/2026	7,273.50	7,273.50	Open	N
	FLUID RUNNING WINTER 1 SESSION							03/16/2026
	02-26-640-001	WINTER REGISTRATION AND DROP-INS			7,273.50			
R1107104858								
51963	FP MAILING SOLUTIONS		02/22/2026	03/16/2026	92.85	92.85	Open	N
	POSTAGE METER USEAGE							03/16/2026
	01-02-710-000	POSTAGE (METER REFILLS)			9.29			
	01-15-710-000	POSTAGE (METER REFILLS)			9.28			
	02-01-710-000	POSTAGE (METER REFILLS)			23.21			
	02-21-710-000	POSTAGE (METER REFILLS)			23.21			
	02-25-710-000	POSTAGE (METER REFILLS)			23.22			
	07-01-710-000	POSTAGE (METER REFILLS)			4.64			
R1107056393								
51971	FP MAILING SOLUTIONS		02/06/2026	03/16/2026	59.71	59.71	Open	N
	REPLACEMENT BRUSH FOR POSTAGE METER							03/16/2026
	01-14-677-000	SUPPLIES-CORPORATE			59.71			
I01092926								
51994	GFC LEASING		01/27/2026	03/16/2026	439.35	439.35	Open	N
	FY 25-26 COPIER LEASE M238697							03/16/2026
	01-14-678-000	FY25/26 COPIER LEASE			153.77			
	01-14-678-001	FY25/26 COPIER LEASE			241.64			
	01-14-678-002	FY25/26 COPIER LEASE			43.94			
I01084461								
51995	GFC LEASING		01/01/2026	03/16/2026	439.35	439.35	Open	N
	FY 25-26 COPIER LEASE M238697							03/16/2026
	01-14-678-000	FY25/26 COPIER LEASE			153.77			
	01-14-678-001	FY25/26 COPIER LEASE			241.64			
	01-14-678-002	FY25/26 COPIER LEASE			43.94			
I542502								
51996	GFC LEASING		02/27/2026	03/16/2026	439.35	439.35	Open	N
	FY 25-26 COPIER LEASE M238697							03/16/2026
	01-14-678-000	FY25/26 COPIER LEASE			153.77			
	01-14-678-001	FY25/26 COPIER LEASE			241.64			
	01-14-678-002	FY25/26 COPIER LEASE			43.94			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
IN15515033								
51953	GORDON FLESCH COMPANY		03/02/2026	03/16/2026	487.51	487.51	Open	N
	MONTHLY COPIER USAGE							03/16/2026
	01-14-678-000	LEASES-CORPORATE			170.63			
	01-14-678-001	LEASES-RECREATION			268.13			
	01-14-678-002	LEASES-TENNIS			48.75			
9827245607								
52013	GRAINGER		03/03/2026	03/16/2026	14.75	14.75	Open	N
	PLUMBING SUPPLIES							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			14.75			
125532								
51952	HAGG PRESS		02/23/2026	03/16/2026	165.00	165.00	Open	N
	BANNER PATCH							03/16/2026
	02-80-960-000	PRINTED MATERIALS			165.00			
2026 IPRA								
52055	HLAY ALIOTTE		02/13/2026	03/16/2026	134.00	134.00	Open	N
	CONFERENCE EXPENSE REIBURSEMENT							03/16/2026
	01-14-690-001	CONFERENCES			134.00			
6180274								
51993	HOME DEPOT CREDIT SERVICES		03/01/2026	03/16/2026	65.94	65.94	Open	N
	EMERGENCY LIGHT REPLACEMENT FRC							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			65.94			
7524604								
51997	HOME DEPOT CREDIT SERVICES		01/29/2026	03/16/2026	436.21	436.21	Open	N
	HOME DEPOT - CUSTODIAL TOOLS							03/16/2026
	07-71-800-002	CUSTODIAL TOOLS & EQUIPMENT			436.21			
3012296								
51998	HOME DEPOT CREDIT SERVICES		02/02/2026	03/16/2026	21.30	21.30	Open	N
	MAINT. GARAGE SUPPLIES							03/16/2026
	01-05-790-005	MAINTENANCE GARAGE SUPPLIES			21.30			
3516805								
51999	HOME DEPOT CREDIT SERVICES		02/02/2026	03/16/2026	19.90	19.90	Open	N
	LOBBY & FIT CENTRAL CABLE							03/16/2026
	01-14-800-000	NON-CAPITAL/SMALL EQUIPMENT			19.90			
2134371								
52000	HOME DEPOT CREDIT SERVICES		02/03/2026	03/16/2026	83.10	83.10	Open	N
	MAINT. GARAGE SHOP SUPPLIES							03/16/2026
	01-05-790-005	MAINTENANCE GARAGE SUPPLIES			83.10			
1081474								
52001	HOME DEPOT CREDIT SERVICES		02/04/2026	03/16/2026	171.11	171.11	Open	N
	SHOWERHEAD REPLACEMENT AND SUPPLIES							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			171.11			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
1628282								
52002	HOME DEPOT CREDIT SERVICES		02/04/2026	03/16/2026	6.17	6.17	Open	N
	DOOR STOP							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			6.17			
525660								
52003	HOME DEPOT CREDIT SERVICES		02/05/2026	03/16/2026	271.92	271.92	Open	N
	UNDER SINK PIPE WRAP - ADA							03/16/2026
	09-01-800-000	NON-CAPITAL/SMALL EQUIPMENT			271.92			
9012642								
52004	HOME DEPOT CREDIT SERVICES		02/06/2026	03/16/2026	48.80	48.80	Open	N
	LIGHT BULBS							03/16/2026
	01-20-790-002	ELECTRICAL PRODUCTS			48.80			
9785459								
52005	HOME DEPOT CREDIT SERVICES		02/06/2026	03/16/2026	107.45	107.45	Open	N
	ADA COMPLIANT GRAB BAR							03/16/2026
	09-01-800-000	NON-CAPITAL/SMALL EQUIPMENT			107.45			
6134437								
52006	HOME DEPOT CREDIT SERVICES		02/09/2026	03/16/2026	89.01	89.01	Open	N
	WD40 & ORANGE FIELD PAINT							03/16/2026
	01-05-790-005	MAINTENANCE GARAGE SUPPLIES			44.01			
	01-05-790-021	ATHLETIC FIELDS			45.00			
5629204								
52007	HOME DEPOT CREDIT SERVICES		02/10/2026	03/16/2026	49.98	49.98	Open	N
	BREAKROOM SINK REPAIR							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			49.98			
1612518								
52008	HOME DEPOT CREDIT SERVICES		02/14/2026	03/16/2026	21.23	21.23	Open	N
	PAINT SUPPLIES FOR FRONT DESK AREA							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			21.23			
6429603								
52009	HOME DEPOT CREDIT SERVICES		02/19/2026	03/16/2026	35.19	35.19	Open	N
	FRC LOCKER ROOM SHOWER HEADS							03/16/2026
	01-15-790-007	LOCKER ROOM SUPPLIES			35.19			
03042026								
52034	ILLINOIS DEPARTMENT OF		03/04/2026	03/16/2026	145.00	145.00	Open	N
	UNEMPLOYMENT INSURANCE PAYMENT							03/16/2026
	04-90-921-000	UNEMPLOYMENT INSURANCE			145.00			
20260101115								
51970	ILLINOIS STATE POLICE		01/31/2026	03/16/2026	10.00	10.00	Open	N
	JANUARY 2026 BACKGROUND CHECKS							03/16/2026
	02-01-840-002	CRIMINAL BACKGROUND CHECKS			10.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
2506								
51926	INNOVUS ENTERPRISES INC		02/10/2026	03/16/2026	900.00	900.00	Open	N
	GEESE DETERRENT SERVICES @ CENTRAL							03/16/2026
	01-04-790-021	GEESE DETERRENT AT NORTH ATHLETIC FIELDS			450.00			
	01-05-790-021	GEESE DETERRENT AT CENTRAL PARK			450.00			
2026 IPRA REIMB								
52065	IVANA IVKOVIC KELLEY		03/01/2026	03/16/2026	234.04	234.04	Open	N
	IPRA CONFERENCE EXPENSE							03/16/2026
	01-01-690-001	CONFERENCES			234.04			
70314761								
52058	JC LICHT LLC		01/14/2026	03/16/2026	69.42	69.42	Open	N
	ADMIN OFFICE AND FRONT DESK PAINTING							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			69.42			
70317806								
52059	JC LICHT LLC		02/13/2026	03/16/2026	25.62	25.62	Open	N
	ADMIN OFFICE AND FRONT DESK PAINTING							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			25.62			
70317802								
52060	JC LICHT LLC		02/13/2026	03/16/2026	284.95	284.95	Open	N
	ADMIN OFFICE AND FRONT DESK PAINTING							03/16/2026
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE			284.95			
2021515.003								
52052	JUDY ROSKO		03/06/2026	03/16/2026	95.40	95.40	Open	N
	PROGRAM REFUND							03/16/2026
	02-01-175-001	REFUND CLEARING ACCOUNT			95.40			
2026 IPRA REIMB								
52063	LAURE KOSEY		02/01/2026	03/16/2026	406.75	406.75	Open	N
	CONFERENCE EXPENSE REIMBURSEMENT							03/16/2026
	01-01-690-001	CONFERENCES			406.75			
FEBRUARY 2026								
52062	LENNO LASN		02/28/2026	03/16/2026	535.00	535.00	Open	N
	FEB 2026 STRINGING AND REPAIR							03/16/2026
	07-75-870-007	RACQUET STRINGING & REPAIR			535.00			
EXP.REIMB 1.30.26								
51972	MARCO SALINAS		02/06/2026	03/16/2026	94.39	94.39	Open	N
	CONFERENCE EXPENSE REIMBURSEMENT							03/16/2026
	01-02-690-001	CONFERENCES			30.15			
	02-80-980-000	EDUCATION / TRAINING			27.53			
	01-14-690-001	CONFERENCES			36.71			
13755								
51925	MEDIA NUT		02/08/2026	03/16/2026	573.75	573.75	Open	N
	WEBSITE MAINTENANCE							03/16/2026
	01-14-823-010	COMPUTER. TECH./OUT-SOURCE			573.75			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
FEBRUARY 2026								
51951	MEG ELIZABETH OLANDER		02/28/2026	03/16/2026	274.72	274.72	Open	N
	MEG OLANDER INVOICE FEB 2026							03/16/2026
	02-21-640-002	FITNESS CONTRACTUAL INSTRUCTION			274.72			
70048								
51949	MENARDS		02/17/2026	03/16/2026	27.36	27.36	Open	N
	ELECTRICAL ELBOW AND SAW BLADES							03/16/2026
	01-05-750-020	ELECTRICAL SERVICES			27.36			
02								
51973	NADINE SBEI		02/10/2026	03/16/2026	100.00	100.00	Open	N
	FEB 2026 POTTERY PAINTING							03/16/2026
	02-32-640-050	INSTRUCTOR RATE PER PARTICIPANT			100.00			
214065								
51946	NEXT GENERATION		02/17/2026	03/16/2026	456.50	456.50	Open	N
	STARS SWIM TEAM SHIRTS							03/16/2026
	02-80-810-005	UNIFORMS			456.50			
FRC JAN-26								
51966	NICOR GAS		02/09/2026	03/16/2026	1,311.43	1,311.43	Open	N
	FRC GAS- JANUARY 2026							03/16/2026
	01-05-770-006	2025-2026 FRC GAS DELIVERY CHARGES			65.57			
	01-15-770-000	2025-2026 FRC GAS DELIVERY CHARGES			314.75			
	02-01-770-000	2025-2026 FRC GAS DELIVERY CHARGES			249.17			
	02-21-770-005	2025-2026 FRC GAS DELIVERY CHARGES			249.17			
	02-25-770-005	2025-2026 FRC GAS DELIVERY CHARGES			432.77			
TC JAN-26								
51967	NICOR GAS		02/04/2026	03/16/2026	667.49	667.49	Open	N
	JAN 2026 GAS DELIVERY CHARGES AT TC							03/16/2026
	07-71-770-000	GAS DELIVERY AT TC FY 25/26			667.49			
HS65275803								
51914	NRG BUSINESS MARKETING LLC		02/06/2026	03/16/2026	2,072.19	2,072.19	Open	N
	JAN 2026 GAS- TENNIS							03/16/2026
	07-71-770-000	25/26 GAS COMMODITY CHARGES TC			2,072.19			
HS65275804								
51915	NRG BUSINESS MARKETING LLC		02/06/2026	03/16/2026	4,687.21	4,687.21	Open	N
	JAN 2026 GAS- FRC							03/16/2026
	01-05-770-006	2025-2026 FRC GAS COMMODITY CHARGES			234.36			
	01-15-770-000	2025-2026 FRC GAS COMMODITY CHARGES			1,124.93			
	02-01-770-000	2025-2026 FRC GAS COMMODITY CHARGES			890.57			
	02-21-770-005	2025-2026 FRC GAS COMMODITY CHARGES			890.57			
	02-25-770-005	2025-2026 FRC GAS COMMODITY CHARGES			1,546.78			
Q3-25/26								
52046	OAK BROOK PARK DISTRICT		02/11/2026	03/16/2026	7,343.56	7,343.56	Open	N
	DUE TO FOUNDATION NOV 25-JAN 26							03/16/2026
	01-01-074-000				7,343.56			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
4357-112391								
51921	O'REILLY AUTO PARTS		02/04/2026	03/16/2026	111.31	111.31	Open	N
	ENGINE FILTERS AND OIL							03/16/2026
	01-05-790-017	EQUIPMENT SERVICE			111.31			
4357-112496								
51924	O'REILLY AUTO PARTS		02/05/2026	03/16/2026	9.98	9.98	Open	N
	REPLACEMENT CLIP NUTS - JOHN DEERE							03/16/2026
	01-05-790-017	EQUIPMENT SERVICE			9.98			
4357-112774								
51931	O'REILLY AUTO PARTS		02/09/2026	03/16/2026	138.22	138.22	Open	N
	ENGINE OIL FILTERS AND OIL							03/16/2026
	01-05-790-017	EQUIPMENT SERVICE			138.22			
4357-113061								
51938	O'REILLY AUTO PARTS		02/12/2026	03/16/2026	61.12	61.12	Open	N
	SPARK PLUGS AND ANTIFREEZE							03/16/2026
	01-05-790-017	EQUIPMENT SERVICE			61.12			
4357-113064								
51939	O'REILLY AUTO PARTS		02/12/2026	03/16/2026	(4.88)	(4.88)	Open	N
	SPARK PLUG RETURN							03/16/2026
	01-05-790-017	EQUIPMENT SERVICE			(4.88)			
4357-113506								
51945	O'REILLY AUTO PARTS		02/17/2026	03/16/2026	33.98	33.98	Open	N
	HYDRAULIC FLUID AND VEHICLE WAX							03/16/2026
	01-05-790-017	EQUIPMENT SERVICE			33.98			
8348								
51929	PARKREATION, INC.		02/04/2026	03/16/2026	7,065.00	7,065.00	Open	N
	ADDITIONAL ADA PICNIC TABLES FOR							03/16/2026
	09-01-800-000	ADA PICNIC TABLES			7,065.00			
4562								
51974	PFEIFFER'S PEST CONTROL		02/10/2026	03/16/2026	600.00	600.00	Open	N
	PEST CONTROL PREVENTATIVE							03/16/2026
	01-15-750-007	FRC PREVENTATIVE MAINTENANCE			200.00			
	01-20-750-000	CPW PREVENTATIVE MAINTENANCE			125.00			
	01-04-750-000	NORTH FIELDS PREVENTATIVE MAINTENANCE			150.00			
	01-05-750-010	GARAGE PREVENTATIVE MAINTENANCE			125.00			
4561								
51990	PFEIFFER'S PEST CONTROL		02/27/2026	03/16/2026	150.00	150.00	Open	N
	TENNIS CENTER PEST CONTROL							03/16/2026
	07-71-750-003	PEST CONTROL			150.00			
690244								
51964	PIKE SYSTEMS INC		02/13/2026	03/16/2026	271.08	271.08	Open	N
	AQUATIC FLOOR CLEANING SUPPLIES							03/16/2026
	02-25-790-005	CUSTODIAL SUPPLIES			271.08			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
INV-283697								
51984	PIONEER MANUFACTURING CO.		02/18/2026	03/16/2026	711.38	711.38	Open	N
	"L" SCREEN AND SOCCER REBOUNDER NET							03/16/2026
	01-05-790-021	"L" SCREENS			650.16			
	01-04-790-021	SOCCER REBOUNDER NET			61.22			
INV-285031								
51989	PIONEER MANUFACTURING CO.		03/02/2026	03/16/2026	458.33	458.33	Open	N
	"L" SCREEN AND SOCCER REBOUNDER NET							03/16/2026
	01-04-790-021	SOCCER REBOUNDER NET			458.33			
13180941-00								
51922	PORTER PIPE & SUPPLY CO.		02/05/2026	03/16/2026	49.11	49.11	Open	N
	REPAIR COUPLER							03/16/2026
	01-04-800-006	PARK EQUIP / REPLACE & REPAIR			49.11			
2026 IPRA								
52056	RACHEL JONES		02/13/2026	03/16/2026	178.62	178.62	Open	N
	REIMBURSE CONFERENCE EXPENSES							03/16/2026
	02-80-980-000	IPRA CONFERENCE EXPENSES			178.62			
1037972								
51871	ROBBINS SCHWARTZ		01/26/2026	02/16/2026	282.00	282.00	Open	Y
	LEGAL SERVICES DECEMBER 2025							02/16/2026
	01-10-821-000	FINANCE			282.00			
1037970								
51872	ROBBINS SCHWARTZ		01/26/2026	02/16/2026	1,480.50	1,480.50	Open	Y
	LEGAL SERVICES DECEMBER 2025							02/16/2026
	01-10-821-000	GENERAL LEGAL SERVICES			1,480.50			
2026 IPRA REIMB								
52066	RON GONDEK		03/01/2026	03/16/2026	102.02	102.02	Open	N
	CONFERENCE EXPENSE REIMBURSEMENT							03/16/2026
	01-01-690-001	CONFERENCES			102.02			
852441								
51991	SBC WASTE SOLUTIONS		02/28/2026	03/16/2026	660.00	660.00	Open	N
	DUMPSTER SERVICE MARCH 2026							03/16/2026
	01-15-750-002	DUMPSTER SERVICE FRC			240.00			
	01-20-750-002	DUMPSTER SERVICE CPW			280.00			
	07-71-750-006	DUMPSTER SERVICE TENNIS CENTER			140.00			
6005615438								
51983	SECURITAS TECHNOLOGY CORPORATION		02/28/2026	03/16/2026	1,469.73	1,469.73	Open	N
	SECURITY QUARTERLY MONITORING							03/16/2026
	07-71-750-002	SECURITY QUARTERLY MONITORING			1,469.73			
2026 IPRA REIMB								
52064	SHARON KNITTER		03/01/2026	03/16/2026	50.45	50.45	Open	N
	CONFERENCE EXPENSE REIMBURSEMENT							03/16/2026
	01-01-690-001	CONFERENCES			50.45			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
15885								
51982	SMART INDUSTRY PRODUCTS		02/08/2026	03/16/2026	1,140.00	1,140.00	Open	N
	DOG WASTE BAGS							03/16/2026
	01-05-790-007	DOG WASTE BAGS			1,140.00			
14001227								
51936	STERLING NETWORK INTEGRATION		02/10/2026	03/16/2026	688.00	688.00	Open	N
	NETWORK CONSULTING							03/16/2026
	01-14-823-010	COMPUTER. TECH./OUT-SOURCE			688.00			
14001241								
51986	STERLING NETWORK INTEGRATION		02/27/2026	03/16/2026	892.00	892.00	Open	N
	VEEAM DATA BACKUP YEARLY LICENSE							03/16/2026
	01-14-675-001	SOFTWARE LICENSING & CONTRACTS-RECREATIO			892.00			
14001254								
52014	STERLING NETWORK INTEGRATION		03/01/2026	03/16/2026	1,365.73	1,365.73	Open	N
	LICENSES OFFICE 365 AND							03/16/2026
	01-14-675-000	MICROSOFT 365 BUSINESS BASIC			242.00			
	01-14-675-000	EMICROSOFT 365 BUSINESS STANDARD			22.94			
	01-14-675-000	MICROSOFT 365 BUSINESS PREMIUM			867.74			
	01-14-675-000	SENTINELONE LICENSE			87.39			
	01-14-675-001	SENTINELONE LICENSE			87.39			
	01-14-675-002	SENTINELONE LICENSE			58.27			
43289								
51956	TAYLOR PLUMBING		02/25/2026	03/16/2026	1,645.00	1,645.00	Open	N
	TOILET REPLACEMENT							03/16/2026
	09-01-800-000	MATERIALS AND INSTALL			625.00			
	09-01-800-000	LABOR			1,020.00			
D557043								
51933	TOTAL FIRE & SAFETY, INC.		02/12/2026	03/16/2026	552.00	552.00	Open	N
	FIRE ALARM SERVICE CALL							03/16/2026
	01-15-750-013	FIRE ALARM / SPRINKLER SERVICE			552.00			
INV657948								
51919	TOWERSTREAM CORPORATION		01/01/2026	03/16/2026	215.00	215.00	Open	N
	TOWERSTREAM BACKUP INTERNET							03/16/2026
	01-14-722-000	BACKUP INTERNET CONNECTION			80.62			
	01-14-722-001	BACKUP INTERNET CONNECTION			80.62			
	01-14-722-002	BACKUP INTERNET CONNECTION			53.76			
INV 659577								
51980	TOWERSTREAM CORPORATION		02/01/2026	03/16/2026	215.00	215.00	Open	N
	TOWERSTREAM BACKUP INTERNET FEB 2026							03/16/2026
	01-14-722-000	BACKUP INTERNET CONNECTION			80.62			
	01-14-722-001	BACKUP INTERNET CONNECTION			80.63			
	01-14-722-002	BACKUP INTERNET CONNECTION			53.75			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
INV 661017								
51988	TOWERSTREAM CORPORATION		03/01/2026	03/16/2026	215.00	215.00	Open	N
	TOWERSTREAM BACKUP INTERNET MARCH							03/16/2026
	01-14-722-000	BACKUP INTERNET CONNECTION			80.62			
	01-14-722-001	BACKUP INTERNET CONNECTION			80.63			
	01-14-722-002	BACKUP INTERNET CONNECTION			53.75			
02152026								
52010	ULTIMATE NINJAS ELMHURST		02/27/2026	03/16/2026	420.00	420.00	Open	N
	ULTIMATE NINJAS - WINTER SESSION 1							03/16/2026
	02-30-640-432	ULTIMATE NINJAS - WINTER 2026 ENROLLMENT			420.00			
1038500								
51965	UMB BANK N.A.		02/09/2026	03/16/2026	318.00	318.00	Open	N
	PAYING AGENT FEE 2019 BONDS							03/16/2026
	06-94-945-000	MISCELLANEOUS EXPENSE			318.00			
VC3-237589								
51927	VC3, INC		02/10/2026	03/16/2026	999.00	999.00	Open	N
	DATAGARD TIME BASED RETENTION FEB							03/16/2026
	01-14-675-000	MONTHLY DATA BACKUP			449.55			
	01-14-675-001	MONTHLY DATA BACKUP			449.55			
	01-14-675-002	MONTHLY DATA BACKUP			99.90			
VC3-240639								
52017	VC3, INC		03/04/2026	03/16/2026	999.00	999.00	Open	N
	DATAGARD TIME BASED RETENTION MAR							03/16/2026
	01-14-675-000	MONTHLY DATA BACKUP			449.55			
	01-14-675-001	MONTHLY DATA BACKUP			449.55			
	01-14-675-002	MONTHLY DATA BACKUP			99.90			
293129-00F								
51968	VILLA PARK ELECTRICAL SUPPLY		01/13/2026	03/16/2026	23.36	23.36	Open	N
	FREIGHT ON INVOICE 293129-00							03/16/2026
	02-25-750-030	AQUATIC FACILITY MAINTENANCE			23.36			
6080717-0								
51928	WAREHOUSE DIRECT INC.		02/10/2026	03/16/2026	109.74	109.74	Open	N
	FLOOR SCRUBBER REPLACEMENT PARTS							03/16/2026
	01-15-790-003	JANITORIAL EQUIP/ REPAIR & REPLACE			109.74			
6103418-1								
51957	WAREHOUSE DIRECT INC.		02/26/2026	03/16/2026	299.80	299.80	Open	N
	JANITORIAL SUPPLIES							03/16/2026
	01-15-790-007	FRC LOCKER ROOM SUPPLIES			299.80			
6096690-0								
51961	WAREHOUSE DIRECT INC.		02/17/2026	03/16/2026	109.20	109.20	Open	N
	TENNIS CENTER JANITORIAL SUPPLY							03/16/2026
	07-71-790-001	JANITORIAL SUPPLIES			109.20			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
6096709-0								
51962	WAREHOUSE DIRECT INC.		02/17/2026	03/16/2026	436.80	436.80	Open	N
	TENNIS CENTER JANITORIAL PAPER GOODS							03/16/2026
	07-71-790-001	JANITORIAL SUPPLIES			436.80			
C6103418-1								
51987	WAREHOUSE DIRECT INC.		02/27/2026	03/16/2026	(74.95)	(74.95)	Open	N
	SHOWER SOAP							03/16/2026
	01-15-790-007	LOCKER ROOM SUPPLIES			(74.95)			
6104778-0								
51992	WAREHOUSE DIRECT INC.		02/27/2026	03/16/2026	74.95	74.95	Open	N
	SHOWER SOAP							03/16/2026
	01-15-790-007	LOCKER ROOM SUPPLIES			74.95			
61005699-0								
52016	WAREHOUSE DIRECT INC.		03/03/2026	03/16/2026	52.13	52.13	Open	N
	JANITORIAL SUPPLIES							03/16/2026
	01-15-790-001	FRC CLEANING PRODUCTS			52.13			
6103418-0								
52057	WAREHOUSE DIRECT INC.		02/25/2026	03/16/2026	1,008.58	1,008.58	Open	N
	CUSTODIAL SUPPLIES							03/16/2026
	01-15-790-000	PAPER TOWEL			416.45			
	01-15-790-000	BATHROOM TISSUE			592.13			
4555156314								
51958	WILSON SPORTING GOODS		02/25/2026	03/16/2026	475.29	475.29	Open	N
	TENNIS RACQUETS							03/16/2026
	07-75-870-000	TENNIS RACQUETS			475.29			
4555156313								
51959	WILSON SPORTING GOODS		02/25/2026	03/16/2026	983.92	983.92	Open	N
	TENNIS BALLS							03/16/2026
	07-75-870-001	TENNIS BALLS			983.92			
FEBRUARY 2026								
52038	ZAZZO'S PIZZA		02/28/2026	03/16/2026	3,535.48	3,535.48	Open	N
	ZAZZO'S PIZZA FEBRUARY 2026							03/16/2026
	07-75-790-005	TENNIS CENTER PIZZA			361.60			
	01-02-690-000	LUNCH AND LEARN ORDER			147.75			
	02-25-705-001	AQUATIC CENTER ORDERS			3,026.13			
3098								
51934	ZYNNOVATION LLC		02/12/2026	03/16/2026	1,836.02	1,836.02	Open	N
	TREE PLANTING SUPPLIES-TREE WATERING							03/16/2026
	01-04-790-008	TREE WATERING BAGS			500.00			
	01-05-790-008				750.00			
	01-06-790-008				293.01			
	01-07-790-008				293.01			

			Inv Amt	Amt Due
# of Invoices:	150 # Due: 150	Totals:	156,592.21	156,592.21
# of Credit Memos:	2 # Due: 2	Totals:	(79.83)	(79.83)
Net of Invoices and Credit Memos:			156,512.38	156,512.38
* 7 Net Invoices have Credits Totalling:			(522.67)	
--- TOTALS BY FUND ---				
01 - GENERAL CORPORATE FUND			77,709.87	77,709.87
02 - RECREATION FUND			42,537.26	42,537.26
04 - LIABILITY INSURANCE FUND			145.00	145.00
06 - DEBT SERVICE FUND			318.00	318.00
07 - RECREATIONAL FACILITIES FUND			23,696.16	23,696.16
09 - SPECIAL RECREATION FUND			9,334.52	9,334.52
12 - CAPITAL PROJECTS FUND			2,771.57	2,771.57
--- TOTALS BY DEPT/ACTIVITY ---				
01 - ADMINISTRATION CORPORATE			24,695.11	24,695.11
02 - FINANCE			1,252.28	1,252.28
04 - CENTRAL PARK NORTH			4,660.97	4,660.97
05 - CENTRAL PARK			20,564.97	20,564.97
06 - SADDLEBROOK PARK			2,293.01	2,293.01
07 - FOREST GLEN PARK			999.01	999.01
08 - CHILLEM PARK			352.00	352.00
09 - DEAN PROPERTY			1,000.00	1,000.00
10 - PROFESSIONAL SERVICES			1,762.50	1,762.50
14 - INFORMATION TECHNOLOGY			14,011.85	14,011.85
15 - BUILDING/RECREATION CENTER			17,764.74	17,764.74
20 - CENTRAL PARK WEST			2,543.35	2,543.35
21 - FITNESS CENTER			4,982.01	4,982.01
25 - AQUATIC CENTER			14,267.09	14,267.09
26 - AQUATIC-RECREATION PROGRAMS			7,319.25	7,319.25
30 - YOUTH ATHLETICS			420.00	420.00
31 - PRESCHOOL PROGRAMS			514.74	514.74
32 - YOUTH PROGRAMS			133.75	133.75
50 - PIONEER PROGRAMS			3,787.89	3,787.89
60 - SPECIAL EVENTS & TRIPS			1,813.20	1,813.20
71 - BUILDING/RACQUET CLUB			12,693.03	12,693.03
75 - TENNIS PROGRAMS			9,615.52	9,615.52
80 - MARKETING			5,831.54	5,831.54
90 - LIABILITY INSURANCE FUND			145.00	145.00
94 - DEBT SERVICE FUND			318.00	318.00
95 - CAPITAL PROJECTS FUND			2,771.57	2,771.57

03/11/2026 10:22 AM
User: NLAWLER
DB: Oak Brook Park D

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT
EXP CHECK RUN DATES 02/26/2026 - 03/11/2026
JOURNALIZED
PAID

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
114198								
51917	ACCRUE SOLUTIONS LLC		02/01/2026	02/26/2026	85.05	0.00	Paid	Y
	FSA ADMIN FEES FEB 2026							02/26/2026
	01-01-650-000	GROUP MEDICAL & LIFE			8.10			
	01-02-650-000	GROUP MEDICAL & LIFE			12.15			
	01-05-650-000	GROUP MEDICAL & LIFE			8.10			
	01-14-650-000	GROUP MEDICAL & LIFE			4.05			
	01-15-650-000	GROUP MEDICAL & LIFE			8.10			
	02-01-650-000	GROUP MEDICAL & LIFE			12.15			
	02-25-650-000	GROUP MEDICAL & LIFE			12.15			
	02-50-650-000	GROUP MEDICAL & LIFE			4.05			
	07-01-650-000	GROUP MEDICAL & LIFE			16.20			
260370058720079								
51912	DIRECT ENERGY BUSINESS, LLC		02/06/2026	02/26/2026	53.52	0.00	Paid	Y
	JAN 2026 ELECTRICITY DNS							02/26/2026
	01-09-770-001	ELECTRICITY DNS			53.52			
JANUARY 2026								
51909	IL DEPT OF REVENUE		01/31/2026	02/26/2026	298.00	0.00	Paid	Y
	JANUARY 2026 TAX REMITTANCE							02/26/2026
	01-00-150-001	SALES TAX PAYABLE			11.00			
	07-75-560-000	PRO SHOP			287.00			
42155035								
51910	JOHNSON CONTROLS SECURITY SOLUTIONS		02/07/2026	02/26/2026	273.00	0.00	Paid	Y
	FRC QUARTERLY ALARM SERVICE							02/26/2026
	01-15-750-013	ANNUAL INSPECTION AND QUARTERLY SERVICE			273.00			
42155036								
51911	JOHNSON CONTROLS SECURITY SOLUTIONS		02/07/2026	02/26/2026	273.00	0.00	Paid	Y
	QUARTERLY ALARM MONITORING							02/26/2026
	01-05-770-009	FIRE/SECURITY MAINTNCE GARAGE			273.00			
10006								
51918	MAHJONG MISCHIEF, LLC		02/10/2026	03/05/2026	600.00	0.00	Paid	Y
	JAN/FEB BEGINNER MAHJONG INSTRUCTION							03/05/2026
	02-50-760-000	PIONEER CLASSES			600.00			
A2025072								
51930	UNDERGROUND IMAGING CORPORATION		12/16/2025	02/26/2026	3,346.02	0.00	Paid	Y
	SWIM CENTRAL SPA LEAK DETECTION							02/26/2026
	02-25-750-050	SPA LEAK DETECTION			3,346.02			
FRC JAN-26								
51903	VILLAGE OF OAK BROOK		02/06/2026	02/26/2026	4,449.66	0.00	Paid	Y
	FRC WATER USE JAN 2026							02/26/2026
	01-15-770-002	FRC WATER USE			1,112.42			
	02-01-770-002	FRC WATER USE			889.93			
	02-21-770-010	FRC WATER USE			889.93			
	02-25-770-010	FRC WATER USE			1,557.38			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
MAINT JAN-26							
51904	VILLAGE OF OAK BROOK	02/06/2026	02/26/2026	57.91	0.00	Paid	Y
	WATER USE AT MAINT GARAGE JAN 2026						02/26/2026
	01-05-770-007 WATER MAINTENANCE GARAGE			57.91			
CPW JAN-26							
51905	VILLAGE OF OAK BROOK	02/06/2026	02/26/2026	41.94	0.00	Paid	Y
	WATER AT CPW JAN 2026						02/26/2026
	01-20-770-001 WATER			41.94			
FIELDS JAN-26							
51906	VILLAGE OF OAK BROOK	02/06/2026	02/26/2026	648.80	0.00	Paid	Y
	WATER AT FIELDS JAN 2026						02/26/2026
	01-05-770-001 WATER			648.80			
TC JAN-26							
51907	VILLAGE OF OAK BROOK	02/06/2026	02/26/2026	265.52	0.00	Paid	Y
	WATER AT TENNIS CENTER JAN 2026						02/26/2026
	07-71-770-002 WATER			265.52			
CPN JAN-26							
51908	VILLAGE OF OAK BROOK	02/06/2026	02/26/2026	137.76	0.00	Paid	Y
	WATER AT RESTROOM/CONCESSION BLDG						02/26/2026
	01-04-770-001 WATER			137.76			

# of Invoices:	13	# Due: 0	Totals:	10,530.18	0.00
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				10,530.18	0.00

	Inv Amt	Amt Due
--- TOTALS BY FUND ---		
01 - GENERAL CORPORATE FUND	2,649.85	0.00
02 - RECREATION FUND	7,311.61	0.00
07 - RECREATIONAL FACILITIES FUND	568.72	0.00
--- TOTALS BY DEPT/ACTIVITY ---		
00 - NON-DEPARTMENTAL	11.00	0.00
01 - ADMINISTRATION CORPORATE	926.38	0.00
02 - FINANCE	12.15	0.00
04 - CENTRAL PARK NORTH	137.76	0.00
05 - CENTRAL PARK	987.81	0.00
09 - DEAN PROPERTY	53.52	0.00
14 - INFORMATION TECHNOLOGY	4.05	0.00
15 - BUILDING/RECREATION CENTER	1,393.52	0.00
20 - CENTRAL PARK WEST	41.94	0.00
21 - FITNESS CENTER	889.93	0.00
25 - AQUATIC CENTER	4,915.55	0.00
50 - PIONEER PROGRAMS	604.05	0.00
71 - BUILDING/RACQUET CLUB	265.52	0.00
75 - TENNIS PROGRAMS	287.00	0.00

Staff Recognition

(None)

Presentations / Proclamations

Proclamation in Support of the Conservation Foundation DuPage County River Sweep
Pickleball Funding Options

Oak Brook Park District

A National Gold Medal Agency

Proclamation

Whereas, the County of DuPage, through the Stormwater Management Department and municipalities, townships and park districts, recognizes ongoing stream cleaning and restoration as essential for the preservation of waterways throughout DuPage County and northeastern Illinois; and

Whereas, DuPage County River Sweep is a county-wide stream cleanup and restoration event organized by The Conservation Foundation and held in cooperation with the American Rivers National River Clean Up; and

Whereas, the purpose of the River Sweep is to encourage community and volunteer groups to help "sweep our rivers clean" by picking up debris in and along our waterways, and by participating in stream restoration projects; and

Whereas, steam cleaning efforts have been very successful with more than 16,000 volunteers removing over 300 tons of debris from DuPage County streams since 1991; and

Whereas, the President and Board of Commissioners of the Oak Brook Park District congratulate The Conservation Foundation on 35 successful years for this event; and

Now, Therefore, Be It Proclaimed, that all patrons of the Oak Brook Park District, are encouraged to make a difference in the quality of water in the area, and are further urged to support and participate in "River Sweep 2026" on Saturday, April 18, 2026.

_____

President

Outdoor Pickleball Courts & Parking Expansion

Concept Evaluation – 2026

The Oak Brook Park District is evaluating options to address increasing demand for pickleball while also improving parking capacity at Central Park West. Three potential approaches have been developed for consideration. Each option balances community access, funding strategies, and long-term operational sustainability.

Plan A – Outdoor Pickleball Courts as a Public Amenity

Project Overview

- The existing outdoor pickleball courts would be removed to allow for the construction of a new, expanded parking lot in that location.
- Six new outdoor pickleball courts would be constructed behind Central Park West to replace and expand the current capacity.

Funding Strategy

Total Project Cost
Pickleball Courts: $700,000 Parking Lot: $300,000 ($190,000 from Wizards and Eclipse Capital Contribution)

The parking lot improvements would be included within the Park District's capital improvement budget.

Community 250 Club – $100,000–$250,000

- The Foundation would recruit 250 community members and organizations to contribute a minimum of $1,000 each.
- The campaign will align with the United States' 250th anniversary this year, we are turning that milestone into a philanthropic movement. The campaign will honor this once-in-a-lifetime moment. It is the perfect opportunity to come together, make history, and invest in the future of our community—with a patriotic twist.

Devata Family Donation – $100,000

- The Devata family has generously donated $100,000 to support the outdoor pickleball court project.

Oak Brook Tennis Center Loan – $350,000–$500,000

- The Oak Brook Tennis Center would provide a loan of $350,000–$500,000.
- The Park District would repay the loan at 0% interest over a five-year period using future capital improvement funds.
- This would help complete the outdoor Tennis Courts project and Pickleball Courts & Parking lot project simultaneously and enable cost savings.

Court Utilization Strategy

- Courts would operate under the same model as the current outdoor pickleball courts.
- Oak Brook residents within Park District boundaries may reserve courts at no cost.
- Residents receive reservation priority over out-of-district users.
- Out-of-district users may reserve courts for a fee (currently $20 per hour).
- Courts without reservations remain available for first-come, first-served play.

Projected Annual Revenue

- Out-of-district court rentals: $4,500
- Pickleball leagues: $4,000
- Pickleball classes: $3,000
- Pickleball tournaments and special events: $3,000

Total Projected Revenue: $14,500 per year

Pros

- Easier to secure donor support for a community amenity.
- Broad philanthropic appeal aligned with the Foundation's mission.
- Community-focused fundraising campaign tied to the nation's 250th anniversary.

Cons

- Program revenue potential is relatively limited.
- Project relies heavily on philanthropy and community participation.

Plan B – Outdoor Pickleball Courts as a Family Recreation Center Membership Amenity

Project Overview

- The existing outdoor pickleball courts would be removed to allow for the construction of a new, expanded parking lot in that location.
- Six new outdoor pickleball courts would be constructed behind Central Park West.

Funding Strategy

Total Project Cost
Pickleball Courts: $700,000 Parking Lot: $300,000 ($190,000 from Wizards and Eclipse Capital Contribution)

The parking lot improvements would be included within the Park District's capital improvement budget.

Community 250 Club – $50,000–$100,000

- The Foundation would recruit 250 community members and organizations to contribute a minimum of $1,000 each.
- The campaign will align with the United States' 250th anniversary this year, we are turning that milestone into a philanthropic movement. The campaign will honor this once-in-a-lifetime moment. It is the perfect opportunity to come together, make history, and invest in the future of our community—with a patriotic twist.

Devata Family Donation – $100,000

- The Devata family has donated $100,000 toward the project.

Oak Brook Tennis Center Loan – $500,000–$550,000

- The Oak Brook Tennis Center would provide a loan of $500,000–$550,000.
- The Park District would repay the loan at 0% interest over a five-year period.
- Repayment would come primarily from membership fee revenue and capital project funds.
- This would help complete the outdoor Tennis Courts project and Pickleball Courts & Parking lot project simultaneously and enable cost savings.

Court Utilization Strategy

- Outdoor pickleball courts would be reserved exclusively for Oak Brook Park District Family Recreation Center members.
- Courts would be fully enclosed with controlled access.
- Entry would be provided through a key fob or secure access code system.
- Membership fees would increase slightly to help sustain the project.

Projected Annual Revenue

Membership Fee Adjustments

- Resident membership increase: $1 per month
- Nonresident membership increase: $3 per month

Projected Revenue

- Resident membership increase: $13,000
- Nonresident membership increase: $37,000

Total Projected Revenue: $50,000 per year

Pros

- Creates predictable and reliable revenue through membership fees.
- Prioritizes a resident-first model for facility members.
- Membership model may encourage higher-value donor participation.

Cons

- Philanthropic fundraising narrative may be less compelling.
- Exclusive access may limit broader community engagement.
- Additional construction costs would be required to fully enclose the courts.
- Secure access systems would need to be installed and maintained.

Plan C – Defer Pickleball and Parking Lot Expansion

Project Overview

- The existing outdoor pickleball courts would remain in place for the time being.
- Capital funds would instead be allocated toward replacing the baseball field parking lot.

Funding Strategy

- The Devata family's $100,000 donation would be placed in a restricted fund designated for a future outdoor pickleball court project.

Court Utilization Strategy

- Courts would continue operating under the current reservation and open play model.

Pros

- Allows the Park District additional time to evaluate long-term pickleball demand.
- Provides time to pursue additional donor or grant opportunities while keeping the current 3 courts.

Cons

- Existing court conditions are deteriorating.
- Limited to three courts, restricting program growth.

Reports

Administration and Enterprise Operations Report
Finance and Human Resources Report
Recreation and Communications Report
Parks and Facilities Report

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

Memo

To: Oak Brook Park District Board of Commissioners

From: Laure Kosey, Executive Director

Date: March 11, 2026

Re: March Board Report: Administration & Enterprise Operations

---

February Board Meeting Follow Up Discussion Points:

Transferring Funds

To transfer funds into the Recreation and Capital Projects Funds to pay for approved capital projects from this budget year a 2/3 majority vote must take place for it to pass. This measure did not pass with Commissioners aware of the possible reserve fund policy violation, the auditors will make note of the lack of transfer in our audit report, and it could affect our AAA bond rating.

March Board Meeting Discussion Points:

Tennis Center Report

- Saturday, February 21st the 10&U, 12&U and 18&U Tennis Teams played their second round.
- The new 2026 Babolat Pure Aero racquets are available for sale in the pro shop.
- New score boards were installed on the indoor courts 1-4.
- During February 27th-28th, the junior match plays featured WTN events and results will count towards player's WTN rating, 84 players participated in the events.
- The Adult Programming Event "Put a Spring in Your Step" was at full capacity with 24 players.

Fiscal Budget Year vs. Calendar Budget Year

Staff has provided pros for each Fiscal/Calendar Budget Years.

RFP for the License and Use of the Family Recreation Center Basketball Courts

Staff met with both groups who submitted an RFP. The recommendation by staff included more open gym availability for residents, an increase in hourly rental rates and a higher percentage of revenue for contract programs.

Manual Updates

The personal policy and safety manual needed law updates. The safety manual has not been updated since 2018.

Memo

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

To: Board of Commissioners and Executive Director, Laure Kosey
From: Marco Salinas, Chief Financial Officer
Date: March 11, 2026
Re: February 2026 Financials

General Fund

We have completed ten months of our current fiscal year (83.33% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal $3,758,550, $2,594,082, and $0, respectively. This is resulting in a YTD net surplus of $1,164,468, which is a $707,147 increase from the $457,321 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable to budgeted expectations at 91.3%. Except for our Central Park North department, all other departments are either in-line or favorable to the annual budgets. Our Building-Recreation Center department is the main driver for the increased revenues. Daily fee revenues (in-district and out-of-district) have increased approximately $85K (33%) when compared to the prior year, primarily due to the increase in the out-of-district daily fee from $12 to $14 that was implemented effective January 2025, and an overall increase in the number of daily visits. In addition, we increased the overhead and facility rental fee that is charged to various programs accounted for in our Recreation Fund and have also been recognizing this activity monthly as compared to quarterly in the prior year. In our Central Park West (CPW) department, revenues are higher than in the prior year because in the prior year the facility was undergoing extensive renovations and rental activity was placed on hold for a large part of the fiscal year. The current year's rental revenues are $61,376 versus $12,875 in the prior year. In addition, this year we implemented a new facility rental fee that is charged to our Pioneer Programs department for programming conducted at CPW and these fees currently total $4,000. Alcohol permit fee revenues have also increased from $1,175 to $4,375. In our Central Park department, field rental revenue has increased from $193,642 in the prior year, to $219,312 in the current year whereas in our Central Park North fields, field rental revenue has decreased from $84,425 to $62,774. We have experienced a shift in field usage from our Central Park North fields to our Central Park fields. In the Finance department, investment income has exceeded the current year's annual budget and increased $8,841 over the previous year.

- **Expenditures-** Total current YTD expenditures are favorable to budgeted expectations at 74.2%. Except for our Professional Services and Central Park West departments, all other departments are either in-line or favorable to the annual budgets. Legal fees in our Professional Services department were budgeted at $25K and such fees currently total $34,039 with an additional four billings yet to be recognized for the remainder of the current fiscal year. Our YTD legal fees are higher than originally expected due to, among other matters, the significant increase in the volume of Freedom of Information Act (FOIA) requests, formal complaints filed to the Public Access Counselor regarding the Open Meetings Act, work carried out earlier in the year for the solar panel electricity project, review of a licensing agreement with Breakaway Basketball, and review of banking documents in response to the merger of Evergreen Bank and Old Second National Bank. In our Central Park West department, part-time wages have increased $7,106, credit card processing fees have increased from $741 to $3,008, and supply costs for our Cocoa Cabin holiday event have increased from $1,328 to $12,150. These cost increases are being recouped with the $24,900 increase in Cocoa Cabin sales revenues.

Recreation Fund

YTD revenues, transfers-in, and expenditures equal $5,220,350, $0, and $3,707,631, respectively. This is resulting in a YTD net surplus of $1,512,719, which is a $1,376,078 increase from the $136,641 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable to budgeted expectations at 100.8%. All departments are currently favorable or in-line with budgeted expectations primarily due to our busy Spring/Summer seasons and the corresponding increases in programming registrations and revenues, as well as the timing for the collection of the annual property taxes. In our Fitness and Aquatic Center departments we are benefitting from an approximate $176K (16%) increase in our in-district and out-of-district membership revenues. This fund has also recognized receipt of a $200K grant payment from the Department of Commerce and Economic Opportunities (DCEO) for the CPW restrooms and entryway improvements project that was completed in the prior year.

- **Expenditures-** Total current YTD expenditures are favorable to budgeted expectations at 68.7%. Except for our Youth Athletics and Pioneer Programs departments, all departments are currently favorable or in-line with current year budgeted expectations. Driving this overall decrease in expenditures is the fact that YTD we have only expended 29% of the $360,112 in budgeted capital expenditures. Due to timing, we have yet to incur any significant costs for the CPW kitchen renovations ($52K), fitness/track entryway project ($135K), and Central Park storage garage ($75K). In the Administration department we are experiencing cost savings with health insurance costs due to the unanticipated departure of two full-time personnel that were replaced with staff that elected less costly insurance coverage. In our Youth Athletics department, contractual instruction fees for our youth basketball program have exceeded the corresponding budget by approximately $28K, despite decreasing $4k when compared to the prior year. In our Pioneer Programs department, we hosted a new offsite holiday luncheon that resulted in increased expenditures in January. These increased costs, however, were fully recouped via the collection of the corresponding registration fees. In addition, the new facility rental fee described in the General Fund revenues narrative (previous page) is impacting this department's expenditures.

Recreational Facilities Fund (Tennis Center)

YTD revenues and expenses in this fund are currently at $2,374,001 and $1,684,187, respectively. This is resulting in a YTD net surplus of $689,814, which is a $41,914 decrease over the prior year's surplus of $731,728. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable to budgeted expectations at 93.7%. In the Administration department, investment earnings have increased from $107,679 in the prior year to $117,437 in the current year. Additionally, revenues derived from the Rafa tennis camp have increased approximately $8K. In the Programs department in-district and out-of-district membership revenues have increased approximately $16K compared to the prior year, and group lesson revenues have also increased approximately $49K.

- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 63.4%. In the Administration department, full-time wages and related health insurance costs have increased approximately $13K, and credit card processing fees have increased approximately $5K when compared to the prior year. In the Building department, full-time wages and related health insurance costs have increased approximately $49K due to the creation/addition of one full-time custodian position. In the Programs department, pro shop inventory and service costs have increased approximately $13K over the prior year.

FINANCE & HUMAN RESOURCES UPDATES:

- Staff has been assisting numerous departments with regards to the upcoming summer season hiring, as well as the annual employee performance review process.
- Staff continued working on various schedules and analysis for the proposed FY 2026/2027 budgets.

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

Memo

To: Oak Brook Park District Board of Commissioners

From: Robert Pechous, Director of Recreation and Communications

Date: March 10, 2026

Re: February 2026: Recreation and Communications Report

Recreation:

- Athletics
  - Turf field rentals have resumed with no snow and warmer temperatures, including the return of Walking Soccer programming.
  - Staff are actively coordinating spring and summer field rentals, including ballfields and turf/grass fields, to ensure a well-organized and balanced seasonal schedule.

- Youth/Preschool
  - Donuts with Grownups was a success! We were fortunate to have a preschool family donate the donuts.
  - Classes enjoyed a festive week of Valentine's celebrations, highlighted by a special ice cream sundae party to wrap up the festivities.
  - Preschoolers were excited to welcome hygienist Bri from Brush Pediatric Dentistry for a fun and educational visit focused on healthy dental habits.

- Pioneers
  - 26 Pioneers from Oak Brook and Villa Park enjoyed a special afternoon having lunch at Coopers Hawk.
  - 41 Pioneers attended an engaging, dramatic portrayal by Jenny Riddle. Jenny dramatized, in character, the personal lives of three First Ladies: Mary Todd Lincoln, Eleanor Roosevelt & Jackie Kennedy.
  - In recognition of National Human Trafficking Awareness Month, 25 Pioneers attended an informative program presented by the Founder and CEO of Reclaim13, a nonprofit dedicated to preventing child sexual abuse, exploitation, and human trafficking through education, community awareness, trauma-informed healing, and residential support services for survivors.
  - Learn to Play Mah Jongg classes launched with our new instructor.

- Specialty/Events
  - TEAM Rec marketing/outreach and curriculum was completed. This new program gives Oak Brook teens a voice in our community.
  - Valentine’s Day Baskets were delivered to 20 children throughout Oak Brook.
  - Central Park West rentals continue to see strong demand, with May and June dates filling up.

Marketing & Information Technology:

- Staff are currently working on the production of the Summer Brochure.
- The Marketing Team is in the final stages of refreshing the Splash Island logo.
- The upgrade and transition to the new HD TV boxes serving the lobby displays and fitness equipment have been completed.

Corporate and Community Relations:

Sponsorships	$	-
Advertising	$	3,300.00
Vendors	$	1,475.00
In-Kind Donations	$	440.00
Oak Brook Park District Foundation	$	500.00
Total for February:	**$**	**5,715.00**

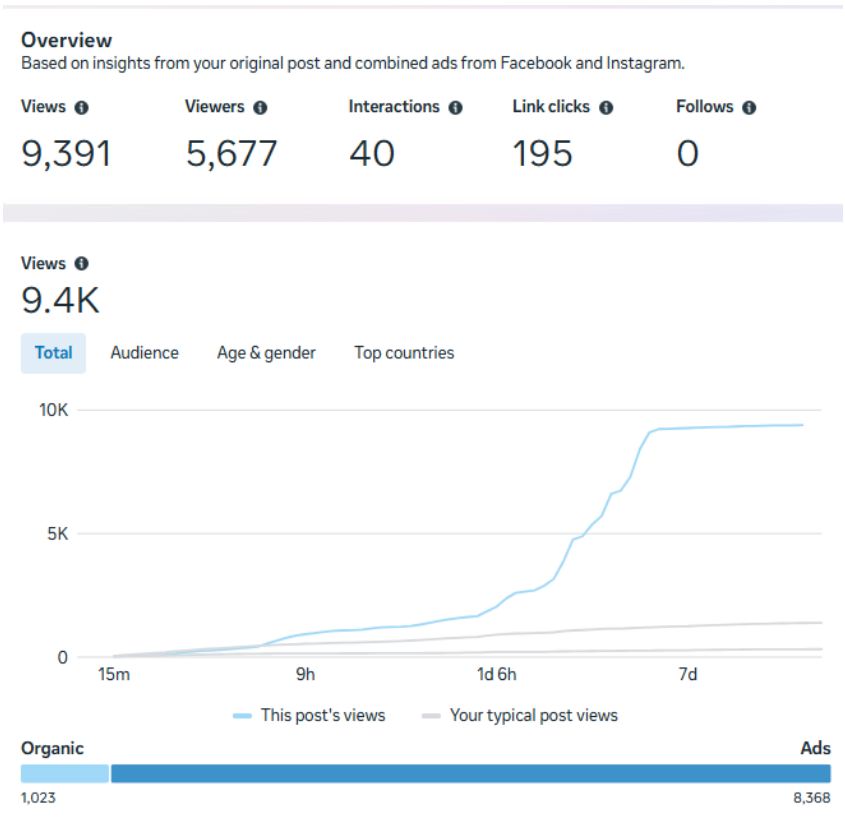
Social Media and Website Engagement:

Facebook Analytics
Total Followers: 6,249 (up 31)
Posts: 21 (16 posts, 3 stories)
Post Reach (organic and paid): 31.4K
Post Engagement: 154
(Reactions, Comments, and Shares)

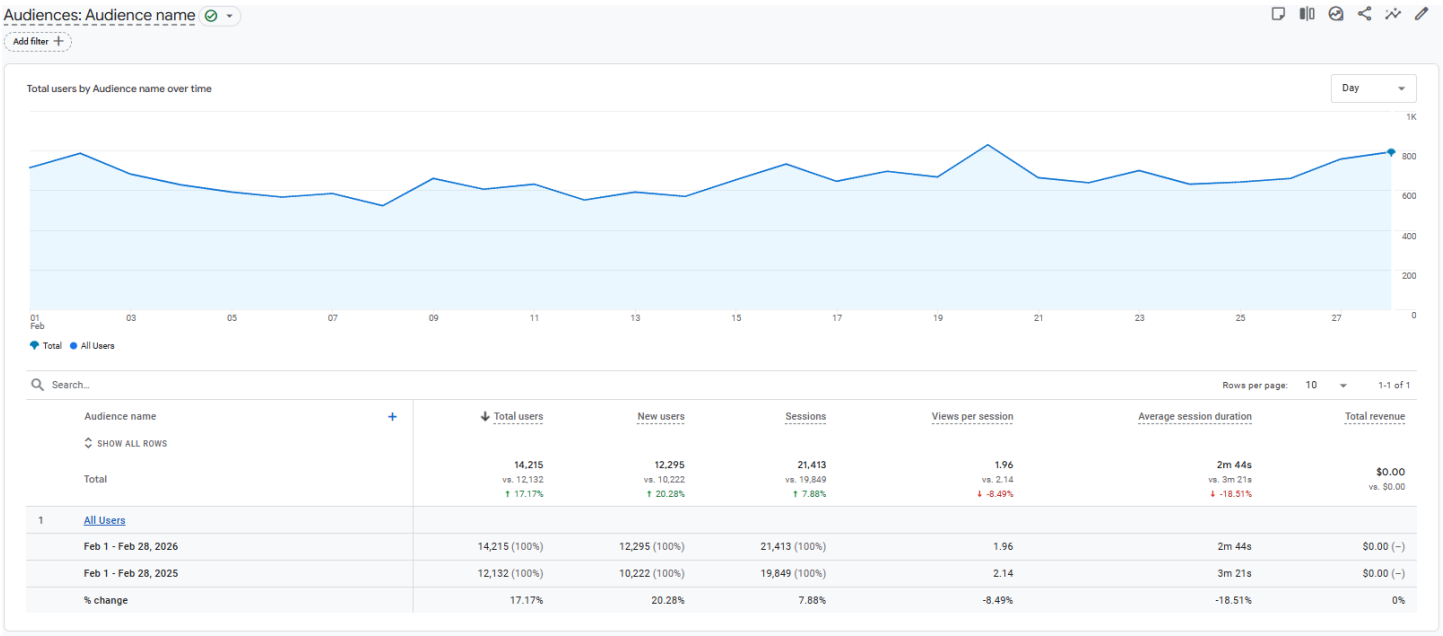
Instagram Analytics:
Total Followers: 3,293 (up 32)
Posts: 25 (15 posts, 10 stories)
Post Reach (organic and paid): 2.3K
Post Engagement: 134

Top Facebook Post





February 2026 Website Traffic



February 2026 Top Pages

1. /obparks.org
2. /Swim Central
3. /Program Guides
4. /Family Recreation Center
5. /Membership
6. /Tennis Center
7. /Central Park West
8. /Programs
9. /Tennis Programs
10. /Aquatics

obparks.org Acquisition Value

Referral Percentage Values	Feb 2026	Feb 2025
Direct:	38.7%	20.3%
Organic Search:	57.7%	76%
Social:	1.5%	2.0%
Referrals:	2.1%	1.7%

Oak Brook Park District
Facility Statistics and Data

Facility Rentals

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

25/26 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	288	266	322	286	280	346	312	303	420	341			3,163
Gym Revenue	$14,128	$15,389	$18,080	$16,012	$15,431	$19,099	$17,232	$16,988	$23,131	$18,098			$173,586
Room Rentals	26	23	17	22	36	46	29	25	20	24			268
Room Revenue	$1,800	$960	$630	$720	$1,360	$1,990	$860	$2,310	$2,744	$810			$14,184
CPW Rentals	7	9	6	9	6	6	7	1	2	5			58
CPW Revenue	$3,595	$5,875	$4,790	$6,876	$3,925	$3,700	$4,500	$270	$1,200	$4,650			$39,381

Totals	20-21	21-22	22-23	23-24	24-25
Gym Rentals Hours	4,195	4,874	4,379	4,441	3,981
Gym Revenue	$207,521	$261,155	$228,514	$227,924	$213,837
Room Rentals	0	10	79	203	224
Room Revenue	$0	$700	$7,355	$7,335	$13,726
CPW Rentals	20	73	88	74	24
CPW Revenue	$12,938	$48,226	$54,458	$50,951	$11,185

Oak Brook Park District
Facility Statistics and Data

Outdoor Pickleball Court Rentals

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

25/26 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Court Rentals	67	170	134	144	84	65	10	0	0	0			674
Court Hours	217	310	253	271	161	135	18	0	0	0			1,365
Revenue	$ 610.00	$ 670.00	$ 560.00	$ 430.00	$ 360.00	$ 280.00	$ 30.00						$ 2,940.00

Totals	23-24	24-25
Court Rentals	821	662
Court Hours	2,326	2,275
Total Revenue	$3,280.00	$3,290.00

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
24 - 25	Hours	193	189	127	87	187	199	101	16	5	14.5	88.75	171	1,377
	Revenue	$8,183	$9,843	$73,182	$3,740	$6,283	$8,098	$5,975	$16,154	$383	$1,448	$10,495	$7,615	$151,397
25 - 26	Hours	202	188	156	204	226	238	120	1	0	46			1,381
	Revenue	$8,123	$9,483	$8,215	$4,983	$1,645	$1,205	$1,338	$55	$0	$4,485			$132,532
Wizards	Revenue				$ 15,000	$ 15,000	$ 15,000	$ 4,000	$ -	$ -	$ -			
Eclipse	Revenue				$ 10,000	$ 10,000	$ 10,000	$ 4,000	$ 4,000	$ 3,000	$ 3,000			

Natural Grass Soccer Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
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	$67,025	$6,720	$7,480	$11,280	$1,563	$8,000	$0	$0	$0	$10,025	$138,332
25 - 26	Hours	2,371	1,188	283	906	2,600	2,605	877	0	0	0			10,830
	Revenue	$24,860	$12,475	$9,879	$4,831	$8,450	$3,975	$450	$0	$0	$0			$88,420
Wizards	Revenue				$ 4,000	$ 4,500	$ 4,000	$ 1,000	$ -	$ -	$ -			
Eclipse	Revenue				$ 3,000	$ 3,000	$ 3,000	$ 1,000	$ -	$ -	$ -			

Baseball Fields

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
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
25 - 26	Hours	324	276	211	119	246	210	14	0	0	0			1,400
	Revenue	$6,913	$10,690	$5,005	$5,428	$12,500	$17,790	$1,533	$0	$0	$0			$59,859

Totals

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
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	$143,636	$13,758	$19,291	$27,135	$7,538	$24,154	$383	$1,448	$10,495	$25,830	$335,186
25 - 26	Hours	2,897	1,652	650	1,229	3,072	3,053	1,011	1	0	46	0	0	13,611
	Revenue	$39,896	$32,648	$23,099	$47,242	$55,095	$54,970	$13,321	$4,055	$3,000	$7,485	$0	$16,888	$297,698

Gateway SRA Board Meeting
February 12, 2026
RGA On-Going Program Status Report

January 2025

Winter 2025

District	Registered Participants
Burr Ridge	3
Elmhurst	61
Hinsdale	20
Oak Brook	8
Pleasant Dale	2
Westchester	4
Countryside	2
York Center	0
Non-resident	10
Total	**110**

Winter 2026

District	Registered Participants	Number of Programs
Burr Ridge	5	19
Elmhurst	67	232
Hinsdale	12	67
Oak Brook	6	29
Pleasant Dale	1	1
Westchester	4	13
Countryside	2	10
York Center	0	0
Non-resident	9	30
Total	**107**	**401**

Winter 2026 Program Line Up (Dates: January 12 – March 31)

- Elevate Day Services (M-F)
- 20 Weekly Youth and Adult
- 3 Gators Athletics – Basketball, Swimming, Indoor Soccer
- 9 Winter Special Events (January – March)
- Spring Break Camp (youth & teens)

Elevate

District	Registered Participants
Burr Ridge	5
Elmhurst	5
Hinsdale	4
Oak Brook	4
Westchester	1
Total	**19**

Currently:
Mondays - 12
Tuesdays - 12
Wednesdays - 12
Thursday - 12
Fridays - 12





Gateway Vehicles Update as of 1/7/2026

Vehicle #	Type	Year	Mileage	Maintenance	Plans
298	15p Ford Transit	2019	28, 624	None	None
312	15p Ford Transit	2023	27, 618	None	None
320	Paratransit Bus Ford E450 15P + WC	2025	6, 429	None	None

Summer Day Camp
Registration will begin Monday, March 2. 2 camps in Elmhurst (youth, teen & young adults), 1 Hinsdale (teen & young adults), 1 Countryside (youth). All camps will have ESY options.

Ongoing - 2026 Promotion & Visibility Focus
Working with RGA development department on the following items.

- **Consistent Brand & Messaging**
  Align all communications to clearly reflect Gateway SRA's mission, programs, and impact, strengthening recognition and trust.
- **Storytelling & Impact Visibility**
  Intentionally share participant outcomes, family stories, and program successes to demonstrate value and deepen community connection.
- **Strategic Digital & Community Outreach**
  Use social media and community partnerships to increase awareness, referrals, and visibility of Gateway SRA as a leader in inclusive recreation.
- **Ambassador & Board Engagement**
  Equip board members, families, and team members with simple tools to confidently promote Gateway SRA within their networks.

Member District Events
Elmhurst Park District Job Fair on Saturday, January 10
Hinsdale Parks and Recreation Department Zoom call about needs and goals

January Program Highlights
Start of Winter Season! Special Events Included: Everyone's Birthday – Gators Athletics Basketball Qualifier. 4 teams advance to the state tournament. Congratulations to our Red, Yellow, White, and Blue Teams! Good Luck at the state tournament in March!



RGA Action Plan (FY26-FY28)

Strategic Priority	**3-Year Goal (FY26–FY28)**	**FY26 Focus (Stabilize)**	**FY27 Focus (Grow Youth & Visibility)**	**FY28 Focus (Expand & sustain)**	**Measures of Success**
Program Growth & Innovation	Maintain high-quality inclusive recreation while preparing for sustainable growth	Stabilize enrollment and refine program mix	Expand high-demand programs based on capacity	Evaluate programs and scale highest-impact services	Enrollment, retention, satisfaction, waitlists
Elevate Weekday Program	Grow Elevate strategically by FY28 while maintaining quality	Maintain quality and staffing stability	Strengthen operations and readiness for expansion	Expand enrollment/days with sustainable staffing	Participation growth, outcomes, family satisfaction
Youth Activities & Young Athletes	Strengthen youth participation as a long-term growth pipeline	Rebuild youth foundation and increase outreach	Expand youth offerings and participation pathways	Sustain strong enrollment and evaluate expansion	Youth enrollment, repeat participation, referrals
Inclusion & Unified Sports	Expand inclusive recreation access and unified sport pathways	Strengthen partnerships and track outcomes	Increase participation and build progression opportunities	Formalize sustainable unified/inclusion model	Participation growth, partnerships, outcomes data
Outreach, Marketing & Visibility	Improve community awareness through consistent messaging and outreach	Implement a simple, consistent marketing system	Strengthen PR, storytelling, and referral pipelines	Maintain strong visibility and evaluate outreach impact	Engagement, referrals, program growth
Financial Sustainability & Governance	Strengthen long-term stability through planning and diversified revenue	Strengthen tracking, pricing review, and reporting	Expand sponsorships, grants, and fundraising strategy	Secure multi-year funding and sustainability model	Revenue diversity, reserves, sponsorships, grant totals
Staffing & Organizational Capacity	Support staff growth and long-term program sustainability	Strengthen training, role clarity, and staffing structure	Build leadership capacity and staff pipeline	Maintain sustainable staffing ratios for growth	Retention, training completion, staffing coverage
Program Resources & Investment	Maximize facility/equipment use while planning for future needs	Optimize use of current improvements and equipment	Identify capital priorities and resource needs	Implement long-term facility/resource plan	Utilization, equipment readiness, capital planning



OBJECTIVES AND KEY RESULTS

May 1, 2025 - April 30, 2026

MONTHLY UPDATE JANUARY 2026

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. Holistic Home for the Holidays
2. Floating Pool Meditation & Sound Bath
3. National Human Trafficking Awareness Informative Program
4. _____

☐ B Introduce 2 new cultural dance opportunities.
1. August Fitness Dance Sampler
2. _____

☑ C Involve 25 new participants in Cardio Tennis classes.

New Participants: 30

1 — 25

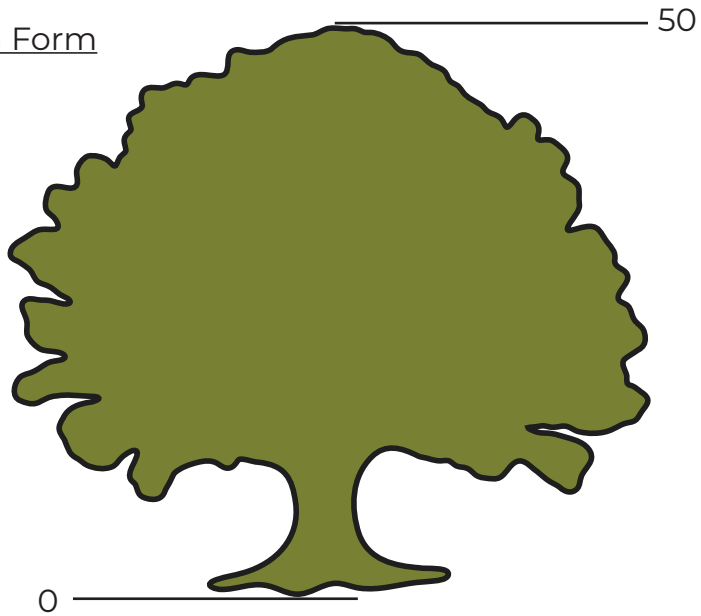
2. ENVIRONMENTAL STEWARDSHIP

COMPLETE? ☐

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

☐ B Convert 5 paper forms from print to digital.
1. Personal Training Inquiry Form
2. FRC Membership Hold/Cancellation Form
3. Time Off Request Form
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.
  2. Sensory Time at Winter Lights
  3. Aging Gracefully Wellness Seminar
  4. _____
- ☐ C Complete 25 recommended ADA facility and park upgrades.

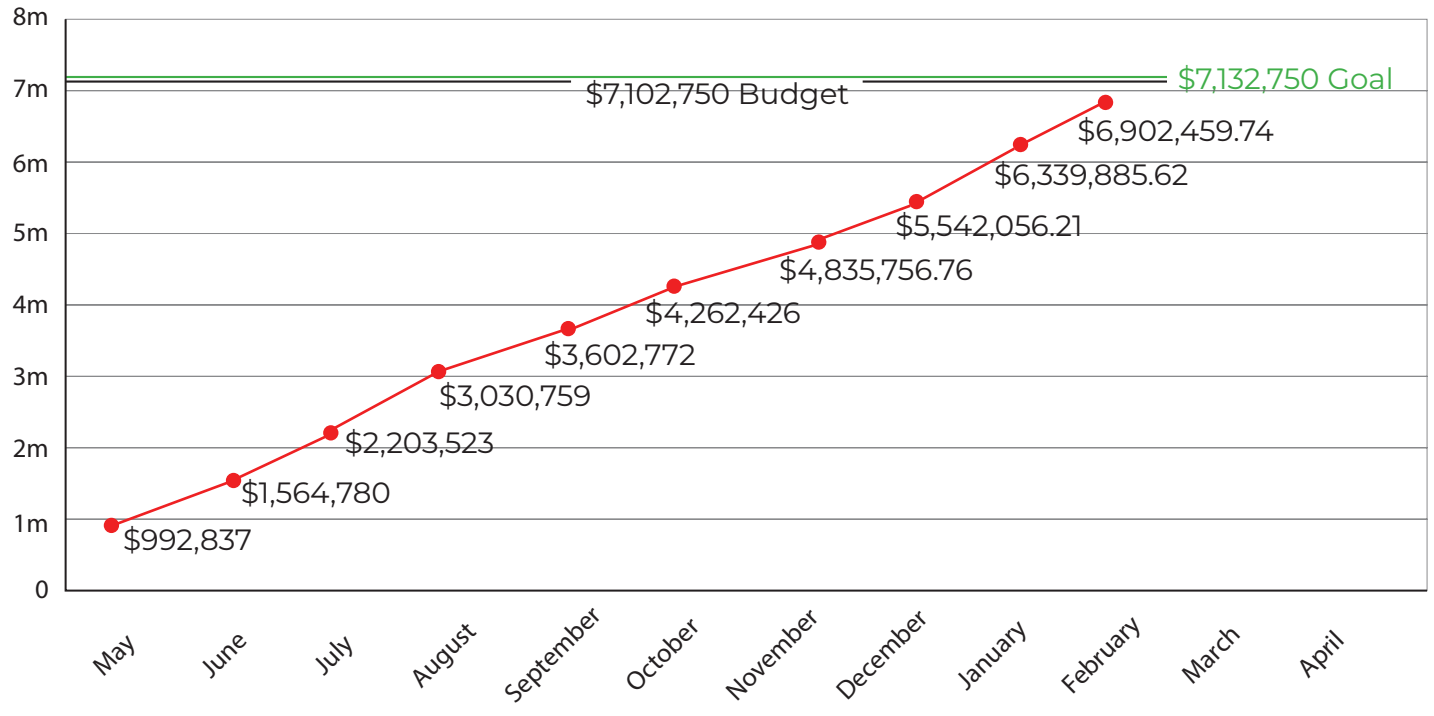
21

1 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. Meeting Room/Studios Phones and Digital Signage Installation
  2. Leisure Pool Pump Replacement
  3. FRC lower-level bathrooms ejector pump
  4. Replacement of FRC bollard lights
  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. 25 Residents participated in focus groups discussions
2. Implemented texting registration dates from public forum suggestions
3. Healthcare Membership Survey
4. _____
5. _____

☑ B Host two new events for the community to attend without registration fee.
1. Harmony in the Park
1. Veterans Luncheon

☐ C Create a Youth Advisory Task Force and implement 3 recommendations.
1. _____
2. _____
3. _____

6. OPEN COMMUNICATION

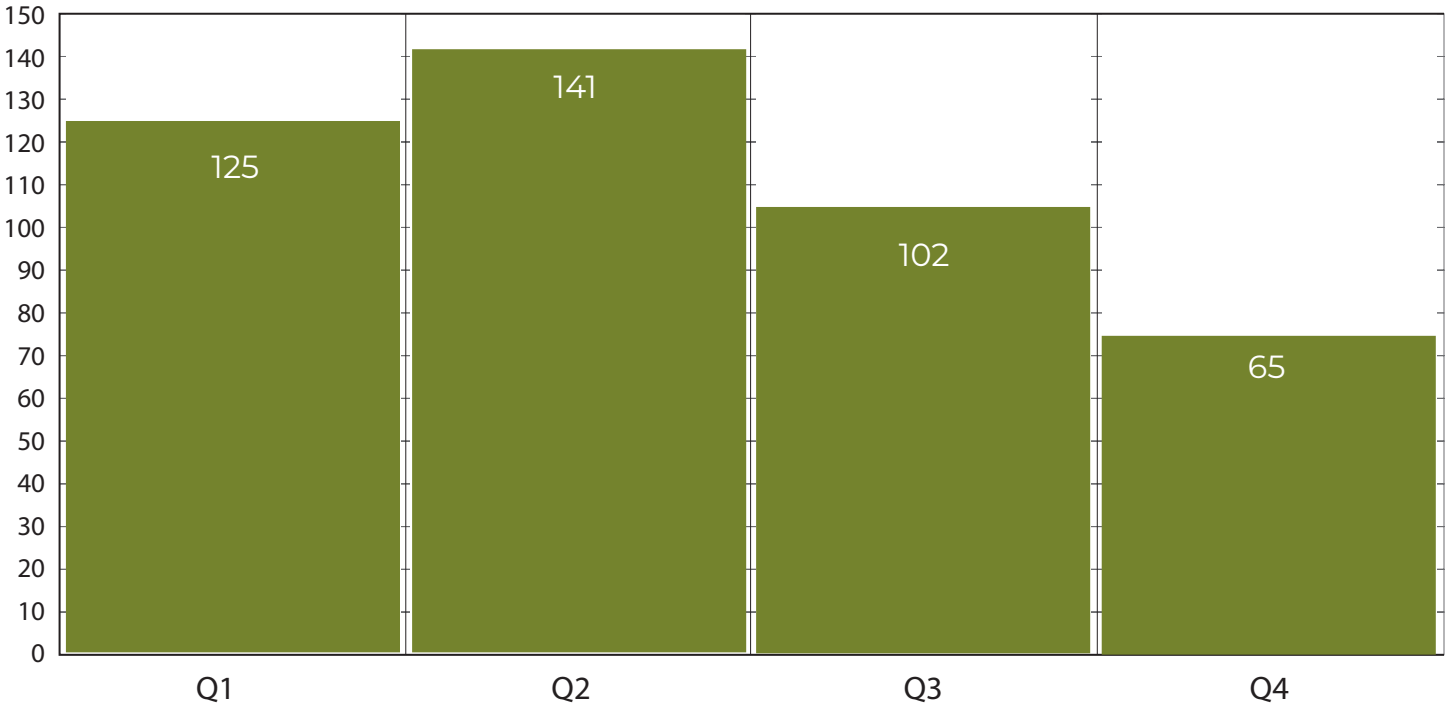
COMPLETE? ☐

☑ 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.

Newsletter Tracking Engagement:





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

Memo

To: Board of Commissioners
From: Bob Johnson, Deputy Director
Date: March 11, 2026
Re: Board Report

Parks

- The Turf Tank robotic striper is being upgraded to a newer version. It includes both hardware and software upgrades that will improve the efficiency of lining athletic fields.
- The sled hill fencing has been removed for the season. Staff will attempt to preserve the ice rink liner with the intention of reusing it next winter.
- New baseball/softball field bases have been ordered to replace the existing units, which are over 17 years old and exhibiting signs of wear. New batting mats and "L" screens have been added to the batting cages.
- Staff have been repairing and overseeding athletic fields as we are only four weeks away from the start of the athletic field season.
- Staff are preparing the parks for spring by deadheading landscape beds throughout Central Park and satellite parks. Deadheading in late winter helps remove spent growth, encourages healthy new blooms, and keeps landscape beds looking vibrant and well-maintained as the spring growing season begins

Aquatics

- The STARS Swim Team finished their season placing 2nd at the Divisional Meet on Saturday, February 28 hosted by Bolingbrook Park District. Seven teams competed and multiple records were broken including the Boys 100, Free, 200 Free, and 500 Free. The Fall/Winter Season Banquet is Tuesday, March 10 at Central Park West. Families were invited to enjoy a buffet dinner followed by Head Coach Jen Lawler recapping the season and honoring the new record holders.
- Summer seasonal staff hiring is underway for both lifeguards and swim instructors. Interested candidates are encouraged to apply through BambooHR on the website. Both the Aquatic Facility Manager and Aquatic Program Manager are conducting interviews.
- The Summer Training Schedule is set with the new collaboration with the Oak Brook Fire Department. They will attend the Lifeguard All-Staff to coordinate emergency response procedures and ensure lifeguards understand their role and communication methods to remain efficient for response time and safety.
- Prepping has begun for the Annual Aqua Egg Hunt. 200 "hoppy" swimmers are registered as this time. Swimmers enjoy gathering eggs in the water with hopes of finding the prize egg to turn in for a basket filled with assorted holiday goodies.
- Fit Central has seen improvements with the addition of two new strength training equipment pieces; the Rogue Abram GHD 2.0 machine and the Booty Build Hip Thrust Machine. Members will find the pieces a great addition to training routine and highly effective for building strength.

- The Custodian Team replaced the hearts with shamrocks in the Family Recreation Center Lobby for a spark of festive joy when patrons walk in.
- Planning is underway for the Fit Central floor and wall corridor projects. Staff are planning the logistics to minimize the disruption to members.

Facilities and Maintenance

- Staff continue to work through the ADA Transition Plan. Recent updates include adjusting the opening and closing pressure of doors, adding restroom/locker room grab bars, and putting together a facility sign order.
- Staff completed temporary repairs to the Dryvit EIFS/stucco on the slide tower to address holes created by birds nesting within the exterior of the structure. If left unrepaired, these openings could allow birds to enter the building.
- Ceiling tile replacement in Studios A, B, and C is underway. With Studio C completed, staff are now focused on replacing the ceiling tiles in Studios A and B as programing allows.
- Staff installed new cables for the lobby and Fit Central televisions to improve connectivity and overall system reliability.
- The Planning Committee is finalizing logistics for the Pink5k Race on Saturday, May 9. As of March 8, registration stands at over 600 participants with over $4,000 in donations raised. The Registration Tents will be expanded to accommodate the team pick-ups and day-of registrations, so everyone reaches the start line on time and ready to race.

Oak Brook Park District

2026 Membership Package Data

January

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	37	4	32	73	56%
Family Recreation Center	688	159	986	1833	46%
SilverSneakers	298		1224	1522	20%
Renew Active	108		436	544	20%
Total Memberships	1131	163	2678	3972	33%

February

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	4	33	75	56%
Family Recreation Center	684	164	985	1833	46%
SilverSneakers	291		1186	1477	20%
Renew Active	107		421	528	20%
Total Memberships	1120	168	2625	3913	33%

March

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

April

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

May

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

June

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

July

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

August

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

September

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

October

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

November

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

December

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus					
Family Recreation Center					
SilverSneakers					
Renew Active					
Total Memberships					

2025 Membership Package Data

January

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	33	1	35	69	49%
Family Recreation Center	678	168	939	1785	47%
SilverSneakers	262		1095	1357	19%
Renew Active	99		377	476	21%
Total Memberships	1072	169	2446	3687	34%

February

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	39	3	41	83	51%
Family Recreation Center	678	143	946	1767	46%
SilverSneakers	273		972	1245	22%
Renew Active	102		320	422	24%
Total Memberships	1092	146	2279	3517	35%

March

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	1	38	77	51%
Family Recreation Center	659	168	919	1746	47%
SilverSneakers	287		1012	1299	22%
Renew Active	104		342	446	23%
Total Memberships	1088	169	2311	3568	35%

April

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	1	37	76	51%
Family Recreation Center	659	170	919	1748	47%
SilverSneakers	288		1038	1326	22%
Renew Active	107		352	459	23%
Total Memberships	1092	171	2346	3609	35%

May

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	1	37	76	51%
Family Recreation Center	671	166	923	1760	48%
SilverSneakers	293		1058	1351	22%
Renew Active	107		367	474	23%
Total Memberships	1109	167	2385	3661	35%

June

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	1	37	76	51%
Family Recreation Center	681	163	954	1798	47%
SilverSneakers	295		1092	1387	21%
Renew Active	109		380	489	22%
Total Memberships	1123	164	2463	3750	34%

July

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	39	1	36	76	53%
Family Recreation Center	690	167	954	1811	47%
SilverSneakers	304		1119	1423	21%
Renew Active	111		390	501	22%
Total Memberships	1144	168	2499	3811	34%

August

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	3	31	72	57%
Family Recreation Center	685	159	949	1793	47%
SilverSneakers	310		1149	1459	21%
Renew Active	114		396	510	22%
Total Memberships	1147	162	2525	3834	34%

September

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	36	1	31	68	54%
Family Recreation Center	673	151	954	1778	46%
SilverSneakers	316		1143	1459	22%
Renew Active	114		438	522	22%
Total Memberships	1139	152	2566	3857	33%

October

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	1	32	71	55%
Family Recreation Center	687	153	956	1796	47%
SilverSneakers	317		1194	1511	21%
Renew Active	114		414	528	22%
Total Memberships	1156	154	2596	3906	34%

November

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	39	3	27	69	61%
Family Recreation Center	698	160	963	1821	47%
SilverSneakers	321		1215	1536	21%
Renew Active	114		418	532	21%
Total Memberships	1172	163	2623	3958	34%

December

	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	39	4	30	73	59%
Family Recreation Center	701	158	970	1829	47%
SilverSneakers	327		1263	1590	21%
Renew Active	116		430	546	21%
Total Memberships	1183	162	2693	4038	33%

Oak Brook Park District

2026 First on the 1st Data				
	January	February	March	April
	In District	In District	In District	In District
Daily Fee	0	4	0	
Central Park Campus	0	2	0	
Family Recreation Center	3	2	3	

	May	June	July	August
	In District	In District	In District	In District
Daily Fee				
Central Park Campus				
Family Recreation Center				

	September	October	November	December
	In District	In District	In District	In District
Daily Fee				
Central Park Campus				
Family Recreation Center				

2025 First on the 1st Data				
	January	February	March	April
	In District	In District	In District	In District
Daily Fee		22	8	25
Central Park Campus		0	0	0
Family Recreation Center		1	0	0

	May	June	July	August
	In District	In District	In District	In District
Daily Fee	4	4	12	7
Central Park Campus	0	0	2	0
Family Recreation Center	3	3	6	5

	September	October	November	December
	In District	In District	In District	In District
Daily Fee	0	0	3	4
Central Park Campus	0	0	0	0
Family Recreation Center	2	7	7	6

Oak Brook Park District

Aquatic Usage/Financial Report
Parties and Rentals

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
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	$64,028
	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	$190,889
25-26	Uses	36	51	41	24	27	24	24	21	32	25			305
	Parties	$15,467	$19,622	$12,100	$9,658	$11,728	$9,922	$10,066	$9,590	$13,169	$11,358			$122,680
	Rentals	$5,050	$10,722	$11,140	$1,570	$1,415	$3,260	$5,104	$3,310	$7,480	$3,150	$0	$0	$52,201
	TOTAL	$20,517	$30,344	$23,240	$11,228	$13,143	$13,182	$15,170	$12,900	$20,649	$14,508	$0	$0	$174,881

Swim Lesson

FY	Season	SUMMER	FALL	W/S	TOTAL
24-25	Registrations	835	882	1,321	3,038
	Private	$36,882	$33,024	$42,898	$112,804
	Group	$55,371	$61,670	$72,217	$189,258
	TOTAL	$92,253	$94,694	$159,042	$345,989
25-26	Registrations	821	832	850	2,503
	Private	$46,433	$46,167	$54,126	$146,726
	Group	$42,659	$68,613	$71,657	$182,929
	TOTAL	$89,092	$114,780	$125,783	$329,655

Swim Team

FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
24-25	Registrations	40	72	71	52	235
	Revenue	$10,147	$21,376	$17,932	$10,166	$59,621
25-26	Registrations	42	69	53	11	175
	Revenue	$9,432	$27,668	$13,528	$2,334	$52,962

Unfinished Business

Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: CHANGE IN THE PARK DISTRICT'S FISCAL YEAR START DATE FROM MAY 1 TO A JANUARY 1 START DATE.	**AGENDA NO.:** 8. A. **MEETING DATE:** MARCH 16, 2026

STAFF REVIEW: Chief Financial Officer, Marco Salinas: Marco Salinas

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 District Board has recently discussed the possibility of modifying the District's existing financial reporting period from the current May 1 through April 30 time period (fiscal year), to January 1 through December 31 fiscal year. District staff compiled a list of park districts in Illinois, and their current fiscal year start dates to identify the most common financial reporting periods in the state. In addition, District staff has identified several expected outcomes if the District does proceed with changing our current fiscal year from a May 1 to January 1 start date. For example, a change in our fiscal year would require numerous changes to our personnel policies and our accounting/payroll databases to change the timing of various paid time off (PTO) carryover calculations, maximum balance limits, and the timing for conducting the annual personnel performance reviews would also be impacted.

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

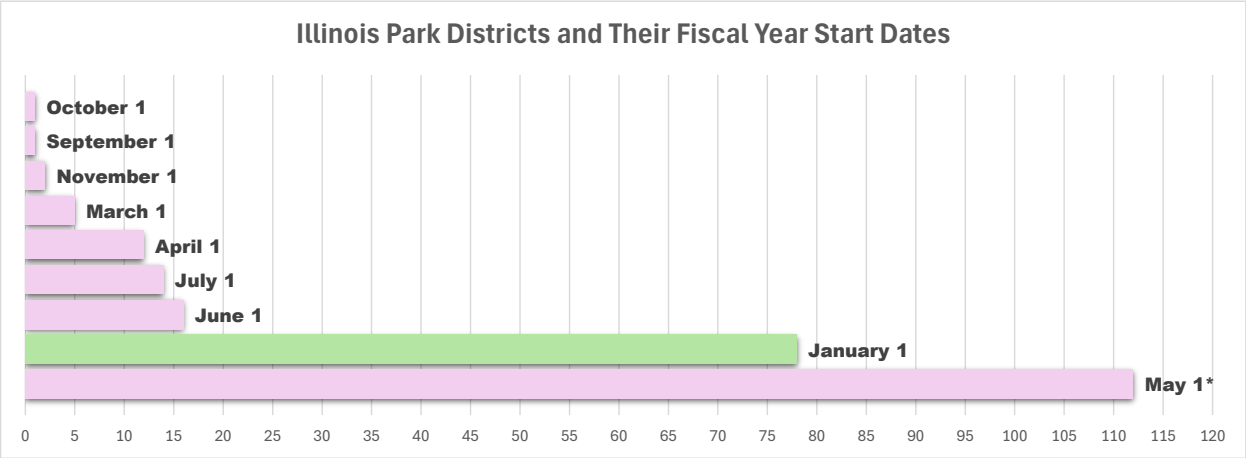
Accompanying this agenda item history is information about the various fiscal years in existence with numerous park districts within Illinois, and the expected outcomes of modifying our fiscal year from May 1 to January 1 start date. If the Board were to approve proceeding with modifying the District's fiscal year, staff will subsequently present an ordinance for consideration and approval by the Board to effectuate such modification. In addition, staff would need to compile a modified budget in the future that would span an eight-month period starting May 1 through December 31 (the transition period) and thereafter compile an annual budget that would span the twelve month period starting January 1 through December 31.

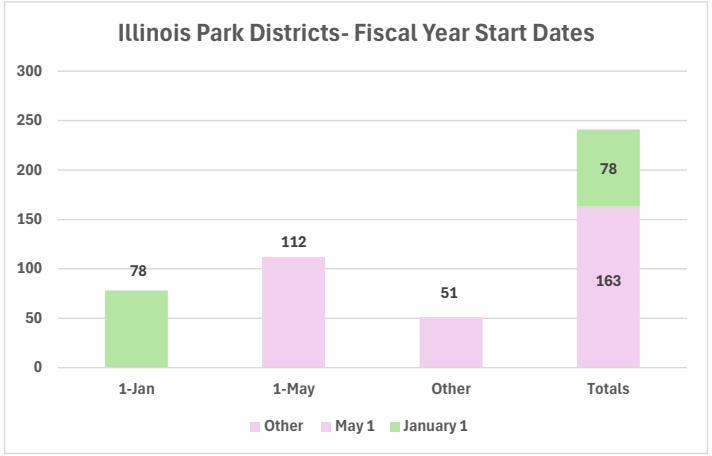
ACTION PROPOSED:

A motion and a second to approve a change in the Park District's fiscal year start date from May 1 to a January 1 start date.

Oak Brook Park District

Summary graph of fiscal year start dates- Illinois Park Districts





Above data compiled as of 12/10/2025.

*** The Oak Brook Park District's existing fiscal year start is May 1.**

Primary Options:

Maintain existing fiscal year start date

* Newly elected commissioners begin service in May, and the structure of the District's fiscal year provides them with meaningful opportunity to influence the May-April budget. State statute allows the Board to adopt the budget through end of the first quarter of the new fiscal year, enabling thoughtful review and informed input. For example, for the May 1, 2026-April 30, 2027fiscal year, the Board may adopt the budget as late as July 31, 2026.
* The District recognizes a significant portion of its revenues early in the fiscal year, reflecting the timing of Spring/Summer programming fees and receipt of the property tax levy between June and October. This timing results in early-year monthly surpluses followed by late-year monthly deficits.

Change fiscal year to a January 1 start date

* Updates to administrative and personnel policies including benefit accruals, carryovers, and limits will be necessary. A thoughtful transition period will support smooth and effective implementation.
* Annual health insurance premium updates will be aligned with the calendar fiscal year, creating long-term consistency in planning. While final premium information is typically available in October/November, this timing can be incorporated into future budgeting cycles.
* The annual budget process, property tax levy, year-end statutory reporting, and personnel evaluations would be addressed in a coordinated manner, allowing for greater alignment and efficiency across key operational priorities.
* Larger amount of revenue recognition will occur later in the fiscal year as Spring/Summer programming revenues are realized and property tax levy collections are received. This timing will result in early-year monthly deficits followed by late-year monthly surpluses.

Prepared by: Marco Salinas

Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: RFP FOR THE LICENSE AND USE OF THE FAMILY RECREATION CENTER BASKETBALL COURTS	**AGENDA NO.**: 8B **MEETING DATE**: MARCH 16, 2026

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):

In January 2021, the Oak Brook Park District issued a Request for Proposals (RFP) for the license and use of the Family Recreation Center basketball courts. In April 2021, the Park District entered into a five-year agreement with Breakaway Basketball, which included an option to renew or extend. Throughout the term of the agreement, Breakaway Basketball has provided excellent programming, has been a valued partner, and has fully met all contractual obligations. As the agreement approaches its term, and to ensure the Park District continues to receive the best value and service for the community, staff determined it was appropriate to issue a new RFP.

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

On January 27, 2026, the Oak Brook Park District issued a Request for Proposals (RFP) seeking qualified organizations to provide high-quality sports and recreational training, development, league play, and, when applicable, tournament competition through the licensed use of the Family Recreation Center basketball courts.

Two organizations submitted proposals: Breakaway Basketball and Knights Travel Basketball. Staff have decided to move forward with Breakaway Basketball. The new agreement includes several changes that will increase revenue for the Park District while also expanding open gym. Under the new contract, the revenue share from the Get Better League will increase to a 50/50 split, compared to the previous 40/60 arrangement. The share of revenue from Energize Sports programming will increase to 35%, up from the previous 30%. Furthermore, in addition to Breakaways Court fees, they will contribute $125,000 in Capital and Sponsorship Contributions. Another change in the agreement is the elimination of 117 rental court hours, primarily during afternoons on school holidays such as Thanksgiving Break, Winter Break, Martin Luther King Jr. Day, Columbus Day, and Presidents Day. These hours will now be reallocated to expand open gym opportunities for residents. Under the terms of the agreement, Breakaway Basketball's rental portion will account for approximately 11.15% of the total available court hours.

Additionally, the Park District intends to continue occasional gym rentals with Knights Travel Basketball, the other organization that submitted a proposal. Knights Travel Basketball has been a valued facility user for over 15 years, and the District anticipates maintaining a positive working relationship with them through periodic facility rentals.

ACTION PROPOSED:

A Motion (and a Second) to approve the contract with MYB OpCo, LLC doing business as Breakaway Basketball.

LICENSE AND USE AGREEMENT
OAK BROOK PARK DISTRICT-- MYB OPCO, LLC D/B/A BREAKAWAY BASKETBALL

This LICENSE AGREEMENT ("**Agreement"**) is made as of this ____ day of _____, 2026 ("Effective Date"), by and between the OAK BROOK PARK DISTRICT, DuPage County, Illinois, an Illinois park district ("**District**" or "**Park District**"), and MYB OPCO, LLC D/B/A BREAKAWAY BASKETBALL, an Illinois limited liability corporation (**"Breakaway" or** "**Licensee**"). District and Licensee are hereinafter sometimes referred to individually as a "**Party**," and together as the "**Parties**."

RECITALS

A. District owns, operates, manages, and controls three (3) basketball courts located within the District's Family Recreation Center located at 1450 Forest Gate Rd., Oak Brook, Illinois ("Family Recreation Center Basketball Courts " or "**Courts**").

B. District has identified certain dates and times, including those described in the schedule attached to this Agreement and referenced below, where one or more of the Courts will not be needed or useful for District purposes.

C. Licensee is organized for the purpose of promoting the healthy physical and mental development of youth residing in Oak Brook and surrounding communities through basketball.

D. On January 27, 2026, the District published a request for proposals ("**RFP**"), seeking proposals from entities that provide high-level basketball play, training, coaching, and games, to area youth to provide said programming at the Family Recreation Center Basketball Courts for the benefit of the youth of Oak Brook and surrounding communities.

E. In its proposal, Licensee represented to the District that:

i. it is an experienced operator and manager of a highly rated youth basketball program, fully capable of providing the highest quality basketball instruction, practice and league play, as well as less competitive development leagues, programming, camps and clinics on the Courts.

ii. it is the largest skill development program in Illinois, training over 14,000 players a year and partnering with over 500 teams to provide in-season skill development training.

iii. it provides basketball-related athletic and sports opportunities to students in grades K-12, many of whom are residents of District, and has in the past used District parks and facilities on a limited basis to provide its services.

F. The Board of Park Commissioners of the District ("**Park Board**") has determined

that the best interests of the District and the public will be served by the grant of a license to Licensee to use those portions of Family Recreation Center Basketball Courts at the times and dates identified belowfor the purposes designated herein and at such times as are set forth in this Agreement,in exchange for good and valuable consideration.

NOW, THEREFORE, for and in consideration of the mutual promises hereinafter contained, and for other good and valuable consideration, the receipt and sufficiency of which arehereby acknowledged, the Parties agree as follows:

1. Incorporation of Recitals. The recitals set forth above are hereby incorporated in this Agreement, and all covenants, terms, conditions, and provisions hereinafter contained shall beinterpreted and construed in accordance therewith. All exhibits referenced herein are hereby incorporated into and made a part of this Agreement.

2. License Granted; Licensed Uses. Subject to the terms and conditions of this Agreement, District hereby grants Licensee, and Licensee hereby accepts and agrees to exercise, during the term of this Agreement, the following rights and privileges ("**License**"):

(a) the exclusive right to use the Family Recreation Center Basketball Courts where located and described on the photographs attached hereto as **Exhibit A ("Site Plan")**, only on the dates and during the times set forth in the "**Master Use Schedule**," attached to this Agreement as **Exhibit B**, for the sole and limited purposes of conducting basketball programming, training, practice, games and league play **("Licensed Uses")** as set forth in **Exhibit B**, pursuant to the terms of this Agreement; provided, that the Park District may from time to time offer Breakaway the opportunity to license additional use of the courts for the same purposes as set forth above at times not already reserved, on mutually agreeable terms; nothing contained herein prohibits the Park District from renting or licensing the Licensed Property to another organization for purposes other than the Licensed Uses, at times when the Licensed Property is not in use by Licensee;

(b) the non-exclusive right to parking at the Family Recreation Center in connection with the Licensed Uses;

(c) ingress and egress through the public common areas of Family Recreation Center.

The foregoing portions of Family Recreation Center Basketball Courts that Licensee has the right to use as shown on the Site Plan are hereinafter collectively referred to as the "**Licensed Property**." Licensee shall not use the Licensed Property, the common areas of the Family Recreation Center, or the Family Recreation Center parking lot for any activities or uses except the Licensed Uses, without District's prior written consent. District reserves and shall have the right to use and to permit others including members of the general public to use the Licensed Property at any time that it is not in use by Licensee.

The District shall not license any basketball court at the Family Recreation Center to another

organization engaged in similar core business activity (basketball skills training programming) during the Term without Licensee's prior written consent; provided, however, that this restriction shall not apply to the Knights Travel Basketball League Winter Season (mid-October through February), including league games, practices, and related activities, which are expressly permitted and acknowledged by the Licensee. Notwithstanding the foregoing, the Knights Travel Basketball League may utilize professional, paid, or volunteer coaches, trainers, or instructors in connection with its league operations, practices, and games during this period, and such participation shall not be deemed a violation of this provision.

Licensee may request the purchase of available additional dates and times for its use of the Licensed Property for the Licensed Purposes from the Park District at any time, in writing to the Superintendent of Recreation. The Park District will promptly consider and respond to any such request, but shall not be obligated to sell available additional dates and times to Licensee. Nothing contained in this Agreement shall preclude use by the general public at dates and times not included on the Master Schedule or other dates and times not reserved by agreement between the Park District and Licensee.

Licensee shall notify District if Licensee will not be using any portion of the Licensed Property which Licensee is scheduled to use under the Master Use Schedule ("**Scheduled Use**"). Such notice shall be given as far in advance of the Scheduled Use as is practicable by telephone and in accordance with the notice provision in Section 22 of this Agreement, it being the intent of the Parties that the Licensed Property may be used by District or by third parties, including the general public as authorized by District, whenever it is not in use by Licensee, notwithstanding that it was made available to Licensee under the Master Use Schedule.

3. Term of License. The term of this Agreement shall commence upon May 1, 2026 ("License Commencement Date") and shall, unless terminated earlier as provided pursuant to Section 20 of this Agreement, run for a continuous period of five (5) years, ending on April 30, 2031 ("Term"). On or before May 1, 2030, provided that Breakaway is not in default at such time, the Parties agree to enter into discussions regarding a possible extension of this Agreement or the License granted hereunder. Neither Party shall have the exclusive right to extend or renew this Agreement or the License.

4. License Fees and Capital Contribution Fees.

(a) Fees Generally: Breakaway shall pay to the District fees the following minimum fees set forth in Table A as and for consideration for its use of the Licensed Property:

Table A

Year	Annual License Fee	Capital Contribution	Sponsorship	Get Better League	Energize Sports	Foundation Clinics
2026 – 2027	$125,000	$20,000	$5,000	50% of total registration	35% of total registration	100% of proceeds to Oak Brook Park District Foundation
2027 – 2028	$125,000	$20,000	$5,000	50% of total registration	35% of total registration	100% of proceeds to

						Oak Brook Park District Foundation
2028 – 2029	$130,000	$20,000	$5,000	50% of total registration	35% of total registration	100% of proceeds to Oak Brook Park District Foundation
2029 – 2030	$135,000	$20,000	$5,000	50% of total registration	35% of total registration	100% of proceeds to Oak Brook Park District Foundation
2030 – 2031	$135,000	$20,000	$5,000	50% of total registration	35% of total registration	100% of proceeds to Oak Brook Park District Foundation
Total	$650,000	$100,000	$25,000			

("Fees").

(b) License Fees: Breakaway shall pay as a minimum, each year's Annual License Fee as set forth in Table A above, in monthly installments, with each installment being equal to the number of hours of use in the prior month times $60 per hour between License Commencement Date and May 31, 2028, and times $62 per hour between June 1, 2028 and May 31, 2029, and times $65 per hour between June 1, 2029 and May 31, 2031, beginning on June 1st of each year of the term. Except as otherwise provided herein, Breakaway shall pay each monthly installment of the Annual License Fee on or before the 10th day of each month. On or before May 31 of each year that this Agreement is in effect, including May 31, 2031, Breakaway will pay the Park District the difference (if any) between the minimum License Fee listed in Table A for the License Year and the amount previously paid, it being the Parties' intent that Breakaway will pay not less than the minimum License Fee in each year of the Term. If Breakaway's payments based on the hours used times the hourly rate referenced above exceed the subject year's Annual License Fee, there is no refund. The Annual License Fee shown in Table A shall be the minimum license fee for each year. Breakaway will pay for its use between May 1, 2031 and May 31, 2031 not later than May 31, 2031.

(c) Sponsorship: Licensee shall pay the Park District each year's Sponsorship Fee in full on May 1st of each year of the Term.

(d) Get Better League: Park District will collect all registration fees for the Get Better League and pay Licensee 50% of the total as soon as practicable following closure of the program's registration period.

(e) Energize Sports: Park District will collect all registration fees for the Energize Sports Programming and pay Licensee 65% of the total as soon as practicable following closure of the program's registration period.

(f) Foundation Clinics: Licensee shall pay the Park District each year's Foundation Clinics within seven (7) days following closure of the program's registration period.

(g) Capital Contributions: Licensee shall pay the Park District each year's Capital Contribution Fee in full on May 1st of each year of the Term.

5. Marketing, Sponsorships and Naming Rights. The names "Family Recreation Center Basketball Courts" and any associated names, logos, trademarks or copyrights are the propertyof the District (the "**District Marks**"). Licensee may be granted a non-exclusive right to use the District Marks in conjunction with providing the uses, services, and benefits upon prior written approval of the District. Any Licensee use of the District Marks shall be non-assignable and nontransferable, shall inure solely to the benefit of the Park District, and shall cease upon termination or expiration of this Agreement for any reason. The District will provide normal promotion and mention of Licensee's services in its publications. Any additional advertising of Licensee's services by the District may be done by the District in its discretion at Licensee's expense.

6. Rights and Duties.

(a) Licensee Duties:

i. Licensee shall not make any alterations to the Licensed Property except upon the Park District's prior written approval, which it may withhold in its sole discretion, and the Park District's prior written approval of any and all plans, specifications and terms under which said proposed alterations are to be constructed. Any and all costs, risks, liabilities, expenses, and losses arising in any manner from construction of any alterations by Licensee shall be the sole responsibility and expense of Licensee,

ii. Licensee shall provide any and all additional equipment necessary to conduct its programming.

iii. Licensee shall not install or place any equipment on Park District property outside of the Licensed Property without the District's prior approval.

iv. Licensee shall clearly display its company name and logo at the Licensed Property to distinguish itself from the District; provided that all signage and signage location shall be approved by the District in its sole discretion prior to installation. District's signage shall be primary on all signage.

v. Licensee will conduct authorized programming as described herein on the Licensed Property during the Hours of Operations set forth in the Master Schedule. Licensee shall also work with the District's existing recreational programs and District staff to provide a quality training and development experience to a wide range of participants.

vi. Licensee will perform all program registration, collection of fees, and account for same to District for Breakaway Basketball and Foundation Clinics. Parties will consult on which party will conduct program

registration, collection of fees, and accounting for same for any programming not provided herein. Licensee will provide a summary of the offering of programs, services, uses and benefits that it has provided at the end of each season (along with prices including taxes if applicable). The summary should include specific league information, coaching clinics, exhibitions, tournaments, merchandising, concessions, if applicable, and any and all other uses, services, and benefits.

vii. Licensee shall provide qualified and sufficient staffing for all operations. Licensee shall provide additional staff during large events held at the Licensed Property, such as tournaments, exhibitions, special events, and other events.

viii. Licensee agrees that Licensee's personnel shall provide services in a courteous, business-like, and efficient manner. Designated Park District employees may require individual Licensee personnel to modify behavior if such behavior is determined to be in violation of this Agreement, District policies, or applicable law. Licensee's staff should appear clean, neat, orderly, and otherwise appropriate for the services being provided.

ix. At all times duringthe Term, Licensee shall maintain the Licensed Property and all surrounding area in a clean, neat, orderly, and safe condition. Licensee shall collect and properly dispose of trash in receptacles.The garbage area must be kept clean by the Licensee at all times during the Licensee's use. Boxes must be broken down and placed in the appropriate containers.

x. Licensee shall comply with all applicable federal, state and local laws, rules, regulations and requirements ("**Legal Requirements**") in its use of the Licensed Property and its conduct of its activities, including but not limited to all applicable sanitation procedures in full compliance with all applicable CDC and Illinois Department of Public Health guidelines, business licensing, safety, and employment Legal Requirements and any other Legal Requirements necessary for theLicensee to provide the uses, services and benefits at the Licensed Property as provided in this Agreement.

xi. Licensee is responsible for obtaining and maintaining all necessary licenses and permits, at its sole cost and expense, during the Term.

(b) <u>District Activities/Duties</u>:

i. District shall pay all utility costs for heating, air conditioning, water, and electricity for the Family Recreation Center.

ii. District will perform all program registration, collection of fees, and account for same to Breakaway for the Get Better League and Energize Sports.

iii. District may sell merchandise as it deems appropriate; and

iv. District may authorize third-party organizations to sell merchandise on the Licensed Property during special events such as sports/recreational tournaments, exhibition events, and other Park District-sponsored or sanctioned events held at the Courts.

v. District shall have the right to enter the Licensed Property and to operate

programming and recreation and leisure activities that do not interfere with Licensee's use.

vi. District may conduct inspections of the Licensed Property as it sees fit.

(c) Damage to Licensed Property:

i. In the event that all or any portion of the Licensed Property is damaged during any Licensed Use (except when the damages are caused by the willful and wanton acts of the District), the District shall make any and all required repairs. Licensee will pay one hundred percent (100%) of the District's costs and expenses incurred to make the necessary repairs within thirty (30) days of receipt of an invoice from the District for its costs and expenses.

ii. Licensee shall further pay the District the sum of $500 per day for each day that all or any portion of the Licensed Property is inoperable due to said damages, within thirty (30) days of receipt of a statement from the Park District setting forth the number of days that the Licensed Premises or any portion thereof were inoperable or unusable.

iii. The Parties acknowledge and agree that the sums payable under this subsection shall constitute liquidated damages and not penalties and are in addition to all other rights of the Park District, including pursuit of all remedies for breach of contract. The Parties further acknowledge that the amount of loss or damages likely to be incurred by Park District is incapable of precise estimate or difficult to estimate, and the amountspecified herein bears a reasonable relationship to and is not plainly or grossly disproportionate to the probable loss likely to be incurred in connection with Licensee's damages to the Licensed Premises. Licensee's obligations under this subsection 6(c) shall not apply to normal wear and tearor damage resulting solely from climate conditions. Licensee's obligations under this section shall continue in full force and effect after termination of this Agreement for any reason.

7. Intentionally deleted

8. Compliance with Laws; Manner of Use. Licensee shall comply with all applicable federal, state, county and local statutes, ordinances, rules, regulations and codes in the conduct of Licensed Uses. Licensee shall conduct, and cause its members, employees, officers, and invitees to conduct, any Licensed Uses in a safe manner and in strict accordance with the terms of this Agreement. Licensee shall not make or permit to be made any use of the Licensed Property or the Family Recreation Center Courts which is directly or indirectly forbidden by law, ordinance, or government regulations, or which may be dangerous to life, limb or property, or which may increase District's insurable or uninsurable risk or liability. Licensee shall cooperate with District and the Oak Brook Police Department and shall strictly follow all public safety requirements regarding its conduct of the Licensed Uses. Licensee shall provide adequate supervision during the conduct of the Licensed Uses.

9. Condition of Property. Except as otherwise specifically provided in this

Agreement, District has not made, and by grant of the License hereunder does not make, any representations with respect to the suitability of Family Recreation Center Courts or the Licensed Property for any purposes including but not limited to Licensee's intended purposes, it being acknowledged and agreed by Licensee that Licensee is solely responsible for ascertaining all conditions affectingFamily Recreation Center Courts and the Licensed Property prior to its execution of this Agreement andprior to each use thereof by Licensee, its directors, officers, employees, agents, students and invitees, or any of them.

10. Reservation of Rights. In addition to the rights reserved by District under Section 2, above:

(a) District reserves for the exclusive use of its Park Board, officers, employees, agents, invitees, and the general public the remainder of Family Recreation Center and Recreation Center Courts, other than the Licensed Property when in use under the Master Schedule.

(b) District and its Park Board, officials, employees, agents, invitees and the general public shall have the right to use Family Recreation Center Courts in any manner that does not unreasonably interfere with the Licensed Uses, including permitting the construction, maintenance and operation on, over or under Family Recreation Center Courts, of any public utility facility. District, its grantees, agents, and assigns shall have the right to enter upon the Licensed Property at any time(s) to inspect, maintain or repair the Licensed Property provided, that the District shall not unreasonably interfere with the Licensee's Licensed Use of the Licensed Property during the dates and times set forth in the Master Use Schedule. District's exercise or failure to exercise any of its rights under this Section shall not impose or create any responsibility or liability on District or affect, reduce, or nullify in any way Licensee's obligations under the Agreement.

11. Environmental Matters.

(a) At all times during the term of this Agreement, Licensee and its members, officers, employees, agents, and invitees shall use the License Property and any other portion of Family Recreation Center Courts, in strict compliance with all applicable Environmental Laws (as hereinafter defined) and, without limiting the generality of the foregoing,shall not cause any Hazardous Materials (as hereinafter defined) to be brought onto, introduced to or handled on any portion of Family Recreation Center Courts or the Licensed Property in violation of such laws.

(b) As used in this Agreement, the term "**Hazardous Materials**" means any hazardous or toxic substances, materials or wastes, including but not limited to solid, semi-solid, liquid or gaseous substances which are toxic, ignitable, corrosive, carcinogenic or otherwise dangerous or harmful to human, plant or animal health or well-being and those substances, materials, and wastes listed in the United States Department of Transportation Table (49 CFR §972.101) or by the Environmental Protection Agency as hazardous substances (49 CFR Part 302) and amendments

thereto or such substances, materials, and wastes regulated under any applicable local, state or federal law including, without limitation, any material, waste or substance which is (i) petroleum, (ii) asbestos, (iii) polychlorinated biphenyls, (iv) biohazardous waste (v) designated as "hazardous substances" pursuant to Section 311 of the Federal Water Pollution Control Act (33 U.S.C. §1321) or listed pursuant to Section 307 of the Federal Water Pollution Control Act (33 U.S.C. §1317), (vi) defined as a "hazardous waste" pursuant to Section 1004 of the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. or (vii) defined as a "hazardous substance" pursuant to Section 101 of the Comprehensive Environmental Response, Compensation and Liability Act 42 U.S.C. §§9601 et seq. or any other applicable Environmental Law.

(c) As used in this Agreement, "**Environmental Laws**" means all federal, state and local environmental statutes, rules, regulations, ordinances, judicial or administrative decrees, orders or decisions, authorization or permits, and common law, including,but not limited to, the Resources Conservation and Recovery Act, 42 U.S.C. §§6901et seq., the Clean Air Act, 42 U.S.C. §§7401 et seq., the Federal Water Pollution Control Act, 33 U.S.C. §§1251 et seq., the Emergency Planning and Community Right to Know Act, 42 U.S.C. §§11001 et seq., the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., The Toxic Substances Control Act, 15 U.S.C. §§2601 et seq., the Oil Pollution Control Act, 33 U.S.C. §§2701 et seq., the National Environmental Policy Act, 42 U.S.C.
§§4321 et seq., the Safe Drinking Water Act, 42 U.S.C. §§300 (f) et seq., the Illinois Environmental Protection Act, 415 ILCS 5/1 et seq. or any other comparable local, state or federal statute or ordinance pertaining to the environment or natural resources, including, without limitation, the preservation of wetlands, and all regulations pertaining thereto.

(d) Licensee shall provide District with written notice (i) upon Licensee's obtaining knowledge of any potential or known violations of applicable Environmental Laws or the release or threat of release of any Hazardous Materials affecting any portion of the Licensed Property or the Family Recreation Center Courts or (ii) of Licensee's receipt of any notice, correspondence, demand or communication of any nature from any governmental authority related to any alleged or actual violation of any Environmental Laws affecting any portion of the Licensed Property or the Family Recreation Center Courts.

12. **Use of Licensed Property.** Except as may be agreed to in writing in advance by the District, neither Licensee nor any of its respective employees,agents, volunteers or assigns shall place, keep, store or otherwise permit to be placed, kept or stored on the Licensed Property, any equipment or materials, except during such time as Licensee's employees or agents are physically present and conducting activities permitted under this Agreement. In the event that any Licensed Uses require Licensee or its employees or agents to use, place, locate or store any equipment or materials on the Licensed Property at any other time(s), Licensee shall obtain the written approval of District prior to each instance in which Licensee seeks to use, locate, or store such equipment

or materials on the Property, which approval may be conditioned on or subject to reasonable requirements. In the event that the Park District constructs storage facilities on Family Recreation Center Basketball Courts, it may grant Licensee the right to access such storage at times and in areas designated by the District and on other such terms as may be determined by the District in its sole discretion.

13. **Suspension of Use.** In the event that: (a) the Governor of Illinois or the Director of the Illinois Department of Public Health has issued a disaster declaration related to public health concerns due to a disaster as defined in Section 4 of the Illinois Emergency Agency Act ("Declaration"), and the Declaration applies to the Oak Brook Park District, and (ii) as a result of said Declaration, it becomes legally impermissible for persons to engage in indoor basketball practices, games and clinics, the total annual License Fee shall be abated in an amount equal to $60 per hour for each hour that Licensee is unable to conduct basketball activity on the Licensed Property due to the Disaster in years 1-2 of this agreement, $63 per hour for each hour that Licensee is unable to conduct basketball activity on the Licensed Property due to the Disaster in year 3 of this Agreement. and $65 per hour for each hour that Licensee is unable to conduct basketball activity on the Licensed Property due to the Disaster in years 4-5 of this Agreement. In the event of an emergency, safety issue, or failure to maintain insurance, or any other condition that constitutes a substantial threat to the public interest, or to the health or safety of the District or its park commissioners, officers, employees, agents, invitees or others, as determined by the District in its sole reasonable discretion, the District may immediately suspend Licensee's activities hereunder until such condition has been remedied to the District's reasonable satisfaction in accordance with this Agreement. Unless Licensee is in default, Licensee's monthly rent shall be abated in an amount equal to $60 per hour for each hour that Licensee is unable to conduct previously scheduled basketball activity on the Licensed Property if the suspension occurs in years 1-2 of this agreement, $63 per hour for each hour that Licensee is unable to conduct scheduled basketball activity on the Licensed Property if the suspension occurs in year 3 of this Agreement, and $65 per hour for each hour that Licensee is unable to conduct scheduled basketball activity on the Licensed Property if the suspension occurs in years 4-5 of this Agreement. Licensee shall receive no abatement if Licensee is in default under the terms of this Agreement.

14. **Taxes.** On the Effective Date, Family Recreation Center Courts and the Licensed Property is exempt from real estate and other taxes by virtue of District's status as a unit of local government. Licensee shall be solely responsible for, and hereby indemnifies and holds District harmless against and from, all costs, taxes, charges and expenses, including without limitation anypermits, special assessments, real estate, personal property, or other tax, fine or penalty, which arises or may arise out of the Licensee's use of the Licensed Property, or any other part of Family Recreation Center Courts, its exercise of the privileges, or its performance or non-performance of its obligations, under this Agreement. In the event any real estate, leasehold, use, personal property or other taxes or charges of any kind are levied or assessed against Family Recreation Center Courts or any portion thereof, including the Licensed Property, or improvement thereon, or against the District, by reason of the existence of this Agreement or Licensee's use of all or any part of Family Recreation Center Courts, including the Licensed Property, or any improvement thereon, Licensee shall pay promptly all such taxes or charges. District shall send to Licensee a copy of any tax bill or notice of assessment which District

receives within a reasonable period of time after District's receipt of same. Licensee, in its own name or in the name of District, if necessary, shall have full right at its sole cost and expense to contest the imposition and/or amount of all taxes, assessments, charges, but the pendency of such contest shall not affect Licensee's obligations under this Section.

15. Waiver and Release of Liability. Licensee shall conduct all Licensed Uses entirely at its own risk. Licensee acknowledges that District shall not provide any supervision, security, or protection in connection with any Licensed Uses. District shall not be liable or responsible for damage caused by fire, vandalism, or other casualty to, or for the destruction, loss,or theft of, any vehicle, equipment, material, supply, or other personal property at any time during the Agreement, except such proximately caused by the willful and wanton conduct of District. To the fullest extent permitted by the laws of the State of Illinois, Licensee hereby forever waives, relinquishes and discharges District, and its park commissioners, officers, employees and agents from, any and all claims of every nature whatsoever, which Licensee may have at any time against District, its Park Board, officers, employees and/or agents, including without limitation claims for personal injury or property damage sustained or incurred by Licensee or any person claiming by, through or under Licensee, relating directly or indirectly to any Licensed Uses, the condition of Family Recreation Center Courts or the Licensed Property, or use by District or Licensee of Family Recreation Center Courts or the Licensed Property except claims that involve actions proximately caused by the willful and wanton conduct of District.

16. Indemnification and Hold Harmless. Licensee hereby indemnifies and shall defend and hold harmless the District, its park commissioners, officers, employees, volunteers and agents (the "**Park Indemnitees**") from and against any and all suits, liabilities, claims, losses, costs,and damages, including but not limited to consequential damages, penalties, fines and expenses, of every kind or nature whatsoever, including without limitation court costs and attorneys', paralegals' and consultants' fees (the "**Legal Expenses**"), suffered, incurred or sustained by any of the Park Indemnitees, including without limitation, liabilities for the death of, or injury to, any person or the loss, destruction or theft of, or damage to, any property, or liabilities imposed under any Environmental Laws, to the extent relating directly or indirectly to, or arising directly or indirectly from, the exercise by Licensee, its employees, agents and invitees, or any other person acting on its or their behalf or with its or their authority or permission, of the obligations, rights or privileges imposed upon, or granted to, Licensee under this Agreement or their use of the Licensed Property. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Section 16. Licensee shall similarly defend, indemnify and hold harmless the Park Indemnitees against and from any and all suits, claims, losses, costs, damages (including but not limited to consequential damages), penalties, fines and expenses, including without limitation Legal Expenses, suffered, sustained or incurred by any of the Park Indemnitees to the extent resulting from Licensee's breach of any provision of this Agreement or otherwise incurred by District in enforcing the terms of this Agreement.

17. Insurance to be Maintained by Licensee. In addition to, and without limitation of, Licensee's obligations under Sections 15 and 16 above, and at no cost to District, Licensee shall obtain and keep in full force and effect for so long as any claim relating to any Licensed Uses legally may be asserted, comprehensive general liability and property damage, and business auto liability insurance written to include the coverages for not less than the minimum limits (or greater

if required by law) set forth in **Exhibit C** attached to and incorporated by reference in this Agreement. Prior to commencement of any of the Licensed Uses, Licensee shall obtain and deliver to District a certificate of insurance naming District as an additional insured.

18. No Property Interest. This Agreement and the License granted hereunder do not convey to, or create in favor of, Licensee, any legal or equitable title or property interest in whole or in part to Family Recreation Center Courts or any portion thereof, including the Licensed Property; it being acknowledged that this Agreement is a license and not a lease and merely grants temporary and limited permission to Licensee to use the Licensed Property on and subject to the terms and conditions hereof. Licensee expressly acknowledges and agrees that any statute or ordinance relating to landlord/tenant matters or forcible entry and detainer is not applicable to thisAgreement and Licensee expressly waives any and all rights to which Licensee might otherwise be entitled under said laws.

19. Assignment Prohibited. Licensee shall not assign, transfer, or otherwise convey to any person or entity whatsoever any of its rights or duties under this Agreement, in whole or in part, or otherwise permit the use of the Licensed Property or any portion thereof, by any person contrary to the provisions of this Agreement.

20. Termination. District reserves the right to terminate the License and any and all rights and privileges hereby granted to Licensee under this Agreement immediately upon notice to Licensee in the event:

(a) Licensee violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach or default of this Agreement, which by its nature is susceptible to cure, within thirty (30) days after Licensee's receipt of written notice of such breach. Except in the event Licensee fails to pay any fee when due hereunder, or Licensee fails to maintain insurance, Licensee shall be granted an additional sixty (60) days to cure any breach or default if said breach or default cannot practically be cured in thirty (30) days. In the event that Licensee fails to pay any fees when due hereunder, or fails to maintain insurance, the Park District shall have the right to suspend the License immediately and the further right to terminate this Agreement upon on ten (10) days prior notice to Licensee. Depending upon the nature of any other breach, the District reserves the right, in its sole discretion, to suspend the License until such time as Licensee has cured said breach or has provided the District with adequate security, as determined by the Park District in its sole discretion, to cover any potential liability that may arise as a result of said breach. In the event that Licensee violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and fails to cure any such breach of this Agreement as such cure process described above may apply, District may pursue any and all legal and equitable remedies, in addition to terminating the Agreement.

(b) District receives notice of an alleged violation of any federal, state, or local law, ordinance, rule or regulation relating to Licensee’s conduct of any Licensed Uses on, or use of, all or any part of the Licensed Property. Notwithstanding the

foregoing, in the event the District receives notice of an alleged violation, and depending upon the nature of said violation, the District may elect, in its sole discretion, to suspend the License until such time as the alleged violation has been fully adjudicated by the proper official or other authority. The District may also elect, in its sole discretion, to allow Licensee to continue its Licensed Uses under this Agreement provided that Licensee provides the District with adequate security, as determined by the Park District in its sole discretion, to cover any potential liability that may arise if the alleged violation is substantiated. In the event that the Park District elects to suspend the License after receipt of notice of an alleged violation, and said violation is later determined to be unfounded, the Term of this Agreement shall be automatically extended for a period of time equal to the length of the suspension.

(c) District is ordered to do so by any regulatory body or other governmental agency having jurisdiction.

(d) Licensee shall have (a) filed a voluntary petition in bankruptcy or made an assignment for the benefit of creditors; (b) consented to the appointment of a receiver or trustee of all or part of its property; or (c) an involuntary petition in bankruptcy shall have been filed in regard to Licensee and the same shall not havebeen dismissed within ten (10) days of such filing.

(e) The Licensed Property is taken by another governmental body through the exercise of its powers of eminent domain.

(f) The Licensed Property, Family Recreation Center Courts or any portion(s) thereof become subject to any tax as provided in Section 14, above.

District further reserves the right to terminate the License and this Agreement if District requires any of the Licensed Property in furtherance of its park and recreation purposes, which would preclude the continuation of any Licensed Uses, in which event District will give Licensee not less than six (6) months prior written notice. In the event that this Agreement is terminated by District because District requires any of the Licensed Property in furtherance of its park and recreation purposes prior to an anniversary date, Licensee shall be entitled to a refund in an amount equal to the prepaid License Fee divided by 365 and multiplied by the number of days that would have been remaining until the anniversary date of the License. No other License Fees shall be subject to refund.

The indemnification and hold harmless obligations and all other obligations of Licensee accruing prior to the expiration or termination of this Agreement or the License granted Licensee hereunder shall survive the expiration or termination of the Agreement or License.

Licensee reserves the right to terminate the License immediately upon notice to District in the event:

(a) District violates or fails to perform its obligations under any of the terms, conditions

or provisions of this Agreement and fails to cure any such breach of this Agreement, which by its nature is susceptible to cure, within thirty (30) days after District's receipt of written notice of such breach. In the event that District violates or fails to perform its obligations under any of the terms, conditions or provisions of this Agreement and failures to cure any such breach of this Agreement as such cure process described above may apply, Licensee may pursue any and all legal and equitable remedies.

Neither Party shall be liable for any consequential damages incurred by the other Party. Except for claims arising from District's willful and wanton conduct, in no event shall District's aggregate liability, if any, exceed the sum total of the License Fee paid during the twelve-month period immediately preceding the accrual of such liability.

21. No Implied Waiver of District's Rights. No waiver of any rights which District has in the event of any default or breach by Licensee under this Agreement shall be implied from District's failure to take any action on any such breach or default and no express waiver shall affect any breach or default other than the breach or default specified in the express waiver and then only for the time and to the extent therein stated.

22. Notices. Notices shall be deemed properly given on the date received if given in writing and either (a) hand delivered; or (b)sent by email before 5:00 p.m.; or (c) sent by registered or certified mail, return receipt requested, and such notice is hand delivered or sent to the Parties at their respective addresses provided below,or as either Party may otherwise direct in writing to the other Party from time to time. Notices sent only by mail shall be deemed delivered the second business day after deposit in the mail. Notices sent by email after 5:00 p.m. shall be deemed delivered on the first day after transmission.

If to Licensee:

Greg Ktistou
Chief Executive Officer
MYB OPCO, LLC d/b/a Breakaway Basketball
2S477 Madison Ave.
Warrenville, IL 60555
Tel: (630) 842-5986

E-Mail: greg@breakawaybasketball.com

With a copy to:
Nick Goode
nick@momentumyouthbrands.com

If to District:

Dr. Laure Kosey
Executive Director
Oak Brook Park District
1450 Forest Gate Road
Oak Brook, IL 60523
(630) 990-4233

E-Mail: lkosey@obparks.org

With a copy to:

Nicole Karas
Robbins Schwartz
190 South LaSalle St, Suite 2550
Chicago, Illinois 60603-3410

nkaras@robbins-schwartz.com

23. Intentionally Deleted.

24. Miscellaneous.

(a) This instrument contains the entire Agreement between the Parties with respect to Licensee's use of the Licensed Property and cannot be modified except by a written notice dated subsequent to the date hereof and signed by both Parties.

(b) This Agreement is intended solely for the benefit of the Parties, and is not intended, and should not be construed, as creating any rights in favor of, or any duties or obligations to, any third party.

(c) Nothing contained in or implied from any provision of this Agreement, including but not limited to Sections 15 and 16, is intended to constitute or shall constitute a waiver of the rights, defenses and immunities provided or available to District under applicable Illinois law, including but not limited to the Illinois Local Governmental and Governmental Employees Tort ImmunityAct.

(d) Licensee shall pay all of District's costs, charges, and expenses, including the Legal Expenses incurred by District in enforcing Licensee's obligations under this Agreement, or which are incurred by District in any litigation, negotiation, or transaction, in which Licensee causes District, without District's fault, to become involved or concerned.

(e) District shall pay all of Licensee's costs, charges, and expenses, including the Legal Expenses incurred by Licensee in enforcing District's obligations under this Agreement, or which are incurred by Licensee in any litigation, negotiation or transaction, in which District causes Licensee, without Licensee's fault, to become involved or concerned.

(f) No receipt of money by District from Licensee, after the termination of this Agreement or License, or after the services of any notice, or after the commencement of any suit, shall renew, reinstate, continue, or extend the Term of this Agreement or the License granted hereunder or affect any such termination notice or suit.

(g) Headings of sections in this Agreement are for convenience of reference only and do not limit or affect the construction or interpretation of the provisions ofthis Agreement.

(h) This Agreement shall be governed and construed in accordance with the laws of the State of Illinois. Any suit or action arising under this Lease shall be commenced in the Circuit Court of DuPage County, Illinois.

(i) If any clause, phrase, provision or portion of this Agreement or the application thereofto any person or circumstances shall be invalid, or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement nor any other clause, phrase, provision or portion hereof,nor shall it affect the application of any clause, phrase, provision or portion thereof toother persons or circumstances.

IN WITNESS WHEREOF, each of the Parties has caused this Agreement to be executed by a duly authorized officer thereof as of the year and date first written above.

DISTRICT:

OAK BROOK PARK DISTRICT

By:_____

Its: _____

ATTEST:

By:_____

Its: _____

LICENSEE:

MYB OPCO, LLC D/B/A BREAKAWAY BASKETBALL

By: _____

Its: CEO MYB OPCO, LLC d/b/a Breakaway Basketball

ATTEST:

By:_____

Its: _____

EXHIBIT A

SITE PLAN

(Exhibit A attached separately—the below photographs are for demonstration purposes)

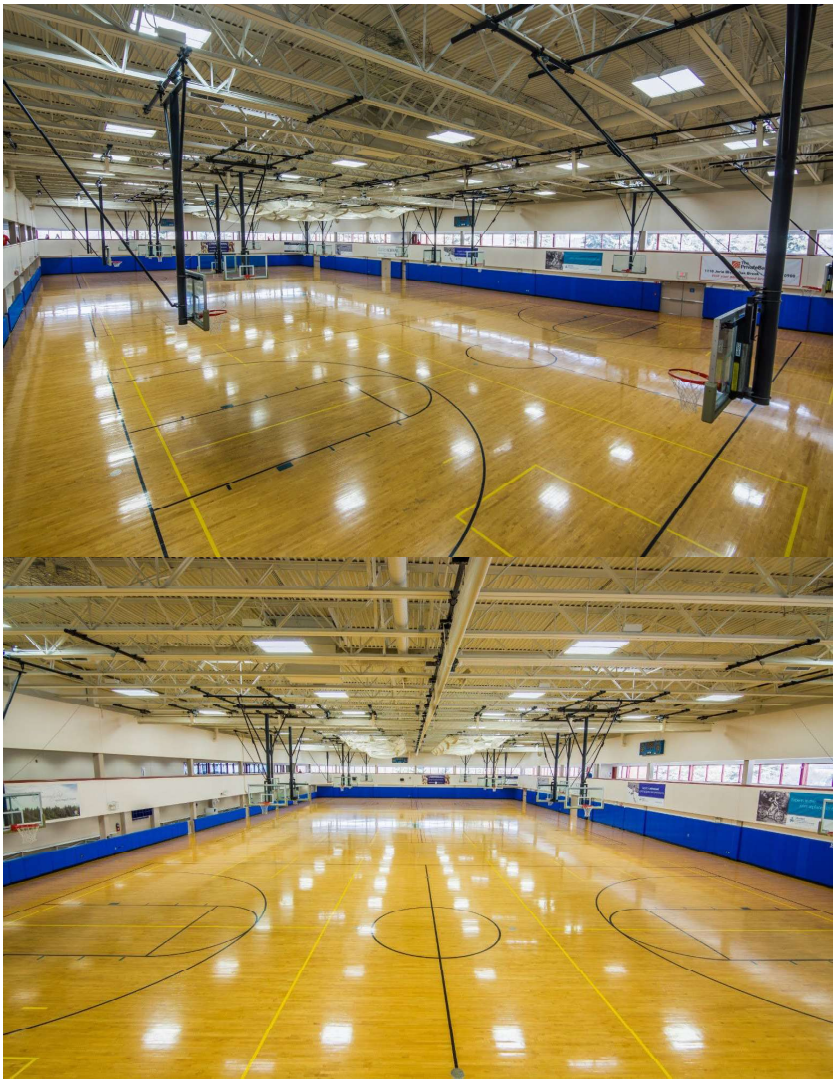


EXHIBIT B
MASTER USE SCHEDULE

Hours of Operations:

a) Except as otherwise provided in the Agreement, District shall make the specified Courts available on the dates and times set forth in **Schedule B-1**, attached hereto and incorporated into this Exhibit B by this reference. In addition the following terms shall apply to the Parties regarding scheduling:

   i. Holiday hours must be approved and posted in advance. Seasonal hours will be required as directed by the Park District.

   ii. Licensee agrees that it will cooperate with the District and yield scheduled Court use time when the District requires Court(s) for special programming purposes. In such event, the Park District shall provide Licensee with reasonable advance notice of the required dates and times for its possession, control and use of the Court(s) for said special event(s).The Parties shall work together to make usage of alternate courts available to Licensee at no extra charge to Licensee.

   iii. The Parties shall cooperate to set a mutually acceptable Annual Schedule for each year of the Term. Prior to April 1 of each year of the Term, Licensee shall provide the District with a proposed Master Use Schedule for the next year of the Term beginning May 1st. The District shall review the Master Use Schedule and adjust or reject as it deems necessary or desirable.

b) In the event that the Park District, in its sole discretion, finds it necessary or desirable to close any or all portions of the Family Recreation Center Courts, the Park District shall not be liable to the Licensee for lost revenues or other costs, losses, claims or damages.

Breakaway Gym Use Schedule

Month	*Day*	*# of Courts*	*Start*	*End*	*Gym Court Hours /Mo*
January	Monday*	1	4:00 PM	9:30 PM	22
January	Wednesday	1	4:00 PM	9:30 PM	22
January	Friday	1	4:00 PM	9:00 PM	20
January	Sunday	3	5:00 PM	10:00 PM	60
* 2 courts 9:00 - 12:00pm for MLK Day 6 Court Hours					130 hrs./mo

Court Hours During Open Hours	82
Court Usage After Hours	48

Month	*Day*	*# of Courts*	*Start*	*End*	*Gym Hrs./Mo*
February	Monday*	1	4:00 PM	9:30 PM	22
February	Wednesday	1	4:00 PM	9:30 PM	22
February	Friday	1	4:00 PM	9:00 PM	20
February	Sunday	3	5:00 PM	10:00 PM	60
* 2 courts 9:00 - 12:00pm for President's Day 6 Court Hours					130 hrs./mo

Court Hours During Open Hours	82
Court Usage After Hours	48

Month	*Day*	*# of Courts*	*Start*	*End*	*Gym Hrs./Mo*
March	Monday	1	4:00 PM	9:00 PM	20
March	Tuesday*	2	4:30 PM	9:30 PM	30
March	Wednesday	1	4:00 PM	9:00 PM	20
March	Thursday*	2	4:30 PM	9:30 PM	30
March	Friday**	1	4:00 PM	9:00 PM	16
March	Sunday	3	3:00 PM	9:00 PM	72
** Star Party on a Friday. Building close at 5pm					188 hrs/mo
*1 court until Winter Get Better Leauge ends (Mid March)					

Court Hours During Open Hours	82
Court Usage After Hours	36

Month	*Day*	*# of Courts*	*Start*	*End*	*Gym Hrs./Mo*
April	Monday	1	4:00 PM	9:00 PM	20
April	Tuesday	2	4:30 PM	9:30 PM	40
April	Wednesday	1	4:00 PM	9:00 PM	20
April	Thursday	2	4:30 PM	9:30 PM	40
April	Friday	1	4:00 PM	9:00 PM	20
April	Sunday	3	3:00 PM	9:00 PM	72
					212 hrs/mo

Court Hours During Open Hours	176
Court Usage After Hours	36

Month	Day	Courts	Start	End	Gym Hrs./Mo
May	Monday	1	4:00 PM	9:00 PM	20
May	Tuesday	2	4:30 PM	9:30 PM	40
May	Wednesday	1	4:00 PM	9:00 PM	20
May	Thursday	2	4:30 PM	9:30 PM	40
May	Friday	1	4:00 PM	9:00 PM	20
May	Sunday	3	3:00 PM	9:00 PM	72
					212 hrs/mo

Court Hours During Open Hours	176
Court Usage After Hours	36

Month	Day	# of Courts	Start	End	Gym Hrs./Mo
June	Monday	1	9:00 AM	2:30 PM	22
June	Monday	1	4:30 PM	9:30 PM	20
June	Tuesday	1	9:00 AM	2:30 PM	22
June	Tuesday	1	4:30 PM	9:30 PM	20
June	Wednesday	1	9:00 AM	2:30 PM	22
June	Wednesday	1	4:30 PM	9:30 PM	20
June	Thursday	1	9:00 AM	2:30 PM	22
June	Friday	1	9:00 AM	2:30 PM	22
					170 hrs/mo

Court Hours During Open Hours	170
Court Usage After Hours	0

Month	Day	# of Courts	Start	End	Gym Hrs./Mo
July	Monday	1	9:00 AM	2:30 PM	22
July	Monday	1	4:30 PM	9:30 PM	20
July	Tuesday	1	9:00 AM	2:30 PM	22
July	Tuesday	1	4:30 PM	9:30 PM	20
July	Wednesday	1	9:00 AM	2:30 PM	22
July	Wednesday	1	4:30 PM	9:30 PM	20
July	Thursday	1	9:00 AM	2:30 PM	22
July	Friday	1	9:00 AM	2:30 PM	22
					170 hrs/mo

Court Hours During Open Hours	170
Court Usage After Hours	0

Month	Day	# of Courts	Start	End	Gym Hrs./Mo
August	Monday	1	9:00 AM	2:30 PM	22
August	Monday	1	4:00 PM	9:00 PM	20
August	Tuesday	1	9:00 AM	2:30 PM	22
August	Tuesday	1	4:30 PM	9:30 PM	20
August	Wednesday	1	9:00 AM	2:30 PM	22
August	Wednesday	1	4:00 PM	9:00 PM	20
August	Thursday	1	9:00 AM	2:30 PM	22
August	Thursday	1	4:30 PM	9:30 PM	20
August	Friday	1	9:00 AM	2:30 PM	22
August	Friday	1	4:00 PM	9:00 PM	20
August	Sunday	3	3:00 PM	9:00 PM	72
					282 hrs/mo

Court Hours During Open Hours	222
Court Usage After Hours	60

Month	Day	# of Courts	Start	End	Gym Hrs./Mo
September	Monday	1	4:00 PM	9:00 PM	20
September	Tuesday	1	4:30 PM	9:30 PM	20
September	Wednesday	1	4:00 PM	9:00 PM	20
September	Thursday	1	4:30 PM	9:30 PM	20
September	Friday	1	4:00 PM	9:00 PM	20
September	Sunday	3	3:00 PM	9:00 PM	72
					172 hrs/mo

Court Hours During Open Hours	136
Court Usage After Hours	36

Month	Day	# of Courts	Start	End	Gym Hrs./Mo
October	Monday	1	4:00 PM	9:00 PM	20
October	Tuesday*	1	4:30 PM	9:30 PM	20
October	Wednesday	1	4:00 PM	9:00 PM	20
October	Thursday*	1	4:30 PM	9:30 PM	20
October	Friday	1	4:00 PM	9:00 PM	20
October	Sunday	3	3:00 PM	9:00 PM	72
*Lose these days when Get Better League starts					178 hrs/mo
** 2 courts 9:00 - 12:00pm for Columbus Day 6 Court Hours					

Court Hours During Open Hours	112
Court Usage After Hours	60

Month	*Day*	*# of Courts*	*Start*	*End*	*Gym Hrs./Mo*
November	Monday	1	4:00 PM	9:30 PM	22
November	Wednesday	1	4:00 PM	9:30 PM	22
November	Friday	1	4:00 PM	9:00 PM	20
November	Sunday	3	5:00 PM	10:00 PM	60
* 2 Courts (Mon, Tues, Wed of Thanksgiving 9am-12:00pm) 18 Court Hours					142 hrs/mo

Court Hours During Open Hours	94
Court Usage After Hours	48

Month	*Day*	*# of Courts*	*Start*	*End*	*Gym Hrs./Mo*
December	Monday	1	4:00 PM	9:30 PM	22
December	Wednesday	1	4:00 PM	9:30 PM	22
December	Friday	1	4:00 PM	9:00 PM	20
December	Sunday	3	5:00 PM	10:00 PM	60
*2 Courts (Winter Break 9:00am-12:00pm) 36 Court Hours					160 hrs/mo

Court Hours During Open Hours		112
Court Usage After Hours		48

Total Regular Hours	1614
Total After Hours	456

Total Yearly Hours	2070

Available Regular Hours Fall-Spring 313.50 week
1254 a month x 9 month =11,286

Available Regular Hours Summer 265.5 week
1062 a month x 3 month =3186

Total Yearly Available Hours14472

Breakaway uses 11.15% of the court hours available

EXHIBIT C
INSURANCE REQUIREMENTS

Licensee shall obtain insurance of the types and in the amounts listed below.

A. Commercial General and Umbrella Liability Insurance

Licensee shall maintain commercial general liability (CGL) and, if necessary, commercialumbrella insurance with a limit of not less than $2,000,000 each occurrence. If such CGLinsurance contains a general aggregate limit, it shall apply separately to this location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 04 13, 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).

District, and its park commissioners, officers, employees, agents, and volunteers (collectively the "Additional Insureds") shall be included as an 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 primaryinsurance with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District shall be excess of Licensee'sinsurance and shall not contribute with it.

B. Business Auto and Umbrella Liability Insurance

If applicable, Licensee shall maintain business auto liability and, if necessary, commercialumbrella 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. General Insurance Provisions

1. Evidence of Insurance

Prior to using the Licensed Property, Licensee shall furnish District with a

certificate(s) ofinsurance 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 District prior to the cancellation or material change of any insurance referred to therein. Written notice to District shall be by certified mail, return receipt requested. In the event that the certificate does not providefor 30 days' written notice to District prior to cancellation or material change of any insurance referred to in the certificate, Licensee shall furnish such written notice to District by certified mail, return receipt requested, not less than thirty (30) days prior to cancellationor material change.

Failure of District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of District to identify a deficiencyfrom evidence that is provided shall not be construed as a waiver of Licensee's obligationto maintain such insurance.

District shall have the right, but not the obligation, of prohibiting Licensee from occupyingthe Licensed Property 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 this Agreement at District's option.

Licensee shall provide certified copies of all insurance policies required above within 10 days of Districts' written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using 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.

3. Cross-Liability Coverage

If Licensee's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liabilitycoverage.

4. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the Licensee may be asked to eliminate such deductibles

or self-insured retentions as respects the District, its park commissioners, officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: PERSONNEL POLICY MANUAL LAW UPDATES	AGENDA NO.: 8 C MEETING DATE: MARCH 16, 2026

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

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 Personnel Policy Manual on November 18th, 2024.

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

Proposed revisions to the Personnel Policy Manual are shown below. The revisions include the addition of new policies, clarification of existing policies and changes to comply with federal and state laws in 2026.

Section 3.10: Blood and Organ Donation Leave Act

Any full-time employee who has been employed by the Agency for at least six (6) months is entitled to up to one hour of blood donation paid leave every 56 days and up to ten (10) days of paid leave in any 12-month period to serve as an organ or tissue donor.

Part-time employees are entitled to up to ten (10) days of paid leave in any 12-month period to serve as an organ or tissue donor. (There is no entitlement to paid leave for blood donation.) Part-time employees taking leave to serve as an organ or tissue donor are compensated based on the daily average pay they received in the previous two months of employment.

Reasonable Notice

Employees must provide advanced written notice and include a statement from a blood bank or medical/transplant facility confirming their blood or organ donation appointment to use leave under this policy. Written notice must be turned in to the immediate supervisor and Human Resources.

Section 3.10: Family Neonatal Intensive Care Leave Act (NICLA)

In compliance with the Family Neonatal Intensive Care Leave Act (NICLA), eligible employees are entitled to unpaid neonatal intensive care leave in the amounts below while any child of the employee is a patient in a neonatal intensive care unit. The definition of "child" includes "a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis."

The District allows the employee to take up to 20 days of unpaid leave.

Eligibility
All employees are eligible for this leave, regardless of their tenure or employment status.

Usage
This leave can be taken continuously or on an intermittent basis in minimum increments of two hours. The District does not require employees to use any accrued paid time off before or while taking NICLA leave. Rather, employees may choose to use paid time off concurrently while taking leave under NICLA. The District does not require employees using NICLA leave to find a replacement before being allowed to use the leave.

Coordination with Other Leaves
An employee who is entitled to leave under the Family and Medical Leave Act and takes leave under NICLA shall be granted, upon completion of and in addition to any leave taken under the Family and Medical Leave Act, any leave available under NICLA.

Benefits
The District will maintain benefits as if the employee had not taken NICLA leave to the position held by the employee when the leave commenced or to a position with equivalent seniority status, employee benefits, pay and other terms and conditions of employment.

Verification
While the District may require reasonable verification of the child's NICU stay and the duration of the stay, the District will not ask for information that would violate the Health Insurance Portability and Accountability Act (HIPAA) or other privacy laws (e.g., by requesting private medical details relating to the hospital stay).

5.1 Computer, Email and Internet Usage

Under the Victims' Economic Security and Safety Act (VESSA), employees of domestic violence, sexual violence, gender violence, or other violent crimes committed against themselves, or a family or household member will retain access to photographs, voice or video recordings, sound recordings, or any other digital documents or communications stored on an agency-issued device relating to the violence/crime. If any recording or information needs to be retained, it is the employee's responsibility to report the matter to Human Resources as soon as it is known.

ACTION PROPOSED:
A Motion (and a second) to approve the Personnel Policy Manual Law Updates.

Oak Brook Park District
A National Gold Medal Agency

HAPPY | FIT | ACTIVE

PERSONNEL POLICY MANUAL

The contents of this Personnel Policy Manual do not constitute the terms of a contract of employment. Nothing contained in this Manual should be construed as a promise of continued employment. Rather, employment at the District is on an "at will" basis, meaning that either the employee or the District may terminate the employment relationship at any time, for any reason not expressly prohibited by law. The contents of this Manual are subject to change at any time and without prior notice at the discretion of the District.

DRAFT

Updated and Approved: February 21, 2022
Amended and Approved: March 16, 2020
Amended: September 11, 2019
Amended and Approved: March 20, 2017
Amended: November 23, 2016
Amended and Approved: November 16, 2015
Amended and Approved: September 21, 2015
Amended and Approved: October 20, 2014
Amended and Approved: January 1, 2014
Addendum Approved: September 16, 2013
Amended and Approved: May 20, 2013
Amended and Approved: October 10, 2011
Amended and Approved: July 2007
Approved: November 14, 2005

Contents

SECTION I: INTRODUCTION..... 7

1.1 Introduction and At-Will Disclaimer..... 7

1.2 Personnel Policy Manual Administration..... 8

1.3 Purpose of Personnel Policy Manual..... 8

1.4 Party to a Civil Union..... 8

SECTION II: GENERAL EMPLOYMENT POLICIES..... 9

2.1 Employee Classifications..... 9

2.2 Contract Services..... 10

2.3 Employee Recruitment and Selection..... 10

2.4 Employment of Minors: Child Labor Laws..... 11

2 Employment of Relatives..... 11

2.5 Employment Standards..... 11

2.6 Equal Employment Opportunity..... 12

2.7 Health Records - HIPAA Policy and Notice..... 13

2.8 Indemnification and Liability Insurance..... 14

2.9 Performance Evaluations..... 14

2.10 Personnel Records..... 14

2.11 Discipline Process..... 15

2.12 Grievances..... 17

3.1 Disability - IMRF Disability Benefits Plan..... 19

3.2 Education Degrees and Tuition Reimbursement..... 20

3.3 Employee Assistance Program..... 22

3.4 Employee Recognition..... 22
Birthday Recognition..... 22
Farewell Parties..... 22

DRAFT

Service Awards (Revised 11/16/2020) 22

3.5 Flexible Spending Accounts 23

3.6 Group Insurance Plans 24

3.7 Professional Development and Reimbursement of Expenses 25

3.8 Professional and Service Organizations 29

3.9 Retirement Benefit Plans 29

3.10 Time-off Benefits 30
Bereavement Leave 30
Compensatory Time 31
Family and Medical Leave (FMLA) 33
Holidays 35
Illinois Family Military Leave 36
Jury Service 37
Military Leave 37
Personal Time 38
School Conference and Activity Leave 39
Personal Leave of Absence (Non-FMLA Leave) 39
Sick Bank 40
Sick Time (Revised 1/18/2021; 4/27/2021) 41
Vacation Time 42
Vacation Use for College Savings and Loan Payment: 44
Victims Economic Security and Safety Act (Revised 1/1/2024) 44

3.11 Voting Time 50

3.12 Workers' Compensation 51

SECTION IV: EMPLOYEE CONDUCT 53

4.1 Alcohol and Drug Abuse 53

4.2 Attendance at Work 56

4.3 Blogging and Social Media 56

4.4 Nursing Mothers in the Workplace 58

4.5 Children in the Workplace 59

4.6 Chronic Illness 59

4.7 Donations (Acceptance of) 60

4.8 Donations (Giving of) 60

4.9 Dress Code (Revised 9/21/2020) 60
4.10 Driving on District Business 63
4.11 Emergency Closing and Scheduled Facility Closure 63
4.12 Gifts 65
4.13 Identity Protection 65
4.14 Non-Disclosure of Confidential Information 68
4.15 Non-Discrimination and Anti-Harassment 68
4.16 Outside Work 73
4.17 Political Activity 74
4.18 Public Relations 74
4.19 Romantic Relationships 74
4.20 Safety and Reporting Employee Injury 76
4.21 Smoke Free Workplace 76
4.22 Staff Solicitation 76
4.23 Unauthorized Absence 77
4.24 Violence in the Workplace 77
4.25 Weapons in the Workplace 78
4.26 Work Schedules and Meal Breaks 78
4.27 Working Remotely - Telecommuting (New 9/21/2020) 78
4.28 Work-Related Expense Reimbursement (New 11/15/2021) 81
4.29 Whistleblower Protection (SAFE-T ACT) (New 2/21/2022) 83
SECTION V: DISTRICT PROPERTY AND FACILITIES 86
5.1 Computer, Email, and Internet Usage 86
5.2 Employee Parking 87
5.3 Keys/Access Card 87
5.4 Record Retention and Freedom of Information Act 87

5.5 Return of District Property 88

5.6 Telephone and Cellular Telephone Usage 88

Work-Related Cell Phone (New 5/17/2021)..... 89

5.7 Use of District Equipment and Vehicles..... 93

5.8 Use of District Facilities and Programs 94

5.9 Use of District Name, Seal, Logo and Service Marks 95

5.10 Work Product..... 96

(relocated to section 6.6)..... 96

SECTION VI: PAYROLL POLICIES..... 101

6.1 Compensation Program..... 101

(moved to section 2.1) 101

6.2 Overtime Pay 102

6.3 Payroll Period and Payroll Deductions..... 102

6.4 Recording Hours Worked and Benefit Hours Used..... 102

6.5 Merit Pay (Revised 3/15/2021)..... 104

6.6 Premium Pay..... 108

SECTION VII: SEPARATION OF EMPLOYMENT..... 109

7.1 Exit Interview 109

7.2 Layoff..... 109

7.3 Re-employment..... 109

7.4 Resignation 109

7.5 Return of Park District Property 110

7.6 Termination of Employment..... 110

7.7 References or Recommendations for Former District Employees 110

APPENDIX..... 111

APPENDIX A: Acknowledgement Whistleblower Protection (SAFE-T Act) . 112

APPENDIX B: Employment Contract Disclaimer & Acknowledgment 113

APPENDIX C: Permit for Personal Use of Property 114

APPENDIX D: Employee Acknowledgement & Agreement of Cell Phone Policy 115

APPENDIX E: Authorization for Personal Cell Phone Expense Reimbursement116

SECTION I: INTRODUCTION

1.1 Introduction and At-Will Disclaimer

Welcome to the Oak Brook Park District! The District is proud of its record of continuing growth and expansion of services offered to the residents of the District. The growth and reputation of the District are the direct *results of* individual efforts and close cooperation by all of our employees. Our future success will depend upon continuation of these efforts, along with good safety habits, and adherence to the highest professional standards and ideals.

There are several things that are important to keep in mind about this Manual.

First, it contains only general information and guidelines. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to, the general policies and procedures described. Rather, this Manual has been prepared for District employees as a general reference guide.

Second, this Manual supersedes all previously issued manuals. An employee's decision to continue employment with the District after this revision and any future revision to this Manual shall be deemed to constitute such employee's agreement with all such revisions. **The District and the District's Board reserve the right to unilaterally revise, supplement or discontinue any of the policies, rules, guidelines or benefits described in this Manual, with or without notice.** The District will try to inform employees of any changes as they occur.

Third, nothing contained in this Manual or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create, and no such written or oral statement shall create an employment contract, either expressed or implied, to remain in the District's employ. Neither this Manual nor any provision hereof guarantees any fixed terms and conditions of employment. Employment is not for any specific time and may be terminated at will, with or without cause, and without prior notice by the District, or an employee may resign for any reason at any time. In other words, employees may terminate their employment with the District at any time, with or without cause or notice, and the District retains a similar right. No supervisor or other representative of the District (except as delegated and approved by the District's Board) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Fourth, each employee is expected to review this Manual and become familiar with its contents. Accordingly, upon receipt of this Manual, each employee must sign, date and return the Employee Acknowledgement Form found in the Appendix to this Manual. This form will be maintained in the District's files and the employee's personnel file. If an employee has any comments, suggestions, or questions about any aspect of their employment, such employee is encouraged to discuss them with their immediate supervisor or the Human Resources & Risk Manager. They will listen to the employee's concerns, consider appropriate action to be taken, if necessary, and either provide the employee with the necessary information, or direct the employee to someone who can provide such information.

The Executive Director is responsible for overseeing the enforcement of the policies contained within this Manual, and for the direction of the activities of all employees, except those whose appointment is otherwise prescribed. Should any question arise as to the proper interpretation of any provision of this Manual, or any other personnel policy, the decision of the Executive Director will be final.

~~Where the context of this Manual permits, words in the masculine gender shall include the feminine and neuter genders and words in the singular number shall include the plural number. The descriptive headings of the various sections or parts of this Manual are for convenience only and shall not affect the meaning or construction, or be used in the interpretation of this Manual or any of its provisions.~~

Finally, if any policy or procedure or part thereof contained in this Manual is determined invalid in a court of law, or by another appropriate judicial or administrative body or agency, such determination will not affect the validity of the remaining policies and procedures or parts thereof.

~~***Note***~~	~~Please review the Employment Contract Disclaimer and sign the Acknowledgment Form in the Appendix to this Manual.~~

1.2 Personnel Policy Manual Administration

This Manual and revisions will be distributed to all employees of the District in paper or electronic form. The Executive Director of the District, and anyone properly designated by the Executive Director, or any person designated as interim or acting Executive Director in the absence of the Executive Director, shall be responsible for the administration of this Manual.

The District has posted Notices, as required by law, to advise employees of their legal rights with respect to their employment and of Federal and State laws.

1.3 Purpose of Personnel Policy Manual

The purpose of this Manual is to provide all employees of the District with pertinent information regarding the District's day-to-day policies and procedures. THIS MANUAL DOES NOT STATE CONTRACTUAL TERMS BETWEEN THE EMPLOYEE AND THE DISTRICT. It is impossible to foresee all circumstances, which may arise; thus, the District reserves the right to change any procedure or policy without prior notice and to not adhere to any policy or procedure when the District deems it necessary in a given situation. However, this Manual does state the District's present policies and procedures, which it intends to apply in most situations.

1.4 Party to a Civil Union

Pursuant to Public Act 096-1513, a "party to a civil union", as defined in such Public Act, means a person who has lawfully established a civil union pursuant thereto. "Party to a Civil Union" shall be included in any definition or use of the term "spouse", "family", "immediate family", "dependent", "next of kin", and other terms that denote the spousal relationship as those terms are used in this Manual.

Section II: General Employment Policies

2.1 Employee Classifications

It is the policy of the District to define employment classifications in order to administer policies and benefits. Employment classifications shall be determined by the Executive Director who shall, when appropriate and practical, consult with the District's Board. The employment classification should be specified prior to the hiring of an employee so that the appropriate policies and benefits may be properly communicated to the employee. The designation of an employment classification in no way alters the employment-at-will nature of the employment relationship, and occasional changes in the number of hours worked by an employee does not affect the employee's classification.

Exempt Employee: An employee to whom the minimum wage and overtime provisions of the Fair Labor Standards Act do not apply. Exempt employees are ineligible for overtime pay.

Non-Exempt Employee: An employee subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees must be paid overtime for hours worked in excess of 40 in a work week.

All employees of the District shall be classified in one or more of the following categories:

a.) Appointed Employee - The position of Executive Director who also acts as the Secretary to the Board of Park Commissioners shall be defined as an appointed employee. The District's Board will be responsible for setting the compensation, benefits, and duties of all appointed employees, and such employees shall be responsible to the District's Board.

b.) Introductory Employee – An introductory employee is a full-time or part-time employee working within their first 60 days with the District. The introductory period is an opportunity for the employee and the District to evaluate whether the employee is suitable for a position with the District. Once the employee successfully completes the introductory period, the employee will continue employment under the classification for which they were hired. This is simply an administrative designation. It does not mean that the employee has a permanent job and is not in any other way inconsistent with the District's employment At-Will policy. The District reserves the right to extend or shorten the introductory period within its discretion.

c.) Full-time Employee - A full-time employee is defined as one who is hired for an indefinite period for a full-time work schedule, which normally averages 40 hours or more per work week. Full-time employees meeting appropriate length of service requirements are eligible to participate in all District-sponsored benefit programs.

d.) Part-time Employee - A part-time employee is defined as one who is hired for an indefinite period ~~either (a)~~ to work less than 2080 hours per year~~; or (b) to work for a short term, a season or a specific period of time, or for a specific work project, with the understanding that such employment will cease at the expiration of the season or specific period of time or when services are no longer~~

~~needed~~. The number of hours that a part-time employee actually works in any week will not change the employee's status or classification as a part-time employee. ~~The District does not guarantee that part-time employees will be rehired in a subsequent season, or if rehired, for the same position.~~ Part-time employees working at least 1,000 hours per year (or 20 hours per week on average on a year-round basis) are eligible to participate in such District sponsored benefit programs as are, by the terms of this Manual, made available to them.

e.) Certified Professional Instructor - A Certified Professional Instructor (CPI) is a Part-time Employee who is hired for an indefinite period to work at least 1,560 hours per calendar year, 1,300 hours of which must be worked in providing CPI services. In addition to the minimum hours worked, a Certified Professional Instructor shall meet the following criteria:

(i) Provide instructional services, including, but not limited to, tennis instruction, personal fitness training, swim coaching, and fitness class instruction.

(ii) Have professional certification or a license in the relevant field of such instructor, from a recognized program that provides training for professional instructors.

f.) Seasonal Employee – A Seasonal Employee is defined as one who is hired for a definite period, or for a specific work project, with the understanding that employment will cease at the end of that period or when services are no longer needed. The District does not guarantee that Seasonal Employees will be rehired in any subsequent season.

The District reserves the right to change an employee's work hours and employment classification if such change is in the best interest of the District.

2.2 Contract Services

In certain instances, the District may use services contracted through a seasonal help firm or a self-employed independent contractor. Individuals performing tasks on a contract basis are not deemed to be employees of the District.

2.3 Employee Recruitment and Selection

Attracting and selecting qualified employees is vital to the success of the District. All open positions will be posted in a place accessible by all employees; however, it is the policy of the District to use a variety of recruitment resources to attract and select the best available qualified applicants for employment.

When position openings occur, it is the policy of the District to encourage promotion and transfer from within whenever this is consistent with the best interests of the District. In all cases, employment will be based upon selection by appointed or supervisory employees, with ratification by the succeeding level of authority. It shall be the express practice of the District to employ the best available qualified applicant for any position, and employment and advancement shall be based strictly on merit.

Referral Incentives

In order to incentivize and retain staff, the District will allow for the referral program for part time and full time staff. The referral must represent the candidate's first contact with the District. Temporary, seasonal, contract, and former employees of the District are not eligible candidates for referral awards.

The candidate must indicate the referring employees name in the "Referred By" section of the application. The referral date will be calculated by the first day of employment. Only one employee is eligible to refer a candidate, and will be the only referring employee eligible for payment.

All candidates will be evaluated for employment consistent with company policies and procedures, and only candidates who meet the essential qualifications for the position will be considered. All information regarding the hiring decision will remain strictly confidential.
The referring employee must be employed by the District during the hired candidate's first 90 days of employment to receive payment of the referral bonus. All referral incentive payments will be paid after the minimum 90-day employment requirement is fulfilled. There is a maximum of four (4) referrals per year paid out at $100 per referral.

2.4 Employment of Minors: Child Labor Laws

The District complies with all Federal and Illinois Child Labor Laws regarding the employment of minors. Minor work permits are required for any employee under the age of sixteen (16) in accordance with the Child Labor Laws. The permit must be received prior to employment. A copy must be sent with other employment information for the personnel file.

2.~~4~~ Employment of Relatives

It is policy of the District to discourage the hiring, transfer, or promotion of relatives of District employees. For purposes of this policy, relatives include immediate family, defined as follows: spouse, parent, child, sibling, in-law, aunt, uncle, niece, nephew, grandparent, grandchild, and members of the same household. No person shall be hired, transferred or promoted to a position in which they would report to and be supervised by a supervisor or ~~department director~~Department Head who is a relative, as defined herein. Notwithstanding the foregoing, the District may employ a relative, as defined herein, provided that the Executive Director has approved such employment.

2.5 Employment Standards

All new employees are subject to the following standards for employment.

They must be legally qualified to work in the United States as evidenced by submitting appropriate identity and employment authorization documents, including Form I-9, as required by the Immigration Reform and Control Act.

They must possess a valid driver's license appropriate for any vehicle that may be operated in the course of performing job duties.

They must be physically and mentally fit to perform assigned job duties. With respect to certain positions, the District will conduct a post-offer-physical exam, including appropriate tests to determine the presence of controlled substances in the body. The physical exam shall be scheduled after the employee has accepted the job offer conditioned on a satisfactory physical exam, and prior to the start of work. All employment decisions based upon the post-offer physical exam must be made on a non-discriminatory basis. In reviewing the results of the physical exam, the District shall consider the following:

Physical or Mental Condition - In the event that the individual's mental or physical condition affects their ability to perform the job, the District shall consider what reasonable accommodations may be made to the work environment or job duties in order to accommodate qualified disabled individuals. When reasonable accommodations are not feasible, and where a physical or mental condition impairs the individual's ability to meet normal job performance standards, such factor(s) may disqualify the individual from employment.

Drug Testing - To ensure the safety and well-being of all employees and residents of the District, it is the District's policy that a positive test result indicating presence of controlled substances shall be sufficient grounds to withdraw an offer of employment.

The District recognizes the importance of hiring and retaining qualified employees to accomplish the tasks of the District. It is incumbent upon the District to hire employees who are qualified, responsible and not a threat to the participants' and fellow employees' safety or property of the District. It is the policy of the District to take steps within its power and within the law to assure that current and potential employees are of good character and have the qualifications and background necessary for work with the District for which the applicant has applied.

The District is required by state statute *(70 ILCS 1205/8-23)* to obtain criminal conviction information concerning all applicants, and shall perform a criminal background check for applicants for all positions. Pursuant to statute, any conviction of offenses enumerated in subsection (c) of said statute shall automatically disqualify the applicant from consideration for working for the District. Any other conviction(s) shall not be considered by the District until an interview has been scheduled or an offer of employment has been made. Such other convictions shall not automatically disqualify an applicant from consideration but will, rather, be considered in relationship to the specific job and its requirements.

The District requires the applicant's permission for this procedure, which can be given by the applicant's signature. Occasionally, the applicant will be required to submit to a fingerprint test to verify identity. The applicant agrees to participate in the fingerprinting verification, if it is required.

The District shall keep the results of the criminal background check confidential and will provide the applicant with a copy of all materials obtained as required by law. It is the intent of the District to protect itself, its employees, property, and program and facility participants. It is the District's policy that a report of criminal activity shall be sufficient grounds to withdraw an offer of employment.

2.6 Equal Employment Opportunity

The success of the District is founded on the skill, effort, and dedication of our employees. In order to achieve our goals, the District is committed to a philosophy of employee relations in which each employee is treated fairly and with respect, and is recognized as an individual. It is, therefore, the policy of the District to provide equal employment opportunities for all employees and candidates for employment and to make all reasonable accommodations for individuals with a physical or mental disability.

The District is committed to making all employment decisions without regard to an individual's actual or perceived race, color, religion, sex, gender (including gender identity and expression), sexual orientation, national origin, citizenship status, ancestry, genetic information, age, political affiliations, marital status, civil union partnership, physical or mental disability, unfavorable discharge from military service, military or veteran status, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic as established by law. This policy includes employment practices such as recruitment, hiring, promotion, training, transfer, compensation, benefits, discipline, appraisal, termination of employment, and other terms or conditions of employment. In cases where sex or physical requirements of a position constitute a bona fide occupational qualification necessary for proper and efficient functioning in the position, and where no reasonable accommodation is possible, an adverse employment decision shall not be deemed discrimination. Each supervisor is responsible for administering employment practices in a manner that is consistent with the District's policy of providing equal employment opportunities. Any complaint relating to the District's efforts to provide equal employment opportunities may be brought directly to the attention of the Executive Director.

2.7 Health Records - HIPAA Policy and Notice

Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the District has a responsibility to protect employee's personal health information. The District is required to keep employee health information private, share this information only when necessary and follow privacy practices. Special efforts will be made to protect the names of people who have HIV/AIDS or receive drug and alcohol treatment.

In general, the District may use and disclose health information without an authorization for purposes of treatment, payment and health care operations. However, the District must obtain a signed authorization from the individual or the individual's personal representative for all uses and disclosures of health information that are not otherwise permitted or required by law.

Any individual who believes their rights have been violated as granted by HIPAA privacy regulations or any other state or federal laws dealing with privacy and confidentiality may file a written complaint regarding the alleged privacy violation. Complaints should be submitted to the Human Resource & Risk Manager for investigation, tracking, and quality improvement purposes.

Employees may also report a complaint to the Office for Civil Rights, Department of Health and Human Services, Jacob Javits Federal Building, 26 Federal Plaza, Suite 3312, New York, New York 10278; (212)264 3313 or (800) 368-1019.

2.8 Indemnification and Liability Insurance

If any claim, action, suit, proceeding or investigation is instituted against an officer or employee or former officer or employee of the District, which allegedly arose out of an act or omission occurring within the scope of duties of such officer or employee, the District shall do the following:

- Appear and defend against the claim or action; and
- Indemnify the officer, employee or former officer or employee for court costs incurred in the defense of such claim or action; and
- Pay, or indemnify the officer, employee or former officer or employee for a judgment based on such claim or action, except for any judgment for punitive damages; and
- Pay, or indemnify the officer, employee or former officer or employee for a compromise or settlement of such a claim or action except for any portion thereof specifically attributable to punitive damages, if such compromise or settlement is approved by the court having jurisdiction over such claim, action, suit or proceeding, with express knowledge of the existence of the indemnification provided hereby.

No defense, indemnification for a judgment, compromise, settlement, court costs or other payment shall be made by the District with respect to any claim, action, suit, proceeding, or investigation of an officer or employee or former employee, if the District itself, or officers of the District acting in their governmental capacities, and the officer or employee are adverse parties in such claim, action, suit, proceeding, or investigation.

2.9 Performance Evaluations

An employee's performance evaluation follows a standardized format that is initiated by an employee's immediate supervisor, with a recommendation to, and with review and approval of, the next highest level of authority. Both the employee and the supervisor shall sign the written evaluation form as evidence of mutual knowledge. The signing of this appraisal form does not necessarily indicate that the employee agrees with the evaluation. Every employee must be evaluated at least once ~~every twelve months.~~ Evaluations may occur more frequently if warranted. Evaluations should be initiated ~~before March 1st of~~ each calendar year. The written evaluation form becomes a part of the employee's personnel file and shall not become public without the written consent of the affected employee.

The Personnel Record Review Act *(820 ILCS 40/11)* prohibits disclosure of performance evaluations pursuant to any Freedom of Information Act request.

2.10 Personnel Records

All employee personnel and payroll records are confidential, and access to such records is limited to a need-to-know basis in order to preserve such confidentiality. Employee records are maintained in confidence by an individual designated by the Executive Director. An employee may request to

inspect, copy or receive certain records, as provided by law, ~~be granted limited and supervised access to their employee personnel file to verify accuracy of information contained in the file~~ at least two (2) times in a calendar year. Any such requests must be submitted in writing to Human Resources or the Executive Director. ~~With the exception of the immediate supervisor, no employee will be permitted access to personnel records of other employees.~~ The employee is responsible for keeping the District informed of any changes affecting the employee's personnel records such as:

- Name, address, telephone number
- Marital status or number of dependents
- Number of income tax exemptions
- Beneficiaries of any District-provided group insurance
- Persons to notify in case of an emergency

2.11 Discipline Process

No employee is guaranteed continued employment with the District for any specified period of time. Employment with the District is on an "at will" basis, meaning that the employment relationship may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law.

Notwithstanding the "at will" status of all employees, the tenure of all employees shall be contingent upon acceptable conduct and satisfactory performance of duties as determined by the District. Every employee is responsible to obey all rules of the District and to comply with and assist in carrying into effect the provisions of the District's policies. Failure to meet acceptable standards of conduct and job performance shall result in disciplinary action, up to and including termination of employment.

As a general guideline only, it is the District's intent that progressive disciplinary procedures will be of benefit to the District and the employee, as such procedures may serve to improve the behavior of an employee that may be detrimental or disruptive to the effective operation of the department and the District. The disciplinary procedures need not be followed under circumstances where the Executive Director believes that an employee's unsatisfactory behavior warrants accelerated or compound disciplinary action, up to and including termination of employment. These guidelines shall not prevent, limit or delay the District in taking any disciplinary action where the District deems such action to be appropriate. The following progressive disciplinary procedures may be followed, in the District's sole discretion:

1. Oral warning or reprimand by the immediate supervisor.

2. Written warning or reprimand as determined by the immediate supervisor and approval by the Executive Director.

3. Written notice of suspension, without pay, for up to thirty (30) days, as determined by the immediate supervisor with the approval of the Executive Director.

4. Written notice of termination of employment, as determined by the immediate supervisor with the approval of the Executive Director.

The following list sets forth examples of violations of the District's rules and regulations that may provide a basis for disciplinary action. They include but are not limited to:

- Failure to adhere to District policies and/or procedures including, without limitation, safety policies, ordinances and procedures, or engaging in any conduct determined by the District in its sole discretion not to be in its best interests.

- Absence from duty without permission, habitual tardiness, chronic absenteeism, or misrepresentation of material facts relating to the use of leave.

- Extending breaks or lunches and/or not taking breaks or lunches at scheduled times.

- Leaving the job during working hours without permission.

- Failure to obey any lawful official rule, regulation or order, or failure to obey any proper direction made or given by the employee's supervisor(s) or inability or unwillingness to take orders from supervisor(s).

- Insubordinate, uncooperative, hostile or discourteous attitude or conduct toward the employee's supervisor(s), the District's Board, co-workers or members of the public.

- Threatening or striking any person who is in or on District property or participating in District activities or fighting while on duty.

- Being wasteful of or willfully destroying District supplies, materials, vehicles, equipment, tools, or other District property.

- Failure to wear uniform or safety equipment (*e.g.,* safety shoes, glasses, goggles and/or face shield) as required by this Manual and/or department manuals, rules and/or procedures, or the failure to wear appropriate clothing for duties as required by this Manual or department manuals, rules and/or procedures.

- Endangering one's safety and/or the safety of others because of failure to act properly and safely in the performance of job duties.

- Failure to follow any federal, state, local or District law, rule or regulation while on duty or while in or on District property, or engaging in criminal activity while on duty or while in or on District property.

- Failure to report an accident or known hazardous conditions to the employee's immediate supervisor.

- Gambling while on duty.

- Being under the influence of or in possession of intoxicants or illegal drugs while on duty or on District property, or failure to notify the District that the employee is taking prescription/OTC drugs when such notice is required.

- Theft or misappropriation or the careless, negligent or improper use of funds or property belonging to the District, fellow employees or the public.

- Possession of weapons in or on District property or while on duty.

- Felony conviction.

- Incompetent, inefficient or negligent performance of duties; inability or failure to perform duties properly; or a careless and uninterested attitude in the performance thereof.

- Failure to maintain a valid driver's license or other license or certification which may be required for the employee's position or as provided in this Manual.

- Smoking in restricted areas.

- Harassment of other employees or members of the public.

- Dishonesty; lying to District employees or falsifying or providing misleading information on forms, records or reports provided to or on behalf of the District, including, without limitation, accident reports, employment applications/resumes, financial reports, reimbursement reports and departmental reports.

- Time card violations.

- Unauthorized possession, use or copying of any records that are the property of the District.

- Sleeping on duty.

- Performance of unauthorized work on District time.

- Any violation of policies or procedures regarding the privacy of individually identifiable health information (or protected health information), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

2.12 Grievances

All employees having a grievance arising from their employment shall have the right to appeal to their immediate supervisor and finally to the Executive Director until the matter is settled. Except as otherwise provided by District policies, an employee must first submit a written grievance to their immediate supervisor within 5 days of the incident or occurrence. The supervisor shall investigate and provide a written response to the employee's grievance within 5 days after the grievance was filed

by the employee. If the supervisory resolution of the grievance is not satisfactory to the employee, or if the supervisor fails to investigate or act on the grievance, the employee may file a written appeal to Human Resources or the Executive Director. The Executive Director, in conjuncton with Human Resources, shall investigate all sides of the grievance and issue a written decision within 5 days after notice of the employee's appeal. The decision shall be provided to the employee and the employee's immediate supervisor. The decision of the Executive Director shall be final and the grievance shall be considered closed upon resolution by the Executive Director.

SECTION III: Employee Benefits

3.1 Disability - IMRF Disability Benefits Plan

~~A disability is any serious physical or mental impairment that makes a participating employee unable to perform the duties of any position that might reasonably be assigned by the District. District employees participating in the Illinois Municipal Retirement Fund (IMRF) may apply for disability benefits. If an employee's application for IMRF disability benefits is approved, the employee is receiving disability benefits, the employee shall:~~

- ~~Continue to earn IMRF service credit as if working (at no cost to the employee).~~
- ~~Continue to be covered by IMRF death benefit protection.~~
- ~~Receive 50% of the employee's average monthly earnings.~~
- ~~Be assured that the employee's future pension would be based on their full salary, not on the reduced disability benefit.~~

~~IMRF disability benefits are not paid for the first 30 calendar days from the date of disability. Payments may be delayed or reduced if the employee is receiving compensation from the District beyond that 30-day period. The IMRF disability benefit may be also reduced if the employee receives either workers' compensation and/or receives or is eligible for Social Security disability benefits.~~

~~In the event that an employee suffers serious illness or injury and becomes eligible for and receives IMRF disability benefits prior to utilizing all available benefit hours, any personal hours and accrued sick time and vacation time will remain available to the employee and will be administered in accordance with the District's policies. During the disability, the employee's length of service time for retirement will continue uninterrupted. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period. During the period of disability, the following procedure will be followed regarding District sponsored insurance programs:~~

i. ~~For the first three months that an individual is receiving a disability payment from IMRF, the District will pay the District's share for costs of the monthly premiums for any employee who is otherwise eligible for such benefits. Each employee who makes the election to take the District sponsored insurance benefits will be responsible for their share of the monthly insurance premium. This payment will be required to be paid on the 1st of every month during the initial three months that such an employee is receiving disability payments from IMRF.~~

ii. ~~After the completion of the third month of receiving disability payments from IMRF, the employee shall pay the District the full monthly premium for the applicable benefits.~~

~~If the employee fails to make such payment to the District for two consecutive months, the employee's participation in the program shall be terminated. The District also reserves the right to terminate the employee's participation in the program if the District changes insurance carriers and the new insurance carriers exclude such participation from their coverage.~~

~~Participation in District-sponsored insurance programs under the above arrangement shall be extended for a maximum of two years from the date on which the disability payments began. Termination of this participation shall occur if any of the following events arise during the two-year period: (i) individual terminates employment with the District; (ii) individual retires; (iii) individual returns to work; (iv) individual voluntarily withdraws from the programs; or (v) individual qualifies for Federal Medicare payments~~

Employees who are unable to return to work after thirty (30) calendar days of illness or who have exhausted their sick leave may apply for disability benefits under the Illinois Municipal Retirement Fund (IMRF). Employees should consult the IMRF Policies. IMRF disability benefits start no sooner than the thirty-first (31st) day after the beginning of the illness.

3.2 Education Degrees and Tuition Reimbursement

Full Time

All full-time employees with at least one year of full-time employment with the District are eligible for District-sponsored education assistance to attend undergraduate or graduate-level, accredited college programs or trade school certification programs. The courses selected by the employee must be reasonably related to the employee's job performance, and the schedule of courses selected by the employee must be practical and compatible with their normal work hours.

An eligible employee seeking education assistance from the District for an undergraduate or graduate degree program or a trade school certification program must submit a written application for assistance to their immediate supervisor prior to ~~the start of the course~~January 31st. The written application must be approved by the supervisor and the Executive Director prior to the start of the course and fiscal year, taking into account the availability of budgeted funds. The written application for approval will also include a signed authorization by which the employee agrees to allow the District to deduct any advanced or reimbursed tuition if the employee leaves the District within 12 months of any reimbursement or, in the case of advance payment of tuition, if the employee fails to obtain the required grade in the course(s) for which tuition was paid. Upon approval for education assistance, the District will reimburse the employee for 80% of the tuition upon presentation by the employee of a tuition receipt and an official grade report from the accredited educational institution; provided that the employee has achieved a grade of "B" or higher for the approved course(s). The total amount of education assistance received by an employee in a calendar year shall not exceed the maximum annual amounts described below.

The maximum annual amount available to an eligible employee for tuition reimbursement will be based upon the employee's number of years of full-time service as follows:

1-3 years of service $1,500 per year

4-5 years of service	$3,000 per year
6 years or more	$5,000 per year

If the employee receives education assistance from another source, for example, the G.I. Bill, the District will only reimburse the employee for that portion of the tuition not covered by the other source. With prior written approval of the Executive Director, an advancement of 50% of the tuition may be made to the employee prior to taking the course. If the employee does not earn the required grade in the course, fails to complete the course, or resigns their employment prior to completing the course, the employee must return the amount advanced by the District.

No time off with pay will be allowed for an employee to attend courses in connection with the District's approved education assistance program. No meal or transportation allowances will be given and all books and classroom supplies are to be purchased by the employee and are not part of the costs eligible for reimbursement from the District.

Any employee who voluntarily terminates their employment will be required to reimburse the District for all education assistance received in the twelve months preceding their last day of work.

Part-Time

Commented [AS1]: Board Approved, Added to manual

The OBPD Promise Scholarship is a tuition reimbursement program awarded to eligible Part-Time employees each November (fall enrollment) or March (spring enrollment). It will fund full-time tuition (12 semester hours) for up to two years at College of DuPage or Triton College at the in-district rate. Upon satisfactorily completing each semester, the award is paid out as a reimbursement. Scholarship recipients are eligible to renew the scholarship for a maximum of four consecutive semesters as long as they meet the continuing criteria.

In order to qualify to apply for the scholarship, employees must meet the following criteria:

- 10 consecutive months of employment with Oak Brook Park District prior to the October 31st or February 28th application deadlines, with continued employment through the start of the fall/spring semester of college the following year.
- A cumulative total of 900 hours worked, or an average of 17.5 hours per week over the most recent calendar year, measured September 1 through August 31 of the application year (January 1 through December 31 for spring enrollment).
- Zero disciplinary documents in the employee personnel file.
- Volunteer/work at a minimum of 3 special events for the Park District in the same calendar year.
- Have a high school GPA above 2.50 at the end of their Junior and Senior year of high school.

Eligible employees may request an application in the spring semester of their senior year of high school. Applications are due annually October 31st and awarded on, or before November 20th for fall enrollment. Applications are due February 28th for spring enrollment.
A selection panel will review all applications. This panel will consist of the Executive Director, the Deputy Director and 1 additional full time Park District employee.

Applicants will remain eligible for reimbursement for up to four consecutive semesters as long as they meet the following criteria:

- Continued employment at Oak Brook Park District, maintaining a 17.5 hours per week average number of hours worked.
- Volunteer/work a minimum of 3 OBPD Special Events during the calendar year.
- Maintain a personnel file without any disciplinary documentation
- Submit a semester transcript with a cumulative GPA of 2.50 or better and no grades of D or F.
- In cases where a class or classes is graded on a numeric scale, the following scale will used:
    - 90 – 100: A
    - 80 – 89: B
    - 70 – 79: C
    - 60 – 69: D
    - 59 and below: F
- Continued enrollment in the college. The award is renewable for up to 4 consecutive semesters.

Upon receipt of official transcripts verifying a successful semester of school and an employment review for continuing eligibility, the award will be paid out as reimbursement of 12 full-time, in-district rate credit hours per semester of attendance.

3.3 Employee Assistance Program

The Employee Assistance Program (EAP) is a District-sponsored benefit provided to all full-time employees and their families. The EAP provides third party counseling concerning financial, legal, divorce, work/life balance, and similar issues. All referrals to the EAP hotline and subsequent appointments are confidential between the employee and the assigned counselor. Part-time employees may be referred to EAP by their immediate supervisor if the supervisor believes the EAP could provide assistance.

3.4 Employee Recognition

The District has approved the following policies as guidelines for employee recognition.

Birthday Recognition
Any employee wishing to celebrate their birthday may do so within their own department by bringing in treats or dessert to share with the other department employees.

Farewell Parties
The District will contribute up to $200.00 for a farewell party for any full-time employee who has over 5 years of service with the District and is resigning in good standing. The immediate supervisor of the full-time employee shall coordinate the farewell party.

The District will contribute up to $50.00 for a farewell party for any part-time employee who has over 5 years of service with the District and is resigning in good standing. The immediate supervisor shall coordinate the farewell party for the employee, and such party should be held within the department from which the employee is leaving.

Service Awards (Revised 11/16/2020)

These guidelines recognize full and part-time employees who have been employed at the District for 5, 10, 15, 20, 25, 30, and 35 years.

Employees will be recognized for their years of services during the annual employee STAR Party according to the number of years worked at the District. The years of service will be recognized with a certificate and a gift corresponding to the years of service. After 5 years of service, employees will be eligible to choose a gift for themselves on Amazon.com, excluding gift cards. This gift will be worth $10.00 for every year of service, starting at 10 years of service. The gifts and allowances include:

- 5 years: Padfolio
- 10 years: $100
- 15 years: $150
- 20 years: $200
- 25 years: $250
- 30 years: $300
- 35 years: $350

Employees who will be choosing a gift for themselves on Amazon.com, must not go over the allotted amount associated with their years of service.

Employees who are eligible to receive a Length of Service Award will receive an email in November asking them to select a gift on the Amazon.com website and to email a link to the selected item to the Marketing and Communications Manager by December 15.

The Marketing and Communications Manager will order the gifts by January 15, wrap, and pass them out at the annual employee STAR Party (typically in March).

3.5 Flexible Spending Accounts

The Flexible Spending Account (FSA) benefit allows full-time employees the option to have pretax dollars deducted from their gross pay over 24 pay periods per calendar year to be used for dependent care or medical expenses. The FSA can be used for dependent care such as after school care, summer camp, vacation camp and daycare. The IRS establishes the limit for dependent care each calendar year. The FSA can also be used for out-of-pocket medical insurance co-pays, annual deductibles for medical and dental, prescription drugs, contacts, contact lens solutions, glasses and orthodontia. The District will establish an annual dollar limit for the medical FSA.

Full-time employees who have chosen to use the FSA health benefit may submit claims and receipts with service dates through the end of the calendar year. A maximum of $500 of any unused funds will automatically be rolled over for use in the following calendar year.

Full-time employees who have elected to participate in the FSA dependent care benefit may submit claims and receipts with service dates through the end of the calendar year for reimbursement through the first quarter of the next calendar year. Any FSA monies not claimed by April 1 of the next calendar year will not be refunded or carried forward to the new calendar year.

Health Flexible Accounts and Dependent Care Accounts are available to regular full–time employees in accordance with IRS Section 125 rules and regulations. The amounts to be placed in the account will be withheld from paychecks on a pretax basis with an employee's prior written authorization.

3.6 Group Insurance Plans

All full-time employees with at least one month of continuous service with the District, and who satisfy the eligibility requirements set out in the contracts of insurance, are eligible to participate in District-sponsored insurance programs. Effective July 1, 2015, part-time employees who work, or are expected to work, at least 1,560 hours in the established measurement period and who satisfy the eligibility requirements set out in the contract of insurance, are eligible to participate in District-sponsored insurance programs. The Executive Director shall be eligible to participate in District-sponsored insurance programs under the terms and conditions agreed upon by the District's Board.

The terms and conditions of the District-sponsored insurance programs are subject to change by the District or by the insurance carriers at any time and without prior notice. In the event of any change to the programs, all eligible employees will be notified of such changes as soon as possible.

~~Hospital and~~ Medical Insurance - All eligible employees (including dependents) may participate in the District's group hospitalization, medical, and major insurance program, subject to any requirements of insurability or physical examinations required by the insurance carrier. Coverage is effective 30 days from the date of hire for full-time employees and part-time employees who are expected to work at least 1,560 hours in the standard measurement period. Specific details of the insurance coverage are described in the group insurance certificate that is issued to eligible employees. Each eligible employee is responsible for ~~advising their supervisor~~ a informing Human Resource & Risk Manager in the event of any change of dependents, births, marriage, divorce, or other family changes affecting the employee's participation in the insurance program no more than 30 days after a qualifying event.

Life Insurance: All full-time employees are eligible on the first day of employment for District-sponsored term life insurance, subject to medical evidence of insurability. The District shall assume 100% of the costs of this benefit, and shall provide such insurance in the amount of $100,000 for each eligible employee.

Dental Insurance: All eligible employees may participate in the District's dental insurance program with coverage effective the first day of the month following 30 days from date of hire.

Vision Insurance: All eligible employees may participate in the District's vision insurance program effective on the first day of the month following date of hire.

Effective May, 2011, all eligible employees who have made the election for Hospital and Medical Insurance coverage shall be required to contribute a percentage of the monthly premium as a payroll deduction, as determined by the District's Board. Effective May 1, 2015, eligible employees will also be required to contribute a percentage of the monthly premium as a payroll deduction for dental and vision insurance. An acknowledgement must be signed by each eligible employee authorizing the payroll deduction, and such acknowledgement shall be filed in their employee personnel file.

The District's Board shall have the right, in its sole discretion, to increase the percentage of the employee's contribution, upon written notice to all employees who have elected the coverage.

Upon separation of employment from the District, an eligible employee may elect to continue medical, dental, and vision insurance coverage as permitted under the COBRA insurance continuation law ("COBRA"). Pursuant to the provisions of COBRA, the separating employee may be required to bear the full costs of continuing coverage. COBRA also makes continuation of insurance coverage available for the employee's spouse or dependents in the event of marital separation, divorce, death, or other qualifying events.

In the event of disability or retirement from the District, an insured employee who is eligible to receive an IMRF retirement or disability pension may elect to continue group insurance for themselves and/or their dependents, provided that the full cost of said insurance is paid by the recipient.

3.7 Professional Development and Reimbursement of Expenses

All full-time and part-time employees are encouraged to continue their professional education and improve their skills by attending professional conferences, workshops, seminars, tradeshows, networking meetings, and team building outings, and by obtaining professional certifications. Attendance at and reimbursement for any professional/educational development event must be conducive to the employee's work at the District and approved in advance by the employee's supervising ~~department director~~Department Head, and the Executive Director. Requests should be made in writing on the Travel, Meal, and Lodging Expense & Reimbursement Request Form and shall include a copy of the registration form and promotional information for the event.

a) State or Other Conferences - All full-time employees with supervisory approval are eligible to attend the IPRA/IAPD State Conference. Full-time employees may substitute another ~~state~~ conference for the IPRA/IAPD Conference; however, if they choose to do so, they must receive approval from their immediate supervisor and Executive Director. Attendance at national conferences is generally limited to department heads ~~directors~~; however, exceptions may be granted to full-time staff depending on circumstances and approval from their immediate supervisor and the Executive Director.

b) In-Service Training Programs - It is the responsibility of the Executive Director, ~~and department director~~department heads~~s~~ and supervisors to identify training programs, seminars, or other means of employee development that will assist employees in improving their job performance. Likewise, it is the responsibility of each employee to take advantage of such training, as well as other means of self-development that may be made available to District employees. All employees of the District are eligible, and may be required to attend training programs that are carried out during the employee's regular working hours and that are conducted on-site at the District. Such training will be provided at the District's expense.

Reimbursable Expenses

Reimbursable expenses for travel, meals and lodging shall be approved as set forth herein and in accordance with the Local Government Travel Expense Control Act, *50 ILCS 150/1 et seq*., and the District's Ordinance No. 17-0116 Regulating Travel, Meal and Lodging Expenses.

Subject to the conditions set forth herein, the District shall only reimburse travel, meal and lodging expenses incurred in conducting business for the District and incurred in attending approved training, professional development or education beneficial to the District, up to the specified maximum allowable amounts as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate when expense was incurred and applicable tolls
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate
Maximum Reimbursable Rates for Lodging	
All Locations	$225/night or lowest available conference housing rate

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate when expense was incurred and applicable tolls
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, or Public Transportation	Actual reasonable rate
Maximum Reimbursable Rates for Meals	
Breakfast	$15
Lunch	$25
Dinner	$35
Maximum Reimbursable Rates for Lodging	
All Locations	$225/night or lowest available conference housing rate

Conditions for reimbursement of travel, meal and lodging expenses:

1. General Conditions: All supporting receipts must be itemized and attached to the Travel, Meal and Lodging Expense & Reimbursement Request Form and submitted for appropriate approval prior to reimbursement. Employees are responsible for personal expenses and must deduct these costs from the receipt(s) before submittal. Such reimbursement shall be based upon the actual expenses incurred by the employee. Reimbursable expenses normally include round trip coach airfare or use of a personal vehicle, ground transportation, single room occupancy, meals and registration. The supervising Department DirectorDepartment Head shall approve the employee's expenses prior to any event. Approval of expenses incurred in excess of the maximum allowable amounts, as set forth above, shall be made by the Board as set forth in Ordinance No. 17-0116.

2. Use of the District Procurement Card to Pay for Approved Event Expenses: Cash advances for estimated travel expenses within the maximum allowable limits may be granted with prior approval by the Executive Director. Employees may use their District assigned Procurement Card (P-Card) to pay for approved travel, registration, meal and lodging expenses, but may not exceed the maximum allowable amounts as set forth in the above chart. An employee must use their own personal credit card or funds for any costs incurred in excess of the maximum allowable amounts and request reimbursement for the same, which must be approved by the Board in accordance with Ordinance No. 17-0116. Employees are required to itemize eligible event expenses paid with the District P-Card along with expenses requiring reimbursement on the same Travel, Meal and Lodging Expense & Reimbursement Request Form. Accounts payable vouchers and receipts for each expense shall be submitted for payment in accordance with the District's Accounts Payable Procedures. Group functions must list the names of all employees in attendance. Incurred expenses will be reimbursed only for District employees.

3. Transportation: The least expensive mode of transportation shall be used, provided that the employee incurs no unreasonable hardship. The supervising Department DirectorDepartment Head shall approve the employee's means of transportation prior to any event. Employees will

be reimbursed for air travel at the coach airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. Emergency circumstances must be explained in writing and a copy of the ticket or purchase receipt must be presented. Rail or bus travel is reimbursable for the actual cost; provided that rail or bus travel costs may not exceed the cost of coach fare, and a copy of the ticket or purchase receipt must be presented.

Use of personal vehicles is permissible at the standard mileage rate set forth by the Internal Revenue Service. Reimbursement may not exceed the cost of coach airfare. Mileage to and from transportation terminals, toll charges and costs for parking are also included as reimbursable expenses. The rental cost of a vehicle is reimbursable when warranted and with prior approval of the Executive Director, subject to Board approval in the event the cost exceeds the maximum allowable amount as set forth in the above chart. Use of taxis and limousines must be specifically related to District business and may be used when District vehicles are not available.

~~4.~~ Lodging: Employees must obtain approval from their supervising ~~Department Director~~Department Head for all lodging expenses prior to incurring any such expenses The District may pay for overnight lodging for employees registered to attend an event occurring on multiple days, and will cover only those nights that occur during the attended educational/professional event session days, including prior night lodging for early morning meetings. Lodging will be reimbursed based on the standard single room rate. When multiple employees attend the same event, ~~same sex~~ employees will be encouraged ~~required~~ to share double rooms. Employees, who wish to stay in a single room will require Executive Director approval, and may be responsible for up to 50% of the double room rate. ~~or will have a roommate other than a District employee, will be reimbursed 50% of the double room rate.~~

~~5.~~4.

Other expenses incurred that are related to overnight lodging shall be reimbursed when specifically related to District business and approved by supervising ~~Department Director~~Department Head, subject to Board approval in the event the cost exceeds the maximum allowable amount as set forth in the above chart. All receipts must be itemized and presented for reimbursement. Employees are responsible for personal expenses at the time of checkout and must deduct the charges on the expense voucher.

~~6.~~5.Meals/Food: ~~As set forth above, the maximum allowable amounts for meal costs per day, including gratuity, for all-day approved events are as follows: a) $15.00 for breakfast; b) $25.00 for lunch; and c) $35.00 for dinner.~~ Meal expenses shall not exceed the current per-diem rate set by the General Services Administration (GSA) for the location of the event, not including gratuity. The purchasing of alcohol is prohibited. An employee will only be reimbursed for the amount incurred and, in the event an employee incurs an excess of the maximum allowable amount, the employee must request reimbursement, which must be approved by the Board in accordance with Ordinance No. 17-0116. If a meal is provided as part of the registration for the event, that meal will be deducted from the daily meal allowance. Vouchers must accompany all expenses for reimbursement.

~~7.~~6.Expenses Incurred in Excess of Maximum Allowed: Expenses incurred by an employee in excess of any maximum allowable amounts as specified above must be first approved by the

Board at an open meeting before reimbursement will be made to the employee. In the event of any emergency or other extraordinary circumstances, the Board may approve more than the maximum allowable expenses as set forth above.

~~8.~~7. Wages/Salary: Employees attending educational/professional development events, conferences, meetings or other events, will be compensated a maximum of 8 hours for that working day. The Executive Director must approve any request for additional hours.

~~9.~~8. Reservation to Amend: The District's Board may, at any time, adjust or limit any reimbursable expense, including but not limited to the categories for which reimbursement will be made and the maximum allowable amount for each authorized category, in its discretion or as required by law.

3.8 Professional and Service Organizations

Professional Organizations - Full-time employees and part-time employees are encouraged to become members of professional organizations related to their work for the District. These organizations may be local, state, regional, metropolitan, or national in scope. If the Executive Director determines that membership in an organization furthers an employee's work for the District, the District shall pay the membership fees to the organization on behalf of the employee.

Community Service Groups - Full-time employees and part-time employees are also encouraged to participate in local civic or service clubs that foster desirable community relationships for the District. Any membership dues and expenses for such organizations are reimbursable if approved by the Executive Director in advance.

3.9 Retirement Benefit Plans

457(b) Deferred Compensation Plan
All District employees (minimum age 21 years) are eligible to participate in the Board authorized Tax Deferred Compensation Plan (Resolution R16-0817 approved 8/15/16). The Plan provides eligible employees a way to save for retirement through pre-tax and after-tax contributions. The Plan offers a selection of financial services firms and investment options from which to choose. Employee contributions are made through regular payroll deductions.

IMRF Pension Plan & Social Security
All eligible District employees shall participate in the combined retirement program of the Illinois Municipal Retirement Fund (IMRF) and Social Security upon employment and shall contribute through payroll deduction a percentage of salary or wages based upon retirement fund requirements. All full-time employees are eligible for IMRF. Part-time employees who work 1,000 hours or more annually are eligible for IMRF as well. The District shall also contribute a percentage of salary or wages of each employee based upon retirement fund requirements.

In the event employment is terminated, the amount which the employee contributed to the retirement fund (IMRF only) is refundable. The benefits of the Illinois Municipal Retirement Fund (IMRF) and eligibility for IMRF are subject to state law and may change without prior notice to the District.

The Executive Director shall advise District employees of any changes in the IMRF program whenever possible.

All District employees shall be included in the Social Security Retirement program through payroll deductions, unless otherwise determined to be on a contractual-agreement basis with the District. The District shall also contribute an amount as required by law to the Social Security program. Termination of employment will not result in a refund of employee contributions for Social Security.

3.10 Time-off Benefits

When an employee requires any leave of absence, a written request shall be submitted to their immediate supervisor for approval.

Bereavement Leave ~~**(Revised 10/19/2020)**~~

Commented [AS2]: Board Approved 7/15/24

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

~~**Child Bereavement Leave**~~

~~In the event of a death of a child, an employee may be entitled to unpaid bereavement leave in accordance with the Illinois Child Bereavement Leave Act *(820 ILCS 154/1 et seq.)* (the "Act"). In order to be eligible for leave under the Act, an employee must have been employed by the District for at least 12 months and have at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.~~

~~The Act provides eligible employees with a maximum of two weeks (10 work days) of unpaid bereavement leave to: (1) attend the funeral or a funeral alternative of a child; (2) make arrangements necessitated by the death of a child; or (3) grieve the death of a child. Leave under the Act must be completed within 60 days after the date on which the employee receives notice of the death of the child. The employee shall provide at least 48 hours' advance notice of the employee's intention to take bereavement leave under the Act, unless providing such a notice is not reasonable and practicable. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of unpaid bereavement leave during the 12-month period.~~

~~The Act defines "child" as an employee's son or daughter who is a biological, adopted, or foster child. A stepchild, legal ward, or a child of a person standing in loco parentis.~~

~~Eligible employees may elect to substitute any unpaid or any accrued and unused paid leave available to the employee under any other federal, state, or local law, or District policy, for unpaid leave under the Act. An employee eligible for leave under the Act shall not entitle the employee to unpaid leave~~

~~that exceeds or is in addition to the amount of leave available to the employee under FMLA.~~
~~The District may require reasonable documentation of proof of death and relationship of the deceased. Documentation of proof of death may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.~~

A bereavement leave with pay may be granted for full time employees in the case of death of a covered family member as detailed below. For the purpose of this section, a covered family member means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, stepparent, aunt, uncle, niece, nephew and next of kin. The employee must notify their immediate supervisor of the need for such leave of absence within a reasonable period, but no later than twenty-four (24) hours of the start of the actual absence. Upon returning to work, the employee must record their absence as a Bereavement Leave on their attendance record.

In the case of death of the covered family member, the immediate supervisor may approve leave of absence with pay for a period not to exceed three (3) days. Employees will be entitled to seven (7) to days of unpaid bereavement leave in addition to the paid leave in the event off the death of a covered family member. In the event of the death of more than one covered family member in a 12-month period, an employee may take up to a total of six weeks of bereavement leave during the 12-month period. The Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to, the unpaid leave time permitted by, the FMLA.

An employee may use any earned paid leave concurrently with this time but will not be required to do so. The District may require reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.

In addition to this, eligible employees are entitled to receive ten (10) days of unpaid leave in the event the employee's child dies, pregnancy loss, failed adoptions or surrogacy agreements, unsuccessful reproductive procedures, and other diagnoses or events negatively impacting pregnancy or fertility. An employee may use paid time off during this time but will not be required to do so. For leave resulting from an event listed under reason above, reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner or surrogate for an event listed under reason above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reason above certifying the employee, spouse or domestic partner has experienced an event listed under reason above. The District does not require the employee identify which subcategory of event the leave pertains under reason above as a condition of exercising rights under this Leave.

Compensatory Time

Full-time exempt employees may accumulate up to 40 hours of compensatory time within a fiscal year. The accrual of additional compensatory time is subject to approval by the Executive Director. Compensatory time may be banked for every hour worked over 80 hours in a defined two-week payroll period, up to a maximum of 40 hours within a fiscal year. Compensatory time may also be banked for hours worked over 72 hours in a pay period containing one District holiday; or for hours worked over

64 hours in a pay period in which two District holidays occur. All unused compensatory time banked in any fiscal year shall be forfeited at the end of the pay period in which April 30 occurs unless the Executive Director determines, in their discretion, to allow an employee to carry forward such unused compensatory time for an additional period not to exceed 60 days. Use of compensatory time shall require written notice in advance and approval of the employee's immediate supervisor ~~and the Executive Director.~~ Employees will not be entitled to payment of unused compensatory upon their voluntary or involuntary separation from the District.

Family Care Leave

Commented [AS3]: Board Approved 9-18-23

Purpose

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

Eligibility

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

Family Care Leave

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

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

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

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

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

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

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

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

In the event an employee requests Family Care Leave for the care of a family member with a serious health condition or to care for service member who is the employee's spouse, child, parent, or next of kin, –Human Resources may require certification issued by a health care provider stating the approximate date on which the serious health condition or the health condition of the service member commenced, the probable duration of the condition and the medical facts within the provider's knowledge showing that the family member's or service member's health condition, including hospitalizations or doctors' visits, and needs care. In the event an employee requests Family Care Leave for any qualifying exigency due to an employee's spouse, child, or parent being on covered active duty (or having been notified of an impending call or order to cover active duty) in the armed forces, Human Resources may require the employee to provide a copy of the military member's active-duty orders.
The Oak Brook Park District may subject an employee to reasonable disciplinary measures, depending on the circumstances, when an employee intentionally misrepresents that such employee is taking Family Care Leave for a Qualifying Event.

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

Family and Medical Leave (FMLA)
It is the policy of the District to grant family leave to eligible employees when the employee or a member of the employee's immediate family has a serious health condition, or upon the birth or adoption of a new child in the employee's home, or any other qualifying circumstance under the FMLA. Immediate family is defined as the employee's spouse, child, parent, and sibling as well as the

employee's spouse's parent, sibling, and child. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

a.) Eligibility: All employees who have at least 12 months of continuous service with the District and who have worked at least 1250 hours during the previous 12 months are eligible for up to a total of 12 work weeks of unpaid leave during any rolling 12-month period for certain family and medical reasons (and up to 26 work weeks of unpaid leave to care for a covered service member). A rolling 12-month period is defined as the current month plus the immediate 11 months preceding the current month. Employees failing to meet these eligibility requirements are not entitled to leave under this policy.

Family and Medical Leave may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours an employee works per work week or workday) if necessary. If leave is unpaid, the employee's salary base will be reduced based on the amount of time actually worked.

b.) Request for Leave: An eligible employee is responsible for submitting a family leave request in writing to the immediate supervisor and the Executive Director at least 30 days prior to any anticipated leave, or as soon as practical when the absence cannot be anticipated. Upon receipt of the leave request, the supervisor and Executive Director shall confer with the employee to consider possibilities for intermittent leave, reduced work schedules, transfer or reassignment, or other arrangements which promote the mutual benefit of the employee and the District, and may request medical certification of the claimed serious health condition of the employee or a family member. In the event of any question regarding the medical justification for the requested leave the District may, at its own expense, obtain a second medical opinion.

c.) Reporting Requirements: An employee on FMLA shall be required to report periodically on their status and intention to return to work, and further medical certification may be required.

d.) Wage or Salary: An employee's regular wage or salary will be suspended during approved family leave. If the employee is otherwise eligible for such benefits, the employee may receive pay from the use of accrued sick time, personal time, vacation time or compensatory time during approved family leave. The employee may also request sick time from the Sick Bank, if they qualify. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

e.) Group Insurance Benefits: The District will continue to pay its portion of any applicable District-sponsored group insurance benefits for a period of not more than 12 weeks during an approved family leave. The employee must make arrangements for payment of their share of the insurance premiums before the leave commences. If the employee does not return to work after the leave, or fails to pay their portion of the premiums, the employee will be required to

reimburse the District for the costs and expenses incurred by the District for maintaining the insurance during the leave.

f.) Returning from Leave: Upon return to work from such leave, an employee will be placed in the same position or an equivalent position with like pay, benefits, and conditions; provided that the employee's total time on leave in a rolling 12-month period has not exceeded 12 weeks.

g.) Failure to Return from Leave: In the event that an employee fails to return to work on the agreed date at the end of the family leave, the employee's continued absence shall be considered unauthorized and shall subject the offending employee to corrective disciplinary action, including termination of employment. Any employee claiming family leave under false pretenses shall be subject to termination of employment.

h.) Concurrent Leave Benefits: An employee may substitute any accrued paid vacation time, personal time, sick time or compensatory time (if the employee otherwise qualifies) for unpaid leave under this policy, and any such paid time off shall be taken concurrently with the Family and Medical Leave. If the employee otherwise qualifies for disability pay, such pay will be remitted to the employee at the same time they are on Family and Medical Leave. Similarly, if the employee otherwise qualifies for any other type of leave of absence, such leave must be taken concurrently with the Family and Medical Leave. All time missed from work that qualifies for both Family and Medical Leave and for workers' compensation will also be counted toward an employee's Family and Medical Leave.

Holidays

It is the policy of the District to observe designated holidays by providing time off with pay for eligible employees. To be eligible for a paid holiday, an employee must be classified as a full-time employee. When a District Scheduled Holiday(s) occurs on a full-time employee's regularly scheduled day off, the employee shall select an alternate day(s) occurring in the same pay period for holiday paid time off.

Holiday pay is based on 8 hours/day at an employee's regular pay rate per day. Time off without pay for regularly scheduled holidays is permitted for part-time employees with the approval of their immediate supervisor.

District Scheduled Holidays: Under normal circumstances, eligible employees shall be granted 8 hours of leave with pay to observe the following holidays:

- New Year's Day
- ~~Good Friday~~Spring Holiday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day
- Labor Day (first Monday in September)
- Thanksgiving Day
- Day after Thanksgiving

- Christmas Eve Day
- Christmas Day
- New Year's Eve

Saturday/Sunday Holidays: In the event that one of the above designated holidays falls on a Saturday, the District will observe the previous Friday as the holiday. If the holiday falls on a Sunday, the District will observe the following Monday as the holiday.

Payment for Hours Worked on a District Scheduled Holiday:
Full-time Exempt Employees: When a full-time exempt employee is required to work on a District Scheduled Holiday, the employee will be paid for the holiday, and may take equivalent time off during the same pay period or will be given compensatory time equal to the number of hours worked if the employee has not already accrued the maximum compensatory hours allowed during the ~~calendar~~ fiscal year.

Full-time Non-Exempt Employees: When a full-time non-exempt employee is required to work on a District Scheduled Holiday, the employee will be paid for the holiday, and will also be paid for the hours worked. Premium Pay will apply in situations where a full-time, non-exempt employee is called in to address an emergency that adversely affects facility operations (see Personnel Policy Section 7.7: Premium Pay).

Illinois Family Military Leave
Under the Family Military Leave Act an employer with more than 50 employees must provide up to 30 days of unpaid leave to covered employees who are either the spouse, parents, grandparents or children of soldiers being called into active military duty. The leave must be taken during the period the military deployment orders are in effect.

a.) Use of Other Leave: Unpaid leave under this Act can be taken only after the employee has exhausted all accrued vacation, personal leave, and compensatory time. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

b.) Relationship to Family Medical Leave Act (FMLA): This leave is in addition to the family military leave available under the FMLA. However, if an employee also uses qualifying leave under FMLA, the amount of leave available under the Family Military Leave Act will be reduced by the number of days the employee takes under the FMLA.

c.) Eligibility: For the purpose of this Act, employee is defined as a person employed for at least 12 months with at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave.

d.) Notice: If the leave under this Act is for five (5) consecutive workdays or more, the employee must provide the District with at least fourteen (14) days notice in advance of the leave date.

For leave of less than five (5) consecutive workdays the employee should provide as much advance notice as is practicable.

e.) Benefits: Employees shall maintain benefits at the employee's expense for the duration of the leave.

f.) Verification: The District may require certification from the proper military authority to verify the employee's eligibility for the family military leave requested.

Jury Service

The District recognizes the civic responsibility of its employees to participate in jury service when summoned. All full-time employees of the District shall be granted the necessary leave from work to participate in jury service only upon receipt of a copy of the jury summons. The payment of salaries and/or wages for jury service may not exceed 10 working days without approval by the Executive Director. In addition, all District-sponsored benefits will continue uninterrupted during the period of jury service. In order to receive pay from the District, employees eligible for pay must endorse the original check received for jury duty to the District and submit the endorsed check to the Finance Department.

Leaves to serve on a jury by part-time employees will be without pay from the District.

Upon receipt of a summons for jury duty, all employees are responsible for notifying their immediate supervisor as soon as possible. In the event that the employee is released from jury duty during any day of service (permitting a half of day work or more), the employee is expected to return to work.

Military Leave

It is the policy of the District to support an employee's responsibility of military service by permitting time off from work as necessary to fulfill military obligations. As soon as the employee receives any military orders, it is the responsibility of the employee to notify their supervisor. Military leave will be granted for military obligations such as reserve summer training camp, guard activation in a declared emergency, or for an extended tour of duty up to four years (or five years if at the convenience of the military).

Annual Reserve Training: Full-time employees shall receive pay from the District for the difference between their regular pay and their military pay, for a period up to ten working days per calendar year. During annual reserve training, all benefits and length of service for such employees shall continue on an uninterrupted basis. In addition, full-time employees will be entitled to holiday pay for any District-observed holiday occurring during the annual reserve-training period. Military leave for annual reserve training granted to all part-time employees shall be without pay from the District.

Extended Military Obligation: When full-time employees require military leave greater than ten working days per calendar year, such leave will be granted without pay from the District, unless the employee utilizes accrued sick time, available vacation time, accrued personal time off or the Executive Director, in consultation with the District's Board, considers it appropriate and in the best

interests of the District to make such payments. Extended military leave granted to all employees will be made without pay from the District. In the case of extended military leave, the Executive Director may determine that it is in the best interests of the District to separate an employee from the District's payroll and discontinue District-sponsored benefits during such leave. If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

Re-employment After Extended Military Service: Any former employee who is discharged from military service under honorable conditions and applies for reinstatement with the District within 90 days after discharge from the military shall be reinstated for the same or similar position. Upon re-employment, the employee shall be rehired without loss of any applicable length-of-service credits, benefits, or pay rate.

Personal Time ~~**(Revised 8/16/21 – Effective January 2022)**~~

Personal time is paid time off benefit that may be used to observe a federal holiday, birthday, or religious matter, to attend to personal business, or to take time off for any other similar activities.

Full-time employees will receive four (4) personal days (32 hours) each fiscal year. Personal time can be used during the fiscal year and through the end of the pay period in which April 30 occurs. Employees that are hired after the pay period which April 30 occurs will have their personal time prorated by quarter. May 1-June 30: 32 hours, July 1-September 30: 24 hours, October 1-December 31: 16 hours, January 1-April 30: 8 hours.

Part-time employees and Certified Professional Instructors, who are paid for a minimum of 1000 worked hours during the fiscal year (May 1 - April 30), may accrue up to 48 hours of personal time to be used during the following fiscal year. Personal time will be credited in May and can be used during the fiscal year and through the end of the pay period in which April 30 occurs. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked and paid in the prior fiscal year.

Personal Time Pay
Personal time taken will be paid at the current hourly rate of the employee's job position having the most worked hours, as determined by their supervisor.

Leave Requests
Use of personal time shall require written notice in advance and approval of the employee's immediate supervisor. Any unused personal time remaining at the end of ~~the calendar year~~ pay period in which April 30 occurs will be forfeited; unless the Executive Director decides it is in the best interest of the District to allow an employee to carry forward unused personal time for a period of up to 60 days.

Separation or Retirement:
An employee is entitled to payment for any unused personal time that may be remaining at the time of the employee's voluntary or involuntary separation from the District. Unused personal time will be

paid at the current hourly rate of the employee's job position having the most worked hours, as determined by their supervisor.

School Conference and Activity Leave

In compliance with (820 ILCS 147/) School Visitation Rights Act, a~~A~~n employee may be eligible to take up to a total of eight (8) hours of unpaid school conference and activity leave per school year to attend school conferences, academic and behavioral meetings or classroom activities related to the employee's child(ren), if the conference, meeting, or classroom activities cannot be scheduled during non-working hours. For purposes of this policy, "school" means any public or private primary or secondary school or educational facility located in Illinois or a state that shares a common boundary with Illinois.

No more than four hours of such leave may be taken in any one day, and such leave will not be granted until the employee has used all available vacation time, personal time, and compensatory time.

Before arranging attendance at the school conference or activity, and at least seven (7) days in advance of the requested time off, the employee must provide the District with a written request for leave. In an emergency situation, the employee may give twenty-four (24) hours notice. In addition, the employee must consult with their immediate supervisor to schedule the leave so as not to unduly disrupt operations.

School Conference and Activity Leave shall be unpaid. The employee may choose, however, to make up the time taken for such leave on a different day or shift if such an arrangement can reasonably be provided by the District. If an employee chooses not to make up the time taken, or an arrangement to make up such time cannot be made, the employee will not be compensated for the leave taken.

Upon completion of school conference or activity leave, the employee may be required to produce documentation of the conference or activity from the school administrator, and to submit such documentation to the District.

~~***Note***~~	~~Failure to submit the required documentation upon the request of the District within two (2) working days of the school conference or activity leave may subject the employee to disciplinary action, up to and including termination of employment.~~

Personal Leave of Absence (Non-FMLA Leave)

An employee may be granted a non–FMLA personal leave of absence, without pay, for up to three (3) months for good cause shown by making a written request to Human Resources stating the reason for and the beginning and ending dates of the proposed leave, and by receiving, at the District's sole discretion, advance written approval from the District. Employees shall be required to take any paid leave (sick, vacation, personal) before taking an unpaid personal leave of absence. Extensions of the personal leave may be granted or denied at the sole discretion of the District. The District will consider extending a personal leave of absence as a reasonable accommodation for employees with disabilities

as defined by the ADA. An employee will not generally be eligible for any District benefits during a personal leave not covered by the FMLA.

Employees may not engage in other employment or businesses or apply for unemployment benefits while on personal leave if unpaid and medically required. Employees who return from an authorized personal leave will retain all benefits they had earned or accrued at the commencement of their leave, but shall not earn or accrue any benefits, including sick, vacation, holidays, personal or seniority, while they are on leave.

Sick Bank

The Sick Bank is intended to enable a full-time employee, who has either depleted or not yet accrued enough sick time, to take short term leaves of absence with pay due to serious illness, injury or other medically necessary reason or to care for an immediate family member's serious illness, injury or other medically necessary reason. Such leave may be taken only if the employee has exhausted all ~~paid leave~~ sick and compensatory time,and have no more than 40 hours accrued of vacation and personal time combined. ~~(i.e., sick, personal, vacation and compensatory time).~~ Sick Bank time may not be distributed to employees on workers' compensation or disability leave.

Contribution of Sick Hours: Each full-time employee is required to contribute a minimum of 8 hours of sick time per fiscal year to be eligible for withdrawal from the Sick Bank. Employees may donate up to 48 hours of sick time per fiscal year to the Sick Bank.

Any accrued hours of sick time in excess of the 960-hours/employee limit will automatically be deposited into the Sick Bank at the close of the ~~calendar year.~~ fiscal year.

Eligibility: In order to use Sick Bank time, an employee must have been employed full-time for a minimum of 6 months at the time of the request. Additionally, an employee must first exhaust all of their own accrued sick and compensatory time, and have no more than 40 hours accrued of vacation and personal time combined ~~paid time off (i.e., sick, personal, vacation and compensatory time).~~

Effect on Benefits: An employee granted leave under this policy will continue to be covered under the District's group health insurance plan on the same conditions as coverage would have been provided if they had been continuously employed during the leave period.

An employee will continue to accrue benefit hours (sick, personal and vacation) while they are using Sick Bank time. Once approved Sick Bank time commences, the employee will not be required to use benefit hours (personal, sick, vacation) that accrue during the approved sick leave period in place of preapproved Sick Bank hours.

Holiday hours will be paid and not count against approved Sick Bank time.

Effect on Family and Medical Act (FMLA) and Victims' Economic Security and Safety Act (VESSA) Leave: Sick Bank time will count toward an eligible employee's leave allotment of 12-weeks maximum per 12-month period available to eligible employees under FMLA and VESSA.

Limitations: Employees may be granted no more days of Sick Bank time than have been determined to be medically necessary by their physician up to a maximum of 60 workdays for an employee's own illness or injury and 10 workdays for an employee to care for a member of their immediate family in a rolling 12-month period.

Returning to Work: An employee must return to work when they are medically able, as determined by their physician or the District's occupational health provider. If deemed necessary by a physician, an employee may return to work on a part-time basis and the hours not worked will be designated as Sick Bank time.

Work Release: When an employee returns to work after the use of Sick Bank time for their own illness, injury or other medically necessary reason, the employee must bring a release from their physician stating that the employee is able to return to work. The District reserves the right to require an employee to undergo an examination by the District's occupational health provider to verify fitness to return to work.

Procedure for Requesting Leave: An appointed committee will administer the Sick Bank. A form requesting use of Sick Bank time should be completed and returned to the Human Resource & Risk Manager.

If the employee's physician or an immediate family member's physician determines that the employee cannot return to work due to the continued illness, injury or other medically necessary reason of the employee or an immediate family member, after using the number of days of Sick Bank time initially granted to the employee, the employee may, upon the determination of such physician that additional leave is needed, complete and return a new request form to the Human Resource & Risk Manager for additional Sick Bank time.

Separation or Retirement: An employee is not entitled to any payment for unused Sick Bank days that may be remaining at the time of the employee's voluntary or involuntary separation from the District.

Sick Time (Revised 1/18/2021; 4/27/2021)

It is the policy of the District to provide all eligible employees with a paid sick time benefit in the event of incidental or brief absences due to the employee's illness or the illness of an immediate family member (including the employee's child, step-child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, and step-parent). Sick leave may also be taken for the "personal care" of covered family members which includes activities to ensure that the family member's medical, hygiene, nutritional, or safety needs are met, and to provide transportation to medical appointments for a covered family member who is unable to meet those needs themselves. The employee may also use paid sick time to provide emotional support to a covered family member with a serious health condition who is receiving inpatient or home care. The benefit for eligible employees should not be considered a privilege to be used at the employee's discretion, and no attempt should be made by the employee to utilize all available sick days under false pretenses. Falsification of the reason for use of paid sick leave shall be considered grounds for corrective discipline, up to and including termination of employment.

Eligibility: Full-time employees are eligible for paid sick time pursuant to the terms and conditions described below. Part-time and certified professional instructor employees are not eligible for paid sick time. Paid sick time shall be used in the event of actual sickness or illness of the employee or of someone in the employee's immediate family, or to attend a medical, dental, or other sickness-prevention appointment. "Immediate family" in regards to this policy is defined as the employee's child, spouse, domestic partner, sibling, parent, stepparent, grandchild, grandparent, mother-in-law, father-in-law and stepchild, as well as the employee's spouse's sibling and grandparent.

Approval and Accrual of Sick Time: All paid sick leave must be approved by the employee's immediate supervisor or the Executive Director. Unused sick leave may be accrued from year to year, however, no more than 120 sick days or 960 hours of sick time, may rollover for use in the subsequent year. All full-time employees will earn 4 hours of sick leave for each calendar month employed by the District.

Request for Sick Time: In order for an eligible employee to receive paid sick time, the employee must notify their immediate supervisor as soon as practical of the illness, whether physical or mental, and of the approximate length of absence required. Whenever possible, the employee should notify their immediate supervisor at least one hour before the time set for beginning daily duties. The employee shall further notify the supervisor prior to leaving their home during approved sick time. An employee using three or more consecutive days of sick time may be required by the immediate supervisor to submit a physician's statement certifying the illness. Any employee claiming illness under false pretenses shall be subject to corrective discipline, including termination of employment.

Separation or Retirement: An employee is not entitled to any payment for unused sick time that may be remaining at the time of the employee's voluntary or involuntary separation from the District.

Vacation Time

Commented [AS4]: Board approved 6-20-2022

Oak Brook Park District provides paid vacation for employees to take time for rest and recuperation.

Eligibility
All Full-time employees and Certified Professional Instructors are eligible for paid vacation leave benefits.

Vacation accruals begin on the first day of employment or the first day that an employee becomes eligible for such benefit. Vacation shall be accrued according to the following Vacation Accrual Schedule and will be credited to an employee's vacation benefit account on a bi-weekly basis and timed to coincide with the District's existing payroll disbursements schedule. Vacation leave will not be earned during an unpaid leave of absence and the length of vacation that can be used at any point in time is limited to the balance of the employee's vacation benefit account. Any exception to this policy is subject to approval by the Executive Director.

Length of Vacation Time for Existing Employees Changing from Part-time to Full-time Status: Vacation time for an employee moving from an IMRF qualifying part-time position to a full-time position will be calculated based on their most current IMRF participation date. Vacation time for an employee going from a non-IMRF qualifying part-time position to a full-time position will be calculated from the start of their full-time employment date.

Vacation Accrual Schedule – Full-time Employees

Years of Service	Hours per Year	Approximate Hours per Biweekly Pay Period	Maximum Vacation Balance Carry-over from One Fiscal Year to Another (1 x Annual Accrual)	Maximum Vacation Balance at any Point in Time (1-1/2 x Annual Accrual)
Less than 2 years	80	3.08	80	120
2 years to 10 years	120	4.62	120	180
10 years to 20 years	160	6.15	160	240
20 or more years	200	7.69	200	300

Vacation Accrual Schedule – Certified Professional Instructors

Hours per Year	Approximate Hours per Biweekly Pay Period	Maximum Vacation Balance Carry-over from One Fiscal Year to Another (1 x Annual Accrual)	Maximum Vacation Balance at any Point in Time (1-1/2 x Annual Accrual)
30	1.15	30	45

Leave Requests

To schedule vacation time, employees must submit a completed leave request form to their supervisor at least one week before the requested leave. Employees must ensure that the balance in their vacation benefit account is sufficient to cover the vacation hours requested.

Requests will be evaluated based on a number of factors, including department operating and staffing requirements. The supervisor should indicate on the leave request form whether the request has been approved or denied and should return the leave request form to the employee within three business days of the date the leave request form was submitted. If the request for vacation leave is denied, the supervisor should provide an explanation for the denial on the form returned to the employee.

Vacation Pay

Vacation will be paid at the employee's base rate at the time the leave is taken. For Certified Professional Instructors, vacation will be paid at the rate associated with the job having the greatest number of worked hours during the pay period in which the vacation time is taken. Vacation pay does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials. If a holiday falls during the employee's vacation, the day will be charged to holiday pay, if applicable, rather than to vacation pay.

Accrual of Vacation Leave

Oak Brook Park District encourages employees to use available vacation time. A maximum of one time the employee's annual vacation accrual may be carried-forward to the subsequent fiscal year.

The measurement date for this shall be as of the end of the pay period in which April 30 occurs. Any hours in an employee's vacation benefit account in excess of this maximum will be forfeited.

If at any point in time an employee's vacation benefit account reaches 1-1/2 times the employee's annual vacation accrual, any additional vacation accruals (credits) will cease and only resume to the extent that the vacation benefit account balance has been reduced to allow for the resumption of additional accruals.

Termination

If employment is terminated, accrued, unused vacation leave that has been earned through the last pay period of active employment will be paid at the employee's base rate of pay at termination. If employment is terminated and the vacation balance is in the negative, the employee agrees to reimburse the company for the cost of the vacation advance. In the event of the employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary.

Vacation Use for College Savings and Loan Payment:

An employee may elect to cash in no more than 50% of their allotted Vacation time per calendar year, up to a maximum of 40 hours, and direct the funds to an established 529 College Savings Account and/or to a College Loan in their own name, their spouse's name, or their child's name. This election is limited to a one-time request per calendar year, per employee. Contributions/payments will be made directly to the applicable account(s). To take advantage of this benefit, the employee shall complete the 529 College Savings Account Contribution Form and/or the College Loan Payment Form and submit it to the Human Resource & Risk Manager no later than March 31st ~~November 30th~~ for processing. The employee is responsible for confirming receipt and crediting of the funds to their account(s).

Victims Economic Security and Safety Act (Revised ~~12/20/2021~~1/1/2024)

~~District employees may take unpaid leave under the Victims' Economic Security and Safety Act ("VESSA") for qualifying reasons in response to an act or threat of domestic, sexual, or gender violence, or any other crime of violence when the employee or the employee's family or household member is a victim of such violence. For the purpose of this policy, a covered family or household member includes the employee's spouse, civil union partner, parent,, grandparent, child, grandchild, sibling, other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household. "Parent" means a biological, adoptive, foster, or step-parent, or a person who stood *in loco parentis* over the employee when the employee was a minor child. "Child" means a biological, adopted, foster or step-child, a legal ward, a child over whom the employee stands or stood *in loco parentis*, or an individual under the employee's care who is eighteen (18) years or older and incapable of self-care because of a disability.~~

~~VESSA leave is not allowed, however, if the employee's interests regarding the violent act are adverse to the victim's interests. The District's Executive Director may request a copy of a police report concerning the act or threat of domestic, sexual, or gender violence, or other crime of violence if there is any question concerning the adverse interests of the employee and the victim.~~

Employees are eligible to take up to twelve (12) work weeks of unpaid VESSA leave from work on a continuous, intermittent or reduced work schedule basis within any twelve (12) month period. Employees shall be restored to the same or an equivalent position upon their return from leave.

a.) Reasons for Leave

An employee who is a victim of actual or threatened domestic, sexual or gender violence, or other crime of violence (or whose family or household member is a victim) may take VESSA leave to obtain assistance or services, for the employee or their covered family or household member, for following purposes:

(1) to seek medical attention for, or to recover from physical or psychological injuries caused by domestic, sexual, gender violence or any other crime of violence;

(2) to obtain services from a victim services organization;

(3) to obtain psychological or other counseling;

(4) to participate in safety planning, to temporarily or permanently relocate, or to take other actions to increase the safety of the victim from future domestic, sexual, or gender violence, any other crime of violence, or to ensure economic security; or

(5) to seek legal assistance or remedies to ensure the health and safety of the victim, including preparing for or participating in any legal proceeding related to or resulting from actual or threatened domestic, sexual, or gender violence or any other crime of violence.

If an employee misrepresents the facts in order to be granted a VESSA leave, such employee will be subject to disciplinary action, up to and including termination of employment.

b.) Notice of Leave

An employee must give the District's Executive Director at least forty-eight (48) hours prior notice, unless providing advance notice is not practicable under the particular circumstances. If an employee is unable to provide advance notice, such employee must provide notice when able to do so but, in any event, within a reasonable period of time after the absence. Failure to provide the required notice may result in treatment of the absences as unexcused.

c.) Reporting While on Leave

An employee on VESSA leave shall be required to contact such employee's supervisor on a regular basis regarding the status of such leave and such employee's intention to return to work.

d.) Certification

Employees requesting VESSA leave must provide proper certification for all absences. The certification must show that:

(1) the victim for whom the leave is requested is the employee, a covered family member, or a covered household member;

(2) the victim was subjected to an act or threat of domestic, sexual, or gender violence or any other crime of violence; and

(3) the leave is to seek assistance for a purpose covered by the Act as described in Section a.) above.

The employee must provide two (2) types of written documentation as certification:

(1) a signed and dated statement by the employee showing that the leave qualifies for a purpose covered by VESSA, and;

(2) written documentation from the source from whom assistance was sought or who could otherwise verify the nature of the leave, such as documentation from: (a) a representative of a victim services organization, an attorney, member of the clergy, or a medical or other professional, from whom the employee has sought services on behalf of a covered victim to address domestic, sexual, or gender violence or crime of violence and/or the effects of the violence; (b) a police or court record; or (c) other corroborating evidence.

It is the employee's responsibility to ensure that the District receives the proper certification within a reasonable amount of time (generally no later than fifteen (15) days after leave is requested or after certification is requested by Human Resources). If the District does not receive adequate certification within a reasonable time period after leave is request, or if the certification does not confirm a VESSA qualifying purpose, the employee's absences may instead be processed under other applicable leave policies and the employee will be held accountable for time taken under the District's attendance requirements (e.g., such time may be considered an unexcused absence).

e.) Leave is Unpaid

VESSA leave is unpaid leave. An employee on VESSA leave may also elect to use any available accrued paid time off concurrently with the VESSA leave, including any unused earned sick time (which may only be used if the reason for VESSA leave also qualifies the employee to use sick time), vacation time, compensatory time or personal time. For instance, if VESSA leave is required because the employee is temporarily disabled due to domestic, sexual, or gender violence, the employee may use any available accrued sick time for that portion of the leave. The substitution of any such paid or unpaid leave time shall not extend the maximum twelve (12) week VESSA leave period.

f.) Medical and Other Benefits

During an approved VESSA leave, the District will continue to pay its portion of any applicable District sponsored group insurance benefits for the employee's entire VESSA leave, to the maximum twelve (12) weeks of VESSA leave. The employee must make arrangements for payment of their share of the insurance premiums. If the employee does not return to work at the end of the leave period, the employee may be required to reimburse the District for the cost of the premiums paid by the District for maintaining health care coverage during the employee's unpaid leave, unless the employee cannot return to work because of the

continuance, onset or recurrence of domestic, sexual, or gender violence, or other crime of violence, or other circumstances beyond the employee's control. In such a case, the employee will be required to produce written certification to confirm the circumstances beyond the employee's control.

If an employee is being paid for any portion of their VESSA leave due to concurrent paid leave, such as IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid (meaning that the employee is not using any paid leave concurrently with their VESSA leave), the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

g.) Intermittent and Reduced Schedule Leave

VESSA leave may be taken intermittently (in separate blocks of time) or on a reduced leave schedule (reducing the usual number of hours the employee works per work week or workday). Employees should consult the District's Executive Director to determine the schedule of intermittent or reduced schedule leave.

h.) Other Applicable Leaves

VESSA leave will run concurrently with any other applicable leave. For instance, leave taken under VESSA, which also qualifies under the Family and Medical Leave Act (FMLA), will be simultaneously designated as both VESSA and FMLA leave. Likewise, absences for which an employee receives sick time or short-term disability benefits for a purpose covered under VESSA will also be designated as VESSA leave.

i.) Returning from Leave

If the employee wishes and is able to return to work at the expiration of their VESSA leave, the employee is entitled to return to the same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment, subject to any applicable exceptions under applicable law. The employee will have no greater right to other benefits and conditions of employment than if the employee had not taken the leave. The employee must return to work immediately after the expiration of the approved VESSA leave in order to be reinstated to the same position or an equivalent position.

If the employee takes leave because of the employee's own medical or psychological condition, the employee is required to provide medical certification that the employee is fit to resume work, according to the District's usual policies.

j.) Reasonable Accommodation in the Workplace

The District will consider making reasonable accommodations to an otherwise qualified employee or job applicant for a known limitation resulting from circumstances related to the employee being a victim of actual or threatened domestic, sexual, or gender violence, or any other crime of violence, or having a covered family or household member who has been the victim of such actual or threatened violence; unless the accommodation would cause the District an undue hardship. If the employee is an otherwise qualified individual who can perform the essential functions of the job, but needs such an accommodation, the District will

~~evaluate the employee's circumstances and possible accommodations, taking into account any exigent circumstances or danger facing the employee or the employee's covered family or household member in determining whether a requested accommodation is reasonable. Examples of accommodations the District may consider include an adjustment to the job structure, workplace facility, or work requirements, including a change in the employee's telephone number or seating assignment, or installation of a lock or implementation of a safety procedure in the employee's work area in response to a need covered by VESSA. The District may also consider a request for transfer, reassignment, or modified schedule if needed due to a known limitation caused by an act or threat of domestic, sexual, or gender violence or other crime of violence. Other safety measures may also be appropriate. Any employee covered by VESSA may make a request for leave or for a reasonable accommodation to the Human Resource Manager or the Executive Director. Requests for reasonable accommodation will be evaluated in a timely manner.~~

~~k.) Confidentiality~~

~~The District will maintain the employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file, which will be kept separate from the employee's personnel file. The District will not disclose the nature of or reason for the employee's leave or accommodation other than to those specific persons who need to know for the District's operations, except as requested or consented to in writing by the employee or as otherwise required by applicable law.~~

~~l.) No Retaliation~~

~~The District strictly forbids any of its elected or appointed officials, employees, supervisors, or other representatives from discriminating against, retaliating against, harassing, interfering with, or otherwise treating an employee unfavorably, with respect to compensation, terms, conditions or privileges of employment, for requesting or taking VESSA leave or accommodation, or for exercising any other rights under VESSA. If the employee believes they have been denied VESSA rights, or if the employee believes they have been treated unfavorably for having exercised any VESSA rights, the employee should immediately report this to the Human Resource Manager or the Executive Director.~~

~~The District will investigate the employee's concerns and take corrective action if it determines that any of its elected or appointed officials or employees has violated the District's VESSA policy.~~

The Victims' Economic Security and Safety Act (VESSA) provides that an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence, or has a family member or household member who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence, may take unpaid leave from work to address such violence. Definitions of such violence can be found in Public Act 102-0487. Family or household members include a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any individual whose close association with the employee is equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.

A. Eligibility and Entitlement:

All employees are covered by the Act. An employee is entitled to up to 12 work weeks of unpaid leave during any 12-month period for one or more of the following:

1. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic violence, sexual violence, gender violence, or any other crime of violence, to the employee or member of their family or household;
2. Obtaining services from a victims services organization for the employee or a family or household member;
3. Obtaining psychological or other counseling for the employee or a family or household member;
4. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or family or household member from further domestic violence, sexual violence, gender violence, or any other crime of violence; or
5. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to the domestic violence, sexual violence, gender violence, or any other crime of violence.

Leave may be taken intermittently or on a reduced work schedule, meaning a schedule that reduces the number of hours worked during a workweek or workday. An employee must provide written notice to Human Resources and The Executive Director with at least 48 hours' notice of their intention to take leave, unless giving such notice is not practicable.

Additionally, employees may take up to 10 days of unpaid leave to attend a funeral of, or make arrangements for, or grieve the death of a family or household member who is killed in a crime of violence. The leave must be taken within 60 days after the date the employee learns of the death. Employees must provide at least 48 hours' notice providing such notice is not practicable.

B. Effect on Family and Medical Leave Act:
VESSA expressly provides that it "does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by the federal Family and Medical Leave Act of 1993." In other words, VESSA does not permit an employee to take more than 12 weeks of leave during any 12-month period if the employee already has taken a 12-week leave under FMLA for the same reason.

C. Effect on Benefits:
An employee granted leave under this policy will continue to be covered under the District's group health insurance plan on the same conditions as coverage would have been provided if they had been continuously employed during the leave period. To maintain uninterrupted coverage, an employee will be required to continue to pay their portion of insurance premium payments through payroll deductions, if applicable. Payments for which an employee is responsible are subject to any change in premium rates while the employee is on leave. If the employee is on an unpaid leave, it is the employee's responsibility to timely pay their portion of the premium. If employee premium payments are more than 30 days late, coverage may be terminated. Employees will be required to repay the District any premiums the District paid on the employee's behalf. If an employee is on a

paid leave, they will continue to accrue benefit hours (sick, personal or vacation) while they are on VESSA.

D. Failure to Return to Work:
If an employee fails to return from leave for reasons other than the continuation, recurrence, or onset of domestic violence, sexual violence, gender violence, or any other crime of violence, or other circumstances beyond the employee's control, the District may seek reimbursement of health insurance premiums from the employee in a manner consistent with the law. The District may request an employee to provide certification proving the continuation, recurrence, or onset of domestic violence, sexual violence, gender violence, or any other crime of violence... If an employee is unable or does not return to work at the end of 12 weeks of leave, all entitlements and rights under this Act will cease at that time. If applicable, the additional time away from work may be considered to be Personal Leave of Absence.

E. Job Protection:
Generally, an employee will be reinstated to their former position or to an equivalent position with equivalent compensation, benefits and other employment terms following an approved leave as required by VESSA.

F. Certification and Confidentiality:
The District may require an employee to provide certification both that the employee or a member of their family or household is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence, and that they are seeking leave for one of the five purposes listed able in section A. Certification must be provided within thirty days after the District requests it.

The certification includes a sworn statement from the employee seeking the leave and documentation from a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or family or household member has sought assistance in addressing domestic violence, sexual violence, gender violence, or any other crime of violence, and its effects, or a police report, court record, or other corroborating evidence.

While on leave, the District may require an employee to report periodically on their status and intention to return to work.

The District will retain all information contained in an employee's notice seeking leave and in their certification in the strictest confidence, except to the extent that disclosure is requested or consented to by the employee, or otherwise required by applicable federal or state law.

3.11 Voting Time

~~The District fully supports all employees' participation in government by voting in federal, state, and local elections. In most cases, polling schedules for voting allow employees who are eligible to vote ample opportunity to vote before or after their working hours, and/or employees will be encouraged~~

~~to take advantage of early voting opportunities. However, when the polling schedules conflict with work schedules of the District's employees, the employee's immediate supervisor will grant a maximum of two (2) hours of time off, with pay, for voting.~~

An employee may be permitted two hours of paid leave for the purpose of voting in a state or national election if the employee's working hours begin less than two hours after the opening of the polls AND end less than two hours before the closing of the polls. The employee must notify their immediate supervisor to request time no later than the day before the election. The immediate supervisor will notify the employee of the two hour block of time assigned for voting purposes. Proof of attendance at the polls may be required

3.12 Workers' Compensation

All District employees are covered under the Illinois Workers' Compensation Act. The Act provides for medical care and replacement of wages if an employee sustains an injury arising out of and occurring in the course of their employment with the District. Should the work-related injury result in time off in excess of 30 days, Illinois Municipal Retirement Fund (IMRF) employees may be eligible for concurrent IMRF disability benefits. For injuries resulting in permanent disability or disability expected to last in excess of one year, Social Security Disability benefits may also be available. Non-job-related illnesses or injuries, or illnesses or injuries not related to the performance of an employee's assigned duties are not covered under the Act.

Any work-related injury or illness **(even if the employee is uncertain if the injury or illness is work-related, but suspects it might be work-related**) must immediately be reported directly to the employee's immediate supervisor or ~~department director~~Department Head if the immediate supervisor cannot be reached directly**. The District's risk management association will evaluate all claims.**

Note	**Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.**

The District strictly prohibits retaliation against any employee who, in good faith, reports a work-related injury or illness, irrespective of whether the employee fails to comply with the reporting procedures under this policy. However, the District reserves the right to discipline any employee for engaging in unsafe, careless, or reckless conduct contributing to an avoidable workplace injury or illness, or for filing a fraudulent workers' compensation claim.

Upon notification, the District shall instruct the employee to report to a hospital or physician for an examination or treatment. In the case of an emergency, the employee should go to the nearest hospital emergency room for treatment and then utilize the District's occupational health services provider if additional treatment is necessary.

All medical evaluations by any licensed physician must be submitted to the Safety Coordinator for the duration of the period of leave.

The District reserves the right to have the employee examined by a licensed physician of its own choice at any time during the period of leave. This examination will be at the District's expense and the physician will submit the results to the District. The employee is entitled to a copy of this report.

The District may assign an injured employee to a modified duty assignment. No employee shall be allowed to return to work without a statement from a physician approving the employee's return to work without restrictions, or with restrictions acceptable to the District.

The District reserves the right to re-assign the employee to another position at the same pay and benefits the employee received at the time of the injury.

When an employee has been released by a licensed physician to return to work on a modified duty basis, the employee may periodically be requested to return for medical evaluations. For these doctor visits, the employee will be compensated at the employee's current rate of pay only for the period of time necessary for the visit, including reasonable transportation time. The District reserves the right to verify the time of the visit. Time taken over and above that which is necessary will be charged to the employee's available sick time, vacation time, personal time, compensatory time, or other time off. If the employee does not have any available time off, the employee will be compensated only to the extent required by law.

If an employee is being paid for any portion of leave for IMRF disability, FMLA leave or any other leave, the employee will continue to accrue benefit hours for the months in which they are receiving payment. If the leave is unpaid, the employee will not accrue benefit hours, nor will they receive any regularly scheduled salary or wage increases during this period.

Section IV: Employee Conduct

4.1 Alcohol and Drug Abuse

The patrons and employees of the Oak Brook Park District (Park District) are a valuable resource and their health and safety are of serious concern to the Park District. Patrons need to be assured that Park District employees do not perform their duties while under the influence of any substance, whether it is legal or not, which impairs their ability to perform their duties or imperils the health, safety or wellbeing of employees or the public. The Park District vigorously supports the Drug Free Workplace Act *(Chapter 30 ILCS Section 580/1 et. seq.)*. No Park District employee may perform their job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform their job duties. No Park District employee may be in possession of alcohol, cannabis, or any illegal drug while performing their job duties. This policy is applicable to all our work force at any location while the employee is working. The Park District also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the Park District to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours. "Lawful products" means products that are legal under state law. For purposes of this provision, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice the Park District to be on standby or otherwise responsible for performing tasks related to their employment either at the Park District's premises or other previously designated location by the Park District or supervisor to perform a work-related task.

Employees are required to report to their supervisors the use of any prescription drug, which may impair the employee's ability to perform the essential functions of their job with the Park District. This includes, but is not limited to, the use of medical cannabis.

Medical Cannabis

Registered qualifying patients in Illinois may be able to obtain a registry identification card, which allows them to purchase medical cannabis for the treatment of a variety of debilitating medical conditions under the Compassionate Use of Medical Cannabis Program Act. The Act also provides employers with the ability to regulate the use of medical cannabis on employer owned premises and during work hours. The following regulations shall apply to employees of the Park District who may also qualify to obtain legal access to medical cannabis:

1. Employees are strictly prohibited from possessing and/or using medical cannabis on any Park District owned property at any time;
2. Employees are strictly prohibited from using medical cannabis during all work hours;
3. Employees are strictly prohibited from reporting to work under the influence of medical cannabis;
4. Employees may not possess medical cannabis in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;
5. Employees who possess a Commercial Driver's License ("CDL") shall not use or possess medical cannabis; and

Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card, allowing for the use of medical cannabis shall still be subject to all other provisions of the Park District's Alcohol and Drug Abuse Policy.

Recreational Cannabis Use
Recognizing that limited possession and use of cannabis for those over 21 years of age is lawful in Illinois as of January 1, 2020, it remains a controlled substance under federal law. Therefore, employees whose jobs are subject to federal prohibitions, such as those that require Commercial Drivers Licenses ("CDL"), or who work pursuant to certain federal grants, are prohibited from using cannabis under any circumstances, and remain subject to federal prohibitions and testing requirements.

Notice of Convictions
Any employee who is convicted of violating any federal or state criminal drug statute must notify the Park District Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including termination of employment.

ALCOHOL AND DRUG TESTING

Pre-Employment Screening
Each prospective employee is required to sign a consent form and undergo a drug screening, which may be administered by the Park District. Full time prospective employees will have 10 business days from written acceptance of their offer letter to undergo testing. Prospective employees may also be required to undergo initial or follow-up testing by a physician, clinic, hospital laboratory or medical facility chosen by the Park District at the Park District's expense.

Reasonable Suspicion
In order to help protect the health and safety of employees and the public and to maintain a drug and alcohol-free workplace, the Park District may conduct drug and alcohol testing if a supervisor has a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol at work.

A supervisor shall have a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol if the employee demonstrates specific, articulable symptoms while working that lead the supervisor to have a good faith belief the employee is under the influence. A supervisor will use the PDRMA Drug and Alcohol Impairment and Reasonable Suspicion Observation Form to clearly document the specific, articulable observations and behaviors that create a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, or other unlawful substances).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions)

- negligence or carelessness in operating equipment or machinery
- disregard for the safety of the employee or others
- carelessness that results in any injury to the employee or others.

When reasonable suspicion testing is warranted, the employee's supervisor and Human Resources will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by the employee will be treated as a positive drug test result and will result in immediate termination of employment.

Testing Conducted
The Park District may test for alcohol and any controlled substance or cannabis (when reasonable suspicion exists or when the employee is subject to federal or state prohibitions). Employees are required to sign a consent form, cooperate with any authorized testing, or follow-up testing, and execute any and all releases necessary to provide the Park District with the results of any test. Failure to cooperate or execute required releases will be grounds for discipline up to and including termination. The procedures of the physical testing and examination will be those set by the ~~Park District (if testing or examination is administered by the Park District) or the~~ medical clinic or laboratory designated by the Park District and will be followed by the employee.

VIOLATIONS OF THE ALCOHOL AND DRUG ABUSE POLICY

Disciplinary Action Steps
Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or being impaired while on duty under the influence of legal drugs may be disciplined up to and including termination from employment. Prior to issuing any final disciplinary action, the Park District will afford the employee a reasonable opportunity to contest the basis of the determination.

In lieu of termination, the Park District may require an employee to successfully complete substance abuse evaluation assessment, treatment and/or counseling at the employee's expense.
Employees participating in a drug or alcohol treatment program will be allowed to use any paid time off benefits they have accrued; however, any time off necessary to participate in any drug or alcohol treatment program will be either unpaid or paid by the use of the employee's accumulated but unused leave.

An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the Park District. Participating in a treatment program will not, in and of itself, protect the employee from disciplinary action should job performance remain unsatisfactory.

The Park District will maintain medical records confidentially, including records concerning alcohol or drug abuse, diagnosis, and treatment, in a file separate from the regular employee personnel files in accordance with the terms of the Park District's HIPAA Policy. Access will be limited to the terms and individuals identified in the Park District's HIPAA Policy. The Park District will not disclose these records to persons outside the Park District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

4.2 Attendance at Work

All employees are expected to be ready for work in a fit condition at the designated starting time.

4.3 Blogging and Social Media

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. The Oak Brook Park District has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, Instagram, TikTok, YouTube, ~~, and MySpace.~~

Both in professional and institutional roles, employees need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with clients, parents, members, donors, media, and other District constituents apply online as in the real world. Employees are liable for anything they post to social media sites.

a) Policies for All Social Media Sites, Including Personal Sites

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about Oak Brook Park District, residents, nonresidents or employees. Adhere to all applicable district privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action or termination.

- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of the district.

- **Don't use Oak Brook Park District logos for endorsements:** Do not use the Oak Brook Park District logo or any other agency images or iconography on personal social media sites. Do not use the Oak Brook Park District's name to promote a product, cause, or political party or candidate.

- **Respect Park District time and property:** Park district computers and time on the job are reserved for park district-related business as approved by supervisors. ~~There are 15 minutes per day allotted to social media sites per user. After this time has expired, users will be timed out until the next day.~~

- **Coexisting with park district participants:** Oak Brook Park District employees, summer staff and volunteers shall refrain from any proactive one-on- one communications with Oak Brook Park District customers (including teens) on social networking sites. They may accept invitations to profiles, groups, and events, but may not initiate any type of communication with customers or teens. Responses to customer and teen-initiated communications should be limited

to those that are park district-related. Public one-on-one communications (i.e. posting a comment to a wall) are discouraged at all times

Park District employees, summer staff and volunteers agree not to use a social networking profile, group page, blog, or other Internet medium to discuss behavior that is prohibited by park district policy or the Code of Conduct, including, but not limited to, alcohol or drug use, sexual behavior, delinquent behavior, etc.

- **Terms of service:** Obey the Terms of Service of any social media platform employed.

b) Best Practices

- **Think twice before posting:** Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the Park District. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. ~~If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the marketing manager.~~

- ~~**Strive for accuracy:** Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the park district in any capacity. (See "Park District Social Media" below.)~~

- **Be respectful:** Understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the park district and its institutional voice.

- ~~**Remember your audience:** Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective sponsors, current sponsors, residents, nonresidents, current employers, board members, colleagues, and peers. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.~~

- **On personal sites,** identify your views as your own. If you identify yourself as an Oak Brook Park District employee or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

- ~~**Photography:** Photographs posted on social media sites easily can be appropriated by visitors. Consider adding a watermark and/or posting images at 72 dpi and approximately 800x600 resolution to protect your intellectual property. Images at that size are sufficient for viewing on the Web, but not suitable for printing.~~

c) Park District Social Media Sites

- **Purpose of Park District Social Media Sites:** The Park District will utilize social media to increase our presence on the web, and develop conversational platform with our constituents that is both informational and promotional.

- **Content and Monitoring:** The Marketing Department is ~~Manager and IT Manager are~~ responsible for the content of and monitoring all park district pages. Departments or employees that would like to contribute content or create a new social media promotion must contact the Marketing Manager.

- **Approval:** The Executive Director must approve all social media sites, promotion and communications that assume the Park District voice.

- **FOIA Requests:** The Illinois Freedom of Information Act states that "Written requests may be submitted to a public body via personal delivery, mail, telefax, or other means available to the public body" *(5ILCS 140/3 (c))*. Therefore, if a member of the public posts a comment on an agency's account that clearly requests certain records, it will be construed as a valid FOIA request. The M~~m~~arketing M~~m~~anager will forward all available information to the FOIA officer to address or clarify the request. The Park District will make a reasonable effort to ensure that contact information for FOIA requests is available on social sites.

- ~~**Acknowledge who you are:** If you are representing Oak Brook Park District when posting on a social media platform, acknowledge this.~~

- ~~**Link back to the Park District: www.obparks.org is the only official website of the Oak Brook Park District.** Whenever possible, link back to the Oak Brook Park District web site. Ideally, posts should be very brief, redirecting a visitor to content that resides within the Oak Brook Park District web environment.~~

- ~~**Protect the Park District voice:** Posts on social media sites should protect the park district's institutional voice by remaining professional in tone and in good taste. No individual Oak Brook Park District department or program should construe its social media site as representing the park district as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or program rather than to the park district as a whole.~~

4.4 ~~Break Time for Nursing Mothers~~ Nursing Mothers in the Workplace

The Fair Labor Standards Act (FLSA), as amended March 23, 2010 when the Patient Protection and Affordable Care Act (PPACA) took effect, requires employers to provide reasonable break time for nursing mothers to express breast milk for up to one year following the child's birth.

The District's "~~Break Time for Nursing Mothers Policy~~Nursing Mothers in the workplace" outlines guidance for compliance with the law, and prohibits discrimination and/or harassment of employees who exercise their right under this policy. This policy establishes standards for breastfeeding and expressing milk for a nursing mother while at work.

Employees shall be provided a place to express their milk. The location provided will be private and functional as a space for expressing breast milk. A bathroom, even if private, is not a permissible location.

Employees shall be provided flexible paid breaks to accommodate milk expression.

Supervisors who receive an accommodation request will work with the ~~Human Resource Manager~~Human Resource & Risk Manager to review available space (private space with a secured door) and notify employee of appropriate space use.

4.5 Children in the Workplace

The presence of children in the workplace with an employee parent during an employee's workday is inappropriate and is to be avoided except in extraordinary emergency situations. This policy is established to avoid disruptions and distractions in job duties of the employee and co-workers, reduce property and general liability, and help maintain the District's professional work environment.

Childcare is the personal responsibility of the employee and it is the further responsibility of the employee to prearrange for childcare in the event of an emergency. Bringing a child to work with the employee is only an option when all other emergency options have been exhausted.

If bringing a child to work with the employee is unavoidable, the employee must contact their supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working. Factors the supervisors will consider are the age of the child, how long the child needs to be present, the work environment in the employee's area, and any possible disruption to the employee's and co-workers' work. If the supervisor determines that it is not appropriate for the child to accompany the employee parent to the workplace, the employee will be required to take vacation or personal leave, with or without pay. Consideration will not be given to allowing a child with an illness to come to work with the employee.

A child brought to the workplace in unavoidable situations will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times. The District will accept no liability for property damage or personal injury resulting from the presence of the child in the workplace and, by bringing the child to the workplace, the employee parent agrees to accept total responsibility for such liability. If an employee parent finds it necessary to bring a child to the workplace an excessive number of times, as determined by the supervisor, the employee parent may be subject to disciplinary action, up to and including termination.

4.6 Chronic Illness

It is the policy of the District to ensure a safe and healthful workplace for all employees and to prohibit arbitrary discrimination in the event an employee becomes afflicted with a chronic illness/disease.

In the event that an employee incurs a medical condition or disease that may affect the health or safety of the employee, co-workers, or the public, the employee has a responsibility to seek appropriate medical care. When the District becomes aware of an employee's medical condition, the District will take the appropriate medical action based on the doctor's recommendation about the employee's ability to work.

Eligible employees with a chronic illness/disease are entitled to participate in District-sponsored benefits plan, group insurance, sick leave, medical leave, family leave, and any other benefits or leave for which they would otherwise be eligible.

In addition, supervisory employees are responsible for making all employment decisions relating to individuals with a chronic illness/disease in a non-discriminatory manner. This includes hiring, promotion, pay, benefits, training, discipline, termination of employment, or other terms or conditions of employment.

4.7 Donations (Acceptance of)

Any and all donations to the District shall be referred to the Executive Director for consideration, review, approval, or further direction as to use of any accepted donation and acknowledgement to the donor.

4.8 Donations (Giving of)

The Marketing Department will oversee the giving of donations from the District. The Executive Director must approve all donations. The District's Board must approve all monetary donations. All donations will be restricted to events and organizations sponsoring events in Oak Brook, and the following bordering communities: Oakbrook Terrace, Elmhurst, Western Springs, Westchester, Downers Grove, Clarendon Hills, Westmont, Hinsdale, LaGrange, and Villa Park.

Only one donation per organization will be made per calendar year. All gift certificate donations will expire one year from the date of issuance. The District will supply, with each donation, a certificate and an information sheet explaining all terms of the donation.

4.9 Dress Code (Revised 9/21/2020)

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

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

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

The District will provide Oak Brook Park District apparel to employees who are required to wear uniforms while on duty. In accordance with the department's dress code and each employee's job description, shirts, sweatshirts, caps/hats and other protective gear may be required. While on duty, only apparel with the "Oak Brook Park District" embroidery or screen print shall be worn by

employees. Employees shall not wear any District issued apparel when not on duty or while exercising/working out. Apparel with affiliate or sponsor logos may be worn with supervisor approval.

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

Front-line Employees

Employees having direct contact with the public are responsible for wearing an "Oak Brook Park District" nametag and shirt. ~~–~~These employees include: Front Desk Employees, Fitness Floor Employees, Program Instructors and Personal Trainers. ~~–~~The District will provide "Oak Brook Park District" shirts and nametags. Employees are required to return nametags and shirts to their supervisors upon termination of employment.

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

Aquatic Center Employees

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

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

Park Maintenance, Facility Maintenance and Janitorial Employees

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

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

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

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

Executive and Administrative Employees

Employees are expected to dress in business casual attire Monday through Thursday. Exceptions to the business casual code will only be permitted if necessary, to perform a specific job function or on Casual Friday. Employees that are provided with logoed apparel by the Park District will be required to wear such items during regularly scheduled group activities and other annual special events, as directed by the Executive Director.

Minimum business casual dress includes:

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

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

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

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

"Casual Friday" dress includes:

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

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

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

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

Dress Code Infractions

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

First Offense: A verbal warning will be issued.
Second Offense: A written warning will be issued and the employee will be sent home to change.
Third Offense: Employment may be terminated.

4.10 Driving on District Business

The District is committed to promoting safe and responsible driving for all of its employees. Employees who operate District-owned, leased/rented, or personal vehicles during the performance of their jobs must follow the rules and meet the driving record qualifications as established in the Vehicle Policy (Oak Brook Park District Safety Manual). Since the District has the sole discretion in determining who may drive in the course of District business, the District has the right to review any appropriate documents including driving records, proof of a valid license, automobile insurance information etc. and must be made aware of any driving violations, changes to driver information and driver status immediately. Any individual who is in violation of the safety expectations identified herein or in the vehicle policy may be subject to disciplinary action by the District, up to and including termination of employment.

4.11 Emergency Closing and Scheduled Facility Closure

Emergency Closing:

On occasion, due to inclement weather, power outages, national crisis, or other emergency situations, the District may close its facilities for all or part of a normally scheduled workday. Supervisors will notify employees by email, text or phone if the facility will be closed. The Oak Brook Park District also participates in the Emergency Closing Center System in which radio and television stations report on emergency closings of schools, organizations, and businesses. Announcements of the closings are broadcasted on WGN Radio 720-AM, WBBM Radio 780-AM, or televised on CBS Channel 2, NBC

Channel 5, ABC Channel 7, WGN-TV Channel 9, or CLTV cable. The Emergency Closing Center also posts the information on their website: www.emergencyclosingcenter.com.

Depending on the type of emergency, certain services of the District may continue, for example, park maintenance crews scheduled for snow plowing during a snow storm. The District's directors and/or their designated representative will contact employees in essential operations to set the schedule for work. The emergency work schedule shall be determined so as to meet the needs of the District and maintain the safety of the employees and patrons.

The determination of whether an absence or tardiness is weather-related will be left to the discretion of an employee's immediate supervisor. Supervisors are expected to make employee safety a top priority.

The following guidelines shall govern whether or how an employee will be compensated in these situations:

- When operations are officially closed due to emergency conditions, the time off from scheduled work for full-time employees will be paid.

- Full-time employees in essential operations may be asked to work on a day when facilities are officially closed. In these circumstances, full-time employees who work will receive pay at their regular hourly rate for hours worked.

- Employees who have scheduled use of paid time off (PTO) benefit hours on the day of an emergency closing will be paid for those PTO benefit hours as previously approved.

- An employee, who for personal reasons, wishes to leave work early during severe weather conditions may do so with the permission of their supervisor and may opt to deduct such time from their accrued vacation, personal, or compensatory time.

- If an employee is unable to report for work, but the program/facility for which they work is open, the employee (whether exempt or non-exempt) will not be paid for that day unless the employee opts to deduct such time from their accrued vacation, personal, or compensatory time.

Scheduled Facility Closure:

When a facility is <u>scheduled</u> to be closed on a limited basis for a foreseen purpose (i.e., special event, building maintenance) at the direction of the Executive Director, full-time staff affected by the closure shall be compensated for the hours the facility is scheduled to be closed that fall within their <u>regular established work schedule, up to a maximum of 8 hours/day</u> (maximum 10 hours/day for employees with a 4/day work week schedule). If the full-time employee is not normally scheduled to work that day, they will <u>not</u> be compensated for the time the building is closed.

If a full-time employee is <u>scheduled to work the full day or is using paid time off (PTO) benefit hours</u> (personal hours, vacation hours, compensatory, scheduled sick hours for a doctor appointment) on the

day the building closure occurs, to the employee shall record their time as follows: actual worked hours, unpaid meal break if applicable, and paid time off hours that occur prior to the scheduled building closing time and then record the balance of hours occurring after the scheduled building closure time as "BLD" type hours for a maximum of 8 hours in the work day (maximum 10 hours/day for employees with a 4/day work week schedule). If a full-time employee has scheduled the use of paid time off (PTO) benefit hours for their entire regularly established work day on the day the building closure occurs, the employee shall not be eligible to record any "BLD" type hours.

Example #1: Regular established work schedule 8:30 am – 5:00 pm (less a 30-minute meal break)
If the building is scheduled to be closed at 1:00 pm, an employee who works from 8:30 am until 12:30 pm and does not take a meal break, would record 4 hours worked plus 4 "BLD" hours on their time record.

Example #2: Regular established work schedule 4:30 am – 1:00 pm (less a 30-minute meal break)
If the building is scheduled to be closed at 1:00 pm, an employee who begins work at 4:30 am, ***takes the required 30-minute meal break,*** *and ends work at 1:00 pm, would record 8 hours worked and .5 hour unpaid meal break.*

Example #3: Regular established work schedule 7:00 am – 3:30 pm (less a 30-minute meal break) with PTO used a portion of the day
If the building is scheduled to be closed at 1:00 pm, an employee who works from 7:00 am until 11:00 am, then leaves for a scheduled doctor's appointment and does not return, would record 4 hours worked, 2 hours sick time, and 2 "BLD" hours on their time record.

Example #4: Regular established work schedule 8:30 am – 5:00 pm (less a 30-minute meal break) with PTO used the full day
If the building is scheduled to be closed at 1:00 pm, an employee who is scheduled to use vacation time for the full day, would record 8 hours vacation on their time record.

4.12 Gifts

No employee may accept any gift, reward or gratuity of any kind, or grant any special favor to others. If a gift, gratuity, or reward is offered to an employee, the employee shall immediately report it to their supervisor, who will consult with the Executive Director as to whether a gift, reward or gratuity should be retained by the employee. All decisions concerning the acceptance of gifts, rewards or gratuities shall be made by the Executive Director in accordance with the Illinois Gift Ban Act. In all instances where a gift, reward or gratuity must be declined, an employee should do so graciously and tactfully.

4.13 Identity Protection

The District has approved three important policies regarding identity protection:

- Identity Theft Prevention – Customer Information Policy
- Identity Theft Prevention – Social Security Numbers Policy
- Data Security Policy

These policies are mandated by law and are in response to the ever-growing crime of identity theft. *Identity Theft is a* fraud committed or attempted using the Identifying Information of another person without authority. The District's Safety Manual contains these policies in their entirety. Highlights of the policies are presented below. All employees shall take every precaution to protect the identity of any individual.

Identity Theft Prevention – Customer Information Policy

Pursuant to the Federal Trade Commission's "Red Flag" Rules under the *Fair and Accurate Credit Transactions Act of 2003 (Section 114)*, the District has implemented a Program to detect, prevent, and mitigate instances of Identity Theft, and provide for identification, detection, and appropriate response to patterns, practices, or specific activities, known as "Red Flags", which could indicate Identity Theft in the fraudulent use of credit cards, membership or registration accounts of the District's patrons.

The employees of the District that interact directly with patrons on a day-to-day basis shall have the initial responsibility for monitoring the information and documentation provided by the patron or any third-party in connection with the opening of new accounts, modification of, or access to existing accounts and the detection of any Red Flags that might arise.

The Executive Director or a designee shall see to it that all employees who might be called upon to assist a patron are properly trained so that they have a working familiarity with the relevant Red Flags identified in this Program, and so as to be able to recognize any Red Flags that might surface in connection with the transaction. An employee who is not sufficiently trained in this Program shall not have the authority to provide the patron with any service transaction without the direct supervision and specific approval of a management employee. Employees shall receive additional training as appropriate, as changes to the Program are made.

All management employees shall be properly trained so that they can recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may be present. Management employees shall be responsible for making the final decision on any such unresolved Red Flags.

For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the District's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to those employees who need to know them for purposes of preventing Identity Theft in the use of credit cards, and/or patron membership/registration accounts. However, any employee who has suspicion of fraudulent use of credit cards or personal identity of any individual shall immediately report such concern to their immediate supervisor.

Identity Theft Prevention – Social Security Numbers Policy

Pursuant to the requirements of the *Identity Protection Act (5 ILCS 179/1 et seq.)* the District has established a Program to protect social security numbers from unauthorized disclosure.

No person acting on behalf of the District may do any of the following:

1. Publicly post or publicly display in any manner an individual's social security number.

2. Print an individual's social security number on any card required for the individual to access products or services provided by the District.

3. Require an individual to transmit their social security number over the Internet, unless the connection is secure or the social security number is encrypted.

4. Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, and electronic mail or any similar method of delivery, unless State or Federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision of the Act or this policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under the Act or this policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

Except as otherwise provided in the Act or this policy, no person may do any of the following:

1. Collect, use or disclose a social security number from an individual, unless:
   a.) Required to do so under State or Federal law, rules or regulations, or unless the collection, use or disclosure of the social security number is otherwise necessary for the performance of the District's duties and responsibilities;

   b.) The need and purpose for the social security number is documented before collection of the social security number; and

   c.) The social security number collected is relevant to the documented need and purpose.

2. Require an individual to use their social security number to access an Internet website.

3. Use the social security number for any purpose other than the purpose for which it was collected.

4. Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by the Act or this policy.

All District employees who have access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Such training shall

include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Data Security Policy

The District acknowledges that safeguarding sensitive data in files and on computers makes good business sense. Loss of confidential customer and/or employee data can lead to lawsuits, the erosion of trust in the District and affect our reputation in the community. The Data Security Policy serves to set standards for collecting, securing, and disposing of sensitive personal information. The policy, in accordance with the *Illinois Personal Information Protection Act (815 ILCS 530)*, also establishes specific steps to be taken upon discovery of a security breach. All employees are responsible for adhering to the procedure provided in this policy to secure personal information held by the District.

4.14 ~~Non-Compete,~~ Non-Disclosure of Confidential Information~~and Non-Solicitation~~

The District has the right to protect its valuable intellectual property rights and maintain the confidentiality of patron contacts and relationships, program and service planning information, or similar business information. Protection of confidential business information is vital to the interests and success of the District. Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, and possible legal action, even if they do not actually benefit from the disclosure of the information. Such information includes, but is not limited to: information about the operations and policies of the District, patron information and databases, unique marketing tools, brochures or advertisements, and/or personal information concerning the District's employees.

4.15 Non-Discrimination and Anti-Harassment

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice and harassment.

It is the responsibility of each and every employee, officer, official, park commissioner or board member, agent, volunteer, and vendor of the District as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of actual or perceived harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of their actual or perceived gender (including gender identity or expression), sex race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment based on these stated characteristics, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

Definitions of Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:

   a.) Submission to the conduct is made, either implicitly or explicitly, a condition of the individual's employment;

   b.) Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or

   c.) The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

   Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

   It is a policy of the District to prohibit harassment of any person by any District employee, District commissioner, or District agent on the basis of sex or gender. All District employees, District commissioners, and District agents are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, pregnancy, childbirth, medical condition related to childbirth or pregnancy, age,

national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, or any other characteristic protected by law or that of an individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events and any other location where the individual is assigned to perform their job duties.

Retaliation Is Prohibited

The District prohibits retaliation against any individual because they report discrimination, harassment, or retaliation, participates in an investigation of such reports, and/or files a charge of discrimination, harassment or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment.

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. This policy applies to all full-time and part-time employees. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy shall require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment, discrimination, or retaliation of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to the offending person, your immediate supervisor, ~~department director~~Department Head, and/or the Executive Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

Your response to harassment in the workplace may include any or all of the following steps:

- **Direct Communication with Offender**: If there is harassing, discriminatory, or retaliatory behavior in the workplace toward you or you witness such behavior, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s). clearly stating the conduct is unwelcome and that the offending behavior must stop. However, you are not required to directly confront the person who is the source of the report, question, or complaint before notifying the persons identified below as those designated to receive such reports, questions or complaints. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.

- **Report to Supervisory and Administrative Employees**: At the same time direct communication is undertaken with the offender, or in the event you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor or ~~department director~~Department Head. If you feel uncomfortable doing so, or if your immediate supervisor and/or ~~department director~~Department Head is the source of the problem, condones the problem or ignores the problem, the offending behavior should be reported directly to the Executive Director.

- **Report to President of the District's Board**: If the Executive Director is the source of the problem, condones the problem, or ignores the problem, you should immediately contact the President of the District's Board.

- **Report to Executive Director:** A person objecting to offending behavior may also report incidents of harassment or discrimination directly to the Executive Director. The Executive Director or a designee will promptly investigate the facts and take corrective action when an allegation is determined to be valid.

- **Complaint Against a Board Member:** If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the District, the allegations should be reported to the Executive Director, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment or retaliation. If a complaint is made against an elected official of the District under this Section, the matter must be referred to the District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Executive Director or an independent attorney or consultant and will be

independently reviewed by a committee made up of other board members who are not the subject of the allegations.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the Illinois Human Rights Act. Further, the IDHR maintains a hotline (phone: 877-236-7703) for confidential reports of sexual harassment.

Harassment Allegations Against Non-Employees/Third Parties

If you make a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, Human Resources and the Executive Director will investigate the incident(s) and determine the appropriate remedial action, if any. The District will take reasonable efforts to protect you from further contact with such persons when warranted or will take other reasonable steps to remediate the situation.

Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint reporting procedure.

~~***Important Notice to All Employees***~~	~~Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this complaint reporting procedure.~~

Harassment Allegations by Elected Officials Against Other Elected Official

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

Harassment of Non-Employees

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Executive Director. If the Executive Director is implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Board President as appropriate and, if warranted, reasonable remedial measures will be taken. For purposes of this Section, a "non-employee" means a person who is not otherwise an employee of the District and is directly performing services for the employer pursuant to a contract with the District.

Responsibility of Supervisors and Witnesses

Any supervisor or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, or retaliation of or by any individual should immediately advise the Executive Director who will investigate the conduct promptly and take prompt remedial action if the

allegations are substantiated. All employees are encouraged to report incidents of harassment, discrimination and retaliation, regardless of who the offender may be or whether or not the reporting employee is the intended victim.

The Investigation

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. At no time will personnel involved in the alleged discrimination, harassment or retaliation conduct the investigation. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. *However, it is impossible to guarantee absolute confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary.* The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The District reserves the right and hereby provides notice that third parties may be contacted to investigate claims of harassment, discrimination or retaliation. All employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

After investigation, the District will determine whether a complaint of harassment, discrimination or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action for a substantiated complaint may include, for example, training, referral to counseling, and/or disciplinary action (such as a warning, a reprimand, withholding of a promotion or pay increase, a reassignment, a temporary suspension without pay, or termination of employment) as the District believes appropriate under the circumstances.

False and Frivolous Complaints

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including termination of employment.

While the District hopes to be able to resolve any complaints of harassment, discrimination or retaliation within the District, the District acknowledges the right of individuals to contact the Illinois Department of Human Rights (IDHR) (James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601) about filing a formal complaint. The IDHR also has a reporting hotline (877-236-7703), which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor in Suite 5-100. If the IDHR does not complete its investigation within 365 days, an individual may file a complaint directly with the HRC between the 365th and the 395th day.

4.16 Outside Work

Commented [AS5]: Under PDRMA/Attorney Review

All District employees who secure outside employment or provide their services for pay outside of the District shall notify their immediate supervisor and the Executive Director in writing in advance of accepting ~~of~~ such employment or arrangement. Approval of the employee's outside employment or other arrangement shall be at the sole discretion of the immediate supervisor and the Executive Director. Employees must avoid outside employment or entering into other arrangements that creates a conflict of interest (or the appearance thereof). Employees are expected to prioritize their employment and required duties with the District. Any~~The~~ outside employment or arrangement may not interfere with the employee's performance of their normal duties with the District, availability during normal hours, or in any way bring discredit to the District. If an employee's outside employment (or other similar arrangement) creates, or appears to create, a conflict of interest, interferes with the employee's performance of their normal duties or availability during work hours, or in any way brings discredit to the District, in the District's sole discretion, the Executive Director can require an employee to terminate such outside employment or arrangement. Failure to terminate outside employment (or other similar arrangements) when directed may result in discipline up to and including termination. Furthermore, the employee is not permitted to receive outside compensation for performing any work on District time.

No employee may, during their employment with the District, engage in any solicitation of District patrons, customers, and/or clients for the purpose of providing services that directly competes with those provided by the District. For example, a tennis instructor may not solicit District patrons to purchase private tennis lessons through the instructor instead of through the District.

4.17 Political Activity

All District employees are encouraged to exercise their individual right to vote as citizens. However, except as otherwise provided by law, employees shall not use their authority, position or title as a District employee as a means of influencing an election. Further, employees shall not solicit campaign funds on behalf of candidates for District offices, take an active part in a political campaign on behalf of any candidate for office, or take part in the management of political activity on any level while on duty, or while wearing or utilizing any equipment, wearing apparel or supplies owned or provided by the District.

4.18 Public Relations

It is expected that all District employees will be a credit to and exhibit loyalty to the District. Employees are expected to be courteous to the public, their fellow workers, and supervisors.

4.19 Romantic Relationships

Consenting "romantic" or sexual relationships involving an employee that is related to their employment, job duties, and/or responsibilities with the District, including, but not limited to, relationships between employees~~,~~ (especially between a supervisor and an employee)~~,~~ or between an employee and~~-~~ a patron, may at some point lead to ~~unhappy complications and~~ significant difficulties

for all concerned – the employee, the supervisor and the District. Any such relationship may, therefore, be disruptive to operations and thus contrary to the best interests of the District.

Accordingly, the District strongly discourages such relationships and any conduct (such as dating between a supervisor and an employee) that is designed or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship. Specifically, employees are prohibited from engaging in conduct when interacting with a patron which is intended or may reasonably be expected to lead to the formation of a "romantic" or sexual relationship with a patron.

By its discouragement of romantic and sexual relationships, the District does not intend to inhibit the social interaction (such as lunches or dinners or attendance at entertainment events) that are or should be an important part or extension of the working environment; and the policy articulated above is not to be relied upon as justification or excuse for a supervisor's refusal to engage in such social interaction with employees.

If a romantic or sexual relationship ~~between employees or between a supervisor and an employee~~related to an employee's employment, job duties, and/or responsibilities should develop, it shall be the responsibility and mandatory obligation of the employee or supervisor to promptly disclose the existence of the relationship to their ~~department director~~Department Head.

The District recognizes the ambiguity of and the variety of meanings that can be given to the term "romantic". It is assumed, or at least hoped, however, that either or both of the parties to such a relationship will appreciate this meaning of the term as it applies to either or both of them, and that they will act in a manner consistent with this policy.

The ~~department director~~Department Head shall inform the Executive Director and others who need-to-know of the existence of the relationship, including in all cases the person responsible for the employee's work assignments.

Upon being informed or learning of the existence of such a relationship, the District may take all steps that it, in its discretion, deems appropriate. If the relationship involves an employee and supervisor, a~~A~~t a minimum, the employee and supervisor will not thereafter be permitted to work together on the same matters (including matters pending at the time that disclosure of the relationship is made), and the supervisor must withdraw from participation in activities or decisions (including, but not limited to, hiring, evaluations, promotions, compensation, work assignments and discipline) that may reward or disadvantage any employee with whom the supervisor has or has had such a relationship.

In addition, and in order for the District to deal effectively with any potentially adverse consequences such a relationship may have for the working environment, any person who believes that they have been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make their views about the matter known to the ~~department director~~Department Head, the ~~Human Resource Manager~~Human Resource & Risk Manager, or the Executive Director.

This policy shall apply without regard to gender and without regard to the sexual orientation of the participants in a relationship of the kind described.

4.20 Safety and Reporting Employee Injury

The District is committed to providing a safe and healthful working environment for all District employees. Employees are responsible for performing their job duties in a safe manner, following all applicable safety procedures. Failure to follow safety procedures of the District is subject to disciplinary action up to and including suspension or termination of employment. In the event of any accident or injury to the employee while on the job, the employee must report the incident immediately to their supervisor within 24 hours of the incident. The supervisor is responsible for completing and providing an incident investigation report to the District's Safety Coordinator and Executive Director within 24 hours of the incident. Any employee injured on the job may be instructed to report for a medical examination and/or treatment. Failure to timely report such injury or to report for treatment may result in a forfeiture of the employee's rights in accordance with the provisions of the Illinois Workers' Compensation Act.

4.21 Smoke Free Workplace

Consistent with the Smoke Free Illinois Act and the District's General Use Regulations Ordinance, the Oak Brook Park District is committed to protecting everyone from exposure to second-hand smoke from any kind of lighted smoking equipment.

All Park District facilities and parks have been designated to be smoke-free. This includes offices and work areas, restrooms, conference and meeting rooms, lunch rooms, playgrounds, athletic fields, picnic areas, and all other areas within the District's operation. Smoking is also prohibited in all District vehicles, whether on District Property or not.

All employees and visitors must comply with this policy, without exception. Any employee who violates this policy may be subject to disciplinary action, up to and including termination.

4.22 Staff Solicitation

Any solicitation by an employee to obtain sponsorships from other employees for charity or school events or to sell goods, products or services to other employees, shall comply with the following guidelines:

1. No active, person-to-person solicitation shall be allowed, and all solicitation shall be by posting or disseminating information or notices as provided herein.

2. No employee will be allowed to set up a table at the District to disseminate information or sell goods, products or services.

3. Employees may be allowed to post information or notices, for no longer than two weeks at a time, for the purpose of soliciting sponsorships or selling goods, products or services to other employees; provided that such information or notices shall be posted in the break room ~~only on bulletin boards at the time clock and copy machine;~~ and further provided that advance approval must be obtained from the Executive Director.

4. Employees may be allowed to disseminate information or notices for the purpose of soliciting sponsorships or selling goods, products or services to other employees by placing such information or notices in employee mailboxes; provided that advance approval must be obtained from the Executive Director.

5. Posting or dissemination of information or notices will be permitted only if the information or notices posted or disseminated do not:
   a.) Unreasonably disturb or interfere with District business;

   b.) Harass, embarrass, or intimidate persons who are being solicited; or

   c.) Involve any message that is discriminatory, hateful, obscene, profane or libelous, or which is likely to incite or produce imminent lawless action, as determined in accordance with the standards for such content that have been or are established by law.

6. An employee who violates this policy may be subject to discipline up to and including termination of employment

4.23 Unauthorized Absence

Any unauthorized absence of an employee of the District shall be without pay and shall subject the offending employee to corrective disciplinary action, up to and including termination of employment. Any employee who is absent without approval for a period of three consecutive working days shall be deemed to have abandoned their position and to have resigned.

4.24 Violence in the Workplace

The safety and security of all employees is of primary importance at the District. Threats, stalking, threatening and abusive behavior, or acts of violence, including any threat of or action to cause bodily harm or property damage to employees, visitors, patrons, 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.

All employees are responsible for notifying their supervisor, ~~department director~~Department Head, and the Executive Director of any violations of this policy. 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 patron.

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 immediately be made to 911.

4.25 Weapons in the Workplace

Employees may not possess or use any weapons, while on District property or while conducting District business, in accordance with the Illinois Firearm Concealed Carry Act. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, and any chemical whose purpose is to cause harm to another person. Please note that this law applies regardless of whether an employee possesses a concealed weapon permit or is allowed by law to possess a weapon.

Employees who violate this policy will be subject to disciplinary action, up to and including employment termination.

4.26 Work Schedules and Meal Breaks

The hours of operation for the District will be established by the Executive Director and anyone properly designated by the Executive Director. It is normal practice of the District to have employees available as necessary and appropriate from Monday through Sunday.

It is the policy of the District to arrange employee work schedules as necessary to accommodate the requirements of the District's operations and the needs of the District's residents. Hours of work shall be established for each position as part of the job description for that position, subject to any changes in the schedule by the Executive Director or the employee's immediate supervisor. Full-time employees of the District are employed for the totality of work required in a given position and they are expected to be on duty when the need exists for their service. All employees are expected to work all scheduled hours, and the District reserves the right to adjust the work schedule of any employee if such adjustment is in the best interests of the District.

All employees working 7.5 ~~7 1/2~~ or more consecutive hours per day are required to take a minimum 30-minute unpaid meal break. The meal break should be scheduled within the first five (5) hours of an employee's shift, and the meal break deduction should be documented on the employee's time record.

All non-exempt employees working 20 hours or more in a calendar week (Sunday – Saturday) shall receive 24 consecutive hours of rest in that calendar week.

A department's supervisory personnel should avoid taking vacation time, personal time, or compensatory time at the same time as one another. It is the responsibility of the ~~department director~~Department Head~~s~~ to make sure other directors or employees are available to cover the operations of their department in the absence of the ~~department director~~Department Head.

4.27 Working Remotely - Telecommuting (New 9/21/2020)

Objective

Telecommuting allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Oak Brook Park District (the "District") considers telecommuting to be a viable, flexible work option when both the position and the nature of the job responsibilities are suited to such an arrangement. Telecommuting may be appropriate for some positions, but not for others.

Telecommuting is not an entitlement, it is not a companywide benefit, and it in no way changes the terms and conditions of employment with the District.

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

The District will review an approved telecommuting arrangement on a regular basis to determine whether approval for continuation is warranted. Any telecommuting arrangement may be discontinued at any time, with or without notice, at the discretion of the District. Notwithstanding the foregoing, every effort will be made to provide advance notice of such change to accommodate commuting, child-care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible. An employee may discontinue a telecommuting arrangement at any time.

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

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

- Employee suitability: Assessment of the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuting.
- Job responsibilities: Job responsibilities will be reviewed to determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues: Physical workspace needs, the proposed location for the telework, and any scheduling issues will be reviewed.
- District operations: Assessment of whether the employee's telecommuting arrangement will not adversely impact the District's operations.

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

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

Evaluation of telecommuter performance during the trial period will include regular interaction by phone and e-mail between the employee and the manager, and weekly face-to-face meetings to discuss

work progress and problems. At the end of the trial period, the manager will evaluate and recommend whether continuance of the telecommuting arrangement be approved and, if so, the manager will provide any recommended modifications to the arrangement.

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

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

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

Equipment

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

Equipment supplied by the District will be maintained by the District. Equipment supplied by the employee, will be maintained by the employee. The District accepts no responsibility for damage or repairs to employee-owned equipment. The District reserves the right to make determinations as to appropriate equipment for the employee's teleworking needs, subject to change at any time. Equipment supplied by the District is to be used by the employee for business purposes only. The employee will not make any changes to security or administrative settings on District equipment, unless otherwise approved. The telecommuter must sign an inventory of all District property received and agree to take appropriate action to protect the items from damage or theft.

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

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

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

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

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

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

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

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

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

4.28 Work-Related Expense Reimbursement (New 11/15/2021)

This Policy is designed to assist employees in reporting and receiving reimbursement for reasonable out-of-pocket expenses incurred while conducting business for, or on behalf of the District. Generally, the Park District anticipates that most employees will not need to incur business expenses in order to perform their job duties. Employees that have been issued a District purchasing card (P-card) should

make a reasonable attempt to use such P-card to pay for any necessary business expenses before deciding to pay for such expenses out-of-pocket.

The District expects employees to act responsibly and professionally when incurring business expenses. The District will reimburse employees for reasonable out-of-pocket expenses incurred on behalf of the District and that are pre-approved by either the Superintendent, ~~Department Director~~Department Head, or Executive Director ("supervisor"). This includes, for example, travel, mileage, tools, uniforms, airfare, accommodations, meals, and purchases made on behalf of the District. Employees must exercise care to avoid impropriety or the appearance of impropriety and adhere to the District's existing purchasing policies, when applicable. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources.

Employees must adhere to the following general guidelines in order to be reimbursed for any expenses:

- The District will reimburse employees only for reasonable expenses incurred to discharge their job duties, that inure for the primary benefit of the District and that have been pre-approved by the employee's supervisor.

- Full-time employees that are not currently approved for a remote work arrangement in accordance with Personnel Policy Manual Section "4.27 Working Remotely – Telecommuting", may also be eligible to receive reimbursement for the costs to purchase eligible safety apparel and non-safety apparel, up to a maximum cost of $250.00 per fiscal year (12-month period). If the District determines that any portion of a reimbursable purchase is taxable income to the employee, the District shall reimburse the employee an additional 20% of the taxable reimbursement amount.

- Original receipts or other documentation evidencing the out-of-pocket expenses are required for reimbursement. Such documentation shall contain sufficient detail to provide the vendor name, a description of the goods and/or services purchased, the quantity and prices of the goods and/or services, and the date that such purchases occurred. If original documents cannot be provided, employees must submit a signed statement explaining the reason such documents are not available.

- All requests for reimbursements and supporting documentation must be submitted to the Finance Department within thirty (30) days of incurring the expense. Expenses not submitted within thirty (30) days may be ineligible for reimbursement and such determination will be arrived at on an individual basis.

- Any reimbursement that exceeds the actual cost incurred by the employee must be returned to the District within thirty (30) days of reimbursement.

When submitting business meal expenses for reimbursement, please include:

- The business purpose, and/or

- The names of the participants and their affiliations or other information establishing a business relationship with the individual incurring the expense.

- Please refer to *Personnel Policy Manual Section 3.10 Professional Development and Reimbursement of Expenses* for more detailed guidelines.

If an employee does not comply with the above guidelines, or an expense is not pre-approved by the District, the employee may be denied reimbursement. In addition, if an expense is incurred as a result of an employee's own negligence or misconduct, such expense may not be reimbursed by the District. Falsification of any expense reimbursement, supporting documentation or other misrepresentations in connection with a request for expense reimbursement is subject to discipline, up to and including discharge, regardless of the falsification's discovery date. Employees will be required to repay the District for reimbursements improperly obtained by the employee.

Certain employees are required by the Park District to have mobile devices or other tools in order to perform their job duties. The Park District will either provide Park District-owned mobile devices or tools to such employees or reimburse them for a portion of their monthly expenses (subject to the guidelines in *Personnel Policy Manual Section 6.11 Work-Related Cell Phone Policy*). If you have any questions about whether you are required to have a mobile device or certain tools to perform your job duties and/or if you are eligible for reimbursement for such expenses, please contact the ~~department Director~~Department Head.

Employees that use personal vehicles for work-related travel will be reimbursed at the federal IRS mileage reimbursement rate if all of the requirements above are met, including that the work-related travel has been approved in advance by their immediate supervisor. Employees will be reimbursed only for mileage in excess of an employee's normal commute to the office.

It is the intention of the District that this policy serves as an "accountable plan" (as described by the IRS) so as to allow employees to exclude such reimbursements from taxable income; however, each employee should consult their own tax advisor to determine how any such reimbursements will affect him/her personally in that regard.

4.29 Whistleblower Protection (SAFE-T ACT) (New 2/21/2022)

Purpose
Pursuant to § 4.1 of the Public Officer Activities Act, 50 ILCS 105/4.1 (the "Act"), the Oak Brook Park District ("District") protects the confidentiality of and prohibits retaliation against any full-time, part-time, or temporary employee or contractor who reports improper governmental action under the Act and this Policy. Confidentiality will be protected to the extent permissible by law unless waived by the employee. The District's Auditing Official will manage and investigate complaints filed under the Act and this Policy in accordance with the following processes and procedures.

Improper Governmental Action
For purposes of this Policy, "improper governmental action" means any action by an employee of the District, an appointed member of a board, commission or committee, or an elected official of Oak Brook Park District that:
Is undertaken in violation of a federal or state law or local ordinance;
Is an abuse of authority;
Violates the public's trust or expectation of their conduct;
Is of substantial and specific danger to the public's health or safety; or,

Is a gross waste of public funds.

The action need not be within the scope of the official duties of the employee, elected official, board member, or commission member to be subject to a claim of improper governmental action.

Improper governmental action does not include the District's personnel actions, including but not limited to: (1) employee grievances or complaints; (2) appointments, promotions, transfers, reassignments, or reinstatements; (3) restorations or reemployment; (4) performance evaluations; (5) reductions in compensation; (6) dismissals, suspensions, demotions, reprimands, or violations of collective bargaining agreements, except to the extent that the action amounts to retaliation.

Confidentiality
The identity of an employee will be kept confidential to the extent allowable by law unless waived in writing by the employee.

The Auditing Official may take reasonable measures to protect employees who reasonably believe they may be subject to bodily harm for reporting improper government action.

No Retaliation
Oak Brook Park District will not retaliate against an employee or contractor who:
Reports an improper governmental action under this Policy or the Act;
Cooperates with an investigation by the Auditing Official related to a report of improper governmental action; or
Testifies in a proceeding or prosecution arising out of an improper governmental action.

Prohibited retaliation means any adverse change in an employee's employment status or terms and conditions of employment. Retaliatory action includes, but is not limited to: (1) denial of adequate staff to perform duties; (2) frequent staff changes; (3) frequent and undesirable office changes; (4) refusal to assign meaningful work; (5) unsubstantiated letters of reprimand or unsatisfactory performance evaluations; (6) demotion; (7) reduction in pay; (8) denial of promotion; (9) transfer or reassignment; (10) suspension or dismissal; or (11) other disciplinary action made because of an employee's protected activity under the Act.

Reporting Procedures
To invoke the protections of the Act and this policy, any employee who is aware of an improper governmental action (as defined above) is required to make a **written** report of it to the District's Executive Director, who serves as our Auditing Official.

Further, any employee who believes that they are being retaliated against in violation of the Act and this Policy must submit a **written** report regarding the retaliation to the District's Auditing Official, within 60 days of learning of the retaliatory conduct.

If the Auditing Official is the individual doing the improper governmental action, then a report may be submitted to any State's Attorney.

Investigation Procedures

Upon receiving a report of alleged improper governmental action, the Auditing Official shall conduct a confidential investigation of report.

The Auditing Official will also notify the employee and all witnesses of the District's policy against retaliation for reporting alleged improper government action or participating in a related investigation or proceeding.

The Auditing Official shall notify the District's corporate counsel and/or the General Counsel of the Park District Risk Management District of the report and seek legal advice regarding the report, investigation, and potential findings and remedies.

The Auditing Official may transfer a report of improper governmental action to another auditing official designee (including, but not limited to, the appropriate State's Attorney) for investigation if the Auditing Official deems it appropriate.

If the Auditing Official (or their designee) concludes that an improper governmental action has taken place or concludes that the any person has hindered the investigation, the Auditing Official shall notify in writing the District's Executive Director and any other individual or entity the Auditing Official deems necessary in the circumstances, including, for example, the President of the Board or other Board Commissioners.

If the Auditing Official determines that an employee has been subjected to retaliation in violation of the Act or this Policy, the Auditing Official may also reinstate, reimburse for lost wages or expenses incurred, promote, or provide some other form of restitution. In instances where the Auditing Official determines that restitution will not suffice, the Auditing Official may make their investigation findings available for the purposes of aiding in that employee's or the employee's attorney's effort to make the employee whole.

The Auditing Official shall maintain records relating to the report, investigation, and findings confidential to the extent allowed by law and shall consult with the District's corporate counsel and/or PDRMA's General Counsel before disclosing such records to any third parties, including, but not limited to, pursuant to a request under the Illinois Freedom of Information Act (IL FOIA).

Other Duties of the Auditing Official
The Auditing Official shall also ensure that each employee receives a written summary or a complete copy of § 4.1 of the Act upon hire and at least once each year of employment.

The Auditing Official shall also ensure that all employees receive a copy of this Policy upon hire and at least once each year of employment, as well as any updates to it, and sign a form acknowledging receipt.

The Auditing Official shall also be familiar with § 4.1 of the Act and any amendments thereto and shall comply with all requirements of the Act.

The Auditing Official shall also respond to questions from employees about this Policy.

*Section 5 has been incorporated into section 2. No changes to content have been made.

Section V~~I~~: District Property and Facilities

Commented [AS6]: Section 6 will be reformatted and renumbered upon approval of changes before 2nd reading.

~~56~~.1 Computer, Email, and Internet Usage

Computers, computer files, the e-mail system, and software furnished to employees are the District's property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored by approved employees only. Employees have no reasonable expectation of privacy for their computer and e-mail usage, and the District reserves the right, by Executive Director approved employees only, to intercept, monitor, copy, view or download computer files and e-mail messages to ensure compliance with this policy. Additionally, all messages sent or received are and remain District property.

Misuse of Computers/E-mail: The District strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, the District prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters. No anonymous messages may be sent, and all e-mail messages shall be signed.

Games: Use of computer games on District computers is prohibited. Installation of personal computer games onto District computers is prohibited. Games installed on District computers may be deleted without notice.

Violations: Employees should notify their immediate supervisor, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Internet Access: Employee Internet access must be authorized by appropriate supervisory employees in each department consistent with prior approval granted by the Executive Director. Internet access is limited to District business as determined by the Executive Director and resources provided for a fee shall be downloaded from the Internet only with the express permission of the Executive Director or their designee. Unauthorized or inappropriate use will be subject to disciplinary action, up to and including termination of employment.

Copyrights: Copyright law may protect certain information on the Internet. Before reproducing or using copyrighted information, employees must consult with a supervisor, as certain reproduction of such information may be prohibited.

Access Upon Termination of Employment: Employees terminated from employment with the District for any reason have no right to the contents of the District's computer or e-mail system.

56.2 Employee Parking

All employees working at the Family Recreation Center are required to park in the last two rows of the Family Recreation Center Parking lot or in spaces located on the north side of the building, unless assigned otherwise.

All employees working at the Tennis Center are required to park in the back rows of the parking lot facing the soccer field, unless assigned otherwise.

Exceptions to the location of employee parking may occur when necessary to accommodate the District's programs or maintenance needs. Employees will be notified by their supervisor when such accommodations are required and of the interim location for designated employee parking.

56.3 Keys/Access Card

In the interest of safety and protection of property, strict control over access to District property, work locations, records, computer information, cash and other items of value or confidential nature must be maintained. Only eEmployees who are assigned keys/access cards, safe combinations or other access to District property in connection with their job responsibilities must exercise sound judgment and discretion to protect against theft, loss or negligence. Employees must immediately report any loss of keys/access cards to their immediate supervisor. Failure to do so may result in disciplinary action, up to and including termination of employment. Keys/access cards may not be transferred from one employee to another.Independent contractors may be granted temporary access based upon Executive Director approval.

56.4 Record Retention and Freedom of Information Act

The District's records are produced in the course of the District's business, whether paper or electronic, and are important District assets. A public record may be as obvious as a memorandum, an e-mail, a vendor contract, a patron registration/membership form, patron correspondence, or an invoice, or something not as obvious, such as a computerized desk calendar or appointment book.

Record Retention

The law requires the District to maintain certain types of records for a specified period of time. The District has developed a policy, as well as schedules and procedures for the retention and destruction/disposal of the District's records.

Failure to retain the District's records for the minimum periods identified in the District's Record Retention Schedule could subject the District to penalties, result in a loss of confidentiality for proprietary information, and cause the loss of records to which the public is entitled to access, as provided under the Freedom of Information Act.

All employees shall fully comply with the District's record retention and destruction policies, schedules and procedures.

Under Illinois State Statute 720 ILCS 5/32-8 (Tampering with Public Records), "a person who knowingly and without lawful authority alters, destroys, defaces, removes, or conceals any public record commits a Class 4 felony."

An employee who tampers with public records shall also be subject to disciplinary action, up to and including termination of employment.

Freedom of Information Act

The Freedom of Information Act (FOIA) is a State law that guarantees the public access to records of governmental entities, including the District. The act establishes the legal process by which requests for District records may be made. The District strives to provide transparency in the operations of the District by publishing information in the District's brochure and on its website. Certain records are exempt from the Freedom of Information Act. Due to the complexity of the Act, employees shall not directly respond to requests for the District's records, but shall immediately direct all public inquiries for records to the District's Freedom of Information Act Officer. The Finance Manager is the District's Freedom of Information Act Officer.

~~56~~.5 Return of District Property

All District property furnished to employees shall be returned to the District immediately upon the request of a supervisor or the Executive Director. Failure to return District property may result in corrective disciplinary action, up to and including termination of employment. Employees must return any District property at the time of separation from employment with the District. Failure to do so may result in legal action, including the District pursuing civil or criminal proceedings against the employee as appropriate under the circumstances. ~~By execution of the acceptance of the terms and conditions of this Manual, the employee shall be deemed to have agreed that the established value of District property that is not returned may be deducted from the employee's paycheck(s).~~

~~56~~.6 Telephone and Cellular Telephone Usage

Personal phone calls, texting, and emailing should be kept to a minimum. While at the District, employees must exercise the same discretion in using personal cell phones as for the use of District phones. Personal calls, texting, and emailing during the work hours, regardless of the device used, can interfere with employee productivity and be distracting to others.

All employees are asked to make personal calls/texting/emails during breaks and meal periods.

The District will not be liable for the loss of personal cell phones brought into the workplace. Employees are not authorized to use personal cell phones in place of District provided cell phones.

Cell Phones and Driving

Employees whose job responsibilities include driving, and who must use a cell phone for District business, are subject to State law, as well as this policy. Electronic communications while driving are

permitted with hands-free or voice-activated devices; or when reporting an emergency using one button to start and end a call. Accessing electronic mail or the Internet, text messaging, or instant messaging while driving is strictly prohibited. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. Allow voice mail to handle calls when possible. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and put the vehicle transmission in park before placing or accepting a call.

If acceptance of a call is unavoidable and pulling over is not a safe option:

- Use a hands-free or voice-activated device;
- Keep the call short;
- Do not take notes, text message or e-mail while driving;
- Refrain from discussion of complicated or emotional issues; and,
- Keep eyes and attention on the road and both hands free to operate the vehicle.

Under no circumstances are employees allowed to place themselves at risk to fulfill District needs. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

Personal Use of District-Provided Cell Phones

Where job or District needs demand immediate employee access, a District cell phone may be issued. Personal use of such equipment is not permitted. Phone records may be audited for compliance. Employees in possession of District cell phones are expected to protect the equipment from loss, damage or theft. Failure to report equipment misuse may result in disciplinary action up to and including termination of employment.

Work-Related Cell Phone (New 5/17/2021)

The Oak Brook Park District ("District") recognizes that an employee's ability to communicate with supervisors, coworkers, vendors and others is essential to support District operations, and that such communication may occur through the use of a cellular phone ("cell phone"). The purpose of this Cell Phone Policy is to establish: 1) the criteria for approval of any employee's use of a District issued or personal cell phone to conduct District business; and 2) the rules, requirements, and expectations of an employee's use of a cell phone to conduct District business.

Criteria for Employee Cell Phone Use to Conduct District Business

The Executive Director will use the following general criteria to determine whether an employee may be authorized to use a cell phone (either District issued or personal cell phone) to conduct District business:

1. The job function of the employee requires considerable time outside of the employee's assigned office or work area and, in order to effectively perform their job, the employee must be accessible during such times or needs constant access to emails and other electronic information.

2. The job function of the employee requires them to be accessible to the District outside of scheduled or normal working hours on a recurring basis.

3. The employee is a critical decision maker, as determined by their Department Head.

4. The employee has a position that requires them to be an emergency contact, part of a response team, or has multiple scheduling responsibilities.

5. The employee is required to be highly responsive to citizens, staff members, customers, service providers, contractors, vendors, and any others that support or service the District outside of normal business hours.

6. Any other criteria the Executive Director determines is relevant.

The Executive Director reserves the right to periodically modify the criteria to determine whether an employee may be authorized to use a cell phone to conduct District business, review an employee's position to determine if cell phone use is still needed to perform the employee's job, or utilize other factors to determine whether to continue to allow an employee to use a District- issued or the employee's personal cell phone for business purposes. The Employee Acknowledgement and Agreement Form included in this policy must be read and signed by the employee as a condition of receiving a District-issued cell phone or authorization to use a personal cell phone to conduct District business.

Use of District-Issued Cell Phones

Commented [AS7]: Relocated. No content changes

1. A District-issued cell phone is intended to be used for official District business only and employees are not to use the cell phone for any personal reasons.

2. Employees are responsible for the safe-keeping of a District-issued cell phone and must not allow the cell phone to be used by an unauthorized party. If an employee believes a breach of security has occurred with respect to their cell phone, or discovers another employee has misused it, the Executive Director must be immediately notified.

3. Users may not use unsecured websites.

4. Employees are to use care and caution when downloading a web application or any other program on a District-issued cell phone to avoid additional charges. Excessive costs associated with the download will be the responsibility of the employee.

5. Employees shall not make any modification to the cell phone's hardware or software beyond authorized and routine installation updates, unless otherwise approved by the District's IT Department.

6. A cell phone assigned to an employee may be revoked at any time at the discretion of the Department Head or Executive Director, with or without notice.

7. Employees have no expectation of privacy in the contents of any data stored on, sent to, sent from, or received from a cell phone issued by the District. The District reserves the right to audit and monitor the use of any District-issued cell phone, including any data that has been sent, received, or stored on the cell phone, including but not limited to, all web browsing, phone calls, text messages, emails, pictures, videos and other images.

8. Upon resignation or termination of employment with the District, all District-issued cell phones must be returned.

Use of Personal Cell Phones to Conduct District Business

An employee authorized to use their personal cell phone to conduct District business must obtain and maintain an active contract of their choosing at their sole expense and will be issued a monthly stipend established by the District. The Department Head shall complete an Authorization for Personal Cell Phone Reimbursement Form and will submit the completed form to the Executive Director for final approval.

The monthly non-taxable stipend will be paid on the first pay date of each month. The plan chosen by the employee for their personal cell phone will have no bearing on the level of stipend provided. The employee is responsible for all charges associated with their personal use of the cell phone beyond the District stipend. The stipend will be discontinued at the end of the authorized period, upon termination of employment, or if the employer determines to suspend, modify or terminate the stipend for any reason.

Employees receiving a stipend shall notify their Department Head immediately if for any reason their personal cell phone becomes inoperative. The employee must also agree to publish their personal cell phone number in the internal District phone directory.

To the extent permitted by law: 1) the District reserves the right to review communications and information regarding District business on an employee's personal cell phone; and 2) upon resignation or termination of employment with the District, an employee may be asked to produce their personal cell phone for inspection. All District communications, documents and data on personal cell phones shall be removed upon resignation or termination of employment.

Rules for Use of Cell Phones

Employees shall adhere to the following while using a cell phone to perform District business:

1. Compliance with all District policies and procedures contained in the District's Personnel Policy Manual, including but not limited to the District's Non-Discrimination and Anti-Harassment Policy. Therefore, employees shall not create, send or receive any intimidating, hostile, or offensive communications or materials concerning race, color, religion, sex, age, national origin, disability, or any other protected class on their cell phone. Additionally, employees shall comply with the District's policies contained in the Personnel Policy Manual that pertain to use of phones and electronic communications for personal use and shall refrain from excessive personal calls, emails or text messaging during the work hours in work areas.

2. Cell phone use is discouraged when a landline/desk phone is available and can be used.

3. Employees are expected to behave in a professional and courteous manner while using a cell phone to perform District business.

4. Employees must comply with the Fair Labor Standards Act (FLSA), which prohibits all non-exempt, hourly employees from conducting work off the clock unless directly authorized by their supervisor.

5. Employees agree to refrain from using their device to access District emails while on any unpaid leave, on FMLA (Family Medical Leave Act) leave, worker's compensation, or any other leave of absence until they have been approved to return to work.

6. Documents and electronic communication sent, received or stored on a personal cell phone for District purposes, or a District-issued cell phone may be deemed a "public record" and subject to disclosure under the Freedom of Information Act ("FOIA") or may be subject to disclosure in response to a legitimate discovery request arising out of administrative, civil, or criminal proceedings. As such:

    a. Employees using cell phones for District business shall not delete and shall take the necessary steps to protect access to and archive all District communications and information contained or transmitted in any format on the cell phone including, but not limited to, in emails, texts, internet, and any other electronic communication.

    b. Use of a personal cell phone to conduct District business shall be limited to live conversations and *benign* voicemail/text messages to either return a call, or to provide schedule/availability information. Communications concerning specific business matters shall be communicated via in-person conversations or District email.

7. Employees shall comply with the following with respect to use of a cell phone while operating a motor vehicle while on duty or while conducting District business:

    a. Employees are expected to comply with all state and federal laws regarding the use of cell phones while driving.

    b. Employees are expected to refrain from making or answering work-related calls while driving on District business for safety purposes.

    c. No employee may operate a motor vehicle on a roadway while using a cell phone to compose, send or read an email, text message, instant message, or any other electronic communication, or a command or request to access an internet site, or set a calendar appointment.

    d. No employee may operate a motor vehicle in a school zone or in a construction zone while using a cell phone.

    Employees who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such action. Any employee

that uses a cell phone to conduct District business in violation of this policy shall be subject to discipline, up to and including termination of employment.

Security

In order to ensure security of the District's information, employees will be required to cooperate with the District in the implementation of security controls as needed.

If a cell phone is lost or stolen, the employee will notify the District's IT Department within one hour, or as soon as practical after the employee notices the device is missing.

FOIA and Discovery Requests

Any communication located on a personal cell phone or a District-issued cell phone regarding District business is subject to disclosure in response to a FOIA request and in response to a legitimate discovery request arising out of administrative, civil, or criminal proceeding. As a result, to the extent permitted by law, the District reserves the right to access, review, retain or release information on personal or District issued cell phone to respond to FOIA requests and such legitimate discovery requests. Furthermore, the District makes no representation or warranty regarding whether the employee's cell phone and any communications sent, received or stored on said device will be exempt from review and disclosure to any third party in the event of a FOIA request or any legitimate discovery requests arising out of administrative, civil, or criminal proceedings. Review of the employee's personal cell phone will be performed in the presence of the employee.

Reservation of Rights

The District reserves the right, in its sole discretion, to restrict or terminate an employee's use of a District-issued cell phone or a personal cell phone to conduct Park District business. Violation of this Policy may be grounds for disciplinary action up to and including termination of employment.

Right to Amend Policy

The Park District reserves the right to amend or cancel this policy at any time.

~~5~~6.7 Use of District Equipment and Vehicles

District equipment, supplies and vehicles are to be used for District business only. Any exception to this policy must be authorized by the ~~Executive Director~~ Department Head and a Waiver & Release of Liability Indemnification Agreement signed by the employee. Employees shall be responsible for the care and conservation of equipment, supplies and vehicles and shall promptly report any accident, breakdown, or malfunction of any unit so that necessary repairs may be made.

District vehicles are to be operated according to the District's vehicle policy (Oak Brook Park District Safety Manual) by authorized licensed employees only. Employees required to utilize District maintenance vehicles shall be trained and oriented in the safe operation of the equipment prior to use. The administrative vehicle shall be used for local errands and to attend local training seminars.

~~5~~6.8 Use of District Facilities and Programs ~~(Revised 8/20/2021)~~

~~Facility Criteria~~
~~Employees and their immediate family members (parents, siblings, spouse and dependent children) living within the same household as the employee are eligible for a complimentary Central Park Campus Membership which includes access to the Fitness Center, Family Aquatic Center and Tennis Center as well as complimentary Walk-On court time at the Tennis Center.~~

~~Facility rentals will be at the resident rate for all employees. If the facility is available 2 weeks prior to the event, the rental fee will be at cost.~~

~~Program Criteria~~
~~Employees and/or their immediate family members, who wish to register for programs, trips, and events may register at the resident rate. If programs, trips and events have availability on the day of non-resident registration, the fee will be at 50% of the residential rate.~~

~~Tennis Center Drop-In Programs and Pro Shop Discount~~
~~Employees and their immediate family member are eligible for complimentary drop-in programs at the Tennis Center (provided that the class is not full) and a 20% Pro Shop discount.~~

~~Summer Camps~~
~~Employees may register their eligible children for Pee Wee Camp, Playground Camp, Playground Camp Aftercare, Last Chance Camp, and Junior Counselor at a 75% discount if there is availability two weeks prior to the start of the program.~~

~~Contracted Programs~~
~~Employees and their immediate family members will be asked to pay the resident rate for any contracted programs.~~

~~Participation in any recreation program by a District employee may not conflict with their normal working hours and shall not displace a paying patron.~~

Eligibility
Benefits extend to employee and immediate family (parents, siblings, spouse, and dependent children) for all full-time and IMRF staff, as well as part-time staff working 500 hours or more per fiscal year. Part time staff will eligibility will be evaluated on an annual basis.

Benefits extend to employee only for staff working less than 500 hours per fiscal year.

Benefits terminate upon separation of employment.

Participation in these benefits may not conflict with employee's working hours and shall not displace a paying patron.

Memberships
Benefit includes complimentary Central Park Campus membership for eligible employees.

Tennis Center Pro Shop
Benefits eligible employees receive a 20% Pro Shop discount.

Park District Programs, Trips, Events
Benefits extend to programs, trips, preschool, and events. Eligible employees may register at the in-district rate on the in-district registration date. If programs, trips, preschool, and events have availability on the open registration date, eligible employees can register at 50% of the in-district rate.
*Eligible employees will be required to pay the in-district rate for contracted activities.

Camps
Eligible employees may register for an in-house (non-contractual) camp at the in-district rate on the in-district registration date. This includes Tennis Center camps.
If camps have availability on the open registration date, eligible employees can register at a 75% discount of the in-district rate.
*Eligible employees will be required to pay the in-district rate for contracted camps.

Facility Rentals
Eligible employees who wish to rent a facility, may do so at the in-district rate. If the facility has availability two weeks after open registration begins, the fee will be at 50% of the in-district rate.
All eligible employee facility rentals are for personal use only and may not charge a fee to any guest.

~~5~~6.9 Use of District Name, Seal, Logo and Service Marks

The District name, seal, logos and service marks represent excellence in all areas of the District – fitness, tennis, aquatics, recreation, parks, and administration - to the District's constituents and guests. The name, seal, logos and service marks have a unique value, and are afforded special protection by state law and District policy. The District has registered certain service marks with the Illinois Secretary of State.

The name "Oak Brook Park District" and all abbreviations thereof are property of the District and may not be used to imply, either directly or indirectly the District's endorsement, support, favor, association with, or opposition to an organization, product, or service without permission of the District's Board and Executive Director. Unauthorized use of any of the District's name, seals, logos, or service marks may constitute infringement of the law and District policy.

Employees may use the District's letterhead, envelopes, business cards or other promotional material, provided that such use is restricted to conducting official District business, within the course and scope of the employee's employment responsibilities.

Employees may not create alternative versions of the District Seal.

District logos are developed through the mutual coordination of the Marketing Department and the ~~department director~~Department Heads of the District for the purpose of establishing brand identity and marketing opportunities.

To ensure consistency in the use of the District's name, seal, logos, or service marks, such use must be approved by the District's Marketing Department before production.

Unauthorized use of the District's name, seal, logos, or service marks may result in disciplinary action up to and including termination of employment.

~~5~~6.10 Work Product

"Work Product" is created when a District employee creates, designs and prints promotional or informational products, and/or obtains Sponsorship Contacts for the support of the District's programs and special events, in the course of their employment at the District.

Except as provided herein, all Work Product made or maintained by an employee while working for the District, shall be and will remain the sole property of the District, and the employee shall have no right to use such property for any other purpose than the welfare and benefit of the District.

~~For such time as an employee is employed by the District, and for a minimum of two (2) years after termination of employment, whether voluntarily or involuntarily~~Both during employment and following separation (whether voluntary or involuntary), the employee shall not utilize any Work Product created by the employee for the District for the employee's private purposes, or for the benefit of the employee's private business or enterprise. This includes, but is not limited to, utilizing or posting samples of the employee's Work Product created for the District as Work Product owned by the employee for the employee's private business or enterprise promotion. However, the employee may retain one physical copy of samples of the Work Product for use solely for a professional portfolio, so long as such Work Product is never published, posted on-line, or reproduced without the express written permission of the District.

~~6.11 Work-Related Cell Phone (New 5/17/2021)~~ (relocated to section 6.6)

~~The Oak Brook Park District ("District") recognizes that an employee's ability to communicate with supervisors, coworkers, vendors and others is essential to support District operations, and that such communication may occur through the use of a cellular phone ("cell phone"). The purpose of this Cell Phone Policy is to establish: 1) the criteria for approval of any employee's use of a District issued or personal cell phone to conduct District business; and 2) the rules, requirements, and expectations of an employee's use of a cell phone to conduct District business.~~

~~Criteria for Employee Cell Phone Use to Conduct District Business~~

~~The Executive Director will use the following general criteria to determine whether an employee may be authorized to use a cell phone (either District issued or personal cell phone) to conduct District business:~~

7. ~~The job function of the employee requires considerable time outside of the employee's assigned office or work area and, in order to effectively perform their job, the employee must be accessible during such times or needs constant access to emails and other electronic information.~~

8. ~~The job function of the employee requires them to be accessible to the District outside of scheduled or normal working hours on a recurring basis.~~

9. ~~The employee is a critical decision maker, as determined by their Department Director.~~

10. ~~The employee has a position that requires them to be an emergency contact, part of a response team, or has multiple scheduling responsibilities.~~

11. ~~The employee is required to be highly responsive to citizens, staff members, customers, service providers, contractors, vendors, and any others that support or service the District outside of normal business hours.~~

12. ~~Any other criteria the Executive Director determines is relevant.~~

~~The Executive Director reserves the right to periodically modify the criteria to determine whether an employee may be authorized to use a cell phone to conduct District business, review an employee's position to determine if cell phone use is still needed to perform the employee's job, or utilize other factors to determine whether to continue to allow an employee to use a District- issued or the employee's personal cell phone for business purposes. The Employee Acknowledgement and Agreement Form included in this policy must be read and signed by the employee as a condition of receiving a District-issued cell phone or authorization to use a personal cell phone to conduct District business.~~

~~Use of District-Issued Cell Phones~~

9. ~~A District-issued cell phone is intended to be used for official District business only and employees are not to use the cell phone for any personal reasons.~~

10. ~~Employees are responsible for the safe-keeping of a District-issued cell phone and must not allow the cell phone to be used by an unauthorized party. If an employee believes a breach of security has occurred with respect to their cell phone, or discovers another employee has misused it, the Executive Director must be immediately notified.~~

11. ~~Users may not use unsecured websites.~~

12. ~~Employees are to use care and caution when downloading a web application or any other program on a District-issued cell phone to avoid additional charges. Excessive costs associated with the download will be the responsibility of the employee.~~

13. Employees shall not make any modification to the cell phone's hardware or software beyond authorized and routine installation updates, unless otherwise approved by the District's IT Department.

14. A cell phone assigned to an employee may be revoked at any time at the discretion of the Department Director or Executive Director, with or without notice.

15. Employees have no expectation of privacy in the contents of any data stored on, sent to, sent from, or received from a cell phone issued by the District. The District reserves the right to audit and monitor the use of any District-issued cell phone, including any data that has been sent, received, or stored on the cell phone, including but not limited to, all web browsing, phone calls, text messages, emails, pictures, videos and other images.

16. Upon resignation or termination of employment with the District, all District-issued cell phones must be returned.

Use of Personal Cell Phones to Conduct District Business

An employee authorized to use their personal cell phone to conduct District business must obtain and maintain an active contract of their choosing at their sole expense and will be issued a monthly stipend established by the District. The Department Director shall complete an Authorization for Personal Cell Phone Reimbursement Form and will submit the completed form to the Executive Director for final approval.

The monthly non-taxable stipend will be paid on the first pay date of each month. The plan chosen by the employee for their personal cell phone will have no bearing on the level of stipend provided. The employee is responsible for all charges associated with their personal use of the cell phone beyond the District stipend. The stipend will be discontinued at the end of the authorized period, upon termination of employment, or if the employer determines to suspend, modify or terminate the stipend for any reason.

Employees receiving a stipend shall notify their Department Director immediately if for any reason their personal cell phone becomes inoperative. The employee must also agree to publish their personal cell phone number in the internal District phone directory.

To the extent permitted by law: 1) the District reserves the right to review communications and information regarding District business on an employee's personal cell phone; and 2) upon resignation or termination of employment with the District, an employee may be asked to produce their personal cell phone for inspection. All District communications, documents and data on personal cell phones shall be removed upon resignation or termination of employment.

Rules for Use of Cell Phones

Employees shall adhere to the following while using a cell phone to perform District business:

8. Compliance with all District policies and procedures contained in the District's Personnel Policy Manual, including but not limited to the District's Non-Discrimination and Anti-Harassment Policy. Therefore, employees shall not create, send or receive any intimidating, hostile, or

offensive communications or materials concerning race, color, religion, sex, age, national origin, disability, or any other protected class on their cell phone. Additionally, employees shall comply with the District's policies contained in the Personnel Policy Manual that pertain to use of phones and electronic communications for personal use and shall refrain from excessive personal calls, emails or text messaging during the work hours in work areas.

9. Cell phone use is discouraged when a landline/desk phone is available and can be used.

10. Employees are expected to behave in a professional and courteous manner while using a cell phone to perform District business.

11. Employees must comply with the Fair Labor Standards Act (FLSA), which prohibits all non-exempt, hourly employees from conducting work off the clock unless directly authorized by their supervisor.

12. Employees agree to refrain from using their device to access District emails while on any unpaid leave, on FMLA (Family Medical Leave Act) leave, worker's compensation, or any other leave of absence until they have been approved to return to work.

13. Documents and electronic communication sent, received or stored on a personal cell phone for District purposes, or a District issued cell phone may be deemed a "public record" and subject to disclosure under the Freedom of Information Act ("FOIA") or may be subject to disclosure in response to a legitimate discovery request arising out of administrative, civil, or criminal proceedings. As such:

    a. Employees using cell phones for District business shall not delete and shall take the necessary steps to protect access to and archive all District communications and information contained or transmitted in any format on the cell phone including, but not limited to, in emails, texts, internet, and any other electronic communication.

    b. Use of a personal cell phone to conduct District business shall be limited to live conversations and *benign* voicemail/text messages to either return a call, or to provide schedule/availability information. Communications concerning specific business matters shall be communicated via in-person conversations or District email.

14. Employees shall comply with the following with respect to use of a cell phone while operating a motor vehicle while on duty or while conducting District business:

    a. Employees are expected to comply with all state and federal laws regarding the use of cell phones while driving.

    e. Employees are expected to refrain from making or answering work-related calls while driving on District business for safety purposes.

    f. No employee may operate a motor vehicle on a roadway while using a cell phone to compose, send or read an email, text message, instant message, or any other electronic

communication, or a command or request to access an internet site, or set a calendar appointment.

g. No employee may operate a motor vehicle in a school zone or in a construction zone while using a cell phone.

Employees who are charged with traffic violations resulting from the use of a cell phone while driving will be solely responsible for all liabilities that result from such action. Any employee that uses a cell phone to conduct District business in violation of this policy shall be subject to discipline, up to and including termination of employment.

Security

In order to ensure security of the District's information, employees will be required to cooperate with the District in the implementation of security controls as needed.

If a cell phone is lost or stolen, the employee will notify the District's IT Department within one hour, or as soon as practical after the employee notices the device is missing.

FOIA and Discovery Requests

Any communication located on a personal cell phone or a District issued cell phone regarding District business is subject to disclosure in response to a FOIA request and in response to a legitimate discovery request arising out of administrative, civil, or criminal proceeding. As a result, to the extent permitted by law, the District reserves the right to access, review, retain or release information on personal or District issued cell phone to respond to FOIA requests and such legitimate discovery requests. Furthermore, the District makes no representation or warranty regarding whether the employee's cell phone and any communications sent, received or stored on said device will be exempt from review and disclosure to any third party in the event of a FOIA request or any legitimate discovery requests arising out of administrative, civil, or criminal proceedings. Review of the employee's personal cell phone will be performed in the presence of the employee.

Reservation of Rights

The District reserves the right, in its sole discretion, to restrict or terminate an employee's use of a District-issued cell phone or a personal cell phone to conduct Park District business. Violation of this Policy may be grounds for disciplinary action up to and including termination of employment.

Right to Amend Policy

The Park District reserves the right to amend or cancel this policy at any time.

Section V~~I~~I: Payroll Policies

Commented [AS8]: Section 7 will be renumbered upon approval of changes before 2nd reading

~~6~~7.1 Compensation Program

Preparation
The Executive Director shall be responsible for developing a uniform and equitable pay plan for final approval by the District's Board. Salaries and wages shall be determined with due regard to the Pay Plan Range, requisite qualifications, rates of pay for comparable work in other public and private employment in the area, recommendations of the supervisory employees, compliance with the financial policies of the District and other economic considerations. All job positions are included in the Pay Plan Range, which includes a minimum and maximum rate of pay for each job position.

Amendments
The Executive Director, may recommend amendments to the Pay ~~Plan~~ Grade when in their judgment the rate of pay for any position is too high or too low because of changes in responsibilities or work involved, rates of pay for comparable work in other public and private employment in the area, the District's financial condition, District policies, or other pertinent conditions. The District's Board must approve all adjustments to the Pay-Grade~~Plan Range~~.

Administration
The minimum rate of pay shall normally be paid upon appointment to the position. Appointment rates above the minimum rate may be paid when the employee's qualifications and/or job experience with other employers are determined by the Executive Director to be greater than the required minimum standards.

Salary adjustments outside of pay grades for full-time employees shall be approved by the District's Board. The Executive Director shall approve wages paid to all other employees. Salary and wage pay adjustments for all employees shall not be automatic, but shall be determined based upon each employee's performance evaluation and the recommendation of the employee's immediate supervisor with review and approval by the next higher level of authority.

~~**7.2 Definitions**~~ (moved to section 2.1)

~~Exempt Employee: An employee to whom the minimum wage and overtime provisions of the Fair Labor Standards Act do not apply. Exempt employees are ineligible for overtime pay.~~

~~Non-Exempt Employee: An employee subject to the minimum wage and overtime provisions of the Fair Labor Standards Act. Non-exempt employees must be paid overtime for hours worked in excess of 40 in a work week.~~

~~Work Week: The District work week begins at 12:01 am Saturday and ends at 12:00 midnight the following Friday.~~

~~7.3~~ 6.2 Overtime Pay

Overtime will be paid according to Fair Labor Standards Act and Illinois Department of Labor standards.

Exempt employees are not eligible for overtime pay.

Non-exempt employees are entitled to overtime compensation at the rate of 1½ times their regular hourly rate for all actual hours worked in excess of 40 in a single work week. Paid time off (i.e., personal time, sick time, vacation time, and holidays) is not included in calculating overtime. Prior approval of the non-exempt employee's immediate supervisor is required before working overtime. Non-exempt employees working overtime without approval may be subject to disciplinary action, up to and including termination of employment.

6.3~~7.4~~ Payroll Period and Payroll Deductions

Payroll Period**:** -Employees shall be paid bi-weekly (every two weeks) or 26 times per year.

Work Week: The District work week beings at 12:01am Saaturday and ends 12:00 midnight the following Friday.

Payroll Deductions: Mandated payroll deductions shall include Social Security, Medicare, State and Federal income tax, group insurance (if applicable), Illinois Municipal Retirement Fund (if applicable), and any other payroll deduction required by law.

~~*Note*~~	~~**Employees are not to clock in or out for other employees. Recording another employee's time record or falsification of an employee's own time record is a violation of District rules and is grounds for disciplinary action, up to and including termination of employment.**~~

6.4~~7.5~~ Recording Hours Worked and Benefit Hours Used

All employees (exempt and non-exempt) are required to use the automated timekeeping system to accurately record their hours worked and benefit hours used. Non-exempt employees are required to clock in/out for payroll and attendance purposes. Exempt employee timekeeping records will be used to track attendance and accrual of Compensatory Hours. These time records, which must be approved by each employee's immediate supervisor, are the basis for the paycheck calculation and benefit hour tracking. In/out punches are computed to the nearest quarter of an hour (15 minutes).

Employees are not to clock in or out for other employees. Recording another employee's time record or falsification of an employee's own time record is a violation of District rules and is grounds for disciplinary action, up to and including termination of employment.

Employees eligible for paid time off benefit hours must complete a Time-Off Request ~~Form~~ and submit it to their supervisor prior to using benefit hours.

Full-time Exempt Employees

Full-time Exempt employees will be paid for a total of 80 hours in a biweekly payroll period. The 80 hours shall be fulfilled first by worked hours followed by preapproved benefit hours. If a Full-time Exempt employee works over 80 hours in a biweekly payroll period, the employee may accrue Compensatory Hours. Prior approval from the employee's immediate supervisor is required before accruing Compensatory Hours.

A total of 40 Compensatory Hours per fiscal ~~calendar~~ year may be accrued for use in the calendar year. Compensatory Hours are earned during any pay period where the employee works over 80 hours; or works over 72 hours in a pay period where one District holiday occurs; or works over 64 hours in a pay period in which two District holidays occur.

An Exempt Employee who has exhausted their applicable benefit hours will be subject to a reduced salary for absences from work for one or more full days for personal reasons, sickness, disability, to offset amounts received as jury or witness fees, military pay, significant infractions of safety rules, or unpaid disciplinary suspensions of one or more full days imposed for workplace rule infractions. Also, deductions from full salary may apply in the initial or final week of employment, or for weeks in which an exempt employee takes unpaid leave under the FMLA.

Non-Exempt Employees

Non-Exempt Employees will earn overtime pay (1.5 times regular rate of pay) for any hours worked over 40 in a work week (Saturday – Friday). The preapproved use of benefit hours will be paid for a maximum of 8 hours in a work day.

If a Non-Exempt Employee misses an entry into the timekeeping system, the employee must complete and sign a paper timesheet and submit it to their supervisor within the current pay period. The supervisor will manually enter the employee's work hours and benefit hours via the manager timekeeping portal.

A Non-Exempt Employee will be paid for preapproved benefit hours on any regularly scheduled work day (maximum of 8 hours/day). However, when an employee has not been preapproved to use benefit hours and their supervisor has directed them to flex their hours during the work week, they may not use benefit hours to replace the flexed hours.

Example #1: A Non-Exempt Employee regularly works 40 hours/week, Monday – Friday. They have been preapproved to use 40 benefit hours from Monday – Friday during the first week of the pay period. Their supervisor calls them in to clear snow for 8 hours on the Sunday before they are scheduled to use benefit hours. The employee will be paid for 48 hours (8 hours worked plus 40 benefit hours) for the week.

Example #2: A Non-Exempt Employee regularly works 40 hours/week, Monday – Friday. They are scheduled to work 8 hours at a special event on Saturday, the first day of the work week. Their supervisor directs them to flex their hours during the week by taking the following Friday off (8 hours) to make up for work performed at the special event. The employee worked 8 hours each day Saturday, Monday, Tuesday, Wednesday and Thursday. The employee may not use 8 benefit hours for Friday because they flexed 8 hours on Friday to make up for hours worked on Saturday.

Example #3: A Non-Exempt Employee works 10 hours on Monday. They are directed by their supervisor to flex the extra 2 hours he worked on Monday by working only 6 hours on Tuesday. The employee may not use 2 benefit hours on Tuesday to make up an 8-hour day.

6.57.6 Merit Pay (Revised 3/15/2021)

A merit pay increase is awarded to an employee based on their annual performance review score and the merit pay percent increase approved by the Board of Commissioners.

Performance Review

An annual performance review will be conducted during the last quarter of the current fiscal year with each employee having a hire date prior to December 31 of the current fiscal year. Employees hired during the current fiscal year and after December 31 will not be eligible for an annual performance review and corresponding merit pay increase until the last quarter of the subsequent fiscal year. Performance reviews are to be evaluated in accordance with the District's evaluation tool.

~~Employees will be scored on 10 Specific Job Duties, 10 General Performance Characteristics, and Professional Development Goals (Part-time employees 2 goals; Full-time employees 4 goals). Professional Development Goals must be measurable, attainable, and enhance job performance.~~
~~Each Specific Job Duty and General Performance Characteristic will be given a score ranging from 1 to 5 points, for a maximum score of 100 points. A point will be added to that score for each Professional Development Goal achieved and a point subtracted for each unmet Professional Development Goal. A performance review score with a fraction falling between two merit ranges shall be rounded to the nearest whole number to determine the applicable merit range. A score with a fraction of .5 or more shall be rounded up to the next whole number. A score with a fraction of less than .5 will be rounded down to the nearest whole number.~~

Merit Pay Increase

The Executive Director will propose a maximum merit pay increase percentage to the Board of Commissioners for consideration during the annual budget process. The Board will then decide if a merit pay increase will be awarded for the next fiscal year and at what percentage increase. If a merit increase is approved, it will be applied to the Merit Scale below and such Merit Scale used to determine the amount of merit pay to be awarded to each employee who "Achieves Normal Job Expectations" or better on their performance review.

MERIT SCALE (The following example is based on a maximum 4% merit increase.)

Performance Review Score	Merit Range	
94 - 100	3.6% - 4.0%	Far Exceeds Normal Job Expectations
86 - 93	3.1% - 3.5%	
79 - 85	2.6% - 3.0%	Exceeds Normal Expectations
71 - 78	2.1% - 2.5%	
61 - 70	1.6% - 2.0%	Achieves Normal Job Expectations
51 - 60	1.0% - 1.5%	

Approved Pay Ranges
All jobs have established pay ranges with minimum and maximum pay rates/hour. ~~-~~A Merit Bonus ~~will~~ may be awarded in situations where an employee's merit increase will result in their pay rate for a job exceeding the maximum pay rate in the pay range. Any exception to this policy will require prior approval by the Executive Director.

Merit Bonus
A Merit Bonus will be awarded to an employee whose:

~~a.~~ current pay rate is at the maximum in the pay range for the job; or

~~b.~~a. merit increase applied to their current pay rate will result in the pay rate exceeding the maximum pay rate in the pay range for the job.

Current Pay Rate is at the Maximum in the Pay Range
An employee with a pay rate currently at the maximum in the pay range for the job will receive a merit bonus based on the total dollars paid in the job during the prior fiscal year and the merit percent awarded during their performance review, calculated as follows:

1) **TOTAL DOLLARS PAID IN JOB DURING PRIOR FISCAL YEAR** =
   Total hours paid in job x Maximum pay rate/hour

2) **MERIT BONUS =** TOTAL DOLLARS PAID IN JOB DURING PRIOR FISCAL YEAR x Merit %

Example: *An employee is currently being paid $20/hour, the maximum pay rate in the pay range for their job as a manager. They were paid for 2,080 hours in that job in the fiscal year ending April 2018. They are awarded a 4% merit pay increase based on her performance review score. Their hourly rate will not increase. However, the employee will be awarded a Merit Bonus in the amount of $1,664 which will be paid in June 2018, calculated as follows:*

i. 2,080 hrs x $20/hr = $41,600

ii. $41,600 x 4% = $1,664

Merit Increase will result in the Pay Rate Exceeding the Maximum in the Pay Range
An employee who is awarded a merit increase that will result in their current pay rate exceeding the maximum pay rate in the pay range shall be compensated at the full value of their merit percentage based on the total dollars earned in the job during the prior fiscal year. The Total Merit Value will be awarded as a combination of an Hourly Rate Increase to the maximum pay rate in the range plus a Merit Bonus, calculated as follows:

1) **TOTAL DOLLARS PAID IN THE JOB DURING PRIOR FISCAL YEAR** =
   (Total hours paid in job) x (Current pay rate/hour)

2) **TOTAL MERIT VALUE** =

(TOTAL DOLLARS PAID IN THE JOB DURING PRIOR FISCAL YEAR) x (Merit Percent)

3) **HOURLY RATE INCREASE VALUE** =
(Maximum hourly pay rate - Current hourly pay rate) x (# of hours worked in job in prior fiscal year)

4) **MERIT BONUS** = TOTAL MERIT VALUE – HOURLY RATE INCREASE VALUE

Example: *An employee is currently being paid $16/hour in their job as a supervisor. The maximum pay rate in the pay range for the supervisor job is $16.50. The employee was paid for 2,080 hours in that job in fiscal year ending April 2018. They are awarded a 4% merit pay increase during their performance review. Applying the 4% merit increase to the employee's current hourly rate ($16 x 4% = $16.64) would result in exceeding the maximum pay rate in the range ($16.50). So their hourly pay rate in May 2018 will be $16.50 plus they will receive a Merit Bonus of $291.20 which will be paid in June 2018, calculated as follows:*

i. 2,080 hrs x $16/hr = $33,280

ii. $33,280 x 4% = $1,331.20

iii. $16.50 - $16.00 = $.50
a. $.50 x 2080 hrs = $1,040

iv. $1,331.20 - $1,040 = $291.20

Effective Date of Merit Increase
Merit pay increases will be effective in the first pay period of the new fiscal year that begins with a May date.

Merit bonuses will be paid on the first pay date in June.

Communication of Merit Pay Increase
The Director/Manager/Supervisor conducting the performance review will:

1) Communicate the following information to staff during their annual performance review meeting:
   - Merit percent scale approved by the Board
   - Pay range for employee's job(s)
   - New pay rate(s): The *recommended* pay rate increase is subject to approval by the appropriate ~~Department Director~~Department Head.
     - Full-time employee: The *recommended* pay rate increase must be approved by the applicable ~~Department Director~~Department Head prior to conducting the performance review meeting.

- Part-time employee: The *recommended* pay rate increase may be tentatively communicated to the employee in the performance review meeting prior to final approval by the applicable ~~Department Director~~Department Head.

- Merit Bonus calculation (if applicable)

2) Provide the employee a copy of the final approved Personnel Change Form listing the new pay rate(s) and/or any applicable Merit Bonus.

6.~~6~~7.~~7~~ Premium Pay

Premium Pay is defined as 1.5 times the regular hourly pay rate for the job. Premium Pay applies to hours worked by a Full-time, Non-exempt Employee who is called in to work on a scheduled personal/vacation day, District Scheduled Holiday, or the following nationally recognized holidays:

- New Year's Day (January 1)
- Easter Sunday
- Independence Day (July 4)
- Christmas Day (December 25)

to address an emergency that adversely affects facility operations (i.e., chemical spill, burst pipe, snow/ice conditions on parking lots and walkways). Work at premium pay must be approved by the Executive Director prior to commencing.

Full-time, Non-Exempt Employees that work on a District Scheduled Holiday, a nationally recognized holiday (listed above), or on a scheduled personal/vacation day will be paid as follows:

District Scheduled Holiday: Employee will be paid 8 Holiday hours at their regular hourly rate of pay plus 1.5 times the regular hourly rate of pay for hours worked on that day.

Nationally Recognized Holiday (listed above): Employee will be paid 1.5 times their regular hourly rate of pay for hours worked.

Scheduled Personal/Vacation Day: Employee will be paid 1.5 times their regular hourly rate of pay for hours worked plus paid their regular hourly rate of pay for actual personal/vacation hours used.

Section VII~~I~~: Separation of Employment

7~~8~~.1 Exit Interview

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full-time, part-time employee or certified professional instructor who resigns. The supervisor of a full-time employee, certified professional instructor, and other IMRF participating part-time employee shall schedule a meeting with the immediate supervisor,~~the~~ Human Resource & Risk Manager or Executive Director to conduct the exit interview. Other part-time employees have the option to request a meeting with their supervisor or superintendent of their department. The purpose of such an interview is to determine from the employee's point of view, the reasons for their resignation, positive and negative aspects of the employee's work experience, working conditions, relationship with supervisors, other employees and the District, as well as any recommendations from the employee for improvement of the working conditions for their position, or for continuance of favorable working conditions or benefits.

7~~8~~.2 Layoff

The Executive Director shall have the right to lay off any employee when it is deemed necessary because of shortage of work or funds, or other legitimate reasons. An effort shall be made to transfer qualified employees to open positions in another department rather than to lay them off, but such a transfer may not always be feasible.

Determination of those employees to be retained or laid off shall be based on considerations of job performance evaluations and shall rest exclusively with the Executive Director.

For a period of one year following the employee's last day of work**,** an employee who has been laid off shall be given preference in filling positions which are subsequently opened if the employee is qualified for the position and had favorable job performance evaluations prior to layoff.

No suspension or termination of employment as a disciplinary action shall be considered a layoff, and no terminated employee shall be eligible for reemployment.

7~~8~~.3 Re-employment

Re-employment may be considered for past employees who have resigned in good standing and subsequently apply for open positions. Rehired employees must follow the standard employment procedures and policies.

7~~8~~.4 Resignation

In order for any employee to resign from a position in good standing, the employee shall submit to the Executive Director, through their immediate supervisor, a written notice of resignation at least 14 calendar days prior to separation.

78.5 Return of Park District Property

Upon termination of employment, for any reason, and before officially separating from the Park District, the employee must return all Park District property, including tools, keys, access cards, uniforms, equipment, credit cards, work products and Park District documents.

78.6 Termination of Employment

All employees of the District serve on an "at will" basis, which means that the employment relationship may be terminated at any time by either the employee or the District for any reason not expressly prohibited by law.

Involuntary Termination of Employment: An employee shall be informed by the District, in writing, by their immediate supervisor, of any involuntary termination of employment.

78.7 References or Recommendations for Former District Employees

This policy will define guidelines for providing references and recommendations for former employees of the District.

It shall be the policy of the District that when former District employees request official references or recommendations from the District, only the ~~Human Resource Manager~~Human Resource & Risk Manager may provide such a reference, recommendation or statement of employment on behalf of the District and on official District letterhead. Any personal reference or recommendation from any other employee or any Commissioner of the District shall not be prepared on official District letterhead and shall be prepared only from the point of view of having personally known and worked with the former District employee, and not in any official District capacity.

Appendix

~~Page~~
Appendix A: Employee Acknowledgement Whistleblower Protection (SAFE-T Act)……. ~~101~~

Appendix B: Employment Contract Disclaimer and Acknowledgment Form……..….. ~~102~~

Appendix C: Permit for Personal Use of Property…….---

Appendix D: Employee Acknowledgement and Agreement of Cell Phone Policy……..---

Appendix E: Authorization for Personal Cell Phone Expense Reimbursement……---

APPENDIX A: Acknowledgement Whistleblower Protection (SAFE-T Act)

OAK BROOK PARK DISTRICT

ACKNOWLEDGEMENT
WHISTLEBLOWER PROTECTION (SAFE-T ACT) POLICY AND PROCEDURES

By signing below, I confirm I have received, read and understand the "Whistleblower Protection (Safe-T Act) Policy and Procedures for the Oak Brook Park District. I also understand that as an employee, it is my responsibility to abide by this Policy.

Employee Name (Printed): _____

Employee Signature: _____

Date: _____

APPENDIX B: Employment Contract Disclaimer & Acknowledgment

The Oak Brook Park District Personnel Policy Manual ("Manual") is available to employees electronically in a PDF format or in a printed hard copy format available from the Human Resources Department. Employees shall indicate that they have received a copy of the Manual in their choice of format by checking the appropriate box below and returning this form to their supervisor.

☐ I acknowledge I have received the Manual in an **electronic format** and accept responsibility for accessing it according to the instructions provided.

☐ I acknowledge I have received the Manual in **hard copy**.

By signing this Acknowledgement, I hereby acknowledge receipt of the Oak Brook Park District Personnel Policy Manual ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor, the human resources department, or Executive Director.

I understand that the information in the Manual is subject to change. I understand that changes in Park District policies may supersede, modify, or render obsolete the information summarized in the Manual. As the Park District provides updated policy information, I accept responsibility for reading and abiding by the policy changes.

I understand that this Manual has been developed as a general reference guide for Oak Brook Park District (Park District) employees and that neither the Manual not its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining or clarifying any provision of this Manual is intended to create or shall create an employment contract, either expressed or implied, on the part of the Park District. I also understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with the Park District for benefits or for any other purpose.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with the Park District is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of the Park District, other than the Executive Director with the Board's expressed approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other Park District policies, rules, and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other Park District policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgment and return it to the Human Resources Department.

Employee Signature: _____

Print Name: _____

Date: _____

APPENDIX C: Permit for Personal Use of Property

OAK BROOK PARK DISTRICT

PERMIT FOR
PERSONAL USE OF DISTRICT PROPERTY

In consideration of the Oak Brook Park District permitting the below named individual to use for personal use and benefit the property listed below, I agree to waive and relinquish any and all claims for damages, losses and/or personal injuries that I or my minor child/ward may have and arising out of the use of the property, and any and all activities connected with, or in any way associated with the use of the property against the District and its officers, agents and employees (hereinafter collectively referred to as "District").

I do hereby fully release and discharge the District from any and all claims from injuries, damage or loss which I or my minor child/ward may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with the use of the property.

I agree to indemnify, hold harmless and defend the District (including reimbursement of reasonable attorney fees) arising from or in connection with my or my minor child's/ward's use of the property.

I further agree to permit the District to withhold from my paycheck, any and all sums owed as a result of lost or damage to the property, unless otherwise agreed.

_____ _____
(Property User's Signature) (Date)

_____
(Print Property User's Name)

Property permitted for use:	Safety Instructions Received
_____	_____
_____	_____
_____	_____

APPENDIX D: Employee Acknowledgement and Agreement of Cell Phone Policy

EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

I acknowledge, understand and will comply with the above referenced Cell Phone Policy.

I also acknowledge and understand that the Park District reserves the right to, in its sole discretion, restrict or terminate my use of a District-issued cell phone or a personal cell phone to conduct Park District business. Violation of this Cell Phone Policy may be grounds for disciplinary action up to and including termination of employment.

I understand that by using my personal cell phone for District business, any electronic communications and documents sent, received or stored on the cell phone may be subject to review and disclosure to third parties in the event of a FOIA request or a legitimate discovery request arising out of administrative, civil, or criminal proceedings. As such, the Park District makes no representation or warranty regarding my expectation of privacy to any electronic communications and documents sent, received or stored on the cell phone.

I understand that the addition of Park District-provided third-party software on my personal cell phone may decrease the available memory or storage on the cell phone. I understand that the Park District is not responsible for any loss or theft of, damage to, or failure of the cell phone that may result from use of third-party software and/or use of the device for Park District business. I understand that contacting vendors for trouble-shooting and support of third-party software is my responsibility, with limited configuration support and advice provided by the Park District's IT.

Employee Name: _____

Employee Signature: _____ Date: _____

APPENDIX E: Authorization for Personal Cell Phone Expense Reimbursement

OAK BROOK PARK DISTRICT

AUTHORIZATION FOR PERSONAL CELL PHONE EXPENSE REIMBURSEMENT

Employee Name: _____ Department: _____

Employee Title: _____

A monthly stipend of $_____ will be paid to the above listed employee whose duties require them to use their personal cell phone for business purposes during the following period of time:

Period of Reimbursement: From Date _____ To Date _____

(Note: The reimbursement period shall be stated in full month increments beginning on the first day of a month and with a specific or open-end date. The stipend will be discontinued at the end of the authorized period, upon termination of employment, or if the employee's privileges for the stipend are withdrawn.)

Employee Signature: _____ Date: _____

~~Department Director~~Department Head Signature: _____Date: _____

Executive Director Signature: _____ Date: _____

Please forward completed form to the ~~Human Resource Manager~~Human Resource & Risk Manager for processing.

Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: INCREASE TO OUT-OF-DISTRICT DAILY FEES AND MEMBERSHIPS

AGENDA NO: 8D

MEETING DATE MARCH 16, 2026

STAFF REVIEW: Deputy Director, Bob Johnson:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

In-district and out-of-district patrons of the Oak Brook Park District may use the facilities by purchasing a daily pass or a Central Park, Family Recreation Center, or Tennis Membership. Staff completed benchmarking daily fees and membership pricing from other park districts with the intention of increasing out-of-district rates. Tennis-only membership rates were adjusted in October of 2025. These proposed rates would go into effect on May 1, 2026.

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

Staff completed benchmarking of other park districts that offer membership opportunities. Not all districts feature the same amenities or offerings as Oak Brook Park District, so the data is somewhat nuanced. The proposed pricing adjustments to Campus Memberships (Includes Tennis and Family Recreation Center) result in a 15% discount compared to purchasing those two memberships separately. After reviewing the data, staff recommends the following changes (bold below) to out-of-district pricing. Based upon these proposed changes using current membership enrollment counts, monthly out-of-district revenue for Family Recreation Center Memberships is expected to increase approximately 8.4%, and monthly out-of-district revenue for Campus Memberships is expected to increase approximately 3.9%.

Category	Current FRC	New FRC	$ Change	Current Campus Membership	New Campus	Campus $ Change
Adult	$57	**$62**	$5	$75	**$83**	$8
Adult+1	$94	**$102**	$8	$124	**$131**	$7
Junior	$44	**$48**	$4	$62	**$58**	($4)
60+	$44	**$48**	$4	$62	**$63**	$1
60+ (+1)	$75	**$81**	$6	$107	**$103**	($4)
Family	$124	**$134**	$10	$162	**$168**	$6

In addition to the out-of-district adjustments, staff recommend the following reductions to in-district memberships to maintain a consistent 15% discount for Campus Memberships.

	Current Campus	New Campus
Adult	$60	**$60**
Adult+1	$99	**$98**
Junior	$49	**$40**
60+	$49	**$47**
60+ (+1)	$85	**$77**
Family	$129	**$125**

These proposed changes to in-district Campus Memberships will result in less than a 3% reduction in monthly revenue valued at approximately $120 per month.

As part of the benchmarking project, staff evaluated out-of-district daily fees for facility use.

Daily Pass	In-District	Out-of-District
Glenview	15	20
Arlington Heights	12	18
Elmhurst	15	15
Oak Brook	**10**	**14**
Schaumburg (the Water Works)	10	14
Downers Grove	12	12
Wheaton	10	12
Schaumburg (fitness/open gym)	8	10

Based upon this benchmarking data, staff recommends increasing the out-of-district daily fee rate to $16 effective May 1, 2026.

ACTION PROPOSED: A motion (and a second) to approve the new membership rates as presented, effective May 1, 2026.

		Fee (Monthly)	Adult	Adult +1	Junior		60+	60+ (+1)	Family
Oak Brook Central Park Campus	(fitness, aquatics, and tennis)	Out of District	$75.00	$124.00		$62.00	$62.00	$107.00	$162.00
Oak Brook Family Recreation Center	fitness aquatics track gym	Out of District	$57.00	$94.00		$44.00	$44.00	$75.00	$124.00
Oak Brook Tennis Center	Tennis Only	Out of District	$36.00	$52.00		$20.00	$26.00	$40.00	$64.00
Schaumburg	(fitness, aquatics, and tennis)	Out of District	$106.00			$63.17	$62.00		$150.59
Wheaton	(fitness, whirlpool, sauna, lap swim jun-aug)	Out of District	$38.00	$68.00		$30.00	$30.00		$90.00
Schaumburg	(fitness/aquatic with outdoor pool)	Out of District	$64.00			$63.17	$37.75		$90.08
Schaumburg	(fitness and only indoor aquatic)	Out of District	$55.08			$40.67	$30.33		$80.08
Arlington Heights	(aquatic)	Out of District	$30.00	$34.00			$26.00	$31.00	$46.00
Arlington Heights	(fitness)	Out of District	$48.00	$77.00			$43.00	$69.00	$88.00
Arlington Heights	(aquatic and fitness)	Out of District	$71.00	$94.00			$65.00	$84.00	$111.00
Glenview	(basic fitness and pool)	Out of District	$64.00	$39.00			$50.00		
Glenview	(premier - all basic+ fitness classes)	Out of District	$109.00	$84.00			$95.00		
Downers Grove	(fitness, steam room)	Out of District	$36.00	$29.00		$29.00	$29.00	18 (per person)	
Elmhurst	(fitness and aquatic)		$60.00		youth 0-17	$38	$47.00		
Elmhurst	(fitness and aquatic)				young adult	$ 47			
Oak Brook Tennis		Out of District	$36.00	$52.00		$20.00	$26.00	$40.00	$64.00
Schaumburg	(tennis, fitness, and racquetball)	Out of District	$49.50			$20.50	$28.59		$71.09
Arlington Heights	(tennis, fitness, and racquetball)		$26.00		110 Annual no monthly option				39 monthly
Arlington Heights	(tennis, fitness, and racquetball)								
Glenview	(tennis, sauna, exercise room)	Out of District	$ 179.00		$	89.00	$ 140.00		$ 358.00
Oak Brook Bath and Tennis	Tennis (lap swim in summer for 150 for residents)	Out of District	$ 102.92				$ 60.84	$ 112.09	$ 149.59

Oak Brook Park District

BOARD MEETING

AGENDA ITEM – HISTORY/COMMENTARY

ITEM TITLE: SETTLEMENT AGREEMENT WITH JUDICIOCRACY	AGENDA NO.: 8E MEETING DATE: MARCH 16, 2026

STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: David Freeman, District Attorney:

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

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

The Park District received a FOIA request from Judiciocracy (which claimed to be a new media organization) on November 21, 2025 requesting records relating to legal invoices received by the Park District for the year 2024 and through July 18, 2025. The Park District responded to that FOIA request on December 2, 2025 with redated legal invoices. Judiciocracy filed a FOIA complaint under Case No. 2025 CH 311 against the Park District on December 23, 2025 alleging that the Park District, and 12 other units of local government in the DuPage County area, had violated the FOIA in its responses. While the Park District denies that it violated FOIA in its responses, the cost of litigating the lawsuit far outweighs the cost of settling the lawsuit. The Park District's legal counsel and Judiciocracy have prepared the attached settlement agreement which provides, in pertinent part, that the Park District will provide re-redacted legal invoices to Judiciocracy and that the Park District will pay the sum of $770 to Judiciocracy in full settlement of all claims. The Park District's legal counsel recommends that the Board approve the settlement agreement.

ACTION PROPOSED:
A Motion (and a Second) to Approve the Settlement Agreement with Judiciocracy.

Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: FITNESS CENTER FLOORING REPLACEMENT THROUGH THE SOURCEWELL COOPERATIVE	**AGENDA NO.:** 8F **MEETING DATE:** MARCH 16, 2026

STAFF REVIEW: Deputy Director, Bob Johnson:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

The fitness center flooring at the Family Recreation Center is original to the construction of the fitness center and is coming to the end of its useful life. The floor is showing significant signs of wear and damage from equipment movement. This is due in part to the floor being less slip-resistant than modern fitness flooring. In 2024, a section of flooring in the free-weight area was replaced with a modern solution and the feedback and performance has been positive.

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

Staff have reviewed several samples of resilient flooring from the same manufacturer of the flooring in the free weight area. The proposal includes installation of new E-CORE Fitness Flooring in the remainder of the fitness center. The purchase and installation is through the Sourcewell Purchasing Cooperative (contract #052324), which has already been competitively bid pursuant to Illinois requirements. The project cost is $77,527.

ACTION PROPOSED: A Motion (and a Second) to accept the proposal from Direct Fitness Solutions and approve an agreement between the Oak Brook Park District and Direct Fitness Solutions for fitness center flooring replacement for a total cost not-to-exceed $77,527.

DIRECT FITNESS SOLUTIONS
600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00060945
Date: 3/4/2026
Expires: 3/19/2026

Customer Information

Sold To:

Oak Brook Park District - Premiere Fitness Club
1450 Forest Gate Road
Oak Brook, Illinois 60523

Ship To:

Oak Brook Park District - Premiere Fitness Club
1450 Forest Gate Rd
Oak Brook, 60523

Direct Fitness Sales Team:

Tim Brennan- Managing Partner
Ph: (847) 668-2537
Fax: (847) 278-4588
tbrennan@directfitnesssolutions.com

Billing Point of Contact:
Valerie Louthan
Ph: (630) 990-4233
vlouthan@obparks.org

Delivery Point of Contact:
Valerie Louthan
Ph:(630) 990-4233
vlouthan@obparks.org

Maureen Dascanio- Inside Sales
Ph: (847) 680-9300
Fax: (847) 278-4588
salesorders@directfitnesssolutions.com

FLOORING

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
17.00	ECORE 4 GALLON EGRIP	Ecore 4-Gallon E-Grip III		$ 271.46	$ 253.00	$ 4,301.00

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
4,896.00	NON-STOCK	Non-Stock	#052324-DYF Sourcewell Ecore OSST: 8mm : Com-Pact Fleck	$ 0.00	$ 8.50	$ 41,616.00

FREIGHT

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	FREIGHT	Freight		$ 0.00	$ 1,910.00	$ 1,910.00

INSTALL

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
1.00	INSTALLATION	Product Installation	PREVAILING WAGE: Prep floor, Wall Cove Base, Transitions	$ 0.00	$ 26,900.00	$ 26,900.00
2.00	INSTALLATION	Product Installation	Move strength equipment from fitness center into group ex room: double doors : return equipment to the fitness center when complete	$ 0.00	$ 900.00	$ 1,800.00

DIRECT FITNESS SOLUTIONS
600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00060945
Date: 3/4/2026
Expires: 3/19/2026

Quantity	Product Code	Product Description	Line Item Description	List Price	Sales Price	Total Price
2.00	INSTALLATION	Product Installation	Move Cardio equipment to the front room/ return products when done-	$ 0.00	$ 500.00	$ 1,000.00

SubTotal	$ 77,527.00
Estimated Tax	
Grand Total	$ 77,527.00

Notes

DIRECT FITNESS SOLUTIONS
600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote:	00060945
Date:	3/4/2026
Expires:	3/19/2026

Terms & Conditions

PAYMENT TERMS: Payment terms in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.) ~~*PAYMENT IS DUE IN ADVANCE*. Any other payment terms are subject to credit approval. Authorized purchase orders required for: Leases, Hospitals, Military, School Systems, Municipalities and Corporate Facilities. Proof of tax-exempt status required if applicable. Estimated sales tax - final tax will be billed at the time of shipment based on the prevailing rates.~~

ESTIMATED DELIVERY DATE:
Due to fluctuating supply chains, please check with your Regional Sales Manager to confirm a realistic lead time for your order.

DISCLAIMER:
No representation or statements and no warranties, expressed or implied, other than Manufacturers Warranty, arises apart from this quote concerning the above items except as stated in writing on this quote. All quotes are valid for 15 days.

TERMS AND CONDITIONS OF SALE:
Customer is responsible for the following on Entertainment, Cardio & Strength products: TV's with fixed or variable analog audio output jack and speaker off functions (if digital audio output, a converter will need to be purchased). Live cable and dedicated electrical to each TV/Personal Viewing Screen location prior to installation. Installation is not included unless specified. XTV receivers require a CSafe port for power or 110 VAC outlet per piece Confirmation of treadmill electrical requirements (dedicated 20amp branch circuit to each treadmill).

GC or Owner is responsible for the following: • Dumpster for all garbage. • HVAC system up and running prior and during installation with a room temperature of 70 degrees. • Moisture Test done on concrete slab. RH Test; must be at or below 85% RH or Stauf adhesive must be used • Levelness of concrete slab checked for high/low spots, control joints, expansion joints, no paint overspray on concrete slab, etc. • Any major prep work:(grinding, self-leveling, etc.) • All original lighting on during installation of rubber floor. No temporary lighting. • All Doors and electrical outlets that are in the ground need to be removed prior to removal of old flooring and placed back once the new floor is installed; Any doors that swing into room or electrical outlets that are recessed must be properly installed to account for flooring thickness • GC or Owner is responsible for protecting and washing the new installed sports rubber flooring.

One year installation Warranty.

Please note: Unless product is defective or the return is a direct result of a Direct Fitness Solutions error, a 10% restocking fee for all orders and a 20% restocking fee on all custom orders will be charged. All shipping and installation costs are nonrefundable.

Quote Acceptance:
These prices, specifications and conditions are satisfactory and are hereby accepted.
Payment Terms: ~~Net:30~~ Payment terms in accordance with the Local Government Prompt Payment Act (50ILCS 505/1 et seq)

Account Name:	Oak Brook Park District - Fit Central	**Company Name:**	Oak Brook Park District
Print Name:		**Print Name:**	Laure Kosey
Signature:		**Signature:**	
Title:		**Title:**	Executive Director
Date:		**Date:**	March 16, 2026

DIRECT FITNESS SOLUTIONS
600 Tower Road . Mundelein . IL 60060
Tel: 847-680-9300 . Fax: 847-680-8906 . Service: 800-838-2819

SALES PROPOSAL

Quote: 00060945
Date: 3/4/2026
Expires: 3/19/2026

Email or Fax Signed Proposal To:

Maureen Dascanio
Inside Sales
Phone: (847) 680-9300
Fax: (847) 278-4588
salesorders@directfitnesssolutions.com
***Please include all applicable purchasing documents. If tax exempt please include exemption certificate.*

Delivery Information	
Requested Delivery Date: 4/20/2026	Payment Type:
Hours Available to Accept Delivery: 8:00am	Purchase Order #:
Ship Via: DFS Truck	Site Survey Date: 2/17/2026
Ship Via Other:	Floor Plan Included:
Delivery Point of Contact Name: Valerie Louthan	Dimensions of Access Ways: 6ft
Delivery Point of Contact Phone: (630) 990-4233	Stairs:
Delivery Point of Contact Email: vlouthan@obparks.org	Elevator:
Multiple Delivery Locations: No	Color of Upholstery:
Locations:	Color of Frames:
Possible Delays in Delivery Time?	Trade-In's?
Delay Reasons:	Third Party Involved?
	Third Party Purchase Order #:

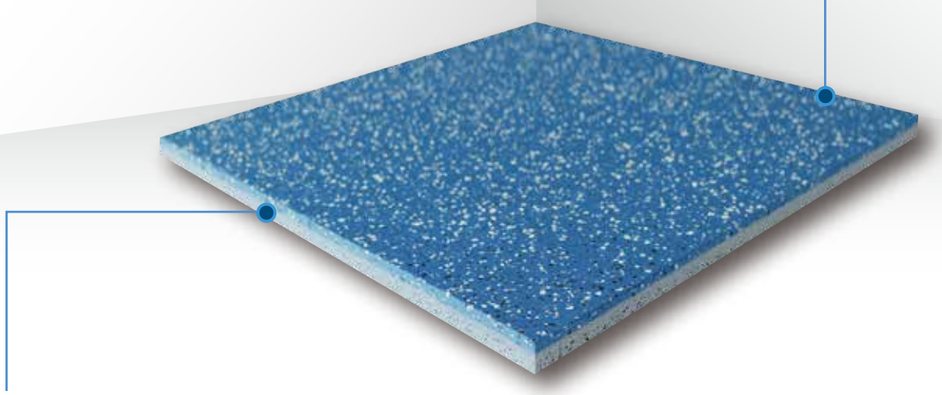
FITNESS FLOORING

ComPact-Fleck

INDOOR FLECK SMOOTH RUBBER FLOOR FOR GYM& ICE ARENAS

SURFACE LAYER: Premium vulcanized rubber

- -Non-porous surface.
- -Excellent abrasion resistance.



BASE LAYER: Durable vulcanized rubber support layer

- -Engineered for heavy loads.
- -Impact noise reduction.



FEATURED TECHNOLOGIES

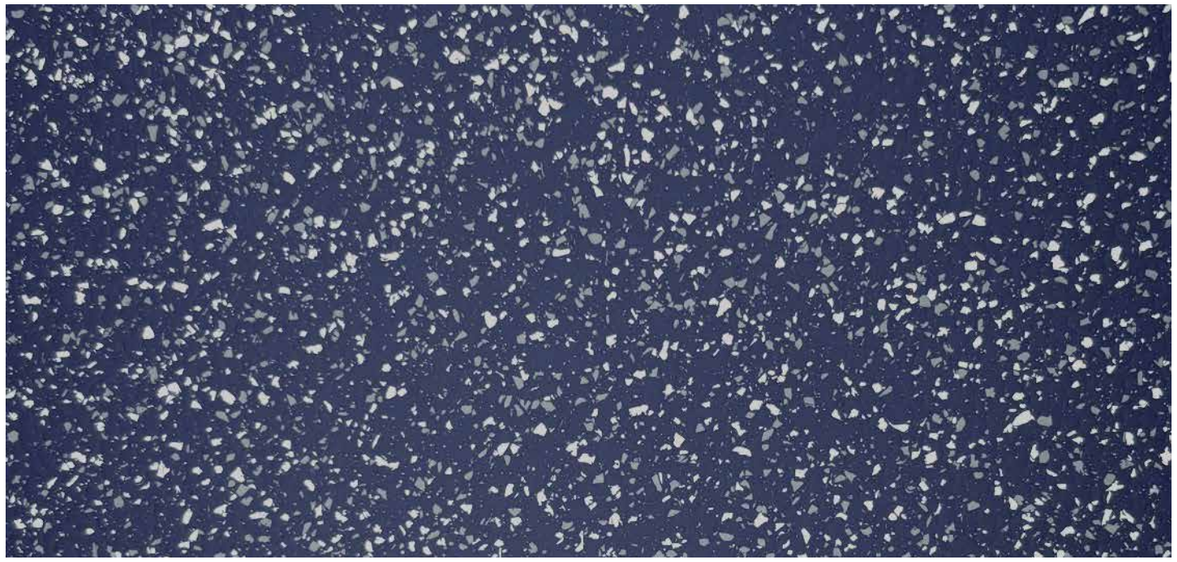




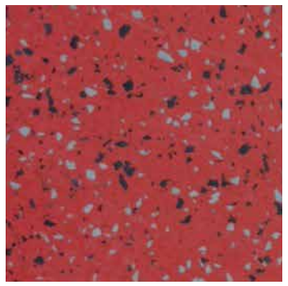




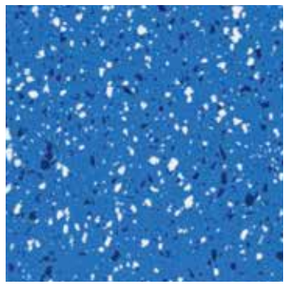
MORE INFORMATION



PF-282c Navy Blue



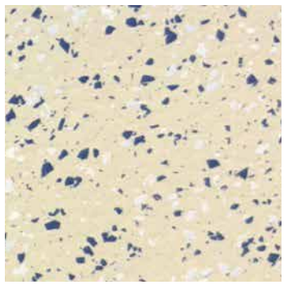
PF-16 Red



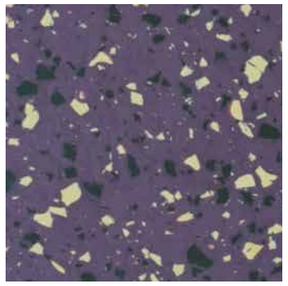
PF-21 Dark Blue



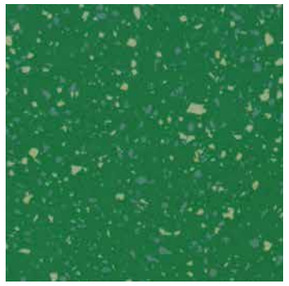
PF-00 Black



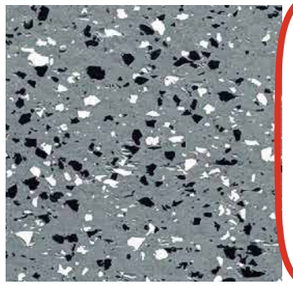
PF-67 Sand



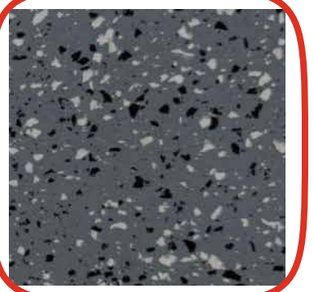
PF-71 Purple



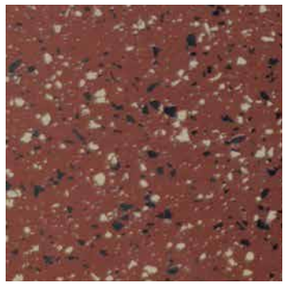
PF-32 Deep Green



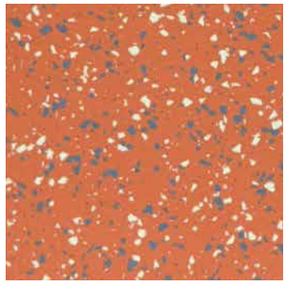
PF-40 Light Grey



PF-41 Dark Grey



PF-25 Burgundy



PF-80 Orange

- Custom color is available

SPECIFICATION

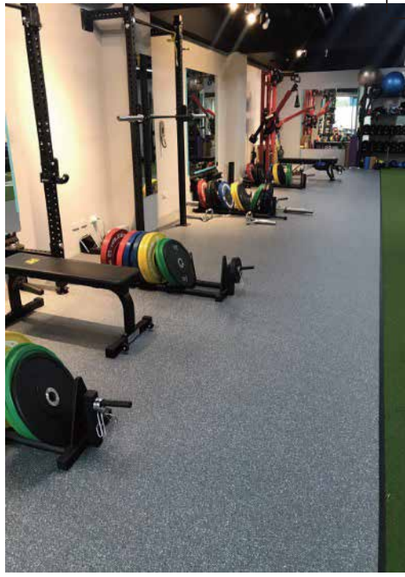
THICKNESS	6mm, 8mm, 10mm	
ROLL WIDTH	122cm	48’
ROLL LENGTH	6M to 15M	19’8” to 49’2.6”
TILE SIZE	100cm x 100cm	3’3.4” x 3’3.4”









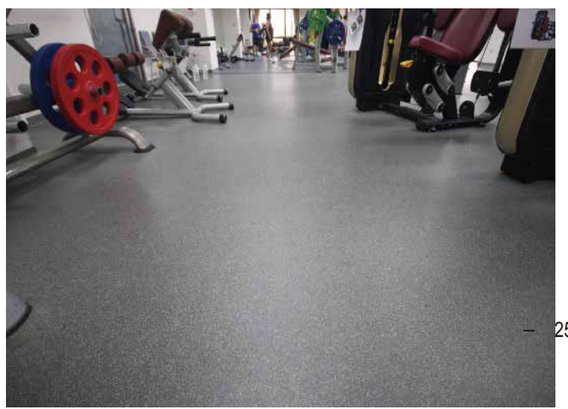




ComPact–Fleck PERFORMANCE

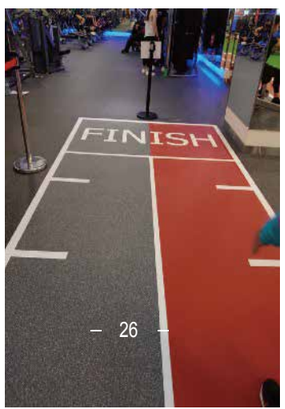
PREMIUM . WEIGHT RESISTANT . COMFORTABLE











EASY TO MAINTAIN
Speckled pattern and non–porous surface

EXCELLENT DURABILITY
Great impact and abrasion resistance.

LIMITED WARRANTY
OSSTSPORT

1. OSSTSPORT provides this Limited Warranty for its rubber surface product against manufacturing defects in material for a period of One (1) year from the date of purchase and a Ten (10) years Excessive Wear Period. OSSTSPORT warrants that in the event of a manufacturing defect in the Specified Product covered by this Limited Warranty, OSSTSPORT's sole liability shall be the following in OSSTSPORT's sole discretion: to ship replacement product reasonably equivalent to the Specified Product proven to be subject to the manufacturing defects; However, in no event shall any manufacturing defect affecting only the aesthetics and not the performance of any Specified Product require OSSTSPORT to provide anything other than a reasonable aesthetic resolution.

2. The replacement, or overlay of the Specified Product proven to have a manufacturing defect shall not be deemed to extend or prolong the period or terms of this Limited Warranty. This Limited Warranty shall be void if the Specified Product has been repaired, replaced or overlaid by persons other than those authorized and approved by OSSTSPORT to perform such work.

3. Without limiting the foregoing and subject to the particular type of Specified Product involved, this Limited Warranty shall not cover damage to the Specified Product caused in whole or in part by any of the following: (a) usage for which the Specified Product was not designed; (b) faulty construction of the building and/or sub-base; (c) failure of the other contractors to adhere to their specifications; (d) deficiencies in the concrete or asphalt slab; (e) excessive dryness in the concrete slab; (f) failure to install correctly moisture and/or vapor barriers; or (g) excessive moisture or alkali from humidity, spillage, mechanical failure, migration through the slab or walls, or from any other source.

4. Specifically, excluded from this Limited Warranty is any Specified Product which has been subjected to neglect, abuse, and excess wear in pivoting areas and high stress areas. In addition, this Limited Warranty does not cover damage due to stains, gouges, punctures, tears, accidents, or damage resulting from any intentional misuse of product; luster reduction from use; normal wear and tear, gradual changes in color shading due to exposure to sunlight and/or climatic conditions. Differences in color/shading/flecking and marbelization variations

with any actual samples, printed illustrations and/or previous productions are also excluded under this Limited Warranty.

5. This Limited Warranty shall not apply to Specified Product which have been discontinued or Specified Product in a discontinued color, marbelization or flecking at the time of sale, or to goods sold as seconds or B grade.

6. As a condition precedent to any of OSSTSPORT's obligations hereunder, the claimant must provide OSSTSPORT with written notice within (30) days of the discovery of any alleged defect and supply OSSTSPORT with the details concerning the alleged defect. After notification, an authorized OSSTSPORT representative shall have the right to inspect and verify the alleged defect. Promptly thereafter, OSSTSPORT will, if it determines the Specified Product to be defective, as its option, elect as provided in paragraph 1 above. If shipment of alternative product is elected in accordance with this Limited Warranty, the same product, color and embossing of the OSSTSPORT Specified Product will be supplied to the extent then reasonably available. OSSTSPORT will make reasonable efforts to match any of its standard colors for such alternative product if, at the required time, such production can be combined with a production run of the same product and color, but OSSTSPORT cannot guarantee to match the exact color shading, marbelization, fleck dispersion, or finish of said alternative product with the Specified Product.

7. Under no circumstances will OSSTSPORT be liable for labor, or any other costs incurred in connection with the repair, removal, installation or replacement of the Specified Product covered by this Limited Warranty. Under no circumstances will OSSTSPORT be liable for direct or indirect damages, labor, removal, installation, incidental or consequential damages, for lost profits, lost sales, injury to property or any other damages, losses or contingencies due to or arising out of the Specified Product, whether or not subject to a manufacturing defects. The Limited Warranty is valid only for the original end user of regular or first quality specified Product and is not assignable or transferable under any circumstances. This Limited Warranty is in lieu of all other warranties, expressed or implied, including, but not limited to any warranty of merchantability, habitability or fitness for a particular purpose, and is in lieu of any other obligations on the part of OSSTSPORT (contractual, tort or otherwise). This Limited Warranty constitutes the only warranty made by OSSTSPORT and is a complete and exclusive statement of its obligations. OSSTSPORT makes no

representations, expressed or implied, not specified herein. Any and all representations, promises, warranties or statements by OSSTSPORT's employees, representatives, agents, dealers, or distributors that differ, enhance, amend or extend in any manner from the terms of this written Limited Warranty shall be of no force or effect. No representative, agent or employee of OSSTSPORT, or any other person, is authorized to assume for OSSTSPORT any additional liability or responsibility with OSSTSPORT floor covering except as described above.

8. By purchasing the product(s) of OSSTSPORT, the buyer agrees to accept, and to be subject to, the limited warranty, the limitations to OSSTSPORT's liabilities, and all other terms and conditions provided herein.

9. The construction, interpretation and performance of this document and all transactions contemplated herein will be governed by the laws of Taiwan, without regard to conflicts of law principles, and any and all other state, national, regional laws and regulations and international treaties, covenants and conventions are excluded.

10. Any dispute arising out of or in connection with this Limited Warranty, including any question regarding its existence, validity or termination, shall be referred to and finally resolved by arbitration administered by the Singapore International Arbitration Centre ("SIAC") in accordance with the Arbitration Rules of the Singapore International
Arbitration Centre ("SIAC Rules") for the time being in force, which rules are deemed to be incorporated by reference in this clause. The seat of the arbitration shall be Singapore. The Tribunal shall consist of one arbitrator. The language of the arbitration shall be English.

Specific Product Restriction and Exclusions

Product	Thickness	Restrictions / Exclusions
Compact-Fleck	6 & 8mm	Heavy weight areas - Spikes and ice skate
Compact-Fleck	10mm	Spikes and ice skate
Compact-Fleck Ice	6,8,10mm	Heavy weight areas; High stress areas where excessive wear will occur because of nature of use ; Damage from pics and heel strikes or inappropriate use of skates.
Compact-Marble	6,8,10mm	Heavy weight areas - Spikes and ice skate
Compact-Stone	6,8,10mm	Heavy weight areas - Spikes and ice skate
OSSTrax	6,8	Spikes and ice skate
OSSTrax	all	High stress areas: long/triple jump, pole-vault take off, starting block, javelin runways..etc.
OSSTrax-Elite	6,8	Spikes and ice skate
OSSTrax-Elite	all	High stress areas: long/triple jump, pole-vault take off, starting block, javelin runways..etc.
TeamPlay	6,8,10mm	Spikes and ice skate
TruCourt	6,8,10mm	Spikes and ice skate

END OF WARRANTY[1]

[1] Version08132025

Purchase Order

Purchase Order#: 26-6814
Order Date: March 17, 2026

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

Vendor	**Ship to:**
Direct Fitness Solutions	Oak Brook Park District
600 Tower Road	Attn: Bob Johnson
Mundelein, IL 60060	1450 Forest Gate Road
	Oak Brook, IL 60523
	Project Site 1450 Forest Gate Road
Phone: 847-680-9300	**Phone:** 630-645-9540 **Cell:** 630-280-5469
Email: tbrennan@directfitnesssolutions.com	**Email:** bjohnson@obparks.org

Qty	Item #	Description	Unit Price	Extension
	Flooring	Per sales proposal 00060945		$77,527
	Subtotal	$		$77,527

Notes:
This purchase order is issued pursuant to Sourcewell procurement contract # 052324.

Total $77,527

"Pursuant to the Illinois Prevailing Wage Act (820 ILCS 130/.01 et seq.) (the "Act"), for any construction for the Public Work, including minor repairs to the Public Work, the Contractor is required to comply with and notify all subcontractors in writing for any such construction, including minor repair to the Public Work, that they are required to comply with all provisions of the Act, including (i) all requirements for payment of the current general prevailing rate of hourly wages and fringe benefits, for each craft or type of worker or mechanic needed to perform such Work, and also the current general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor for DuPage County, Illinois; and (ii) all record keeping requirements under the Act."

Instructions to Vendor
1.) Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
2.) Notify immediately if unable to ship as specified.
3.) Send all invoices and correspondence to: Oak Brook Park District Marco Salinas, Chief Financial Officer 1450 Forest Gate Road Oak Brook, IL 60523

Oak Brook Park District Approving Signatures	
Department Director	
Chief Financial Officer	
Executive Director	
President	
OBPD Account:	02-81-805-000

Addendum to Purchase Order #26-6814 from the
Oak Brook Park District to Direct Fitness Solutions
Sourcewell Procurement Contract #0523324

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

1. Payment by the Oak Brook Park District (the "District") for the purchase and installation of the equipment shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq*.) and in accordance with this section. Payment will be made as follows and only after receipt of invoice from Contractor and compliance with this Addendum by Contractor: a) for the purchase of the equipment, payment will be made after the equipment has been delivered, inspected and accepted by the District; and b) for installation of the equipment, upon completion and acceptance of the installed equipment by the District. The District shall withhold ten percent (10%) from the payments to the Contractor as retention. Payment of retention shall be requested with the Contractor's invoice for final payment and shall be paid by the District upon the satisfactory completion of the project in accordance with this addendum. No interest shall accrue on monies held in retention.

2. Contractor shall not grant rights in or to, or otherwise encumber the equipment or any parts of the equipment, to, in or by any third parties at any time, that would impair or delay the full exercise by District of any of its rights or remedies under this agreement. Clean and unencumbered title to the equipment shall be transferred to District upon acceptance of the equipment by District. Title to, and the risk of loss, injury or destruction from any casualty to the equipment, regardless of cause, will be the responsibility of Contractor until the equipment has been received, inspected and accepted by District.

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

4. Contractor for itself and for all its sub-suppliers and subcontractors, agrees that no mechanic's lien or other claim shall be filed or maintained by Contractor or by any sub-supplier, subcontractor, laborer or any other person, whatsoever, against the District's funds for or on account of any work furnished under this Agreement. Prior to the payment of the work, Contractor shall provide: a) for any payment other than final payment for the work, a partial waiver of lien from Contractor and each sub-supplier and subcontractor reflecting any partial payouts, and for final payment, a final waiver of lien from Contractor and each sub-supplier and sub-contractor for the full amount of each subcontract for the work, showing all materials and labor have been paid in full; and b) sworn affidavit, in triplicate, containing such information and in such form to comply with the Illinois Mechanics Lien Act (770 ILCS 60/001 *et seq*.), showing in detail the sources of all labor and materials used in the Work, including the names and addresses of sub-suppliers and subcontractors and showing amounts paid for each.

   Final payment shall not become due until the Contractor has fully performed the work, including but not limited to delivery of all manufacturer's and supplier's warranties, and has delivered to the District a complete release of all liens arising out of this Agreement or receipts in full covering all labor, materials and equipment for which a lien could be filed, or a bond satisfactory to the District to indemnify the District against such lien. If such lien remains unsatisfied after payments are made, the Contractor shall refund to the District all money that the District may be compelled to pay in discharging such lien, including costs and reasonable attorneys' fees.

5. If Contractor defaults or neglects to carry out the work in accordance with this Agreement and fails within a three (3) day period after receipt of written notice from the District to commence and continue correction of such default or neglect with diligence and promptness, the District may, without prejudice to other remedies the District may have, correct such deficiencies. In such case, the District shall deduct from payments then or thereafter due Contractor the cost of correcting such deficiencies, including compensation to the District for any and all expenses related thereto. If payments then or thereafter due Contractor are not sufficient to cover such amounts, Contractor shall pay the difference to the District.

   The rights and remedies of the District stated in this Agreement shall be in addition to and not in limitation of, any other rights of the District granted at law or in equity.

6. Contractor shall procure and maintain insurance, and shall cause all subcontractors hired to perform any work in conjunction with this purchase, of the following types and amounts, naming the District, its commissioners, employee, agents and volunteers shall be named as additional insureds:

a. 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. C GL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 04 13, 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). 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 Liability Insurance 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 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.

7. This agreement, its validity, enforceability and interpretation, shall be governed by the laws of the State of Illinois. Jurisdiction for any claims shall be only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

8. 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.

9. Contractor shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Contractor shall be licensed and bonded and shall be registered with the Village of Oak Brook, Illinois to perform the Work hereunder. Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement. Contractor's Compliance and Certification Attachment is attached to and incorporated as **Exhibit A** to this Addendum.

   The Contractor shall comply with the requirements of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) and the District's Ordinances requiring payment of prevailing wages. The Contractor shall pay or cause to be paid not less than the prevailing rate of hourly wage in the county the work is performed as determined by the Illinois Department of Labor for the month in which the work is performed including but not limited to all laborers, workers and mechanics. All contractors and subcontractors rendering services under this contract must comply with all requirements under the Act, including but not limited to, all wage, notice and record keeping duties. The Contractor is required to verify current prevailing wage prior to the first day of each month and to pay the then-current prevailing wage rate as determined by the Illinois Department of Labor, regardless of the rates contained in the Contract Documents. Any increases in costs to the Contractor due to the changes in the prevailing wage during the term of this Contract shall be at the expense of Contractor and not at the expense of District. Current prevailing wage rates are published at the following website: http://labor.illinois.gov/. The Contractor agrees to indemnify and hold harmless the District for any violations of the Prevailing Wage Act.

10. Time is of the essence of this Agreement. Contractor shall achieve Final Completion of the work on or before April 30, 2026. Final Completion means the date the work has been completed in accordance with the Contract Documents and the District has approved final payment to the Contractor.

11. Any subcontract that Contractor enters into for the work shall be in writing and shall specifically provide that the District is an intended third-party beneficiary of such subcontract and that the District shall have the right to enforce the subcontractor's obligations thereunder after the occurrence of a default under the contract by the Contractor. By appropriate written agreement, the Contractor shall require each subcontractor, to the extent of the work to be performed by the subcontractor, to be bound to the Contractor by the terms of this Agreement, and to assume toward the Contractor all the obligations and responsibilities which the Contractor, by this Agreement, assumes toward the District.

12. This Addendum, in addition to this Purchase Order #26-6814, Sourcewell Vendor Contract and all other documents associated with Sourcewell Procurement Contract #0523324, contain the entire agreement between Contractor and the District, and no statement, promise or inducement made by either party to the agency of either party that is not contained in this written

Agreement shall be valid or binding. No modification of this Agreement shall be effective unless in writing dated a date subsequent to the date of this Agreement and signed by an authorized representative of each Party.

13. The District may, at any time, terminate the Agreement in whole or in part for the District's convenience and without cause. Termination by the District under this section shall be by a notice of termination delivered to the Contractor specifying the extent of the termination and the effective date. Upon receipt of a notice of termination, the Contractor shall immediately, in accordance with instructions from the District: (1) cease operation as specified in the notice; (2) place no further orders; (3) enter into no further subcontracts for materials, labors, services or facilities except as necessary to complete continued portions of the work; (4) terminate all subcontracts and orders to the extent they relate to the work terminated; (5) proceed to complete the performance of work not terminated; and, (6) take actions that may be necessary or that the District may direct, for the protection and preservation of the terminated work. The Contractor shall recover payment for approved and properly performed work completed prior to the effective date of termination. Contractor shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

Exhibit A

CONTRACTOR COMPLIANCE AND CERTIFICATIONS ATTACHMENT

Note: The following certifications form an integral part of the Agreement between the Owner and Contractor. Breach by Contractor of any of the certifications may result in immediate termination of the Contractor's services by Owner.

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.

B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.

C. All contracts for this Project are subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work. Contractor shall pay prevailing rates of wages in accordance with the Illinois Department of Labor's wage determination and any subsequent determinations issued by the Illinois Department of Labor, all in accordance with applicable law. These revisions may be accessed by computer at http://labor.illinois.gov/. Contractor is responsible for determining the applicable prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of Contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. Contractor shall also comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll records and inspection of records. Contractor is not barred from entering into public contracts under Section 11a of the Illinois Prevailing Wage Act due to its having been found to have disregarded its obligations under the Act. The Contractor shall submit monthly, no later than the 10th day of each calendar month, electronically a certified payroll to the Illinois Department of Labor's Certified Transcript of Payroll Portal, which can be accessed on Illinois Department of Labor website in accordance with the Prevailing Wage Act. Contractor shall include on all bonds and shall cause all subcontractors' bonds required under the Contract Documents to guarantee compliance with the Prevailing Wage Act. Contractor agrees to indemnify and hold harmless the Park District for any violations of the Prevailing Wage Act.

D. If applicable, Contractor shall abide by the "*Employment of Illinois Workers on Public Works Act" (30 ILCS 570/0.01 et seq.)*, which stipulates that whenever there is a period of excessive unemployment in Illinois, defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in Illinois exceeds five percent (5%) as measured by the U.S. Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the Contractor shall employ only Illinois laborers unless otherwise exempted as so stated in the Act ("Illinois laborer" means any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident). Other laborers may be used if Illinois laborers are not available or are incapable of performing the particular type of work involved, if so certified by the Contractor and approved by the Owner.

E. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.

F. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process, or otherwise prior to entering into the Contract therewith.

G. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

H. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract; (ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud; (iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure

improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.

I. Contractor knows and understands the Equal Employment Opportunity Clause administrated by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.

J. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

K. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administrated by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.

L. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 *et seq*.) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.

M. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 *et seq*. A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.

N. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 *et. seq*.) and, upon request of the Oak Brook Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

CONTRACTOR

By: _____
Its: _____

STATE OF _____)
) SS
COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County, aforesaid, hereby certify that _____appeared before me this day and, being first duly sworn on oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed and as the act and deed of the Contractor.

Dated:_____

_____
(Notary Public)

(SEAL)

SUBSTANCE ABUSE PREVENTION PROGRAM CERTIFICATION

The Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 et seq., ("Act") prohibits any employee of the Contractor or any Subcontractor on a public works project to use, possess or be under the influence of a drug or alcohol, as those terms are defined in the Act, while performing work on the project. The Contractor/Subcontractor **[circle one],** by its undersigned representative, hereby certifies and represents to the Oak Brook Park District that **[Contractor/Subcontractor must complete either Part A or Part B below]**:

A. The Contractor/Subcontractor **[circle one]** has in place for all of its employees not covered by a collective bargaining agreement that deals with the subject of the Act a written substance abuse prevention program, a true and correct copy of which is attached to this certification, which meets or exceeds the requirements of the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/*1 et seq.* **[Contractor/Subcontractor must attach a copy of its substance abuse prevention program to this Certification.]**

_____
Name of Contractor/Subcontractor (print or type)

_____
Name and Title of Authorized Representative (print or type)

_____ Dated: _____
Signature of Authorized Representative

B. The Contractor/Subcontractor **[circle one]** has one or more collective bargaining agreements in effect for all of its employees that deal with the subject matter of the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*

_____
Name of Contractor/Subcontractor (print or type)

_____
Name and Title of Authorized Representative (print or type)

_____ Dated: _____
Signature of Authorized Representative

New Business

Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: ORDINANCE 26-0420: AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2026 AND ENDING APRIL 30, 2027

AGENDA NO.: 9. A.

MEETING DATE: MARCH 16, 2026

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

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

Preparation of the requested fiscal year 2026/2027 budgets ("budgets") commenced in October 2025 when Finance staff began calculating the proposed 2025 property tax levies. On November 24, 2025 the budget planning module was made available to staff so they could begin compiling their budget requests. These requests were due to Finance on January 19, 2026, at which time access to the budget module was closed. Concurrent with this process, staff was also tasked with developing and updating their capital budget requests/estimates for the ten fiscal years ending April 30, 2035. Subsequent to the closure of the budget module, Finance staff worked on compiling the requested budget information and presented such requests to the Executive Director for review. Soon after the Executive Director's initial review, finance staff and the Executive Director began holding meetings with all directors and respective managers to conduct a detailed review of the operating and capital budget requests to identify any necessary adjustments. On March 3, 2026, staff presented the requested operating and capital budgets to the park district Board of Commissioners at a Special Board Meeting which resulted in discussions amongst staff and Commissioners.

A public hearing for the requested budgets will be conducted on April 20, 2026, prior to the regularly scheduled Board meeting, and notice of this public hearing will be published in a locally circulating newspaper and on the district's website in advance of such hearing.

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

Accompanying this agenda history document is a draft of the annual budget and appropriation ordinance, a draft of the Certification of Estimate of Revenue for Fiscal Year 2026-2027, detailed schedules for all ten of our funds, and a consolidating schedule. The accompanying documents are for review and discussion only.

The final requested fiscal year 2026/2027 budgets and related documents are scheduled for final Board action at the April 20, 2026 Board meeting.

ACTION PROPOSED:

For Review and Discussion Only.

ORDINANCE NO. 26-0420

OAK BROOK PARK DISTRICT

ANNUAL BUDGET AND APPROPRIATION ORDINANCE

AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2026, AND ENDING APRIL 30, 2027.

WHEREAS, the Board of Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing will be held as to such Budget on the 20th day of April 2026, notice of said hearing having been given at least one (1) week prior thereto as required by law and all other legal requirements having been complied with;

NOW, THERFORE, BE IT ORDAINED by the Board of Commissioners of the Oak Brook Park District, as follows:

Section 1. That the fiscal year of this District be and the same hereby is fixed and declared to be from May 1, 2026, to April 30, 2027.

Section 2. That the following Budget, containing an estimate of the amount available, and expenditures, and the appropriation contained therein, be and the same is hereby adopted as the Budget and Appropriations for this Park District for the said fiscal year and the following sums of money:

GENERAL FUND	$ 4,129,052.00
RECREATION FUND	$ 5,720,447.00
ILLINOIS MUNICIPAL RETIREMENT FUND	$ 208,235.00
SOCIAL SECURITY FUND	$ 324,622.00
LIABILITY INSURANCE FUND	$ 196,452.00
AUDIT FUND	$ 14,475.00
SPECIAL RECREATION FUND	$ 312,831.00
DEBT SERVICE FUND	$ 1,644,166.00
RECREATIONAL FACILITIES FUND (Tennis Ctr.)	$ 4,381,783.00
CAPITAL PROJECTS FUND	$ 1,471,279.00

or as much thereof as may be authorized by law and hereby appropriated for the purpose of the Oak Brook Park District, as herein thereafter specified for said fiscal year.

SUMMARY OF APPROPRIATIONS

GENERAL (CORPORATE) FUND	$ 4,129,052.00
RECREATION FUND	5,720,447.00
ILLINOIS MUNICIPAL RETIREMENT FUND	208,235.00
SOCIAL SECURITY FUND	324,622.00
LIABILITY INSURANCE FUND	196,452.00
AUDIT FUND	14,475.00
SPECIAL RECREATION FUND	312,831.00
DEBT SERVICE FUND	1,644,166.00
RECREATIONAL FACILITIES FUND	4,381,783.00
CAPITAL PROJECTS FUND	1,471,279.00
TOTAL	$ 18,403,342.00

Section 3. That the estimated cash expected to be on hand at the end of this fiscal year is To Be Determined.

Section 4. That all balances of any item or items of any general appropriation made in the Ordinance be expended in making up any deficiency in any item in the same general appropriation, and for the same general purposes, or any like appropriation and for the same general purpose, or any like appropriation made by this Ordinance.

Section 5. That all unexpended balances from annual appropriations of the previous years be and they are hereby re-appropriated for the same or similar purpose.

Section 6. That should any clause, sentence, paragraph or part of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 7. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

Adopted this 20th day of April 2026, pursuant to a roll call vote as follows:

Aye: _____

Nay: _____

Absent: _____

_____
President

ATTEST:

_____
Board Secretary

OAK BROOK PARK DISTRICT
CERTIFICATION OF ESTIMATE OF
REVENUE FOR FISCAL YEAR 2026-2027

I, Ivana Ivkovic Kelley, do hereby certify that I am the duly qualified Treasurer of the Oak Brook Park District and the Chief Fiscal Officer of said Park District. As such officer, I do further certify that the revenues, by source, anticipated to be received by said Park District in the fiscal year beginning May 1, 2026 and ending April 30, 2027 are estimated to be as follows:

SOURCE		**AMOUNT**
Property and Replacement Taxes		
General Corporate Fund	$	2,106,332
Recreation Fund		1,417,800
Illinois Municipal Retirement Fund		191,963
Social Security Fund		308,013
Liability Insurance Fund		211,227
Audit Fund		10,503
Special Recreation Fund		301,065
Debt Service Fund		1,662,384
Sub-Total	$	6,209,287
Non-Tax Revenues		
Interest	$	425,149
Building Rental Fees		296,405
Program & Service Fees		6,836,259
Field & Pavilion Rentals		356,500
Overhead/Interfund		800,843
Sponsorships & Donations		100,675
Grants		1,747,529
Other/Miscellaneous		314,775
Sub-Total	$	10,878,135
TOTAL ESTIMATED REVENUES	**$**	**17,087,422**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the said Park District this 20th day of April 2026.

Ivana Ivkovic Kelley
Treasurer and Chief Fiscal Officer

SEAL

STATE OF ILLINOIS)
)
COUNTIES OF)
DUPAGE & COOK) S.S.

I, Laure L. Kosey, do hereby certify that I am the duly appointed Secretary of the Oak Brook Park District in the county and state aforesaid, and as such Secretary, I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I do further certify that the attached and foregoing is a true and complete copy of the "***Annual Budget and Appropriation Ordinance"*** of the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the Fiscal Year beginning May 1, 2026 and ending April 30, 2027, as adopted by the Board of Park Commissioners at its properly convened meeting held on April 20, 2026, as appears from the official records of said Park District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Park District at Oak Brook, Illinois this 20th day of April 2026.

_____
Laure L. Kosey, Secretary
Board of Park Commissioners
Oak Brook Park District

SEAL

OAK BROOK PARK DISTRICT

Requested Fiscal Year 2026 - 2027 Budget Summary- All Funds

REVENUES	GENERAL	RECREATION	TENNIS	DEBT SERVICE	CAPITAL PROJECTS	IMRF	SOCIAL SECURITY	LIABILITY INSURANCE	AUDIT	SPECIAL RECREATION	CONSOLIDATED 2026/2027 BUDGET TOTALS
Property Taxes	$ 1,955,448	$ 1,370,299	$ -	$ 1,662,384	$ -	$ 150,050	$ 280,071	$ 200,050	$ 10,503	$ 301,065	$ 5,929,870
Replacement Taxes	150,884	47,501	-	-	-	41,913	27,942	11,177	-	-	$ 279,417
Interest	109,452	138,157	131,964	9,600	10,296	4,500	7,200	4,200	180	9,600	$ 425,149
Building Rental Fees	296,405	-	-	-	-	-	-	-	-	-	$ 296,405
Program & Service Fees	189,274	4,128,285	2,518,700	-	-	-	-	-	-	-	$ 6,836,259
Field & Pavilion Rentals	356,500	-	-	-	-	-	-	-	-	-	$ 356,500
Overhead/Interfund	800,843	-	-	-	-	-	-	-	-	-	$ 800,843
Sponsorships & Donations	-	85,675	-	-	15,000	-	-	-	-	-	$ 100,675
Grants	-	81,250	200,000	-	1,466,279	-	-	-	-	-	$ 1,747,529
Other/Miscellaneous	16,794	203,000	58,800	-	4,000	-	-	-	-	32,181	$ 314,775
Total Revenues	**$ 3,875,600**	**$ 6,054,167**	**$ 2,909,464**	**$ 1,671,984**	**$ 1,495,575**	**$ 196,463**	**$ 315,213**	**$ 215,427**	**$ 10,683**	**$ 342,846**	**$ 17,087,422**
EXPENDITURES/EXPENSES											
Administration	$ 398,406	$ 746,726	$ 827,952	$ -	$ -	$ -	$ -	$ 44,104	$ -	$ 94,331	$ 2,111,519
Finance & H.R.	289,733	-	-	-	-	-	-	-	-	-	$ 289,733
Parks & Dean Nature	1,022,587	-	-	-	-	-	-	-	-	-	$ 1,022,587
Professional Services	56,000	-	-	-	-	-	-	-	13,875	-	$ 69,875
Information Technology	376,548	-	-	-	-	-	-	-	-	-	$ 376,548
Family Recreation Center	1,286,189	-	-	-	-	-	-	-	-	-	$ 1,286,189
Buildings (Incl. CPW & CPN)	260,589	-	486,675	-	-	-	-	-	-	-	$ 747,264
Programs	-	2,998,619	821,208	-	-	-	-	-	-	45,000	$ 3,864,827
Overhead/Interfund	-	754,725	46,118	-	-	-	-	-	-	-	$ 800,843
Marketing	-	373,890	-	-	-	-	-	-	-	-	$ 373,890
Other/Miscellaneous [1]	50,000	71,375	152,830	676	5,000	208,235	324,622	152,348	600	35,500	$ 1,001,186
Debt Service	-	-	-	1,643,490	-	-	-	-	-	-	$ 1,643,490
Capital Projects	389,000	775,112	1,880,000	-	1,466,279	-	-	-	-	138,000	$ 4,648,391
Depreciation	-	-	167,000	-	-	-	-	-	-	-	$ 167,000
Total Expenditures/Expenses	**$ 4,129,052**	**$ 5,720,447**	**$ 4,381,783**	**$ 1,644,166**	**$ 1,471,279**	**$ 208,235**	**$ 324,622**	**$ 196,452**	**$ 14,475**	**$ 312,831**	**$ 18,403,342**
Year-End Adjustment for Capitalized Costs	$ -	$ -	$ 1,880,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,880,000
Net Surplus/(Deficit), Excluding Transfers & Other Financing	$ (253,452)	$ 333,720	$ 407,681	$ 27,818	$ 24,296	$ (11,772)	$ (9,409)	$ 18,975	$ (3,792)	$ 30,015	$ 564,080
Transfers in	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Transfers (out)	-	-	-	-	-	-	-	-	-	-	-
Other Financing Sources/(Uses)	-	-	-	-	-	-	-	-	-	-	-
Net Surplus/(Deficit)	**$ (253,452)**	**$ 333,720**	**$ 407,681**	**$ 27,818**	**$ 24,296**	**$ (11,772)**	**$ (9,409)**	**$ 18,975**	**$ (3,792)**	**$ 30,015**	**$ 564,080**
Cash Balance- Beginning	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Cash Balance- Ending	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD	TBD

[1] See supplementary schedule for expanded detail.

Oak Brook Park District

Requested Fiscal Year 2026 - 2027 Budget Summary- All Funds

Expanded detail for "Other/Miscellaneous" expenditures category

OTHER/MISCELLANEOUS EXPENDITURES	GENERAL	RECREATION	TENNIS	DEBT SERVICE	CAPITAL PROJECTS	IMRF	SOCIAL SECURITY	LIABILITY INSURANCE	AUDIT	SPECIAL RECREATION	CONSOLIDATED 2026/2027 BUDGET TOTALS
Contingency	$ 50,000	$ 50,000	$ 100,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 200,000**
Donations/sponsorships	-	21,375	1,000	-	-	-	-	-	-	-	**22,375**
Tennis pro shop inventory & services	-	-	51,830	-	-	-	-	-	-	-	**51,830**
Bond paying agent & wire payment fees	-	-	-	676	-	-	-	-	-	-	**676**
Capital project legal fees & agreed upon procedures fee (Grants)	-	-	-	-	5,000	-	-	-	-	-	**5,000**
IMRF pension contributions	-	-	-	-	-	208,235	-	-	-	-	**208,235**
Payroll taxes	-	-	-	-	-	-	324,622	-	-	-	**324,622**
Property/liability insurance & unemployment claims	-	-	-	-	-	-	-	152,348	-	-	**152,348**
ACFR overlapping debt schedule fee	-	-	-	-	-	-	-	-	600	-	**600**
Non capital small equipment & miscellaneous	-	-	-	-	-	-	-	-	-	35,500	**35,500**
Sub-Totals:	**$ 50,000**	**$ 71,375**	**$ 152,830**	**$ 676**	**$ 5,000**	**$ 208,235**	**$ 324,622**	**$ 152,348**	**$ 600**	**$ 35,500**	**$ 1,001,186**

Oak Brook Park District

FY 2026/2027 Proposed Budget

Adjustments subsequent to the initial budget requests that were presented at the March 3, 2026 special Board meeting

	General Fund		Recreation Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	
Revenues							
02-81-590-000			$ 190,000.00				Reallocate capital contribution fees from Capital Projects Fund
12-95-590-000						$ 190,000.00	Reallocate capital contribution fees to Recreation Fund
Transfers-in							
02-70-595-010				$ 150,000.00			Eliminate operating transfer from General Fund to Recreation Fund.
12-70-595-010						$ 250,000.00	Eliminate operating transfer from General Fund to Capital Projects Fund.
Total Revenues & Transfers-in:	**$ -**	**$ -**	**$ 190,000.00**	**$ 150,000.00**	**$ -**	**$ 440,000.00**	

	General Fund		Recreation Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	
Expenditures/Expenses							
01-81-805-000	$ 389,000.00						Reallocate capital expenditures from Capital Projects Fund
12-95-940-065						$ 389,000.00	Reallocate capital expenditures to General Fund.
Transfers-out							
01-70-621-000		$ 400,000.00					Eliminate operating transfers from General Fund to Recreation & Capital Projects Fund.
Total Expenditures/Expenses & Transfers-out:	**$ 389,000.00**	**$ 400,000.00**	**$ -**	**$ -**	**$ -**	**$ 389,000.00**	
Net Change to Fund/Net Position Balance:	**$ 11,000.00**		**$ 40,000.00**			**$ 51,000.00**	

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- General Fund

Revenues	2026/2027 Requested Budget	2026/2027 Sub. Budget Adjust. ($)	2026/2027 Revised Budget Request	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
Administration	$ -	$ -	$ -	$ -	$ -	N/A
Finance and H.R.	2,217,478	-	2,217,478	2,175,671	2,225,306	1.92%
Central Park North	94,250	-	94,250	102,250	83,642	(7.82%)
Central Park	289,588	-	289,588	240,300	279,000	20.51%
Saddlebrook Park	5,000	-	5,000	-	-	N/A
Forest Glen Park	-	-	-	-	106	N/A
Chillem Park	-	-	-	-	-	N/A
Dean Property	2,500	-	2,500	-	-	N/A
Professional Services	-	-	-	-	-	N/A
Information Technology	146,533	-	146,533	141,992	137,199	3.20%
Building/Rec. Center	987,796	-	987,796	1,368,830	1,167,860	(27.84%)
Central Park West	132,455	-	132,455	88,325	110,723	49.96%
Capital Outlay	-	-	-	-	-	N/A
Total Revenues:	$ 3,875,600	$ -	$ 3,875,600	$ 4,117,368	$ 4,003,836	(5.87%)
Expenditures						
Administration	$ 398,406	$ -	$ 398,406	$ 371,186	$ 371,461	7.33%
Finance and H.R.	339,733	-	339,733	342,450	281,524	(0.79%)
Central Park North	99,925	-	99,925	95,371	75,899	4.78%
Central Park	935,749	-	935,749	858,298	841,980	9.02%
Saddlebrook Park	29,163	-	29,163	20,180	17,073	44.51%
Forest Glen Park	28,281	-	28,281	23,845	25,762	18.60%
Chillem Park	7,726	-	7,726	5,879	3,529	31.42%
Dean Property	32,699	-	32,699	29,253	28,832	11.78%
Professional Services	56,000	-	56,000	31,000	56,000	80.65%
Information Technology	376,548	-	376,548	362,356	352,499	3.92%
Building/Rec. Center	1,286,189	-	1,286,189	1,281,504	1,207,983	0.37%
Central Park West	149,633	-	149,633	74,458	81,985	100.96%
Capital Outlay	-	389,000	389,000	-	-	N/A
Total Expenditures:	$ 3,740,052	$ 389,000	$ 4,129,052	$ 3,495,780	$ 3,344,527	18.12%
Surplus/(deficit), excluding other financing sources/(uses)	$ 135,548	$ (389,000)	$ (253,452)	$ 621,588	$ 659,309	(140.77%)
Other Financing Sources/(Uses)						
Transfer to Capital Project Fund	$ (250,000)	$ 250,000	$ -	$ (325,000)	$ -	(100.00%)
Transfer to Debt Service Fund	-	-	-	-	-	N/A
Transfer to Recreation Fund	(150,000)	150,000	-	(150,000)	-	(100.00%)
Net Surplus/(Deficit):	$ (264,452)	$ 11,000	$ (253,452)	$ 146,588	$ 659,309	(272.90%)
Beginning Fund Balance- Unrestricted	$ 2,180,907		$ 2,180,907	$ 1,521,598	$ 1,521,598	
Fiscal Year Increase/(decrease)	(264,452)		(253,452)	146,588	659,309	
Ending Fund Balance- Unrestricted	$ 1,916,455		$ 1,927,455	$ 1,668,186	$ 2,180,907	
Months of Expenditures:	6.15		5.60	5.73	7.82	
Average Monthly Expenditures:	$ 311,671		$ 344,088	$ 291,315	$ 278,711	

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- Recreation Fund

Revenues	2026/2027 Requested Budget	2026/2027 Sub. Budget Adjust. ($)	2026/2027 Revised Budget Request	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
Administration	$ 1,558,957	$ -	$ 1,558,957	$ 1,525,444	$ 1,563,167	2.20%
Fitness Center	1,028,975	-	1,028,975	869,615	951,662	18.33%
Aquatic Center	995,050	-	995,050	760,254	850,850	30.88%
Aquatic Rec. Programs	538,290	-	538,290	567,947	520,536	(5.22%)
Youth Athletics	519,850	-	519,850	533,210	498,533	(2.51%)
Preschool Programs	389,689	-	389,689	342,162	372,684	13.89%
Youth Programs	275,936	-	275,936	244,987	257,127	12.63%
Adult Programs	220,581	-	220,581	142,552	145,205	54.74%
Pioneer Programs	79,194	-	79,194	59,855	85,534	32.31%
Special Events & Trips	152,645	-	152,645	114,538	132,993	33.27%
Marketing	20,000	-	20,000	20,000	28,500	0.00%
Capital Outlay	85,000	190,000	275,000	-	200,000	N/A
Total Revenues:	$ 5,864,167	$ 190,000	$ 6,054,168	$ 5,180,564	$ 5,606,791	16.86%
Expenditures						
Administration	$ 1,179,571	$ -	$ 1,179,571	$ 1,252,500	$ 1,026,255	(5.82%)
Fitness Center	651,131	-	651,131	646,661	577,783	0.69%
Aquatic Center	1,232,246	-	1,232,246	1,319,445	1,148,649	(6.61%)
Aquatic Rec. Programs	300,271	-	300,271	303,895	291,675	(1.19%)
Youth Athletics	353,091	-	353,091	369,922	378,414	(4.55%)
Preschool Programs	333,658	-	333,658	291,954	301,991	14.28%
Youth Programs	179,680	-	179,680	182,879	151,083	(1.75%)
Adult Programs	108,167	-	108,167	108,699	103,609	(0.49%)
Pioneer Programs	105,829	-	105,829	95,587	101,104	10.71%
Special Events & Trips	127,801	-	127,801	112,779	91,906	13.32%
Marketing	373,890	-	373,890	353,103	299,988	5.89%
Capital Outlay	775,112	-	775,112	360,112	337,257	115.24%
Total Expenditures:	$ 5,720,447	$ -	$ 5,720,448	$ 5,397,536	$ 4,809,714	5.98%
Surplus/(deficit), excluding other financing sources/(uses)	$ 143,720	$ 190,000	$ 333,720	$ (216,972)	$ 797,077	(253.81%)
Other Financing Sources/(Uses)						
Transfer from General Fund	$ 150,000	(150,000)	-	$ 150,000	$ -	(100.00%)
Net Surplus/(Deficit):	$ 293,720	$ 40,000	$ 333,720	$ (66,972)	$ 797,077	(598.30%)
Beginning Fund Balance- Unrestricted	$ 3,316,788		$ 3,316,788	$ 2,519,711	$ 2,519,711	
Fiscal Year Increase/(Decrease)	293,720		333,720	(66,972)	797,077	
Ending Fund Balance- Unrestricted	$ 3,610,508		$ 3,650,507	$ 2,452,739	$ 3,316,788	
Months of Expenditures:	7.57		7.66	5.45	8.28	
Average Monthly Expenditures:	$ 476,704		$ 476,704	$ 449,795	$ 400,810	

Oak Brook Park District

Requested Fiscal Year 2026/2027 Budget- Recreational Facilities (Tennis) Fund

	2026/2027 Requested Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
Revenues				
Administration	$ 348,964	$ 123,100	$ 165,917	183.48%
Building	1,000	1,000	1,000	0.00%
Programs	2,559,500	2,409,900	2,505,661	6.21%
Total Revenues:	$ 2,909,464	$ 2,534,000	$ 2,672,578	14.82%
Expenses				
Administration	$ 975,070	$ 922,588	$ 805,329	5.69%
Building	486,675	497,607	443,479	(2.20%)
Programs	873,038	841,659	824,861	3.73%
Capital Projects	1,880,000	225,000	254,134	735.56%
Depreciation	167,000	170,000	162,000	(1.76%)
Total Expenses:	$ 4,381,783	$ 2,656,854	$ 2,489,803	64.92%
Preliminary Surplus/(Deficit):	$ (1,472,319)	$ (122,854)	$ 182,775	1098.43%
Adjustment for Capitalized Costs	$ 1,880,000	$ 225,000	$ 254,134	735.56%
Net Surplus/(Deficit):	$ 407,681	$ 102,146	$ 436,909	299.12%
Beginning Net Position				
Investment in Capital Assets	$ 1,851,949	$ 1,759,815	$ 1,759,815	
Unrestricted	3,010,455	2,665,680	2,665,680	
Total:	$ 4,862,404	$ 4,425,495	$ 4,425,495	
Ending Net Position				
Investment in Capital Assets	$ 3,564,949	$ 1,814,815	$ 1,851,949	
Unrestricted	1,705,136	2,712,826	3,010,455	
Total:	$ 5,270,085	$ 4,527,641	$ 4,862,404	
Months of Expenses:	8.18	13.39	16.16	
Average Monthly Expenses (less capitalizable expenses):	$ 208,482	$ 202,655	$ 186,306	

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- Debt Service Fund

Revenues	2026/2027 Requested Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
Property Taxes-DuPage	$ 1,661,989	$ 1,662,240	$ 1,683,619	(0.02%)
Property Taxes-Cook	395	544	400	(27.39%)
Investment Income	9,600	12,000	9,705	(20.00%)
Total Revenues:	$ 1,671,984	$ 1,674,784	$ 1,693,724	(0.17%)
Expenditures				
Principal-2016 Bonds	$ 300,880	$ 294,080	$ 294,080	2.31%
Interest-2016 Bonds	7,146	13,947	13,947	(48.76%)
Principal-2019 Bonds	740,000	705,000	705,000	4.96%
Interest-2019 Bonds	464,964	501,088	501,088	(7.21%)
Interest-2023 Bonds	130,500	130,500	130,500	0.00%
Miscellaneous	676	676	676	0.00%
Total Expenditures:	$ 1,644,166	$ 1,645,291	$ 1,645,291	(0.07%)
Surplus/(deficit), excluding other financing sources/(uses)	$ 27,818	$ 29,493	$ 48,433	(5.68%)
Other Financing Sources/(Uses)				
Transfer from General Fund	$ -	$ -	$ -	N/A
Net Surplus/(Deficit):	$ 27,818	$ 29,493	$ 48,433	(5.68%)
Beginning Fund Balance	$ (55,852)	$ (104,285)	$ (104,285)	
Fiscal Year Increase/(decrease)	27,818	29,493	48,433	
Ending Fund Balance	$ (28,034)	$ (74,792)	$ (55,852)	
Months of Expenditures:	N/A	N/A	N/A	
Average Monthly Expenditures:	N/A	N/A	N/A	

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- Capital Projects Fund

	2026/2027 Requested Budget	2026/2027 Sub. Budget Adjust. ($)	2026/2027 Revised Budget Request	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
Revenues						
Sponsorships	$ 15,000	$ -	$ 15,000	$ 15,000	$ 15,000	0.00%
Investment Income	10,296	-	10,296	43,400	10,829	(76.28%)
Miscellaneous	194,000	(190,000)	4,000	-	13,054	N/A
Grants	1,466,279	-	1,466,279	1,466,279	-	0.00%
Total Revenues:	$ 1,685,575	$ (190,000)	$ 1,495,575	$ 1,524,679	$ 38,883	(1.91%)
Expenditures						
Capital Improvements & Equipment	$ 1,855,279	$ (389,000)	$ 1,466,279	$ 1,686,279	$ 312,164	(13.05%)
Miscellaneous	5,000	-	5,000	2,500	2,000	100.00%
Total Expenditures:	$ 1,860,279	$ (389,000)	$ 1,471,279	$ 1,688,779	$ 314,164	(12.88%)
Surplus/(deficit), excluding other financing sources/(uses)	$ (174,704)	$ 199,000	$ 24,296	$ (164,100)	$ (275,281)	(114.81%)
Other Financing Sources/(Uses)						
Transfer from General Fund	250,000	(250,000)	-	325,000	-	(100.00%)
Net Surplus/(Deficit):	$ 75,296	$ (51,000)	$ 24,296	$ 160,900	$ (275,281)	(84.90%)
Beginning Fund Balance	$ 297,453		$ 297,453	$ 572,734	$ 572,734	
Fiscal Year Increase/(decrease)	75,296		24,296	160,900	(275,281)	
Ending Fund Balance	$ 372,749		$ 321,749	$ 733,634	$ 297,453	
Months of Expenditures:	N/A		N/A	N/A	N/A	
Average Monthly Expenditures:	N/A		N/A	N/A	N/A	

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- IMRF Fund

Revenues	2026/2027 Requested Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
Property Taxes-DuPage	$ 150,000	$ 125,000	$ 127,800	20.00%
Property Taxes-Cook	50	41	45	21.95%
Personal Property Rep. Tax	41,913	43,715	39,917	(4.12%)
Investment Income	4,500	5,400	5,076	(16.67%)
Total Revenues:	$ 196,463	$ 174,156	$ 172,838	12.81%
Expenditures				
Employer Contributions	$ 208,235	$ 182,000	$ 175,271	14.41%
Total Expenditures:	$ 208,235	$ 182,000	$ 175,271	14.41%
Surplus/(deficit), excluding other Financing Sources/(Uses)	$ (11,772)	$ (7,844)	$ (2,433)	50.08%
Other Financing Sources/(Uses)				
	$ -	$ -	$ -	N/A
Net Surplus/(Deficit):	$ (11,772)	$ (7,844)	$ (2,433)	50.08%

Beginning Fund Balance- Restricted	$ 68,183	$ 70,616	$ 70,616
Fiscal Year Increase/(decrease)	(11,772)	(7,844)	(2,433)
Ending Fund Balance- Restricted	$ 56,411	$ 62,772	$ 68,183
Months of Expenditures:	3.25	4.14	4.67
Average Monthly Expenditures:	$ 17,353	$ 15,167	$ 14,606

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- Social Security Fund

	2026/2027 Requested Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
Revenues				
Property Taxes-DuPage	$ 280,000	$ 290,000	$ 296,100	(3.45%)
Property Taxes-Cook	71	89	75	(20.22%)
Personal Property Rep. Tax	27,942	29,143	26,611	(4.12%)
Investment Income	7,200	6,000	9,156	20.00%
Total Revenues:	$ 315,213	$ 325,232	$ 331,942	(3.08%)
Expenditures				
Employer Contrib.- S.S.	$ 263,092	$ 267,137	$ 252,973	(1.51%)
Employer Contrib.- Medicare	61,530	62,476	59,971	(1.51%)
Total Expenditures:	$ 324,622	$ 329,613	$ 312,944	(1.51%)
Surplus/(deficit), excluding other Financing Sources/(Uses)	$ (9,409)	$ (4,381)	$ 18,998	114.77%
Other Financing Sources/(Uses)				
	$ -	$ -	$ -	N/A
Net Surplus/(Deficit):	$ (9,409)	$ (4,381)	$ 18,998	114.77%
Beginning Fund Balance- Restricted	$ 140,030	$ 121,032	$ 121,032	
Fiscal Year Increase/(decrease)	(9,409)	(4,381)	18,998	
Ending Fund Balance- Restricted	$ 130,621	$ 116,651	$ 140,030	
Months of Expenditures:	4.83	4.25	5.37	
Average Monthly Expenditures:	$ 27,052	$ 27,468	$ 26,079	

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- Liability Insurance Fund

	2026/2027 Requested Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
Revenues				
Property Taxes-DuPage	$ 200,000	$ 140,000	$ 143,300	42.86%
Property Taxes-Cook	50	55	35	(9.09%)
Personal Property Rep. Tax	11,177	11,657	10,645	(4.12%)
Investment Income	4,200	3,600	4,989	16.67%
Miscellaneous	-	50	-	(100.00%)
Total Revenues:	$ 215,427	$ 155,362	$ 158,969	38.66%
Expenditures				
Personnel- Wages	$ 32,781	$ 30,545	$ 31,522	7.32%
Personnel- Group Medical	11,323	11,540	11,151	(1.88%)
Risk Mgmt.- PDRMA Prem.	146,348	134,761	134,762	8.60%
Unemployment Insurance	6,000	1,000	20,000	500.00%
Total Expenditures:	$ 196,452	$ 177,846	$ 197,435	10.46%
Surplus/(deficit), excluding other Financing Sources/(Uses)	$ 18,975	$ (22,484)	$ (38,466)	(184.39%)
Other Financing Sources/(Uses)				
Transfers from General Fund	$ -	$ -	$ -	N/A
Transfers from Recreation Fund	-	-	-	N/A
Net Surplus/(Deficit):	$ 18,975	$ (22,484)	$ (38,466)	(184.39%)
Beginning Fund Balance- Restricted	$ 36,475	$ 74,941	$ 74,941	
Fiscal Year Increase/(decrease)	18,975	(22,484)	(38,466)	
Ending Fund Balance- Restricted	$ 55,450	$ 52,457	$ 36,475	
Months of Expenditures:	3.39	3.54	2.22	
Average Monthly Expenditures:	$ 16,371	$ 14,821	$ 16,453	

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- Audit Fund

	2026/2027 Requested Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
Revenues				
Property Taxes-DuPage	$ 10,500	$ 10,000	$ 11,700	5.01%
Property Taxes-Cook	3	3	3	0.01%
Investment Income	180	240	207	(24.99%)
Total Revenues:	$ 10,683	$ 10,243	$ 11,910	4.31%
Expenditures				
Audit Services	$ 13,875	$ 13,500	$ 13,500	2.78%
Miscellaneous	600	525	525	14.29%
Total Expenditures:	$ 14,475	$ 14,025	$ 14,025	3.22%
Surplus/(deficit), excluding other financing sources/(uses)	$ (3,792)	$ (3,782)	$ (2,115)	0.26%
Other Financing Sources/(Uses)				
	$ -	$ -	$ -	N/A
Net Surplus/(Deficit):	$ (3,792)	$ (3,782)	$ (2,115)	0.26%
Beginning Fund Balance- Restricted	$ 8,320	$ 10,435	$ 10,435	
Fiscal Year Increase/(decrease)	(3,792)	(3,782)	(2,115)	
Ending Fund Balance- Restricted	$ 4,528	$ 6,653	$ 8,320	
Months of Expenditures:	3.75	5.69	7.12	
Average Monthly Expenditures:	$ 1,206	$ 1,169	$ 1,169	

Oak Brook Park District
Requested Fiscal Year 2026/2027 Budget- Special Recreation Fund

	2026/2027 Requested Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
Revenues				
Property Taxes-DuPage	$ 301,000	$ 300,000	$ 301,900	0.33%
Property Taxes-Cook	65	98	65	(33.67%)
Investment Income	9,600	7,800	11,086	23.08%
Misc. Income- IGA	32,181	31,188	32,181	3.18%
Total Revenues:	$ 342,846	$ 339,086	$ 345,232	1.11%
Expenditures				
Full-Time Salaries	$ 29,331	$ 29,759	$ 29,000	(1.44%)
Part-Time Salaries	65,000	65,000	55,000	0.00%
Gateway Special Recreation	45,000	49,200	40,805	(8.54%)
Small Equipment	35,000	41,500	36,480	(15.66%)
Capital Improvements & Equipment	138,000	141,000	143,562	(2.13%)
Misc. Program Expenses	500	500	-	0.00%
Total Expenditures:	$ 312,831	$ 326,959	$ 304,847	(4.32%)
Surplus/(deficit), excluding other Financing Sources/(Uses)	$ 30,015	$ 12,127	$ 40,385	147.50%
Other Financing Sources/(Uses)				
	$ -	$ -	$ -	N/A
Net Surplus/(Deficit):	$ 30,015	$ 12,127	$ 40,385	147.50%

Beginning Fund Balance- Restricted	$ 186,834	$ 146,449	$ 146,449
Fiscal Year Increase/(decrease)	30,015	12,127	40,385
Ending Fund Balance- Restricted	$ 216,849	$ 158,576	$ 186,834
Months of Expenditures:	8.32	5.82	7.35
Average Monthly Expenditures:	$ 26,069	$ 27,247	$ 25,404

Oak Brook Park District
Capital Improvement Plan- Fiscal years ending April 30 2026 and April 30 2027

		1				2	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget
Family Recreation Center-Administration							
Capital Project	Time Keeping System Replacement	$ 21,815.00	$ 22,000.00	70	1		$ -
Capital Project	SharePoint/One Drive file migration		36,000.00	40	1		-
Capital Project	Marketing/Wayfinding Signage- Central Park	3,339.00	15,000.00	30	2		-
Capital Project	LED digital poster/video display system	23,395.00	26,000.00	30	2		-
General	BS&A financial server migration to cloud		-			**70**	19,000.00
	Family Recreation Center Administration Total:	**$ 53,729.38**	**$ 99,000.00**				**$ 19,000.00**
Family Recreation Center-Aquatics							
Recreation	VGB Grate Replacement at Swim Central		-			**70**	40,000.00
Special Recreation	Bi-fold Door Replacement Between Swim Central & Splash Island		-			**60**	30,000.00
Recreation	Grate Replacement- Leisure & lap pool		-	30		**70**	60,000.00
Capital Project	Epoxy Coating- (Split between Capital Project and Special Recreation)	$ -	17,000.00	20	2		-
	Family Recreation Center Aquatics Total:	**$ -**	**$ 17,000.00**				**$ 130,000.00**
Family Recreation Center- Cori's Way							
Recreation	Lobby restroom renovation		-			**60**	50,000.00
	Family Recreation Center Cori's Way Total:	**$ -**	**$ -**				**$ 50,000.00**
Family Recreation Center- Fitness							
Recreation	Replace Remaining Fitness Equipment (Lease Purchase)	**48,111.35**	**48,112.00**	60	1	**60**	48,112.00
Recreation	Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.	-	**135,000.00**	40	2		-
	Family Recreation Center Fitness Total:	**$ 48,111.35**	**$ 183,112.00**				**$ 48,112.00**
Family Recreation Center- Building							
Capital Project	Roof Maintenance	**$ 21,900.00**	**24,000.00**	70	1		-
Capital Project	Exterior wall repairs	$ -	**25,000.00**	60	1		-
Capital Project	Update existing paging/alert system	15,049.00	**30,000.00**	40	1		-
General	Exterior building painting and repairs		-			**40**	105,000.00
Capital Project	FRC elevator overhaul-Split distribution (50/50)	**$ 95,323.50**	**106,000.00**	60	1		-

Oak Brook Park District
Capital Improvement Plan- Fiscal years ending April 30 2026 and April 30 2027

		1				2	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget
General	Replacement fire panel		-			60	75,000.00
Special Recreation	FRC elevator overhaul-Split distribution (50/50)	95,232.50	106,000.00	60	1		-
	Family Recreation Center Building Total:	**$ 227,505.00**	**$ 291,000.00**				**$ 180,000.00**
Parks & Maintenance							
Capital project	Turf Slit-Seeder	13,560.00	15,000.00	30	2		-
General	Replacement Utility Vehicle #1		-			40	30,000.00
	Parks & Maintenance Total:	**$ 13,560.00**	**$ 15,000.00**				**$ 30,000.00**
Central Park							
Capital Project	Sidewalk Replacement- ($20K + $5K Special Recreation)	**$ 17,656.30**	**20,000.00**	50	2		-
Capital Project	Gabion Weir Replacement-East Weir completed as of 4/30/2019. This budget for West Weir improvements and bridge replacement.	**4,300.00**	**1,245,279.00**	90	1	**90**	1,466,279.00
Capital Project	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	**$ 25,000.00**	**50,000.00**	60/60	1	**60**	-
General	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)					**60**	10,000.00
General	New trail/pathway construction (split between General, Recreation, Special Recreation funds)		-			**50**	100,000.00
Capital Project	Paver Parking Replacement (Capital & Special Rec.)	-	**20,000.00**	60	1		-
Recreation	Central Park West Parking Lot Expansion (split between Recreation and Special Recreation)		-			**70**	300,000.00
Recreation	New trail/pathway construction (split between Capital Project, Recreation, Special Recreation funds)		-			**50**	50,000.00
Recreation	Central Park storage garage	-	**75,000.00**	60	1	**50**	175,000.00
Recreation	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	**$ 50,000.00**	**50,000.00**	60/60	1	**60**	10,000.00
Special Recreation	Sidewalk Replacement- ($5K + $20K Capital Project)	**$ 5,000.00**	**5,000.00**	50	2		-
Special Recreation	New trail/pathway construction (split between Capital Project, Recreation, Special Recreation funds)		-			**50**	50,000.00
Special Recreation	Central Park West Parking Lot Expansion (split between Recreation and Special Recreation)		-			**70**	56,000.00
Special Recreation	Paver Parking Replacement (Capital & Special Rec.)	**$ 14,408.00**	**20,000.00**	60	1		-
Special Recreation	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	**$ 10,000.00**	**10,000.00**	60	1	**60**	2,000.00
	Central Park Total:	**$ 126,364.30**	**$ 1,495,279.00**				**$ 2,219,279.00**
Central Park West							
Recreation	Renovation to kitchen (cabinets, windows, flooring)	-	**52,000.00**	60	2		-

Oak Brook Park District
Capital Improvement Plan- Fiscal years ending April 30 2026 and April 30 2027

Fund	Description Project/Equipment	1 FY 2025/2026 Unaudited F-Y-T-D Actual	1 FY 2025/2026 Original Budget	1 CIP Score	1 FY 2025/2026 CIP Priority	2 FY 2026/2027 CIP Score	2 FY 2026/2027 Proposed Budget
Recreation	Exterior siding		-			40	27,000.00
Recreation	HVAC Air Handler Replacement		-			50	15,000.00
	Central Park West Total:	**$ -**	**$ 52,000.00**				**$ 42,000.00**
Forest Glen Park							
General	Pedestrian bridge replacement		-			40	50,000.00
	Forest Glen Park Total:	**$ -**	**$ -**				**$ 50,000.00**
Saddlebrook Park							
Capital Project	Barn Review	**4,009.24**	**35,000.00**	40	2		-
	Saddlebrook Park Total:	**$ 4,009.24**	**$ 35,000.00**				**$ -**
	Governmental Funds Totals:	**$ 473,279.27**	**$ 2,187,391.00**				**$ 2,768,391.00**

SUMMARY RECAP

Capital Project Fund (GL #12-95-940-065):	**$ 250,527.42**	**$ 1,686,279.00**		**$ 1,466,279.00**
Capital Project Fund-C.P. North (GL #12-95-940-065):	**-**	**-**		**-**
Recreation Fund (GL #02-81-805-000):	**$ 98,111.35**	**$ 360,112.00**		**775,112.00**
Recreation Fund-C.P. North (G/L #02-81-805-000):	**-**	**-**		**-**
Special Recreation Fund (GL #09-01-805-000):	**$ 124,640.50**	**$ 141,000.00**		**138,000.00**
Special Recreation Fund-C.P. North (G/L #09-01-805-000):	**-**	**-**		**-**
General Fund (GL #01-81-805-000):	**-**	**-**		**389,000.00**
General Fund-C.P. North(GL #01-81-805-000):	**-**	**-**		**-**
Capitalizable Costs-Governmental Funds Totals:	**$ 473,279.27**	**$ 2,187,391.00**		**$ 2,768,391.00**

Oak Brook Park District
Capital Improvement Plan- Fiscal years ending April 30 2026 and April 30 2027

		1				2	
		FY 2025/2026					
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	FY 2025/2026 CIP Priority	FY 2026/2027 CIP Score	FY 2026/2027 Proposed Budget
Tennis Center							
Recreational Facilities	Reconstruction and expansion of Outdoor Courts	$ -	-	70		**70**	1,850,000.00
Recreational Facilities	Lower Level Carpeting	23,788.08	25,000.00	40	1		-
Recreational Facilities	Exterior window replacement	$ **77,345.27**	100,000.00	30	1		-
Recreational Facilities	HVAC- Heating & Cooling System (Courts 1-8)	-	100,000.00	50	1		-
Recreational Facilities	Indoor Courts Video Technology					50	30,000.00
	Tennis Center Total:	**$ 101,133.35**	**$ 225,000.00**				**$ 1,880,000.00**

Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: TEN-YEAR CAPITAL IMPROVEMENT PLAN FOR THE FISCAL YEARS ENDING APRIL 30 2026 THROUGH APRIL 30 2035 OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS.	AGENDA NO.: 9. B. MEETING DATE: MARCH 16, 2026

STAFF REVIEW: Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

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

During the 4th quarter of 2025, park district staff began updating the ten-year Capital Improvement Plan ("CIP") which coincided with the development of the fiscal year 2026/2027 operating budgets. During that time, staff conducted numerous meetings to discuss the CIP; including identifying the scope, timing and funding sources for the various capital items listed.

At the November 17, 2025, Board of Commissioners meeting, staff presented a preliminary summary listing of the proposed FY 2026-2027 capital improvements.

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

Accompanying this agenda history document is the ten-year CIP that includes the proposed capital purchases and improvements for the fiscal years ending 2027 through 2035. Please note that the proposed fiscal year 2026/2027 capital purchases and improvements have been incorporated into the Annual Budget and Appropriation Ordinance number 26-0420. The remaining capital items for fiscal years ending 2028 through 2035 are for long-term planning purposes only and are subject to change based on continuous review of anticipated funding sources as well as needs/priority assessments.

ACTION PROPOSED:

For review and discussion only.

Oak Brook Park District

Summary Listing of Proposed Capital Improvement Projects for Fiscal Year 2026-2027

Project Count	Project Title	Estimated Budget Amount	Expected Funding Source
1	Ginger Creek Bridge replacement and West weir improvements	$ 1,466,279.00	100% funded from federal grant.
2	Outdoor tennis courts expansion and reconstruction	1,850,000.00	100% funded from existing reserves in the tennis fund.
	Sub-total:	$ 3,316,279.00	
3	Swim Central grate replacement- leisure & lap pool	$ 60,000.00	Accumulated reserves
4	Swim Central VGB grate replacement	40,000.00	Accumulated reserves
5	Family Recreation Center fire panel replacement	75,000.00	Accumulated reserves
6	Swim Central bi-fold door replacement	30,000.00	Accumulated reserves
7	Fitness equipment capital lease- payment 3 of 3	48,112.00	Accumulated reserves
	Sub-total:	$ 253,112.00	
8	Central Park West parking lot expansion	$ 356,000.00	$90K/$100K from Eclipse Soccer/Wizard Football and $75K from grant.
9	Central Park additional trails and pathways	200,000.00	Accumulated reserves
10	BS&A financial server migration to cloud	19,000.00	Accumulated reserves
11	Forest Glen Park pedestrian bridge replacement	50,000.00	Accumulated reserves
12	Central Park West HVAC air handler	15,000.00	Accumulated reserves
13	Family Recreation center lobby restroom renovations	50,000.00	Accumulated reserves
14	Family Recreation Central exterior building painting and repairs	105,000.00	Accumulated reserves
15	Central Park West exterior siding replacement	27,000.00	Accumulated reserves
16	Central Park storage garage	175,000.00	Accumulated reserves
17	Replacement of parks maintenance utility vehicle	30,000.00	Accumulated reserves
18	Central Park pavement grinding and asphalt overlay	22,000.00	Accumulated reserves
19	Indoor courts video technology system	30,000.00	Accumulated reserves
	Sub-total:	$ 1,079,000.00	
	Grand Total:	**$ 4,648,391.00**	

Capital Project Score Card

Project Title
Bridge Replacement Project Ginger Creek

Question #	Points
1	10
2	0
3	10
4	10
5	10
6	10
7	10
8	10
9	10
10	10

Fiscal Year
26/27

Budget
$ 1,466,279

Score
90

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   10

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   10

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    10

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The existing bridge crossing is not ADA accessible, poses a safety concern because of its design, and is prone to flooding during rain which eliminates access and increases potential for danger.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

n/a

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

The project has dedicated funding from a HUD Community Project Funding grant in the amount of 1.46 million dollars.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

Funding is through the department of Housing and Urban Development in the form of a Community Funding Project grant.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, the project is aligned with the District's goal of providing the best facilities, and greatly improves the accessibility of the bridge crossing and connectivity to the north fields.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the existing bridge and surrounding weir walls are over fifty years old and beginning to deteriorate.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

Installation of a new bridge reduces maintenance required on the weir wall rock baskets, and the closure of the bridge by staff during rain when the bridge becomes uncrossable.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

The maintenance costs do not exceed the project value and therefore do not directly justify the project cost.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the new bridge will not be subject to closure when creek levels rise, allowing fully functional use of the bridge year round.

10. How will the project improve productivity and efficiency?

The project will reduce maintenance costs, allowing park staff to focus their resources on other tasks.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

This project is part of the Master Vision for Central Park which has been presented to the public and approved by the Village of Oak Brook.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

Yes, however the intention is to leverage the grant funding to fully cover the costs of the bridge project.

13. Is project-related research and planning completed?

Partially, staff is working with V3 Engineering for project planning and implementation. Initial engineering assessments have been completed.

14. Are all approvals, permits or similar requirements ready?

No. Permitting is expected to take up to take nine-twelve months. Ideally, permit solicitation would be early in 2025.

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No, this is a stand alone project.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

The project is in the early planning stage.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No, the project is not a candidate for phasing but is anticipated to take place over two fiscal years.

19. What (if any) will be the negative impacts if the project is not approved?

Additional maintenance costs and increasing risk of failure if not completed.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$ 0

Executive Summary

The existing bridge and surrounding dam/weir walls crossing Ginger Creek at Central Park are in need of replacement. The structures are over 50 years old, and showing signs of deterioration. The foot bridge is not ADA accessible, has no safety railing installed because of its design, and frequently floods over during rain events, making it impassible. In 2022, the Oak Brook Park District hired Engineering Resource Associates (ERA) to perform an evaluation of the bridge and dam. Through that process it was determined that the structures were in need of replacement in the near future. ERA presented several options for replacing the bridge while making improvements to the flood way in which the dam and weir walls are situated.

From that study, the Park District hired V3 Engineering to conduct phase 2 and 3 engineering to finalize a solution and begin the steps of implementation. Simultaneously, the Park District sought Capital Project Funding through Representative Sean Casten for a project grant. In early 2024, the Park District was notified that the project was selected for a HUD Community Project Funding Grant, formerly know as "earmark" funding, in the amount of 1.46 million dollars. This amount represents the anticipated cost to complete the project.

The Park District continues to engage the services of V3 Engineering for the project. The grant agreement has been executed and the Environmental Review portion is underway which is required prior to permitting and bidding.

Signature: Bob Johnson

Capital Project Score Card

Project Title
Outdoor Tennis courts project

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	10
7	0
8	10
9	10
10	10

Fiscal Year
2026/2027

Budget
$ 1,850,000

Score
70

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    10

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

Eliminates current cracks on tennis courts and heaving fences and posts, which can be a safety issue.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

N/A

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

N/A

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Outdoor tennis courts are identified in the Master Vision and Strategic Plan.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

The tennis courts have exceeded their useful life by more than 10 years.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

Expanded programming options, ability to host larger tournaments. Operational expenses will be minimum.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

Yes, we are currently spending $75,000 every 3 years to keep the courts operating.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, enhanced playing surface, lights for extended usage time.

10. How will the project improve productivity and efficiency?

Court layouts will allow coaches to efficiently manage programming on the courts. There can be more tournament matches scheduled at the same time without more staffing.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

Surveys were conducted and there is community member support for the project.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

No

13. Is project-related research and planning completed?

Cost estimate and planning completed.

14. Are all approvals, permits or similar requirements ready?

No, the project will require permitting after design phase.

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

Potential for combining other asphalt paving at Central Park to reduce costs.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

Some initial surveying and planning efforts are taking place.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

To save on initial cost, there is a possibility to add some of the features later.

19. What (if any) will be the negative impacts if the project is not approved?

Limited operation on current courts.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The outdoor tennis courts project is planned to be executed during the 26/27 fiscal year from August 2026 - May 2027 to maximize courts usage.
The outdoor tennis courts exceeded their life spam and require constant expensive repairs that last only one year, cracks are coming back and deteriorating every year.
The outdoor tennis courts rebuild is an important project that will allow us to continue to offer all the programs on the outdoor tennis courts.
Outdoor lights on two of the courts will be optional and will extend the number of hours the outdoor courts can be used.
The project is part of the Master Vision and Strategic plan and has tennis members and community support.
The $1,850,000 budget includes the following items which are not typically included into a basic tennis courts rebuild cost:

- Removal of existing trail and new trail paving on existing base approximatively $50,000.
- Rain garden approximatively $50,000 - required due to flood plane requirements.
- Drainage and catch basin, approximatively $80,000 - important to avoid water infiltrating under the base, cracks and maintenance issues experienced with current courts.
- Concrete curb at each court bay, approximatively $90,000 - required to keep fencing posts in place, can extend the life expectancy and reduce future repairs cost like grinding and installing of a new asphalt layer without fence removal.
- Electrical line adjustments and conduit to east courts, approximatively $40,000 - required if outdoor lights will be installed at a later time, lower cost and less disruptive if completed during the courts rebuild.
- Glass grid approximatively $65,000 - the grid is installed in between the two layers of asphalt and can extend the life expectancy with 5+ years.
- Landscaping work, approximately $30,000.
- Project contingency, $215,000.

The life expectancy for new tennis courts is 35-40 years.

Funding for the project will be through Tennis Center's reserves.

Signature:_____

Capital Project Score Card

Project Title
Swim Central Grate Replacement

Question #	Points
1	10
2	10
3	0
4	10
5	10
6	10
7	0
8	10
9	10
10	0

Fiscal Year
2026-2027

Budget
$ 60,000

Score
70

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   10

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The existing grates are past their useful life and are worn and fragile in areas. The grates are required to be replaced in 2026 as they will have expired.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

Aquatic design standards require appropriate grates secured in aquatic facilities surrounding the pool. The existing grates are about to expire in 2026 and are required to be replaced.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

The dedicated funding is from fund reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

Park district budget only.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, the project is consistent with providing the best facilities. No, the project does not address strategies and goals in the ADA Transition Plan.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the grates have exceeded its useful life. The grates are outdated and worn and are required to be fully compliant with current safety standards.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

Yes, the project would reduce maintenance and operating costs with fewer repairs from damage.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

N/A

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

N/A

10. How will the project improve productivity and efficiency?

Yes, the project will improve productivity and efficiency by the increased appeal with compliant grates.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

N/A

13. Is project-related research and planning completed?

No, it is actively underway.

14. Are all approvals, permits or similar requirements ready?

No

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No

19. What (if any) will be the negative impacts if the project is not approved?

If not approved the grates will continue to deteriorate and fail.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The proposed project to replace the Swim Central pool perimeter grates is essential because the grates have exceeded their useful life, becoming worn and prone to breakage and are not compliant. The proactive replacement protects all users and extends the life of the pool infrastructure and supports cost-effective operations. The existing grates are expiring in 2026 and are required to be replaced for the pool to remain compliant.

Age of existing structure/equipment 10 years

Life expectancy of replacement 10 years

Signature:_____

Capital Project Score Card

Project Title
Swim Central VGB Grate Replacment

Question #	Points
1	10
2	10
3	0
4	10
5	10
6	10
7	0
8	10
9	10
10	0

Fiscal Year
2026-2027

Budget
$ 40,000

Score
70

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   10

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The VGB Grate Replacement addresses a critical pool and spa safety issue related to entrapment hazards. The grates are required to be replaced per the updated VGB act.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The project satisfies a legal requirement of the VGB Act signed into law in 2007 and enforced by the U.S. Consumer Product Safety Commission, that mandates all public pools and spas be compliant.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

The dedicated funding is from fund reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, the project is consistent with providing the best facilities.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the grates have exceeded their useful life. When the grates are beyond their useful life they are non-complaint.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

N/A

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

No, but the project is required by legal mandate enforced through the Illinois Department of Public Health.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

N/A

10. How will the project improve productivity and efficiency?

N/A

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

No.

13. Is project-related research and planning completed?

In-progress.

14. Are all approvals, permits or similar requirements ready?

No. The project has an anticipated permit lead time of over 16 weeks.

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

The planning and engineering process is underway.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No.

19. What (if any) will be the negative impacts if the project is not approved?

If not completed, the pools will be out of compliance with the VGB act and could be closed down by the Illinois Department of Public Health.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The proposed Swim Central and Splash Island VGB Grate replacement addresses the current safety standards required to modernize outdated safety equipment and maintain compliance. The existing grates have exceeded their useful life and no longer provide optimal protection against entrapment hazards posing a potential safety risk to pool users. The update minimizes maintenance issues associated with worn or damaged grates, supporting efficient pool operations and more enjoyable experience for all users.

Furthermore, this replacement is mandated by the Virginia Graeme Baker Pool and Spa Safety Act, and is enforced by the Illinois Department of Public Health. Failure to be compliant risks closure of the pools. The project has a development, permitting, and installation time frame of several months. The installation is anticipated to be completed during the fall 2026 annual pool maintenance shut down.

Age of existing structure/equipment 8-10 years depending on the specific grate.

Life expectancy of replacement 10 years

Signature:_____

Capital Project Score Card

Project Title
FRC Fire Panel Replacement

Question #	Points
1	10
2	10
3	0
4	10
5	10
6	0
7	0
8	10
9	10
10	0

Fiscal Year
26/27

Budget
$ 75000

Score
60

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   10

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The existing fire safety annunciator panel is antiquated and does not fully comply with modern fire safety standards.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The existing panel is not capable of synchronizing the fire strobe lights in the building, which is a modern fire safety requirement.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

None

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

The project will be funded through reserves.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, providing the best facilities.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the panel is beyond its useful life and does not meet current standards.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

N/A

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

N/A

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the new panel will be able to connect and synchronize the fire strobes which is a requirement.

10. How will the project improve productivity and efficiency?

The fully synchronized system will better communicate to the public in the event of an emergency.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

Yes

13. Is project-related research and planning completed?

Yes

14. Are all approvals, permits or similar requirements ready?

No

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No

19. What (if any) will be the negative impacts if the project is not approved?

The aging system will not be in compliance with ADA standards for synchronization.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Maintenance	Routine preventative maintenance	Ongoing	$500	01-15-750-013
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The existing fire safety annunciator panel at the Family Recreation Center does not meet current National Fire Code or ADA requirements. The system is incapable of synchronizing the visual strobe lights throughout the facility which will be activated in the event of a fire alarm being activated. This is a fire code and ADA requirement. Furthermore, the panel is obsolete and is being phased out of facilities.

Age of existing structure/equipment 26 years

Life expectancy of replacement 20 years

Signature:_____

Capital Project Score Card

Project Title
Swim Central Bi-Fold Door Replacement

Question #	Points
1	10
2	10
3	0
4	10
5	10
6	10
7	0
8	10
9	10
10	0

Fiscal Year
2026-2027

Budget
$ 30,000

Score
70

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   10

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The project address an eminent potential safety concern because the automatic door system fails to fully detect a person when closing.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

It is a liability for the door to not fully detect a person when closing.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

The dedicated funding is from fund reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, this project is consistent with providing the best facilities It does implement strategies and goals included in the ADA Transition Plan.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the door has exceeded its useful life because it is not operating correcting and needs to be modernized.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

The project reduces maintenance costs to repair when the door is not operating correctly.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

Yes, because the door is at its end of useful life.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the new door system will operate more efficiently and safely.

10. How will the project improve productivity and efficiency?

The bi-fold door replacement improves productivity and efficiency because the Maintenance Team will not have to apply resources to repairing it.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

Yes, the bi-fold door complies with ADA improvements because it has the standards of safety, and standards, and operations.

13. Is project-related research and planning completed?

Yes.

14. Are all approvals, permits or similar requirements ready?

No.

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No.

19. What (if any) will be the negative impacts if the project is not approved?

No.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The existing surface-mounted bi-part automatic sliding door has reached the end of its functional service life and no longer meets current operational, safety, and accessibility standards. Frequent malfunctions, sensor failures, and inconsistent opening/closing cycles preset ongoing safety risks to patrons, and well as noncompliance with current standards for automatic pedestrian doors.

Investing in the replacement at this time will extend the life cycle of the building's user experience, mitigate risk, and provide accessibility for all visits.

Age of existing structure/equipment 13 years

Life expectancy of replacement 20 years

Signature:_____

Capital Project Score Card

Project Title
Fitness Equipment Capital Lease

Question #	Points
1	10
2	0
3	10
4	10
5	10
6	10
7	0
8	10
9	10
10	0

Fiscal Year
2026-2027

Budget
$ 48,112

Score
70

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   10

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The existing strength equipment is beyond its useful life and does not feature the same safety features as modern equipment.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

N/A

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

The project was approved in fiscal year 24/25. This is the final lease payment, 3 of 3.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, the project is consistent with providing the best facilities. No, the project does not address strategies and goals in the ADA Transition Plan.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes. The old equipment is rusted and at the end of life.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

Yes, the project would reduces maintenance costs because the replacement equipment is new and less likely to break.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

N/A

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the new equipment is high quality and will provide a better user experience.

10. How will the project improve productivity and efficiency?

Yes, the project will improve productivity and efficiency by reducing down-time required to maintain the old equipment.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

N/A

13. Is project-related research and planning completed?

Yes

14. Are all approvals, permits or similar requirements ready?

Yes

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

Yes, completed.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No

19. What (if any) will be the negative impacts if the project is not approved?

N/A

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The project is replacement of the existing strength fitness equipment at Fit Central. The previous equipment was over 10 years old, was rusted and well-worn, and was due for replacement. The district entered into a three-year capital lease purchase. The equipment was installed in 2025..

Age of existing structure/equipment	10+ years
Life expectancy of replacement	10 years

Signature:_____

Capital Project Score Card

Project Title
Central Park West Parking Lot Expansion

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	0
7	10
8	10
9	10
10	10

Fiscal Year
26/27

Budget
$ 356000

Score
70

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   10

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    10

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The project expands parking, adds sidewalks for pedestrian safety, includes ADA upgrades, and addresses overflow parking.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The project does not satisfy a legal requirement, liability, or mandate.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

N/A

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

his will improve ADA accessibility and reflects our commitment to providing high-quality facilities.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the existing lot is deteriorating and is not large enough to support program users, who must rely on additional parking lots.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

Replacing a parking lot reduces maintenance and operating costs by eliminating ongoing repairs and improving pavement durability, which minimizes future upkeep and can enhance user capacity.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

No

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the expanded parking lot increases convenience and safety, while new asphalt and a connecting sidewalk enhance accessibility and improve the trail system by linking multiple path sections.

10. How will the project improve productivity and efficiency?

The new parking lot will require minimal maintenance, enabling park staff to focus on other projects and improving overall operational efficiency elimination pothole repairs.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

Yes, a portion of the project can be funded with the Special Recreation tax levy.

13. Is project-related research and planning completed?

A cost analysis and a concept have been developed.

14. Are all approvals, permits or similar requirements ready?

No

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

Yes, this project could be completed at the same time as the tennis court and/or Pickleball court project.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No, the work has been limited to the development of preliminary renderings and initial cost estimates.

19. What (if any) will be the negative impacts if the project is not approved?

Parking at Central Park is an ongoing issue, and this improvement would increase the parking capacity and user experience at the park.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☑ Yes ☐ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Snow removal and lot cleanup	The increased size of the lot will minimally increase maintenance tasks to maintain the lot.	Ongoing	$250	01-05-630-000
Asphalt Repair	Pothole repair	Ongoing	$100	01-05-750-006
Asphalt Maintenance (3-4 years)	Seal Coating (0.17 sq ft.) Re-striping Crack Filling ($1.05 Linear Ft)	Ongoing	$5,250 $1,200 $525	01-05-750-006
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The Parking Lot Expansion Project is a critical infrastructure improvement designed to support and enable the future Pickleball Expansion Project. This initiative will move forward only upon receipt of donor funding dedicated to the Pickleball renovation project. By ensuring sufficient parking capacity, accessibility, and circulation, the expansion strengthens the long-term viability of both the Pickleball demand and the surrounding recreational needs.

The current parking area, which provides 36 stalls and three ADA spaces, is insufficient to meet year-round demand. The proposed plan increases capacity to 76 total stalls, expands ADA parking from three to five accessible spaces, and incorporates a turnaround to improve traffic flow and on-site accessibility. These enhancements not only address anticipated growth in pickleball use but also better support building rentals, special events, and general park activity throughout the year.

The parking lot expansion is an essential component of the Pickleball Renovation Project, which aims to replace the district's aging 40-year-old courts and expand the complex from three to six modern, high-quality courts. The Central Park West parking lot expansion project also includes new walking trails that improve trail connectivity and ADA compliance in the immediate area, reflecting community input and multiple years of resident requests for additional courts. The parking expansion ensures the district can fully support these activities while providing improved access for the entire community, including building rentals, special events such as Pink 5K, Trick-or-Treat Trail, and Winter Lights, and athletic field needs.

Age of existing structure/equipment	50+ years
Life expectancy of replacement/re-surfacing	12-15 years

Signature:_____

Capital Project Score Card

Project Title
New Trail/Pathway Construction. 100K Capital, 50K Rec, 50K Sp. Rec

Question #	Points
1	10
2	0
3	0
4	10
5	0
6	0
7	0
8	10
9	10
10	10

Fiscal Year
26/27

Budget
$ 200,000

Score
50

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   0

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    10

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

Currently, several parking areas lack designated safety pathways, and some trail endpoints lead directly into lots, creating unsafe conditions for pedestrian movement throughout Central Park.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The project does not satisfy a legal requirement, liability, or mandate.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

Funding will be from reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

Local budget only.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

These new pathways will increase accessibility and patron safety throughout the walking trails of Central Park.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

These are new construction walking trails which will better connect the existing trail system.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

N/A

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

N/A

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

The new pathways will connect previously isolated trail sections into a larger network and reduce pedestrian traffic within parking lots, improving overall safety for both pedestrians and vehicles

10. How will the project improve productivity and efficiency?

N/A

11. What level of Community support and engagement is associated with the project? *Provide examples.*

Patrons have expressed their displeasure with having to walk in an active parking lot and have requested additional pathways to allow for safe travel to events and programs.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

Yes, $50,000 is from the Special Rec fund to allow for truncated domes to be installed at trail ends and for more accessible pathways throughout Central Park.

13. Is project-related research and planning completed?

No, only a concept rendering has been completed.

14. Are all approvals, permits or similar requirements ready?

No. Permitting can take 3 to 4 weeks.

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

Yes, this project economical to bid along with the Tennis Center Outdoor Court Renovation.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

To advance this project, we will require consulting and engineering plans, in addition to the necessary permits.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No, the work has been limited to the development of preliminary renderings and initial cost estimates.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No.

19. What (if any) will be the negative impacts if the project is not approved?

If the project is not approved, pedestrians traveling to and from events and programs will continue navigating the parking lot rather than using a safer designated walkway.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Repairs	pothole and crack repairs	Ongoing	$500	01-05-750-009
Restoration outside path	Dirt, seed, fertilizer, blanket	One-time	$2,500	01-05-790-022
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$ $500

Executive Summary

The proposed project involves the construction of new pedestrian walking paths designed to enhance the overall connectivity of the existing trail network. These additions will create seamless links between areas within Central Park, provide users with alternative route options, and reduce dependence on parking-lots for pedestrian pathways. The expanded pathway system will improve circulation, support increased pedestrian safety, and encourage broader recreational use. All proposed paths are planned in full compliance with ADA standards, ensuring accessibility for users of all abilities and aligning with the community's commitment to inclusive, sustainable infrastructure.

Some of the new pathways have been identified within the Pavement Maintenance and Replacement Plan as proposed additions that address long-term circulation and safety needs. The project is also integrated with the Outdoor Tennis Court Renovation initiative, ensuring that both efforts work in tandem to support improved access and mobility throughout the area. Once completed, these coordinated projects will further enhance travel around the park, offering streamlined movement, and an upgraded experience for all visitors.

Age of existing structure/ equipment	0 years - New Path
Life expectancy of replacement/re-surfacing	18-20 years

Signature:_____

Capital Project Score Card

Project Title
BS&A Financial Server Migration to Cloud

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	0
7	0
8	10
9	10
10	0

Fiscal Year
2026/2027

Budget
$ 19,000

Score
50

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

N/A

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

N/A

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

N/A

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

The district's financial records are stored on a server and the integrity and completeness of such information must be protected.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

The server was placed into production in November 2017 and has been running 24/7/365 since that time. At more than eight years old, it is now approaching the end of its typical service life.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

N/A

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

Minimal maintenance is currently required, however it is best practice to replace computer and server equipment periodically as failure could result in the disruption of critical District business.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

The replacement delivers improved performance, stronger security, and increased system reliability —enhancing service for both staff and the community.

10. How will the project improve productivity and efficiency?

The platform delivers real-time insights that support informed decision-making, enhances constituent service, and seamlessly integrates essential financial and operational functions.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

N/A

13. Is project-related research and planning completed?

Full project-related research and planning have not been completed. Additional work is needed to finalize specifications, pricing/contract and implementation timeline.

14. Are all approvals, permits or similar requirements ready?

No

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

N/A

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

N/A

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No

19. What (if any) will be the negative impacts if the project is not approved?

Without replacement, the current server may experience increasing instability, slower processing, and more frequent maintenance interruptions. A major hardware failure could result in outage.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

This project was originally scheduled for the 2025/2026 fiscal year; however, after further staff evaluation, it has been rescheduled to the 2026/2027 fiscal year to save costs and run the server another year.

The current server is now over eight years old and has reached the end of its typical lifecycle, making it critical that this project move forward. In addition, BS&A has shifted all future development toward its cloud-based platform, prompting the District to evaluate whether migrating to the cloud may be a better long-term solution than purchasing and maintaining new server hardware.

A cloud transition would eliminate future capital expenses for server equipment and reduce hardware maintenance responsibilities, though it would also increase annual software maintenance and hosting costs.

20 points were added as this project is critical for business operations.

Signature:_____

Capital Project Score Card

Project Title
Forest Glen Bridge Replacement

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	0
7	0
8	10
9	0
10	0

Fiscal Year
2026/2027

Budget
$ 50,000

Score
40

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   0

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

A sagging bridge poses a safety concern because the structural decline can lead to instability, uneven surfaces, or potential collapse, increasing the risk of trips, falls, or serious injury for users.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The project does not satisfy a legal requirement, liability, or mandate.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

Fund reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

Potential candidate for OSLAD grant if the District wants to move forward with a larger scale project for the entire site.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Help maintain the Oak Brook image of having the very best parks and facilities with new bridge.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

The bridge has exceeded its useful life and is showing signs of structural decline. Temporary repairs have been made; full replacement is needed to maintain safe, reliable access for park users.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

N/A

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

No.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

A new bridge will offer park users a smoother, safer, and more accessible pathway, improving overall comfort and reliability while enhancing the park's level of service for the entire community.

10. How will the project improve productivity and efficiency?

N/A

11. What level of Community support and engagement is associated with the project? *Provide examples.*

None.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

No.

13. Is project-related research and planning completed?

No.

14. Are all approvals, permits or similar requirements ready?

No. Project would need engineering plans and permits.

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

The project could be an element for an OSLAD Grant. The grant application would include other improvements; playground, basketball/tennis/pickle courts, and shelter at Forest Glen Park.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

To move forward with project we would need consulting/engineering plans and all necessary permits.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No.

19. What (if any) will be the negative impacts if the project is not approved?

There is an increased risk of the bridge collapsing or wooden boards breaking under excessive weight.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☑ Yes ☐ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☐ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Maintenance (Wooden bridge)	Re-Staining/Painting	Ongoing	$200 every 4-5yrs	01-07-750-022
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$ $200 every 4-5 years

Executive Summary

The existing pedestrian bridge at Forest Glen Park is showing signs of structural decline. Temporary repairs were performed by staff in 2022 to address immediate safety concerns. The bridge serves as a key connection for community members and local businesses, providing essential access throughout the park. To ensure long-term safety, reliability, and continued usability, a full replacement of the bridge is recommended. The new bridge will provide a stable, durable, and accessible pathway, enhancing safety, improving the park experience, and supporting the needs of all users.

Signature:_____

Capital Project Score Card

Project Title
Central Park West HVAC System Replacement

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	10
7	0
8	0
9	10
10	0

Fiscal Year
2026-2027

Budget
$ 15,000

Score
50

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   0

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The project addresses an potential safety concern because the aging components are more likely to fail increasing the risk of electrical shorts.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The project does satisfy a liability to replace equipment at the end of its useful life.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

The dedicated funding is from fund reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, the project is consistent with providing the very best facilties. No, the project does not address strategies and goals in the ADA Transition Plan.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the HVAC System has exceeded its useful life because components are either outdated or non operational.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

Yes, the project would reduce maintenance and operating costs with fewer service work orders and avoid future emergency repairs.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

Yes, resources spent on maintenance of this existing equipment justify replacement because the new handler uses smarter controls to adjust airflow which lowers energy use.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the project provides a new expanded level of technology that constantly monitors temperatures, humidity, airflow, and energy use.

10. How will the project improve productivity and efficiency?

Yes, the project will improve productivity and efficiency with better technology for temperature control and reduces monitoring from maintenance issues.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

There is no level of community support or engagement associated with this project.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

N/A

13. Is project-related research and planning completed?

No, it is actively underway.

14. Are all approvals, permits or similar requirements ready?

No.

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No.

19. What (if any) will be the negative impacts if the project is not approved?

There are negative impacts of the project if not approved are the risk of electrical hazard, noise of vibrating aging equipment, and inconsistent heating and cooling temperatures.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Maintenance	Preventative maintenance inspection	Ongoing	$500	01-20-750-000
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The proposed HVAC System Replacement addresses safety, efficiency, and comfort needs. The existing interior system is outdated. A modern replacement will provide reliable, energy-efficient heating, ventilation, and cooling which improves indoor air quality. It reduces maintenance and operational costs and extends the life of the building's mechanical system. By upgrading the system, the project ensures a more comfortable environment for all occupants while supporting sustainability and operational efficiency.

Age of existing structure/equipment 8 years

Life expectancy of replacement 8 years

Signature:_____

Capital Project Score Card

Project Title
FRC Center Lobby Restroom Renovation

Question #	Points
1	10
2	10
3	0
4	10
5	10
6	0
7	0
8	10
9	10
10	0

Fiscal Year
26/27

Budget
$ 50,000

Score
60

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   10

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The existing restroom is antiquated and does not fully comply with modern ADA standards.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The proposed restroom project satisfies a legal requirement to comply with modern ADA standards.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

N/A

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

The project will be funded through reserves.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, providing the best facilities.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the restroom is beyond its useful life and does not meet current ADA standards.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

N/A

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

No, but the existing restrooms are out of compliance with ADA requirements.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the renovation will provide a new and expanded level of service that will deliver an enhanced customer experience from improved accessibility and inclusion.

10. How will the project improve productivity and efficiency?

The renovation will improve productivity and efficiency with having spaces to accommodate patrons, eliminating ADA compliance infractions, and limiting temporary maintenance fixes.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

Yes, the renovation will include accessibility improvement that could be funded with Special Recreation tax levy. The improvements are sinks, mirrors, grab bars, dispensers, doors; $,6000.

13. Is project-related research and planning completed?

No

14. Are all approvals, permits or similar requirements ready?

No

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No

19. What (if any) will be the negative impacts if the project is not approved?

The restrooms will remain out of compliance with ADA standards.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Painting and general maintenance	Annual touch-up painting and general maintenance/repair	Ongoing	$200	01-15-800-000
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The project proposes the renovation of an outdated public restroom to bring it up to ADA compliance. The existing space no longer meets current accessibility standards and requires upgrades to ensure safe, equitable, and lawful public access.

Age of existing structure/equipment 30+ years

Life expectancy of replacement 30+ years

Signature:_____

Capital Project Score Card

Project Title
Family Recreation Center Exterior Repair and Paint Project

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	10
7	0
8	0
9	0
10	0

Fiscal Year
2026-2027

Budget
$ 105,000

Score
40

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   0

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   0

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The Exterior Repair and Paint project address a potential safety concern because over time it can allow moisture to penetrate the wall system leading to structural deterioration of the building.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The project does satisfy a liability to replace materials at the end of its useful life.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

The dedicated funding is from fund reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, providing the very best facilities. No, the project does not address strategies and goals in the ADA Transition Plan.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the exterior walls have exceeded its useful life. The dryvit walls are experiencing deterioration due to bird-related damage, including pecking and nesting.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

Yes, the project would reduce maintenance and operating costs with fewer repairs from rot, bird damage, and water infiltration.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

Yes, resources spent on maintenance of this existing structure justify replacement because it reduces the long-term costs from frequent repairs and extends building's useful life.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the project provides a new expanded level of external customer experience creating a more comfortable, safer, and appealing environment.

10. How will the project improve productivity and efficiency?

Yes, the project will improve productivity and efficiency by the increased appeal with better insulation and indoor environment.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

There is no level of community support or engagement associated with this project.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

No

13. Is project-related research and planning completed?

No, it is actively underway.

14. Are all approvals, permits or similar requirements ready?

No

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No.

19. What (if any) will be the negative impacts if the project is not approved?

There are negative impacts of the project if not approved are the risk of increased deterioration from moisture, birds, and rot.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Painting and general maintenance	Annual touch-up painting and general maintenance/repair	Ongoing	$500	01-15-800-000
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The proposed project to repair and paint the Family Recreation Center exterior dryvit walls is essential to extend the wall's lifespan and maintain a safe and welcoming environment for all users. The existing dryvit has become worn and damaged from bird activity and deterioration for weather exposure. Restoring the surface and applying new protective coating will prevent further damage, improve energy efficiency, and enhance the building's appearance.

Age of existing structure/equipment 31 years

Life expectancy of replacement 25 years

Signature:_____

Capital Project Score Card

Project Title
Central Park West Exterior Siding Replacement

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	10
7	0
8	0
9	0
10	0

Fiscal Year
2026-2027

Budget
$ 27,000

Score
40

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   0

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   0

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The Exterior Siding Replacement project address a potential safety concern because over time the wood is susceptible to rot, insect damage, and moisture infiltration.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

The project does satisfy a liability to replace materials at the end of its useful life.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

The dedicated funding is from fund reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

N/A

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

Yes, the project is consistent with providing the best facilities. No, the project does not address strategies and goals in the ADA Transition Plan.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the Exterior Siding has exceeded its useful life because years of exposure to weather and wear have caused deterioration, moisture damage, and weakened materials.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

Yes, the project would reduce maintenance and operating costs with fewer repairs from rot, insect damage, and water infiltration.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

Yes, resources spent on maintenance of this existing structure justify replacement because it reduces the long-term costs from frequent repairs and extends building's useful life.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, the project provides a new expanded level of external customer experience creating a more comfortable, safer, and appealing environment.

10. How will the project improve productivity and efficiency?

Yes, the project will improve productivity and efficiency by the increased appeal with better insulation and indoor environment.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

There is no level of community support or engagement associated with this project.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

N/A

13. Is project-related research and planning completed?

No, it is actively underway.

14. Are all approvals, permits or similar requirements ready?

N/A

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No.

19. What (if any) will be the negative impacts if the project is not approved?

The negative impacts of the project if not approved are the risk of increased deterioration from moisture, insect and rot.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Preventative care	General maintenance	Ongoing	$500	01-20-750-000
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$

Executive Summary

The proposed project to replace the Central Park West exterior siding is necessary to address the significant concerns from rot, weather damage, and material deterioration. The exterior wall has exceeded its useful life, increasing the risk of moisture, insect intrusion, and potential structural issues. Replacing the wall with a modern exterior system will restore the building integrity and improve the customer appeal. The investment ensures long-term protection of the facility for all users.

Age of existing structure/equipment 46 years

Life expectancy of replacement 25 years

Signature:_____

Capital Project Score Card

Project Title
New Ball field Shed/Storage Garage

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	0
7	0
8	10
9	10
10	0

Fiscal Year
26/27

Budget
$ 175,000

Score
50

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

The roof and walls are rotted and at risk of leaks or possible collapse. The garage door frequently derails and requires adjustment, creating safety hazards and necessitating urgent repairs.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

N/A

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

Funding is from reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

Local Budget only.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

A new storage garage supports the District's mission, vision, and values by providing high-quality, safe, and reliable facilities that protect equipment and ensure operational excellence.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Yes, the shed has exceeded its useful life, with a compromised foundation, rotting wood siding, and roof deterioration requiring full replacement and extensive panel repairs.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

This project will increase storage space to protect specialized equipment from the elements, extending lifespan, and lowering maintenance and repair costs.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

Yes, the roof and sections of the walls are rotted and need replacement.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Internally this building will allow equipment implements that were once stored outside to be brought inside. Storing equipment inside away from the elements increases their useful life.

10. How will the project improve productivity and efficiency?

This building will provide an additional work space for staff and allow equipment to be stored on a stable surface to make installation or servicing equipment easier and more efficient.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

N/A

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

N/A

13. Is project-related research and planning completed?

Only a concept rendering has been completed by Upland Design.

14. Are all approvals, permits or similar requirements ready?

No

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

Building engineering/design to meet all state and federal regulations. Possible tree clearing depending on building location.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No

19. What (if any) will be the negative impacts if the project is not approved?

Equipment will continue to be stored outdoors, which will shorten its useful life, as prolonged exposure to the elements can cause rust and accelerated wear.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☑ Yes ☐ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Utilities	electrical, fire suppression, water, and hvac depending on design.	Ongoing	$2,500 annually.	01-05-770-005
Annual Inspections	Fire system (inspection and monitoring), Fire Extinguishers	Ongoing	$2,000 annually	01-05-770-009
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$ $4,500

Executive Summary

The proposed storage garage project will replace a deteriorated existing storage structure that requires a full roof replacement and multiple siding panel repairs. The new garage, located across from the maintenance facility, will provide increased storage capacity for equipment and implements, protecting them from wear and tear caused by outdoor exposure. In addition to safeguarding equipment, the garage will support the growing Winter Lights special event by providing secure storage for seasonal materials. It will also offer the Parks Department an additional workspace during winter months, improving efficiency for equipment maintenance and repairs, and enhancing overall operational effectiveness.

Future maintenance and life cycle costs are an important consideration for the proposed storage garage; however, many of these costs are currently unknown. Because the building has not yet been designed, maintenance expenses will vary significantly depending on the final design choices, construction methods, and materials used. Factors such as roofing systems, exterior finishes, mechanical components, and flooring materials can substantially influence long-term maintenance requirements and costs. As the design is finalized and material selections are made, more accurate projections of ongoing maintenance, repair, and replacement costs will be developed

Age of existing structure/equipment	Non-Existent as new structure
Life expectancy	50+ years

Signature:_____

Capital Project Score Card

Project Title
Replacement Utility Vehicle #1

Question #	Points
1	0
2	0
3	0
4	10
5	10
6	0
7	0
8	10
9	10
10	0

Fiscal Year
26-27

Budget
$ 30,000

Score
40

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   0

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

No, this project does not address an eminent safety concern.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

No, this project does not satisfy a Legal requirement.

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

Oak Brook Park District fund reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

Local budget only.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

The new utility vehicle improves efficiency and teamwork, supporting the Park District's mission to deliver exceptional, inclusive, and sustainable parks experiences for the community.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

This vehicle will be replacing a 20 year old utility vehicle that is nearing its end of useful life.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

No, this project will not help generate a net revenue directly.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

No.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

A new vehicle enhances staff safety in extreme weather and increases efficiency for event setup and takedown, benefiting both internal operations and community event experiences.

10. How will the project improve productivity and efficiency?

The new vehicle is able to access park areas that larger equipment can not easily reach, improving efficiency and work load management, and minimizing damage and turf impact in the parks.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

There is no community engagement associated with this project.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

No

13. Is project-related research and planning completed?

No, there is some additional research and planning needed to select the equipment that best suits the department.

14. Are all approvals, permits or similar requirements ready?

N/A

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

No

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No

19. What (if any) will be the negative impacts if the project is not approved?

Not approving the purchase can delay special event setups, reduce operational efficiency, and limit staff productivity.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☑ Yes ☐ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Preventative Maintenance	Oil changes, filter changes, tires, windshield wipers, Fluids	Ongoing	$250 annually	01-05-790-017
Fuel	Gasoline	Ongoing	$500 annually	01-05-790-025
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$ $750 annually

Executive Summary

The purchase of a new utility vehicle will be a valuable addition to the Parks Department fleet, enhancing productivity and efficiency across daily operations. With current vehicles at full capacity, the new unit will reduce scheduling conflicts and improve response times for maintenance, special event setup, and take down. Its versatility will support a wide range of park functions, from transporting materials to assisting with grounds maintenance, ultimately strengthening the department's ability to deliver timely, high-quality services to the community.

Age of existing equipment	22 years
Life expectancy	15-18 years

Signature:_____

Capital Project Score Card

Project Title
Asphalt Plan (Grinding and Overlay) 10K Cap 10K Rec, and 2k Sp. Rec Fund

Question #	Points
1	10
2	0
3	0
4	10
5	10
6	10
7	0
8	10
9	10
10	0

Fiscal Year
26/27

Budget
$ 22,000

Score
60

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   10

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   10

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   10

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   0

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    0

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

Funds are spent replacing the most deteriorated areas of pavement paths and trails that present the highest potential for injury.

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

N/A

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

Funding is from reserves.

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

Local budget only.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

As pathways are replaced we are also making sure new pathways are being installed to meet ADA standards.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

Pathways reach the end of their life as weathering, traffic, and erosion enlarge cracks, weaken the base, and cause surface failure, eventually making resurfacing necessary.

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

The maintenance costs do not exceed the project value and therefore do not directly justify the project cost.

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

No.

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Smoother pavement makes for a better experience not only for the everyday users but also for the community members that use our pathways for special events.

10. How will the project improve productivity and efficiency?

Clearing the bike path during snow events will go more quickly on a smooth pathway. Staff will also avoid spending time and resources making repairs throughout the year as needed.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

None.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

Yes. 2k for Sp. Rec Fund. to help make ADA trail improvements include reducing cross slopes where feasible and installing truncated domes at intersections of trails and roadways.

13. Is project-related research and planning completed?

Preliminary planning is updated and completed annually in the Pavement Maintenance Replacement Plan.

14. Are all approvals, permits or similar requirements ready?

No. Permitting can take 3 to 4 weeks.

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

Yes, can combine with other asphalt projects for possible reduction in cost and permitting fees. Other projects planned in 26/27 are New trail/pathway construction and Parking Lot Expansion.

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

No.

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

No.

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

No.

19. What (if any) will be the negative impacts if the project is not approved?

If the pavement project isn't completed, ongoing minor repairs will continue, creating risk of major winter damage and costly emergency repairs.

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Repairs	pothole or crack repairs	Ongoing	$200	01-05-750-009
Restoration outside path	Dirt, seed, fertilizer, blanket	One-time	$1,000	01-05-790-022
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**

Net impact to operating budget	$ $1,200

Executive Summary

Proactive asphalt repairs and replacement are essential to maintaining safe and functional pathways throughout the district. Timely attention prevents pathway failures that could lead to injuries and costly emergency repairs. Decisions for repairs and replacements are guided by a structured scale, updated and reviewed annually as part of the district's Asphalt Management Program, ensuring resources are allocated effectively and high-risk areas are addressed before issues escalate. This strategic approach safeguards both safety and long-term infrastructure investment.

Pavement is re-evaluated each year after winter, typically in late February and March, because freeze–thaw cycles can create new damage. Since pavement conditions are fluid, areas requiring replacement can change annually, making yearly assessments critical for accurate planning and timely repairs. Site assessments for the Pavement Maintenance and Replacement Plan are updated and reviewed by staff each year.

Age of existing structure/ equipment	25+ years
Life expectancy of replacement/re-surfacing	18-20 years

Signature:_____

Capital Project Score Card

Project Title
Indoor tennis courts video technology

Question #	Points
1	0
2	0
3	0
4	10
5	0
6	0
7	10
8	10
9	10
10	10

Fiscal Year
2026/2027

Budget
$ 30,000

Score
50

Capital Project Scoring Criteria

1. Addresses an eminent or potential safety concern. The project will reduce the District's potential exposure to risk.

   0

2. Satisfies or meets a legal requirement, liability or mandate that must be addressed in the next fiscal year (law, regulation, or court order): A project that is required by federal or state statute, court order or regulation or moves the district into further compliance with such mandates.

   0

3. Addresses completing a project commitment with dedicated funding, which has already been approved by the Board: A project that the District has already made a prior commitment to complete, is already in progress, or impacts the start or completion of another project.

   0

4. Advances the implementation of the District's mission, vision, strategy, goals, or policies approved by the Park Board: A project that addresses the implementation of strategies and goals approved by the Park Board, including the Comprehensive and Strategic Plan, ADA Transition Plan, or a Park Master Plan.

   10

5. Rehabilitates or replaces a facility or equipment that has reached the end of its useful life and/or preserves existing resources/return on investment: A project that, through scheduled replacement, replaces or repairs existing infrastructure to maintain existing levels of service or return on investment (e.g., ballfields, fitness equipment, parking lots, HVAC, etc.).

   0

6. Reduces future maintenance or operating costs or results in generating net revenue that exceeds the direct operational cost of facility/equipment without using tax revenue: A project that lowers operating expenditures or a project that covers its operating expenses though non-tax revenue.

   0

7. Leverages private, local, state, or federal government funds: A project that can be funded fully or partially with non-District revenue sources, and promotes intergovernmental cooperation and partnership opportunities by encouraging collaboration between various public, community, and private entities or individuals to implement the project.

   10

8. Provides new or expanded level of service: A project that expands services, provides higher standards of service for customers, or maintains/increases the District's competitive advantage. The project may also accommodate facility demand and address projected growth patterns.

   10

9. Improves the way the District operates resulting in increased productivity and efficiency: A project that raises service quality, saves labor time, improves service, enhances communication, maximizes layout of space, and/or enhances technology.

   10

10. Demonstrates public support and engagement: The project has broad community support and was developed with community input. A project that will encourage more frequent use by the community, improves accessibility, and promotes physical activity, mental well-being, and social interaction.

    10

Capital Project Worksheet Evaluation Questions

1. What and how does the project address an eminent of potential safety concern?

N/A

2. How does the project satisfy a legal requirement, liability, or mandate that must be addressed in the next fiscal year?

N/A

3. What type of dedicated funding or approved commitment does the project utilize? What is the value of the dedicated funding?

N/A

4. Which private, local, state, or federal funds does this project leverage? How will the project promote intergovernmental cooperation, partnerships, or collaboration with various organizations and groups in the community?

There is a $15,000 USTA grant available to fund the project.

5. Is the project consistent with Oak Brook Park District's mission, vision, and core values? Does the project address the implementation of strategies and goals included in the ADA Transition Plan, Master Vision, or Strategic Plan? *If yes, please identify which strategies or goals.*

The project is part of the Strategic Plan.

6. Has facility/amenity/equipment exceeded its useful life? *If yes, explain the impact of it being beyond its useful life.*

N/A

7. How does the project reduce maintenance or operating costs, or help generate net revenue that exceeds operational expenses?

N/A

8. Do resources spent on maintenance of this existing facility/equipment justify replacement? *If yes, explain why.*

N/A

9. Does project provide a new or expanded level of service or technology that will provide deliver an enhanced internal or external customer experience? *If yes, explain how.*

Yes, enhanced member experience. Improved programming quality.

10. How will the project improve productivity and efficiency?

Video analysis will improve coaching productivity by providing programming participants with video feedback.

11. What level of Community support and engagement is associated with the project? *Provide examples.*

Members and programming participants are often asking about when the technology will be available.

12. Does project include accessibility improvements that could be funded with Special Recreation tax levy? *If yes, list accessibility improvement(s) and their projected cost(s).*

No

13. Is project-related research and planning completed?

Cost estimate and planning completed.

14. Are all approvals, permits or similar requirements ready?

N/A

15. Is project compatible with the implementation of other proposed projects (including if it will be economical to bid this project with others proposed in the capital improvement plan)? *If yes, list the other project(s).*

N/A

16. Do other projects need to be completed before this one? *If yes, include the name(s) of the project(s) and the impact of any potential project delays (consulting, permitting, land acquisition, etc.).*

N/A

17. Is project in progress? *If yes, explain what work will be completed and how much will be spent before the next fiscal year.*

N/A

18. Is project suitable for separating into different phases if it is not currently proposed as a multi-year project?

N/A

19. What (if any) will be the negative impacts if the project is not approved?

N/A

20. Please complete the operating revenue and expenses form and chart.

Operating Revenue and Expenses

1. Will project result in increased annual maintenance expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

2. Will project result in additional staff FTEs and/or other personnel expenses? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

3. Will project result in increased annual operating expenses to buy new equipment and/or supplies? *If yes, complete Operating Revenue and Expenses chart.*

☐ Yes ☑ No

4. Is project a revenue generating opportunity (e.g., user fees)? *If yes, complete Operating Revenue and Expenses chart.*

☑ Yes ☐ No

Operating Revenue and Expenses chart

Expense				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
Revenue				
Item	**Description**	**Ongoing/ one-time**	**Budget impact**	**General ledger #**
1	Tournaments video sales	One-time	$5,000/year	07-75-551-000

Net impact to operating budget	$ 5,000/year

Executive Summary

Video technology on the indoor tennis courts will be a new feature that will improve the standard of services offered.
There are multiple areas of operations that will benefit from it, the programming participants will benefit from instant video feedback and therefore improve faster, members will benefit from the electronic line calling which will enhance their experience and tournament players will also benefit from the electronic line calling and match recording features. There will be a additional tournament revenue generated by higher tournament fees allowed for using the electronic line calling and from match recording sales.
The project is part of the Master Vision and Strategic plan.

Signature:_____

Oak Brook Park District

Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1				2		3	4	5	6	7	8	9	10	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Family Recreation Center-Administration																
Capital Project	Time Keeping System Replacement	$ 21,815.00	$ 22,000.00	70	1		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ 22,000.00**
Capital Project	SharePoint/One Drive file migration		36,000.00	40	1		-	-	-	-	-	-	-	-	-	**36,000.00**
Capital Project	Marketing/Wayfinding Signage- Central Park	3,339.00	15,000.00	30	2		-	-	-	-	-	-	-	-	-	**15,000.00**
Capital Project	LED digital poster/video display system	23,395.00	26,000.00	30	2		-	-	-	-	-	-	-	-	-	**26,000.00**
Capital Project	FRC video surveilance server replacement	5,180.38	-				-	-	-	-	-	-	-	-	-	**-**
Capital Project	FRC carpeting, furniture and cubicles		-				-	-	-	-	-	-	-	-	-	**-**
Capital Project	Firewall & network switch replacement		-				-	-	-	-	-	-	-	-	-	**-**
General	BS&A financial server migration to cloud		-			**70**	19,000.00	-	-	-	-	-	-	-	-	**19,000.00**
	Family Recreation Center Administration Total:	**$ 53,729.38**	**$ 99,000.00**				**$ 19,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 118,000.00**
Family Recreation Center-Aquatics																
Capital Project	Family Locker Room Remodeling		-				$ -	$ -	$ -	$ 20,000.00	$ -	$ -	$ -	$ -	$ -	**$ 20,000.00**
Recreation			-				-	-	-	-	-	-	-	-	-	**-**
Recreation	Family Locker Room Carpeting Replacement		-				-	-	-	-	-	-	-	30,000.00	-	**30,000.00**
Recreation	VGB Grate Replacement at Swim Central		-			**70**	40,000.00	-	-	-	-	-	-	-	-	**40,000.00**
Special Recreation	Bi-fold Door Replacement Between Swim Central & Splash Island		-			**60**	30,000.00								-	**30,000.00**
Recreation	Replace Interglass Surface- Lap Pool		-				-	-	-	-	-	-	55,000.00	-	-	**55,000.00**
Recreation	Grate Replacement- Leisure & lap pool		-	30		**70**	60,000.00	-	-	-	-	-	-	-	-	**60,000.00**
Recreation	Surge Tank Cover Replacement		-				-	-	-	-	-	-	-	-	-	**-**
Recreation	Replace Interglass Surface- Leisure Pool		-				-	-	-	-	-	-	60,000.00	-	-	**60,000.00**
Recreation	Evaporative Pre-cooler Phase II/40 Ton Condensing Unit Phase III & repainting of facility		-				-	-	-	-	-	-	-	-	-	**-**
Recreation	Pool Heater Replacement (2+2+2+1=7 total heaters)		-				-	-	26,000.00	-	-	-	26,000.00	-	-	**52,000.00**
Capital Project	Epoxy Coating- (Split between Capital Project and Special Recreation)	$ -	17,000.00	20	2		-	20,000.00	-	-	-	-	-	-	-	**37,000.00**
Special Recreation	Epoxy Coating- (Split between Capital Project and Special Recreation)		-				-	20,000.00	-	-	-	-	-	-	-	**20,000.00**

Oak Brook Park District
Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1				2		3	4	5	6	7	8	9	10	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Recreation	Sound System upgrade in aquatics center		-				-	-	-	-	-	-	-	-	-	-
Recreation	Video display board		-				-	-	-	-	-	-	50,000.00	-	-	50,000.00
Recreation	Ultra Violet water treatment system		-				-	-	-	-	-	30,000.00	-	-	-	30,000.00
Recreation	Chemical automation system		-				-	-	-	-	-	15,000.00	-	-	-	15,000.00
Recreation	Aquatic hallway ceiling replacement/improvements		-				-	16,500.00	-	-	-	-	-	-	-	16,500.00
Recreation	Painting and window coverings		-				-	-	-	-	-	-	-	-	-	-
	Family Recreation Center Aquatics Total:	**$ -**	**$ 17,000.00**				**$ 130,000.00**	**$ 56,500.00**	**$ 26,000.00**	**$ 20,000.00**	**$ -**	**$ 45,000.00**	**$ 191,000.00**	**$ 30,000.00**	**$ -**	**$ 515,500.00**
	Family Recreation Center- Cori's Way															
Recreation	Painting and carpet/flooring replacement		-				-	55,000.00		-	-	-	-	-	-	55,000.00
Recreation	Cori's Way technology upgrades (Laptops, docking stations, projectors)		-				-	-	-	-	-	-	-	50,000.00	-	50,000.00
Recreation	Lobby restroom renovation		-			60	50,000.00	-	-	-	-	-	-	-	-	50,000.00
	Family Recreation Center Cori's Way Total:	**$ -**	**$ -**				**$ 50,000.00**	**$ 55,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 50,000.00**	**$ -**	**$ 155,000.00**
	Family Recreation Center- Fitness															
Recreation	Replace Remaining Fitness Equipment (Lease Purchase)	**48,111.35**	**48,112.00**	60	1	**60**	48,112.00	-	-	55,000.00	55,000.00	55,000.00	-	-	-	**261,224.00**
Recreation	Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.	-	**135,000.00**	40	2		-	-	-	-	-	-	-	-	-	**135,000.00**
	Family Recreation Center Fitness Total:	**$ 48,111.35**	**$ 183,112.00**				**$ 48,112.00**	**$ -**	**$ -**	**$ 55,000.00**	**$ 55,000.00**	**$ 55,000.00**	**$ -**	**$ -**	**$ -**	**$ 396,224.00**
	Family Recreation Center- Building															
Capital Project	Heating & Cooling Systems (10 Year Replacement Plan)		**-**				-	-	-	300,000.00	-	-	-	-	$ -	**$ 300,000.00**
Capital Project	Roof Maintenance	**$ 21,900.00**	**24,000.00**	70	1		-	-	-	-	-	-	-	-	-	**24,000.00**
Capital Project	Exterior wall repairs	**$ -**	**25,000.00**	60	1		-	-	-	-	-	-	-	-	-	**25,000.00**
Capital Project	Convert Gym 1 Storage into Multi-purpose Room		**-**				-	-	-	15,000.00	-	-	-	-	-	**15,000.00**
Capital Project	Update existing paging/alert system	15,049.00	**30,000.00**	40	1		-	-	-	-	-	-	-	-	-	**30,000.00**
Capital Project	Entry Doors		**-**	40			-	24,000.00	-	-	-	-	-	-	-	**24,000.00**

Oak Brook Park District
Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1				2		3	4	5	6	7	8	9	10	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Capital Project	Indoor track and fitness center resurfacing		-	50			-	-	225,000.00	-	-	-	-	-	-	**225,000.00**
General	Exterior building painting and repairs		-			**40**	105,000.00	-	-	-	-	-	-	-	-	**105,000.00**
Capital Project	Studio D storge, hallway, gym storage, & studio D activity room		-				-	600,000.00	-	-	-	-	-	-	-	**600,000.00**
Capital Project	Refurbish gymnasium flooring		-				-	-	100,000.00	-	-	-	-	-	-	**100,000.00**
Capital Project	FRC elevator overhaul-Split distribution (50/50)	**$ 95,323.50**	**106,000.00**	60	1		-	-	-	-	-	-	-	-	-	**106,000.00**
Capital Project	Purchase/lease of Solar electrical system		-				-	-	-	-	-	-	-	-	-	-
General	Replacement fire panel		-			**60**	75,000.00	-	-	-	-	-	-	-	-	**75,000.00**
Special Recreation	FRC elevator overhaul-Split distribution (50/50)	95,232.50	**106,000.00**	60	1		-	-	-	-	-	-	-	-	-	**106,000.00**
	Family Recreation Center Building Total:	**$ 227,505.00**	**$ 291,000.00**				**$ 180,000.00**	**$ 624,000.00**	**$ 325,000.00**	**$ 315,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,735,000.00**
	Parks & Maintenance															
Capital project	Ford F-250 Pickup Truck		-	40			-	68,000.00	-	-	-	-	-	-	-	**68,000.00**
Capital project	Aerial Bucket Truck		-				-	-	75,000.00	-	-	-	-	-	-	**75,000.00**
Capital project	Turf Slit-Seeder	13,560.00	**15,000.00**	30	2		-	-	-	-	-	-	-	-	-	**15,000.00**
Capital project	Ford Explorer SUV- Additional Admin. Vehicle		-				-	-	50,000.00	-	-	-	-	-	-	**50,000.00**
Capital project	Dump Truck		-				-	-	-	-	75,000.00	-	-	-	-	**75,000.00**
General	Replacement Utility Vehicle #1		-			**40**	30,000.00	-	-	-	-	-	-	-	-	**30,000.00**
Capital project	Replacement utility tractor		-				-	-	-	-	63,000.00	-	-	-	-	**63,000.00**
Recreation	Replacement Utility Vehicle #2		-				-	-	-	-	30,000.00	-	-	-	-	**30,000.00**
Recreation	Athletic Field Groomer		-				-	-	-	18,000.00	-	-	-	-	-	**18,000.00**
	Parks & Maintenance Total:	**$ 13,560.00**	**$ 15,000.00**				**$ 30,000.00**	**$ 68,000.00**	**$ 125,000.00**	**$ 18,000.00**	**$ 168,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 424,000.00**
	Central Park															
Capital Project	Sidewalk Replacement- ($20K + $5K Special Recreation)	**$ 17,656.30**	**20,000.00**	50	2		-	-	-	-	-	-	-	-	-	**20,000.00**
Capital Project	Central Park Improvements- All-Inclusive Playground		-				-	-	-	-	100,000.00	-	-	-	-	**100,000.00**
Capital Project	Lacrosse/Ball Field Reconfiguration		-				-	-	-	-	-	-	3,300,000.00	-	-	**3,300,000.00**

Oak Brook Park District

Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1				2		3	4	5	6	7	8	9	10	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Capital Project	Gabion Weir Replacement-East Weir completed as of 4/30/2019. This budget for West Weir improvements and bridge replacement.	**4,300.00**	**1,245,279.00**	90	1	**90**	1,466,279.00	-	-	-	-	-	-	-	-	**2,711,558.00**
Capital Project	One 15-passenger bus for use in camp programming and various trips		-				-	-	-	120,000.00	-	-	-	-	-	**120,000.00**
Capital Project	Irrigation Updates at Central Park-Relining suction inlet pipe		-				-	-	-	-	-	-	-	-	-	-
Capital Project	Preschool Playground Equipment ($100K + $25K Special Recreation)		-				-	-	-	-	100,000.00	-	-	-	-	**100,000.00**
Capital Project	Primary Color Playground ($287.5K + $100K Special Recreation)-Potential OSLAD grant		-	70			-	287,500.00	-	-	-	-	-	-	-	**287,500.00**
Capital Project	Receptacles- Trash/Recycle		-				-	-	-	-	20,000.00	-	-	-	-	**20,000.00**
Capital Project	Tree Top Playground ($287.5K + $100K Special Recreation)-Potential OSLAD grant		-	70			-	287,500.00	-	-	-	-	-	-	-	**287,500.00**
Capital Project	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	**$ 25,000.00**	**50,000.00**	60/60	1	**60**	-	-	-	-	-	-	-	-	-	**50,000.00**
General	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)					**60**	10,000.00	25,000.00	50,000.00	50,000.00	25,000.00	50,000.00	100,000.00	-	-	**310,000.00**
Capital Project	Field Lighting Project- Upgrade/retrofit to LED- Fields #2, #3, #4 and synthetic soccer field.		-				-	-	-	-	-	-	-	-		-
Capital Project	Synthetic soccer field replacement		-				-	-	-	-	-	-	-	750,000.00	-	**750,000.00**
Capital Project	Irrigation for ball fields		-	30			-	-	-	75,000.00	-	-	-	-	-	**75,000.00**
Capital Project	Central Park security cameras- at soccer and baseball fields		-				-	-	-	-	-	-	-	-	-	-
Capital Project	Baseball field parking lot expansion (split between Capital Project and Special Recreation)		-	40			-	225,000.00	-	-	-	-	-	-	-	**225,000.00**
Capital Project	Main parking lot exterior lighting expansion		-				-	-	-	-	-	-	-	45,000.00	-	**45,000.00**
General	New trail/pathway construction (split between General, Recreation, Special Recreation funds)		-			**50**	100,000.00	-	-	-	-	-	-	-	-	**100,000.00**
Capital Project	Paver Parking Replacement (Capital & Special Rec.)	-	**20,000.00**	60	1		-	-	-	-	-	-	-	-	-	**20,000.00**
Capital Project	FRC Patio Concrete Pad & Sidewalk		-				-	-	-	-	-	-	-	-	-	-
Recreation	Pickle Ball Courts (split between Recreation and Special Recreation)		-	70		**70**	-	601,000.00	-	-	-	-	-	-	-	**601,000.00**
Recreation	Central Park West Parking Lot Expansion (split between Recreation and Special Recreation)		-			**70**	300,000.00	-	-	-	-	-	-	-	-	**300,000.00**
Recreation	Unity Garden		-				-	-	-	-	-	80,000.00	-	-	-	**80,000.00**
Recreation	New trail/pathway construction (split between Capital Project, Recreation, Special Recreation funds)		-			**50**	50,000.00	-	-	-	-	-	-	-	-	**50,000.00**
Recreation	Receptacles- Trash/Recycle		-				-	-	-	-	10,000.00	-	-	-	-	**10,000.00**

Oak Brook Park District

Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1				2		3	4	5	6	7	8	9	10	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Recreation	Central Park storage garage	-	**75,000.00**	60	1	**50**	175,000.00	-	-	-	-	-	-	-	-	**250,000.00**
Recreation	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	**$ 50,000.00**	**50,000.00**	60/60	1	**60**	10,000.00	25,000.00	50,000.00	10,000.00	25,000.00	50,000.00	10,000.00	-	-	**230,000.00**
Recreation	Outdoor information kiosks		-	30			-	45,000.00	-	-	-	-	-	-	-	**45,000.00**
Special Recreation	Sidewalk Replacement- ($5K + $20K Capital Project)	**$ 5,000.00**	**5,000.00**	50	2		-	-	-	-	-	-	-	-	-	**5,000.00**
Special Recreation	Preschool Playground Equipment ($100K + $25K Special Recreation)		-				-	-	-	-	25,000.00	-	-	-	-	**25,000.00**
Special Recreation	Primary Color Playground ($287.5K + $100K Special Recreation)		-	70			-	100,000.00	-	-	-	-	-	-	-	**100,000.00**
Special Recreation	Tree Top Playground ($287.5K + $100K Special Recreation)		-	70			-	100,000.00	-	-	-	-	-	-	-	**100,000.00**
Special Recreation	Baseball field parking lot expansion (split between Capital Project and Special Recreation)		-				-	75,000.00	-	-	-	-	-	-	-	**75,000.00**
Special Recreation	New trail/pathway construction (split between Capital Project, Recreation, Special Recreation funds)		-			**50**	50,000.00	-	-	-	-	-	-	-	-	**50,000.00**
Special Recreation	Pickle Ball Courts (split between Recreation and Special Recreation)		-			**70**	-	100,000.00	-	-	-	-	-	-	-	**100,000.00**
Special Recreation	Central Park West Parking Lot Expansion (split between Recreation and Special Recreation)		-			**70**	56,000.00	-	-	-	-	-	-	-	-	**56,000.00**
Special Recreation	Paver Parking Replacement (Capital & Special Rec.)	**$ 14,408.00**	**20,000.00**	60	1		-	-	-	-	-	-	-	-	-	**20,000.00**
Special Recreation	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	**$ 10,000.00**	**10,000.00**	60	1	**60**	2,000.00	5,000.00	10,000.00	-	5,000.00	10,000.00	-	-	-	**42,000.00**
	Central Park Total:	**$ 126,364.30**	**$ 1,495,279.00**				**$ 2,219,279.00**	**$ 1,876,000.00**	**$ 110,000.00**	**$ 255,000.00**	**$ 310,000.00**	**$ 190,000.00**	**$ 3,410,000.00**	**$ 795,000.00**	**$ -**	**$ 10,660,558.00**
	Central Park West															
Capital Project	Roof Replacement		-				-	-	-	-	-	-	-	22,000.00	-	**22,000.00**
Recreation	Various upgrades at CPW {restrooms, front entryway}-(Partially funded from $200K grant to be received by end of FY 2023/2024)		-				-	-	-	-	-	-	-	-	-	-
Recreation	Playground Equipment/Surface		-				-	45,000.00	-	-	-	-	100,000.00	-	-	**145,000.00**
Recreation	Renovation to kitchen (cabinets, windows, flooring)	-	**52,000.00**	60	2		-	-	-	-	-	-	-	-	-	**52,000.00**
Recreation	Exterior siding		-			**40**	27,000.00	-	-	-	-	-	-	-	-	**27,000.00**
Recreation	HVAC Air Handler Replacement		-			**50**	15,000.00	-	-	-	-	-	-	-	-	**15,000.00**

Oak Brook Park District
Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1				2		3	4	5	6	7	8	9	10	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Special Recreation	Various upgrades at CPW (restrooms, front entryway)- **Split Distribution**		-				-	-	-	-	-	-	-	-	-	-
Special Recreation	Playground Equipment/Surface		-				-	35,000.00	-	-	-	-	20,000.00	-	-	**55,000.00**
	Central Park West Total:	**$ -**	**$ 52,000.00**				**$ 42,000.00**	**$ 80,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 120,000.00**	**$ 22,000.00**	**$ -**	**$ 316,000.00**
	Central Park North															
Capital Project	Asphalt Paving (replacement)		-				-	-	-	75,000.00	-	-	-	-	-	**75,000.00**
Capital Project	Irrigation for east fields		-	30			-	150,000.00	-	-	-	-	-	-	-	**150,000.00**
Capital Project	Convert one existing natural grass field into a turf field		-				-	-	-	2,000,000.00	-	-	-	-	-	**2,000,000.00**
	Central Park North Total:	**$ -**	**$ -**				**$ -**	**$ 150,000.00**	**$ -**	**$ 2,075,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,225,000.00**
	Chillem Park															
Special Recreation	Asphalt Paving		-				-	-	-	-	-	-	-	-	-	-
Capital Project	Complete park renovation (OSLAD?)		-				-	-	200,000.00	-	-	-	-	-	-	**200,000.00**
Special Recreation	ADA elements of renovation		-				-	-	50,000.00	-	-	-	-	-	-	**50,000.00**
	Chillem Park Total:	**$ -**	**$ -**				**$ -**	**$ -**	**$ 250,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 250,000.00**
	Forest Glen Park															
Capital Project	Pond fountain aerators		-				-	-	-	-	-	-	-	-	-	-
Capital Project	Sand volleyball courts		-	20			-	26,000.00	-	-	-	-	-	-	-	**26,000.00**
Capital Project	Gazebo Roof Replacement		-	20			-	10,000.00	-	-	-	-	-	-	-	**10,000.00**
Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-				-	-	-	-	35,000.00	-	-	-	-	**35,000.00**
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-				-	-	-	-	15,000.00	-	-	-	-	**15,000.00**
Capital Project	Complete park renovation (OSLAD?)		-				-	150,000.00	-	-	-	-	-	-	-	**150,000.00**
Special Recreation	ADA elements of renovation		-				-	50,000.00	-	-	-	-	-	-	-	**50,000.00**
General	Pedestrian bridge replacement		-			**40**	50,000.00	-	-	-	-	-	-	-	-	**50,000.00**
	Forest Glen Park Total:	**$ -**	**$ -**				**$ 50,000.00**	**$ 236,000.00**	**$ -**	**$ -**	**$ 50,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 336,000.00**

Oak Brook Park District

Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1				2		3	4	5	6	7	8	9	10	
		FY 2025/2026			FY 2025/2026	FY 2026/2027	FY 2026/2027	FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	CIP Priority	CIP Score	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Saddlebrook Park																
Capital Project	Barn Review	4,009.24	35,000.00	40	2		-	-	-	-	-	-	-	-	-	35,000.00
Recreation	Pavement Plan {Grinding Asphalt + Overlay}-(Recreation and Special Recreation Fund)		-				-	-	20,000.00	-	-	-	20,000.00	-	-	40,000.00
Special Recreation	Tennis Courts Crack Filling and Resealing- (Recreation & Special Recreation Fund)		-				-	-	150,000.00	-	-	-	-	-	-	150,000.00
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-				-	-	50,000.00	-	-	-	50,000.00	-	-	100,000.00
	Saddlebrook Park Total:	$ 4,009.24	$ 35,000.00				$ -	$ -	$ 220,000.00	$ -	$ -	$ -	$ 70,000.00	$ -	$ -	$ 325,000.00
Dean Nature Sanctuary																
Capital Project	Asphalt paving (split between Capital Project & Special Recreation)		-	40			-	50,000.00	-	-	-	-	-	-	-	50,000.00
Special Recreation	Asphalt paving (split between Capital Project & Special Recreation)		-	40			-	25,000.00	-	-	-	-	-	-	-	25,000.00
Capital Project	Gazebo Replacement		-	20			-	-	50,000.00	-	-	-	-	-	-	50,000.00
	Dean Nature Sanctuary Total:	$ -	$ -				$ -	$ 75,000.00	$ 50,000.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 125,000.00
	Governmental Funds Totals:	$ 473,279.27	$ 2,187,391.00				$ 2,768,391.00	$ 3,220,500.00	$ 1,106,000.00	$ 2,738,000.00	$ 583,000.00	$ 290,000.00	$ 3,791,000.00	$ 897,000.00	$ -	$ 17,581,282.00
	SUMMARY RECAP															
	Capital Project Fund (GL #12-95-940-065):	$ 250,527.42	$ 1,686,279.00				$ 1,466,279.00	$ 1,748,000.00	$ 700,000.00	$ 530,000.00	$ 358,000.00	$ -	$ 3,300,000.00	$ 817,000.00	$ -	$ 10,605,558.00
	Capital Project Fund-C.P. North (GL #12-95-940-065):	-	-				-	150,000.00	-	2,075,000.00	-	-	-	-	-	2,225,000.00
	Recreation Fund (GL #02-81-805-000):	$ 98,111.35	$ 360,112.00				775,112.00	787,500.00	96,000.00	83,000.00	155,000.00	230,000.00	321,000.00	80,000.00	-	2,887,724.00
	Recreation Fund-C.P. North (G/L #02-81-805-000):	-	-				-	-	-	-	-	-	-	-	-	-
	Special Recreation Fund (GL #09-01-805-000):	$ 124,640.50	$ 141,000.00				138,000.00	510,000.00	260,000.00	-	45,000.00	10,000.00	70,000.00	-	-	1,174,000.00
	Special Recreation Fund-C.P. North (G/L #09-01-805-000):	-	-				-	-	-	-	-	-	-	-	-	-
	General Fund (GL #01-81-805-000):	-	-				389,000.00	25,000.00	50,000.00	50,000.00	25,000.00	50,000.00	100,000.00	-	-	689,000.00
	General Fund-C.P. North(GL #01-81-805-000):	-	-				-	-	-	-	-	-	-	-	-	-
	Capitalizable Costs-Governmental Funds Totals:	$ 473,279.27	$ 2,187,391.00				$ 2,768,391.00	$ 3,220,500.00	$ 1,106,000.00	$ 2,738,000.00	$ 583,000.00	$ 290,000.00	$ 3,791,000.00	$ 897,000.00	$ -	$ 17,581,282.00

Oak Brook Park District

Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1				2		3	4	5	6	7	8	9	10	
		FY 2025/2026														
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	FY 2025/2026 CIP Priority	FY 2026/2027 CIP Score	FY 2026/2027 Proposed Budget	FY 2027/2028 Proposed Budget	FY 2028/2029 Proposed Budget	FY 2029/2030 Proposed Budget	FY 2030/2031 Proposed Budget	FY 2031/2032 Proposed Budget	FY 2032/2033 Proposed Budget	FY 2033/2034 Proposed Budget	FY 2034/2035 Proposed Budget	Ten-Year Approved/Proposed Budget Total
Tennis Center																
Recreational Facilities	Reconstruction and expansion of Outdoor Courts	$ -	-	70		**70**	1,850,000.00	-	-	-	-	-	-	-	-	**1,850,000.00**
Recreational Facilities	Indoor Court Recoating/Resurfacing		-				-	30,000.00	30,000.00	-	-	-	-	-	-	**60,000.00**
Recreational Facilities	Front Desk/upper level remodeling		-	40			-	-	-	-	-	-	-	-	-	**-**
Recreational Facilities	Lower Level Carpeting	23,788.08	25,000.00	40	1		-	-	-	-	-	-	-	-	-	**25,000.00**
Recreational Facilities	Exterior window replacement	**$ 77,345.27**	100,000.00	30	1		-	-	-	-	-	-	-	-	-	**100,000.00**
Recreational Facilities	Electric energy efficiency generator		-	20			-	-	-	100,000.00	-	-	-	-	-	**100,000.00**
Recreational Facilities	Indoor Court lighting project		-				-	-	-	-	-	-	-	-	-	**-**
Recreational Facilities	Exit doors replacement		-	30			-	-	-	-	-	-	-	-	-	**-**
Recreational Facilities	HVAC- Heating & Cooling System (Courts 1-8)	-	100,000.00	50	1		-	200,000.00	200,000.00	-	-	-	-	-	-	**500,000.00**
Recreational Facilities	HVAC- Heating & Cooling System (Courts 5-8)		-				-	-	-	-	-	-	-	-	-	**-**
Recreational Facilities	BO-Roof Repairs and Gutters		-				-	-	-	-	350,000.00	-	-	-	-	**350,000.00**
Recreational Facilities	Indoor Courts Video Technology					50	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	-	-	-	-	**150,000.00**
Recreational Facilities	Replacement of fiber cable to tennis center for quicker connectivity		-	30			-	15,000.00	-	-	-	-	-	-	-	**15,000.00**
	Tennis Center Total:	**$ 101,133.35**	**$ 225,000.00**				**$ 1,880,000.00**	**$ 275,000.00**	**$ 260,000.00**	**$ 130,000.00**	**$ 380,000.00**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 3,150,000.00**

Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ORDINANCE NO. 26-0421: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS	**AGENDA NO.:** 9C **MEETING DATE:** MARCH 16, 2026

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):

As required by the Open Meetings Act, the closed meeting sessions of the Board Meetings are recorded. After 18 months, the Act permits the Board to authorize the destruction of these recordings, as long as the written minutes have been approved by the Board. The written minutes of these meetings have been approved by the Board of Commissioners, routinely, which occurred at the next board meeting held after the meeting date.

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

The following Closed Meeting recordings are now over 18 months in age.

September 16, 2024

ACTION PROPOSED:

For Review and Discussion Only

ORDINANCE NO. 26-0421
AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS

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

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

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

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

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

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

Section 1. The Board hereby finds that at least eighteen (18) months have passed since the completion of the following closed meetings of the Board, and that the Board has approved written minutes for such closed meetings:

September 16, 2024

Section 2. The Board hereby orders the destruction of the entire verbatim record, in the form of digital audio recordings, of the closed meetings identified in Section 1 of this Ordinance, and the Secretary is hereby authorized and directed to destroy said audio tapes in a suitable manner.

Section 3. All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

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

PASSED AND APPROVED THIS 20th DAY OF APRIL, 2026.

AYES: _____

NAYS: _____

ABSENT: _____

_____
President Sharon Knitter

ATTEST:

_____
Laure Kosey, Secretary

Oak Brook Park District

BOARD MEETING

AGENDA ITEM –HISTORY/COMMENTARY

ITEM TITLE: SAFETY MANUAL UPDATES

AGENDA NO.: 9D

MEETING DATE: MARCH 16, 2026

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

RECOMMENDED FOR BOARD ACTION: Laure Kosey, Executive Director:

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

A formalized safety policy manual for the District was created in 2015. Annually, Safety Committee and the Human Resources & Risk Manager review the manual to maintain accurate, relevant, and effective procedures in protecting employees and the public.

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

There are 4 main components for update of the manual at this time. The following changes can be seen in detail via the redline copy:

1. Current forms and instructions are included within the manual. However, when updates occur, the manual must also be revised and staff must locate and replace any outdated forms. To improve efficiency and reduce the risk of using outdated documents, the manual will instead reference where the most current forms can be accessed.(Ex. Child Abuse Reporting has moved to an online format.) PDRMA Accident/Incident Forms and Confined Space Inventories will also be removed to streamline the manual.

2. Hazard Recognition wording: We would like to focus not on what is seen, but how the item is handled at the time a hazard is discovered. The updated wording to the program does not change the outcome of the program but streamlines the ability to take action.

3. Addition of the Vehicle Backing Policy: Previously, this topic was addressed through a training document reviewed by staff at the time of hire and during annual training for applicable positions. Based on the recommendation of PDRMA and its most current guidelines, this practice is now being formalized into an official policy within the manual.

4. Service Animals: The addition of this section to the manual is to provide training and topic information for staff. The ADA federal law framework is used in the wording to provide more clarity to the settings of the Park District.

ACTION PROPOSED:
For Review and Discussion Only

TABLE OF CONTENTS

Commented [AS1]: Update Table of Contents once all updates are entered and reformat

TOPIC	SECTION
Safety Policy Statement	1
Safety Coordinator Responsibilities	1
Safety Responsibilities	1
BE SAFE Recognition Program	1
General Employee Safety Rules	2
Safety Violations – Discipline Procedure	2
Statement of Admission	2
Abused and Neglected Child Reporting Policy	3
Accident/Incident Reporting Procedure & Forms	4
Alcohol & Drug Abuse Policy	5
Alcohol & Drug Procedure – Commercial Drivers Licensed Employees	6
Alcohol Serving Policy & Procedure	7
Behavior Policy – Patron	8
Communicable Disease Policy	9
- Bloodborne Pathogens Program	9-1
- Safety Standards for the Workplace to Minimize the Spread of COVID-19	9-2
-COVID-19 Vaccination and Testing Policy	9-3
Confined Space Program	10
Crisis Management Plan	11
Data Security & Identify Theft Prevention	12
- Data Security Policy & Procedure	12
- Identity Theft Prevention – Customer Information Policy	12
- Identity Theft Prevention – Social Security Numbers Policy	12
Dispensing of Medication Policy & Procedure	13
Electrical Safety	14
Ergonomics Policy	15
Facility Use After Public Hours Policy	16
Fall Protection Program	17
First Aid Procedures – *Refer to Medic First Aid Book*	18
Hazard Communication Program	19
Hearing Conservation Program	20

Commented [AS2]: Change to Communicable diseases?

DRAFT

Safety Manual Amended October 2021
Safety Manual Updated and Reissued October 2020
Safety Manual Approved by Board 5/18/15

TOPIC	SECTION
Illinois Department of Labor Inspection Procedure	21
Lockout/Tagout Policy & Procedure	22
Personal Protective Equipment Guidelines & Compliance Standard	23
Respiratory Protection Compliance	24
Service Animals	25
Slip, Trip and Fall Prevention Program	265
Stretching Policy & Program	276
Vehicle Policy	287
Violence and Aggressive Behavior Policy	298

DRAFT

OAK BROOK PARK DISTRICT

SAFETY POLICY STATEMENT

We acknowledge an obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities and parks.

It is the intention of the Oak Brook Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be an important consideration.

Personnel at all levels are directed to make safety a matter of continuing concern. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.

Sharon Knitter — Board President — 5/18/15 — Date

Executive Director — 5/18/15 — Date

Linda Noonan — Safety Coordinator — 5/18/15 — Date

DRAFT

1.2 : Safety Coordinator Responsibilities

1. The Safety Coordinator has the overall responsibility for formulating, directing, and coordinating all safety activities throughout the District. The Safety Coordinator should be in direct contact and have the support of upper management.

2. The Safety Coordinator acts as chairperson of the Safety Committee responsible for developing the meeting agenda and issuing meeting minutes.

3. Analyze loss data from accident/incident reports, departmental correspondence, and PDRMA Loss Control Department.

4. Review incident/accident reports, coordinates claim processing, and maintains incident/accident report files.

5. Conduct periodic safety training for administration staff.

6. Participate in PDRMA safety inspections of sites and facilities to identify unsafe conditions or practices. Brings concerns to site supervisors.

7. Coordinate the PDRMA Loss Control Program Evaluation meeting. Facilitates the meeting.

8. Attend Risk Management Institute and other educational sessions sponsored by PDRMA.

9. Distribute PDRMA correspondence to staff and the Safety Committee, including newsletters, LRN Alerts and meeting registration flyers.

10. Monitor compliance with District and PDRMA claims reporting policies.

DRAFT

1.3 : Safety Responsibilities

Oak Brook Park District is committed to maintaining a safe and healthy work environment for all employees and patrons. Each employee is empowered to act and is expected to respond to unsafe conditions by reporting their observations and/or taking appropriate corrective measures in keeping with District and industry safety policies and procedures.

Safety Committee

The Executive Director will support a safety committee to oversee District-wide safety and occupational health issues. The Safety Coordinator, with support of the committee, has the authority to address activities or situations that compromise health, safety or environmental statutes or create undue risk exposure to the District and its employees. The Safety Coordinator will chair the committee consisting of representatives from each of the following areas, appointed by the applicable Director, to provide District-wide safety, communications and input:

- Administration
- Marketing/IT
- Recreation
- Facility Manager/Rentals
- Aquatic Center
- Fitness Center
- Tennis Center
- Parks

Safety Committee responsibilities include:

- Conduct monthly meetings.
- Develop, review, and communicate safety and emergency policies and procedures.
- Assist in accident/incident investigation.
- Review accident/incident and hazard reports.
- Review facility inspection deficiency items and resolutions.
- Track health and safety regulations and implement as required.
- Establish safety training requirements.
- Participate in PDRMA inspections and audits.
- Administer the Be Safe hazard recognition award.

Employees

Each employee is expected to assist in maintaining a safe work environment as a condition of employment, to observe all established safety and personal protection measures, and to report unsafe practices or conditions. An employee may be called upon to assist in training new employees, serving on the Safety Committee, conducting hazard inspections and facilitating elimination of hazards as part of their regular job duties. When unsafe conditions exist, employees may take immediate corrective measures and then communicate and document as appropriate to the situation. An Accident/Incident or Hazard report is to be completed and submitted to the Safety Coordinator.

DRAFT

Management

Directors, managers, and supervisors are responsible for communicating to all in their respective area that health and safety for all are of the highest priority. They will support and encourage subordinates in the development and implementation of departmental safety procedures and monitor the implementation and effectiveness of the safety practices in their department.

Supervisors are responsible for the training and education of their employees in safe working practices within their respective work areas. Supervisors will supply proper safety equipment and personal protection devices as well as develop and monitor safety practices appropriate to the area. Supervisors should work in partnership with employees to eliminate hazards and refrain from assigning tasks to employees where training has not been given. Supervisors are responsible for documenting all training and maintaining a record of such for each employee.

DRAFT

1.4: "Be Safe" Incentive Program

The Oak Brook Park District wants to recognize the staff members who contribute to reducing our risks and exposures. The "BE SAFE" incentive program has been instituted to recognize those individuals.

As an employee of the Oak Brook Park District, you have the opportunity to converse with the public and move about our facilities and parks. In doing so, you are able to "observe" your environment. **Is it safe? Does something seem in disrepair? Is there a reoccurring complaint about a slippery floor? Is the carpeting loose and dangerous? Is there ice on the sidewalk?** These and many other similar questions are of great concern to the District.

Through the "BE SAFE" incentive program, we would like to recognize employees for their efforts to keep the District's exposures to a minimum. The program works like this:

> When an employee observes something that warrants attention because it is unsafe or creates an exposure for the District, they will simply record the "unsafe" condition or situation on the attached form. This form should go to the employee's immediate supervisor who will then forward it to the Safety Coordinator. The Safety Coordinator will present the employee's observation and suggestion to the Safety Committee for review on a monthly basis. The committee will choose the employee whose suggestion or observation merits special recognition. A Safety Certificate will be awarded to the employee and a copy of the certificate will be placed in the employee's permanent file.

DRAFT

OAK BROOK PARK DISTRICT

"BE SAFE"
HAZARD RECOGNITION

Unsafe condition observed at:

Park or Facility: _____

Date and Time: _____

Observed By: _____

Indicate specific program, room in facility, or area of grounds in question:

_____

_____

_____

_____

~~Observation of Suggestion~~Summary of How the Hazard was Fixed:

_____

_____

_____

_____

* Please complete and forward to your supervisor within 24 hours of your observation.

_____

For office Use Only:

Reviewed By: _____ Date: _____

Follow Up: _____

_____

DRAFT

"Be Safe" Incentive Program

The Oak Brook Park District wants to recognize the staff members who contribute to reducing our risks and exposures. The "BE SAFE" incentive program has been instituted to recognize those individuals.

As an employee of the Oak Brook Park District, you have the opportunity to converse with the public and move about our facilities and parks. In doing so, you are able to "observe" your environment. **Is it safe? Does something seem in disrepair? Is there a reoccurring complaint about a slippery floor? Is the carpeting loose and dangerous? Is there ice on the sidewalk?** These and many other similar questions are of great concern to the District.

Through the "BE SAFE" incentive program, we would like to recognize employees for their efforts to keep the District's exposures to a minimum. The program works like this:

When an employee observes something that warrants attention because it is unsafe or creates an exposure for the District, they will simply record the "unsafe" condition or situation on the attached form. This form should go to the employee's immediate supervisor who will then forward it to the Safety Coordinator. The Safety Coordinator will present the employee's observation and temporary steps taken to ensure safety~~suggestion~~ to the Safety Committee for review on a monthly basis. The committee will choose the employee whose suggestion or observation merits special recognition. A Safety Certificate will be awarded to the employee and a copy of the certificate will be placed in the employee's permanent file.



OAK BROOK PARK DISTRICT
"BE SAFE"
HAZARD RECOGNITION



Unsafe condition observed at:

Park or Facility: _____

Date and Time: _____

Observed By: _____

Indicate specific program, room in facility, or area of grounds in question:

~~Observation of Suggestion:~~Please indicate steps taken to make safe:

*Please complete and forward to your supervisor within 24 hours of your observation.

For office Use Only:

Reviewed By: _____ Date: _____

Follow Up: _____

DRAFT

2.1: General Employee Safety Rules

- Smoking is not allowed on Park District property.
- Horseplay and fighting will not be tolerated in the work place.
- Possession of firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
- If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to a supervisor, regardless of the severity of the injury or damage. Failure to report an accident or known hazardous condition may be cause for disciplinary action.
- All employees must follow recommended work procedures outlined for their job, including safe work methods described in a job analysis.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported to your supervisor immediately.
- Employees who perform physical labor must use proper lifting techniques. For objects heavier than 50 pounds, specific methods for safe lifting must be determined by the immediate supervisor.

DRAFT

- Employees must never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Safety and restraint belts must be fastened before operating any motorized vehicle.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. Employees must report revocation of driver's license and must notify their supervisors of any driving citations received.
- All employees must know departmental rules regarding first aid, evacuation routes and fire department notification.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures are requested.
- Departmental rules and procedures specific to departmental operations must be followed by each employee in the department.

DRAFT

2.2: Safety Violation Discipline Procedure

A safety violation occurs when an employee willfully disregards safety policy or safety rules, which are general to the workforce or specific to thier job. When a supervisor observes a safety violation:

1. The supervisor must confront the situation **immediately**.

2. An attempt should be made to keep the discussion private if the situation is minor. For more extreme situations or repeat offenses, a witness should be present.

3. The supervisor should ask the employee if he/she realized what safety rule was broken and what injury may have been resulted (if an accident **had** occurred). Every attempt should be made to educate the employee during this confrontation.

4. A **Safety Violation Notice** (see next page) should be filled out completely. The employee should be present and understand completely what rule was broken. The offense should be clearly described and the warning noted. The employee should sign and date the notice.

5. A copy of the **Safety Violation Notice** should then be forwarded to the Department Head and then to the Safety Coordinator.

DRAFT

OAK BROOK PARK DISTRICT
SAFETY VIOLATION NOTICE

EMPLOYEE: _____ DATE: _____

LOCATION: _____

This warning notice is being given for the following reason (s):

_____

_____

_____

_____

This is the 1st _____ 2nd _____ warning for this offense.

EMPLOYEE COMMENTS: _____

_____

_____

_____

SUPERVISOR COMMENTS _____

_____

_____

_____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

REVIEW ROUTE

DEPARTMENT DIRECTOR _____ DATE _____

SAFETY COORDINATOR _____ DATE _____

DRAFT

2.3: Statement of Admission

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined.

You are required to contact your immediate supervisor and not to render speculation of the causes of the incident.

Any and all questions relating to an accident involving Oak Brook Park District property and/or personnel must be directed to the Executive Director.

DRAFT

3: Abused and Neglected Child Reporting Policy & Procedure

As required by Illinois State Statute, recreation professionals are considered mandated reporters of child abuse and neglect. As mandated reporters, it is essential to understand what constitutes abuse and neglect. The *Manual for Mandated Reporters* issued by the Illinois Department of Children and Family Services and the Illinois Abused and Neglected Child Reporting Act (325 ILC5 5/1 et seq.) provide various guidelines and information regarding the reporting of child abuse and neglect. For easier detection of child abuse and for the reporting of abuse, the following two areas are highlighted below:

1. Definition of abuse and neglect - What is abuse? What is neglect?

Physical Abuse as defined by the Illinois Abused and Neglected Child Reporting Act (ANCRA), (Sec.3) occurs when a parent or a person responsible for the child's welfare:

- "inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function." Such common injuries include bruises, human bites, bone fractures, and burns.

- "creates a substantial risk of physical injury" likely to have the physical impacts listed above. Examples in DCFS allegation definitions include such incidents as choking or smothering a child, shaking or throwing a small child, and violently pushing or shoving a child into fixed objects. Other circumstances include incidents of domestic violence in which the child was threatened, violations of orders for the perpetrator to remain apart from the child, and a history of past sexual abuse which may place other children at risk.

- "acts of torture" which is defined by DCFS as "deliberately and/or systematically inflicting cruel or unusual treatment which results in physical or mental suffering."

- "inflicts excessive corporal punishment" is included in ANCRA, but is not specifically further defined by DCFS. However, bruises inflicted on a child, especially a young child, are usually considered as meeting this definition.

- "commits or allows to be committed the offense of female genital mutilation."

- "causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance" (i.e. illegal drugs) except when prescribed by a physician.

DRAFT

Sexual abuse occurs when a person responsible for the child's welfare commits any of the following acts:

- sexually transmitted diseases are by DCFS definition "diseases which were acquired originally as a result of sexual penetration or conduct with an individual who was afflicted."

- sexual penetration includes any contact between the sex organ of one person and the sex organ, mouth, or anus of another person. Typical acts include vaginal, oral and anal sex.

- sexual exploitation is defined by DCFS as "sexual use of a child for sexual arousal gratification, advantage, or profit." This includes such acts as explicit verbal enticements, child pornography, self masturbation in the child's presence, and forcing a child to watch sex acts.

- sexual molestation is defined by DCFS as "sexual conduct with a child when such contact, touching, or interaction is used for arousal or gratification of sexual needs or desires." Examples include fondling a child or having the child touch the perpetrator sexually. (DCFS Procedures 300.Appendix B)

For both physical and sexual abuse, parents and caretakers are charged with the responsibility to take reasonable steps to stop abuse. If they do not, they may be charged with abuse themselves. (ANCRA Sec.3)

Neglect occurs when a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter, or needed medical treatment. Neglect is also alleged when an adult provides inadequate supervision of a child. This can occur when children are left either unsupervised or in the care of someone unable to supervise due to their condition. Children can suffer injuries that are the result of "blatant disregard" and are considered neglect. According to DCFS: "Blatant disregard is a situation in which the risk of harm to a child is so imminent and apparent that it is unlikely that any parent or caretaker would expose the child to such without taking precautionary measures to protect the child." (DCFS Proc.300 App.B)

2. Training Requirement
All employees are required to complete mandated reporter training within 3 months of hire and at least once every 3 years thereafter.

3. **Reporting Procedure**
If you suspect a child is being abused or neglected:

a. Immediately notify your ~~adult~~ full time supervisor or department director. If an employee under the age of 18 reports suspected abuse or neglect, the ~~adult~~ full time supervisor shall be the point person for DCFS investigation. A mandated reporter is not responsible for investigating the situation.

b. The supervisor/department director shall document the incident with the following information:

i. What did you observe about the child that raised your concern? Provide details of the actual incident, including time and place of incident, witnesses to the abuse, evidence of the abuse (physical evidence, behavioral indicators, disclosure of the victim, etc.).

ii. What communication has the child provided? Is the information consistent with what you have observed?

iii. If information comes from someone other than the child, how credible is the source?

iv. Have there been past incidents which may have been suspicious?

v. Name, birthdate/age, address of alleged victim

vi. Name, birthdate/age, relationship to victim, phone number and address of perpetrator

vii. Description of harm to victim (i.e., physical abuse, sexual abuse, risk of harm, neglect)

c. The supervisor/department director shall provide the information to the Human Resource & Risk Manager.

d. The Human Resource & Risk Manager shall:
(Note: In the absence of the Human Resource & Risk Manager, the department director shall make the report.)

~~i.~~ Call the Child Abuse Hotline (1-800-252-2873) to make the report for the following circumstances: ~~. The employee and supervisor may be asked to provide additional input.~~

- Immediate need for medical treatment (including a child who is suicidal)
- Sexual abuse where the involved adult has or will have access to a child within the next 24 hours
- A child is currently afraid to go home
- A child is currently in protective custody of police or medical personnel
- A child death

ii. In all other circumstances, DCFS Online Child Abuse Neglect Reporting should be used via the DCFS wbsite: https://dcfs.illinois.gov/safe-kids/reporting.html

~~ii. Complete a Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters Form (CANTS 5 Form – attached) and mail it to:~~
~~Illinois Department of Children and Family Services~~
~~800 West Roosevelt Road~~
~~Building D, Suite 10~~
~~Glen Ellyn, IL 60137~~

iii. Maintain a file on the incident and provide status reports to the department supervisor/director.

4. **What to do if confronted by the child's parent or guardian**
    a. Refer the person to the department manager or Human Resources. They will respond to the parent or guardian as follows:
        i. Explain that all positions at the District are mandated reporters, and are required by law to report certain information to DCFS. The District complies with the law.

        ii. Out of respect for the confidentiality of the process, we do not share the details of reports made to DCFS with others except, where applicable, to proper investigative authorities and/or as required by law.

        iii. Feel free to contact DCFS for more information.

DRAFT

i. ~~Explain that all positions at the District are mandated reporters, and are required by law to report certain information to DCFS. The District complies with the law.~~

ii. ~~Out of respect for the confidentiality of the process, we do not share the details of reports made to DCFS with others except, where applicable, to proper investigative authorities and/or as required by law.~~

iii. ~~Feel free to contact DCFS for more information.~~

DRAFT

CANTS 5
Rev. 10/00

State of Illinois
Department of Children and Family Services

WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT REPORT: MANDATED REPORTERS

DATE: _____

ABOUT: _____ _____ _____
Child's Name Child's Birth Date

If you are reporting more than one child from the same family please list their names and birth date in the space provided on the reverse side of this form.

_____ _____ _____
Street Address City Zip Code

Parent/Custodians: _____
Name

_____
Address (if different than the child's address)

This is to confirm my oral report of _____, made in accordance with the Abused and Neglected Child reporting Act (325 ILCS 5 et seq). Please answer the following questions. (If you need more space, use the back of this page.)

1. What injuries or signs of abuse/neglect are there?

2. How and approximately when did the abuse/neglect occur and how did you become aware of the abuse/neglect?

3. Had there been evidence of abuse/neglect before now? ☐ Yes ☐ No

4. If the answer to question 3 is "yes," please explain the nature of the abuse/neglect.

5. Names and addresses of other persons who may be willing to provide information about this case.

6. Your relationship to child(ren)

7. Reporter Action Recommended or Taken:

PLEASE CHECK THE APPROPRIATE RESPONSE:

☐ I saw the child(ren)
☐ I heard about the child(ren) From whom? _____
I ☐ **have** ☐ **have not** told the child's family of my concern and of my report to the Department.
I am ☐ **willing** ☐ **NOT willing** to tell the child's family of my concern and of my report to the Department.
I ☐ **believe** ☐ **do NOT believe** the child is in immediate physical danger.

DRAFT

(Name Printed) (Signature)

(Title) (Organization/Agency)

INSTRUCTIONS ON REVERSE SIDE

DRAFT

INSTRUCTIONS

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the ACT.

The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

MAILING INSTRUCTIONS

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.

2nd Child's Name (If Any)	2nd Child's Birth Date
3rd Child's Name (If Any)	3rd Child's Birth Date

DRAFT

DCFS is an equal opportunity employer, and prohibits unlawful discrimination in all of its programs and/or services.

4: Accident/Incident Reporting Procedure

Serious Patron Incident
Examples: unconscious victim (including near drowning), diving injuries, serious vehicle accidents, AED use or the death of a patron

1) Notify supervisor and Human Resources & Risk Manager of incident immediately.

2) ~~Supervisor~~ Human Resources must report incident to PDRMA Claims Department immediately.
   - During work hours (Monday-Friday, 8:00 am – 4:30 pm): Call 630-769-0332
   - After working hours or on weekends: Call 312-915-4255

3) Employee on the scene must complete an Accident/Incident Report Form 01 and ~~fax to PDRMA Claims Department~~give to Human Resources within 24 hours of the incident ~~(fax: 630-435-8978).~~

~~3)~~4) HR or Administrative Services Specialist must use the online PDRMA reporting portal to upload all information within 24 hours.

~~4)~~5) Supervisor/Superintendent investigates incident and forwards details along with Form 01 to the Safety Coordinator.
   - Take photographs of the area.
   - Talk to witnesses.
   - Assess cause of incident.

~~5)~~6) Supervisor/Superintendent takes action to correct any safety hazard.

~~6)~~7) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

Minor Patron Incident
Examples: sprained ankle while playing basketball, minor cut and related incidents where OBPD was not at fault, property damage or theft

1) Employee on the scene must complete an Accident/Incident Report Form 01 within 24 hours of the incident and forward it to the supervisor.

2) The supervisor reviews the report and sends it to the Safety Coordinator.

Employee Incident
1) Employee reports the incident to their supervisor ~~within 24 hours of occurrence~~as soon as possible.

2) Supervisor/Superintendent must:
   - Complete an Employers First Report of Injury or Illness Form 04 within 24 hours of the incident and forward it to the Safety Coordinator.

****NOTE:** Notify the Illinois Department of Labor (phone: 800-782-7860) directly in the following cases:

a) If the accident involves a work-related inpatient hospitalization, amputation, or loss of an eye, report the case within 24 hours.

DRAFT

b) Work-related fatalities must be reported within 8 hours of occurrence.

- Take photographs of the area.
- Talk to witnesses.
- Assess cause of incident.

3) Supervisor/Superintendent takes action to correct any safety hazard.

4) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

Property Incident – *District property*

1) Employee on the scene must complete Property Loss Report Form 03 within 24 hours and forward it to the supervisor/department manager.

2) Supervisor/Superintendent investigates incident and forwards details to the Safety Coordinator.
   - Take photographs of the area.
   - Talk to witnesses.
   - Assess cause of incident.

3) Supervisor/Superintendent takes action to correct any safety hazard.

4) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

Pollution Incident

Examples: gas or oil spill, chlorine release, pollutant uncovered during excavation

1) Employee on the scene must immediately contact their supervisor. The supervisor will contact PDRMA's current pollution insurer (phone: 800-823-7351) and address the situation as instructed.

2) Employee on the scene must complete an Accident/Incident Report Form 03 within 24 hours of the incident and forward it to the supervisor.

3) The supervisor reviews the report and sends it to the Safety Coordinator.

4) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

Vehicle Incident – *District vehicle*

1) Employee must report accident to supervisor within 30 minutes of the incident.
~~1)~~2) Employee on the scene must complete Vehicle Accident Report Form 02 within 24 hours

and forward it to the supervisor/Superintendent.

DRAFT

~~2)~~3) Supervisor/Superintendent investigates incident and forwards details to the Safety Coordinator.
- Take photographs of the area.
- Talk to witnesses.
- Assess cause of incident.

~~3)~~4) Supervisor/Department Manager will take action to correct any safety hazard and coordinate repair.

~~4)~~5) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

*The most up-to-date PDRMA forms mentioned are available in the Administrative Office, online via the PDRMA website, as well as the OBPD Staff Intranet.

DRAFT

Incident Reporting and Required Forms

#	Section	Instructions
1	**What type of incident do you want to report?**	Choose from the following drop-down menu options: **Agency Property Damage** – Claims involving damage, destruction or theft of all types of *agency* property and contents such as those resulting from fire, wind, water, vandalism, etc. Use the Property Loss Report, Form 03. Click here for instructions on how to complete the form. ***(Do not use this form to report damage to property owned by patrons, adjacent land owners, or other third parties.)*** **Employee Injury/Illness** (Workers' Compensation) – Claims for employee injury/illness. Use the Employee Injury/Illness Report, Form 04. Click here for instructions on how to complete the form. **Vehicle Accident –** Claims involving damage to an agency vehicle or damage (bodily injury or property damage) caused by an agency vehicle. An agency vehicle must be involved in the incident when you use the Vehicle Accident Report, Form 02. Click here for instructions on how to complete the form. **Vehicle Accident with Employee Injury –** Claims involving an agency vehicle and an employee injury. Use the Vehicle Accident Report, Form 02, and the Employee Injury Report, Form 04. Click the form links for instructions on how to complete these forms.

DRAFT

PDRMA
Park District Risk Management Agency

Property Loss Report
INSTRUCTIONS (WEB FORM)

Form 03

#	Section	Instructions
1	**Agency name**	Choose your specific agency from the drop-down menu that displays.
2	**Date of incident (mm/dd/yyyy)**	Provide the date the incident occurred or your best estimate if you do not know the specific date.
3	**Time of incident (hh:mm a.m./p.m.)**	Provide the time of the incident including hour, minutes and a.m. or p.m. (10:48 a.m.)
4	**Name of person completing the report**	Provide the name of the person completing the report. This person must be an agency employee or volunteer.
5	**Title of person completing the report**	Provide the job title of the employee or volunteer completing the report.
6	**Business phone number of person completing the report**	Provide the best business or cell phone number of the person completing the report.
7	**Business email of person completing the Report**	Provide a business, not personal, email of the employee or volunteer completing the report.
8	**How did the incident occur and what property was damaged?**	Provide a complete, concise description of what occurred and the property that was damaged. Include a description of the specific damage that occurred.
9	**Name of the location. If the location does not have a name, provide the nearest intersection where the incident occurred.**	Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference.
10	**Is there an address for incident location?** (If storm loss involving multiple agency locations, select No rather than Yes.)	Select Yes or No. If you select Yes, provide the address, city and state of the location (park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.). If the agency suffered damage at more than one location, select No.
11	**Location** (If storm loss involving multiple agency locations, select Multiple Property Loss Locations.)	In the drop-down menu, choose the type of facility or property that most closely matches where the incident occurred. If the agency suffered damage at more than one location, select multiple locations.
12	**Primary location** (If storm loss involving multiple agency locations, select Multiple Property Damage Locations.)	In the drop-down menu, choose the specific location within the facility or property that most closely matches where the incident occurred. The menu options provide a more detailed description of the incident location than in the Location field, above.

DRAFT

#	Section	Instructions
13	Estimate of loss	Provide estimated dollar amount of damage if available or a description of the severity of the damages.
14	Contact person at facility	Provide the name of the person at the agency to contact for more information regarding the loss.
15	Contact person email	Provide business, not personal, e-mail address for the contact person, if available.
16	Contact person phone	Provide the business or cell phone number for the contact person.
17	Was damage caused by 3rd party (non-agency individual)?	Select Yes if damage was caused by someone who does not work for your agency. (Examples: arson, vandalism, auto accident, etc.)
18	Responsible party identified?	Select Yes or No.
19	Name and address of responsible party or parties	Provide name and address if possible.
20	Has a police agency conducted an investigation?	Choose Yes, No or Unknown.
21	What police agency investigated the incident?	Provide the law enforcement agency name.
21	Were criminal charges brought against responsible party?	Choose Yes, No or Unknown.
22	What were the charges?	Provide the criminal charges if known.
23	Upload files	The person completing the report can attach multiple documents (invoice, bills, medical records, inspection forms, correspondence, police reports, photos, etc.) pertaining to the incident. (Total size for all attached files is 10MB).

DRAFT

Employee Injury/Illness Report
INSTRUCTIONS (WEB FORM)

Form 04

#	Section	Instructions
1	**Was more than one employee injured in this incident?**	If more than one agency employee was injured in a single accident, the online reporting system cannot be used. Please submit the claims using the paper version of the PDRMA Employee Injury Report.
2	**Agency name**	Choose your specific agency from the drop-down menu.
3	**Date of incident (mm/dd/yyyy)**	Provide the date the incident occurred or your best estimate if you do not know the specific date.
4	**Time of incident (hh:mm a.m./p.m.)**	Provide the time of the incident including hour, minutes and a.m. or p.m. (10:48 a.m.)
5	**Name of person completing the report**	Provide the name of the person completing the report. This person must be an agency employee or volunteer.
6	**Title of person completing the report**	Provide the job title of the employee or volunteer completing the report.
7	**Business phone number of person completing the report**	Provide the best business or cell phone number of the person completing the report.
8	**Business email of person completing the report**	Provide a business, not personal, email for the employee or volunteer completing the report.
9	**How did the incident occur? (Provide a one-line description.)**	Provide a simple, one-line description of how the accident occurred. You can provide a more detailed description of the incident later on in the form.
10	**Name of the location. If the location does not have a name, provide the nearest intersection where the incident occurred.**	Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference.
11	**Is there an address for incident location?**	Select Yes or No. If Yes, provide the address, city and state of the location (park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.).
12	**Location**	In the drop-down menu, choose the type of facility or property that most closely matches where the incident occurred.

DRAFT

#	Section	Instructions
13	**Primary location**	In the drop-down menu, choose the specific location within the facility or property that most closely matches where the incident occurred. The menu options provide a more detailed description of the incident location than in the Location field, above.
14	**Employer's FEIN**	Provide your agency's Federal Employer Information Number.
15	**Did the employee miss more than three (3) scheduled workdays?**	Choose Yes, No or Unknown.
16	**What was the employee doing when the accident occurred?**	Briefly describe what activity or job the employee was doing when injured. (Mowing, clearing brush, instructing aerobics class, etc.)
17	**How did the accident occur? (Provide a detailed description.)**	Provide a complete, concise description of how the accident occurred. (Do not just say "twisted ankle." State whether the employee stepped into, off something, tripped, etc., which resulted in a twisted ankle.)
18	**Employee**	Click Add to provide information about the employee who was injured.
19	**Employee addition**	Please provide the following contact information for the injured employee: • Last Name. • First Name. • Mailing Address. • City, State, Zip. • Cell phone number. • Home phone number. • Best number to contact employee. This could be the same as the home or cell number listed above. • Email.
20	**SSN**	Provide employee's Social Security Number.
21	**Date of birth**	Provide the employee's date of birth.
22	**Gender**	Choose Female, Male or Unknown.
23	**Marital status**	Choose from the following: • Divorced. • Married. • Single. • Unknown.
24	**Number of dependents**	List the number of dependents the employee claims.

DRAFT

#	Section	Instructions
25	**Does the employee speak English?**	Choose Yes, No or Unknown.
26	**Average weekly wage**	Provide the dollar amount of the employee's weekly wage.
27	**Job title or occupation**	Click the magnifying glass icon and select the option that most closely describes the employee's job title/description.
28	**What is the employee's employment status?**	Select from these drop-down menu options: • Permanent full-time. • Permanent part-time. • Seasonal. • Intern. • Other.
29	**Date hired**	Provide the date the employee first began working at your agency.
30	**What is the employee's tenure?**	Select the length of time the employee has worked for your agency from the drop-down menu options: • 1-3 yrs. • 4-10 yrs. • 11-19 yrs. • Less than one year. • More than 20 years.
31	**Time employee began work on day of incident**	Provide the hour the employee began work the day of the injury.
32	**Last date employee worked prior to date of incident**	Provide the specific date the employee was at work prior to the day of the injury.
33	**If the employee died as a result of the accident, give the date of death**	Provide the date of the employee's death if the injury resulted in death.
34	**Did the incident occur on agency premises?**	Choose Yes, No or Unknown.
35	**Injury or illness**	Choose between Injury and Illness.
36	**Describe injury or illness (affected body part and type of injury *Ex. contusion, bruise, laceration, sprain, break, etc.*)**	Provide a brief description of the type of injury suffered, including the body part(s) affected and the injury itself.
37	**What object or substance, if any, directly harmed the employee?**	If a specific object or substance injured the employee, please identify it.
38	**Did the injured employee seek medical attention?**	Choose Yes, No or Unknown.

DRAFT

#	Section	Instructions
39	**Was the treatment given away from the worksite?**	Choose Yes, No or Unknown.
40	**Was the employee treated in an emergency room?**	Choose Yes, No or Unknown.
41	**Was the employee hospitalized overnight as an inpatient?**	Choose Yes, No or Unknown.
42	**Name of physician, health care provider, or emergency room**	Provide the name of the doctor, other health care provider or the emergency room the employee went to for care.
43	**(Contact information)**	In addition to the name of the physician, health care provider or emergency room, please provide the following contact information on the provider the employee used: • Address. • City, State, Zip. • Phone number.
44	**Upload files**	The person completing the report can attach multiple documents (invoice, bills, medical records, inspection forms, correspondence, police reports, photos, etc.) pertaining to the incident. (Total size for all attached files is 10MB).

DRAFT

Vehicle Accident Report
INSTRUCTIONS (WEB FORM)

Form 02

#	Section	Instructions
1	Agency name	Choose your specific agency from the drop-down menu that displays.
2	Date of incident (mm/dd/yyyy)	Provide the date the incident occurred or your best estimate if you do not know the specific date.
3	Time of incident (hh:mm a.m./p.m.)	Provide the time of the incident including hour, minutes and a.m. or p.m. (10:48 a.m.)
4	Name of person completing the report	Provide the name of the person completing the report. This person must be an agency employee or volunteer.
5	Title of person completing the report	Provide the job title of the employee or volunteer completing the report.
6	Business phone number of person completing the report	Provide the best business or cell phone number of the person completing the report.
7	Business email of person completing the report	Provide a business, not personal, email of the employee or volunteer completing the report. This aids in timely follow-up from PDRMA.
8	How did the incident occur? (Brief summary of incident.)	Provide a complete, concise description of how the accident occurred.
9	Name of the location or nearest intersection where the incident occurred	Provide the location where the accident occurred. If the accident occurred on a street or at an intersection, provide the street names.
10	Is there an address for incident location?	Choose Yes or No. If Yes, provide the address, city and state of the location.
11	Location	In the drop-down menu, choose the type of agency facility or property that most closely matches where the incident occurred. If the accident occurred off agency property, select Off Site.
12	Primary location	In the drop-down menu, choose the specific location that most closely matches where the incident occurred. In most cases, you will likely choose either Off site – Highway/Roadway, Park/Grounds – Road, or Parking Lot.

DRAFT

#	Section	Instructions
13	**Was the agency vehicle occupied?**	Choose Yes, No or Unknown.
14	**Agency driver**	If you answer Yes to 13, click Add to enter information about the agency driver.
14a	**(Contact information)**	Provide the following contact information for the agency driver: • Last name. • First name. • Address. • City, State, Zip. • Phone number. • Email.
14b	**Is this driver an employee?**	Choose Yes, No or Unknown.
14c	**Job title of employee**	If you answer Yes to **14b**, click the magnifying glass icon and select the job title of the employee who was driving the agency vehicle.
14d	**Driver type**	Click the magnifying glass icon and select the description of what type of driver was driving the agency vehicle.
15	**Agency vehicle**	Click Add to provide information about the agency vehicle involved in the accident.
15a	**VIN**	Provide the Vehicle Identification Number for the vehicle involved in the accident.
15b	**Year**	Provide the model year of the agency vehicle involved in the accident.

DRAFT

#	Section	Instructions
15c	**Make**	Provide the make of the agency vehicle (Ford, Chevy, Honda, etc.)
15d	**Model**	Provide the model of the agency vehicle (F150, Malibu, CRV, etc.)
15e	**License number**	Provide the license number of the agency vehicle involved in the accident.
15f	**Is vehicle drivable?**	Choose Yes, No or Unknown.
15g	**Current location of vehicle**	If you answer No to **15f**, provide the location of the vehicle including the street address.
15h	**Area of damage**	Describe what part of the agency vehicle is damaged.
15i	**Estimated repair cost**	Provide an estimated dollar amount of what it will cost to repair the agency vehicle if known.
15j	**Was a trailer involved?**	Choose Yes, No or Unknown.
15k	**Trailer year**	If you answer Yes to **15j**, provide the model year of the trailer.
15l	**Trailer make**	Provide the make of the agency trailer involved in the accident.

DRAFT

#	Section	Instructions
15m	Trailer model	Provide the model of the agency trailer involved in the accident.
15n	Trailer license number	Provide the license plate number of the agency trailer involved in the accident.
15o	Trailer area of damage	Describe what part of the agency trailer is damaged.
15p	Current location of trailer	Provide the location of the vehicle including the street address.
15q	Estimated repair cost of trailer	Provide an estimated dollar amount of what it will cost to repair the agency trailer if known.
16	Has a police agency conducted an investigation?	Choose Yes, No or Unknown.
17	What police agency investigated the incident?	Provide the name of the police department that investigated the accident.
18	Police report number	Provide the police report number assigned to the investigation of the accident.
19	Was the agency driver ticketed, arrested, or cited for violations?	Choose Yes, No or Unknown.
20	Provide details of ticket, arrest or violation	Describe what the ticket was issued for, why the driver was arrested or what violations the driver was cited for.

DRAFT

#	Section	Instructions
21	**Identify other people involved in the accident (each person involved needs to be added, ex: passengers, pedestrians, driver of other vehicle, etc.)**	If other people were involved in the accident, click Add to provide information on each.
21a	**How was the person involved in the accident? (select all that apply)**	If you click Add in **21**, click Add to respond to this question and select all of the options that apply in the list that displays: • Driver of other vehicle. • Injured person. • Owner of involved property. • Owner of other vehicle. • Passenger agency vehicle. • Passenger other vehicle. • Pedestrian.
21b	**(Contact information)**	After choosing how the person was involved in the accident in **21a**, please provide the following contact information: • Last name (or business name). • First name (not necessary if business name provided). • Address. • City, state, zip. • Phone number.
22	**Witness(es)**	If there is a witness(es) to the accident, click Add to provide information about the witness.
22a	**(Contact information)**	Please provide the following contact information for the witness: • Last name (or business name). • First name (not necessary if business name provided). • Address. • City, state, zip. • Phone number.
22b	**Witness to accident/incident?**	Choose Yes, No or Unknown.

DRAFT

#	Section	Instructions
22c	**Relation to injured person or property owner**	If you choose Yes in **22b**, click the drop-down menu to select the relationship between the witness and the injured person or property owner. • Agency employee or volunteer. • Another program participant or park user. • Friend. • Other. • Passerby. • Relative.
22d	**Did witness make any statements?**	Choose Yes, No or Unknown.
22e	**What did witness say?**	If you answer Yes to **22d**, please provide a concise explanation of what the witness said in the statement.
22f	**Where was witness when the accident/incident occurred?**	Provide a brief description of where the witness was in relation to where the accident/incident occurred.
23	**Was driver of agency vehicle working for the agency at time of accident?**	Choose Yes, No or Unknown.
24	**What street was the agency driver on?**	Provide the name of the street on which the accident occurred.
25	**What direction was the agency driver travelling?**	Identify whether the agency driver was travelling north, south, east or west when the accident occurred.
26	**Weather conditions**	From the drop-down menu, select from the following options: • Dry. • Fog. • Ice. • Snow. • Wet.
27	**Upload files**	The person completing the report can attach multiple documents (invoice, bills, medical records, inspection forms, correspondence, police reports, photos, etc.) pertaining to the incident. (Total size for all attached files is 10MB).

DRAFT

PDRMA
Park District Risk Management Agency

Accident/Incident Report

Attorney/Client Privileged Document

Form 01

1 Agency name _____ Today's date _____

2 Date of incident (mm/dd/yyyy) _____ Time of incident (hh/mm a.m./p.m.) _____

3 Name of person completing report _____ Title of person completing report _____

4 Business phone number _____ Business email _____

5 How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)

6 Name of the location (park, pool, community center; *Ex. Smith Pool, Johnson Community Center*) or nearest intersection where the incident occurred:

7 Is there an address for this location? [ ] Yes [ ] No [ ] Unknown
If yes, please provide the following:

Street address _____

City _____ State _____ Zip code _____

8 Location (Specify the exact type of location/facility where injury occurred. *Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.*)

9 Primary location (Specify exact location. *Ex. lap pool, cart storage, classroom, pavilion)*

BODILY INJURY

If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.

10 Was a person injured? (*Ex. patron, citizen, participant, volunteer*) [ ] Yes [ ] No [ ] Unknown

11 If yes, please provide the following information:

Last name _____ First name _____

Address _____

City _____ State _____ Zip code _____

Home phone # _____ Work phone # _____ Cell phone # _____

Age _____ Sex [ ] Male [ ] Female

12 Is injured person an agency volunteer? [ ] Yes [ ] No [ ] Unknown

13 Describe the injury (affected body part and type of injury; *Ex. contusion, bruise, laceration, sprain, break, etc.*)

14 Did injured person make any statements? [ ] Yes [ ] No [ ] Unknown
If yes, what did injured person say?

DRAFT

PDRMA
Park District Risk Management Agency

Accident/Incident Report

Attorney/Client Privileged Document

Form 01 (pg. 2)

15 Was first aid administered? ☐ Yes ☐ No ☐ Unknown

Name and position of person who administered first aid

What first aid was given?

Did first aid involve AED and/or CPR? ☐ Yes ☐ No ☐ Unknown

If yes, please submit a PDRMA post-AED form.

Were paramedic services offered?

Called and refused (at scene by patron) ☐ Yes ☐ No Offered and called ☐ Yes ☐ No

Offered and refused ☐ Yes ☐ No Offered, refused, called by agency anyway ☐ Yes ☐ No

Unable to respond and called ☐ Yes ☐ No

Were police called? ☐ Yes ☐ No If yes, please provide the following information.

Name of police department

Name of officer

Do you expect this person to submit a claim? ☐ Yes ☐ No ☐ Unknown

PROPERTY DAMAGE

16 Was property damaged as a result of this accident/incident? ☐ Yes ☐ No ☐ Unknown

17 If yes, how was the person involved in the accident/incident?

Owner of property adjacent to park district ☐ Patron ☐

Vehicle owner ☐ Other ☐

18 Last name (or business name) First name (not necessary if business name)

Address

City State Zip code Phone number

Describe the property damage

WITNESS INFORMATION

19 If there was a witness(es) to the accident/incident, please provide the following information:

Last name First name

Address

City State Zip code Phone number

20 Did witness make any statements? ☐ Yes ☐ No ☐ Unknown

If yes, what did witness say?

21 Where was witness when the accident/incident occurred?

DRAFT

PDRMA
Park District Risk Management Agency

Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form 02

1 Agency name — Today's date

2 Date of incident (mm/dd/yyyy) — Time of incident (hh/mm, a.m./p.m.)

3 Name of person completing the report — Title of person completing report

4 Business phone — Business email

5 How did the incident occur and what property was damaged? (Provide a brief factual summary.)

6 Name of the location (street/road/highway) or nearest intersection where the incident occurred.

7 Is there an address for incident location? If yes, please provide the following:

Street address

City — State — Zip code

8 Location

Offsite (non-agency owned) ☐ — On agency property ☐

9 Primary location

Highway/roadway ☐ — Parking lot ☐ — Other ☐

10 Was the agency vehicle occupied? ☐ Yes ☐ No ☐ Unknown

11 Agency driver last name — First name

Address

City — State — Zip code

Home phone # — Work phone # — Cell phone #

Email

Is this driver an employee? ☐ Yes ☐ No ☐ Unknown

If Yes, enter job title of employee

Identify the type of driver

Full-time employee ☐ — Intern ☐ — Non-park district employee ☐

Part-time employee ☐ — Volunteer ☐ — Spouse/family member ☐

Seasonal employee ☐

12 Agency vehicle VIN — Make — Model — License number

DRAFT

PDRMA
Park District Risk Management Agency

Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form 02 (pg. 2)

13 Is vehicle drivable? ☐ Yes ☐ No ☐ Unknown

If no, provide current location of vehicle

14 Area of damage

15 Estimated repair cost

16 Was a trailer involved? ☐ Yes ☐ No ☐ Unknown

If yes, provide the following information.

Trailer year Make Model License number

Trailer area of damage

Current location of trailer

Estimated repair cost of trailer

17 Has a police agency conducted an investigation? ☐ Yes ☐ No If yes, provide the following information.

What police agency investigated the incident?

Police report number

18 Was the agency driver ticketed, arrested or cited for violation(s)? ☐ Yes ☐ No ☐ Unknown

If yes, provide details of the ticket, arrest or violation(s).

19 CLAIMANT INFORMATION

Identify other people involved in the accident. *(Make additional copies of this section if needed.)*

How was the person involved in the accident? *(Check all that apply.)*

Driver of other vehicle ☐ Injured person ☐ Owner of involved property ☐

Owner of other vehicle ☐ Passenger of agency vehicle ☐ Passenger of other vehicle ☐

Pedestrian ☐

Last name or business name First name (not necessary for business)

Address

City State Zip code

Home phone # Work phone # Cell phone #

DRAFT

PDRMA
Park District Risk Management Agency

Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form 02 (pg. 3)

19 Vehicle make ____ Model ____ Year ____

Area of damage

Is vehicle driveable? ☐ Yes ☐ No If no, current location of vehicle

Extent of damage ☐ Moderate ☐ Nothing visible ☐ Severe ☐ Slight

Describe the property damage *(other than vehicle)*

Extent of damage to property other than vehicle ☐ Moderate ☐ Nothing visible ☐ Severe ☐ Slight

Age of injured person ____ Sex of injured person ☐ Male ☐ Female

Was the injured person transported by paramedics? ☐ Yes ☐ No

If yes, where was the injured person taken?

Do you expect the injured person to file a claim? ☐ Yes ☐ No

Describe the injury

ADDITIONAL CLAIMANT INFORMATION

Identify other people involved in the accident. *(Make additional copies of this section if needed.)*

How was the person involved in the accident? *(Check all that apply.)*

Driver of other vehicle ☐ Injured person ☐ Owner of involved property ☐
Owner of other vehicle ☐ Passenger of agency vehicle ☐ Passenger of other vehicle ☐
Pedestrian ☐

Last name or business name ____ First name (not necessary for business) ____

Address

City ____ State ____ Zip code ____

Home phone # ____ Work phone # ____ Cell phone # ____

Vehicle make ____ Model ____ Year ____

Area of damage

Is vehicle driveable? ☐ Yes ☐ No If no, current location of vehicle

Extent of damage ☐ Moderate ☐ Nothing visible ☐ Severe ☐ Slight

Describe the property damage *(other than vehicle)*

Extent of damage to property other than vehicle ☐ Moderate ☐ Nothing visible ☐ Severe ☐ Slight

PDRMA
Park District Risk Management Agency

Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form 02 (pg. 4)

19 Age of injured person _____ Sex of injured person ☐ Male ☐ Female

Was the injured person transported by paramedics? ☐ Yes ☐ No

If yes, where was the injured person taken?

Do you expect the injured person to file a claim? ☐ Yes ☐ No

Describe the injury

20 Identify witnesses of the accident. (Provide the following information for each witness. Make additional copies of this page if needed.)

Last name First name

Address

City State Zip code

Home phone # Work phone # Cell phone #

Witness to accident? ☐ Yes ☐ No ☐ Unknown If yes, provide the following information.

Relation to injured person or property owner:

Agency employee or volunteer ☐ Another program participant or park user ☐ Friend ☐

Other ☐ Passerby ☐ Relative ☐

Did witness make any statements? ☐ Yes ☐ No ☐ Unknown

If yes, provide the following information.

What did witness say?

Where was witness when the accident occurred?

21 Was the driver of the agency vehicle conducting agency business at the time of the accident?

☐ Yes ☐ No ☐ Unknown

22 What street was the agency driver on? What street was the other driver driving on?

23 What direction was the agency driver traveling? ☐ North ☐ South ☐ East ☐ West

What direction was the other driver traveling? ☐ North ☐ South ☐ East ☐ West

24 Weather conditions

Dry ☐ Fog ☐ Ice ☐ Snow ☐ Wet ☐

25 Accident diagram

PDRMA
Park District Risk Management Agency

Property Loss Report

(For damage to agency property)

Attorney/Client Privileged Document

Form 03

1	Agency name	Today's date
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)
3	Name of person completing the report	Title of person completing report
4	Business phone	Business email
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)	
6	Name of the location (park, pool, community center; *Ex. Smith Pool, Johnson Community Center*) or nearest intersection where the incident occurred.	
7	Is there an address for incident location? If yes, please provide the following: Street address City — State — Zip code	
8	Location (Specify the exact type of location/facility damaged, listing multiple locations/facilities if necessary. *Ex. maintenance garage, sports field*)	
9	Primary location (Identify the exact area of damage. *Ex. tool storage, batting cage*)	
10	Estimate of loss	
11	Contact person at facility	
12	Contact person's email	
13	Contact person's phone number	[ ] [ ] [ ]
14	Was damage caused by third-party (non-agency) individual?	☐ Yes ☐ No ☐ Unknown
15	Has the party responsible for damage been identified? If yes, provide the following contact information for the person or persons identified: Name — Street address City — State — Zip code	[ ] [ ] [ ]
16	Has a police agency conducted an investigation?	☐ Yes ☐ No ☐ Unknown
17	What police agency investigated the incident?	What is the police report number?
18	Were criminal charges brought against the responsible party? If yes, what were the charges?	

PDRMA
Park District Risk Management Agency

Employee Injury Report 04

1 Complete an Employee Injury Report for each employee injured.

2 Agency name | Today's date

3 Date of incident (mm/dd/yyyy) | Time of incident (hh/mm a.m./p.m.)

4 Name of person completing report | Title of person completing report

5 Business phone | Business email

6 How did the incident occur? (Provide a one-line factual description.)

7 Name of the location (park, pool, community center; *Ex. Smith Pool, Johnson Community Center*) or nearest intersection where the incident occurred.

8 Is there an address for this location? If yes, please provide the following:

Street address

City | State | Zip code

9 Location (Specify the exact type of location/facility where injury occurred. *Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.*)

10 Primary location (Specify exact location. *Ex. lap pool, cart storage, classroom, pavilion)*

11 Employer's FEIN

12 Did the employee miss more than three (3) scheduled workdays? ☐ Yes ☐ No ☐ Unknown

13 What was the employee doing when the accident occurred?

14 How did the incident occur? (Provide a detailed factual description.)

15 Employee last name | First name

Address

City | State | Zip code

Home phone # | Work phone # | Cell phone #

Best number to contact employee | Email

Social security number | Date of birth (mm/dd/yyyy) | Gender ☐ Male ☐ Female

Marital status (divorced/married/single/unknown) | Number of dependents | Does employee speak English? ☐ Yes ☐ No

Average weekly wage | Job title/occupation

PDRMA
Park District Risk Management Agency

Employee Injury Report

04

(pg. 2)

15 What is the employee's employment status?

☐ Permanent full-time ☐ Permanent part-time ☐ Seasonal ☐ Intern ☐ Other

Date hired (mm/dd/yyyy) What is the employee's tenure? (length of employment)

/ / ☐ Less than 1 yr. ☐ 1-3 yrs. ☐ 4-10 yrs. ☐ 11-19 yrs. ☐ More than 20 yrs.

Time employee began work on day of incident (hh/mm a.m./p.m.)

Last date employee worked prior to date of incident (hh/mm a.m./p.m.)

If the employee died as a result of the accident, give the date of death. (mm/dd/yyyy)

Did the incident occur on agency premises? ☐ Yes ☐ No ☐ Unknown

Injury or illness? ☐ Injury ☐ Illness

Describe the injury or illness (affected body part and type of injury; *Ex. contusion, bruise, laceration, sprain, break, etc.*)

What object or substance, if any, directly harmed the employee?

16 Did the injured employee seek medical attention? ☐ Yes ☐ No ☐ Unknown

17 If yes, was the treatment given away from the worksite? ☐ Yes ☐ No ☐ Unknown

18 Was the employee treated in an emergency room? ☐ Yes ☐ No ☐ Unknown

19 Was the employee hospitalized overnight as an inpatient? ☐ Yes ☐ No ☐ Unknown

20 Name of treating physician, health care provider, or emergency room

Address

City State Zip code Phone number

5: Alcohol & Drug Abuse Policy

The patrons and employees of the Oak Brook Park District are a valuable resource and their health and safety are of serious concern to the Park District. Patrons need to be assured that Park District employees do not perform their duties while under the influence of any substance, whether it is legal or not, which impairs their ability to perform their duties or imperils the health, safety or wellbeing of employees or the public. The Park District vigorously supports the Drug Free Workplace Act *(Chapter 30 ILCS Section 580/1 et. seq.)*. No Park District employee may perform their job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform their job duties. No Park District employee may be in possession of alcohol, cannabis, or any illegal drug while performing their job duties. This policy is applicable to all our work force at any location while the employee is working. The Park District also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the Park District to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours. "Lawful products" means products that are legal under state law. For purposes of this provision, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice by their employer to be on standby or otherwise responsible for performing tasks related to their employment either at the employer's premises or other previously designated location by their employer or supervisor to perform a work-related task.

Employees are required to report to their supervisors the use of any prescription drug, which may impair the employee's ability to perform the essential functions of their job with the Park District. This includes, but is not limited to, the use of medical cannabis.

Medical Cannabis

Registered qualifying patients in Illinois may be able to obtain a registry identification card, which allows them to purchase medical cannabis for the treatment of a variety of debilitating medical conditions under the Compassionate Use of Medical Cannabis Program Act. The Act also provides employers with the ability to regulate the use of medical cannabis on employer owned premises and during work hours. The following regulations shall apply to employees of the Park District who may also qualify to obtain legal access to medical cannabis:

1. Employees are strictly prohibited from possessing and/or using medical cannabis on any Park District owned property at any time;
2. Employees are strictly prohibited from using medical cannabis during all work hours;
3. Employees are strictly prohibited from reporting to work under the influence of medical cannabis;
4. Employees may not possess medical cannabis in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;
5. Employees who possess a Commercial Driver's License ("CDL") shall not use or possess medical cannabis; and

6. Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card, allowing for the use of medical cannabis shall still be subject to all other provisions of the Park District's Alcohol and Drug Abuse Policy.

Recreational Cannabis Use
Recognizing that limited possession and use of cannabis for those over 21 years of age is lawful in Illinois as of January 1, 2020, it remains a controlled substance under federal law. Therefore, employees whose jobs are subject to federal prohibitions, such as those that require Commercial Drivers Licenses ("CDL"), or who work pursuant to certain federal grants, are prohibited from using cannabis under any circumstances, and remain subject to federal prohibitions and testing requirements.

Notice of Convictions
Any employee who is convicted of violating any federal or state criminal drug statute must notify the Park District Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including termination of employment.

ALCOHOL AND DRUG TESTING

Pre-Employment Screening
Each prospective employee is required to sign a consent form and undergo a drug screening.

Reasonable Suspicion
In order to help protect the health and safety of employees and the public and to maintain a drug and alcohol-free workplace, the Park District may conduct drug and alcohol testing if a supervisor has a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol at work.

A supervisor shall have a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol if the employee demonstrates specific, articulable symptoms while working that lead the supervisor to have a good faith belief the employee is under the influence. A supervisor will use the PDRMA Drug and Alcohol Impairment and Reasonable Suspicion Observation Form to clearly document the specific, articulable observations and behaviors that create a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, or other unlawful substances).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions)

- negligence or carelessness in operating equipment or machinery
- disregard for the safety of the employee or others
- carelessness that results in any injury to the employee or others.

When reasonable suspicion testing is warranted, the employee's supervisor will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by the employee will be treated as a positive drug test result and will result in immediate termination of employment.

Testing Conducted
The Park District may test for alcohol and any controlled substance or cannabis (when reasonable suspicion exists or when the employee is subject to federal or state prohibitions). Employees are required to sign a consent form, cooperate with any authorized testing, and execute any and all releases necessary to provide the Park District with the results of any test. Failure to cooperate or execute required releases will be grounds for discipline up to and including termination. The procedures of the physical testing and examination will be those set by the medical clinic or laboratory designated by the Park District and will be followed by the employee.

VIOLATIONS OF THE ALCOHOL AND DRUG ABUSE POLICY

Disciplinary Action Steps
Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or being impaired while on duty under the influence of legal drugs may be disciplined up to and including termination from employment. Prior to issuing any final disciplinary action, the Park District will afford the employee a reasonable opportunity to contest the basis of the determination.

In lieu of termination, the Park District may require an employee to successfully complete substance abuse evaluation assessment, treatment and/or counseling at the employee's expense. Employees participating in a drug or alcohol treatment program will be allowed to use any paid time off benefits they have accrued; however, any time off necessary to participate in any drug or alcohol treatment program will be either unpaid or paid by the use of the employee's accumulated but unused leave.

An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participating in a treatment program will not, in and of itself, protect the employee from disciplinary action should job performance remain unsatisfactory.

The District will maintain medical records confidentially, including records concerning alcohol or drug abuse, diagnosis, and treatment, in a file separate from the regular employee personnel files in accordance with the terms of the District HIPAA Policy. Access will be limited to the terms and individuals identified in the District's HIPAA Policy. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.

PDRMA
Park District Risk Management Agency
Leading the Way to Risk Management Solutions

Drug and Alcohol Impairment and Reasonable Suspicion Observation Form

(This form must be completed every time an employee is suspected of drug or alcohol impairment based on appearance or conduct when reporting for duty, while on duty, or during periods of on-call time.)

Name of Observed Employee: _____

Date and Time Observed: _____/_____/_____ at:_____a.m./p.m.

Location: _____

Observations: Please check all applicable boxes next to the appropriate observations and then provide any necessary explanations on the lines below.

SPEECH	BALANCE/WALKING	DEMEANOR	APPEARS	ODOR	BEHAVIOR
☐ Slow	☐ Rigid	☐ Sleepy	☐ Flushed or sweating profusely	☐ Chemical	☐ Nervous or paranoid
☐ Slurred	☐ Falling/unable to stand	☐ Calm	☐ Confused	☐ Excessive cologne	☐ Erratic or irrational
☐ Whispered	☐ Staggering	☐ Argumenta-tive	☐ Tremors	☐ Marijuana	☐ Irritable
☐ Silent	☐ Swaying	☐ Paranoid	☐ Pale	☐ Sweet or fruity	☐ Inappropri-ate gaiety or euphoric
☐ Loud	☐ Stumbling	☐ Threatening	☐ Inappropri-ate sunglass use or dilated / constricted pupils	☐ Heavy breath spray	☐ Mood Swings
☐ Confused	☐ Reaching for support	☐ Drowsy	☐ Disheveled	☐ Pungent	☐ Lethargic or slow-acting
☐ Incoherent	☐ Arms raised for balance	☐ Hyperactive	☐ Blood shot or glassy eyes	☐ Alcohol	☐ Suspicious
	☐ Physical dexterity, agility, or coordination issues		☐ Puncture marks		☐ Confused or disoriented
			☐ Runny nose		☐ Unusual
☐ Other	☐ Other	☐ Other	☐ Other	☐ Other	☐ Other

If you marked "other," please describe: _____

_____

_____

CONFIDENTIAL

Miscellaneous:

___Presence of drugs or paraphernalia
___Presence of alcohol
___Employee admission to drug use or possession
___Employee admission to alcohol use or possession
___Violation of safety rules, carelessness, unsafe behavior (e.g., disregard of the safety of others or the employee themself)
___Excessive breaks, wandering, aimlessness
___Involvement in accident with serious damage to equipment or property

Summary of Observations (please include dates, times, and details of the behavior or incident):

_____

_____

_____

_____

Other witnesses to conduct: _____

_____

Once you have completed this form and have signed it, and had a witness sign it (when reasonably possible, based on the circumstances), please provide this form to Human Resources immediately. **Be sure to follow all agency procedures, as described in our drug-free workplace policy. If you believe the employee is impaired or otherwise presents a safety risk, you must stop the employee from working and prevent them from operating any equipment where there would be a risk of injury to the employee or others**.

The above observations were made by:

_____	_____	_____
Signature	*Title*	*Date*
_____	_____	_____
Signature	*Title*	*Date*

Employee comment: _____

_____

_____

_____

_____

_____

CONFIDENTIAL

By signing below, I confirm that I have received a copy of this completed form and have had an opportunity to review and respond to the observations that are described above. **I understand that the absence of any statement in the space provided above will be interpreted as my agreement with the observations described above.**

Employee's Signature: _____ *Date*: _____

Employee Refusal to Sign: □ Witness: _____

ACTION TO BE TAKEN
(FOR HUMAN RESOURCES USE ONLY)

_____

_____

Human Resources: _____ *Date*: _____

CONFIDENTIAL

6: D.O.T. Drug And Alcohol Procedure

Introduction
In an effort to promote public safety and to help prevent accidents and injuries the U.S. Department of Transportation (D.O.T.) instituted regulations that establish a zero tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the D.O.T. regulations which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

Adverse Effects of Alcohol and Drug Use
Unlawful use of drugs and alcohol poses a number of risks. Alcohol and drug abuse can lead to a number of health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers are at an increased risk for AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby co-workers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of thier ability to place for and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, lives can be ruined when users are arrested, jailed or injured by drug-related violence.

The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Human Resource & Risk Manager. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the employees' immediate supervisor or the Human Resource & Risk Manager.

Affected Employees
1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL drivers license as a condition of employment and operate a commercial vehicle for the Oak Brook Park District. This includes full-time and part-time employees.

2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call back time. An exception may be made by the Executive Director to exempt an employee from alcohol use restrictions if the employee is attending off- site training and is not expected to return to duty for the remainder of the day.

Employee Requirements (382.201 to .215):

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by the Executive Director in making temporary work assignments for employees.

1. Affected employees will not consume any product containing alcohol or controlled substances while on duty.

2. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect their ability to safely perform their job).

3. Affected employees will not possess any product containing alcohol or controlled substances while on duty.

4. Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.

5. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.

6. Affected employees must agree to release testing results to the Park District and to the substance abuse professional (S.A.P.), and to release the substance abuse professional's report to the Park District.

7. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

Tests Performed:

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

1. Alcohol Test

    a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.

    b. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.

c. If test results are negative the employee returns to work. Results will be reported to the Executive Director.

d. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.

e. If retest results are negative, test is reported to the Executive Director as negative.

f. If retest results are positive, the test results are immediately reported to the Department Director.

2. Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.

   a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.

   b. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water and attempt again.

   c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.

   d. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Executive Director.

   e. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative the M.R.O. reports a negative result to the Executive Director.

   f. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Executive Director will be contacted to tell the employee to contact the M.R.O. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Executive Director test results as positive or negative.

   g. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

Six circumstances under which testing will be performed:

1. Pre-employment Testing (382.301,. 413)
   a. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.

   b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

   c. Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

   d. In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, S.A.P.'S reports, and any refusals to test.

2. Random Testing (382.305)
   a. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

   b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.

   c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

   d. Selection for testing will be performed on a sufficiently random basis. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

   e. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

3. Reasonable Suspicion Testing (382.307)
   a. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors are in agreement, the employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.

b. The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

c. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).

d. The employee will be informed of thier right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.

e. The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

f. If an employee refuses to submit to a test, they will be required to call someone to drive them home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when they return to work. If the employee insists on driving themself, the local Police Department will be called and notified.

g. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Executive Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

h. The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

4. Post Accident Testing (382.303)

a. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.

b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.

c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.

d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not

be performed within two hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:
   a. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or

   b. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

6. Follow-up Testing (382.311,.605)
   a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuses problem will be subject to follow up testing.

   b. The Executive Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Executive Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a **maximum of five years**.

   c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. **This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required**.

   d. Employee is responsible for all costs associated with follow-up testing.

Consequences of failed or refused tests (382.605)

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

2. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.

3. The employee signs a release allowing the Park District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Executive Director.

4. The S.A.P. will report back to the Executive Director that the employee:

    a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.

    b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.

    c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

5. The employee is responsible for obtaining any counseling or rehabilitation prescribed by the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regs require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.

6. When the S.A.P. reports to the Executive Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:

    a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).

    b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.

    c. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Executive Director.

Required Training

1. All affected employees will be informed of the new D.O.T. regs and these policies and procedures to implement the regs.

2. All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.

3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.

4. All employees will sign a receipt that they attended the training. The receipt will be kept in Park District records.

TABLE OF CONTENTS

Alcohol Serving Policy & Procedures
Introduction and Local Ordinance Requirements 2
State of Illinois Requirements – Liquor Control Act of 1934 4
ID/Carding Practices 4
Prevention Practices/Techniques 5
Intervention Procedure 6
Training Staff 8

Alcoholic Beverage Policy for Central Park West 9

Special Events Alcohol Policy & Procedures
Planning/Executing the Event 10
Training of the District's Staff 10
Sign Requirements 10
Promotion of Responsible Consumption of Alcoholic Beverages 10
Ban Outside Alcoholic Beverages 10
Designated Driver Program 10
Police/Security Staff 11

Appendix
Appendix 1 – *Safe Alcohol Serving Policy and Procedure Acknowledgement Form*..... 12

Sources 13

Policy adopted by the Board of Commissioners, May 12, 2008
Safety Manual Review and Approval 5/18/15
Policy updated 6/22/18, 4/19/21

Introduction

The District has developed this Alcohol Service Policy and Procedures to support our commitment to providing a safe environment for recreational activities. The District further firmly states its policy that the bringing into, selling, service and use of alcoholic beverages in the District's parks shall be done in a law-abiding and safe manner, and that no minor or intoxicated person shall be served alcoholic beverages at any event in a District park or facility or at an event sponsored by the District.

Employees of the District may have the opportunity and responsibility to sell or serve alcoholic beverages for the District and, therefore, should know the laws and regulations concerning the sale, service and consumption of alcoholic beverages. Taking steps to prevent alcohol abuse at the District's events or in the District's parks or facilities can help protect the public from harm. Serving under-aged and/or intoxicated persons is unlawful and may result in criminal penalties. Furthermore, if an intoxicated person should be involved in an accident after leaving the District's parks or facilities, the injured parties may file a lawsuit against the District and any employee involved in the sale or service of alcoholic beverages to such individual.

The following information is to help employees to responsibly and safely serve alcoholic beverages as part of the total service experience provided for the District's guests.

Local Ordinance Requirements

The Village of Oak Brook's specific requirements for the sale, service and use of alcoholic beverages are set forth in Title 4, Chapter 1 of the Village Code. The Village Code can be found at http://www.sterlingcodifers.com. The Village does not require a license for selling or serving alcoholic beverages if the District or a renter of the District's parks and facilities is hosting a special event that is not open to the general public, and attendance is by invitation only. If the event is open to the general public, then the District or the renter will be required to apply for a "special event license" from the Village, which is annually issued and is valid for up to ten (10) special events. The Village Clerk must be contacted for application forms. In addition, compliance is required with the regulations of the Village Code for "outdoor sales". The provisions of the Village Code governing the "Special Event License" to sell or serve alcoholic beverages and for "Outdoor Sales" of alcoholic beverages are as follows:

4-1-17: Special Event Liquor Licenses:

A. The purpose of this section is to provide for the issuance of Special Event Liquor Licenses for the sale or dispensing of alcoholic liquor during special events. Applications for a Special Event Liquor License shall be filed with the Village Clerk.

B. The Village offers two (2) types of Special Event Liquor Licenses:

1. Per-Event Special Event Liquor License: $50.00 each event (Class F License) and

2. Annual Special Events Liquor License: $500.00 for up to 10 events in a license year (Class M License).

For Annual Special Event Liquor License (Class M License) the applicant must also fill out a Notification Form for each event. The Annual Special Event Liquor License entitles the

applicant to conduct more than one but no more than ten (10) special events in one license year. When an applicant has held ten (10) special events within a year, an applicant must either apply for an Annual Special Events Liquor License that would allow for up to an additional ten (10) events, or apply for a Per-Event Special Event Liquor License.

The licensee shall notify the Village Clerk of each event to be held no less than ten (10) days prior to the event, and shall obtain a license to be posted at such event along with the State required signs. If notification is less than ten (10) days prior to the event, a surcharge of $50 shall be assessed in addition to all other fees.

C. The following insurance provisions and requirements for a Special Events Liquor License must be met:

1. Each special event shall last no longer than three (3) days.

2. It shall be the responsibility of any special event licensee selling alcoholic liquor to provide certified training from the state licensed beverage alcohol seller server education training (BASSET) program or training for intervention procedures (TIPS) program to its liquor managers (except for caterers), bartenders, servers, and any other employee involved in the furnishing of alcoholic beverages to customers at a special event. Each application for a special event license shall be accompanied by proof of completion (copy of certificate) of such program licensed by the state for all liquor managers and such other current employees as are necessary to comply with the provisions of this subsection (Ord. G-570, 5-14-1996; Ord. G-805, 6-27-2006; Ord. G-932, 9-14-2010)

3. Due to new regulations, beginning on July 1, 2015, all current and future BASSET cardholders will need to renew their certification every three years. Any questions regarding this matter please contact the Illinois Liquor Control Commission at 312-814-2206.

4. Applicant shall provide the Village Clerk or the commissioner's designee with a certificate or policy of insurance as evidence that it has obtained coverage as follows: general liability insurance with limits of not less than one million dollars ($1,000,000) combined single limit, or one million dollars ($1,000,000) per occurrence and per aggregate, naming the Village of Oak Brook, its officials, employees, volunteers and agents as additional insured with respect to general liability coverage as stated by Ordinance. Such insurance coverage shall be issued by an insurance company licensed to do business in Illinois and shall have a "Best" rating acceptable to the Village. The effective period of such insurance coverage shall coincide with the period during which the special event license is in effect. In addition, the applicant shall furnish evidence satisfactory to the commissioner or the commissioner's designee that it is covered by a policy of liquor liability insurance by a responsible insurance company authorized and licensed to do business in Illinois, insuring such applicant in the amount of not less than one million dollars ($1,000,000).

5. PLEASE NOTE: Insurance requirements are not satisfied by insurance policies that contain a self-insurance retention provision (SIR) for either general liability or liquor liability insurance.

6. Print application and submit as required to the Village of Oak Brook, 1200 Oak Brook Road, Oak Brook, IL 60523.

7. Title 4, Chapter 1, Section 17, the Liquor Control Chapter of the Village Code of Oak Brook: This section indicates the regulations of Special Event Liquor License and the procedures to follow for application of such a license.

8. Please contact the Village Clerk's Office at (630) 368-5036 if you require any assistance in compliance of the Liquor Control Regulations within Oak Brook.

State of Illinois Requirements (235 IL CS 5/) Liquor Control Act of 1934

- Post license. The liquor license, if any, must be framed and hung in plain view in a conspicuous place on the licensed premises.
- Beer taps must be clean and sanitary.
- The Government Warning sign regarding alcohol consumption during pregnancy must be properly displayed.
- The Proof of Age sign must be posted.
- Happy hours are prohibited.
- Persons under the age of twenty-one (21) shall not be served alcoholic beverages under any circumstances.

ID/Carding Practices

A. It is illegal to serve an alcoholic beverage to a minor or intoxicated individual. The District has the right to protect its guests, its parks and facilities, and its staff. There is no penalty for refusing an alcohol beverage to someone who is suspected to be a minor or an intoxicated individual. Anyone who wishes to purchase or be served an alcoholic beverage must show a valid picture ID.
   - The following are acceptable forms of ID: driver's license; state ID card; military ID; or a current passport. Traffic tickets will not be accepted in lieu of a valid driver's license or any of the other forms of identification listed above.
   - The District's staff who are assigned to verify the age of guests wishing to consume alcoholic beverages shall ask the individual for their state ID. Staff shall verify the validity of the ID by checking the front of the card, and if it appears that the license is expired, by examining the back of the card to verify whether a renewal sticker is in place.
   - All out of state IDs should be checked with an ID Checking Guide. The ID Checking Guides will be available in the area designated for checking IDs during any District event.
   - The District's staff shall verify the age of the individual according to the birth date listed on the ID. No one under the age of 21 is allowed to consume any alcoholic beverage.
   - Parents shall not be permitted to offer alcoholic beverages to their minor children.

B. A non-transferable wristband shall may be issued at any District event to anyone who wants to consume alcoholic beverages. No sales or service shall be provided without the proper marker.

Prevention Practices/Techniques

A. The District's staff shall attempt to track the number of alcoholic beverages a guest has consumed and determine whether the guest can safely consume any more. The guest's check or running tab may note how many alcoholic beverages were served, and it may possibly have the times such beverages were served. Also, the staff should keep in mind that not all alcoholic beverages contain the same amount of alcohol.

B. The District will serve only beer and wine in a single serving size not to exceed 16 oz. beer and 5 oz. wine.

C. The sale of "doubles" or "triples" is prohibited.

D. The sale of alcoholic beverages in rounds is prohibited.

E. Alcoholic beverages shall be sold by cup or individual serving only, not in pitchers.

F. The District's staff shall encourage food consumption by guests/customers who are consuming alcoholic beverages.

G. Minors are prohibited from being in areas where alcoholic beverages are sold or served or, alternatively, specific timelines shall be established to restrict access by minors.

H. Guests/customers are prohibited from leaving the premises with alcoholic beverages.

I. An intoxicated individual shall not be allowed to drive from the District's parks or facilities or from a District event. The District's staff shall arrange for a ride (call a cab, a sober friend, or family member, etc.). If the individual does drive away, the District's staff must call the police!

J. The telephone numbers of local cab companies shall be posted in a prominent location at the District's parks, facilities and events where alcoholic beverage consumption will be permitted.

K The following information signs must be posted:
- Warning to minors.
- Government warning to pregnant women.
- Names and phone numbers of cab companies

L. Except at the Central Park West facility, and by permit as provided in this Policy, no alcoholic beverages may be brought into the District's parks or facilities, and individuals may be prohibited from bringing their own alcoholic beverages.

M. No "last calls" will be offered.

N. Service to adults who give alcoholic beverages to minors is prohibited and is against the law.

O. The District's staff is prohibited from selling/serving intoxicated or under-age individuals.

P. Supervisors are prohibited from ordering staff to provide alcoholic beverages to intoxicated guests.

Q. Service of alcoholic beverages may cease one (1) hour before the end of any District event, depending on the length and type of event. The ending time will be determined by District staff at each pre-event alcohol serving training meeting.

R. The ID of all guests who are sold or served alcoholic beverages shall be checked.

S. All questionable cases should be addressed by the supervisor on site.

T. All staff that will be selling or serving alcoholic beverages shall receive training in responsible alcoholic beverage service practices and policies.

U. The District shall provide non-alcoholic beverage choices at all District events.

V. The District shall provide free coffee late at night. Upon the approval of the District's Director in the planning review of the special event, free non-alcoholic beverages may be served to "designated drivers".

W. Any member of the District's staff who violates State Law, the Village Code, or this Policy shall be subject to disciplinary action, including possible dismissal from District employment, and they may be held responsible for any fines imposed by law.

Intervention Procedures

A. The District will support its staff's intervention efforts and right to deny service to guests who are unable to prove they meet the legal drinking age and/or guests who are exhibiting signs of intoxication. A supervisor shall be informed as soon as a staff member has identified a problem.

   a. Signs of Intoxication might include, but are not limited to:
      i. Loud or boisterous behavior
      ii. Slurring speech
      iii. Nodding off or slumping in chair
      iv. Weaving when walking
      v. Spilling drinks
      vi. Dropping money or other objects
      vii. Acting in ANY way that appears odd or unusual

   b. An Incident Report Form shall be completed for any alcohol-related occurrence.

B. The District's staff should never accuse a guest of being drunk. Rather, staff members should express concern as a good way to achieve empathy with a guest and assure that the guest feels

that their welfare and safety is the primary issue. The staff should never tell a customer "You can't have a drink"; rather, staff members should always say, "Our policy doesn't allow me to serve you more alcohol." The customer should be offered a non-alcoholic beverage instead. If necessary, the staff member should contact a supervisor.

C. Once alcoholic beverage service has been discontinued for a particular guest, the guest shall not be served again. An apparent change of mind concerning service may allow the guest to bargain for "just one more".

D. The District's staff should remain patient and calm. The decision to discontinue alcoholic beverage service to the guest should be repeated simply and clearly as often as necessary.

E. If an intoxicated guest becomes verbally abusive or hostile and/or physical violence seems likely or occurs, the District's staff should immediately take the following steps:
   - Call the police and contact a supervisor. Do not assume that the situation will resolve itself.
   - Try to separate the intoxicated guest from other guests.
   - Speak firmly and calmly. Repeat instructions and statements as often as necessary to make the guest understand.
   - Negotiate with the guest not to leave the establishment and to calmly wait for the police to arrive.
   - Never touch or try to physically restrain an intoxicated guest.

Training of the District's Staff

The District's facility managers, department heads, and the Special Event supervisor shall be responsible to conduct training for members of the District's staff who will sell or serve alcoholic beverages at District events or in the District's parks or facilities. Training for alcoholic beverage sales and service shall encompass the following requirements as recommended by the District's insurance carrier, *PDRMA*.

- Overview of Dram Shop laws
- Overview of Happy Hour laws
- Checking IDs/proper forms of identification
- Overview of the District's procedures for prevention of intoxication
- Signs of alcohol impairment
- Non-alcoholic alternatives
- Terminating service of alcoholic beverages

The State of Illinois Liquor Control Act requires all alcohol servers receive BASSET (or TIPS) certification. The definition of "alcohol servers" includes all bartenders, servers and bouncers who distribute alcohol or check identification.

It is recommended that all managers, facility supervisors, the Special Event supervisor and other full-time staff of the District attend a formal BASSET (Beverage Alcohol Sellers & Servers Education and Training) or TIPS on Premises (Training for Intervention Procedures) course. Such courses are offered by most community colleges. Refresher training is also available via on-line courses.

All members of the District's staff who will sell or serve alcoholic beverages shall execute a copy of the "Safe Alcohol Serving Policy and Procedure Acknowledgement Form" attached hereto as Appendix 1).

OAK BROOK PARK DISTRICT
ALCOHOL BEVERAGE POLICY FOR CENTRAL PARK WEST

Alcoholic beverages may be brought into and served at the Oak Brook Park District's ("District") Central Park West facility by renters of such facility, pursuant to the following guidelines:

A. The renter must apply for and be issued a per-day permit by the District's Director, which permit will allow the renter to bring in and/or serve alcoholic beverages. In order to obtain such a permit, the renter shall meet the following requirements:

   1. Purchase a non-refundable General Liability/Host Liquor Liability Insurance Policy through the District no less than seven (7) days prior to the event.

   2. If a caterer is to bring in or serve alcoholic beverages for the renter's event, proof that the caterer has a State and Village liquor license and liquor liability insurance shall be provided no less than seven (7) days prior to the event, including evidence that the insurance identifies the District, its officers, agents, employees and volunteers as additional insureds. The caterer must be approved by the Director or the Director's designee.

B. Alcoholic beverages that are brought in or served shall be limited only to single-serving beer bottles or cans and wine bottles that are 1.5 ml. or less. Beer kegs shall be prohibited.

C. Consumption of alcoholic beverages shall be limited to the Central Park West facility and its two (2) patio areas only. No guest shall be permitted to leave such area with an alcoholic beverage.

D. Under no circumstances shall any renter or group sell alcoholic beverages or require payment for admission related to alcoholic beverage service.

E. The renter shall follow the guidelines of this Policy to assure that no person under twenty-one (21) years of age, and no intoxicated person is served or permitted to consume alcoholic beverages.

F. The renter shall execute and provide to the Director or the Director's designee, the following waiver:

   I have read and acknowledge all of the above requirements concerning the bringing in or service of alcoholic beverages at the Oak Brook Park District's ("District") Central Park West facility, and the requirements of the District's Alcohol Serving Policy and Procedures. I do hereby release, hold harmless, indemnify and forever discharge the District, its officers, agents, employees, and volunteers from and against any and all claims, liability, costs (including attorneys' fees for defense) arising from bodily injuries, including death, property damage, or other losses resulting from bringing in or service of alcoholic beverages for the _____event.

G. Staff will prepare the insurance application and forward the renter's application fee to PDRMA, whereupon a Certificate of Insurance will be issued providing the renter alcohol use insurance coverage.

H. Alcohol Insurance Policy Fee (Rates subject to change):

Permit	$100.00
Insurance Policy	$175.00
Total	$275.00

OAK BROOK PARK DISTRICT
SPECIAL EVENTS ALCOHOL POLICY & PROCEDURES

Planning/Executing the Event

Getting started early and planning ahead is the key to a successful special event where alcoholic beverage sales and service will be permitted. The larger the event, the more time it takes to plan and organize. A good starting point is to reference ***PDRMA*'s LRNFAX #206, (Special Events Safety/Organizational Checklist).**

Training of the District's Staff

A. The District's facility managers, department heads, and the Special Event Supervisor shall train all concession staff, vendors, security staff and volunteers to recognize potential problems and shall set up a training session, such as "Alcohol Servers Awareness Training" before the event. Such training shall be consistent with the training provided to the District's staff.

B. All training shall be documented by requiring individuals attending the training to sign the attendance sheet.

Sign Requirements

A. All required warning signs should be posted at service points.

B. Names and phone numbers of cab companies shall be posted near the service area.

Promotion of Responsible Consumption of Alcoholic Beverages

A. The Special Events Supervisor shall assign the District's staff to display signs throughout the special event to encourage responsible consumption of alcoholic beverages and reinforce the "Think When You Drink" theme or other responsible consumption campaigns endorsed by the State of Illinois. The Special Event Supervisor shall publicize the District's responsible consumption of alcoholic beverages program well in advance of the special event. Media (newspaper, TV and signs posted in the District's buildings) may be utilized to (i) help publicize the message; (ii) encourage families to attend; and(iii) encourage troublemakers to be on their best behavior.

B. Depending on the length of the special event, the District may impose a per-drink purchase limit.

C. Ban Outside Alcoholic Beverages
The Park District reserves the right to ban outside alcoholic beverages depending on the event.

D. Designated Driver Program
A safe-ride home and designated driver program shall be offered in accordance with this Policy.

E. Police/Security Staff

Appropriate security measures shall be planned and implemented to ensure safety for all. Police or staff security shall assist in the crowd management plan for the special event, and such security is essential to maintaining order and preventing potential problems. Such security shall be generally planned for the following locations:

1. Parking lots: Security shall be provided for parked cars and guests of the special event, including anyone waiting for a ride or a cab.

2. Entrance Controls: Participants may be checked for banned items, such as weapons or alcoholic beverages, and admission policies shall be enforced. A list of banned items shall be posted at the entrance to the special event. If a search is made of a purse or bag, security personnel shall not touch any items, but shall ask the owner to open it or move items around to permit a meaningful inspection.

3. Designated Driver Registration Booths: Valid driver licenses and appropriate wristbands may be checked for designated drivers.

4. Alcoholic Beverage Serving Stands: Minimum drinking-age laws and designated-driver rules shall be enforced.

5. Roving Staff Security: Potential disturbances shall be identified as early as possible to serve as a deterrent for potential incidents. Intoxicated guests or those who show symptoms of medical problems shall also be identified. Staff shall identify and report maintenance or other problems to a supervisor.

6. Restrooms: Crowd control shall be provided and orderly use of restrooms shall be monitored.

APPENDIX 1

OAK BROOK PARK DISTRICT
SAFE ALCOHOL SERVING POLICY AND PROCEDURE ACKNOWLEDGEMENT FORM

The Oak Brook Park District ("District") requires its employees to follow the rules as outlined in the District's Alcohol Serving Policy and Procedures and as listed below, to safeguard against improper service of alcoholic beverages:

- Department heads, facility managers, and the Special Event Supervisor shall complete a state-approved course on responsible alcoholic beverage service. (BASSET or TIPS)
- The District's staff who will sell/serve alcoholic beverages to the District's guests shall complete alcohol beverage service training provided by the District.
- Service of alcoholic beverages to intoxicated guests shall be prohibited.
- All guests who wish to be served alcoholic beverages shall be checked for identification and proof of age.
- Service/sale of alcoholic beverages shall be denied when there is doubt as to the age or level of intoxication of the guest.
- To the best of the employee's ability, the employee should ensure that impaired guests get home safely.
- Employees shall be required to attend scheduled staff meetings related to the serving of alcoholic beverages.
- Each employee shall be familiar with posted signs outlining alcohol laws and policies.
- Employees shall notify a supervisor if assistance is needed in handling a situation related to the sale/service/consumption of alcoholic beverages.
- Employees shall complete an Incident Report Form for any incidents, including alcohol-related occurrences.

The District will support the right of employees to deny sales/service to guests unable to prove they meet the legal drinking age and/or guests exhibiting signs of intoxication.
Signs of intoxication may include, but are not limited to:

- Loud or boisterous behavior
- Slurring speech
- Nodding off or slumping in chair
- Weaving when walking
- Spilling drinks
- Dropping money or other objects
- Acting in ANY way that may appear odd or unusual

Employee acknowledgement of Alcohol Serving Policy and Procedures
I hereby acknowledge receipt of the District's Alcohol Serving Policy and Procedures. I have read such Policy and Procedures, understand my role in providing safe service of alcoholic beverages, and agree to comply with such Policy and Procedures at all times.

Employee Name: _____

Employee Signature: _____ Date: _____

Sources

Village of Oak Brook

Park District Risk Management Association, *LRNfax # 533, Alcohol Serving Policy.*

Green, Carol, *Hoosier Grove Barn, Alcohol Serving Procedure.* Streamwood Park District, Streamwood, IL.

Miller Brewing Company, *Good Times*: *A Guide to Responsible Event Planning.* Milwaukee, WI.

National Safety Council, *Ask: Alcohol Seller/Server Knowledge, Course Guide.* Itasca, IL.

Illinois State, Trade Practice-27, *Special Event Retailers (Not-For-Profit) License*. http:// www.state.il.us/lcc/tradprac/tp27.htm

State of Illinois Liquor Control Commission – Under 21 Program.
http://www2.state.il.us/lcc/under21/ageidentityform.asp

8: Patron Behavior Management Policy

Behavior
All patrons are expected to exhibit appropriate behavior at all times. All participants shall:

- Show respect to all patrons and staff.
- Show respect for equipment, supplies and facilities.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other patrons, or staff.
- Not possess any weapons.

Discipline
A positive approach will be used regarding discipline. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Oak Brook Park District reserves the right to dismiss a participant whose behavior endangers thier own safety or the safety of others.

Procedures
If the patron exhibits inappropriate actions, the following guidelines shall be followed but are not limited to:

- A verbal warning.

- Issue a requirement to leave the facility. If patron refuses to leave, staff shall immediately call 911. (If the patron is a minor, the patron's parent(s) shall be called to escort their child from the premises.)

- A suspension from the District facility for a designated time period. Repeat offenses shall be reviewed by the Park District's Safety Committee and/or Executive Director who will determine the timeframes of suspension, consider the severity of the actions; any past behavior issues and willingness to improve the inappropriate behavior by the offender.

When to Contact the Police

- If a patron becomes overly aggressive and violent, **immediately** call 911.

- If a patron makes a direct threat of hurting themself or others, **immediately** call 911.

9: Communicable Disease and Bloodborne Pathogens Program

TABLE OF CONTENTS

		Page Number
PROGRAM PARTICIPANT SECTION		**2**
I.	Introduction	2
II.	Participation in Programs by Infected Persons	2
III.	Privacy Considerations	3
OAK BROOK PARK DISTRICT COMPLIANCE SECTION		**5**
I	Introduction	5
II.	Scope	5
III.	Exposure Control Plan	5
IV.	Methods of Compliance	6
IV.	Post-Exposure Evaluation and Follow-up	6
Appendix 1 – Oak Brook Park District Exposure Control Plan		9
Appendix 2 - Training Guidelines		16
Appendix 3 - Communicable Diseases – Bloodborne		21
Appendix 4 – Bloodborne Pathogen Exposure Report		26
Sources Consulted		28

PROGRAM PARTICIPANT SECTION

I. Introduction

The possibility of infection from exposure to human blood or other potentially infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment. The existence of AIDS and other communicable diseases should not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the Park District to the public or the dignity of the people it serves. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

II. Participation in Programs by Infected Persons

A. General

1. Persons shall not be asked whether they are infected with a communicable disease in registering for a program. Infected persons should not be routinely excluded from or restricted with respect to any program. When it is otherwise known that a participant is infected with a communicable disease, a decision regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:

   a. The nature of the risk (how the disease is transmitted);

   b. The duration of the risk (how long will the carrier be infectious);

   c. The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;

   d. The probability that the disease will be transmitted and will cause varying degrees of harm;

   e. The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection.

2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate Park District personnel and, in case of a minor, the minor's parents or legal guardian(s), Park District's legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected

person's legal counsel. These persons shall comprise the "review team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Park District's Executive Director will make the final decision after consideration of the review team's recommendation.

3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.

4. If the Park District's Executive Director determines that no change is warranted in the person's participation, he/she may continue in that program. The review team may recommend that the person's condition and behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Park District's Executive Director.

5. If the Executive Director determines that it is inadvisable for the person to continue participation, he/she will be removed from the program and return of the program fees shall be dealt with in compliance with the Park District's refund policy.

B. Children/Mentally Impaired

The participation of known infected children and persons who are mentally impaired will be assessed as set forth above, with the following additional considerations. Infected children and mentally impaired persons who display such behavior as biting or who lack control of their body secretions, which increases the risk of transmission of the disease, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the communicable disease.

Even with the incorporation of additional precautions and safety measures, children and mentally impaired persons may at times bite people. Additionally, although the hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Further, the child's behavior may change for the worse. Accordingly, the assessment of a child's as well as a mentally impaired person's participation should be performed regularly by the review team.

III. Privacy Considerations

A. The infected person's right to privacy shall be respected, including maintaining confidential records. **These records are not subject to disclosure under the Freedom of Information Act**. The number of persons affiliated with the Park District who know the identity of the infected person will be kept to a minimum. Only the members of the

review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person.

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or Park District personnel other than personnel specifically designated by the Executive Director of the Park District. The legal ramifications to both the employee involved and the Oak Brook Park District of a breach of confidentiality should be clearly explained to employees.

B. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the Park District may not advise the public or program participants or their parents of the participation in its programs or the employment by the Park District of a person infected with a communicable disease. However, if the above noted permission is given and depending on the circumstances, the Park District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the disease.

   The message should communicate current evidence concerning both the transmission of the disease and invite questions or comments. Depending on the circumstances the Park District may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with Park District's legal counsel.

C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with the disease in Park District programs should be directed to a single spokesperson, such as the Executive Director of the Park District. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the disease, other than to point out that the Park District believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the Park District has received and is receiving expert medical and legal advice on this matter.

OAK BROOK PARK DISTRICT COMPLIANCE SECTION

I. Introduction

In today's work environment, the possibility of infection resulting from exposure to human blood and other infectious material is real. The threat of infection as a result of occupational exposure to blood and blood by-products is so real that OSHA published its Bloodborne Pathogens Standard (29 CFR 1910.1030) that first appeared in the Federal Register in 1991 and became effective in 1992. In Illinois, public employers are regulated by the Illinois Department of Labor, which has adopted the OSHA Standard. The Illinois Department of Labor is the regulatory agency, which enforces compliance with the OSHA Standards in the state of Illinois. As a result of this standard, employers are required to establish and implement a written bloodborne pathogens control program. Bloodborne Pathogens are biological agents, which may be present in human blood and can cause diseases.

II. Scope

This standard covers all employees who could be "reasonably anticipated" as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. "Good Samaritan Acts" such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, or saliva. Also included is any unfixed tissue or organ other than intact skin from a human (living or dead).

III. Exposure Control Plan

One of the primary elements of OSHA/IDOL's bloodborne pathogens standard, is a requirement that employers prepare a written exposure control plan. The exposure control plan requires employers to identify in writing tasks and procedures as well as job classifications where occupational exposure to blood occurs without regard to personal protective clothing and equipment. It must also set forth the schedule for implementing other provisions of the standard and specify the procedure for evaluating circumstances surrounding exposure incidents. The plan will be included in the Park District's "Safety Manual" which is available to employees. The plan will be available to IDOL upon request. The Plans must be formally reviewed and updated at least annually or more often if necessary to accommodate workplace changes and afford equal protection for potential exposures.

Central to the written exposure control plan is the exposure determination. Exposure determination is a task to identify employees who may have exposure to blood and blood by-products. The **Oak Brook Park District's Control Plan,** located in Appendix 1, of this guide lists the job classifications, which may incur occupational exposure to blood or other potentially infectious materials.

Most employees will have no anticipated exposure to blood and blood by-products. For this group of employees, a general understanding of the Oak Brook Park District's bloodborne

pathogens exposure control plan is needed. Employees shall be trained in emergency response procedures and in the location and general use of personal protective equipment. Employees shall also be aware of the steps that will occur in the event of an exposure incident. Please note: according to the Illinois Department of Labor, Park Districts are not required to provide to their employees the pre-exposure Hepatitis B vaccination series.

A second group of employees may have some potential for exposure to blood or blood by-products, when performing secondary or "collateral" duties (i.e., first aid, cleanup) of their job within the park or recreation setting. These personnel include but are not limited to:

- Health Club Supervisors/staff
- Lifeguards
- Child Care and Pre-school Workers
- Day Camp Program Leaders
- Custodians
- Coaches for Contact Sports
- Swim Instructors
- Park Maintenance
- Building Engineer
- Building Technician

These employees should note the availability of Hepatitis B vaccinations, which they are encouraged to receive the Hepatitis B immunizations through their own health care provider/insurance. The Oak Brook Park District shall provide training on the use of personal protective equipment to prevent exposure. If an employee does become exposed to blood or other body fluids, the employee must immediately report this exposure to their supervisor/manager, and shall receive medical evaluation and care of their exposure by the Park District's occupational health provider.

IV. Methods of Compliance

The standard also requires the practice of "Universal Precautions." or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand-washing. The Oak Brook Park District provides handwashing facilities and employee training so that employees are aware of the need for handwashing following exposure to blood.

The Oak Brook Park District shall provide for and require all employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces, and resuscitation bags. The Oak Brook Park District's standard requires a written schedule for cleaning, and identifying the method of decontamination to be used, in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

V. Post-exposure Evaluation and Follow-up

If any employee actually comes into contact with blood or other potentially infectious materials, the Oak Brook Park District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure

evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred;
- Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible;
- Prompt testing of the source material or individual's blood, (with their consent) to determine the existence of a bloodborne disease with the results being communicated in confidence to the exposed employee;
- Collection and testing of the exposed employee's blood (with thier consent), for a bloodborne disease;
- Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service;
- Counseling; and
- Evaluation of reported illnesses.

The Park District will provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation, with a copy of the OSHA/IDOL regulations and also with:

- A description of the employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred;
- Results of the source material or individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the employee, including their HBV vaccination status, which are the Park District responsibility to maintain.

The Oak Brook Park District will obtain and provide to the employee, within 15 days of its completion a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation. In regards to the Hepatitis B vaccination, the healthcare professional's written opinion shall be limited whether Hepatitis B vaccination is indicated for an employee, and if an employee has received such vaccination. In regards to post-exposure evaluation and follow-up, the written opinion shall be limited to the following information: 1) The employee has been informed of the results of the evaluation; and 2) The employee has been told about

any medical condition resulting from exposure to blood or other potentially infectious materials, which require further evaluation or treatment.

APPENDIX 1

Oak Brook Park District Exposure Control Plan

Agency Name: OAK BROOK PARK DISTRICT

Date of Preparation: November 13, 2006 (Updated November 1, 2017)

In accordance with the OSHA/IDOL Bloodborne Pathogens Standard, 29 CFR 1910.1030, which has been adopted by the Illinois Department of Labor, the following exposure control plan has been developed:

A. Purpose

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;

2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

B. Exposure Determination

OSHA/IDOL requires employers to perform an exposure determination concerning those employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. An occupational exposure is defined in CFR 1910.1030(b) as a "reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties." In this District the following job classifications are in this category:

- Health Club Supervisors/staff
- Lifeguards
- Child Care and Pre-school Workers
- Day Camp Program Leaders
- Custodians
- Coaches for Contact Sports
- Swim Instructors
- Park Maintenance
- Building Engineer
- Building Technician

C. Implementation Schedule and Methodology

OSHA/IDOL also requires that this plan include a schedule and method of implementation of the various requirements of the standard. The following complies with this requirement:

1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Resuscitation equipment such as a Seal-Easy, Bag Valve Mask, and V-Vac suction device to clear airways are provided to eliminate the need for mouth-to-mouth resuscitation. This equipment is provided in the Aquatic Center's lifeguard kit in the event resuscitation is necessary. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used. In this District the following personal protective equipment will be employed:

- Gloves
- Masks
- Eye protection
- Mouth pieces

The above controls will be examined and maintained on a regular schedule.

Hand washing facilities shall be made available to employees who incur exposure to blood and other potentially infectious materials. OSHA/IDOL requires that these facilities be readily accessible after exposure. (If hand-washing facilities are not feasible, the employee shall use either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.) When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter. Employers who must provide alternatives to readily accessible hand washing facilities should list the location, tasks, and responsibilities to ensure maintenance and accessibility of these alternatives.

The Oak Brook Park District's Managers and Supervisors are responsible for instructing employees on the following procedures in case of exposure:

- Proper removal of personal protective gloves;
- Wash hands after removal of gloves and any other potentially contaminated skin area with soap and water immediately or as soon as feasible;
- Flush exposed mucous members with water; and
- Report exposure to the Manager or Supervisor within 24 hours.

They shall also ensure that the employee who has incurred exposure receives a follow-up medical evaluation and care.

2. Contaminated Equipment/Area

The Oak Brook Park District's Managers and Supervisors are responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible.

3. Personal Protective Equipment (PPE)

The Oak Brook Park District's Managers and Supervisors are responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the time the protective equipment is used. All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Disposable gloves used at this facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed of in leak-proof containers.

4. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

Recreation agencies should understand that the requirement of providing the pre-exposure Hepatitis B vaccine and vaccination series to its employees is voluntary. According to OSHA/IDOL, most Park District employees are not considered to have an occupational exposure hazard because these employees generally are not designated as being *responsible* for rendering medical assistance as part of their jobs. Also, according to OSHA/IDOL, the mere fact that "CPR or first aid training is provided to employees does not invoke coverage by this Standard." With this in mind, the Park District may decide to make available the Hepatitis B vaccine and vaccination series to all employees who **may** have occupational exposure and **must** conduct post-exposure follow-up to employees who have had an exposure incident.

The Human Resources Department shall ensure that all medical evaluations and procedures including the post-exposure follow-up, including prophylaxis, are:

a) Made available at no cost to the employee;

b) Made available to the employee at a reasonable time and place;

c) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and

d) Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

D. Post-Exposure Evaluation and Follow-up

All exposure incidents shall be reported, investigated and documented. When any employee incurs an exposure incident, it shall be reported to the employee's manager/supervisor, Safety Coordinator, and/or Executive Director and a Bloodborne Pathogen Exposure Incident Report completed (see Appendix 4).

Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route of exposure and the circumstances under which the exposure incident occurred.

2. Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law.

3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine a bloodborne disease infection. If consent is not obtained, the Executive Director and Park District's legal counsel shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.

4. If a source individual is already known to be infected with a bloodborne disease, testing for the source individual's known disease status need not be repeated.

5. Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

<u>Collection and testing of blood for a bloodborne disease serological status will comply with the following</u>:

1. After consent is obtained, an exposed employee's blood sample shall be collected (as soon as feasible) and tested.

2. The employee will be offered the option of having thier blood collected for testing of the employee's bloodborne disease serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for bloodborne disease serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA/IDOL standard. All post-exposure follow-up will be performed by Elmhurst Memorial Occupational Health Services.

E. Information Provided to the Health Care Professional(s)

The Oak Brook Park District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for a HBV vaccination shall be limited to whether a HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post-exposure follow-up shall be limited to the following information:

1. A statement that the employee has been informed of the results of the
    a. evaluation; and

2. A statement that the employee has been told about any medical conditions
    a. resulting from exposure to blood or other potentially infectious materials
    b. which require further evaluation or treatment.

Note: All other findings or diagnoses shall remain confidential and shall not be included in the written report.

F. Information and Training

The Oak Brook Park District's Safety Committee and Managers are assigned to ensure training upon initial assignment to tasks where occupational exposure may occur and that training is repeated within 12 months. Training shall be tailored to the education and language level of an employee and offered during their work shift. The training will be interactive and cover the following:

1. A copy of the standard and an explanation of its contents;

2. A discussion of the epidemiology and symptoms of bloodborne diseases;

3. An explanation of the modes of transmission of bloodborne pathogens;

4. An explanation of the Oak Brook Park District's Bloodborne Pathogen Exposure Control Plan (this program) and how to obtain a copy;

5. The recognition of tasks that may involve exposure;

6. An explanation of the use and limitations of methods to reduce exposure. For example, engineering controls, work practices and personal protective equipment (PPE);

7. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPEs;

8. An explanation of the basis of selection of PPEs;

9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits;

10. Information on appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;

11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up; and

12. Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who received training on bloodborne pathogens in the 12 months preceding the effective date of this policy need only receive training in provisions of the policy that were not covered previously.

Additional training will be provided to employees if there are any changes in tasks or procedures affecting the employee's occupational exposure.

Appendix 3 and 4 are provided to assist with the training process.

G. Recordkeeping

Medical Records

The Human Resources Department is responsible for maintaining medical records (indicated below). These records will be kept in the Human Resources Department located in the Administration Office of the Park District.

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20 and the District's records retention schedule approved by the Local Records Unit of the Illinois State Archives of the Secretary of State Office. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

1. The employee's name and Social Security number;

2. Their Hepatitis B vaccination record, including any declination form signed by the employee; and

3. A copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials.

Employees are **not** and shall not be required to provide the employer signed medical authorizations pertaining to medical care and treatment prior to the date of exposure. However, if voluntary and upon express written consent of the employee, the employer may obtain medical records pertaining to medical care and treatment rendered the employee prior to the

date of the exposure. These records shall be kept confidential and otherwise maintained in accordance with the above-noted guidelines.

Training Records
The Oak Brook Park District Safety Committee is responsible for maintaining the following training records. These records will be kept in the files of each department of the Oak Brook Park District training records must be maintained for two years from the date of training.

The following information will be documented:
1. The dates of the training sessions;
2. An outline describing the material presented;
3. The names and qualifications of persons conducting the training; and
4. The names and job titles of all persons attending the training sessions.

Availability
All of an employee's records are available to the employee in accordance with 29 CFR 1910.1020.

All of an employee's records are available to the Director of the Illinois Department of Labor and the Director of the National Institute for Occupational Safety and Health upon request.

Transfer of Records
If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

H. Evaluations and Review

The Oak Brook Park District's Safety Committee is responsible for annually reviewing this program, its effectiveness and making recommendations to the Oak Brook Park Districts Board of Commissioners for updating this program as needed.

I. Dates

All provisions required by this standard will be implemented upon approval of the Oak Brook Park District's Board of Commissioners approval at the December 2006 Board Meeting.

Appendix 2

TRAINING GUIDELINES

A. General Precautions and Procedures

1. Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after blowing or wiping the nose, or after contact with any body fluids, etc. The Park District will provide single-use towels or hot air-drying machines for such hand washing. Where soap and water are not available, antiseptic towelettes or handwipes may be used, followed as soon as possible by washing with soap and water.

2. Disposable gloves which are impervious to blood must be worn. **Be aware some employees may be allergic to latex gloves. This is why an alternative selection needs to be made available such as: glove liners, vinyl or nitrile gloves.** Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.

3. Soiled surfaces and recreational materials of any kind (including i.e., van/bus seats, exercise mats, changing tables) should be promptly cleaned with District approved disinfectants or household bleach (diluted 1-part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.

4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.

5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear gloves.

6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Gloves should be worn when emptying trash or garbage receptacles.

7. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band-aids, bandage, etc. should be worn by all staff and volunteers. The Park District will have a supply of band-aids for staff and volunteer use.

8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.

9. All cleaning supplies, including disinfectants, must be kept in labeled containers and kept out of the reach of children. Employees will follow guidelines from their department and the products' Safety Data Sheets for the safe handling of cleaning supplies and disinfectants.

10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.

11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

B. Cleaning Up Blood or Other Body Fluid Spills

1. In situations where bleeding, due to lacerations, cuts, etc., must be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).

2. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.

3. Clean and disinfect soiled area immediately using paper towels, soap, and water.

4. Disinfect area with 70%-90% isopropyl alcohol solution, 1 to 10 chlorine bleach solution, or District provided disinfectant.

5. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.

6. Place soiled sanitary napkins in plastic bags, secure and dispose.

7. Place paper towels and disposable gloves in plastic bags and dispose of same.

8. Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.

C. Food Handling

1. Maintain a clean area in the kitchen for serving food.

2. Reusable utensils, such as knives and serving spoons, should be washed, rinsed and sanitized prior to food service.

3. Wash hands and wear food service gloves prior to handling disposable paper plates, cups and plastic ware, and while serving food.

4. Maintain a separate area of the kitchen for cleanups.

5. Employees shall wear gloves when handling leftover food. . Food scraps, dishes, and utensils should be treated as if they were contaminated.

6. Pour liquids into sink drains.

7. Place disposable plates, cups, plastic ware and food scraps in plastic-lined, covered waste receptacles.

8. Rinse recyclables (cans, bottles, etc.) prior to placing in recycle bins.

9. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant.

D. Laundry

1. Use ~~latex~~ disposable gloves when handling soiled items.

2. Launder items soaked with body fluids separately (i.e., towels, mop heads). Towels containing blood are to be disposed of in the red colored bin.

3. Follow manufacturer's directions for detergent and bleach use.

4. Use hot cycle on washer and dryer.

5. Place clean towels in bins designated for clean laundry.

E. Diapering

Babysitting/Playroom: A parent/caregiver is responsible for diapering the child under their care.

Preschool/Camp Programs: Inclusion aids are responsible for diapering children under their care. Other staff members assist young children in changing clothes soiled with bodily fluids.

1. Use preferred equipment for diapering such as a changing table, hand washing facility, disposable baby wipes, plastic bags, covered receptacle, disinfectant, and personal protective equipment.

2. Wear disposable gloves during the diapering process and when handling clothes soiled with bodily fluids.

3. Wash hands in all cases of diapering or handling clothing soiled with bodily fluids.

4. Soiled diapers shall be immediately placed in appropriate receptacle lined with a disposable plastic trash bag. The bag containing the soiled diapers should be removed as needed, but no less than once per day at the end of the day.

5. If other clothing is soiled, remove and place the clothing directly in a plastic bag that is labeled with the child's name, secured and sent home at the end of the day.

6. When diapering, cleanse the genitals, perineum and buttocks with disposable baby wipes or soap and water. Rinse well and dry skin prior to applying a clean diaper.

7. Wash the child's hands and then your own hands.

8. Report abnormal conditions (blood, etc.) immediately to administration so that parents and health professionals can be properly notified.

F. Cleaning of Equipment

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.

2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.

3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.

4. Clean cooking equipment thoroughly using soap and hot water.

G. Use of Microshield or Respirators for CPR

The microshield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the Park District under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.

2. Instructions will be in the package or within the confines of the first aid kit.

3. Discard microshields or respirators after use.

4. Wash hands immediately or as soon as possible after removal and disposal of equipment used for CPR or artificial respiration.

H. First Aid Training

Unless first aid is specific to a job description (i.e. lifeguard) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as "Good Samaritans" in doing so.

1. First aid/CPR training should be preceded by an introduction to communicable disease protection.

2. First aid students should be provided with disposable latex gloves in order to promote their use (i.e., bleeding and bandaging segments). All practice sessions should take place with the disposable gloves being worn.

3. Instructors should explain sanitary manikin practice. Each student should be provided their own microshield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.

4. Manikin Practice

a. Manikins should be sanitized prior to the practice session.

b. New disposable head bags, airways, etc. should be inserted.

c. Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with a minimum 500 ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes.)

d. Always rinse the items in clean water after disinfection and allow to dry before storing.

e. Instructor trainees should be encouraged to immediately clean manikins following a First Aid/CPR class they may teach.

f. Manikin clothing, accessories and carrying bag should be cleaned and disinfected as well.

Appendix 3

COMMUNICABLE DISEASES-BLOODBORNE

Hepatitis A

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis A is one of several forms of viral hepatitis. It is one of the most widely reported diseases that is preventable by receiving a vaccine.

Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). In the United States most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant. This usually happens when an employee with the virus does not wash their hands well after using the bathroom and then prepares food.

Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long term illness or liver damage. However, in rare cases, a severe rapidly progressing liver infection called fulminant hepatitis can occur, leading to the need for urgent liver transplantation. In some cases, people die from fulminant hepatitis.

Symptoms of HAV infection include "fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes). Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range 15-50 days)."[1]

You can only be infected with HAV once. You then have developed immunity to the virus which keeps you from ever becoming infected again.

HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

[1] CDC.gov-National Center for Infectious Diseases-Hepatitis A-faqa

Hepatitis B

Hepatitis is inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long-term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

Symptoms for HBV are the same as for HAV.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during delivery (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

HBV is a heartier virus than HIV. According to the Center for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

Short term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 2-3 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer. "Hepatitis B carrier is a term that is sometimes used to indicate people who have chronic (long-term) infection with HBV. If infected, two percent to 6% of persons over 5 years of age; 30% of children 1-5 years of age; and up to 90% of infants develop chronic infection."[2]

Two medications are used to treat chronic HBV: Interferon alfa-2b (an injection) and Lamivudine (a pill). Each medication has advantages and disadvantages. Each is effective over the long term in less than half of the people who take them. Increasingly, hepatitis specialists are prescribing Lamivudine rather than Interferon because it is cheaper and has almost no side effects.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infection should be vaccinated. Currently 42 states require childhood immunization against HBV.

[2] CDC.gov-National Center for Infectious Diseases-Hepatitis B-faqa

Hepatitis C
Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot. Hepatitis C can be diagnosed with a blood test.

Symptoms of hepatitis C are the same as HAV and HBV.

Although there is no vaccine to prevent infection with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by a vaccine against the original strain. This complicates efforts to create an effective vaccine.

The outcome of HCV infection varies widely:

- The acute stage which occurs two weeks to six months after infection usually is so mild that most people don't know they are sick.
- 80% of people who become infected with HCV develop chronic infection, meaning they remain infected for many years, often for the rest of their lives. The majority of people with chronic HCV infection will not develop severe liver damage.
- Although it may take many years, up to 20% of people who have chronic HCV infection develop liver scarring (cirrhosis). Of these people, 1-4% also develop liver cancer.

People often don't know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other bloodborne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: Interferon and Ribavirin. However, this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection. Early studies indicated that a new treatment using a longer-action form of Interferon (peginterferon) combined with Ribavirin probably will stop the virus more effectively than standard Interferon or Ribavirin.

Human Immunodeficiency Virus (HIV)
The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers.

HIV infects CD4+ cells, a type of white blood cell. White blood cells are an important part of the immune system which helps you fight infections. As HIV-infected cells CD4+ cells are destroyed or impaired, the immune system becomes less able to fight infection and disease.

HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis, include:

- fever,
- sore throat,
- headache,
- muscle aches and joint pain,
- enlarged lymph nodes in the neck, armpits and groin,
- skin rash,
- abdominal cramps, nausea or vomiting, and/or
- diarrhea.

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

Treatment of HIV infection focuses on:

- Slowing the rate at which the virus makes copies of itself (replicates) in the body;
- preventing or controlling opportunistic diseases; and
- maintaining good overall health by eating well, reducing stress, and staying physically active.

Health professionals and scientists are constantly learning new things about HIV infection and its treatment. By working closely with your health professionals, you will learn:

- When you need to have checkups and blood tests;
- what the latest advances in treating HIV infection and opportunistic diseases are and whether they might be right for you; and
- where you and your family can get the emotional, social and financial support you need.

Acquired Immunodeficiency Syndrome (AIDS)
AIDS is the last of several stages of HIV infection. AIDS is diagnosed when you:

- Have a CD4+ cell count below 200 cells per microliter of blood;
- develop an opportunistic disease or cancer.

More than half of the adults with HIV who do not receive treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death often occurs within 18 to 24 months or sooner in rapid progressors and young children.

Nearly all reported cases of AIDS in the United States can be attributed to:

- Men who have sex with men (homosexual men);
- people who inject illegal drugs (IV drug users);
- people who have multiple heterosexual partners, especially if one or both partners inject illegal drugs.

Impetigo
"Impetigo is a skin infection caused by bacteria. It may affect skin anywhere on the body but usually attacks the area around the nose and mouth".[3]

Sounds or symptoms include:

- round, crusted oozing spots on skin;
- spots grow larger day by day;
- spots appear on hands, face, and parts of the skin not covered by clothes;
- spots are typically tan or yellowish-brown crust (honey-colored) in form; and
- are very itchy.

While this infection is not life threatening in most cases, it is very contagious. Scratching, wearing or touching clothing, towels, or linens, or direct contact can spread impetigo. It is important to wash hands regularly with antibacterial soap and launder clothing, linens and towels after each use. Do not share items with a person who is still contagious.

Impetigo is very contagious. It is important that as soon as the symptoms are noticed that the person be treated by a physician. However, there are some general practices that should be reinforced with both staff and patrons if symptoms are found.

1. Exclude person infected from program until 48 hours after the start of treatment.
2. Exclude person from handling or serving food until 48 hours after the start of treatment.
3. Wash hands frequently.
4. Launder towels, clothes, linens or other items after each use and do not share.
5. Avoid contact with babies.
6. Lightly cover the affected area to avoid incidental contact with others.

[3] *AMA Health Insight, Kids Health at the AMA—Infections & Immunizations, November 21, 2000.*

Appendix 4

OAK BROOK PARK DISTRICT

BLOODBORNE PATHOGEN EXPOSURE INCIDENT REPORT

DATE COMPLETED: _____

EMPLOYEE'S NAME: _____ SS#: _____

EMPLOYEE PHONE: _____ BUSINESS PHONE: _____

DOB_____JOB TITLE _____

EMPLOYEE VACCINATION STATUS: _____

DATE OF EXPOSURE: _____ TIME OF EXPOSURE: _____ AM PM

LOCATION OF INCIDENT (BUILDING, STREET, ETC. - BE SPECIFIC): _____

NATURE OF INCIDENT (ACCIDENT WHILE CLEANING, SPORTS, MEDICAL EMERGENCY) BE SPECIFIC:

_____

_____

DESCRIBE WHAT TASK (S) YOU WERE PERFORMING WHEN THE EXPOSURE OCCURRED (BE SPECIFIC):

_____

' _____

WHERE YOU WEARING PERSONAL PROTECTIVE EQUIPMENT (PPE)? YES_____ NO_____
IF YES, LIST:

_____

_____

DID THE PPE FAIL? YES_____ NO_____
IF YES, EXPLAIN HOW:

_____

WHAT SPECIFIC BODY FLUIDS WERE YOU EXPOSED TO (BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIAL)?

_____

_____

WHAT SPECIFIC PARTS OF YOUR BODY BECAME EXPOSED?

_____

ESTIMATE THE SIZE OF THE AREA OF YOUR BODY THAT WAS EXPOSED. _____

_____

FOR HOW LONG? _____

DID A FOREIGN BODY (I.E., NEEDLE, NAIL, OR OTHER SHARPS ETC.) PENETRATE YOUR BODY?
YES_____ NO_____
IF YES, WHAT WAS THE OBJECT?_____

WHERE DID IT PENETRATE YOUR BODY? _____

WAS ANY FLUID INJECTED INTO YOUR BODY? YES_____ NO_____
IF YES, WHAT FLUID?_____HOW MUCH?_____

DID YOU RECEIVE MEDICAL ATTENTION? YES_____ NO_____
IF YES, WHERE?_____

WHEN_____

BY WHOM_____

IDENTIFICATION OF SOURCE INDIVIDUAL(S):

NAME(S)_____

DID YOU TREAT THE PATIENT DIRECTLY? YES_____ NO_____

IF YES, WHAT SPECIFIC TREATMENT DID YOU PROVIDE: _____

OTHER PERTINENT INFORMATION_____

_____

_____ _____
Signature of Supervisor or person preparing this report Date

_____ _____
Signature of the Employee Date

SOURCES CONSULTED

OSHA Standard CFR 1910.1030

PDRMA Communicable Disease Policy, 1992

PDRMA Health Website

PDRMA Fact Sheet #521

PDRMA Fact Sheet #522

Illinois Department of Public Health - Health Beat Website

Center for Disease Control – National Center for Infectious Diseases Website

American Medical Association – Health Insight Website

MedicineNet Website

CBS-Health Watch Website

9.2: Communicable Disease - Safety Standards for the Workplace to Minimize the Spread of COVID-19

The purpose of this policy is to set forth standards for the workplace safety of employees and the public and to help prevent the spread of COVID-19. These standards are based on recommendations from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and Illinois Department of Health (IDPH). The Executive Director will determine and communicate when the standards included in this policy will be effective and to what extent these standards are required, including any modifications thereto.

PREVENTIVE MEASURES IN THE WORKPLACE FOR EMPLOYEES

Employees must practice the following measures in order to prevent the spread of COVID-19:

- Self-monitor for signs and symptoms of the virus (refer to CDC and public health guidance for a complete list of COVID-19 symptoms);
- Stay home if you are sick;
- Cover coughs and sneezes;
- Frequent and thorough hand washing with soap and water or with hand sanitizer containing 60% alcohol;
- Wear face coverings and appropriate PPE when required;
- Practice social distancing;
- Do not shake hands with others;
- Discard used tissues in a plastic bag lined trash receptacle;
- Clean and disinfect high-touch surfaces at a frequency higher than normal; and
- Refrain from using other workers' phones, desks, offices, or other work tools and equipment when possible.

Employee Wellness Self-Assessment

In order to minimize the spread of COVID-19, it is critical that employees do not report to work while they are ill and/or experiencing the symptoms of the virus (refer to CDC and public health guidance for a complete list of COVID-19 symptoms). Employees shall self-assess for virus symptoms prior to reporting to the workplace.

An employee experiencing a fever or symptoms of the virus should not report to work until:

- They have been fever-free for at least ~~three (3) days~~24 hours, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, without taking medication to reduce fever during that time; AND

- Any respiratory symptoms have improved for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH; ~~AND~~

(Approved by the Board of Commissioners on June 15, 2020.)

- ~~At least ten (10) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, have passed since the symptoms began.~~

~~Also, an employee should not report to work for 14 days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, if:~~

- ~~They know they have been exposed to someone who has been diagnosed with the virus.~~

An employee may report to work earlier if a doctor confirms in writing that the employee is not at risk of transmitting the virus and releases the employee as fit to return to work.

Social Distancing Best Practices

Employees are required to keep at least a 6 feet distance, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from others. Subject to further guidance from the CDC and IDPH, during the workday, employees should:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct business as much as possible, even when participants are in the same building.

- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from each other if possible; avoid person-to-person contact such as shaking hands.

- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions.

- Do not congregate in work rooms, copier rooms, or other areas where people normally socialize.

- Bring lunch and eat at your work area or 6 feet distance, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from others.

Employer Administered Wellness Checks

As an added precaution, the District will follow the recommendations of the CDC, OSHA and IDPH as to the appropriate wellness check to perform in the workplace. This may include asking an employee if they have symptoms of the virus. Employees will be notified beforehand that they will be screened, what will be involved, and where to report before entering any other areas of the facility. Employees will be compensated for waiting and screening time. Social distancing shall be maintained while employees are waiting. The check will be performed in a private location.

Employee Temperature Assessment

If a temperature assessment is recommended by the CDC or IDPH, the District may conduct temperature checks on every employee reporting to the facility or property.
The employee administering the assessment will be trained on use of a scanning thermometer and will be provided the proper PPE to perform the task (i.e., mask, gloves, eye protection, apron).

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- They have had no fever for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, without taking medication to reduce fever during that time; AND
- Any symptoms have improved for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH; AND
- ~~At least ten (10) days, or such other period of time as may be directed, ordered or recommended by the CDC or IDPH, have passed since the symptoms began.~~

An employee may return to work earlier if a doctor confirms in writing that the employee is not at risk of transmitting the virus and releases the employee as fit to return to work in writing.

Reusable Face Coverings

Employees may be required to wear a face covering while working near others in a District facility or on District property. A face covering is intended to prevent the person wearing it from unknowingly transmitting the virus to others. The District will provide face coverings for employees if recommended by the CDC or local health officials.

A reusable face covering is a cloth, bandana, or other type of material that covers an employee's mouth and nose and meets the following criteria set forth by the CDC:

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric or can be doubled over;
- Allow for breathing without restriction; and
- Be able to be laundered and machine-dried without damage or change to shape.

When employees are required to put on, remove, and maintain a clean face covering, it will be done as follows:

How to put on a face covering:

1. Clean your hands with soap and water or hand sanitizer before touching the face covering.

2. Determine which side of the covering is the top. The side of the face covering that may have a stiff bendable edge is the top and is meant to mold to the shape of the nose.

3. If the face covering has ear loops, hold the mask by the ear loops. Place a loop around each ear. If the face covering has ties, securely tie the upper and then the lower ties.

4. Pull the bottom of the face covering over your mouth and chin.

5. If you take off your face covering and then put it on again, make sure you reapply it with the same side against your face.

How to remove a face covering:

1. Clean your hands with soap and water or hand sanitizer before touching the face covering. Avoid touching the front of the face covering. The front of the face covering is contaminated. Only touch the ear loops/ties/band.

2. Hold both of the ear loops and gently lift and remove the face covering. If the face covering has ties, untie the top and then the lower ties.

3. If temporarily removing the face covering, place it on a paper towel while not in use.

4. The reusable face covering shall be placed in a paper bag for transportation home. Keep this bag for dirty masks only. Clean your hands with soap and water or hand sanitizer.

*How to clean your reusable face covering***:**

1. Wash with warm water and detergent and dry after every use. Iron on high, if possible. Clean your hands with soap and water or hand sanitizer.

Environmental Controls for Social Distancing

The District will institute administrative and engineering controls to reduce social contact and limit exposure to COVID-19 when it deems such controls to be appropriate and practicable, and as may be recommended by the CDC or IDPH. Such measures may include, but are not limited to, the following:

- Telework;
- Flexible work schedules;
- Limit presence in the workplace to only essential workers for operations;
- Staggered and limited patron access to the facility;
- Installing physical barriers (i.e., clear plastic sneeze guard at registration desk); and
- Physical spacing indicators (i.e., 6 ft. floor markers).

Facility Maintenance

Regular housekeeping practices shall be maintained, including routine cleaning and disinfecting of surfaces and equipment. Appropriate cleaning products with EPA-approved emerging viral pathogens claims shall be used in disinfecting the surfaces. Employees shall be trained how to safely use the products (i.e., PPE, dilution of the product, precautions, hazards, hazard response). Outside cleaning services may be contracted as needed.

Responding to Confirmed Infection in the Workplace

The District will promptly take the following steps if an employee is confirmed to have tested positive for COVID-19:

1. Remove the employee from the workplace, while maintaining the confidentiality of employee's identity to the greatest extent possible.

2. Contact the local health department for direction and guidance.

3. Determine who was in prolonged/repeated contact with the employee or was in close contact with the employee (i.e., within 6 ft. for 1 hour or more).

4. Inform those who may have been in contact with the individual and direct them to:
    a. Self-isolate and seek a doctor's exam if they are experiencing symptoms; OR
    b. Self-quarantine for 14 days, or such other period of time as may be directed, ordered or recommended by the CDC or IDPH, if not experiencing symptoms.

5. Close off the affected area(s), wait at least 24 hours, and thoroughly disinfect the area(s).

6. Record any infection that is work-related as required by OSHA and IDPH.

10: Confined Space Program

TABLE OF CONTENTS

Confined Space Program Endorsement by Board of Commissioners 1

Employee Responsibilities 2

Definitions 4

Hazards of Confined Spaces 7

Hazard Control 10

Confined Space Identification 11

Entry Permit 15

General Training Requirements 16
- Duties of Authorized Entrants 17
- Duties of the Attendant 18
- Duties of the Entry Supervisor 19

Outside Rescue Services 19

Program Review 20

~~Attachments 21~~
- ~~*Appendix A – Confined Space Profiles (20 Space Profiles)*~~
- ~~*Appendix B – Confined Space Alternate Entry Permit*~~
- ~~*Appendix C – Confined Space Entry Permit*~~
- ~~*Appendix D – Confined Space Hot Work Permit*~~
- ~~*Appendix E – Confined Space Protection Program Reviews*~~
- ~~*Appendix F - Gas Monitor Calibration Log*~~

Approved by Board 5/18/15
Revised 11/29/18
Revised 3/9/22 (removed OBBT profiles only)

OAK BROOK PARK DISTRICT
CONFINED SPACE PROGRAM

The following guidelines have been approved by the Board of Commissioners of the Oak Brook Park District on May 18, 2015. They are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.146-Permit-Required Confined Spaces for General Industry, as well as regulations adopted by the Illinois Department of Labor (IDOL). These guidelines may be revised from time to time, if deemed appropriate by the Board of Commissioners, as additional information becomes available.

The Oak Brook Park District recognizes that confined spaces pose significant risks and that the development of the confined space program is reasonably necessary to protect affected employees from those risks.

Attest:

_____

President
Board of Commissioners

_____

Laure Kosey
Secretary, Board of Commissioners

EMPLOYEE RESPONSIBILITIES

The District has identified specific confined spaces that may be entered by District personnel as well as which full-time job positions are authorized to enter those spaces. Entry into any other confined space by any other District personnel is strictly prohibited. Confined spaces classified for entry by a "Contractor Only" may be entered in RARE emergency situations, ONLY with prior authorization by the Deputy Director or Superintendent of Parks & Maintenance, ONLY by an employee with in-depth confined space training.

The following full-time job positions are authorized to enter confined spaces identified for employee entry and are required to attend in-depth Confined Space training at time of hire (*conducted by a District designated outside vendor or a trained employee designated by the Deputy Director or Superintendent of Parks & Maintenance*) as well as attend in-depth retraining every two years ~~*(conducted by the outside vendor)*~~: *(conducted by the outside vendor or an online training program with hands-on training conducted by the Superintendent of Parks & Maintenance):*

- Deputy Director
- Superintendent (Parks & Maintenance, Facilities, Recreation, Enterprise Operations)
- Human Resource Manager (Safety Coordinator)
- Building Engineer
- Facility Maintenance Manager (FRC, Tennis)
- Building Technician
- Tennis Center Lead Custodian
- Landscape Specialist
- Park Specialist
- Park Technician

Managers/Supervisors/Directors are responsible for:

- Scheduling in-depth Confined Space training for their authorized department staff positions allowed to enter confined spaces;
- Ensuring only authorized department staff who have completed in-depth Confined Space training enter confined spaces;
- Keeping accurate and complete records of required training;
- Ensuring confined space permit paperwork is completed and records maintained for their department;
- Ensuring staff authorized to enter confined spaces are following proper procedures; and

- Selecting only outside contractors qualified to enter confined spaces and making sure they are provided a copy of the space profile and ensuring they complete the applicable permit paperwork.

- Coordinating with other Managers, Supervisors, and Directors to take advantage of group training when appropriate.

Employees authorized to enter confined spaces are responsible for:

- Attending the required training and retraining;
- Informing their department supervisor when planning to enter a confined space;
- Following proper procedure for entering a confined space;
- Completing and submitting required confined space permit paperwork to their supervisor; and
- Inspecting, maintaining, and storing confined space testing, rescue and PPE equipment.

District Designated Training Vendor
The following vendor shall be used for initial and refresher in-depth Confined Space training:

FulLife Safety LLC (Phone: 630-671-1140)
177 W. Irving Park Road
Roselle, IL

Inspection, Maintenance and Storage of Confined Space Equipment
The following confined space testing and rescue equipment is located in the Canterbury Room Storage Closet (located across the hall from the break room at the Family Recreation Center). It is to be returned to this location after each use.

- Air quality monitor (Calibration is required every 6 months.)
- Ventilation fan
- Tripod, Harness and Winch
- Respirator (fitted to specific employee and maintained by that employee)

NOTE: This equipment is to be inspected before and after use and necessary maintenance performed before it is returned to storage.

DEFINITIONS

Acceptable Entry Conditions means the conditions that must exist in a confined space to allow entry and to ensure that employees involved with an alternate entry and/or permit-required confined space entry can safely enter into and work within the space.

Alternate Entry Confined Space means a confined space with only a reasonable or actual potential for hazardous atmosphere. Continued ventilation alone is sufficient to maintain that the space is safe to enter.

Attendant means a trained individual stationed outside one or more alternate entry and/or permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

Authorized Entrant means a trained employee who is authorized by the employer to enter an alternate entry and/or permit-required confined space.

Blanking or Blinding means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

Confined Space means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and

2. Has limited or restricted means for entry or exit; and

3. Is not designed for continuous human occupancy.

Emergency means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the confined space that could endanger entrants.

Engulfment means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated or cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

Entry means the action by which a person passes through an opening into an alternate entry and/or permit-required confined space. Entry includes ensuing work activities in that space and is

considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

Entry Permit means the written or printed document that is provided by the employer to allow and control entry into an alternate entry and/or permit-required confined space and that contains the information specified in OSHA 1910.146, paragraph (f).

Entry Supervisor means the trained person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry if required.

Hazardous Atmosphere means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue, injury or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL); (Note: LFL is the same as LEL, Lower Explosive Limit)

2. Airborne combustible dust at a concentration that meets or exceeds LFL;

3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;

4. Atmospheric concentration of any substance for which a dose of a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose of permissible exposure limit;

5. Any other atmospheric condition that is immediately dangerous to life or health.

Hot Work Permit means the employer's written authorization to perform operations capable of providing a source of ignition.

Immediately Dangerous to Life or Health (IDLH) means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

Isolation means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout and/or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

Line Breaking means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

Non-Permit Confined Space means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

Oxygen Deficient Atmosphere means an atmosphere containing less than 19.5 percent oxygen by volume.

Oxygen Enriched Atmosphere means an atmosphere containing more than 23.5 percent oxygen by volume.

Permit-Required Confined Space means a confined space that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;

2. Contains a material that has the potential for engulfing an entrant;

3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward or tapers to a smaller cross section; or

4. Contains any other recognized serious safety or health hazard.

Permit-Required Confined Space Program means the employer's overall program for controlling, and, where appropriate, for protecting employees from, confined permit space hazards and for regulating employee entry into alternate entry or permit-required confined spaces.

Permit System means the employer's written procedure for preparing and issuing permits for entry and for returning the alternate entry and/or confined permit space to service following termination of entry.

Prohibited Condition means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

Rescue Service means the personnel designated to rescue employees from alternate entry and/or permit-required confined spaces.

Retrieval System means the equipment used for non-entry rescue of persons from alternate entry and/or permit-required confined spaces.

Testing means the process by which the hazards that may confront entrants of an alternate entry and/or permit-required space are identified and evaluated. Testing includes specifying the tests that are to be performed prior to entry into the confined space, but also during entry in the space (i.e., atmospheric monitoring.

HAZARDS OF CONFINED SPACES

Atmospheric Hazards

Oxygen Deficiency

Oxygen deficiency occurs from chemical or biological reactions which displace or consume oxygen from a confined space. The consumption of oxygen takes place during combustion of flammable substances, as in welding, cutting, or braising. A more subtle form of consumption of oxygen occurs during bacterial action, as in the fermentation process. Oxygen deficiency can result from bacterial action in excavations and manholes which are near garbage dumps, landfills, or swampy areas. Oxygen may also be consumed during slow chemical reactions, as in the formation of rust on the exposed surface of metal tanks, vats, and manholes.

Ambient air has an oxygen content of 21%. When the oxygen level drops below 17%, the first sign of hypoxia is a deterioration of night vision, which is usually not noticed. Physiological effects included increased breathing volume and accelerated heart beat. Between 14% and 16% physiologic effects are increased breathing volume; accelerated heart beat, poor muscular coordination, rapid fatigue, and intermitted respiration. Between 6% and 10%, the effects are nausea, vomiting, inability to perform, and unconsciousness. At concentrations less than 6%, there is rapid loss of consciousness, and death in minutes.

Oxygen Displacement

Inert Gases and Simple Asphyxiants

A simple asphyxiating atmosphere contains a gas or gases that are physiologically inert and which do not produce any ill affects on the body. However, in sufficient quantity, a simple asphyxiant will displace oxygen and may result in an atmosphere unable to support respiration. The ambient or normal atmosphere is composed of approximately 21% oxygen, 78% nitrogen, and 1% argon with small amounts of various other gases. For example, if 100% nitrogen - a non-toxic, colorless, odorless gas is used to inert (displaced oxygen in) a confined space, it will cause immediate collapse and death to the worker if the confined space is not adequately ventilated before worker entry. Other examples of simple asphyxiants which have claimed lives in confined spaces include carbon dioxide, argon and helium.

Flammable Atmospheres

A flammable atmosphere generally results from vaporization of flammable liquids, by-products of chemical reaction, enriched oxygen atmospheres, or concentrations of combustible dust. Three components are necessary for an atmosphere to become flammable: fuel and oxygen in the proper mixture and a source of ignition. The proper mixture of fuel and oxygen will vary from gas to gas within a fixed range and is referred to as the lower flammability limit (LFL) and upper flammability limit (UFL). These terms are synonymous with the lower exposure limit (LEL) and upper explosive limit (UEL). For example, the explosive range for methane is between 5% and 15% in air. Concentrations below 5% methane are below the explosive range, and concentrations above 15% are too rich to support combustion. If a confined space contains 27% methane, and forced air is started, the introduction of air into the confined space may dilute the methane in air, taking it into the explosive range.

Toxic Gases
Toxic gases may be present in confined spaces because:

1. There are biological or chemical processes occurring in the products stored in the confined space. For example, decomposing organic material in a tank or sump can liberate hydrogen sulphate.

2. The operation performed in the confined space can liberate a toxic gas. For example, welding can liberate oxides of nitrogen, ozone and carbon monoxide.

Some toxic gases such as carbon monoxide are particularly insidious because of their poor warning properties. Toxic gases that have been reported to cause death in workers in confined spaces include carbon monoxide, hydrogen cyanide, hydrogen sulphide, chlorine, oxides of nitrogen, and ammonia.

Toxic gases may be evolved when acids are used for cleaning the interior of a confined space.

Physical Hazards
In addition to the atmospheric hazards in a confined space, physical hazards must also be addressed. Physical hazards cover the entire spectrum of hazardous energy and its control. These hazards include those associated with mechanical, electrical, and hydraulic energy; engulfment; communication problems; noise; and the size of openings into the confined space.

Engulfment
Engulfment in loose materials is one of the leading cause of death from physical hazards in confined spaces. Engulfment and suffocation are hazards associated with storage bins, silos, and hoppers where grain, sand, gravel, or other loose material are stored, handled or transferred. The behavior of such materials is unpredictable and entrapment and burial can occur in a matter of seconds. In some cases, material being drawn from the bottom of storage bins can cause the surface to act like quicksand. When a storage bin is emptied from the bottom, the flow of materials forms a funnel-shaped path over the outlet. The rate of material flow increases towards the center of the funnel. During a typical unloading operation, the flow rate can become so great that once a worker is drawn into the flow path, escape is virtually impossible. The same engulfment hazard is true in regards to wet wells and surge pits.

Other Physical Hazards
The nature of a confined space work may make it difficult to separate the worker from hazardous forms of energy such as powered machinery, electrical energy, and hydraulic or pneumatic lines.

Examples of physical hazards often encountered in a confined space include the following:

1. Activation of electrical or mechanical equipment can cause injury to workers in a confined space. Therefore, it is essential to de-energize and lock-out all electrical circuits and physically disconnect mechanical equipment prior to any work in confined spaces.

2. Release of material through lines which are an integral part of the confined space pose a life-threatening hazard. All lines should be physically disconnected, blanked off, or should use a double block and bleed system.

3. Falling objects can pose a hazard in confined spaces, particularly in spaces which have top side openings for entry, through which tools and other objects may fall and strike a worker.

4. Extremely hot or cold temperatures can make work inside a confined space hazardous. Communication between the entrant and attendee should monitor temperature and employee conditions.

5. Wet or slick surfaces can cause falls in confined spaces. In addition, wet surfaces can provide a grounding path and increase the hazard of electrocution in areas where electrical equipment, circuits, and tools are used.

6. Noise within confined spaces can be amplified because of the design and acoustic properties of the space. Excessive noise is not only harmful to the worker's hearing, but can also affect communication and cause shouted warnings to go unheard.

Conclusions

Confined spaces can be hazardous, and they can be hazardous in varied ways. Often times the confined space will not appear to be hazardous; it may have been entered on prior occasions without incident, and may give no apparent sign of danger. At other times, there may be ready indications of danger: the distinct odor of irritating or toxic atmospheres, the presence of arching electrical equipment, continued mild shocks, or flowing grain or water. By their nature, confined spaces concentrate hazards: atmospheric hazards, in that certain gases will displace breathable air, or that the confined space will allow the accumulation of toxic hazards or flammable or explosive atmospheres; and physical hazards, in that confined spaces limit the ability to avoid contact with electricity, moving mechanical components or machinery, or unstable substances.

The following guidelines are intended to assist the Oak Brook Park District in maintaining a safe working environment for those employees whose job tasks require working in or around confined spaces.

HAZARD CONTROL

1. The Oak Brook Park District has determined that permit-required confined spaces exist within the District. The District shall inform employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.

2. Before any confined space entry, it must be determined by the Superintendent of Parks & Maintenance as a necessary entry. If at all possible, the needed work will be completed without entry.

3. The District shall provide training so that all employees associated with working in or around permit-required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.

4. The District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:

    a. Testing and monitoring equipment needed to comply with the standard;

    b. Ventilating equipment needed to obtain acceptable entry conditions;

    c. Communication equipment necessary for compliance;

    d. Personal protective equipment insofar as feasible; engineering and work practice controls

that adequately protect employees;

e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;

f. Barriers and shields needed to protect the entrants from overhead hazards;

g. Equipment such as ladders for safe ingress and egress by authorized entrants;

h. Rescue and emergency equipment needed to comply with the standard; and

i. Any other equipment necessary for safe entry into and rescue from permit spaces.

5. Smoking in or around a confined space is prohibited.

CONFINED SPACE IDENTIFICATION

At each facility and work area, involving employees of the Oak Brook Park District the Safety Coordinator and Superintendent of Parks & Maintenance shall perform an inventory to identify and classify confined spaces as either "Non-Permit", "Alternate Entry", or "Permit-Required (Level 1)" or "Permit-Required (Level 2)". Upon completion of this survey, a "Confined Space Profile" form shall be completed for each identified space (Appendix A). Each profile will indicate whether or not employees will be allowed to enter the space.

It is the responsibility of the Safety Coordinator to maintain a current file of all "Confined Space Profile Sheets" and to notify affected employees of any change in status of a confined space. The completed "Confined Space Profile" forms shall give an employee pertinent information relative to safe entry into that particular confined space.

After reviewing the "Confined Space Profile" for a particular confined space to be entered, a determination will be made to use one of the following options:

Option #1 – Permit-Required (Level 2) – Entry by outside contractor ONLY
The District will not enter Permit-Required (Level 2) confined spaces and will secure the site to prevent unauthorized entry. Employees and patrons will be warned off of the site by appropriate signage. An outside contractor will be used to enter the space.

The Department Director/Superintendent (**or in the absence of the Department Director/Superintendent**, another department director or the facility manager, respectively) of the employee hiring the contractor will apprise the contractor of the hazards, history, and precautions of the confined space as identified by the "Confined Space Profile". In addition, the Department Director (or alternate) shall:

1. Inform the contractor that the workplace contains permit spaces and that they must have their own Confined Space Program that meets or exceeds OSHA 1910.146 in order to perform work in the District's permit-required spaces.

2. Complete the applicable Entry Permit (Appendix B or C) and apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space.

3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.

4. Coordinate entry operations with the contractor, when both District personnel and contractor personnel will be working in or near permit spaces, as required.

5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations.

6. The entry permit is to be canceled by the employee's Department Director (or alternate) upon completion of the work. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

In addition, the contractor shall:

1. Obtain any available information regarding permit space hazards and entry operations from the host employer.

2. Coordinate entry operations with the District, when both District personnel and contractor personnel will be working in or near permit spaces, as required.

3. Inform the Department Director (or alternate) of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

Option #2 – Permit-Required (Level 1) -- Entry by authorized trained staff

Complete the Confined Space Permit-Required Entry Permit (Appendix C) and then follow the same procedures as Alternate Entry listed below in Option #3. Reference the applicable Confined Space Profile for a list of hazards and entry requirements (i.e., attendant, equipment, PPE).

Option #3 – Alternate Entry

Authorized employees of the District may enter Alternate Entry (Level 1) confined spaces that have a "Hazardous Atmosphere Only" or potential hazardous atmosphere, as determined by the "Confined Space Profile". The space may be entered following alternative entry procedures.

1. Prior to an entry, the Department Director (**or in the absence of the Department Director/Superintendent**, another department director or the facility manager, respectively) will:
   a. Complete the Confined Space Alternate Entry Permit (Appendix B), review it in detail with the authorized Entrant(s) and Attendant, and post it outside at the entry point to the space.

   b. Contact the Oak Brook Fire Department to inform them of the entry.

2. Prior to entry, complete the following activities:
   a. Safely open the hatchway, access door, or access cover to the space.

   b. Place a barricade, open hatch cover, or a warning device with appropriate signs at the point of entry. If entry is to be performed where pedestrian or vehicle traffic poses a danger, appropriate traffic control measures shall be used.

   c. Complete atmospheric testing for oxygen concentration, combustibility, and toxicity (minimally for carbon monoxide and hydrogen sulfide, along with any other toxic that may be reasonably found in the space).

      i. The atmosphere outside of the confined space shall be tested to determine if any hazards are present.

      ii. The atmosphere within the confined space shall then be tested using a properly calibrated gas detector.

      Vertical spaces must be tested at 4-foot increments in the direction of the entrant and side-to-side for a minimum response time as specified by the manufacturer of the testing equipment, down to the level where work is being performed.

      . Test readings must be taken simultaneously or in the order shown below. Acceptable atmospheric readings are to be regarded as follows:

      Oxygen Concentration at > 19.5% and < 23.5 %

Combustibility

1) < 10% of LEL
2) > 5' of obscured vision due to dust

Toxicity

1) Hydrogen Sulfide < 10ppm
2) Carbon Monoxide < 35ppm

d. Ventilate the confined space (for securing safe atmospheric levels) using a confined space ventilator or other appropriate air movement equipment. Sample air quality at the point of air intake for the ventilator (whenever possible). Retest the air quality for oxygen concentration, combustibility and toxicity (carbon monoxide and hydrogen sulfide) in the same manner indicated above.

e. Assure that all personnel entering the space wear appropriate protective clothing (at least: a hard hat, gloves, and safety glasses). All appropriate personal protective equipment shall be worn while entry is in progress.

f. Artificial lighting shall be explosion proof, if the space contains or has the potential to contain and explosive atmosphere.

3. For the entire duration of the entry, complete the following activities:
   a. An attendant shall be stationed outside the space while there are workers inside the space. The ratio of three entrants to one attendant shall not be exceeded.
   Constant communication shall be maintained between the entrants inside the space and the attendant.

   b. Complete continuous atmospheric monitoring using a device that warns the entrant whenever the air quality deteriorates within the space.

   c. Complete continuous ventilation of the space.

   d. If a problem develops with the confined space, the attendant must be prepared to complete the following **non-entry rescue** activities:
      i. Ventilation using the confined space entry ventilator (preferably at the victim's breathing zone).

      ii. Retrieval using a mechanical advantage system and lifelines (for multiple entrants) meeting the following requirements:

1. Each authorized entrant shall use the appropriate type harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head.

2. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

iii. Call for emergency rescue and medical assistance (usually 911). If an injured entrant is exposed to a substance for which a SDS or other similar written information is required to be kept at the worksite, that SDS or written material shall be made available to the medical facility treating the exposed entrant.

4. Once the entry has been completed, return the completed permit to the Department Director.

5. The entry permit is to be canceled by the Department Director upon completion of assigned duties. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

ENTRY PERMIT

The entry permit shall identify:

1. The permit space to be entered;

2. The purpose of the entry;

3. The date and the authorized duration of the entry permit; *(Note: The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.)*

4. The authorized entrants within the permit space by name to enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;

5. The personnel, by name, currently serving as attendants;

6. The name of the individual currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorizes entry;

7. The hazards of the permit space to be entered;

8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;

9. The acceptable entry conditions;

10. The results of initial and periodic tests, accompanied by the names or initials of the testers and by an indication of when the tests were performed;

11. The rescue and emergency services that can be summoned and the means for summoning those services;

12. The communication procedures used by the authorized entrants and attendants to maintain contact during the entry;

13. Equipment, such as personal protective equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance;

14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and

15. Any additional permits, such as for hot work (Appendix D), that have been issued to authorize work in the permit space.

16. The District shall retain each canceled entry permit for at least one (1) year to facilitate the review of the permit-required confined space program requirements. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made during the management required annual review of the permit process.

GENERAL TRAINING REQUIREMENTS

1. The District shall provide training so that all employees associated with working in or around permit-required confined spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.

2. Training shall be provided to each affected employee:
   a. Before their first assignment;

   b. Before any change in duties;

c. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained; and

d. Whenever any deviations in permit space procedures have been noted or if there are inadequacies in employee's knowledge of procedures.

e. The District shall document all training including names and dates. This documentation should be available for review by employees and authorized personnel.

Duties of Authorized Entrants

1. The District shall ensure that all employees whose job task includes entering a permit-space:
   a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.

   b. Properly use equipment as required.

   c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.

   d. Alert the attendant whenever:
      i. The entrant recognizes any warning sign or symptoms of exposure to a dangerous situation, or

      ii. The entrant detects a prohibited condition.

   e. Exit from the permit space as quickly as possible whenever:
      i. An order to evacuate is given by the attendant or the entry supervisor;

      ii. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;

      iii. The entrant detects a prohibited condition; or

      iv. An evacuation alarm is activated.

Duties of the Attendant

1. The District shall ensure that each attendant:

a. Know the hazards and behavioral effects that may be faced by the entrant, including information about the signs and symptoms, and consequences of the exposure;

b. Maintain an accurate count of all authorized entrants.

c. Remains outside the permit space during entry operations until relieved by another attendant. Keeps unauthorized persons out of the space, is alert to possible hazards, and is able to provide information to rescue services.

d. Communicates with authorized entrants as necessary to monitor entrant status and is able to alert entrants of the need to evacuate when needed.

e. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrant to evacuate the permit space immediately under any of the following conditions:
   i. Detects a prohibited condition.

   ii. Detects the behavioral effects of hazard exposure in an entrant.

   iii. Detects a situation outside the permit space that could endanger entrants in the space.

   iv. Cannot effectively and safely perform all the duties required under the standard.

f. Summon rescue and other emergency services as soon as the attendant determines that the entrant may need assistance to escape from the permit space.

g. Prevent unauthorized entrant from entering the permit space. The following actions should be taken when unauthorized persons approach or enter a permit space while entry is underway:
   i. Warn unauthorized persons to stay away from the permit space.

   ii. Advise unauthorized persons to exit immediately if they have entered the permit space.

   iii. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.

h. Must be able to perform non-entry rescue as indicated by the District's rescue procedure.

Duties of the Entry Supervisor

1. Any employee designated by the Superintendent of Parks & Maintenance who may authorize or supervise permit entry operations, would be designated the entry supervisor.

2. The entry supervisor must determine before entry that entry permit procedures are followed and that acceptable entry conditions exist. The District must ensure that each entry supervisor:

    a. Knows the potential hazards during entry and work, including signs or symptoms, and consequences of the exposure;

    b. Verifies, by checking that the appropriate entries have been made on the permit, that all test specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;

    c. Terminates the entry and cancels the permit when:
        i. The entry operations covered by the entry permit have been completed; or a condition that is not allowed under the entry permit arises in or near the permit space.

        ii. Verifies that rescue services are available and that the means for summoning them are operable;

        iii. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
        iv. Determines that entry and work operations remain consistent with entry permit terms and that acceptable entry conditions are maintained.

OUTSIDE RESCUE SERVICES

The District shall:

1. Provide the Oak Brook Fire Department with a copy of the District's Confined Space Program.

2. Provide the Oak Brook Fire Department with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

PROGRAM REVIEW

In order to keep the "Confined Space Protection Program" current, and make sure it protects employees from confined space hazards, the Superintendent of Parks & Maintenance shall review the program on an annual basis. This includes review of all "Confined Space Profile Sheets", canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

All Confined Space profiles and permits can be found within the Confined Space Program on the Intranet and Shared Drive.

~~ATTACHMENTS~~

~~Appendix A – Confined Space Profiles~~

~~Appendix B – Confined Space Alternate Entry Permit~~

~~Appendix C – Confined Space Entry Permit~~

~~Appendix D – Confined Space Hot Work Permit~~

~~Appendix E – Confined Space Protection Program Reviews~~

~~Appendix F – Gas Monitor Calibration Log~~

Appendix A

CONFINED SPACE PROFILES

OBPD-1	Elevator Shaft Pit	Tennis Center	Contractor Only
OBPD-2	HVAC Ductwork – Mechanical Room	Tennis Center	Non-Permit
OBPD-3	Catch Basin and Storm Sewer	Central Park	Permit Level 1
OBPD-4	Attic Area	FRC	Non-Permit
OBPD-5	HVAC Ductwork – Mechanical Room	CPW	Non-Permit
OBPD-6	Sump Pit – Mechanical Room	CPW	Permit Level 1
OBPD-7	Sanitary Sewer	Central Park	Contractor Only
OBPD-8	Main Water Shutoff – Baseball Fields	Central Park	Alternate Entry
OBPD-9	Water Valve Vaults – Baseball Fields	Central Park	Alternate Entry
OBPD-10	Sand Filters (2) – Mechanical Room	Aquatic Center	Contractor Only
OBPD-11A	Surge Tank (without water in tank) - Mechanical Room	Aquatic Center	Permit Level 1
OBPD-11B	Surge Tank (with water in tank) Mechanical Room	Aquatic Center	Contractor Only
OBPD-12	Sump Pits (2) – Spa Pump Room	Aquatic Center	Permit Level 1
OBPD-13	Sump Pit – Mechanical Room	Aquatic Center	Permit Level 1
OBPD-14A	Surge Tank (without water in tank)	Splash Island	Permit Level 1
OBPD-14B	Surge Tank (with water in tank)	Splash Island	Contractor Only
OBPD-15	Elevator Shaft Pit	FRC	Contractor Only
OBPD-16	Access under Stairwell to Ejector Pit	FRC	Non-Permit
OBPD-17	Ejector Pit – Studio D Stairwell	FRC	Contractor Only
OBPD-18	Sump Pits (2) – Gym 1 Storage	FRC	Permit Level 1
OBPD-19	Lift Station	Maintenance Facility	Contractor Only
OBPD-20	Triple Garage Basin	Maintenance Facility	Contractor Only
OBPD-21	Mud Catch Basin	Maintenance Facility	Permit Level 1

Location (facility/address): **Tennis Center – Interior (Door 7)**		
General Description: **OBPD – 1 Elevator Shaft Pit**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [x] Non-Permit [ ] Alternate Entry [ ] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed: lockout/tagout equipment, "out of order" sign, barrier		
Additional equipment needed: As required by contractor		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? [ ] Yes [ ] No [x] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Space should only be entered by a licensed contractor performing elevator service.		



Location (facility/address): **Tennis Center – Mechanical Room**		
General Description: **OBPD – 2 HVAC Ductwork**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [x] Non-Permit [ ] Alternate Entry [ ] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: Horizontal access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		



Location (facility/address): **Oak Brook Park District – Outside Throughout property**		
General Description: **OBPD – 3 Catch Basin and Storm Sewer**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [x] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, atmospheric monitor, ventilator, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, hard hat, gloves		
Warning signs posted? [ ] Yes [x] No [x] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		



Location (facility/address): **Family Recreation Center**		
General Description: **OBPD – 4 Attic Area**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [x] Non-Permit [ ] Alternate Entry [ ] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: Hatch door – horizontal access		
Confined space related hazards: None		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		



Location (facility/address): **Central Park West – Mechanical Room**		
General Description: **OBPD – 5 HVAC Ductwork**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [x] Non-Permit [ ] Alternate Entry [ ] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: Horizontal access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information:		



Location (facility/address): **Central Park West – Mechanical Room**		
General Description: **OBPD – 6 Sump Pit**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [x] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Engulfment		
Additional potential hazards: slick/wet surface.		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		



Location (facility/address): **Oak Brook Park District – Outside Throughout Property**		
General Description: **OBPD – 7 Sanitary Sewer**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [ ] Permit Required (Level 1) [x] Permit Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? [ ] Yes [x] No [x] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Contractor entry ONLY		



Location (facility/address): **Baseball Fields between Fields 3 and 4**		
General Description: **OBPD – 8 Main Water Shutoff**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [x] Alternate Entry [ ] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: 12' vertical access w/ ladder		
Confined space related hazards: Air Quality		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		





Location (facility/address): **Baseball Fields 1,2,3 and 4**		
General Description: **OBPD – 9 Individual Water Valve Vaults**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [x] Alternate Entry [ ] Permit-Required (Level 1) [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 8' vertical access		
Confined space related hazards: Air Quality		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		





Location (facility/address): **Aquatic Center – Mechanical Room**		
General Description: **OBPD – 10 Sand Filters (2)**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ]Non-Permit [ ] Alternate Entry [ ] Permit-Required (Level 1) [x] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Horizontal access		
Confined space related hazards: Air Quality, Isolation and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Contractor entry ONLY		





Location (facility/address): **Aquatic Center – Mechanical Room**		
General Description: **OBPD – 11A Surge Tank (without water in tank)**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ]Non-Permit [ ] Alternate Entry [x] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: 10' vertical access with built-in ladder		
Confined space related hazards: Air Quality		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod/winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information: Tank must be isolated from the pool. Lockout/Tagout required. Pumps must be off.		





Location (facility/address): **Aquatic Center – Mechanical Room**		
General Description: **OBPD – 11B Surge Tank (with water in tank)**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [ ] Permit-Required (Level 1) [x] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 10' vertical access with built-in ladder		
Confined space related hazards: Air Quality, Isolation and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod/winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Contractor entry ONLY with water in the tank		





Location (facility/address): **Aquatic Center – Spa Pump Room**		
General Description: **OBPD – 12 Sump Pits (2)**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [x] Permit-Required (Level 1) [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		



Location (facility/address): **Aquatic Center – Mechanical Room**		
General Description: **OBPD – 13 Sump Pit**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [x] Permit-Required (Level 1) [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality, Isolation and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, hard hat, gloves		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		



Location (facility/address): **Aquatic Center – Splash Island**		
General Description: **OBPD – 14A Surge Tank (without water in the tank)**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [x] Permit-Required (Level 1) [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 8' vertical access (ladder built-in)		
Confined space related hazards: Air Quality and Isolation		
Additional potential hazards: .		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information: Tank must be isolated off from Splash Island. Lockout/tagout required. Pumps must be off.		





Location (facility/address): **Aquatic Center – Splash Island**		
General Description: **OBPD – 14B Surge Tank (with water in the tank)**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [ ] Permit-Required (Level 1) [x] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 8' vertical access (ladder built-in)		
Confined space related hazards: Air Quality, Isolation and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Contractor entry ONLY with water in the tank		





Location (facility/address): **Family Recreation Center**		
General Description: **OBPD – 15 Elevator Shaft Pit**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [x] Non-Permit [ ] Alternate Entry [ ] Permit-Required (Level 1) [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed: lockout/tagout equipment, "out of order" sign, barrier		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? [ ] Yes [x] No [x] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Space should only be entered by a licensed contractor performing elevator service.		



Location (facility/address): **Family Recreation Center – Studio D Stairwell**		
General Description: **OBPD – 16 Access Under Stairwell to Ejector Pit**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [x] Non-Permit [ ] Alternate Entry [ ] Permit-Required (Level 1) [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Horizontal access		
Confined space related hazards: Air Quality		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		



Location (facility/address): **Family Recreation Center – Studio D Stairwell**		
General Description: **OBPD – 17 Ejector Pit**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [ ] Permit-Required (Level 1) [x] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality, Isolation and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Contractor entry ONLY		



Location (facility/address): **Family Recreation Center – Gym 1 Storage**		
General Description: **OBPD – 18 Sump Pits (2)**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [x] Permit-Required (Level 1) [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
onal protective equipment needed to enter space: safety glasses, gloves		
ing signs posted? [x] Yes [ ] No [ ] No action required		
ace sealed/locked? [x] Yes [ ] No [ ] No action required		
nticipated that employees will be working in this space at any time? [x] Yes [ ] No		
r pertinent information:		







Location (facility/address): **Maintenance Facility**		
General Description: **OBPD – 19 Lift Station**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [ ] Permit-Required (Level 1) [x] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 6' vertical access		
Confined space related hazards: Air Quality, Engulfment and Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
onal protective equipment needed to enter space: As required by contractor		
ing signs posted? [x] Yes [ ] No [ ] No action required		
ace sealed/locked? [x] Yes [ ] No [ ] No action required		
nticipated that employees will be working in this space at any time? [ ] Yes [x] No		
r pertinent information: Contractor entry ONLY		





Location (facility/address): **Maintenance Facility**		
General Description: **OBPD – 20 Triple Garage Basin**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [ ] Permit-Required (Level 1) [x] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 6' vertical access		
Confined space related hazards: Air Quality and Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? [x] Yes [ ] No [ ] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Contractor entry ONLY		





Location (facility/address): **Maintenance Facility**		
General Description: **OBPD – 21 Mud Catch Basin**		
☑ Is large enough and so configured that an employee can bodily enter and perform assigned work; and	☑ Has limited or restricted means of entry or exit; and	☑ Is not designed for continuous human occupancy
CLASSIFICATION [ ] Non-Permit [ ] Alternate Entry [x] Permit Required (Level 1) [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: 5' vertical access		
Confined space related hazards: Air Quality, Engulfment and Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? [ ] Yes [x] No [x] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [x] Yes [ ] No		
Other pertinent information:		





Appendix B

CONFINED SPACE ALTERNATE ENTRY PERMIT

GENERAL INFORMATION | Permit No.

Space to be Entered: | Purpose of Entry:

Location/Building: | Authorized Duration of Permit: Date: to Time: to

PERMIT SPACE HAZARDS

- Oxygen levels must be greater than 19.5% and less than 23.5%
- Flammable gases or vapors must be less than 10% LEL/LFL (Lower Explosive Level / Lowest Flammability Limit)
- H_2S (Hydrogen Sulfide) levels must be less than 10ppm (parts per million). Presence of H_2S is usually accompanied by a "rotten egg" smell. Over exposure leads to eye and respiratory irritation, nausea, paralysis, and death.
- CO (Carbon Monoxide) levels must be less than 35ppm (parts per million. CO is colorless and odorless. Presence of CO can be determined using the atmospheric monitor.

EQUIPMENT REQUIRED FOR ENTRY AND WORK

Personal Protective Equipment:
Safety glasses, gloves

Respiratory Protection:
None

Atmospheric Testing/Monitoring:
Atmospheric monitor required

Communication:
Verbal with attendant

Ventilation Equipment:
Air ventilator required

Rescue Equipment:
Tri-pod retrieval system with harness required

Other:

PREPARATION FOR ENTRY (Check after steps are completed)

- ☐ Remove unsafe conditions to remove/open entrance cover.
- ☐ Guard opening with railing or barrier to prevent accidental fall.
- ☐ Test atmosphere prior to entry.
- ☐ Use continuous forced air ventilation during entire entry.
- ☐ Continuously monitor atmosphere during entire entry

EMERGENCY SERVICE NUMBERS TO HAVE READY

Oak Brook Fire And Police 911 Supervisor

AUTHORIZED ENTRANTS AND ATTENDANTS

TESTING RECORD — **Measure at the top of the opening, then into the space in 4-foot increments. Record results below.**

Time	Acceptable Conditions	Result Top	Result 4'	Result 8'	Result 12'	Result 16'	Result 20'	Result Vent
Oxygen-min.	>19.5%							
Oxygen-max.	<23.5%							
Flammability	<10% LEL/LFL							
H_2S	<10 ppm							
CO	<35 ppm							
Cl_2								
Toxic (specify)								
Heat								
Other								

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time

THIS PERMIT MUST BE POSTED ON JOB SITE ! ! VALID ONLY ON INDICATED DATE

Appendix C

CONFINED SPACE ENTRY PERMIT

GENERAL INFORMATION | Permit No.

Space to be Entered: | Purpose of Entry:

Location/Building: | Authorized Duration of Permit: Date: to Time: to

PERMIT SPACE HAZARDS

- Oxygen levels must be greater than 19.5% and less than 23.5%
- Flammable gases or vapors must be less than 10% LEL/LFL (Lower Explosive Level / Lowest Flammability Limit)
- H_2S (Hydrogen Sulfide) levels must be less than 10ppm (parts per million). Presence of H_2S is usually accompanied by a "rotten egg" smell. Over exposure leads to eye and respiratory irritation, nausea, paralysis, and death.
- CO (Carbon Monoxide) levels must be less than 35ppm (parts per million. CO is colorless and odorless. Presence of CO can be determined using the atmospheric monitor.
- Mechanical hazards may be present which could cause entrant to become tangled or trapped. Some mechanical hazards may include electrical hazards and moving parts.
- Engulfment hazards may be present. Check surroundings.

EQUIPMENT REQUIRED FOR ENTRY AND WORK

Personal Protective Equipment:
Safety glasses, gloves

Respiratory Protection:
None

Atmospheric Testing/Monitoring:
Atmospheric monitor required

Communication:
Verbal with attendant

Ventilation Equipment:
Air ventilator required

Rescue Equipment:
Tri-pod retrieval system with harness required

Other:

PREPARATION FOR ENTRY (Check after steps are completed)

- ☐ Remove unsafe conditions to remove/open entrance cover.
- ☐ Guard opening with railing or barrier to prevent accidental fall.
- ☐ Test atmosphere prior to entry.
- ☐ Use continuous forced air ventilation during entire entry.
- ☐ Continuously monitor atmosphere during entire entry.
- ☐ Pre-entry briefing on specific hazards and conditions.
- ☐ Notify contractors of permit and hazard conditions.

EMERGENCY SERVICE NUMBERS TO HAVE READY

Oak Brook Fire And Police 911 Supervisor _____

AUTHORIZED ENTRANTS AND ATTENDANTS

_____ _____

_____ _____

TESTING RECORD — Measure at the top of the opening, then into the space in 4-foot increments. Record results below.

Time	Acceptable Conditions	Result Top	Result 4'	Result 8'	Result 12'	Result 16'	Result 20'	Result Vent
Oxygen-min.	>19.5%							
Oxygen-max.	<23.5%							
Flammability	<10% LEL/LFL							
H_2S	<10 ppm							
CO	<35 ppm							
Cl_2								
Toxic (specify)								
Heat								
Other								

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time

THIS PERMIT MUST BE POSTED ON JOB SITE ‡ VALID ONLY ON INDICATED DATE

Appendix D

Consult the Work Space Profile prior to using this form. Only authorized personnel may conduct confined space entry.

OAK BROOK PARK DISTRICT
CONFINED SPACE HOT WORK PERMIT

INSTRUCTIONS
A Hot Work Permit must be completed for all operations performed within a confined space that require workers to weld, cut, or use other open-flame or spark producing devices in a confined space. 1)Complete permit and eliminate or control all hazardous conditions before entry begins. 2)The Hot Work Permit must be signed by the person authorizing entry. 3)Attach signed permit to the Confined Space Entry Permit and post both permits at entrance to confined space. 4)Send permits to the Director of Parks and Maintenance upon completion of the work within the confined space. 5) NOTE: Do not cut, weld, or use other open-flame or spark producing equipment until the proper precautions have been taken.

GENERAL INFORMATION					
CONFINED SPACE LOCATION:					
PERMIT BEGINS: Date: Time: AM/PM PERMIT EXPIRES: Date: Time: AM/PM					
LOCATION & DESCRIPTION OF CONFINED SPACE:					
PURPOSE OF ENTRY:					
TYPE OF HOT WORK	**Cut:**	**Weld:**	**Grind:**	**Repair:**	**Other:**
TYPE OF EQUIPMENT:					

PRECAUTIONS (Please circle YES or NO.)	
Is an air sampling meter used to monitor the presence of flammables/combustibles?	**YES NO**
Does the confined space contain a flammable/combustible material or atmosphere? *(Flammables/combustibles must not exceed 10% Lower Explosive Limit (LEL).)*	**YES NO**
Does the confined space contain combustible dust or ignitable residue?	**YES NO**
Have cutting, welding, and other flame/spark producing devices been inspected and are they in good condition?	**YES NO**
Have flammable/combustible materials been purged form the confined space?	**YES NO**
Is a fire extinguisher, of the proper type, available and has it been inspected?	**YES NO**
Is a fire watch posted?	**YES NO**
Is electrical equipment (lights, air sampling instruments, blowers, etc.) intrinsically safe (explosion proof?)	**YES NO**
Have sewer and drain openings been covered?	**YES NO**
Is general ventilation of sufficient capacity (7 air changes per minute) provided and in use?	**YES NO**
Is local ventilation for welding and cutting arranged so as to remove fumes and smoke at the source?	**YES NO**
Are respirators, of the proper type, available and in use where required?	**YES NO**
Have precautions been taken to protect workers from electrical shock?	**YES NO**
Are welding machine and other equipment safely located, grounded, and spark controlled?	**YES NO**

***TRAINING* (Please circle YES or NO.)**	
Have all workers been trained to work safely within a confined space?	**YES NO**
Have all workers completed a pre-entry briefing?	**YES NO**
Have all workers been trained in emergency procedures?	**YES NO**
Have all workers been trained to use fire extinguishers?	**YES NO**
Have all workers been instructed not to bring gas cylinders into the confined space?	**YES NO**
Have all workers been instructed to remove welding hoses and leads from the confined space when not in use?	**YES NO**

***FIRE WATCH* (Please print name clearly.)**
NAME:

***PERSON(S) PERFORMING HOT WORK* (Please print name(s) clearly.)**		
1)	**2)**	**3)**

***SIGNATURE OF PERSON AUTHORIZING ENTRY* (ALL ABOVE QUESTIONS MUST BE ANSWERED YES.)**		
SIGNATURE:	**DATE:**	**TIME: AM/PM**

THIS PERMIT HAS BEEN CANCELED BY:_____ TIME:_____ DATE:_____

Appendix E

Oak Brook Park District
CONFINED SPACE PROTECTION PROGRAM REVIEWS

In order to keep our "Confined Space Protection Program" current, and make sure it protects our employees from Confined Space hazards, the Safety Coordinator and Director of Parks and Planning of the Oak Brook Park District shall review the program on no less than an annual basis. This includes review of all "Profile Sheets", canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

REVIEW DATE	SIGNATURE OF PERSON VERIFYING REVIEW

Appendix F

OAK BROOK PARK DISTRICT
GAS MONITOR CALIBRATION LOG

MAKE	MODEL	SERIAL NUMBER	CALIBRATION DATE	CALIBRATED BY	SENT FOR REPAIRS	DATE RETURNED

~~1~~1: Crisis Management Plan

A crisis is a situation or event that causes, or has the potential to cause, public or media concern. It could be among other things, an accidental drowning, allegation of abuse, a severe vehicle accident or a criminal act that has occurred on agency property. The potential crisis list is endless. If you know of a situation or event that could be of concern to the public or media, please contact the Executive Director or another member of the Crisis Management Team.

The Oak Brook Park District has appointed the Executive Director as the head of its Crisis Management Team. This person will make the decision when the crisis plan needs to be implemented or whether the situation needs to be monitored and handled carefully.

Chain of Responsibility

In the event that the designated Crisis Management Team Head is absent, the following chain of responsibility will be followed in descending order. The first available staff position listed below will take temporary responsibility for implementing the agency's crisis communication plan. All decisions and public responses should come through a consensus of the Crisis Management Team members.

The following is a chain of responsibility order for the Crisis Team head:

1. Executive Director
2. Deputy Director
3. Director of Recreation & Communications
4. Chief Financial Officer

The chain of responsibility will also be used to designate spokespersons that will make official statements to the media on behalf of the agency. All spokespersons should review their duties on a periodic basis to help ensure their preparedness in the event of an unexpected crisis.

GENERAL PROCEDURES WHEN A CRISIS OCCURS

1. Whenever a crisis occurs that involves injury or property damage, the first responsibility of the Crisis Team is to ensure that the agency's emergency response plan is implemented, local EMS (emergency medical services) are contacted and any other actions are taken to minimize further loss. ***Until the crisis is controlled, it is not recommended that any statements be made to the media until the Crisis Team has had time to fully assess the crisis and its impact on those involved.***

2. Stay calm and in control. Notify employees that a crisis exists and that all information about the crisis needs to be immediately communicated to the Crisis Management Team. Notify the head of the Crisis Team at once and provide all known details. The head of the Crisis Team will direct actions depending on the severity of the crisis, the need for immediate information and the time of day. If contacted, members of the Crisis Team must report to the administration building or any other designated location.

3. PDRMA and the Agency Attorney should be immediately contacted in all crisis or potential crisis situations. If applicable, an Incident Report Form should be submitted to PDRMA

within 24 hours.

4. Depending on the situation, contact the governing Board President to make them aware of the situation, followed by notifying other available Board members.

5. Continue to obtain and compile accurate information as quickly as possible so the Crisis Team can disseminate information to the spokesperson that in turn will inform the media, if warranted. Document all events surrounding the crisis. Staff should be assigned to monitor (and videotape, if possible) television news reports. In addition, local news radio stations should be monitored to gather the facts that are being reported. The Crisis Team should interview any staff directly involved as soon as possible. The Crisis Team may appoint "fact-gatherers" to verify all facts necessary for the preparation of written press/media releases, a meeting with the press, meeting with relatives and other affected parties.

6. Establish a Clerical Team to answer phone calls and relay any pertinent information to the Crisis Team. The Clerical Team, as well as the entire Crisis Management Team should document all information received i.e., who called, their title, time of call, etc.

7. The designated spokesman may address the media after the Crisis Team has prepared a statement. The designated spokesman should speak on behalf of the agency and any fault should not be discussed. (In certain instances, the Crisis Team should not disseminate information to the press or make a public statement).

8. Depending upon the type of crisis, a press release may be prepared by the Crisis Team and presented to the media.

SPECIFIC ACTION STEPS FOR CRISIS TEAM

During a crisis, it can be difficult for the Crisis Team to know where to start in the information-gathering process. Following is a list of questions that should be addressed in order to begin the process of responding to a crisis. Depending upon the circumstances, there may be much more information to gather.

1. When appropriate, have the proper authorities been notified? (Police, fire, poison control, EPA, utilities.)

2. Has the Agency's attorney and board members been notified?

3. Has PRDMA been notified?

4. Have victims' families been contacted? In the event of injuries, the Crisis Team members will compile a list of names and hospitals where the injured are transported by the paramedics. Parents of children/minors will receive immediate notification by Park District personnel.

5. What outside parties should be notified?

6. Has the crisis situation been fully investigated? Is there potential for a secondary crisis?

7. Are damage estimates accurate?

8. How can the Crisis Team assure the public that the crisis is under control?

9. Has the waiting media been made comfortable?

10. Will a formal press conference be appropriate and/or necessary?

11. Has the spokesperson been updated with current information and tested with anticipated media questions?

12. Will a crisis center need to be established? Where?

13. Have false statements been reported by the media which should be balanced with facts?

14. Have photographs or videotape been taken to document the damage?

15. Is it necessary to contact EAP or other counseling services for employees or public involved in the crisis?

PROCEDURES FOR CARING FOR CHILDREN AND MINORS

1. The Executive Director and the Crisis Team with recommendations of the Fire and Police Departments will determine when children/minors will be released.

2. Children/minors will be released ONLY to parents or guardians who come to get them. Parents or guardians will be required to sign them out.

3. Children/minors will be released to other people only if the Executive Director/Crisis Team has oral or written authorization allowing for a student release in the event of a crisis situation.

4. Children/minors will be housed in a safe place until an authorized adult arrives to take them home.

5. Park District staff is responsible for children participating in the Park District program or facility they are overseeing at the time the crisis occurs. Staff will maintain headcount, escort children/minors to a place of safety designated by the Crisis Team, notify the Crisis Team of missing children, and will maintain parental/guardian sign out sheet when children are released home. Use attached sign out sheet.

CRISIS TEAM AND STAFF ROLES

Executive Director Duties
(Official Spokesperson, Crisis Team Head)
The Executive Director will act as the official Crisis Team Head and as spokesperson. They will be responsible for the overall coordination of the agency's crisis management plan.

The Executive Director is the primary voice of the park district throughout the crisis, but may request that others with more knowledge of the affected department's operation also speak to the media.

The Executive Director ensures that the Crisis Management Team has access to necessary buildings, facilities, and power sources. Depending upon the crisis, they will coordinate efforts with the Village Public Works Department, Police Department, Utility Companies, etc. and will establish a media center. When applicable, the media should be guided to a designated location so they can monitor the crisis and receive the most up-to-date information on the crisis situation. The Executive Director may assign staff to be responsible for obtaining any needed audiovisual equipment.

Department Director Duties
The appropriate Director will coordinate the processing of incoming information such as witness statements, employee statements, in-coming phone calls, radio reports, television reports, accident investigation results by Safety Coordinator and PDRMA. The Director is further responsible for establishing the following:

- Exactly what happened?
- Who was/is involved?
- Where did the incident occur?
- When did it happen?
- Why did it happen?
- What is currently being done to control or minimize the existing crisis?
- If the answers to the above questions are not known, when will they be known?
- Update the official spokesman about the changes in the situation as they occur.

Supervisor Duties
Agency supervisory staff may be assigned to assist the Executive Director, spokesperson, Crisis Team, Safety Coordinator or clerical staff. Some of the potential assignments may include:

- Providing specific information on a program or facility
- Being responsible for identifying and reserving a designated media site capable of accommodating a large group such as a news conference or open public forum.
- Help assemble accurate information and formulate accurate answers to questions.
- Contact the news media as directed by the spokesperson.
- Obtain information about callers and inquiries from office administration.
- Assist spokesperson in responding to inquiries as directed. Provide only the official information that has been provided by the spokesperson.

- Record and date all statements given to the media.

Safety Coordinator Duties

- Assist PDRMA with investigative efforts.
- Coordinate the identification of witnesses and gather contact information.
- Take photographs and preserve any evidence.
- Contact necessary governmental agencies when applicable. (i.e. EPA following chemical spills, etc.)
- Obtain, compile, or present pertinent safety documentation or practices conducted by the agency.
- Complete the Incident Report Form and turn ~~fax~~ it in to PDRMA within 24 hours. The Safety Coordinator will be responsible for gathering employee statements in a narrative format to supplement the accident report form.
- Contact EAP services or other counseling agencies as directed by the Crisis Team Head.
- Review the accident circumstances and causes and decide a course of action to eliminate and/or prevent a similar situation from occurring in the future. This information will be presented to agency staff after the crisis is controlled.

Office Staff Duties

Answer telephone inquiries associated with the emergency and screen reporters, photographers, or others who arrive unannounced at the administrative building. Before answering any questions, obtain the following information and keep a log of the calls and media visitors:

- The name of the person who is calling or visiting.
- Their title and organization.
- The name of the newspaper, radio, or TV station (if applicable).
- The telephone number where the inquirer can be reached.
- ~~Their fax number.~~
- Reporter's deadline.

Provide only the official information that has been approved by the spokesperson. Let the caller know that they will be contacted as quickly as possible with accurate information. If a reporter, photographer, or other interested persons have arrived at the reception desk, notify the official spokesperson after obtaining the above information.

Spokesperson Duties

The role of the spokesperson is to present official and accurate information to the media on behalf of the agency when appropriate. The agency is not obligated to share any information with the media. However, the phrase "no comment" can lead the media to look for unreliable sources of information. In limited circumstances, it may be prudent not to discuss the crisis with the media pending further investigation. The designated spokesperson should have in-depth knowledge of the organization, be a good public speaker, present oneself in a professional manner and be trained as a spokesperson.

On behalf of the Agency and Crisis Team, the spokesperson should present factual information to the media at the crisis location or at a press conference. It is best to begin any interview by reading a prepared statement to accurately present the agency's response to the crisis.

The spokesperson should refrain from answering any questions when verified facts are not available. In addition, the spokesperson **should never**:

- Release victim information until family members are notified.
- Speculate on liability, damage costs, causes, etc. (until verified)
- Fix blame on others or mislead.
- Speak off the record.

The spokesperson should admit that a crisis has occurred and highlight what steps are being taken to control the situation. The spokesperson should:

- State the facts surrounding the crisis.
- Highlight rescue efforts (if applicable)
- Highlight positive safety record
- Use the media to tell the agency's story
- Balance any false statements made by the public or others.

An effective means of preparing for a spokesperson's role is to conduct a simulated press conference. This role-playing exercise can simulate a potential crisis response at your agency by developing a fictional scenario and having the spokesperson answer difficult questions the media may ask pertaining to the crisis.

When a spokesperson is confronted with a difficult question, it is best to respond by stating that (*the question*) is still under investigation and that additional information will be released when available. This will give the spokesperson and the Crisis Team additional time to confirm facts, gather additional information and formulate a specific answer to the difficult question.

The spokesperson should keep agency employees informed regarding the facts of a crisis when appropriate. Failure to inform employees can lead to the release of misinformation, speculation, and false rumors.

Role of Board Members and Elected Officials

It is recommended that board members and elected officials not make any statements to the news media until after meeting with the Crisis Team. It is recommended that any statements made to the news media only come through a designated spokesperson.

Role of Employees in Dealing with the News Media

In a crisis situation, all information should be released from the members of the Crisis Team through the designated spokesperson for the agency. Reporters may approach employees who are knowledgeable of the event or who are witnesses to the event. Employees should direct reporters and others to the agency spokesperson for their information.

Listed below are some guidelines employees can follow when talking with reporters:

1. If a reporter questions you, you are not required to give an interview. The best way to answer is to say, "I'm not the best person to answer that question. You may want to discuss this with (state the name of the proper person), the agency's official spokesperson."

2. It is acceptable not to know the answer to a question. Just openly admit, "I don't know." Direct the reporter to the spokesperson who may have the answer.

3. It is okay to express sympathy for any persons injured during a crisis. However, employees should direct any specific questions concerning the crisis to the agency's spokesperson.

4. Don't say "No comment." Reporters may interpret the "no comment" phrase to imply guilt and reluctance to talk with the media. You can say, "At this time, it would be premature and speculative to discuss the matter pending further investigation."

5. Do not say anything that you do not want to see in print. A negatively phrased joke or comment loses its humor in print and can be very embarrassing when read later.

6. Never make an "off-the-record" statement. The confidentiality of off-the-record statements cannot be guaranteed.

MEDIA RELATIONS PLAN

STATEMENTS OF ADMISSION

When an accident occurs, no mater how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by the Executive Director, Crisis Team, and the Park District's legal counsel and the causes of the incident have been determined. You are required to contact your Department Head or the Executive Director and not to render speculation on the causes of the incident. Any and all questions relating to an accident involving Park District property and/or personnel must be directed to a Department Head or the Executive Director

Through direction of the Crisis Team Head, the spokesperson will coordinate all interaction with the media. In general, it is beneficial to communicate with the media when accurate information is available. In some cases, it may not be prudent to present detailed information on a crisis to the media. This decision should be made by the Crisis Team and legal counsel. However, in some situations failure to make an official statement to the media or release information may lead to the media seeking alternative and unreliable sources of information.

The spokesperson may designate other individuals to be interviewed when appropriate and will coordinate these interviews and be present for difficult questions. The agency's legal counsel or PDRMA's General Counsel should also be available to assist in answering certain questions.

The waiting media should be made as comfortable as reasonably possible with electrical power, indoor waiting area, coffee, etc. when applicable.

SAMPLE: INITIAL PRESS RELEASE

The Oak Brook Park District has recently been informed that on *(Date of Crisis)* at approximately *(time of crisis)*, the following occurred: *(briefly describe crisis*)

At this time, the specific facts and circumstances surrounding this event have neither been fully substantiated nor confirmed.

We are currently in the process of investigating this matter in full cooperation with:
(identify investigative authorities).

Pending the outcome of our investigation and in fairness to the families and parties involved, it is premature to discuss this matter at this time.

In the interim, concerned or interested parties may contact *(insert contact name and phone number)* for further information or development dates.

NEWS MEDIA OUTLETS – PHONE LIST

TELEVISION STATIONS	**PHONE NUMBER**
WGN - Channel 9	773-528-2311
WLS - Channel 7 (ABC)	312-750-7777 (Hotline: **(312) 750-7070)**
WMAQ - Channel 5 (NBC)	312-836-5555
WBBM - Channel 2 (CBS)	Maine Number: 312-899-2222 Assignment Desk: 312-899-2200
WFLD - Channel 32 (FOX)	312-565-5533

RADIO STATIONS	**PHONE NUMBER**
WBBM AM 780	312-297-7800
WGN AM 720	312- 981-7200

DAILY NEWSPAPERS	**PHONE NUMBER**
Chicago Tribune	312-222-3232 (3143)
Chicago Sun Times	312-321-3000 (2577)
Daily Herald	847-427- 4300
Daily Southtown (Part of Chicago Tribune)	312-222-3232

EMERGENCY SERVICES

	Telephone
Elmhurst Hospital 155 E. Brush Hill Road Elmhurst, IL	331-221-1000
Advocate Good Samaritan Hospital 3815 Highland Avenue Downers Grove, IL	630-275- 5900
Adventist Midwest Hospital 120 N. Oak Hinsdale, IL	630-856- 9000
Fire Department (Direct line: non-emergency)	630-368-5200
Police Department (Direct line: non-emergency)	630-368-8700
Illinois EPA **If you are reporting an environmental emergency, also contact the Illinois Emergency Management Agency (IEMA): 800-782-7860**	1-800-621-8431
ComEd (Business & Emergency)	877-426-6331
Nicor Emergency	888-642-6748

Commented [AS3]: Add separate business phone number

EMERGENCY PERSONNEL

In the event of a crisis situation at one of the Park District's facilities, please use the list below to contact members of the Crisis Team for the facility affected. Please call these individuals in the order listed under the corresponding facility. If there is no response, then call the next person on the list.

FAMILY RECREATION CENTER

Persons in Charge
Deputy Director
Aquatic Facility Manager
FRC Facility Manager

Mechanical Operations
Building Engineer

Contact Persons
Superintendent of Facilities
Deputy Director
Executive Director

TENNIS CENTER

Persons in Charge
Superintendent of Enterprise Ops.
Director of Tennis Ops.
Tennis Center Customer Service Manager

Mechanical Operations
Tennis Center Facility Maintenance Manager
Tennis Center Custodian

Contact Persons
Deputy Director
Superintendent of Parks and Maint.
Executive Director

CENTRAL PARK WEST

Persons in Charge
Deputy Director
FRC Facility Manager

Mechanical Operations
Building Engineer
Superintendent of Parks and Maint.

Contact Persons
Superintendent of Facilities
Deputy Director
Executive Director

Salvage Crew
Executive Director
Chief Financial Officer
Human Resource & Risk Manager
Administrative Services Specialist
IT
Director Recreation & Communications
Deputy Director

CHILD SIGN OUT SHEET

Child Name	Parent/Guardian Name (Print)	Parent/Guardian Signature	Pick-up Date	Pick-up Time

12.1 : Data Security Policy & Procedure

Oak Brook Park District is committed to protecting personal information that is collected for employment and business purposes. The District acknowledges that safeguarding sensitive data in files and on computers makes good business sense. Loss of confidential customer and/or employee data can lead to lawsuits, the erosion of trust in the District and affect our reputation in the community.

Cyber Liability & Data Breach Insurance Claims
A breach is defined as the actual release or disclosure of information to an unauthorized individual/entity that exposes a person's:

- Personally Identifiable Information (PII).
- Protected Health Information (PHI).
- Financial/reputational information that may cause a person inconvenience or harm.
- Financial/reputational information that may cause your company inconvenience or harm.
- Customer (current/former), applicant or employee data.
- Corporate information or intellectual property.

"Personal information" means either of the following:

1. an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:
   a) Social Security number

   b) Driver's license number or state identification card number

   c) Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code or password that would permit access to an individual's financial account.

   d) Medical information

   e) Health insurance information

   f) Unique biometric data

2. user name or email address in combination with a password or security question and answer that would permit access to an online account, when either the user name or email address or password or security question and answer are not encrypted or redacted.

To reduce the risk of fraud, a security breach, and liability, IT staff and each department head will conduct an annual evaluation of the personal information collected, utilized and stored in their department using the following steps:

1. Evaluate
2. Minimize Use
3. Secure It

4. Proper Disposal
5. Employee Training

The Data Security Checklist (Appendix A) shall be used in this process.

1. EVALUATE

Know what personal information you have in your files and on your computers. Understand how personal information moves into, through, and out of your department and who has or could have access to it.

2. MINIMIZE USE

If you do not have a legitimate business need for sensitive, personally identifiable information, do not keep it. Keep only what you absolutely need to conduct business in your department. If a document containing personal information is needed for verification, view it rather than copying and retaining it (i.e., driver's license).

NOTE: Social Security numbers (SSNs) are to be used only within the Human Resources Department for tax and identification purposes.

3. SECURE IT

Protect the information you do keep. This includes physical and electronic security, and employee training on how to handle sensitive information.

- **Paper documents** containing personal information are to be stored in a cabinet, desk or room that is locked when unattended.

- **Security for Transmission of Payment Information**
  The Payment Card Industry (PCI) standards are to be followed for network security and proper storage and destruction of transmittable payment information.

- **Employee Training**
  Employees with access to sensitive personal information are to be trained on how to maintain the security, confidentiality and integrity of the data.

4. PROPER DISPOSAL

District records are retained and disposed of according to a specific schedule approved by the Local Records Unit of the Illinois State Archives of the Secretary of State Office. Paper documents and electronic media containing personal information are to be disposed of according to requirements set forth in the Illinois Personal Information Protection Act (January 1, 2012) in order to protect against identity theft and financial fraud. The act requires proper disposal of materials containing personal information so the information is unreadable, unusable and undecipherable.

The District will utilize the following disposal methods:

- Paper documents containing personal information are to be shredded.
- Electronic media and other non-paper media are to be destroyed or erased.

5. EMPLOYEE TRAINING

- Train employees to take basic steps to maintain the security, confidentiality and integrity of personal information:
  - Lock rooms and file cabinets where records are kept.
  - Protect laptops and cell phones with passwords and limit access by other individuals.
  - Do not share or openly post employee passwords in work areas.
  - Refer calls or other requests for current or former employee information to the Human Resources Department – Human Resource & Risk Manager or Chief Financial Officer.
  - Refer calls or other requests for customer information to the Facility Manager or Director of Recreation and Facilities.

BREACH OF SECURITY -- INVESTIGATION, RESPONSE AND NOTIFICATION

The District will take the following steps upon discovery of a security breach:

1. Implement the appropriate incident response plan.
   - Notify the Executive Director and IT Manager.
   - Contact PDRMA to assist in response efforts.

2. Conduct a thorough investigation to confirm a breach occurred and to determine the scope and cause of the breach.

3. Secure the data.
   - The IT Manager will take all appropriate measures to secure electronic data.
   - Contact the Oak Brook Police Department to report the incident.
   - Contact other appropriate authorities (FBI or the U.S. Secret Service), if necessary, once the data is secured and isolated.

4. Notify those affected by the security breach according to the requirements of the Illinois Personal Information Protection Act (815 ILCS 530). Appendix C further defines a security breach, information applicable to the act, and other timelines of notification. Contact the affected individuals. Use sample letter in Appendix B.
   - Prepare press releases in conjunction with PDRMA legal staff.

APPENDIX A

Data Security Checklist

Assess

Review human resources and personnel records and files to determine what personal employee information is collected, used, maintained and stored.

Review internal forms and computer systems used by employees for expense reports, trainings, reimbursement requests and other administrative functions to limit the availability of personal information.

Review all requests for personal information from clients, customers, vendors and the general public.

Scale down

Identify essential uses of Personal Identifiable Information (PII).

Social Security numbers (SSNs) are to be used only within the Human Resources Department for tax and identification purposes.

Physical and Electronic Security

Know where sensitive customer information is stored and store it securely. Make sure only authorized employees have access. For example:

- Ensure storage areas are protected against destruction or damage from physical hazards, like fire or floods.
- Store records in a room or cabinet that is locked when unattended.

Ensure the server or computer where customer information is stored is accessible only with a strong password and is kept in a physically secure area. Strong passwords are a minimum of eight characters in length and contain numeric characters, symbols and a mixture of upper- and lower-case alphabetic characters. An employee's username and password should never be the same.

Change default passwords on all software on a regular basis.

Avoid storing sensitive customer data on a computer with an Internet connection whenever possible.

Implement strong access controls. For example:

- Limit access to customer information to employees who have a business reason to see it. For example, give employees who respond to customer inquiries access to customer files, but only to the extent they need it to do their jobs.
- Control access to sensitive information by requiring employees to use strong passwords that must be changed on a regular basis.

Develop policies for employees who telecommute or travel often.

- Consider whether or how employees should be allowed to keep or access customer data at home.
- Require employees who use personal computers to store or access customer data to use protection against viruses, spyware and other unauthorized intrusions.

- Allow remote access only with two-factor authentication where one of the factors is provided by a device separate from the computer gaining access.

Maintain secure backup records and keep archived data secure by storing it off line and in a physically secure area.

Maintain a careful inventory of your computers and any other equipment on which customer information may be stored.

Encrypt, using National Institute of Standards and Technology-certified cryptographic modules, all data on mobile computers/devices carrying sensitive data and all data transmitted via public networks.

Use a "time-out" function for all internal computers that house sensitive information, remote access and mobile devices. Time-out functions require users to re-authenticate after periods of inactivity.

Log all computer-readable data extracts from databases holding sensitive information and verify each extract. Logs should be reviewed and inappropriate data extracts should be further investigated.

Ensure all individuals with authorized access to personally identifiable information and their supervisors sign a document clearly describing their responsibilities.

Maintain current updates to all software.

Maintain strong firewalls, anti-virus and anti-spyware protections.

Do not allow employees to download and utilize peer-to-peer (P2P) software.

Develop policies for appropriate use and protection of laptops, PDAs, cell phones or other mobile devices.

Security for Transmission of Payment Information

Build and maintain a secure network.

Install and maintain a firewall configuration to protect data.

Do not use vendor-supplied defaults for system passwords and other security parameters.

Protect cardholder data.

Protect stored cardholder data.

Encrypt transmission of cardholder data across open, public networks.

Maintain a vulnerability management program.

Use and regularly update anti-virus software or programs.

Develop and maintain secure systems and applications.

Implement strong access control measures.

Restrict access to cardholder data based on business need to know.

Assign a unique ID to each person with computer access.

Restrict physical access to cardholder data.

Regularly monitor and test networks.

Track and monitor all access to network resources and cardholder data.

Regularly test security systems and processes.

Employee Hiring & Termination

Check references or order background checks before hiring employees who will have access to customer information. Ask every new employee to sign an agreement to follow your confidentiality and security standards for handling customer information.

Prevent terminated employees from accessing customer and district information by immediately deactivating their passwords, user names, district credit cards and key cards, and repossessing keys.

Disposal

Designate a records-retention manager to supervise the disposal of records containing customer information. If you hire an outside disposal company, conduct due diligence beforehand by checking references or requiring the company to be certified by a recognized industry group.

Shred papers containing customer or employee personal information so the information cannot be read or reconstructed.

Destroy or erase data when disposing of computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs, cell phones or any other electronic media or hardware containing customer or employee information.

APPENDIX B

Written Notice

Date

Dear :

We are contacting you because we have learned of a data security incident that occurred on **[Date of Breach]** that may have involved some of your personal information. The breach involved unauthorized access to the district's **[outline system or equipment]**. The information that may have been breached contained your **[Outline Personal Identifiable Information breached (i.e. name, bank routing number and account number(s), etc.)]**. We are notifying you so you can take action to minimize or eliminate potential harm. We strongly encourage you to take preventive measures now to help prevent and detect any misuse of your information.

As a preventive step, we recommend you closely monitor your financial accounts. If you see any unauthorized activity, promptly contact your financial institution. We also suggest you submit a complaint to the Illinois Attorney General's Identity Theft Hotline at 866-999-5630 or the Federal Trade Commission online at www.ftc.gov/idtheft.

You may also want to contact the three U.S. credit reporting agencies:

1. Equifax: 800-525-6285: www.equifax.com; P.O. Box 740241, Atlanta, GA, 30374-0241.

2. Experian: 888-EXPERIAN (397-3742); www.experian.com; P.O. Box 9532, Allen, TX, 75013.

3. TransUnion: 800-680-7289; www.transunion.com: Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA, 92834-6790.

[If breach involved an individual's user name or email address add the following paragraph with applicable language:] It is recommended that you promptly change your [user name or password and security question or answer, as applicable], or take other steps appropriate to protect all online accounts for which you use the same [user name or email address and password or security question and answer].

You can obtain additional information about fraud alerts and security freezes from these sources. If you have further questions or concerns, please contact me at (telephone #).

Sincerely,

(Name)
Executive Director

APPENDIX C

ILLINOIS LAW REQUIRING NOTIFICATION IN THE EVENT OF A SECURITY BREACH

Personal Information Protection Act
815 ILCS 530/

Security Breach
"Breach of the security of the system data" means unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of personal information maintained by the data collector. "Breach of the security of the system data" does not include good faith acquisition of personal information by an employee or agent of the data collector for a legitimate purpose of the data collector, provided the personal information is not used for a purpose unrelated to the data collector's business or subject to further unauthorized disclosure.

Type of Information
"Personal information" means either of the following:

1. an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:
    a) Social Security number.

    b) Driver's license number or state identification card number.

    c) Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code or password that would permit access to an individual's financial account.

    d) Medical information

    e) Health insurance information

    f) Unique biometric data

2. user name or email address in combination with a password or security question and answer that would permit access to an online account, when either the user name or email address or password or security question and answer are not encrypted or redacted.

"Personal information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

***Note: If the breach involves the unauthorized acquisition of protected health information, notification may be required under the federal Health Insurance Portability and Accountability Act.

Whom to Notify
Any Illinois resident whose personal information has been breached. Any data collector that owns or licenses personal information concerning an Illinois resident shall notify the resident at no charge of a breach of the security of the system data following discovery or notification of the breach.

When to Notify
The disclosure notification shall be made in the most expedient time possible and without unreasonable delay, consistent with any measures necessary to determine the scope of the breach and restore the reasonable integrity, security and confidentiality of the data system.

Information Security and Security Breach Notification Guidance
The notification may be delayed if an appropriate law enforcement agency determines notification will interfere with a criminal investigation and provides the data collector with a written request for the delay.

However, the data collector must notify the Illinois resident as soon as notification will no longer interfere with the investigation.

How to Notify
Notice to consumers may be provided by one of the following methods:

1. Written notice.

2. Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures for notices legally required to be in writing as set forth in Section 7001 of Title 15 of the United States Code.

3. Substitute notice, if the data collector demonstrates the cost of providing notice would exceed $250,000 or the affected class of subject persons to be notified exceeds 500,000, or the data collector does not have sufficient contact information. Substitute notice shall consist of all of the following: (i) email notice if the data collector has an email address for the subject persons; (ii) conspicuous posting of the notice on the data collector's website if the data collector maintains one; and (iii) notification to major statewide media, or, if the breach impacts residents in one geographic area, to prominent local media in areas where affected individuals are likely to reside if such notice is reasonably calculated to give actual notice to persons whom notice is required.

Other Legal Requirements
A data collector that does not own or license the data shall provide such notification of the breach to the owner or licensee. In addition, the data collector shall cooperate with the owner or licensee in matters relating to the breach. That cooperation shall include, but need not be limited to, (i) informing the owner or licensee of the breach, including giving notice of the date or approximate date of the breach and the nature of the breach; and (ii) informing the owner or licensee of any steps the data collector has taken or plans to take relating to the breach.

12.1 : Data Security Policy & Procedure

Oak Brook Park District is committed to protecting personal information that is collected for employment and business purposes. The District acknowledges that safeguarding sensitive data in files and on computers makes good business sense. Loss of confidential customer and/or employee data can lead to lawsuits, the erosion of trust in the District and affect our reputation in the community.

Cyber Liability & Data Breach Insurance Claims
A breach is defined as the actual release or disclosure of information to an unauthorized individual/entity that exposes a person's:

- Personally Identifiable Information (PII).
- Protected Health Information (PHI).
- Financial/reputational information that may cause a person inconvenience or harm.
- Financial/reputational information that may cause your company inconvenience or harm.
- Customer (current/former), applicant or employee data.
- Corporate information or intellectual property.

"Personal information" means either of the following:

1. an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:
   a) Social Security number

   b) Driver's license number or state identification card number

   c) Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code or password that would permit access to an individual's financial account.

   d) Medical information

   e) Health insurance information

   f) Unique biometric data

2. user name or email address in combination with a password or security question and answer that would permit access to an online account, when either the user name or email address or password or security question and answer are not encrypted or redacted.

To reduce the risk of fraud, a security breach, and liability, IT staff and each department head will conduct an annual evaluation of the personal information collected, utilized and stored in their department using the following steps:

1. Evaluate
2. Minimize Use
3. Secure It

4. Proper Disposal
5. Employee Training

The Data Security Checklist (Appendix A) shall be used in this process.

1. EVALUATE

Know what personal information you have in your files and on your computers. Understand how personal information moves into, through, and out of your department and who has or could have access to it.

2. MINIMIZE USE

If you do not have a legitimate business need for sensitive, personally identifiable information, do not keep it. Keep only what you absolutely need to conduct business in your department. If a document containing personal information is needed for verification, view it rather than copying and retaining it (i.e., driver's license).

NOTE: Social Security numbers (SSNs) are to be used only within the Human Resources Department for tax and identification purposes.

3. SECURE IT

Protect the information you do keep. This includes physical and electronic security, and employee training on how to handle sensitive information.

- **Paper documents** containing personal information are to be stored in a cabinet, desk or room that is locked when unattended.

- **Security for Transmission of Payment Information**
  The Payment Card Industry (PCI) standards are to be followed for network security and proper storage and destruction of transmittable payment information.

- **Employee Training**
  Employees with access to sensitive personal information are to be trained on how to maintain the security, confidentiality and integrity of the data.

4. PROPER DISPOSAL

District records are retained and disposed of according to a specific schedule approved by the Local Records Unit of the Illinois State Archives of the Secretary of State Office. Paper documents and electronic media containing personal information are to be disposed of according to requirements set forth in the Illinois Personal Information Protection Act (January 1, 2012) in order to protect against identity theft and financial fraud. The act requires proper disposal of materials containing personal information so the information is unreadable, unusable and undecipherable.

The District will utilize the following disposal methods:

- Paper documents containing personal information are to be shredded.
- Electronic media and other non-paper media are to be destroyed or erased.

5. EMPLOYEE TRAINING

- Train employees to take basic steps to maintain the security, confidentiality and integrity of personal information:
  - Lock rooms and file cabinets where records are kept.
  - Protect laptops and cell phones with passwords and limit access by other individuals.
  - Do not share or openly post employee passwords in work areas.
  - Refer calls or other requests for current or former employee information to the Human Resources Department – Human Resource & Risk Manager or Chief Financial Officer.
  - Refer calls or other requests for customer information to the Facility Manager or Director of Recreation and Facilities.

BREACH OF SECURITY -- INVESTIGATION, RESPONSE AND NOTIFICATION

The District will take the following steps upon discovery of a security breach:

1. Implement the appropriate incident response plan.
   - Notify the Executive Director and IT Manager.
   - Contact PDRMA to assist in response efforts.

2. Conduct a thorough investigation to confirm a breach occurred and to determine the scope and cause of the breach.

3. Secure the data.
   - The IT Manager will take all appropriate measures to secure electronic data.
   - Contact the Oak Brook Police Department to report the incident.
   - Contact other appropriate authorities (FBI or the U.S. Secret Service), if necessary, once the data is secured and isolated.

4. Notify those affected by the security breach according to the requirements of the Illinois Personal Information Protection Act (815 ILCS 530). Appendix C further defines a security breach, information applicable to the act, and other timelines of notification. Contact the affected individuals. Use sample letter in Appendix B.
   - Prepare press releases in conjunction with PDRMA legal staff.

APPENDIX A

Data Security Checklist

Assess

Review human resources and personnel records and files to determine what personal employee information is collected, used, maintained and stored.

Review internal forms and computer systems used by employees for expense reports, trainings, reimbursement requests and other administrative functions to limit the availability of personal information.

Review all requests for personal information from clients, customers, vendors and the general public.

Scale down

Identify essential uses of Personal Identifiable Information (PII).

Social Security numbers (SSNs) are to be used only within the Human Resources Department for tax and identification purposes.

Physical and Electronic Security

Know where sensitive customer information is stored and store it securely. Make sure only authorized employees have access. For example:

- Ensure storage areas are protected against destruction or damage from physical hazards, like fire or floods.
- Store records in a room or cabinet that is locked when unattended.

Ensure the server or computer where customer information is stored is accessible only with a strong password and is kept in a physically secure area. Strong passwords are a minimum of eight characters in length and contain numeric characters, symbols and a mixture of upper- and lower-case alphabetic characters. An employee's username and password should never be the same.

Change default passwords on all software on a regular basis.

Avoid storing sensitive customer data on a computer with an Internet connection whenever possible.

Implement strong access controls. For example:

- Limit access to customer information to employees who have a business reason to see it. For example, give employees who respond to customer inquiries access to customer files, but only to the extent they need it to do their jobs.
- Control access to sensitive information by requiring employees to use strong passwords that must be changed on a regular basis.

Develop policies for employees who telecommute or travel often.

- Consider whether or how employees should be allowed to keep or access customer data at home.
- Require employees who use personal computers to store or access customer data to use protection against viruses, spyware and other unauthorized intrusions.

- Allow remote access only with two-factor authentication where one of the factors is provided by a device separate from the computer gaining access.

Maintain secure backup records and keep archived data secure by storing it off line and in a physically secure area.

Maintain a careful inventory of your computers and any other equipment on which customer information may be stored.

Encrypt, using National Institute of Standards and Technology-certified cryptographic modules, all data on mobile computers/devices carrying sensitive data and all data transmitted via public networks.

Use a "time-out" function for all internal computers that house sensitive information, remote access and mobile devices. Time-out functions require users to re-authenticate after periods of inactivity.

Log all computer-readable data extracts from databases holding sensitive information and verify each extract. Logs should be reviewed and inappropriate data extracts should be further investigated.

Ensure all individuals with authorized access to personally identifiable information and their supervisors sign a document clearly describing their responsibilities.

Maintain current updates to all software.

Maintain strong firewalls, anti-virus and anti-spyware protections.

Do not allow employees to download and utilize peer-to-peer (P2P) software.

Develop policies for appropriate use and protection of laptops, PDAs, cell phones or other mobile devices.

Security for Transmission of Payment Information

Build and maintain a secure network.

Install and maintain a firewall configuration to protect data.

Do not use vendor-supplied defaults for system passwords and other security parameters.

Protect cardholder data.

Protect stored cardholder data.

Encrypt transmission of cardholder data across open, public networks.

Maintain a vulnerability management program.

Use and regularly update anti-virus software or programs.

Develop and maintain secure systems and applications.

Implement strong access control measures.

Restrict access to cardholder data based on business need to know.

Assign a unique ID to each person with computer access.

Restrict physical access to cardholder data.

Regularly monitor and test networks.

Track and monitor all access to network resources and cardholder data.

Regularly test security systems and processes.

Employee Hiring & Termination

Check references or order background checks before hiring employees who will have access to customer information. Ask every new employee to sign an agreement to follow your confidentiality and security standards for handling customer information.

Prevent terminated employees from accessing customer and district information by immediately deactivating their passwords, user names, district credit cards and key cards, and repossessing keys.

Disposal

Designate a records-retention manager to supervise the disposal of records containing customer information. If you hire an outside disposal company, conduct due diligence beforehand by checking references or requiring the company to be certified by a recognized industry group.

Shred papers containing customer or employee personal information so the information cannot be read or reconstructed.

Destroy or erase data when disposing of computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs, cell phones or any other electronic media or hardware containing customer or employee information.

APPENDIX B

Written Notice

Date

Dear :

We are contacting you because we have learned of a data security incident that occurred on **[Date of Breach]** that may have involved some of your personal information. The breach involved unauthorized access to the district's **[outline system or equipment]**. The information that may have been breached contained your **[Outline Personal Identifiable Information breached (i.e. name, bank routing number and account number(s), etc.)]**. We are notifying you so you can take action to minimize or eliminate potential harm. We strongly encourage you to take preventive measures now to help prevent and detect any misuse of your information.

As a preventive step, we recommend you closely monitor your financial accounts. If you see any unauthorized activity, promptly contact your financial institution. We also suggest you submit a complaint to the Illinois Attorney General's Identity Theft Hotline at 866-999-5630 or the Federal Trade Commission online at www.ftc.gov/idtheft.

You may also want to contact the three U.S. credit reporting agencies:

1. Equifax: 800-525-6285: www.equifax.com; P.O. Box 740241, Atlanta, GA, 30374-0241.

2. Experian: 888-EXPERIAN (397-3742); www.experian.com; P.O. Box 9532, Allen, TX, 75013.

3. TransUnion: 800-680-7289; www.transunion.com: Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA, 92834-6790.

[If breach involved an individual's user name or email address add the following paragraph with applicable language:] It is recommended that you promptly change your [user name or password and security question or answer, as applicable], or take other steps appropriate to protect all online accounts for which you use the same [user name or email address and password or security question and answer].

You can obtain additional information about fraud alerts and security freezes from these sources. If you have further questions or concerns, please contact me at (telephone #).

Sincerely,

(Name)
Executive Director

APPENDIX C

ILLINOIS LAW REQUIRING NOTIFICATION IN THE EVENT OF A SECURITY BREACH

Personal Information Protection Act
815 ILCS 530/

Security Breach
"Breach of the security of the system data" means unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of personal information maintained by the data collector. "Breach of the security of the system data" does not include good faith acquisition of personal information by an employee or agent of the data collector for a legitimate purpose of the data collector, provided the personal information is not used for a purpose unrelated to the data collector's business or subject to further unauthorized disclosure.

Type of Information
"Personal information" means either of the following:

1. an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:
    a) Social Security number.

    b) Driver's license number or state identification card number.

    c) Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code or password that would permit access to an individual's financial account.

    d) Medical information

    e) Health insurance information

    f) Unique biometric data

2. user name or email address in combination with a password or security question and answer that would permit access to an online account, when either the user name or email address or password or security question and answer are not encrypted or redacted.

"Personal information" does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

***Note: If the breach involves the unauthorized acquisition of protected health information, notification may be required under the federal Health Insurance Portability and Accountability Act.

Whom to Notify
Any Illinois resident whose personal information has been breached. Any data collector that owns or licenses personal information concerning an Illinois resident shall notify the resident at no charge of a breach of the security of the system data following discovery or notification of the breach.

When to Notify
The disclosure notification shall be made in the most expedient time possible and without unreasonable delay, consistent with any measures necessary to determine the scope of the breach and restore the reasonable integrity, security and confidentiality of the data system.

Information Security and Security Breach Notification Guidance
The notification may be delayed if an appropriate law enforcement agency determines notification will interfere with a criminal investigation and provides the data collector with a written request for the delay.

However, the data collector must notify the Illinois resident as soon as notification will no longer interfere with the investigation.

How to Notify
Notice to consumers may be provided by one of the following methods:

1. Written notice.

2. Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures for notices legally required to be in writing as set forth in Section 7001 of Title 15 of the United States Code.

3. Substitute notice, if the data collector demonstrates the cost of providing notice would exceed $250,000 or the affected class of subject persons to be notified exceeds 500,000, or the data collector does not have sufficient contact information. Substitute notice shall consist of all of the following: (i) email notice if the data collector has an email address for the subject persons; (ii) conspicuous posting of the notice on the data collector's website if the data collector maintains one; and (iii) notification to major statewide media, or, if the breach impacts residents in one geographic area, to prominent local media in areas where affected individuals are likely to reside if such notice is reasonably calculated to give actual notice to persons whom notice is required.

Other Legal Requirements
A data collector that does not own or license the data shall provide such notification of the breach to the owner or licensee. In addition, the data collector shall cooperate with the owner or licensee in matters relating to the breach. That cooperation shall include, but need not be limited to, (i) informing the owner or licensee of the breach, including giving notice of the date or approximate date of the breach and the nature of the breach; and (ii) informing the owner or licensee of any steps the data collector has taken or plans to take relating to the breach.

12.2: Identity Theft Prevention – Customer Information Policy

I. Statutory and Rules Requirements

Pursuant to the Federal Trade Commission's "Red Flag" Rules, which implements Section 114 of the Fair and Accurate Credit Transactions ("FACT") Act of 2003, the Oak Brook Park District (the "District") is a "creditor" who holds and manages "Covered Accounts", in that the District offers an Electronic Funds Transfer Account ("EFTA") for payment of membership fees. As a "creditor", the District is required to implement a Program to detect, prevent, and mitigate instances of Identity Theft, and provide for identification, detection, and appropriate response to patterns, practices, or specific activities, known as "Red Flags", which could indicate Identity Theft. Specifically, pursuant to the "Red Flag" Rules, the District's Program must include reasonable policies and procedures to:

- Identify relevant Red Flags for new and existing "covered accounts" and incorporate those Red Flags into the Program.
- Detect Red Flags that have been incorporated into the Program.
- Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
- Ensure that the Program is updated periodically, to reflect changes in the risks from Identity Theft to customers or to the safety and soundness of the District.

II. Definitions Related to the "Red Flag" Rules

Covered Account: An account that the District offers or maintains, primarily for personal, family or household purposes, which involves or is designed to permit multiple payments for transactions. The District's EFTA's are Covered Accounts. (16 CFR 681.2(b)(3)(i)).

Identity Theft: A fraud committed or attempted using the Identifying Information of another person without authority. (16 CFR 681.2(b)(8) and (16 CFR 603.2(a)).

Identifying Information: Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any name, social security number, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, credit card information, customer bank account information, or other unique electronic identification number, address or routing codes. Additional examples of Identifying Information are set forth in 16 CFR 603.2(a).

Red Flag: A pattern, practice or specific activity that indicates the possible existence of Identity Theft with respect to a Covered Account.

Certain terms used but not otherwise defined herein shall have the meanings given to them in the FTC's Identity Theft Rules (16 CFR Part 681) or the Fair Credit Reporting Act of 1970 (15 U.S.C. 1681, *et seq.*), as amended by the Fair and Accurate Credit Transactions Act of 2003, which became effective on December 4, 2003. (Public Law 108-159).

III. Identification of Red Flags

The District has considered the guidelines and the illustrative examples of possible Red Flags from the FTC's Identity Theft Rules and has reviewed the District's past history with instances of Identity Theft, if any. The District hereby determines that the following are the relevant Red Flags for purposes of this Program, given the relative size of the District and the limited nature and scope of the services that the District provides to its residents through Covered Accounts:

A. The presentation of suspicious documents.

1. Documents provided for identification appear to have been altered or forged.

2. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

3. Other information on the identification is not consistent with information provided by the person opening a new Covered Account or customer presenting the identification.

4. Other information on the identification is not consistent with readily accessible information that is on file with the District, such as an application form or a recent check.

5. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

B. The presentation of suspicious personal Identifying Information.

1. Personal Identifying Information provided by the customer is not consistent with other personal Identifying Information provided by the customer.

2. Personal Identifying Information provided is associated or consistent with known fraudulent activity, such as an invalid phone number or fictitious billing address, or a phone number or address that is consistent with a previous fraudulent application.

3. The address or telephone number provided is the same as or similar to the information submitted by other customers.

4. The person opening the Covered Account fails to provide all required personal Identifying Information on the application or in response to notification that the application is incomplete.

5. Personal Identifying Information provided is not consistent with personal Identifying Information that is on file with the District.

6. If the District uses challenge questions, the person opening the Covered Account or the current customer, cannot provide authenticating information beyond that which generally would be available.

C. Suspicious Account Activity or Unusual Use of Account

1. Shortly following the notice of a change of address for a Covered Account, the District receives a request to change the account holder's name.

2. A new account is used in a manner commonly associated with known patterns of fraud. For example: the customer fails to make the first payment or makes an initial payment but no subsequent payments.

3. A Covered Account with a stable history shows irregularities, such as nonpayment when there is no history of late or missed payments, or a material change in usage patterns.

4. A Covered Account that has been inactive for a reasonably lengthy period of time shows activity.

5. Mail sent to the customer is returned repeatedly as undeliverable although usage of services continues in connection with the customer's Covered Account.

6. The District is notified that the customer is not receiving mail sent by the District.

7. The District is notified of unauthorized usage of services in connection with a customer's Covered Account.

D. Notice of possible Identity Theft.

The District is notified by a customer, a victim of Identity Theft, a law enforcement authority, a consumer reporting agency, or any other person, of possible Identity Theft in connection with a Covered Account, or that the District has opened a fraudulent account for a person engaged in Identity Theft.

Detection of Red Flags

A. Employee Training

The employees of the District that interact directly with customers on a day to day basis shall have the initial responsibility for monitoring the information and documentation provided by the customer or any third-party in connection with the opening of new accounts, modification of, or access to existing accounts and the detection of any Red Flags that might arise. The Director or a designee shall see to it that all employees who might be called upon to assist a customer are properly trained so that they have a working familiarity with the relevant Red Flags identified in this Program, and so as to be able to recognize any Red Flags that might surface in connection with the transaction. An employee who is not sufficiently trained in this Program shall not have the authority to provide the customer with any service transaction without the direct supervision and specific approval of a management employee. Employees shall receive additional training as appropriate, as changes to the Program are made. All management employees shall be properly trained so that they can recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may be present. Management employees shall be responsible for making the final decision on any such unresolved Red Flags.

B. Application and Implementation Policy

1. The Director or a designee shall establish a written policy setting forth the manner is which a prospective new customer may apply for a Covered Account, the information and documentation to be provided by the customer in connection with such an application, the steps to be taken by the employee assisting the customer with the application in verifying the customer identity, and the manner in which the information and documentation provided by the customer shall be maintained.

2. The Director or a designee shall establish a written policy setting forth the manner in which customers with existing accounts shall establish their identity before being allowed to make modifications to their account(s).

3. The Director or a designee shall establish a written policy setting forth the steps to be taken in the event of an unresolved Red Flag situation.

C. Final decision on Identifying Information.

If the responsible employees of the District, as set forth in the previous paragraphs, are unable, after making a good faith effort, to form a reasonable belief that they know the true identity of a customer attempting to open a new account or modify an existing account, based on the information and documentation provided by the customer or any third-party, the District shall not open or modify the existing account.

V. Privacy and Confidentiality

A. Collection of Personal Identifying Information

Only the personal Identifying Information that is necessary for the District's business should be collected and used by the District's employees. Whenever possible, such information should be obtained directly from the customer, and if such information requires supplementation, only reputable and reliable third-party sources shall be used.

B. Retention and Security of Personal Identifying Information

Personal Identifying Information should be retained only for as long as necessary or required by law. Personal Identifying Information should be carefully secured and protected, and internal access to such information should be limited to only those employees with a legitimate business reason for seeking and using such information. Use of such information should be limited solely to the purposes for which the information was originally obtained. Unless legally or contractually required, any external disclosure of personal Identifying Information shall require the consent of the customer concerned.

VI. Program Management

A. Initial Risk Assessment – Covered Accounts

Accounts for personal, family and household purposes are specifically included within the definition of a Covered Account in the FTC's Identity Theft Rules. Therefore, the District hereby determines that, with respect to its EFTA's, the District offers and/or maintains Covered Accounts. The District has performed an initial risk assessment to determine whether it offers or maintains any other accounts for which there are reasonably foreseeable risks to customers from Identity Theft. In making this determination, the District considered (1) the methods it uses to open its accounts, (2) the methods it uses to access its accounts, and (3) its previous experience with Identity Theft, if any. The District concluded that it does not offer or maintain any such other Covered Accounts at this time.

B. Program Updates – Risk Assessment

The Program, including relevant Red Flags, is to be updated as often as necessary, but at least annually, to reflect changes in risks to customers from Identity Theft. Factors to consider in the Program update include:

1. An assessment of the risk factors identified above.

2. Any identified Red Flag weaknesses in associated account systems or procedures.

3. Changes in methods of Identity Theft.

4. Changes in methods to detect prevent and mitigate Identity Theft.

C. Oversight

The initial adoption and approval of the Identity Theft Prevention Program shall be by Resolution of the Board of Park Commissioners. Thereafter, changes to the Program of a day-to-day operational character, and decisions relating to the interpretation and implementation of the Program, may be made by the Director. Major changes or shifts in policy positions under the Program shall only be made by the Board of Park Commissioners.

D. Specific Program Elements and Confidentiality

For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the District's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by the Board of Park Commissioners, and thus publicly available, it would be counterproductive to identify these specific practices here. Therefore, only the Program's general Red Flag detection, implementation and prevention policies and practices are provided for in this document.

12.3: Identity Theft Protection – Social Security Numbers Policy

Purpose:
This Identity Protection Policy is adopted pursuant to the Identity Protection Act (5 ILCS 179/1 *et seq.*) (the "Act") to protect social security numbers from unauthorized disclosure.

Definitions:

District: The Oak Brook Park District (the "District").

Identity Protection Policy:
Any policy created to protect social security numbers from unauthorized disclosure, including this "Oak Brook Park District Identity Protection Policy".

Person: Any individual in the employ of the District or acting as an agent or representative of the District under contract in a professional capacity.

"Publicly Post" or "Publicly Display":
To intentionally communicate or otherwise intentionally make available to the general public.

Prohibited Activities:
No person acting on behalf of the District may do any of the following:

(1) Publicly post or publicly display in any manner an individual's social security number.

(2) Print an individual's social security number on any card required for the individual to access products or services provided by the District.

(3) Require an individual to transmit their social security number over the Internet, unless the connection is secure or the social security number is encrypted.

(4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery, unless State or Federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision of the Act or this Policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under the Act or this Policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

Except as otherwise provided in the Act or this Policy, no person may do any of the following:

(1) Collect, use or disclose a social security number from an individual, unless:

(a) Required to do so under State or Federal law, rules or regulations, or unless the collection, use or disclosure of the social security number is otherwise necessary for the performance of the District's duties and responsibilities;

(b) The need and purpose for the social security number is documented before collection of the social security number; and

(c) The social security number collected is relevant to the documented need and purpose.

(2) Require an individual to use thier social security number to access an Internet website.

(3) Use the social security number for any purpose other than the purpose for which it was collected.

(4) Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by the Act or this Policy.

Exclusions from Prohibitions:
The prohibitions listed hereinabove shall not apply in the following circumstances:

(1) The disclosure of social security numbers to agents, employees, contractors or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Act on a governmental entity to protect an individual's social security number will be achieved.

(2) The disclosure of social security numbers pursuant to a court order, warrant or subpoena.

(3) The collection, use or disclosure of social security numbers in order to ensure the safety of State and local government employees; persons committed to correctional facilities, local jails and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.

(4) The collection, use or disclosure of social security numbers for internal verification or administrative purposes.

(5) The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt, or to a governmental agency to assist with an investigation or the prevention of fraud.

(6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the Federal Fair Credit Report Act, to undertake any permissible purpose that is enumerated under the Federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

Freedom of Information Act Requests:
Notwithstanding any provisions of the Act or this Policy to the contrary, the District and any person acting on behalf of the District shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information of documents containing all or any portion of an individual's social security number, including, but not limited to the Illinois Freedom of Information (5 ILCS 140/1, *et seq.*); provided, that the District and any such person shall redact all social security numbers from such information or documents before allowing the public inspection or copying thereof.

Applicability:
This Policy shall not apply to the collection, use or disclosure of a social security number as required by State or Federal law, rule or regulation. If a Federal law takes effect requiring any Federal agency to establish a national unique patient health identifier program, any person who complies with the Federal law shall be deemed to be in compliance with this Policy.

This Policy shall not apply to documents that are recorded with a County Recorder or required to be open to the public under any State or Federal law, rule or regulation, applicable case law, Supreme Court Rule or the Constitution of the State of Illinois.

Training:
All District employees who have access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Such training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

Other Requirements:
The District and any person acting on behalf of the District shall also comply with the following additional requirements:

(1) Only those District employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.

(2) Social security numbers required from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.

(3) When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the District is collecting and using the social security number shall be provided to the individual.

Distribution of Policy:
This Policy will be distributed as follows:

(1) A written copy of this Policy shall be provided to the District's President and Board of Park Commissioners within thirty (30) days after its effective date.

(2) Each current District employee shall be provided and shall acknowledge receipt of a copy of this Policy. Each employee hereinafter hired by the District shall be provided and shall acknowledge receipt of a copy of this Policy upon commencing their employment. The acknowledged copy of this Policy shall be filed and maintained in each District employee's personnel file.

(3) A copy of this Policy shall be made available to any member of the public, upon request.

If the District amends this Policy, a written copy of the amended Policy shall be provided to the District's President and Board of Park Commissioners, and all District employees shall be provided with a copy of the amended Policy.

Effective Date:
This Policy shall be effective on June 1, 2011.

13: Dispensing of Medication Policy

Issue
The American's With Disabilities Act obligates park districts, special recreation associations, and forest preserve districts to make reasonable accommodations for persons with special needs who will be participating in our park and recreation programs.

One of the most common and reasonable requests is to assist a participant in taking medication during a program session when they do not have the ability to do it on their own. This has been a standard practice in special recreation associations for some time. However, park districts are seeing many persons with special needs entering park district programs. Without special training and the necessary procedures to administer medication, there are potential liabilities that could arise at an agency if the dispensing of medication is not administered properly.

In addition, there are participants with severe, potentially life-threatening allergies, who need to possess and self-administer in an emergency an epinephrine auto-injector or inhaler. Under the Illinois Asthma Inhalers at Recreation Camps Act (410 ILCS 607/1 et seq.), the child may possess, self-administer, and use an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event or program, upon the completion and parental/guardian signature on the *Waiver & Release of All Claims for Use of Inhaler or Auto-Injector* form.

Recommendation
It is recommended that all staff that may be assigned to work a program in which a patron will need to receive medication with staff's assistance or patrons who may need to self administer emergency epinephrine auto injector or inhaler, should review the following medication dispensing guidelines.

To minimize the administration of a medication dispensing program through staff's assistance, parents or guardians should be asked if the person can be medicated prior to entering the program. The agency's medical dispensing program should only be used when it is absolutely necessary to administer medication to a child or patron during program hours.

PROCEDURE FOR DISPENSING OF MEDICATION DURING PARK DISTRICT PROGRAMS THROUGH PARK DISTRICT STAFF

I. Parental Procedures and Responsibilities

The parent/guardian **must**:

1. Complete the *Permission to Dispense Medication Waiver and Release of All Claims* form;

2. Complete and sign the *Medication Information* form;

3. Deliver all medication to the Oak Brook Park District administration office in the original prescription bottle or in clearly marked containers which include the person's name, medication, dosage, and time of day medication is to be given;

4. Verbally communicate with agency staff regarding specific instructions for medication.

II. Staff Medication Dispensing Procedures

Oak Brook Park District's program staff **must**:

1. Ensure that the *Permission to Dispense Medication Waiver and Release of All Claims* form and *Medication Information* form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication;

2. Ensure that only authorized staff accept medication, which may include the Program Coordinator, Recreation Manager, Superintendent of Recreation, or other designated staff.

3. Verbally communicate with the parent or guardian regarding any specific instructions regarding the dispensing or storage of the medication. It is also the responsibility of the authorized staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. **It is extremely important that stored medication is out of the reach of other patrons and particularly children.**

4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized program staff.

5. Program staff responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.

6. Unless otherwise arranged, only paid and trained agency staff will be allowed to dispense medication.

7. Oak Brook Park District staff responsible for dispensing medication will fully complete the medication information contained on the medication log form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into the agency's office and kept in a permanent file for at least one year at the conclusion of the program.

OAK BROOK PARK DISTRICT
PERMISSION TO DISPENSE MEDICATION
WAIVER AND RELEASE OF ALL CLAIMS

The Oak Brook Park District will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

Program Name:_____ Date: _____

I _____ the parent/guardian of: _____
(Print Name)

give permission to the staff of the Oak Brook Park District to administer to my child the following medication:

_____
(Name of Medication)

I understand it is my responsibility to give the medication directly to the program staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

Participant's Name: *(print)* _____

Name of medicine and complete dosage instructions: _____

_____

_____

_____

_____

_____

In all cases, the recommended dosage of any medication will not be exceeded.

If after administering medication, there is an adverse reaction, I give my permission to the Oak Brook Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks of physical injury in connections with the administering of medication to my minor child. In consideration of the Oak Brook Park District administering medication to my minor child, I do hereby fully release or discharge the Oak Brook Park District and its officers, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have, arising out of, connected with, incidental to, or in any way associated with the administering of medication. I further agree to indemnify, hold harmless and defend the Oak Brook Park District, and its officers, agents, volunteers and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child and arising out of, connected with, incidental to or in any way associated with the administering of medication.

Parent's Name: *(print)*_____

Parent's Signature:_____ Date: _____

OAK BROOK PARK DISTRICT
WAIVER & RELEASE OF ALL CLAIMS FOR USE
OF INHALER OR AUTO-INJECTOR (EPI-PEN)

WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 et seq., you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Oak Brook Park District.

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the (District/SRA), including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Oak Brook Park District.

I further agree to protect, indemnify, save defend and hold harmless the Oak Brook Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Oak Brook Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Oak Brook Park District.

I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Participant's Name: *(print)* _____

Address: _____

City:_____ State:_____ Zip: _____

Phone Number:_____ Email: _____

Parent's Name: *(print)*_____

Parent's Signature:_____ Date: _____

Participation will be denied if the signature of the parent/guardian and date are not on this waiver.

OAK BROOK PARK DISTRICT - MEDICATION INFORMATION

THIS FORM MUST BE COMPLETED FOR EACH PROGRAM SESSION OR WHEN MEDICATION CHANGES.
Please clearly print all information.

Program Name: _____
Participant's Name: _____ Age: _____
Parent's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Home Number: _____ Cell Phone: _____
Email: _____

Doctor's Name: _____
Address: _____ City: _____ State: ____ Zip: _____
Phone Number: _____

MEDICATION INFORMATION

1. Medication Name: _____

Dose: _____ Time: _____

Storage instructions and specific recommendations for administration: _____

_____

Possible side effects and instructions: _____

Any severe adverse reactions that may occur to another child, if they come in contact with or receive a dose of medication:

_____

2. Medication Name: _____

Dose: _____ Time: _____

Storage instructions and specific recommendations for administration: _____

_____

Possible side effects and instructions: _____

Any severe adverse reactions that may occur to another child, if they come in contact with or receive a dose of medication:

_____

Other Information: _____

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.
Parent's Signature: _____ Date: _____

OAK BROOK PARK DISTRICT MEDICATION LOG **YEAR _____**

Participant's Name: **Program:** **Session:**

Medication: **Dosage:**

(only one medication per chart)

Date:														
Time														
Initials														

OAK BROOK PARK DISTRICT MEDICATION LOG **YEAR _____**

Participant's Name: **Program:** **Session:**

Medication: **Dosage:**

(only one medication per chart)

Date:														
Time														
Initials														

OAK BROOK PARK DISTRICT MEDICATION LOG **YEAR _____**

Participant's Name: **Program:** **Session:**

Medication: **Dosage:**

(only one medication per chart)

Date:														
Time														
Initials														

14: Electrical Safety

Electrical hazards can cause burns, shocks and electrocution (death).

- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a fallen overhead power line. Call ComEd (1-800-Edison-1) to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
- Always use caution when working near electricity.
- Ground and/or bond all containers before opening and dispensing fuel.
- Use labeled safety containers with appropriate safety features installed with fuel, such as safety gas cans instead of the more dangerous plastic gas cans.
- Do not use old or rusty containers or worn bonding and grounding clamps or worn and frayed wires.
- Turn off all engines and equipment. Except those used in the fuel transferring process. The fuel pumps should be the only electrical source running.
- When handling fuels, avoid the use of synthetic fabrics. Wear cotton clothing and overalls to minimize static build-up.
- Avoid the use of Velcro on or around fuel dispensing and handling equipment. • Never wear jewelry when working with electrical equipment

14: Electrical Safety

OSHA Quick Card 3294 10N-05

15: Ergonomics Policy

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for Oak Brook Park District staff. It is the policy of the Oak Brook Park District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The Oak Brook Park District establishes this policy to minimize the potential for employee injury and to provide a safe and healthful workplace for all employees. Participation by all employees is essential to the success of our safety and health program, and is a condition of employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

What are Ergonomic Risk Factors?
Job responsibilities often require employees to do activities that create the risk of either an immediate injury or a repetitive pattern of activity that can stress or strain the body over time, eventually causing significant injury. Whether performing parks maintenance activities, desk work, or working hands on with patrons, the degree of risk depends on the intensity, frequency, and duration of exposure to risk factors.

The Occupational Safety and Health Administration (OSHA) has identified the following five ergonomic risk factors as ones that can result in both on-the-job and off-the-job injuries:

1. **Forceful exertions**: Lifting, pinching, grasping, pushing, pulling, and carrying.

2. **Postures:** Awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

3. **Contact stress:** Leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.

4. **Repetition:** Performing the same motion, or series of motions, over and over.

5. **Vibration:** Use of tools that vibrate, such as a jackhammer.

What are the Goals of an Ergonomic Policy?

- Improve employee safety, health and morale
- Identify workplace hazards
- Reduce or eliminate workplace hazards
- Lower costs by reducing injuries and worker's compensation claims
- Identify training needs
- Implement effective injury prevention training programs

Developed 6/1/12
Safety Manual Approved by Board 5/18/15

WORKPLACE ASSESSMENT & ACTION PLAN

1. ERGONOMIC HAZARD ASSESSMENT

Supervisors are responsible for evaluating their employee workspaces on an annual basis to determine if improvements need to be made. They are also responsible for identifying tasks that currently or historically have caused or contributed to employee injuries.

Use the forms in Appendix A to evaluate each of these tasks:

- Ergonomic Assessment Checklist
- Computer Workstation Checklist

The assessments shall be used to develop solutions.

2. INJURY PREVENTION SOLUTIONS

Use the Task Specific Solutions form in Appendix B to assist in developing solutions.

What are the Types of Ergonomic Solutions?

Ergonomic solutions decrease stress on the human body and the employees that perform the task. Since there are usually many options for getting a particular task done, it requires a team approach including employees, supervisors, and the administration to choose the best ergonomic solution for each high-risk task identified.

A. Administrative solutions – These include changing work practices or the way work is organized. Management must monitor work practices and gather employee feedback to ensure effectiveness. Look at how different employees perform the same tasks and then consider the following solutions:

1) Find solutions through contractors.

For especially hazardous job tasks, consider contracting them to an outside vendor. This transfers the risk of injury to the contractor who has highly trained employees and special equipment to perform these tasks. Contractors can limit exposure to lifting and material handling stress to agency operations such as tree removal and brush trimming by changing transportation or delivery locations, or to reducing the size of a delivery.

2) Provide variety in jobs.

Use job rotation and/or increase job responsibilities to provide more task variety. To be effective, change jobs and tasks so they differ in the:

- Muscles or body parts used
- Working postures
- Amount of repetition
- Pace of work
- Amount of physical exertion required
- Visual and mental demands
- Environmental conditions

3) **Adjust work schedules and work pace.**
Gradually introduce new employees to the physical demands of strenuous or repetitive work tasks and include those returning from long absences back to a normal work pace and workload. Job rotation is an effective way to use different muscles, body parts, or postures.

4) **Provide recovery time.**
Recovery periods (i.e., muscle relaxation periods) can help prevent muscle fatigue and injury. Several short breaks can reduce the frequency and duration of physically demanding activities. Ask employees for ideas about the best rotation or break schedules. Their suggestions can help reduce the negative physical impact of strenuous work tasks while maintaining a productive work schedule.

5) **Modify work practices.**
- Pay close attention to how employees do the work. Encourage them to be comfortable, change positions, and stretch during work periods. Supervisors should use positive reinforcement or employee counseling to redirect employees not following established safe work practices. The body is stronger, more efficient, and less prone to injury when it is in midrange postures and within the area that is above the knees, below the shoulders, and close to the body – the power zone.

- Midrange postures do not require bending the joints of the neck, back, legs, arms, and wrists to extreme positions. The power zone reflects the area where workers have the greatest power to perform heavier work tasks with less bending, stooping, or reaching.

- Administrative solutions can help reduce workers' exposure to risk factors by limiting the amount of time on "problem jobs" that are shown to cause employee injuries. The most effective way to eliminate problem jobs is to change them. Do this by implementing the right engineering solutions, outlined below, and modifying work practices.

B. **<u>Engineering solutions</u>** – These include rearranging, modifying, redesigning, providing or replacing tools, equipment, workstations, packaging, parts, processes, products, or materials. Minimize the need for administrative controls and personal protective equipment to reduce potential employee injury.

1) Research equipment catalogs, call vendors, or ask other districts for additional assistance and options. (For example: Ask if vendors can package products in smaller loads or provide other options/products.)

2) Purchase assistive devices to decrease loads on the body (i.e., lift and trailer gates, mechanical lifts, hand-trucks, carts, lifts, scissor tables, skid loaders, hi-lifts and hundreds of related devices that can reduce the strain on the human body).

3) Consult with PDRMA or one of PDRMA's ergonomic experts for insight into improvements, costs, and potential value.

C. <u>Training</u> – Training alone is not an ergonomic solution. Combine it with workplace changes, train employees, and include hands-on practice with new tools, equipment, or work practices to ensure employees have the skills to work safely. Interactive training is most effective because it keeps the employee engaged. Be sure to:

1) Provide hands-on practice when introducing new tools, equipment, or procedures.

2) Use several types of visual aids (e.g., pictures, charts, videos) showing actual tasks in agency work areas. *(Appendix D – Training Resources)*

3) Hold small-group discussions and problem-solving sessions.

4) Give employees ample opportunity for questions.

5) Ask veteran employees what solutions they have learned over the years to reduce ergonomic exposures.

3. ACTION PLAN

<u>Supervisors are responsible for establishing and managing an action plan to correct ergonomic problems identified in the assessment</u>. *Use the Ergonomic Action Plan form in Appendix C to record each problem area, determined solutions, and target completion dates.*

1) Existing ergonomic assessments should be revaluated and reviewed every three years. Additional ergonomic assessments should be completed whenever there is a new task, new workstation or an occurrence of an injury/accident.

APPENDIX A

- **Ergonomic Risk Assessment Checklist**
- **Computer Workstation Checklist**

Appendix A

ERGONOMIC RISK ASSESSMENT CHECKLIST

Following are guidelines for activities that should be *limited or restricted*.

Forceful exertions: lifting, pinching, grasping, pushing, pulling, and carrying.

Lifting:

- Lifting to or from below the knees.
- Lifting to or from above the shoulders.
- Lifting an item that weighs more than 100 pounds.
- Lifting an item that weighs between 50 - 100 pounds.
- Lifting an item that is large or awkwardly shaped.

Push/Pull:

- Pushing or pulling a heavy object(s) without use of a cart, dolly, or other mechanical assistance.
- Pushing or pulling a heavy object(s) without use of a handle(s) or secure handholds.

Carrying:

- Carrying with one hand
- Two-hand carry for more than 25 feet
- Carrying performed more than five times per day
- Carrying performed while climbing on a ladder or other equipment

Postures: awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time
- Working with hands above shoulders for prolonged periods of time
- Looking up or down for prolonged periods of time
- Working with the neck or trunk twisted for prolonged periods of time
- Working with the wrist in a bent position for prolonged periods of time
- Working with the arms extended for prolonged periods of time

Contact stress: leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.

- Palm of the hand used like a hammer to strike a hard surface
- Sole of the foot used to strike a hard surface
- Knee or other body part used to strike objects
- Kneeling (one or both knees) required on a hard surface like concrete or tile?
- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time

Repetition: performing the same motion, or series of motions, over and over.

- Performing a task more than 100 times per day
- Performing a task between 50-99 times per day
- Performing a task between 25-50 times per day
- Performing a task between 1-24 times per day (heavy objects)

General Risk Factors: use of tools that vibrate, use of personal protection equipment

- Employees observed using required PPE while performing the task

- PPE items are in safe, usable condition

ERGONOMIC RISK ASSESSMENT CHECKLIST

Department: _____

Job Task: _____ **Job Location:** _____

Completed by: _____ **Date:** _____

Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		
FORCEFUL EXERTIONS		
LIFTING *(if no lifting is required, proceed to push/pull)*	**Y**	**N**
Does the task require lifting to or from below the knees?		
Does the task require lifting to or from above the shoulders?		
Does the item lifted weigh more than 100 pounds?		
Does the item lifted weigh between 50 - 100 pounds?		
Does the item lifted weigh less than 50 pounds?		
Does the item lifted have handles?		
Is the item large or awkwardly shaped?		
Does staff demonstrate proper lifting technique?		
Has staff been instructed in proper lifting technique?		
PUSH/PULL *(if no pushing or pulling is required, proceed to awkward postures)*	**Y**	**N**
Can the employee use a cart, dolly, or other mechanical assistance to move the item(s)?		
If mechanical assistance is available, is it used?		
Does the item being pushed or pulled have a handle or handles?		
If mechanical devices are available, are they in safe, working condition?		
CARRYING *(if no carrying occurs, proceed to awkward postures)*		
Does the task require carrying with one hand?		
Does the task require a two-hand carry for more than 25 feet?		
Is carrying performed more than five times per day?		
Is carrying performed while climbing on a ladder or other equipment?		
POSTURES		
AWKWARD POSTURES *(if awkward postures are not common, proceed to contact stress)*	**Y**	**N**
Identify the awkward postures observed for this task from the list below.		
1. Prolonged bending at the waist		
2. Kneeling on one or both knees for prolonged periods of time		
3. Working with hands above shoulders for prolonged periods of time		
4. Looking up or down for prolonged periods of time		
5. Working with the neck or trunk twisted for prolonged periods of time		
6. Working with the wrist in a bent position for prolonged periods of time		
7. Working with the arms extended for prolonged periods of time		
Have employees been instructed in reversal-of-posture exercises?		
CONTACT STRESS (*If contact stress is not common, proceed to repetition*)		
Is the palm of the hand used like a hammer to strike a hard surface?		
Is the sole of the foot used to strike a hard surface?		
Is the knee or other body part used to strike objects?		
Is kneeling (one or both knees) required on a hard surface like concrete or tile?		

ERGONOMIC ASSESSMENT CHECKLIST (Continued)

REPETITION *(If repetition is not involved, proceed to personal protective equipment)*	**Y**	**N**
Is the task performed more than 100 times per day?		
Is the task performed between 50-99 times per day?		
Is the task performed between 25-50 times per day?		
Is the task performed between 1-24 times per day?		
PERSONAL PROTECTIVE EQUIPMENT (PPE)		
Is there a policy on the use of PPE?		
Was/were the employee/employees utilizing PPE when the injury occurred?		
Would injury have occurred if PPE had been used?		
If required, are employees observed using required PPE while performing the task?		
Are PPE items in safe, usable condition?		
Using the information above, the supervisor should identify a task that is leading to injuries. Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		

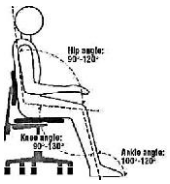
Commented [MP4]: Formatting needs fixed

Ergonomics-Office/Sitting on the Job

Sitting jobs require less muse ular effort, but that does not exempt people from the injury risks usually associated with more physically demanding tasks. Sitting requires the muscles to hold the trunk, neck and shoulders in a fixed position. A fixed working position squeezes the blood vessels in the muscles reducing the blood supply to the working muscles just when they need it the most. An insufficient blood supply accelerates fatigue and makes th e muscles prone to injury. Employees who work in a sitting position for long periods may suffer back pain, muscle tenderness and aches, varicose veins, stiff necks, and numbness in the legs.

What is a "good" sitting body position?

There is no one or single body position that is recommended for sitting. Every worker can sit comfortably by adjusting the angles of their hips, knees, ankles and elbows. The following are general recommendations.

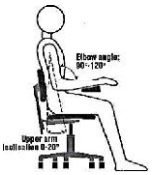


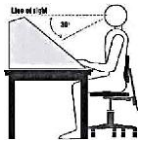
Keep the joints such as hips, knees and ankles open slightly (more than 90°)

Keep the upper body within 30° of an upright position



- Always keep the head aligned with the spine.
- Keep upper arms between vertical and 20° forward.
- Keep elbows at an angle between 90° and 120°.
- Keep forearms between horizontal and 20° up.
- Support the forearms





Keep the wrists straight and aligned with the forearms. Place the working object so th at it can be seen at viewing angle of 10° to 30° below the line of siaht.

- Keep shoulders low and relaxed.
- Keep elbows tucked in.
- Tuck chin in and do not bend forward when looking down and forward.
- Change positions frequently but remain within recommended ranges.
- Alternate crossed legs.
- Avoid bending to the side.
- Avoid bending forward.
- Do not slouch.
- Do not sit for more than 50 minutes at a time

This fact sheet is provided for PDRMA's use by Alliant Risk Control Consulting. This information is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice.

Source: Alliant Insurance Services, Inc. • PHONE (800) 789-5655 • www.alliantinsurance.com

E-1OEEE

Computer Workstation Checklist

Checklist	Yes	No
1. Can the workstation be adjusted to ensure proper posture by:		
• Adjusting knee & hip angles to achieve comfort & variability?		
• Supportinq heels & toes on the floor or a footrest?		
• Placing arms comfortably at the side and hands parallel to the floor (plus or minus two inches)?		
• Holding nearly straight and resting them on a padded surface?		
2. Does the chair:		
• Adjust easily from the seated position?		
• Have a padded seat pan (soft but compresses about 1 inch)?		
• Have a seat that is approximately 18 inches wide?		
• Have a back rest that provides lumbar support and can be used while working?		
• Have a stable base with casters that are suited to the type of flooring?		
3. Does the chair manufacturer offer different seat pan lengths (15 to 17 inches) that have a waterfall design?		
4. Does the seat pan adjust for both height (minimum 4 inches) and angle (plus or minus 5 degrees)?		
5. Is there at least 24 inches of clearance for the feet, 15 inches for the knees, and 20 inches of width for the legs and seat relative to the edge of the work surface?		
6. Is there sufficient space for the thighs between the work surface & the seat?		
7. Are the keyboard height from the floor and the slope of the keyboard surface adjustable?		
8. Is the keyboard prevented fro sliooing when in use?		
9. Is the keyboard detachable?		
10. Does the keyboard meet ANSI/HFS 100-1988 (or ISO 9241) standards?		
11. Is the mouse, pointing device, or calculator at the same level as the keyboard?		
12. Are the head & neck held in a neutral posture?		
13. Are arm rests provided for intensive or lonq duration kevinq jobs?		
14. Is the screen clean & free from flickering?		
15. Is the top of the screen sliqhtlv below eve level?		
16. Can the screen swivel horizontally & tilt or elevate vertically?		
17. Does the monitor have briqhtness & contrast controls?		
18. Is the monitor between 18 & 30 inches from the worker?		
19. Is there sufficient lighting without glare on the screen from lights, windows, & surfaces?		
20. Are the headsets used when frequent telephone work is combined with hand tasks such as typing, use of a calculator, or writing?		
21. Is the job organized so that workers can change postures frequently?		
22. Does the worker leave the workstation for at least 10 minutes after every hour of intensive keying and for at least 15 minutes after every 2 hours intermittent keying?		

23. Is intensive avoided by: • **Job rotation?** • **Self pacing?** • **Job enlargement?** • **Adequate recovery breaks?**		
24. Is there the possibility of alternating tasks during the shift (e.g., intensive keying or mouse work filing copying, telephone calls, intermittent keying)?		
25. Are employees trained in: • **Proper postures?** • **Proper work methods?** • **How to make adjustments to the workstation?** • **Awareness of risk factors for musculoskeletal disorders?** • **How to seek assistance with concerns?**		
26. Are workers able to set their own pace, without electronic monitoring or incentive pay?		

APPENDIX B

- **Task Specific Solutions**

Appendix B

TASK SPECIFIC SOLUTIONS

	FORCEFUL EXERTIONS—SOLUTIONS
	LIFTING
	Raise or lower starting height of object to waist level
	If unable to raise or lower object to waist level, adjust starting height of object between thigh and shoulder level
	Instruct employee(s) in safe and proper lifting techniques
	Implement mandatory two-person lift
	Investigate mechanical devices for lifting
	Contact vendor to discuss packaging product in smaller quantity
	Contact vendor to discuss availability of packaging with handles
	PUSH/PULL
	Use a cart, dolly, or other mechanical device to move the object
	Adjust handle to an ideal height – between waist and chest
	Confirm mechanical equipment is available and in safe working condition
	Train employee(s) in use of mechanical device
	Investigate purchase of mechanical device
	CARRYING
	Use of cart or mechanical device when carrying more than 50 ft.
	Use carrying device such as wheeled case
	Move supplies closer to destination using vehicle to reduce carrying distance
	AWKWARD POSTURES
	Train employees in use of proper body mechanics
	Implement reversal-of-posture exercises following tasks requiring awkward postures
	Use step ladder to bring body closer to work, reducing reaching and looking up while performing overhead work
	Investigate rearranging equipment, product, or process to reduce or eliminate awkward posture
	Raise or lower object to reduce or eliminate forward or backward bent posture
	Implement employee rotation strategy to reduce duration of awkward posture(s)

	CONTACT STRESS
	Use knee/kneeling pads for tasks involving kneeling
	Use proper tools instead of using palm, sole of foot, or knee like a hammer
	Pad sharp corners or edges to reduce contact stress
	REPETITION
	Automate process or task versus manual performance
	Outsource process or task
	Incorporate job rotation into process or task
	Implement reversal-of-posture exercises following tasks requiring repetition
	PERSONAL PROTECTIVE EQUIPMENT (PPE)
	Implement policy on use of PPE for task
	Review policy and procedure on use of PPE for task
	Repair or replace defective PPE items
	Investigate purchase of appropriate PPE items for task

APPENDIX C

- **Ergonomic Action Plan**

Appendix C

ERGONOMIC ACTION PLAN FORM

Utilizing the results of the ergonomic assessment and solutions analysis, record each area of concern along with the determined solution(s), and target completion date.

Task or workplace problem	Solution(s)	Target completion date
Mixing and preparing field marking paint -bending	Mix paint while bent on 1 knee or elevate the pail to waist level on a hard surface	August 26, 2016
Using power pole-saw for tree trimming -neck and back strain, overhead work	Take frequent breaks and use reversal of posture exercises	August 26, 2016
Bee Apiary Maintenance -lifting, bending	Utilize proper body mechanics when lifting and carrying hive boxes	August 19, 2016
Bee Apiary Maintenance -potential for bee stings	Only trained staff should access the hives for maintenance wearing PPE	August 19, 2016
Snow Shoveling -potential for slips/falls, heart issues, back	Use proper footwear, take breaks, use proper body mechanics, reversal of posture	August 19, 2016
String trimming -twisting, back and shoulder strain	If equipped, use shoulder strap. Take breaks to perform reversal of posture stretching	March 12, 2018
Weeding -bending, stooping, reaching, knee pain	Frequent reversal of posture stretches, use knee pads	August 16, 2022
Raking/shoveling -bending, awkward posture, muscle strain	Frequent reversal of posture stretches, use proper tool techniques to keep back straight	August 16, 2022

APPENDIX D

- **Training Resources**

Appendix D

TRAINING RESOURCES

1. PDRMA Website (pdrma.org): videos, pamphlets, online training courses
2. Ergonomics Overview (Alliant Insurance Services, Inc.)
3. Ergonomics - Back Safety (Alliant Insurance Services, Inc.)
4. Ergonomics - Back Problems – Don't Take Back Problems Sitting Down! (Alliant Insurance Services, Inc.)
5. Ergonomics - Office/Sitting on the Job (Alliant Insurance Services, Inc.)
6. Reversal of Posture Exercises (Accelerated Rehabilitation Centers)

16: Facility Use After Public Hours Policy

The Oak Brook Park District may only be used after public hours under the following conditions:

1. A written request for after public hours use must be submitted to the Facility Manager and written approval must be received. Facility use requests from staff must be approved by the Executive Director.

2. A rental request from a patron or employee must include the name of the contact person. A request for use of the facility after public hours by employees for a District-related function must include the names of all persons in attendance.

3. There must be a CPR/AED certified Oak Brook Park District employee on duty and not participating in the event for the entire duration of the after public hours use.

4. A list of the authorized scheduled rentals shall be provided to the employee on duty.

5. All District facility safety rules must be adhered to at all times.

6. All rental requests must follow the normal rental procedures.

7. Renters will only have access to the spaces listed in the contract.

17: Fall Protection Program

TABLE OF CONTENTS

Introduction	1
Mandatory Requirements	1
Fall Protection Program	3
A. General	3
B. Responsibility	3
C. Written Program	3
D. Fall Protection Assessment	3
E. Training	4
1. Training Program	4
2. Initial Training	5
3. Certification	5
4. Refresher Training	5
F. Fall Protection Procedures	5
G. Protective Materials and Hardware	6
H. Fall Protection Systems	7
I. Inspection and Maintenance	7
J. Contractor Responsibilities	8
Training Resources	9
Appendix 1 – Fall Protection Hazard Assessment and Analysis Form	Appendix Page 1

FALL PROTECTION PROGRAM

I. INTRODUCTION

Many people think that falls primarily occur in the construction industry, where workers fall from roofs or scaffolds. The truth is that most falls can and do occur throughout all job occupations and in the home. People fall down stairs, slip down ramps, fall through floor openings, fall off chairs, or trip and fall in their offices.

Although you may not realize it, falls are a leading cause of occupational death in today's workplace, second only to motor vehicle collisions. The reasoning behind this statistic is that nearly every occupation, in one way or another, performs some type of task that puts us at risk of a fall. The task could be as simple as climbing a step ladder to change a light bulb, or as complex as operating a powered lift to change light fixtures at the baseball diamond or ice rink.

It is important to remember that people have fallen from considerable heights and received only broken bones, while others fall to the floor from a standing or sitting position and die from their injuries. That is why it is important to evaluate each situation where a fall could occur and utilize the right tool, step-ladder, ladder or harness for the job.

The following list provides some real-life examples of falls that have occurred within PDRMA member agencies:

- Maintenance worker fell through skylight and dislocated hip and cracked ribs;
- Pro shop cashier fell through attic while retrieving supplies and bruised shoulder and arm;
- Maintenance worker fell off scaffold and fractured leg;
- Theater worker fell through floor lights on stage and sprained ankle;
- Teaching assistant standing on chair to hang Halloween decorations fell spraining wrist;
- Preschool teacher standing on a chair to hang poster fell receiving a concussion and fractured wrist;
- Maintenance worker fell off 15-foot fixed ladder fracturing vertebrae;
- Maintenance worker fell off ladder while painting pipes and fractured arm.

Nearly all falls result from conditions or practices that seem obvious after an accident. However, preventing such accidents requires maintaining safe conditions in the workplace as well as proper planning, supervision, and training to promote safer actions by District employees. The District has a responsibility to prevent these accidents from happening, or at least reducing, fall hazards from the work site or work area. Taking a proactive approach to fall protection will not only keep the District in compliance with OSHA/IDOL, it will provide a safer work and play environment.

II. MANDATORY REQUIREMENTS

The OSHA Safety Standards establish uniform requirements to make sure that the hazards from

elevated falls in U.S. workplaces are evaluated, and that hazard information to educate workers is provided to all affected workers. OSHA recognizes that such accidents are, generally, complex events, involving a combination of factors. Accordingly, OSHA notes that a number of human and equipment related issues must be addressed to protect employees from fall hazards. Among those issues are the following:

- The need to know where and when fall protection is required;
- The selection of fall protection systems which are appropriate for given situations;
- The proper construction and installation of safety systems;
- The proper supervision of employees;
- The implementation of safe work procedures; and
- The proper training in the selection, use, and maintenance of fall protection systems.

In essence, the fall protection standards require that agencies conduct a **hazard assessment** of their workplace to determine if any fall hazards exist that would require the use of fall protection equipment. Agencies must select and have affected employees use the designated fall protection equipment to protect themselves from fall hazards. Agencies are required to assess the workplace to determine if hazards that require the use of fall protection equipment be present. Agencies must certify in writing that a workplace hazard assessment has been performed (see Appendix 1).

Another mandated aspect of the fall protection compliance program is the **training of employees**. Employees must be trained to know when fall protection equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Agencies are also required to certify in writing that training has been carried out and that employees understand it. While the fall protection standard will primarily affect maintenance departments, there are still many recreation related activities and hazards that need to be included in your hazard assessment which will require the use of fall protection equipment. For example, employees that utilize an ice skating or gymnastics harness system to assist patrons in performing a specific routine may, on occasion, need to adjust or repair certain component parts at unscheduled times. These individuals must be trained in your fall protection procedures. In addition, there may be times when recreation staff need to use ladders or scaffolding to obtain stored equipment or to prepare scenes for a theatrical group. **All employees and volunteers that are exposed to a fall risk greater than 4 feet should be trained in your fall protection program.**

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor who has jurisdiction in Illinois in the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that effect employees.

It is the responsibility of the District to develop a comprehensive fall protection program which will include specific mandatory documentation that needs to be completed and maintained by the District. This documentation may be requested by the IDOL inspector and reviewed for content

and quality. IDOL inspectors are not to be feared. These inspectors are trained to identify safety related problems at public agencies and assist you in complying with any regulations that need to be addressed. Typically, fines will only be assessed when an agency has been informed of a specific violation and does not respond to correct a violation within a prescribed period set forth by the IDOL inspector. In most cases, the IDOL inspector will provide you with sample materials to assist you in complying with a safety and health regulation. In addition, PDRMA can provide you with additional sample materials to assist you in your compliance efforts.

III. FALL PROTECTION PROGRAM

A. General:

The Oak Brook Park District will ensure that the hazards of all elevated falls over 4 feet, within our facilities are evaluated, and that information concerning their hazards is transmitted to all employees. This policy is intended to address the issues of evaluating potential fall hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

B. Responsibility:

The Safety Coordinator and department heads are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. All Park District employees are responsible for safety at all times. The Oak Brook Park District has expressly authorized these individuals to halt any Park District operation where there is danger of serious personal injury due to falls.

C. Written Program:

The District will review and evaluate this Fall Protection Policy:

- On an annual basis;
- When changes occur to the OSHA fall protection standards;
- When facility operational changes occur that require a revision of this document;
- When there is an accident or close-call that relates to this area of safety;
- When fall protection procedures fail.

Effective implementation of this program requires support from all levels of management at the Oak Brook Park District. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

D. Fall Protection Assessment:

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the fall hazard(s) is not possible. The Oak Brook Park District will evaluate the facilities by department to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. A fall hazard assessment sheet will be used

to document fall hazard assessments. Each department manager will maintain a complete list of fall hazard locations and protective measures procedures for their work area.

E. Training:

1. Training program

A training program will be provided for all employees who will be exposed to fall hazards in the work area and will be conducted by competent personnel. The program will include but will not be limited to:

- A description of fall hazards in the work area;
- Procedures for using fall prevention and protection systems;
- Equipment limitations;
- The elements encompassed in total fall distance;
- Prevention, control and fall arrest systems;
- Inspection and storage procedures for the equipment.

Generally, workers will be trained to recognize the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces. Training programs will include prevention, control and fall arrest systems. It is required that appropriate fall arrest systems are installed, and that employees know how to use them before beginning any work that requires fall protection.

2. Initial training

Training will be conducted prior to job assignment. The Park District will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees. This policy will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:

- Types of fall protection equipment appropriate for use.
- Recognition of applicable fall hazards associated with the work to be completed and the locations of such.
- Load determination and balancing requirements.
- Procedures for removal of protection devices from service for repair or replacement.
- All other employees whose work operations are or may be in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.
- Fall protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment

having illegible identification markings will be turned in to the supervisor for inspection.

- Equipment maintenance and inspection requirements.
- Equipment donning and doffing procedures.
- Equipment strengths and limitations.

3. Certification

The Oak Brook Park District will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

4. Refresher training

This policy will be provided to and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner:

- Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever the District has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
- Whenever a fall protection procedure fails.
- The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

F. Fall Protection Procedures:

Once a facility or specific job task evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by Park District competent individuals or other competent personnel. Oak Brook Park District personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered.

The following guidelines will be used when planning work at elevated heights:

- Involve staff familiar with fall protection early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.

- Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.

- Involve maintenance staff when anchorage points must be installed.

- The Park District will be specific in dealing with fall hazards when developing contracts or bid specifications. Contractors will be required to provide a written fall protection program which describes the Contractors' fall protection policies and procedures when they will be working at elevated heights.

- Include your fall protection equipment vendor during training programs and during the fall protection selection process prior to a job task.

G. Protective Materials and Hardware:

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the supervisor and/or other designated fall protection personnel.

1. *Selection Criteria:*
   Fall Protection devices will be singularly identified; will be the only devices(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:

   - Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.

   - Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.

   - Capable of withstanding the ultimate load of 5,000 lbs. for the maximum period of time that exposure is expected.

2. *Standardization within District facilities:*
   Fall protection devices will be standardized whenever possible.

H. Fall Protection Systems:

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. These systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. The District may utilize, but not limited to the following fall protection systems:

- Guard rail systems
- Hand rail and stair rail systems
- Safety net systems
- Fall arrest systems
- Scaffolding

I. Inspection and Maintenance:

To ensure that fall protection systems are ready and able to perform their required tasks, an inspection and maintenance program will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
- All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturers guidelines.
- The user will inspect equipment prior to each use and check the inspection date.
- Any fall protection equipment subjected to a fall or impact load, will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
- Check all equipment for mold, damage, wear, mildew, or distortion.
- Hardware should be free of cracks, sharp edges, or burns.
- Ensure that no straps are cut, broken, torn or scraped.
- Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
- Equipment that is damaged or in need of maintenance will be tagged as unusable, and ***will not be stored*** in the same area as serviceable equipment.
- Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

J. Contractor Responsibilities:

In addition to complying with the fall protection requirements that apply to all Oak Brook Park District employees, each contractor who is retained to perform operations that involve fall protection will:

- Obtain any available information regarding fall hazards and protective measures from the Park District.

- Coordinate fall protection operations with the Park District, when both Park District personnel and contractor personnel will be working in or near recognized fall hazard locations.

- Inform the Park District of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within Park District owned facilities through a debriefing immediately prior to the operation.

TRAINING RESOURCES

1. PDRMA Library – Booklets
   Slips Trips and Falls Pamphlet *Ladders and Stairways Pamphlet*

2. PDRMA Video Library:
   Safety Matters: Slips, Trips and Falls (Dupont)
   Stairways and Ladders – The First Step (Dupont)

Appendix 1

OAK BROOK PARK DISTRICT
FALL PROTECTION
HAZARD ASSESSMENT AND ANALYSIS

Department: _____ **Location:** _____

Completed by: _____ **Date:** _____

OSHA requires employers to complete an assessment of all work tasks or activities done at elevated heights (over 4 feet general industry/6 feet construction) and select fall protection methods to protect employees working at these heights. Assessments should be task specific. The process involves:

1. Identifying work tasks or activities that must be done at elevated heights.
2. Selecting options that will protect employees from these fall hazards.
3. Identifying the employees that perform these work tasks and activities.
4. Training these people to recognize the inherent fall hazards and how to implement the Fall Protection options selected by the District.

Use a copy of the Fall Protection assessment form to aid you in evaluating each job task and what forms of fall protection you can use. Once the job task has been evaluated you can use the Fall Protection Summary sheet to record all the individual job tasks and fall protection measures that should be followed.

FALL PROTECTION ASSESSMENT FORM

Job Task requires the use of:	Fall Protection Measure
Portable ladders: Either wood, metal or fiberglass. Either step or extension ladder.	Train staff to properly select the type of ladder to match the job for which it will be used. Also provide training on inspection, care, maintenance, use and set up. Document all training and inspections.
Fixed ladder	Under the revised 1910.27 (d), all new fixed ladders more than 24 feet and replacement ladder/ladder sections must have a ladder safety or personal fall protection system. For existing ladders, a cage, well, ladder safety system, or personal fall arrest system must be installed that do not have any fall protection. In 2037, all ladders extending more than 24 feet must have a ladder safety or personal fall arrest system.
Scaffolding: Either job built or portable.	All scaffolding must be provided with a guardrail (36-42 inches high), a mid-rail and toe board around its entire perimeter, and/or use of a personal fall arrest system by employee (harness and lanyard)
Man-lift or Scissors lift	Unit must be outrigger equipped and these must be deployed. Unit must be equipped with guard rail, mid rail and toe board, and possibly the use of a personal fall arrest system (harness and lanyard) by employee, depending on the job being performed.
Work on roofs	If leading edge of the roof is 6 feet above the lower level use guardrail, safety net, or personal fall arrest system (harness and lanyard). On a low slope roof, less than 50 feet in width can use safety monitor system 1926.502(h). If there are skylights must have guardrail around or skylight screen over skylight. 1910.23(a)(4)
Bucket truck lifts (Tree trimming, etc.)	Outriggers deployed, and use of personal fall arrest system (harness and lanyard)

OAK BROOK PARK DISTRICT
FALL PROTECTION HAZARD ASSESSMENT
SUMMARY SHEET

Department: _____ **Completed by:** _____

Date_____

Job Task/Activity	Performed by	Fall Hazard	Fall Protection Measure To be used
Comments			

I certify that I personally performed the above Hazard Assessment on the date indicated.
This document is a Certification of the Hazard Assessment.

Signed by: _____Date: _____

OAK BROOK PARK DISTRICT
CERTIFICATION OF FALL PROTECTION TRAINING FORM

	PRINT	SIGN
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Trainer: _____ **Date:** _____

18: CPR/AED/FIRST AID

Commented [AS5]: Remove specific protocols, and instead state: Location of AED's, basic steps, and what training plans the district uses

All full-time Park District employees as well as part-time employees working in the following positions are required to be certified in CPR/AED and First Aid:

- Before/After School Program Staff
- Camp Staff
- Early Childhood Staff
- Facility Rental Attendants
- Field Supervisors
- ~~Fitness Floor Staff~~
- Group Fitness Instructors
- Lifeguards
- Personal Trainers
- Pool Managers
- ~~Tennis Center~~ Front Desk Staff

BASIC STEPS IN A MEDICAL EMERGENCY

Basic steps in any medical emergency situation are **recognizing the emergency, deciding to help, and activating Emergency Medical Service (EMS), if necessary.** In any medical emergency, always remain calm and protect yourself.

1. **Assess the physical area – SETUP:**
   - **S**top - Pause to identify hazards
   - **E**nvironment - Consider your surroundings
   - **T**raffic - Be careful along roadways
   - **U**nknown Hazards - Consider things that are not apparent
   - **P**ersonal Safety - Use protective barriers

2. **Contact EMS and Retrieve an AED**
   - Adult (Onset of puberty and older)
     - Have bystander call 911 to active EMS and then retrieve an AED.
     - If alone, do it yourself immediately.
   - Child/Infant (Infant: less than 1-year of age/ Child: 1-year until onset of puberty)
     - Have bystander call 911 to activate EMS and then retrieve an AED.
     - If alone, perform 2 minutes of CPR before leaving the scene to get an AED.

3. **Determine if the person is responsive and if they are breathing.**
   - **Perform CPR if the person is unresponsive and not breathing <u>or</u> gasping for air.**
   - **Perform continuous cycles of 30 chest compressions then 2 rescue breaths** minimizing interruptions until relieved by another responder or if unable to safely continue.
   - **Perform 30 Effective Chest Compressions (**administered at a rate of 100 per minute):
     - Adult (onset of puberty and older): Use two hands and compress at least 2"
     - Child (1 year until onset of puberty): Use one hand and compress at least 1/3 diameter of chest or about 2"
     - Infant (less than 1 year of age): Use two fingers and compress at least 1/3 diameter of chest or about 1.5"
   - **Give Two (2) Effective Rescue Breaths**
     - Tilt head, Lift chin (initially check for obstruction)
     - Rescue breath should cause the rise of the chest.
     - Avoid excessive breaths that could injure the lungs.

4. **Utilize the AED as soon as it is available to assess the cardiac condition of the person and determine the appropriate time to administer a shock to treat them.**
   - Turn the AED machine on and follow voice instructions.
   - If a shock is advised, deliver the shock and immediately resume CPR.
   - If NO shock is advised, immediately continue CPR.
   - Follow the AED voice instructions until:
     - Individual clearly moves;
     - Another provider takes over; or
     - EMS assumes control

CHOKING

1. **Activate EMS by calling 911.**

2. **Perform the following steps to help clear the obstructed airway:**
   Adult (Onset of puberty and older)
   - Stand behind the person. Reach around and locate their navel.
   - Make a fist with one hand and place the thumb side against person's abdomen, just above the navel and below the ribs. Grab your fist with your other hand.
   - Thrust inward and upward.

   Child (1-year until onset of puberty)
   - Kneel behind the child. Reach around and locate navel.
   - Make a fist with your one r hand and place the thumb side against the person's abdomen, just above the navel and below the ribs. Grab your fist with the other hand.
   - Thrust inward and upward.

   Infant (Less than 1-year of age)
   - Lay the infant face down over your forearm with their legs straddled and their head lower than their chest. Support their head with your hand by holding the jaw.
   - Using the heel of your other hand, give 5 back blows between the shoulder blades.
   - Then turn the infant over, place 2 fingers on breastbone just below the nipple line and give 5 chest thrusts.
   - Repeat thrusts until the infant can breathe normally.

3. **If the person becomes unresponsive**, place person on a hard surface and begin CPR. Look into their mouth to check for any objects and remove before giving rescue breaths.

BLEEDING

1. **If necessary, contact EMS by calling 911.**

2. **Use a protective barrier**, such as gloves.

3. **Apply direct pressure** with a clean pad or cloth.

4. **If blood soaks through,** leave the pad or cloth in place and apply additional coverings.

OTHER FIRST AID PROCEDURES

- Refer to the *Medic First Aid Student Guide* for other first aid procedures.

For any questions pertaining to First Aid related situations, please contact the Certified CPR/AED/First Aid Instructor at the Park District.

19: Hazard Communication Program

I. Introduction

Oak Brook Park District has developed a comprehensive Hazard Communication (Hazcom) program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees.

The Hazard Communication Standard requires Oak Brook Park District to train its employees about the health and safety hazards of the chemicals in the workplace. A "hazardous chemical" is any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified. A few examples of "hazardous chemicals" used in the Oak Brook Park District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

The Oak Brook Park District Hazcom program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The Hazcom program consists of five basic elements as listed below:

- Written Hazcom program
- Inventory of hazardous chemical products
- Inventory of Safety Data Sheets
- Labeling procedure for hazardous material containers
- Hazcom employee training program

It is Oak Brook Park District's policy to provide employees a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations. To attain this objective, all Oak Brook Park District employees must include Hazcom compliance as an essential consideration in all phases of their work. The Oak Brook Park District Hazcom program is a cooperative effort between management and employees.

II. Definitions

Health Hazard: A chemical classified as posing one of the following hazardous effects:

- Acute toxicity (any route of exposure)
- Skin corrosion or irritation
- Serious eye damage or eye irritation
- Respiratory or skin sensitization
- Germ cell mutagenicity
- Carcinogenicity
- Reproductive toxicity
- Specific-target organ toxicity (single or repeated exposure)
- Aspiration hazard

The criteria for determining whether a chemical is classified as a health hazard are listed in Appendix 1 of this document and in OSHA Standard § 1910.1200, Appendix A – Health Hazard Criteria.

Label: An appropriate group of written, printed, or graphic information elements (pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical that is affixed to, printed on, or attached to the container that holds the hazardous chemical or to the outside packaging.

Safety Data Sheet (SDS): Written or printed material concerning a hazardous chemical prepared in accordance with OSHA 1900.1200(g).

Physical Hazard: A chemical classified as posting one of the following hazardous effects:

- Explosive
- Flammable (gases, aerosols, liquids, or solids)
- Oxidizer (liquid, solid, or gas)
- Self-reactive
- Pyrophoric (liquid or solid)
- Self-heating
- Organic peroxide
- Corrosive to metal
- Gas under pressure
- In contact with water, emits flammable gas

The criteria for determining whether a chemical is classified as a physical hazard are listed in Appendix 1 of this document and in OSHA Standard § 1910.1200, Appendix B – Physical Hazard Criteria.

Substance: Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent that may be separated without affecting the stability of the substance or changing its composition.

III. Written Hazcom Program

Executive Director

- Designates a Hazcom coordinator for Oak Brook Park District operations
- Approves the written Hazcom program
- Ensures workplace compliance with the written Hazcom program

Department Head

- Maintains an inventory of all hazardous substances used or stored in the workplace.
- Maintains a SDS binder for inventoried hazardous substances.
- Requests current SDS directly from chemical manufacturers and suppliers.
- Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available.

- Trains new employees on specific hazards and safety precautions for hazardous substances. Trains all employees on hazards of a newly introduced chemical products. Examples of this specific training include:
    - Personal protective equipment to be worn.
    - Health and physical hazards of each chemical products
    - Review of the Oak Brook Park District written Hazcom program.
- Maintains Hazcom training documentation.
- Ensures that all chemical containers have proper labeling.

Employees

- Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from manager/supervisor.
- Report to manager or supervisor any unsafe or potentially unsafe chemical safety problems or issues. Chemical safety suggestions to management are encouraged.

Hazcom Program Coordinator (Safety Coordinator)

- Coordinates Hazcom Standard compliance activities.
- Ensures that area managers and supervisors are aware of their Hazcom program functional responsibilities.
- Ensures that managers and supervisors are aware of hazardous chemical container labeling requirements.
- Maintains a copy of the OSHA Hazard Communication Standard

The following sections briefly highlight the policies and regulatory compliance program of Oak Brook Park District concerning hazardous chemicals in the workplace.

Labeling

Oak Brook Park District is responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes and drums. Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. Labels must be maintained on chemicals in a manner that continues to be legible and the pertinent information (such as hazards and directions for use) does not get defaced or removed in any way. Oak Brook Park District will re-label containers if labels are removed or defaced. As a general rule, the label provide by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long-term storage. An unlabeled container may only be used if the employee filling the container uses the entire contents during their immediate work shift.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used. Please see Appendix 1 for further information on labeling requirements.

Safety Data Sheets (SDS)

Each area manager is responsible for ~~maintaining a binder of~~submitting up-to-date Safety Data Sheets (SDS) for all chemicals used in their department to the Safety Coordinator. All employees should be trained on what a SDS is and where they are located. The SDS binder should be placed in a location that is accessible to employees using the products (i.e., pool

chemicals are found at the aquatic facility;

custodial supplies are in at the dock area; parks maintenance products in the maintenance facility).

A digital SDS Library is also available for access at any time. QR Codes are to be posted alongside the physical binder, as well as on the Intranet.

Employees have the right to obtain SDS for each hazardous material in the work place. SDS must be available to employees and former employees for at least 30 years after the material is no longer used, produced, or stored on the work site. Please see Appendix 2 for further information on how to read and understand a SDS.

Chemical Inventories

An inventory of chemical products used or stored is maintained ~~by each area manager and posted~~ in each work area. All inventories are updated as new chemicals are introduced or old chemicals phased-out.

Employee Information and Training

Employees are trained when they are first employed during employee orientation and annually thereafter. Employees are also trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. The Oak Brook Park District training focuses on the following subjects:

- Details of the written Hazard Communication program, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).
- Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.
- Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
- Explanations of the labeling system and Safety Data Sheets.

Documentation

Training records for all employees trained will be retained for review by outside regulatory agencies. The training records should be kept on file following the annual training and whenever a new chemical is introduced in the workplace. All training records should be retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records should be kept on file for 30 years past employment.

Non-routine Tasks and Emergencies

Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. Records will document this training. Some examples of non-routine tasks include acid washing a pool, resurfacing a gym floor, and

stripping/waxing a tile floor. Emergency situations refer primarily to response to accidental chemical spills and leaks.

IV. Notification and Information

On-Site Contractors

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at Oak Brook Park District. The department head has the responsibility for making available to contractors and their subcontractors information normally available to Oak Brook Park District employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

Oak Brook Park District *Employee Information*

All employees, or their designated representatives, may obtain further information on the Hazcom program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the Oak Brook Park District Hazcom Coordinator.

Appendix 1

LABELING REQUIREMENTS

It is the policy of Oak Brook Park District that no container of hazardous chemicals be released for use without the following label information:

- **Product identifier** – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.

- **Signal word** – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." Danger is used for the more severe hazards, while warning is used for the less severe.

- **Pictogram** – Composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the Hazcom standard for application to a hazard category.

- **Hazard statement** – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.

- **Precautionary statement(s)** – Phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.

- **Name, address and phone number of the chemical manufacturer, distributor or importer**.

Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

HCS Pictograms and Hazards

Health Hazard  ▪ Carcinogen ▪ Mutagenicity ▪ Reproductive Toxicity ▪ Respiratory Sensitizer ▪ Target Organ Toxicity ▪ Aspiration Toxicity	**Flame**  ▪ Flammables ▪ Pyrophorics ▪ Self-Heating ▪ Emits Flammable Gas ▪ Self-Reactives ▪ Organic Peroxides	**Exclamation Mark**  ▪ Irritant (skin and eye) ▪ Skin Sensitizer ▪ Acute Toxicity ▪ Narcotic Effects ▪ Respiratory Tract Irritant ▪ Hazardous to Ozone Layer (Non-Mandatory)
Gas Cylinder  ▪ Gases Under Pressure	**Corrosion**  ▪ Skin Corrosion/Burns ▪ Eye Damage ▪ Corrosive to Metals	**Exploding Bomb**  ▪ Explosives ▪ Self-Reactives ▪ Organic Peroxides
Flame Over Circle  ▪ Oxidizers	**Environment** **(Non-Mandatory)**  ▪ Aquatic Toxicity	**Skull and Crossbones**  ▪ Acute Toxicity (fatal or toxic)

SAMPLE LABEL

PRODUCT IDENTIFIER

CODE _____
Product Name _____

SUPPLIER IDENTIFICATION

Company Name_____
Street Address _____
City _____ State _____
Postal Code _____ Country _____
Emergency Phone Number _____

PRECAUTIONARY STATEMENTS

Keep container tightly closed. Store in cool, well ventilated place that is locked.
Keep away from heat/sparks/open flame. No smoking.
Only use non-sparking tools.
Use explosion-proof electrical equipment.
Take precautionary measure against static discharge.
Ground and bond container and receiving equipment.
Do not breathe vapors.
Wear Protective gloves.
Do not eat, drink or smoke when using this product.
Wash hands thoroughly after handling.
Dispose of in accordance with local, regional, national, international regulations as specified.

In Case of Fire: use dry chemical (BC) or Carbon dioxide (CO_2) fire extinguisher to extinguish.

First Aid
If exposed call Poison Center.
If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.

HAZARD PICTOGRAMS



SIGNAL WORD

Danger

HAZARD STATEMENT

Highly flammable liquid and vapor.
May cause liver and kidney damage.

SUPPLEMENTAL INFORMATION

Directions for use

_____
_____
_____

Fill weight: _____ Lot Number _____
Gross weight: _____ Fill Date: _____
Expiration Date: _____

Responsibility for Labeling Hazardous Materials
The responsibility for labeling hazardous materials has been assigned to the Department Head. If at any time the hazardous material was not received with the above information, or the hazardous material is transferred to another carton, container, or drum, the hazardous material will receive a warning label.

The warning label should be an extra copy of the original manufacturer's label or it can be a generic label. If you use a generic label, the label should contain all graphic and information elements required by the Hazcom standard.

All District employees need to be aware of the hazard classifications as defined by OSHA. The classifications are divided into Health and Physical Hazards. (§1910.1200 Appendix A & B)

Health Hazards
Acute toxicity refers to those adverse effects that occur following oral or dermal administration of a single dose of a substance, or multiple doses given within 24 hours, or an inhalation exposure of four hours.

Skin corrosion/irritation is the production of irreversible damage to the skin; namely, visible necrosis through the epidermis and into the dermis. Corrosive reactions are typified by ulcers, bleeding, bloody scabs, discoloration due to blanching of the skin, complete areas of alopecia, and scars. *Skin irritation* is the production of reversible damage to the skin following contact with a substance.

Serious eye damage/irritation is the production of tissue damage in the eye, or serious physical decay of vision, following exposure to a substance to the anterior surface of the eye. *Eye irritation* is the production of changes in the eye following exposure to a substance to the anterior surface of the eye.

Respiratory sensitizer/Skin sensitizer means a chemical leads to hypersensitivity of the airways following inhalation of the chemical. *Skin sensitizer* means a chemical leads to an allergic response following skin contact.

Mutation/Genotoxic/Genotoxicty is a permanent change in the amount or structure of the genetic material in a cell. This hazard class is primarily concerned with chemicals that may cause mutations in the germ cells of humans that can be transmitted to the progeny.

Carcinogen means a substance or a mixture of substances that induce cancer or increase its incidence.

Reproductive toxicity includes *adverse effects on sexual function and fertility* in adult males and females, as well as *adverse effects on development of the offspring. Adverse effects on sexual function and fertility* means any effect of chemicals that interferes with reproductive ability or sexual capacity.

Specific target organ toxicity – single exposure, (STOT-SE) means specific, non-lethal target organ toxicity arising from a single exposure to a chemical. Specific target organ toxicity can occur by any route relevant for humans, i.e., principally oral, dermal or inhalation.

Specific target organ toxicity – repeated exposure (STOT-RE) means specific target organ toxicity arising from repeated exposure to a substance or mixture.

Specific target organ toxicity can occur by any route relevant for humans, e.g., principally oral, dermal or inhalation.

Aspiration means the entry of a liquid or solid chemical directly through the oral or nasal cavity, or indirectly from vomiting, into the trachea and lower respiratory system. Aspiration toxicity includes severe acute effects such as chemical pneumonia, varying degrees of pulmonary injury or death following aspiration.

Physical Hazards

Explosive/pyrotechnic chemicals is a solid or liquid chemical that is, in itself, capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings.

Flammable gas means a gas having a flammable range with air at 20°C (68°F) and a standard pressure of 101.3 kPa (14.7 psi).

Flammable aerosol means any non-refillable receptacle containing a gas compressed, liquefied or dissolved under pressure, and fitted with a release device allowing the contents to be ejected as particles in suspension in a gas, or as a foam, paste, powder, liquid or gas.

Oxidizing gas means any gas which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does.

Gases under pressure are gases which are contained in a receptacle at a pressure of 200 kPa (29 psi) (gauge) or more, or which are liquefied, or liquefied and refrigerated. They comprise compressed gases, liquefied gases, dissolved gases and refrigerated liquefied gases.

Flammable liquid means a liquid having a flash point of not more than 93°C (199.4°F).

Flash point means the minimum temperature at which a liquid gives off vapor in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

Flammable solid means a solid that is a readily combustible solid or that may cause or contribute to fire through friction.

Readily combustible solids are powdered, granular, or pasty chemicals that are dangerous if they can be easily ignited by brief contact with an ignition source, such as a burning match, and if the flame spreads rapidly.

Self-reactive chemicals are thermally unstable liquid or solid chemicals liable to undergo a strongly exothermic decomposition even without participation of oxygen (air). This definition excludes chemicals classified under this section as explosives, organic peroxides, oxidizing liquids or oxidizing solids. A self-reactive chemical possesses explosive properties when in laboratory testing the formulation is liable to detonate, to deflagrate rapidly or to show a violent effect when heated under confinement.

Pyrophoric liquid/solid means a liquid, which even in small quantities, is liable to ignite within five minutes after coming into contact with air. *Pyrophoric solid* means a solid, which even in small quantities, is liable to ignite within five minutes after coming into contact with air.

A *self-heating chemical* is a solid or liquid chemical, other than a pyrophoric liquid or solid, which, by reaction with air and without energy supply, is liable to self-heat; this chemical differs from a pyrophoric liquid or solid in that it will ignite only when in large amounts (kilograms) and after long periods of time (hours or days). Self-heating of a substance or mixture is a process where the gradual reaction of that substance or mixture with oxygen (in air) generates heat. If the rate of heat production exceeds the rate of heat loss, then the temperature of the substance or mixture will rise and which, after an induction time, may lead to self-ignition and combustion.

Chemicals, which in contact with water, emit flammable gases are solid or liquid chemicals, which by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities.

Oxidizing liquid/solid means a liquid, which in itself is not necessarily combustible, can, generally by yielding oxygen, cause, or contribute to, the combustion of other material. *Oxidizing solid* means a solid, which in itself is not necessarily combustible, can, generally by yielding oxygen, cause, or contribute to, the combustion of other material.

Organic peroxides are thermally unstable chemicals, which may undergo exothermic self-accelerating decomposition and may have one or more of the following properties: be liable to explosive decomposition; burn rapidly; be sensitive to impact or friction; or react dangerously with other substances.

A *chemical that is corrosive to metals* means a chemical that by chemical action materially damages, or even destroys, metals.

Appendix 2

How to Read a Safety Data Sheet

The SDS is the primary document by which health and safety information is provided by the manufacturer to the distributor and ultimately to the worker using the product. The SDS may be in any format and may vary greatly in length, but all must contain the following information:

Section 1: Identification
This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of the product identifier used on the label and any other common names or synonyms by which the substance is known; name, address, phone number of the manufacturer, importer, or other responsible party, and an emergency phone number, recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant); and any restrictions on use (including recommendations given by the supplier).

Section 2: Hazard(s) Identification
This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards. The required information consists of:

- The hazard classification of the chemical (e.g., flammable liquid)
- Signal word
- Hazard statement(s)
- Pictograms (the pictograms or hazard symbols may be presented as graphical reproductions of the symbols in black and white or be a description of the name of the symbol (e.g., skull and crossbones, flame)
- Precautionary statement(s)
- Description of any hazards not otherwise classified
- For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much (percentage) of the mixture consists of ingredient(s) with unknown acute toxicity. Please note this is a total percentage of the mixture and not tied to the individual ingredient(s)

Section 3: Composition/Information on Ingredients
This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. It also includes information on substances, mixtures, and all chemicals where a trade secret is claimed. The required information consists of:

Substances

- Chemical name
- Common name and synonyms
- Chemical Abstracts Service (CAS) number and other unique identifiers
- Impurities and stabilizing additives, which are classified and contribute to the classification of the chemical

Mixtures

Same information required for substances.

- The chemical name and concentration (i.e., exact percentage) of all ingredients classified as health hazards and that are:
    - Present above their cut-off/concentration limits
    - Present a health risk below the cut-off/concentration limits
- The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
    - Trade secret claim is made
    - There is batch-to-batch variation
    - SDS used for a group of substantially similar mixtures

Chemicals where a trade secret is claimed: A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

Section 4: First-aid Measures
This section describes the initial care to be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of the most important symptoms, or effects, and any acute or delayed symptoms.
- Recommendations for immediate medical care and special treatment needed, when necessary.

Section 5: Fire-fighting Measures
This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:

- Recommendations of suitable extinguishing equipment and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

Section 6: Accidental Release Measures
This section provides recommendations on the appropriate response to spills, leaks or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.

- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up)

Section 7: Handling and Storage
This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements)

Section 8: Exposure Controls/Personal Protection
This section indicates the exposure limits, engineering controls, and personal protective measures to us to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves, and breakthrough time of the glove material).

Section 9: Physical and Chemical Properties
This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- Appearance (physical state, color, etc.)
- Upper/lower flammability or explosive limits
- Odor
- Vapor pressure
- Odor threshold
- Vapor density
- pH
- Relative density
- Melting point/freezing point
- Solubility(ies)
- Initial boiling point and boiling range
- Flash point
- Evaporation rate
- Flammability (solid, gas)
- Upper/lower flammability or explosive limits
- Vapor pressure
- Vapor density
- Relative density
- Solubility(ies)
- Partition coefficient: n-octanol/water
- Auto-ignition temperature
- Decomposition temperature
- Viscosity

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential.

Section 10: Stability and Reactivity
This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

Reactivity

- Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

Chemical stability

- Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
- Description of any stabilizers needed to maintain chemical stability.
- Indication of any safety issues that may arise should the product change in physical appearance.

Other

- Indication of the possibility of hazardous reactions, including a statement about whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions to avoid (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products produced because of use, storage or heating. (Include hazardous combustion products in Section 5 (Fire-Fighting Measures) of the SDS.)

Section 11: Toxicological Information

This section identifies toxicological and health effects information or indicates such data is not available. The required information consists of:

- Information on likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate or chronic effects from short- and long-term exposure.
- Numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose). Estimated amount [of a substance] expected to kill 50 percent of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical from the least to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

Section 12: Ecological Information (non-mandatory)
This section provides information to evaluate the environmental impact of the chemical(s) if released in the environment. The information may include:

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient (Kow) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

Section 13: Disposal Considerations (non-mandatory)
This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS. The information may include:

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ
- Description of the physical and chemical properties that may affect disposal activities
- Language discouraging sewage disposal
- Any special precautions for landfills or incineration activities

Section 14: Transport Information (non-mandatory)
This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance)1
- UN proper shipping name
- Transport hazard class(es)
- Packing group number, if applicable, based on the degree of hazard
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code))
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code))

Any special precautions that employees should be aware of or need to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

Section 15: Regulatory Information (non-mandatory)
This section identifies the safety, health and environmental regulations specific for the product that are not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations).

Section 16: Other Information
This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state what changes were made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

20: Hearing Protection Policy

PURPOSE

The Oak Brook Park District has established the following Hearing Conservation Program required by OSHA (CFR 1910.95). OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL) who has jurisdiction in Illinois for the enforcement of safety and health regulations. This program is required when it has been determined that the eight-hour time weighted average (TWA) noise exposure is greater than or equal to 85 dBA. This program will provide a mechanism to track the progress of the District's efforts to minimize employee noise exposure.

This program consists of the following:

- Sound Level Monitoring
- Audiometric Testing & Audiometric Evaluation
- Hearing Protection for Employees
- Training for Employees
- Record Keeping

A. Sound Level Monitoring

Noise monitoring should be conducted at least biannually to determine if changes in the workplace noise levels have taken place. Examples of changes include:

- Installation of engineering controls
- Institution of administrative controls
- Equipment changes

B. Audiometric Testing

Any employee exposed to the eight-hour time weighted average (TWA) noise exposure levels greater than or equal to 85 dBA must have a baseline audiogram and a follow-up audiogram every year thereafter. The annual audiogram will be compared to the baseline to determine if any hearing shift is occurring. The audiogram shall be paid for by the District and conducted by a certified audiologist chosen by the District. **The Oak Brook Park District, based on current assessment and measurement, has no position(s) or operation(s) that exposes any employee to the 8-hour TWA greater than or equal to 85dBA.**

Prior to the baseline audiogram, employees shall be notified that they should not be exposed to any high noise levels (greater than or equal to 85 dBA) during the 14- hour period before the test. This also applies to the annual audiogram, but the employee may use hearing protection, as a means for maintaining the level required.

When the audiogram is obtained, it will be evaluated by an audiologist or physician who has experience interpreting audiograms and evaluating noise induced hearing loss. After
the audiogram is evaluated, the audiologist/physician will report the results to the District. Since the audiogram is a graphic picture of an individual's hearing, the report will address whether any loss has occurred in specific frequencies. Although the human ear can respond to frequencies ranging from 20 – 20,000 Hz, the audiogram will test 500Hz, 1000 Hz, 3000 Hz, 4000 Hz, and 6000 Hz.

If a shift in the audiogram has occurred, the employee will be notified in writing within 21 days. A new audiogram can be obtained after 30 days and the results can be made the new baseline. Since the audiogram is stating that the employee has sustained a shift, the District will investigate why this

has occurred. Any shift from the baseline shall be investigated since it is a measure of the effectiveness of the hearing protection program.

C. Hearing Protection

It is very important to note that employees exposed to high noise levels in excess of 85dba for extended periods of time can result in permanent hearing damage that is not medically repairable.

Equipment use that requires hearing protection is provided in Appendix A. The operator of the equipment and employees working within the operating area must wear hearing protection as

- Selection of hearing protection

  The two most common types of ear protection are moldable earplugs and earmuffs.

  Waxed cotton, foam, or fiber glass wool earplugs are self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then thrown away. Other non-disposable type earplugs should be cleaned after each use for proper sanitation and protection. It is important that earmuffs make a perfect seal around the ear to be effective. The use of glasses, long side-burns, long hair or facial movement such as chewing can reduce protection.

Important notice: Plain cotton is ineffective as protection against hazardous noise levels.

D. Training

Oak Brook Park District maintenance employees shall attend a hearing protection training session when they are hired and annually thereafter. The content of the training program must include the following:

- The effects of noise;
- Purpose, advantages, disadvantages and noise reduction properties of types of hearing protectors to be used;
- Selection, fitting and care of hearing protectors;
- Purpose of and procedures relating to audiometric testing.

The District must keep a written roster of those attending the training sessions.

E. Record Keeping

Records regarding individual's noise exposure and any audiograms shall be kept indefinitely. Since noise exposure and audiogram results must be provided to employees and former employees at their request, these **records shall be maintained by the Safety Coordinator, separate from employee personnel records**.

All audiometric test records shall be kept in the same fashion. They must include the following:

- Employee's name
- Job Classification
- Examiner's name
- Date of test
- Date of last audiometric calibration
- Employee's department/facility
- Employee's workplace noise exposure.

APPENDIX A
HEARING ASSESSMENT – PARKS & PROPERTIES

Equipment	Hearing Protection Required	Sound Level Test/ Decibels dBA	Reference Time Allowed (hours)*
Blower	x	100.9	1.0
Brush Cutter	x	90.1	4.0
Chain Saw	x	109.3	.29
Concrete Saw	x	103.7	.7
Gator (John Deere)		84	2.0
Generator	x	88.2	5.3
Hedge Trimmer	x	94.2	2.3
Lawn Mower (Standard)	x	89	1.5 (Max. 3.0/wk)
Pressure Washer	x	90.6	4.0
Roller	x	86.6	7.0
Skid Steer		82.0	
Smithco		81.6	
Sod Cutter	x	89.2	4.6
Weed Trimmer	x	97.4	1.5

*If an employee is exposed to the level of noise for a period greater than the reference time, they must be included in a hearing conservation program.

This list shall be considered a guideline and not all inclusive of the equipment utilized by Oak Brook Park District personnel. Supervisors shall be consulted when new equipment is placed in service or rented.

21: Illinois Department of Labor (IDOL) Inspection Procedure

Effective 9/1/09, the State of Illinois became a Public Employee Only State under Section 18 of the Occupational Safety and Health Act of 1970 and 29CFR 1956. Specifically, each public employer is required to provide a work place free from recognized hazards. Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job.

The Illinois Public Employee Only State Plan is administered by the Illinois Department of Labor (IDOL) Public Employee Safety and Education Division. The terms of the Plan are enforced through on-site inspections conducted by IDOL inspectors.

The IDOL inspector may or may not call to schedule an appointment. He/she may likely arrive unannounced. The following procedure is to be followed when an IDOL inspector arrives at one of our facilities:

1. Upon entering the workplace, the IDOL inspector should present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection. If they do not automatically present credentials, politely request they do so.

2. Immediately contact one *of the following designated staff members*, in the order listed to let them know the IDOL inspector is present and would like to meet with them:
    a. Executive Director
    b. Deputy Director
    c. Director of Recreation & Communications
    d. Chief Financial Officer
    e. Safety Coordinator

3. After referring and accompanying the IDOL inspector to the proper designated staff member, you may return to your workstation.

4. The opening conference with the designated staff will member will most likely include a checklist and the inspector will outline what records will be reviewed:

    a. Safety training program/hazard communication program (Employee Right to Know)
    b. Current OSHA 300 log
    c. Any prior IDOL inspection reports

5. The designated staff member will accompany the inspector throughout the building. During the inspection, the IDOL representative may take photographs or make notations. They may also ask employees for input at any time. Please participate when asked. Please create a cooperative environment during the inspection.

6. During the inspection, minor violations may be cited. If these violations are correctable "on-the-spot" please assist staff in addressing the given corrections.

7. The inspector will conclude their visit by having a closing conference with the accompanying staff member to discuss violations. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days.

22: Lockout/Tagout Program

A. Purpose

The purpose of this Lockout/Tagout Program is to establish the minimum requirements for the lockout, by ***use of a lock, or tagout, or by use of an identification tag to prevent the release of energy whenever maintenance is done on machines or equipment***. It will be used to help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. If you are unsure of any specific lockout/tagout procedures, stop work and consult with the Superintendent of Parks & Maintenance or facility manager.

B. Compliance with this Program

All employees are required to follow the restrictions and limitations imposed upon them during the use of lockout or tagout procedures. **Authorized** employees who are trained to perform lockout procedures are required to follow all aspects of this written program. **Affected** employees, who work in the area of the servicing, must not attempt to start or work with the machine or equipment locked out for maintenance.

C. Sequence of Lockout

This procedure should be referenced before, during and after a lockout or tagout operation. The following steps provide a general summary of lockout procedures.

1. Notify all **affected** employees that maintenance is taking place on the machine or equipment and that it will be shut down and locked out to do the maintenance.

2. The **authorized** employee will refer to this procedure and specific procedures developed for the machine and determine the type and amount of the energy that the machine or equipment uses (electric, hydraulic, etc.); must understand the hazards of the energy (shock, crushing, etc.); and must know the methods to control the energy (lock, tag, blocking, etc.).

3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress a stop button, open the switch, close valves, etc.).

4. Deactivate the machine so that it is isolated from its energy source(s). Stored energy must be released or restrained by methods such as bleeding the system, blocking, repositioning, etc.

5. Lock out the energy source(s) with the assigned individual lock(s) or tag(s).

D. Group Lockout/Tagout

If more than one individual will be doing maintenance on locked out equipment, each will place a separate lock on the energy-isolating device. When an energy isolation device cannot accept more than one lock, a multiple lockout device, such as a group lock box or hasp, will be used. Tagout should not be used for group situations unless used with lockout.

Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be removed or

restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. The following steps should be followed:

1. Ensure that the equipment is disconnected from the energy source(s). Verify the isolation of the equipment by operating the on/off switch or other normal operating control(s) to make sure the equipment will not operate.

   Caution: *Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

2. The machine or equipment is now locked out.

3. Each person who will be working on the machinery must put their lock on the machine's lockout device(s). Each lock must remain in place until the individual's work is completed or the shift is complete. As the work is completed, each authorized employee is to remove their lockout device from the machine.

4. When one or more employees add or remove themselves from the project or operation, the change will be coordinated by the authorized employee in charge of the group or individual lockout. At every change, each person should check machines for locks, check energy sources, place their lock on machine or energy sources, and talk to outgoing personnel about the project. The last person to remove their lockout device will have primary responsibility to verify that no one is still working on the machine and that all tools have been removed.

E. Restoring Equipment to Service

When the maintenance is completed and the machine is ready to return to normal operating condition, the following steps should be taken:

1. Check the machine and the immediate area to ensure that unnecessary items, tools, etc. have been removed and the machine components are in working order.

2. Check the work area to ensure that all employees have left the area.

3. Verify that the controls are in the neutral or off position.

4. Remove the lockout devices and start the machine or equipment.

   Note: *The removal of some forms of blocking may require restarts of the machine before safe removal.*

5. Notify **affected** employees that the maintenance is completed and the machine or equipment is ready for use.

6. If the individual who did the work is not available and if the lockout/tagout device must be

removed, the following procedure must be followed:

- The persons wishing to remove a lockout device must contact the Superintendent of Parks & Maintenance, facility manager or their designated employee, who is the only person allowed to remove the lockout device.

- The Superintendent of Parks & Maintenance , facility manager, or their designated employee, must verify that contact has been made with the person responsible for applying the lockout device. They will then cut the lockout device off and prepare the equipment or machine for start.

F. Training

All employees using lockout/tagout devices should receive training prior to using energy isolating devices. Affected employees should also receive general training on the purpose of lockout/tagout procedures. Training will be given by the department head who will authorize employees to conduct lockout/tagout procedures.

G. Periodic Inspections

Oak Brook Park District will conduct periodic inspections of developed lockout/tagout procedures for each machine or piece of equipment at least annually to ensure that lockout/tagout procedures are being followed. This periodic inspection will be done by a trained employee other than the employee using the procedure for the equipment being inspected.

The periodic inspection should include a hands-on and verbal review with each authorized and affected employee to determine if employees are properly using and understand the lockout/tagout procedures.

H. Inspection Documentation

The inspections should be documented by using the form found in Appendix B. The documentation must, at a minimum, identify the machine or equipment on which the device was used, the date of the inspection, all employees included in the inspection and the person doing the inspection.

I. Outside Personnel/Non-Employee Personnel (contractors, etc.)

Whenever outside servicing personnel work on equipment covered by this program, the member and the outside employer will inform each other of their respective lockout or tagout procedures. The department head will ensure that their employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

Appendix A

Lockout Tagout (LOTO)
Hazard Assessment and Analysis

Agency: Oak Brook Park District

(Please print:)

Location: _____

Specific Machine Evaluated:

_____

_____

Completed by: _____

Date: _____

OSHA requires employers to complete assessments of all work places to determine the need for securing energy sources on equipment prior to performing maintenance, cleaning and adjustment tasks. These assessments must be machine specific and address all energy sources.

Use a copy of the LOTO Assessment Form for each machine or piece of equipment within your agency on which you would perform cleaning, maintenance, or adjustment tasks, that would expose your staff to uncontrolled energy sources. As a result of completing this assessment you can then determine what action is necessary to secure or Lockout Tagout these energy sources prior to performing these tasks.

Once you have completed an assessment form for each machine or piece of equipment, you may elect to transfer your findings to the LOTO Hazard Assessment summary sheet. This is a condensed form on which you can list all equipment and machinery, and what energy sources by machine, that need to be secured or Locked Out Tagged Out.

LOCKOUT/TAGOUT HAZZARD ASSESSMENT FORM

Energy form	Energy source	Lockout guideline	Notes
Electricity	o Machine power cords o Motors o Solenoids o Capacitors o Generators o Batteries	Shut off power at switch and then at main disconnect switch- lock and tag. Or remove fuses from box- lock and tag.	
Hydraulics	o Hydraulic systems, hoses, rams, cylinders	Shut off, lock and tag valves. Bleed off fluid and blank lines as necessary.	
Pneumatics	o Pneumatic systems, air lines, pressure reservoirs, rams, cylinders.	Shut off, lock and tag valves. Bleed off excess air. If pressure cannot be relieved, block any possible movement of machinery.	
Kinetic Energy (energy of a moving object or materials- moving object may be powered or coasting)	o Blades o Flywheels	Stop and block machine parts and ensure they do not recycle.	
Potential Energy	o Springs o Actuators o Counterweights o Raised loads	Lower all suspended parts and loads to the lowest position. Block parts that might move due to gravity. Release or block stored spring energy.	
Pressurized liquids and gases	o Supply lines o Storage tanks	Shut off, lock out and tag valves. Bleed off excess liquids or gases. Blank lines as necessary.	

I certify that I personally performed the above Hazard Assessment on the date indicated.
This document is a Certification of the Hazard Assessment.

Signed by: _____ Date: _____

OAK BROOK PARK DISTRICT

LOCKOUT/TAGOUT (LOTO) HAZARD ASSESSMENT SUMMARY SHEET

Department: _____ **Completed by:** _____

Date_____

Machine/Equipment Description	Energy Source	Type(s) of hazard(s)	Action needed to Lockout or Secure energy source

Comments:

Appendix B

Oak Brook Park District Periodic Inspection Form

Name of authorized employee(s): _____ **Date:** _____

Name of affected employee(s): _____

Machine ID or Type: _____ **Department:** _____

Understanding of procedures by authorized employee(s): **None** **Partial** **Full**
Understanding of procedures by affected employee(s): **None** **Partial** **Full**

Name of Inspector: _____ **Signature:** _____

Oak Brook Park District Periodic Inspection Form

Name of authorized employee(s): _____ **Date:** _____

Name of affected employee(s): _____

Machine ID or Type: _____ **Department:** _____

Understanding of procedures by authorized employee(s): **None** **Partial** **Full**
Understanding of procedures by affected employee(s): **None** **Partial** **Full**

Name of Inspector: _____ **Signature:** _____

Appendix C

OAK BROOK PARK DISTRICT
LOCKOUT/TAGOUT TRAINING ROSTER

Training Type: **Initial** **Refresher** (Circle One) **Date of Training:** _____

Name of Trainer: _____ **Title:** _____

Name	Length of Training	Date of Last Training

23: Personal Protective Equipment Compliance Standard

TABLE OF CONTENTS

Introduction 1

Mandatory Written Requirements of the PPE Standard 2
- A. Written Hazard Assessment 2
- B. Training Requirements 3

Specific PPE Considerations 3
- A. Head Protection 4
  - 1. Selection of Hard Hats 4
  - 2. Inspection and Maintenance of Hard Hats 5
- B. Eye and Face Protection 5
  - 1. Selection of Eye Protection 6
  - 2. Eye Protection Fit 6
  - 3. Inspection and Maintenance of Eye Protection 7
- C. Ear Protection 7
  - 1. Selection of Hearing Protection 7
- D. Respiratory Protection 8
- E. Torso Protection 8
- F. Arm and Hand Protection 8
- G. Foot and Leg Protection 9
- H. Personal Protective Equipment for Working Near Water 10
- I. Traffic Control and Night Maintenance 10

Cost Assumption for Personal Protective Equipment 10

Conclusion 10

Appendix A – Oak Brook Park District Hazard Assessments
Appendix B - Personal Protection Equipment Employee Training Outline
Appendix C - Certification of PPE Training Form

Sources

PERSONAL PROTECTIVE EQUIPMENT COMPLIANCE PROGRAM

Personal Protective Equipment: Equipment and clothing that is worn to protect against or minimize workplace risks.

Overview
This guide provides an overview of the requirements of the use of Personal Protective Equipment. At all times it is intended that other means of controlling risks should be considered before personal protective equipment. Personal Protective Equipment should only be considered when other control measures are not practical or to increase protection.

It is the responsibility of everyone to maintain safety and health in the workplace.

I. INTRODUCTION

OSHA's **Personal Protective Equipment Standard (PPE)** is referenced in the Code of Federal Regulations (CFR), Parts 1910.132 through 1910.138, as published in the Federal Register.

In essence, the PPE Standard requires that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment (PPE). Employers must select and have affected employees use PPE suitable for protection from existing hazards to the head, eye, hands, foot, etc. **Employers must certify in writing that a workplace hazard assessment has been performed.**

Another important aspect of the PPE compliance program is the training of employees. Employees must be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. **Employers are also required to certify in writing that training has been carried out and that employees understand it.**

While the PPE Standard primarily affects maintenance departments, there are many recreation related work activities that require the use of personal protective equipment and should be included in the hazard assessment. For example, employees who add chemicals to a pool sanitation system or clean-up body fluid spills need personal protective equipment to safely perform these duties. In addition, various art, crafts, SRA and related recreational activities will, at times, require the use of employee personal protective equipment.

While the PPE Standard is a state mandated compliance program for employees at the Oak Brook Park District, good safety practices dictate that assessments could include personal protective equipment needs that arise when providing park and recreation activities to patrons. This may include proper footwear for hiking trips, life jackets for boating activities, helmets to participate in in-line hockey leagues or warm clothing for outdoor winter activities. It is recommended that the Park District's Recreation Supervisors conduct PPE assessments for programs to ensure the safety of our program participants.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL), which has jurisdiction in Illinois over the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that affect employees.

The Oak Brook Park District has the responsibility to develop a comprehensive PPE program that includes the mandatory documentation for PPE assessment and training.

II. MANDATORY WRITTEN REQUIREMENTS OF THE PPE STANDARD

A. Written Hazard Assessment

Employers are required to assess the workplace to determine if hazards that require the use of head, eye, face, hand, or foot protection are present or are likely to be present. If hazards are identified that may cause injury to employees, employers must select and have affected employees use properly fitted personal protective equipment suitable for protection from these hazards. For example, power equipment manufacturers strongly recommend eye protection due to the potential for flying materials that can cause serious injury to the eye. Another example is use of a chemical that has toxic effects and requires a properly selected respirator, eye protection, special clothing, gloves, etc. to protect the employee from the chemical hazards.

The Oak Brook Park District has performed the "Certification of Hazard Assessments" and certifies in writing that workplace hazard assessments have been performed. These written hazard assessments contain the following:

1. The specific workplace for which the hazard assessment was performed.
2. The name and function of the person certifying that the assessment has been performed.
3. The date(s) of the hazard assessment.
4. The identification of the document as a certification of hazard assessment.

Appendix A in this compliance packet includes the hazard assessment forms that have been completed which identify areas within the Oak Brook Park District that require the use of personal protective equipment.

B. Training Requirements

Before performing work requiring the use of personal protective equipment, employees **MUST** be trained in the following:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to properly use and adjust PPE.
4. Limitations of PPE.
5. The proper care, maintenance, useful life and disposal of PPE.

Employees will be required to sign attendance sheets to certify **in writing** that training has been carried out and that employees understand it. Each certification of training shall contain the name of the employee trained, the dates of training, and identify the subject of the training. A sample training outline form is included within this compliance packet in Appendix B. A sample training certification form is included in Appendix C.

The PPE Standard currently only requires that employers show employee understanding through documenting the training which includes the subject and dates. PDRMA recommends that agencies provide a brief 5 to 10 question quiz to employees following training to help ensure that employees understand the most important portions of their training including the use, selection, and related issues concerning specific PPE. Staff will be given a short quiz after training.

III. SPECIFIC PPE CONSIDERATIONS

There are three basic steps to ensure a safe and healthy workplace**:**

- **Identify Hazards –** involves recognizing things and duties in the workplace which may cause injury or harm to the health of a person.

- **Assess Risks-** involves looking at the possibility and consequences of injury or harm occurring to a person if exposed to a hazard.

- **Controlling Risks –** by introducing measures to eliminate or reduce the risk of a person being exposed to a hazard. Once hazards have been identified and risks assessed there is a preferred order for controlling risks. The order of control ranges from the most preferred option to the least preferred option:
    - **Elimination-** removing the hazard or hazardous work practice from the workplace. This is the most effective control measure.
    - **Substitution-** substituting or replacing a hazard or hazardous work practice with a less hazardous one. For example, replacing a hazardous cleaning substance with a less hazardous one.
    - **Isolation-** isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas, for example installing screens or barriers.
    - **Engineering-** this may include modifications to tools or equipment, or providing guarding to machinery or equipment.
    - **Administrative Control-** includes introducing work practices that reduce the risk. This could include limiting the amount of time a person is exposed to a particular hazard. For example, limiting sun or heat exposure to prevent heat exhaustion.
    - **Personal Protective Equipment-** the last resort. This should be considered when other control measures are not practical or to increase protection.

Selection of PPE

Personal protective equipment should be selected which will best protect workers in the circumstances. Consideration should be given of the impact the PPE may have on ability to perform the work. In some cases, personal protective equipment may create a secondary risk not identified in the original assessment, such as restricting the employee's movement. These risks should be evaluated to help select the best PPE for the work involved while providing the best protection for the employee.

To ensure that personal protective equipment is selected appropriately, the Department Manager and

employee should:

1. Familiarize themselves with the potential hazards and the availability of personal protective equipment.
2. Understand the criteria for selecting appropriate PPE that provides adequate level of protection against the risks present.
3. Evaluate the selected equipment to ensure it fits properly, is used appropriately, and does not create secondary health or safety risks.

Key Point: When selecting PPE it should be considered whether protection is required for a specific risk or to control multiple risks presented by the same hazard: For example, using a power saw to cut wood presents risks to the eyes (flying chips, dust), lungs (dust), whole of body (electrical, exposure to blade), hands (cuts), and ears (noise).

Selecting PPE

All PPE clothing and equipment should be of safe design and construction, and should be maintained in a clean and reliable fashion. When selecting PPE it is important to take into consideration the fit and comfort. PPE that fits well and is comfortable to wear will encourage employee use of the PPE.

A. Head Protection

A survey of the Bureau of Labor Statistics (BLS) of accident injuries noted that most workers who suffered impact injuries to the head were not wearing head protection. Head protection should be required whenever there is the potential to be struck by overhead hazards or flying objects.

For example, at park and recreation agencies employees should be required to wear hard hats whenever working in or around back-hoes, tractors, trenching, overhead loading or when working on a golf course. Head protection resists the penetration of flying objects and also can absorb the shock of a blow.

It is important for staff to note that severe head injuries can be fatal or cause significant impairments that can affect their quality of life.

1. **Selection of hard hats**

Each type and class of head protector is intended to provide protection against specific hazardous conditions. Department Managers need to assess the conditions your employees will be working under and select the proper hard hat for the particular situation.

For industrial purposes, three classes of hard hats are recognized:
Class A - General service, limited voltage protection;
Class B - Utility service, high voltage protection;
Class C - Special service, no voltage protection.

- All hard hats should have embossed on the inside shell of the helmet an ANSI designation and class category.

- All hard hats purchased prior to July 5, 1994 should contain ANSI #Z89.1-1969.

- All hard hats purchased after July 5, 1994 should contain ANSI #Z89.1-1986.

2. **Inspection and maintenance of hard hats**
   The common method for cleaning hard hat shells is dipping them in a hot water solution (approximately 140 degrees F) that contains a good detergent. Shells should be scrubbed and rinsed in a clear, hot water solution and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded.

   Helmets should not be stored or carried on the rear window shelf of an automobile since sunlight and extreme heat may adversely affect their degree of protection.

B. Eye and Face Protection

Eye and face protection is required when there is a reasonable probability of preventing eye injury when working. The Oak Brook Park District shall provide eye protection suitable for the work being performed, and employees must be responsible for using eye and face protection. The use of eye protection pertains to supervisors, management personnel, and should apply to all visitors while they are in the hazardous areas.

A study on eye injury accidents found that about 60% of workers who suffered eye injuries were not wearing eye protective equipment at the time of their injury.

Suitable eye protection must be worn where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, potentially injurious light radiation or any combination of these hazards. Eye protection must meet the following minimum requirements:

- Provide adequate protection against the particular hazards for which they are designed;
- Be reasonably comfortable when worn;
- Fit snugly without interfering with the movements or vision of the wearer;
- Be durable and capable of being disinfected;
- Be kept clean and in good repair.

OSHA, the National Society to Prevent Blindness and PDRMA recommend that emergency eyewashes be placed in all hazardous locations such as chemical rooms, The Oak Brook Park District has eye wash stations installed in the Family Aquatic Center and Tennis Center facilities.

1. **Selection of Eye Protection**

   Each eye, face, or face and eye protector is designed for a particular hazard. In selecting the proper protector, the Department Manager shall consider the type of hazard and degree of hazard and select the protector accordingly. When there is a choice of eye protection sufficient against a particular hazard, worker comfort and styling should be the deciding factor. Employees who feel comfortable with their eye protection are more apt to wear their eye protection when needed. The Oak Brook Park District will also consider providing tinted eye safety glasses when employees will be conducting work outside in the sunlight.

   Persons who use corrective eye wear and are required to wear eye protection must wear face shields, goggles or safety spectacles of one of the following types:

   - Eyeglasses with protective lenses providing optical correction;
   - Goggles or face shields worn over corrective spectacles that do not disturb the adjustment of the spectacles;
   - Goggles that incorporate corrective lenses mounted behind the protective lenses.

   There is a vast variety of eye protection that comes in many different styles. There are many types of goggles manufactured in different styles for specific uses such as protecting against dusts and splashes, for chipping, welding, and when using chemicals. In addition, some hard hats are designed with face and eye protection incorporated into the helmet

   When selecting eye protection, Department Managers need to closely evaluate what specific type of eye protection is needed depending on the task being performed. For example, employees performing welding tasks need special filtered lenses that have a shade number appropriate for the work being performed for protection against injurious light radiation. In addition, employees who handle specific types of chemicals need special goggles that are resistant to these chemicals.

   All eye and face protection purchased prior to July 5, 1994 must be in accordance with ANSI Z87.1-1968 USA Standard Practice for Occupational Eye and Face Protection.

   Protective eye and face devices purchased after July 5, 1994 must comply with ANSI Z87.1-1989, American National Standard Practice for Occupational and Educational Eye and Face Protection.

   Department Managers need to evaluate their department's existing eye protection to ensure that it complies with the above cited standards.

2. **Eye protection fit**

   The fitting of goggles and safety glasses should be done by someone skilled in this procedure. The Park District's department managers shall work with their local safety equipment vendor who can provide a wide variety of eye protection types and conduct comprehensive fit testing of this equipment with employees.

   Prescription safety glasses should be fitted only by qualified optical professionals.

3. **Inspection and maintenance of eye protection**
   The inspection and disinfection of eye protection is essential.

   Eye protection that has pitted or dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to store personal protective equipment in eyeglass cases or other containers to keep them clean and to minimize damage. For example, goggles used by numerous operators and located near specific power equipment can be stored in a disinfected metal coffee can with a plastic lid that will keep them from accumulating dust and dirt.

   Most eye protection can be cleaned with soap and warm water and rinsed thoroughly. It is recommended that supervisors review specific cleaning instructions provided by manufacturers to ensure that disinfection methods will not damage eye protection.

C. Ear Protection

It is very important to note that employees exposed to high noise levels in excess of 90dba for extended periods of time can suffer permanent hearing damage that is not medically repairable.

When employees are exposed to noise levels in excess of 85dba, IDOL regulations require employers to provide a comprehensive hearing conservation program that includes the use of baseline audiograms, annual hearing testing, and other related requirements. Examples of employees at park and recreation agencies who may be exposed to levels in excess of 85dba are those who spend the majority of their day on mowing equipment. PDRMA staff may be able to help you determine if your agency needs to implement a comprehensive hearing conservation program. PDRMA has additional detailed compliance information on implementing a hearing conservation program.

1. **Selection of hearing protection**
   The two most common types of ear protection are moldable earplugs and earmuffs.

   Waxed cotton, foam, or fiber glass wool earplugs are all self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then be thrown away. Other non-disposable earplugs should be cleaned after each use for proper sanitation and protection. Earmuffs are also an alternative to provide hearing protection to employees. It is important that earmuffs make a perfect seal around the ear to be effective. The use of eyeglasses, long side-burns, long hair or facial movement such as chewing can reduce protection. It is important to work with safety equipment vendors to determine which types of hearing protection are most suitable for the noisy work tasks performed at the Park District.

Important Note: Plain cotton is ineffective as protection against hazardous noise levels.

D. Respiratory Protection

Respirators shall be provided by the Oak Brook Park District when such equipment is necessary to protect the health of the employee. Selection of respirators will be based on the hazards identified in the assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals, dusts, etc. are safety data sheets (SDS). SDS help to identify the exposure level at which respirators are needed and specifically indicate the type of respirator needed to protect employees.

The following is a listing of general circumstances that would require respiratory protection:

- When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on SDS sheet).
- When the employer has implemented all feasible engineering and work practice controls and they are not sufficient to reduce exposures to or below the PEL.
- During emergencies such as in a confined space rescue, chlorine leaks, or other emergency response. It is important to note that such emergency response action should only be undertaken by an employee when they have been trained to perform rescues in hazardous environments that would require the use of respiratory protection. Employees who have not received specific training in emergency response procedures that require respiratory protection should contact the local EMS provider in such emergencies.
- When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals.

E. Torso Protection

Park and recreation employees are exposed to torso injury in a variety of situations. Examples include liquid chemical handling at swimming pools, exposure to temperature extremes, hot splashes from hot liquids, or the exposure of a park police officer to a gunshot wound. Forms of torso protection include, but are not limited to: bullet-proof vests, welding aprons, special protective coveralls for applying pesticides, and chaps for chainsaw use.

Selection of torso protection will be made after reviewing material safety data sheets when chemicals are used, when employees are exposed to extreme temperatures of heat or cold, and upon evaluation of power tool manufacturer's recommendations.

F. Arm and Hand Protection

There are numerous types of injuries that can occur to arms and hands including burns, cuts, electrical shock, amputation, and the absorption of chemicals.

Many of these types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE is available to protect employees when performing specific hazardous activities that would expose them to hand or arm injuries.

During the hazard assessment a determination of what type of hand protection is needed for various activities. In addition, an analysis should be made as to the degree of dexterity that is

required for specific jobs, the duration of such jobs, frequency, and degree of exposure. For example, employees who cut foods at banquet facilities should use cut-resistant gloves to minimize the potential for slicing-type injuries.

Performance-oriented criteria should be used when selecting various gloves and related hand protection. Characteristics to be considered include: chemical use, puncture potential, tear and abrasion resistance, how long the glove can be worn and whether or not it should be re-used.

Care of Protective Gloves
Protective gloves should be inspected before each use to ensure that they are not torn, punctured or made ineffective in any way. A visual inspection will help detect cuts or tears but a more thorough inspection by filling the gloves with water and tightly rolling the cuff towards the finders will help reveal any pinhole leaks. Gloves that are discolored or stiff may also indicate deficiencies caused by excessive use or degradation from chemical exposure.

G. Foot and Leg Protection

The use of foot and leg protection will be determined by the type of job being undertaken by the employee. For example, when conducting forestry-type work, vehicle maintenance, mowing, and related activities where there is the potential for heavy objects to fall upon the foot, employees should wear heavy work boots or safety shoes. Foot protection should also be worn when working with falling or heavy rolling objects, objects that could pierce the sole of the shoe, and when there is an exposure to electrical hazards.

Foot protection should be considered when conducting welding tasks and when operating chainsaws during forestry operations. In addition, heavy leather protective leg wear is available for welding and employees working with chainsaws should use protective Kevlar leg chaps.

When the Park District determines that safety shoes are needed, the shoe should incorporate a sturdy impact resistant toe. In some shoes, metal insoles protect against puncture wounds when hazards relating to stepping on sharp objects exist.

Additional foot protection such as metatarsal guards can be incorporated over existing work boots. These foot guards may be made of aluminum alloy, fiberglass, or galvanized steel. The Park District will work with the local safety supply vendor who will often bring out various types of safety shoes to be tested by employees prior to purchase.

The wide variety of maintenance tasks conducted at park and recreation agencies makes it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant their use. The Oak Brook Park District may require certain staff with multiple responsibilities in maintenance to have both a standard work boot and safety shoe available so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

H. Personal Protective Equipment for Working Near Water

A Coast Guard approved life jacket should be worn if there is any danger of falling into water while working. Employees who may be working on ponds, installing buoys, setting aerators, and conducting maintenance near pool areas should wear Coast Guard approved life jackets to minimize their potential to be injured and drowned.

Employees working on or near water should wear the life vest at all times, even if they are swimmers. The shock of falling into the water combined with clothing and shoes makes it very difficult to swim. When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with at least 90 feet of line.

I. Traffic Control and Night Maintenance

Employees who direct traffic or work in a roadway must be fitted with a reflective vest or suit that reflects light so they are visible to moving vehicles.

IV. COST ASSUMPTION FOR PERSONAL PROTECTIVE EQUIPMENT

In most cases, The Oak Brook Park District will provide and pay for personal protective equipment required by the agency for the worker to do their job in a safe manner and in compliance with IDOL standards. However, where equipment is personal in nature and useable by workers off of the job, the matter of payment may be left to labor-management negotiations.

PPE IS PERSONAL!

PPE means precisely what it says, personal protective equipment or clothing, which is intended for an individual's use. In most cases the individual is then primarily responsible for the day-to-day use, handling, storage, care and maintenance. In some instances, sharing of PPE is necessary and therefore the sharing of the handling, storage, care and maintenance will also be necessary

V. CONCLUSION

The Oak Brook Park District's personal protective equipment program will be reviewed on an annual basis by the Park District's Safety Committee and will be coordinated by the safety coordinator and department managers and supervisors.

First-line supervisors and employees shall receive ongoing training and be educated as to when personal protective equipment is necessary, how it should be worn, what its limitations are, as well as its proper care, maintenance, useful life and disposal. In addition, managers/supervisors are responsible for insuring their employees wear personal protective equipment when necessary. Employees who do not comply with the Oak Brook Park District's personal protective equipment procedures will be subject to retraining or discipline.

Please remember that personal protective equipment is the last line of defense in preventing employee injuries. Whenever possible, staff should look to implement engineering controls to reduce hazards resulting in less dependence on personal protective equipment. Please submit all ideas to reduce hazards in the workplace to your immediate supervisor or department manager, likewise, please submit all concerns for hazards to your immediate supervisor or department manager.

Appendix A

OAK BROOK PARK DISTRICT

CERTIFICATIONS OF HAZARD ASSESSMENT

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Work involving risk of flying or falling objects	**Job Location:** Varies	**Analyst:** Clint Lauderdale Dave Thommes	**Date:** 5/17/2013
Task #: 1	**Task Description:** Working in or around back-hoes, tractors, trenching, overhead loading, other heavy machinery, baseball field when games are in progress at adjacent fields.		
Hazard Type/Hazard Description and Consequences: Potential to be struck by overhead or flying objects.			
Hazard Controls: Hard hats. Class A hard hat will be used for general service and where work involves little or voltage concerns. Class B hard hat will be used when performing utility work where high voltage protection is needed. All hard hats should have embossed on the inside shell of the helmet an ANSI designation and class category. Hard hats should contain ANSI #Z89.1-1969 or ANSI #Z89.1-1986.			
Comment: LRN Document 501; Personal Protective Equipment: Inspect and Respect Video (Dupont 10015/10016); OSHA -- 1910.133 Eye and Face Protection; 1910.135 Head Protection.			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Work with sharp objects, blades or machines for cutting.	**Job Location:** Varies	**Analyst:** Clint Lauderdale Dave Thommes	**Date:** 3/30/15
Task #: 2	**Task Description:** Work with sharp objects, such as lawn maintenance equipment, hand-held or machine saws or other sharp or blade-type tools used for cutting or trimming.		
Hazard Type/Hazard Description and Consequences: Hand, arm, leg and foot injuries due to penetration or cutting by sharp or rough objects. Eye and Face injuries from flying objects that are being cut such as: grass, sand, dirt, saw dust, etc. Ear injury if machine has a sound level above 85 dBA 8-Hour TWA.			
Hazard Controls: Hands: Leather, cut resistant or general-purpose work gloves. Eyes and Face: Safety glasses with side shields, goggles with face shield, safety goggles. Ears: Ear muffs, ear plugs or ear caps. Feet: Steel toe safety shoes, metatarsal guards, puncture resistant shoes. Legs: Leather chaps.			
Comment: LRN Document 501; Powered Hand Tools: Safety is in your Hands Video (Dupont 3764); Groundskeeping Safety: Be a Pro! Video (Dupont 9076); OSHA -- 1910.133 Eye and Face Protection; 1910.135 Head Protection; 1910.136 Foot Protection; 1910.138 Hand Protection; 1926.101 Hearing Protection			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Work with Chemicals	**Job Location:** Varies	**Analyst:** Clint Lauderdale Dave Thommes	**Date:** 5/24/2013
Task #: 3	**Task Description:** Working with chemicals for pool, landscape maintenance, or general cleaning.		
Hazard Type/Hazard Description and Consequences: Potential for eye or skin damage due to direct contact with chemicals or damage to internal organs due to vapor inhalation.			
Hazard Controls: Hands: Chemical resistant gloves. Eyes and Face: Chemical goggles and face shield. Lungs and Respiratory System: Respirator with pesticide, paint spray, organics or organics acids cartridge. Review SDS of particular product prior to use and application.			
Comment: LRN Document 501; OSHA eTool: Eye and Face Protection; Chemical Hazard Identification Video (Dupont); OSHA -- 1910.133 Eye and Face Protection; 1910.138 Hand Protection; 1910.134 Respiratory Protection			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Bucket Truck Lifts	**Job Location:** Varies	**Analyst:** Clint Lauderdale Dave Thommes	**Date:** 5/16/2013
Task #: 4	**Task Description:** Work that requires the use of a bucket truck.		
Hazard Type/Hazard Description and Consequences: Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
Hazard Controls: Outriggers must be deployed and a personal fall arrest system (harness and lanyard) must be used.			
Comment: PRDRMA Ladders and Stairways Pamphlet (9041); Stairways and Ladders: A Safe Step Video (Dupont 3802); OSHA – 1910.68 Manlifts Quick Card; 1910.66 Aerial Lifts: Protect Yourself			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Work on Ladders	**Job Location:** Varies	**Analyst:** Clint Lauderdale Dave Thommes	**Date:** 5/16/2013
Task #: 5	**Task Description:** General maintenance and cleaning on fixed or portable ladders.		
Hazard Type/Hazard Description and Consequences: Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
Hazard Controls: Working on portable ladder: Staff properly trained to select the appropriate type of ladder. Staff trained on inspection, care, maintenance, and set-up. All trainings documented. Working on a fixed ladder: Provided with fixed cage meeting or equipped with fall arrest system (harness and lanyard) capable of limiting free fall distance to 6 feet or less.			
Comment: OSHA -- Quick Card: Portable Ladder Safety; OSHA Construction eTool: Ladder Safety; 1910.23 Ladders; 1910.27 Scaffolds and Rope Descent Systems			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Work that requires the use of a man-lift or scissors lift.	**Job Location:** Varies	**Analyst:** Clint Lauderdale Dave Thommes	**Date:** 5/16/2013
Task #: 6	**Task Description:** General work that requires the use of a man-lift or scissors lift.		
Hazard Type/Hazard Description and Consequences: Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
Hazard Controls: Unit must be outrigger equipped and these must be deployed. Unit must be equipped with guard rail, mid rail and toe board, and possibly the use of a personal fall arrest system (harness and lanyard) by employee, depending on the job being performed.			
Comment: OSHA -- 1910.68 Manlifts; 1910.66 Powered Platforms for Building Maintenance			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Work on Scaffolding	**Job Location:** Varies	**Analyst:** Clint Lauderdale Dave Thommes	**Date:** 5/16/2013
Task #: 7	**Task Description:** General work that requires the use of either job built or portable scaffolding.		
Hazard Type/Hazard Description and Consequences: Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
Hazard Controls: Working on portable ladder: All scaffolding must be provided with a guardrail (36 – 42 inches high), a mid rail and toe board around its entire perimeter, and/or use of a personal fall arrest system by employee (harness and lanyard).			
Comment: OSHA -- 1910.28 Duty to Have Full Protection and Falling Object Protection; 1910.29 Fall Protection Systems and Falling Object Protection; 1910.66 Powered Platforms for Building Maintenance			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Work on Roofs	**Job Location:** Varies	**Analyst:** Clint Lauderdale Dave Thommes	**Date:** 5/16/2013
Task #: 8	**Task Description:** Work on roofs.		
Hazard Type/Hazard Description and Consequences: Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
Hazard Controls: If leading edge of the roof is 6 feet above the lower level use guardrail, safety net, or personal fall arrest system (harness and lanyard). On a low slope roof less than 50 feet in width can use safety monitor system 1926.502(h). If there are skylights must have guardrail around or skylight screen over skylight. 1910.23(a)(4)			
Comment: OSHA -- 1926.502 Fall Protection Systems			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.

- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.

- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Tasks involving bodily fluids	**Job Location:** Varies	**Analyst:** Linda Noonan	**Date:** 2/19/15
Task #: 9	**Task Description:** Medical emergency or cleaning where bodily fluids are present.		
Hazard Type/Hazard Description and Consequences: Potential for exposure to and infection by bloodborne pathogens.			
Hazard Controls: CPR mouth piece/shield, latex gloves, eye protection.			
Comment: Communicable Disease Bloodborne Pathogens Program; PDRMA Bloodborne Pathogens on-demand video (English/Spanish)			

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lesson the hazard.
- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.
- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Beekeeper	**Job Location:** Dean Nature Sanctuary Apiary	**Analyst:** Robert Pechous	**Date:** 12/15/19
Task #: 12	**Task Description:** Maintain Honey Bee Hives at the Dean Nature Sanctuary throughout the year.		

Hazard Type/Hazard Description and Consequences:
- Allergic reaction to bee venom
- Burns and fire hazards from use of the smoker
- Improper lifting techniques

Hazard Controls:
Any person with suspected or known allergies to bee venom must seek medical advice from their primary care physician prior to participating in beekeeping activities.

A cell phone must be on site when in the apiary for emergencies.

Proper lifting techniques shall be used when lifting boxes. Medium boxes can weigh around 30-50 pounds when filled with honey.

Equipment
- Only dry fuel (e.g. newspaper, pine needles, bark) shall be used while lighting the smoker.
- Add a small amount of dry fuel, draw a gentle fire, and pack in more dry fuel.

(Continued on next page)

- When the smoker is not in use, place the smoker in a space free of combustible material.
- Keep the area around the hive free of combustible materials.
- To avoid burns and irritation of eyes, the hot barrel of the smoker should point away from the operator.
- The smoker should be extinguished after each use.

Personal Protective Equipment (PPE)
Personnel participating in beekeeping activities should, at a minimum, wear a beekeeping hat and veil, elbow length gloves that are leather, and closed-toe/closed-heel shoes.

Before entering the beekeeping area, personnel shall wear clean protective clothing/personal protective equipment. The protective clothing should be without holes to prevent bees from entry.

Beekeeping hat and veil: The ventilated hat should keep its shape and be firm enough to support the veils that fit over them and provide space that keeps the veil away from the face.

Beekeeping gloves: Gloves need to be strong and with elbow length cloth sleeves attached to the gloves should be worn when gaining access to the inside of the hive.

Footwear: Closed-toe and closed-heel shoes should be worn.

Comment:
Refer to the Bites and Stings section in the Media First Aid Handbook for full first aid procedures.

If stung remove yourself from the vicinity of the hive. If a stinger is present in the skin, remove it as quickly as possible. A severe allergic reaction can occur, contact EMS if necessary.

OAK BROOK PARK DISTRICT
Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

The order of precedence and effectiveness of Hazard Controls is as follows: Engineering Controls, Administrative Controls and Personal Protective Equipment. In reality, if the hazard cannot be eliminated entirely, the adopted control measures will likely be a combination of all three items instituted simultaneously.

- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lesson the hazard.
- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.
- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

Job Title: Snow shoveling	**Job Location:** Various park locations	**Analyst:** Bob Johnson	**Date:** 8/19/16
Task #: 11	**Task Description:** Work that involves pushing and shoveling snow.		
Hazard Type/Hazard Description and Consequences: Potential for slips, trips, and falls. Potential for back injuries. Higher cardio-pulmonary risk from exertion.			
Hazard Controls: Proper foot wear should be worn in addition to traction cleats when slippery conditions exist. Use proper body mechanics when pushing or shoveling snow. Limit exertion and take additional short breaks. Use reversal of posture exercises throughout the task to reduce back fatigue.			
Comment: PDRMA Video 1579 Snow Shoveling and Removal; PDRMA Snow Shoveling and Removal Training Guide 1555; PDRMA Snow Shoveling Task Guide 1554; Reversal of Posture Exercises Guide 1541			

Appendix B

OAK BROOK PARK DISTRICT
PERSONAL PROTECTION EQUIPMENT
EMPLOYEE TRAINING OUTLINE

This outline is intended to serve as a checklist and provide structure to employee PPE training. Check off each topic as it is covered.

Introduction/Overview
- _ Why **is PPE so important?**
- _ When is PPE necessary?
- _ What type is necessary?
- _ How should PPE be worn?
- _ What are the limitations of PPE?
- _ How PPE should be maintained?

The Employee Handbook
- _ Go through contents
- _ Emphasize safety information pertaining to your department

Workplace Hazards
- _ Discuss what hazards are apparent
- _ Review the hazards identified in the "PPE Hazard Assessment"
- _ The importance of noting new hazards
- _ Imminent Danger/Employee rights
- _ The use of SDSs

PPE Selection Criteria
- _ Matching up PPE with hazards
- _ If they are <u>not certain</u>, ask!

How PPE Should be Worn
- _ The importance of proper fit
- _ Fit tests (i.e., respirators)

Maintenance of PPE
- _ Your PPE storage system
- _ Cleaning and Inspection
  (Emphasize: If damaged, PPE is useless)
- _ Disposal and Replacement

Administer Quiz
- _ Go through questions and correct answers
- _ **Fill out training forms and return them to: _____**

Appendix C

OAK BROOK PARK DISTRICT
CERTIFICATION OF PERSONAL PROTECTION EQUIPMENT (PPE) TRAINING FORM

The employees listed below received training regarding the use of the following PPE:

	PRINT	SIGN
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Trainer: _____ **Date:** _____

Safety Coordinator: _____ **Date:** _____

SOURCES

1. U.S. Department of Labor, Occupational Safety and Health Administration. *Personal Protective Equipment Pamphlet OSHA 3077, Revised 1995.*

2. Compliance information provided by the Illinois Department of Labor.

3. *Personal Protective Equipment Program, Supervisor Edition.* American Family Insurance Co.

4. *COMPIWARE,* P. O. Box 49670, Dayton, OH (513/866-6164)

5. *Personal Protective Equipment Hazard Assessment* – Video

6. *Personal Protective Equipment: Danger Zone* – Video

7. *Personal Protective Equipment: The Right Choice!* - DVD

24. Protecting Children and Vulnerable Adults
Oak Brook Park District Boundary Violations Policy

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

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

Application

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

Reporting Obligations

Minor Child under the age of 18

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

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

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

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

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

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

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

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

VULNERABLE ADULT – ADULT WITH DISABILITIES.

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

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

The supervisor/department director shall document the incident.

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

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

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

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

Prohibited Conduct

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

Physical Boundary Violations (absent critical/urgent circumstances).

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

and/or with a closed door, vehicle rides not in compliance with Park District protocols or policies, 1:1 in a bathroom stall, etc.).

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

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

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

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

Emotional Boundary Violations

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

Behavioral Boundary Violations

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

Vehicle Boundary Violations

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

vulnerable adults are family members. If an employee or volunteer of the Park District does give rides to minor/vulnerable adult participants or volunteers outside of Park District programs, the parents/guardians of that minor or vulnerable adult need to give written permission to the Park District regarding the private transportation arrangement. **NOTE**: The Park District should inform all parties in writing that such rides are not part of the Park District program and are at the parents'/guardians' sole discretion.

- If parents/guardians give written permission to a Park District employee or volunteer to give personal rides to minors/vulnerable adults outside of Park District programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat and the driver in the front seat (with all required safety devices).
- Employees and volunteers of the Park District must also follow all rules, policies and procedures related to vehicles and transportation as outlined in the Park District's Personnel Policy Manual.

Boundary Violations Discipline

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

24. Code of Conduct Acknowledgment Form for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers

Employees and volunteers of the Oak Brook Park District are responsible for protecting children and vulnerable adults that attend the Park District's facilities, parks, programs, and events. With this responsibility comes a minimum set of expectations included in this Code of Conduct for all employees or volunteers who work with minor participants or volunteers under the age of 18 ("minors") or adults with disabilities ("vulnerable adults") as part of their roles with the Oak Brook Park District (the "Park District"). The prevention of child and vulnerable adult sexual abuse begins with informed, aware and caring individuals, including Park District employees and volunteers. All interaction with minor or vulnerable adult participants and volunteers should be in a manner that a reasonable person would not interpret as inappropriate. Employees and volunteers of the Park District should make every effort to avoid the appearance of impropriety with minors and vulnerable adults.

Your signature on this acknowledgement form, indicates you agree to follow these rules and guidelines.

As an employee/volunteer, I WILL:

- Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.
- Work in open environments, avoid seclusion and work in teams when with minor or vulnerable adult participants and volunteers.
- Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the back or shoulder, or short side/shoulder hugs.
- Be familiar with and comply with the Agency's Boundary Violations Policy.
- Be familiar with and comply with the Agency's Overnight and Travel Abroad Events and Programs Policy, as well as all other policies and requirements imposed by the Agency to prevent sexual abuse of minors or vulnerable adults.
- Be familiar with and comply with all applicable mandated reporter laws, policies and requirements when applicable.
- Cooperate fully with any investigation when requested.
- Participate in all required training on sexual abuse prevention and, when applicable, mandated reporting.
- Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.

As an employee/volunteer, I WILL NOT:

- Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, flirtatious, or inappropriate manner.
- Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, putting hands in pockets of participants or volunteers, or other similar physical activities.
- Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening or degrading a minor/vulnerable adult participant or volunteer.
- Use profanity, engage in constant and/or nonconstructive criticism, name call, bully or scapegoat minor/vulnerable adult participants or volunteers.
- Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of Park District programs, unless I am specifically trained by, and given permission by, the Park District to do so.
- Give vehicle rides to minor or vulnerable adult participants or volunteers outside of Agency programs, if those individuals are not family members, unless I have the written permission of the parents/guardians of that individual, and I provide proof of the written permission to my immediate supervisor at the Agency.
- Use personal communications (e.g., mobile phone, phone apps, social networking sites, email, write letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the Park District. For more information, please see the Park District's Electronic Communication with Minors and Vulnerable Adults Policy.
- Accept gifts, give gifts or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- Use or provide alcohol, tobacco, drugs or anything prohibited by law to minor/vulnerable adult participants or volunteers.

I understand and agree this Code of Conduct for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers is in addition to any other policies, rules and regulations established by the Agency, and I will abide by those policies, rules and regulations.

_____

Employee/Volunteer Name

_____

Employee/Volunteer Signature

_____

Parent Name and Signature (if employee/volunteer is a minor)

_____

Date

24.1 Electronic Communication with Minors and Vulnerable Adults Policy

Purpose

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

Application

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

Definitions

For the purposes of this policy:

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

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

Policy Requirements

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

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

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

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

Policy Exceptions

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

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

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

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

Request to Discontinue Electronic Communication to a Minor or Vulnerable Adult

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

Other

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

24.2 Overnight and Travel Abroad Events and Programs Policy

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

Application

This policy applies to all Park District employees and volunteers.

Transporting Minor and Vulnerable Adult Participants

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

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

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

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

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

Supervising Overnight and Travel Abroad Programs and Events

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

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

Sleeping and Showering Arrangements

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

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

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

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

Prohibited Activities

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

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

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

Interplay with ADA

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

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

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

25: Service Animals

1. Definitions
    a. Service Animal – specific animals that are individually trained to do work or perform tasks for people with disabilities.
        i. Dogs, any breed (regardless of Village ordinance)
        ii. Miniature Horses, generally ranging in height, to the shoulder, from 24 - 34 inches and typically weigh between 70 - 100 pounds.
            1. Must be housebroken
            2. Must be under the owner's control
            3. The facility must be evaluated to determine if it can accommodate the miniature horse's type, size and weight.
            4. An assessment must be done to determine whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.
    b. Please note the difference of a Therapy Animal – An animal that provides affection and comfort to members of the public, typically in facility settings such as hospitals, assisted living, and schools. A therapy animal has no special rights of access as noted in the Americans with Disabilities Act (ADA) and may therefore be denied entry to Park District parks and facilities.

2. Requirements
    a. Service animals are working animals, not pets. The work or task the animal has been trained to provide must be directly related to the person's disability.
    b. Examples of Work or Tasks:
        i. Guiding someone who is blind.
        ii. Diabetic alert
        iii. Alerting someone who is deaf.
        iv. Pulling a wheelchair.
        v. Calming someone with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

    Note: Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

3. Confirming a Service Animal
    a. When it is not obvious what service an animal provides, only two questions may be asked.
        i. Is the animal a service animal required because of a disability? And
        ii. What work or task has the animal been trained to perform?
        iii. Staff cannot ask about the person's disability, require medical documentation, require a special identification card/vest or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

4. Guidelines and Limitations
    a. Under the ADA, local governments that serve the public generally must allow service animals to

accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

b. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animals' work, or the individual's disability prevents using these devices. The animal must not be aggressive toward other people such as growling, barking, lunging etc. In this instance, the individual must maintain control of the animal through voice, signal, or other effective controls.

c. A person with a disability cannot be asked to remove his/her service animal from the premises. Exceptions include 1) The animal is out of control and the handler does not take effective action to control it. 2) The animal is not housebroken. If the animal has to be removed, the person must still be able to use the park or facility without the animal's presence.

d. Service animals must be allowed on a pool deck and other public areas, which may include the presence of an animal inside a swimming pool.

5. ADA Compliance Reminders

a. The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, grooming, and veterinary care. Covered entities are not obligated to supervise or otherwise care for a service animal.

b. People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals.

c. Allergies or fear of animals are not acceptable reasons to deny access to a person with a service animal. In the case of an allergy, accommodations must be made to both parties, assigning different locations within the room or facility.

d. Service animals are allowed to accompany their handlers in public areas of establishments that sell or prepare food, even if health codes prohibit animals on the premises (i.e. self-service food lines).

e. Local regulations can require vaccinations, registration, and licensing of the animal in general, but the animal does not need to be registered as a service animal.

265: Respiratory Compliance Policy

TABLE OF CONTENTS

I.	Overview	2
II.	Using This Program	2
III.	Respirator Protection General Requirements	3
	A. Agency and Employee Responsibilities	3
	B. Medical Evaluation	3
IV.	Respiratory Selection Procedures	3
	A. Dangerous Atmospheres	3
V.	Respirator Training	4
	A. Training Program	4
	B. Fit Testing	4
	C. Corrective Eye Wear	5
VI.	Inspection, Maintenance and Storage Equipment	6
	A. Inspections	6
	1. Routine Use Respirators	6
	2. Emergency Use Respirators	6
	3. Random Inspections	6
	B. Replacement or Repairs	6
	C. Storage Requirements	6
	1. Emergency Use Respirators	6
	2. Routine Use Respirators	7
VI.	Identification of Chemical Cartridges	7

Appendix A: Color Codes for Cartridges/Canisters
Appendix B: Respirator Inspection Record
Appendix C: Respirator Training Roster
Appendix D: Oak Brook Park District Respiratory Practical Guide
Appendix E: Respirator Type Selection
Appendix F: OSHA Respirator Medical Evaluation
Appendix G: Employees Using a Respirator with Cartridges

Available Resources
Sources Consulted

RESPIRATORY PROTECTION COMPLIANCE TRAINING PROGRAM

I. OVERVIEW

OSHA's **Respiratory Protection Standard** is referenced in the Code of Federal Regulations (CFR) part 1910.134 as published in the Federal Register.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL). Each employee who is expected to wear a respirator must be trained in these procedures. In the Parks and Recreation environment, the use of respirators could be applicable in many situations including painting, pesticide spraying, grinding and handling pool chemicals.

OSHA estimates that approximately 32 million workers are potentially exposed to one or more chemicals on a daily basis. To date, PDRMA member agencies fortunately have not suffered any catastrophic injuries due to chemical or particulate inhalation or ingestion; however, several serious and minor injuries have occurred. These injuries include:

- Several employees have been treated for inhalation of chlorine while changing gas chlorine tanks.
- An employee passed out after inhaling carbon monoxide when pumping water out of a filter room.
- An employee suffered breathing difficulties after spraying golf course chemicals without using a respirator.
- While an employee was painting, a gust of wind caused inhalation of paint.

This program will help ensure that respirators accompany the use of certain chemicals. **The Oak Brook Park District's responsibility is to ensure that all employees needing respirators use this program to control chemical and particulate inhalation or ingestion.**

II. USING THIS PROGRAM

Each department manager is responsible for identifying hazards that require the use of a respirator in their department and coordinating the agency's respiratory protection program for their department. Supervisory level staff at each location must also be knowledgeable and trained in respiratory procedures to manage use at their facility.

A review of the Safety Data Sheets (SDS) and job tasks shall be done to determine the need for respirator use. In addition, employees are required to attend periodic trainings, and to conduct inspections and maintenance of the equipment and notify their supervisor if the respirator equipment needs to be replaced.

Appendix D of this respiratory protection compliance program is a short, written procedure to be used as a practical guide for employees in using respirators. It is, however, very important that specific respirator manufacturers' instructions be closely followed at all times.

III. RESPIRATOR PROTECTION GENERAL REQUIREMENTS

A. Agency and Employee Responsibility

1. It is the responsibility of the Oak Brook Park District to ensure that respirators are provided when they are needed to protect the employee's health. Each department head shall be responsible for identifying the areas and jobs requiring the use of the respirator. The respirator must be suitable for the type of work being done. The chart in Appendix A and the SDS can be used to help determine which type of canister should be used with the applicable hazard.

2. The employee's responsibility includes the proper use of the respirator or procedures according to the instructions and training received from the agency and manufacturer. Other areas of employee responsibility include:

    - Regular cleaning and disinfecting of the respirator.
    - Storing respirators in a clean, convenient and sanitary location.
    - Notifying a supervisor of any change in medical condition that could be complicated by using a respirator.
    - Reporting any trouble with or malfunction of the respirator to supervisor.

B. Medical Evaluation

Employees will not be assigned tasks using a respirator unless it has been determined by a physician that they are physically able to perform work using respiratory equipment. The physician should be trained in occupational medicine or pulmonary medicine.

IV. RESPIRATORY SELECTION PROCEDURES

Selection of respirators should be made according to the specific hazard identified on the Safety Data Sheet (SDS). Requirements for respirators may be determined by OSHA or American National Standards Institute (ANSI) Standards or the National Institute for Occupational Safety and Health (NIOSH) recommendations. For a description of the different types of respirators, see Appendix E.

The department head manager who supervises the respiratory program in their department should determine the correct respirator for each job task. The individual responsible for issuing respirators must be adequately trained to ensure that the correct respirator is issued.

A. Dangerous Atmospheres

Written step by step procedures or checklists for specific routine tasks should be reviewed. These procedures cover the safe use of respirators in dangerous atmospheres that might be encountered in normal operations or in emergencies. Personnel should become familiar with these procedures and the available respirators. These situations may include aquatic confined spaces or other types of confined spaces.

In areas where the employee, with failure of the respirator, could be overcome by a toxic or oxygen deficient atmosphere (an atmosphere containing less than 19.5 percent oxygen by volume), at least one additional person should be present. Communications (visual, radio, voice, or signal line) should be maintained among all individuals present. Planning should be such that one individual will be unaffected by any potential incident and have the proper

rescue equipment to be able to help the other(s) in case of an emergency. Oak Brook Park District's space programs and procedures should be reviewed prior to using a respirator in a confined space.

When a self-contained breathing apparatus (SCBA) is used in atmospheres immediately dangerous to life or health, standby personnel must be present with suitable rescue equipment. These persons must also be certified rescuers if in a confined space. If working in a confined space, the employee using SCBA should be equipped with safety harnesses and safety lines for lifting or removing the employee from hazardous atmospheres.

V. RESPIRATOR TRAINING

For safe use of any respirator, it is essential that employees are properly trained in the selection, use, and maintenance of the respirator. Training will provide the opportunity to handle the respirator, have it properly fitted, test its face-piece seal, wear it in normal air for a long familiarity period and finally, to wear it in a test atmosphere

Every employee wearing a respirator should receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to decide if it fits properly.

A. Training Program

The Oak Brook Park District has a standardized training program to meet the requirements of the respiratory protection standard. This program must be provided to each employee who may be expected to use a respirator. The training shall be completed:

- Before the employee is first assigned duties that require respiratory protection.
- Before a change in assigned duties.
- Whenever there is a change in operations that presents a hazard for which an employee has not previously been trained.
- Whenever the member thinks that there are deviations from established respiratory procedures.

The training should be performance based to better measure the employee's understanding of respiratory rules. The agency shall certify that respirator training required by IDOL has been accomplished. The employee shall sign the training roster.

B. Fit Testing

The fit check of the face piece should be checked each time that the wearer puts on the respirator. This should be done by following the manufacturer's face piece testing instructions. Periodic checks shall be conducted while employees are wearing the respirators to assure proper protection. This typically involves covering the inhalation or exhalation valve to ensure a proper seal.

If hair growth interferes with a satisfactory fit, the hair should be moved or shaven to eliminate interference and allow a satisfactory fit. If a satisfactory fit is still not attained, the

employee must not enter an area or perform a duty requiring the use of the respirator.

Qualitative Fit Test:
Each employee wearing a respirator shall perform a qualitative fit test. The qualitative fit test uses a hood (to eliminate outside interference), saccharine or smoke (depending on the type of filter), and the respirator to verify the quality of the fit. The qualitative fit test should be done at the time of initial fitting and at least every six months afterwards. The qualitative fit test materials may be obtained from any equipment manufacturer or safety supplier. All filters used for qualitative fit testing should be replaced weekly, whenever increased breathing resistance is identified, or when the user can easily detect the test agent. The manufacturer specifications should be followed for qualitative fit testing equipment. It is recommended that the agency contact the local manufacturer representative for this fit testing and the fit testing equipment

The employee shall be given the opportunity to wear the assigned respirator for a one-week trial period. If the respirator does not provide a satisfactory fit during actual use, the employee may request another fit test that should be done immediately. If an employee exhibits difficulty breathing during the test, they should be referred to a physician trained in respiratory diseases or pulmonary medicine to decide whether the employee can wear a respirator while doing their duties.

A summary will be kept of all employee fit test results for a period of three years. The summary will include the name of the employee, date, the name of the tester and the fit factors obtained from each respirator tested and will list manufacturer, model and size.

C. Corrective Eye Wear
Where full face respirators are needed, the use of optical inserts may be needed and used in accordance with manufacturers' instructions. When employees must wear optical inserts as part of the face piece, the face piece and lenses should be fitted and tested to provide good vision, comfort, and a gas-tight seal. The district shall provide corrective lenses for respirators based on optometry recommendations. Conventional eyeglasses cannot be used with full face respirators since a proper seal cannot be established if the temple bars of eyeglasses extend through the sealing edge of the full face piece.

Wearing contact lenses in a contaminated atmosphere with a respirator will not be allowed.

VI. INSPECTION, MAINTENANCE, AND STORAGE EQUIPMENT

A. Inspections

Equipment shall be regularly inspected and maintained to retain its original effectiveness by following the manufacturer's guidelines. The inspection shall include a check of tightness connections (eyepieces, canisters, etc.); conditions of the face piece, headbands, valves, connecting tube, canisters, and check for signs of deterioration. See the Appendix B for a Respirator Inspection Record Form.

1. Routine Use Respirators

All routine use respirators should be inspected before and after each use. The respirator manufacturer inspection criteria will be used as the basis for the inspection content and frequency. Routinely used respirators should be collected, cleaned, and disinfected as frequently as necessary to ensure that proper protection is provided for the wearer.

2. Emergency Use Respirators

A respirator that is for **emergency use** (i.e., aquatic facility chlorine rooms or chemical applications) shall be inspected after each use and at least monthly to ensure that it is in satisfactory working condition. Documented inspection records and findings should be kept for emergency use respirators. Emergency use respirators should be cleaned and disinfected after each use.

3. Random Inspections

Random inspections should be done to verify that respirators are properly selected, used, cleaned, and maintained. The respirator manufacturer's inspection criteria will be used as the basis for a random inspection to ensure that established procedures are being followed. A list of personnel qualified to do respirator inspections should be compiled after completion of the in-house respirator training program.

B. Replacement or Repairs

Only the original manufacturer or their designated vendor shall do replacement or repairs, with parts designed for the respirator. No attempt should be made to replace parts or to make adjustments or repairs beyond the manufacturer's recommendations.

C. Storage Requirements

After inspection, cleaning, and necessary repair, respiratory protection equipment shall be carefully stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators should be packed or stored so that the face piece and exhalation valve will rest in a normal position, without being damaged.

1. Emergency Use Respirators

Respirators placed in gas chlorine rooms for emergency use should always be easily accessible and will be stored in areas designed for that purpose. These areas are clearly marked. Instructions for proper storage of emergency respirators are found in "use and care" instructions usually mounted inside the equipment carrying case lid.

2. **Routine Use Respirators**
   Routinely used respirators, such as dust respirators, may be placed in plastic bags. Respirators that use removable cartridges should have the cartridges removed so they are not damaged in storage. Respirators should not be stored in lockers or toolboxes unless they are in carrying cases or protective cartons. These respirators should be stored and marked to reduce confusion with equipment belonging to other employees.

VI. IDENTIFICATION OF CHEMICAL CARTRIDGES

The primary means of identifying a chemical respirator cartridge is by using labels, with the secondary way being color code or letter. All cartridges purchased and used by the Oak Brook Park District shall be properly labeled, color-coded or identified by letter before use. The labels, colors and/or letters will be identifiable at all times until disposal. Cartridges having labels, colors or letters that are not identifiable will be discarded.

All colors used are clearly identifiable by the user and clearly distinguishable from one another. The color coating offers a high degree of resistance to chipping, scaling, peeling, blistering, fading, and the effects of the ordinary atmospheres to which they may be exposed under normal conditions of storage and use.

Appendix A

COLOR CODES FOR CARTRIDGES/CANISTERS

Atmospheric Contaminants	Colors Assigned
Acid gases	White
Hydrocyanic acid gas	White with 1/2 inch green stripe completely around the canister near the bottom.
Chlorine gas	White with 1/2 inch yellow stripe completely around the canister near the bottom.
Organic vapors	Black
Ammonia gas	Green
Acid gases and ammonia gas	Green with 1/2 inch white stripe completely around the canister near the bottom.
Carbon monoxide	Blue
Acid gases and organic vapors	Yellow
Hydrocyanic acid gas and chloropicrin vapor	Yellow with 1/2 inch blue strip completely around the canister near the bottom.
Acid gases, organic vapors, and ammonia gases	Brown.
Radioactive materials, excepting tritium and noble gases	Purple (Magenta)
Particulate (dusts, fumes, mists, fogs, or smokes) in combination with any of the gases or vapors	Canister colors are no longer used for particulate matter. The new method deals with oils. **N** - Not resistant to oils **R** - Resistant to oils **P** - Oil proof
All of the above atmospheric Contaminants	Red with 1/2-inch gray stripe completely around the canister near the top.

Note: Gray is not assigned as the main color for a canister designed to remove acids or vapors.
Note: Orange is used as a complete body, or stripe color, to represent gases not included in this table. The user will need to refer to the canister label to determine the degree of protection the canister will afford.
Note: Canisters for particulate matter deal with resistance to oil. These types of canisters are tested by NIOSH

Appendix B

Oak Brook Park District

RESPIRATOR INSPECTION RECORD

1. OWNER (if individually issued): _____

2. TYPE: _____

3. NUMBER: _____

4. DEFECTS FOUND:

A. Face piece: _____

B. Inhalation valve: _____

C. Exhalation valve Assembly: _____

D. Headbands: _____

E. Cartridge holder: _____

F. Cartridge/Canister: _____

G. Filter: _____

H. Harness assembly: _____

I. Speaking Diaphragm: _____

J. Gaskets: _____

K. Connection: _____

L. Other Defects:

1. _____
2. _____
3. _____

Inspector: _____ Date: _____

Appendix C

Oak Brook Park District

RESPIRATOR TRAINING ROSTER

Name of Trainer: _____

Title: _____ **Date of Training:** _____

Type of Training:
___Initial
___Duties Change
___Change in Operations
___Retraining

Name	Department

Appendix D

Oak Brook Park District

Respiratory Protection Practical Guide

A. Purpose

This practical guide establishes the minimum requirements for the respiratory protection program. The Oak Brook Park District will designate all areas where respirator use is required by using the SDS.

B. Compliance with the Program

All employees are required to follow the restrictions and limitations imposed upon them during the use of the provided respirators. Employees who are trained to wear respirators are required to follow all aspects of this written program and manufacturer instruction.

C. Medical Evaluation

All employees who use a respirator will undergo a medical evaluation to verify their ability to use a respirator safely. If any employee is experiencing difficulty during use, they should discontinue using the respirator until they are able to see a physician trained in occupational medicine or pulmonary medicine. The physician will determine whether the employee may wear the respirator while at work.

D. Sequence of Respirator Use

This procedure should be referenced before and after respirator use. The following steps provide a general summary of respiratory procedures.

1. The inspection of the respirator will always be the first step in the procedure. Inspections should check for defects in the face piece, inhalation valve, headbands, cartridge and its holder, filters, harness and other straps.
2. Ensure that the cartridge type is correct for the hazard being protected against - see Appendix A.
3. The respirator should be placed on the head of the wearer and cleared according to the manufacturer guidelines. It is important to remember that the wearer must always cover the exhalation valve and blow out first, followed by covering the cartridges and inhale.
4. If the respirator makes a complete seal on the face it may be used. If a complete seal is not made, check to see that there is no facial hair, eyeglasses, missing dentures or other articles that could be blocking the seal. Please note that contacts may not be worn in a contaminated environment.
5. Before work requiring the respirator be started, the employee should wear the respirator for approximately five minutes to get used to breathing with the respirator.
6. When finished with the task, the respirator should be taken apart and cleaned with an alcohol wipe or the equivalent, per manufacturer guidelines.
7. Store the respirator per manufacturer's guidelines, in a location where it will not get damaged and can stay dry.

8. If the employee has difficulty breathing, replace the filter first. If this does not resolve the issue, the employee may need to seek medical evaluation to verify their ability to continue use of the respirator.

E. Training

Training will be given by the Superintendent of Parks & Maintenance or a manufacturer's representative. The trainer will fit test employees and train them to do these procedures. Training will be done before the employee uses the respirator, when their duties change, when the operation changes, and for retraining.

Appendix E

Respirator Type Selection

A. Disposable Respirators
The disposable respirator is the most basic type of air filtration system. The disposable respirator is often mistaken for the "dust mask" although the disposable respirator does filter out mists and vapors where the dust mask does not filter these contaminants out. The disposable respirator is intended for limited use and not intended for use in oxygen deficient atmospheres.

B. Half Mask Respirators
Half mask respirators utilize filters and cartridges and are the most common for parks and recreation applications. Employees are permitted to wear their eyeglasses with this type of respirator but should not wear contact lenses in contaminated environments. These masks cover the mouth and nose but do not provide protection of the eyes. This is a concern if the chemical, mist, vapor, etc., causes eye irritation. If there is a concern of splashing or contact with the eyes, a half mask may be used with eye protection. The half mask respirators are not intended to be used in oxygen deficient atmospheres.

C. Full Mask Respirators
Full mask respirators are necessary when there is a concern of absorption into the eye or other irritation of the eye. Full mask respirators may not be worn with prescription eyeglasses; however, there is the option of optical inserts. Full mask respirators use the filter and cartridges in order to filter out hazardous contaminants. The full mask respirators are not intended to be used in oxygen deficient atmospheres.

D. Supplied Air Respirators & SCBA
The supplied air respirator or SCBA is used most commonly in oxygen deficient atmospheres. These respiratory devices should always be used in conjunction with another employee present in case of an emergency. Each type of SCBA or supplied air system has requirements regarding corrective eyewear, for this reason the manufacturer's recommendation should be followed.

F:\LRNFax\COMPLIANCE_PROGRAMS\486 Respirator Program61997.WPD

Appendix F

OSHA Respirator Medical Evaluation

OSHA requires a medical evaluation to be completed for staff whose job responsibilities may require the use of respirators. The medical evaluation is conducted in two segments, Part A & Part B. The first segment requires staff to complete the OSHA Respirator Medical Evaluation Questionnaire. To maintain confidentiality, your Department Head or supervisor must not look at or review your answers, and will inform you how to deliver or send the questionnaire to the healthcare professional who will review it.

A health care professional with the Park District's Occupational Health Provider, currently Elmhurst Memorial Healthcare, will evaluate your completed questionnaire. After reviewing the questionnaire, the doctor may require you to receive a physical examination to determine if it is medically safe for you to use the respirator. The Park District will pay for the physical evaluation.

The Park District's Human Resources Manager will receive a report, which will inform the Park District if it is medically safe for you to use a respirator. This report will be kept strictly confidential. The doctor's evaluation will be the final determination if it is medical safe for your use of a respirator. The determination will in no way affect your employment with the Oak Brook Park District.

If you have questions or comments in regards to your use of the respirator please discuss with your Department Head.

Appendix G

Program Summary - Employees Using a Respirator with Cartridges

The following full-time job positions will be performing duties requiring the use of a respirator with cartridges. Employees in these positions must undergo a medical evaluation to determine fitness to use the respirator, be fitted for the equipment, and attend in-depth training (*conducted by a District designated outside vendor)* prior to performing any work requiring this type of equipment:

- ~~Superintendent of Aquatic and Maintenance Operations~~
- Superintendent of Parks & Maintenance
- Lead Aquatic Supervisor
- Aquatic Supervisor
- Building Engineer
- Building Technician
- Tennis Center Lead Custodian
- Landscape Specialist
- Park Specialist
- Park Technician

Commented [AS6]: Is this still relevant?

Department Manager is responsible for:

- Identifying hazards that require the use of a respirator in the department and coordinating the agency's respiratory protection program for the department;
- Determining the correct respirator for each job task;
- Contacting the Safety Coordinator to arrange medical evaluation for the employee through the District designated Occupational Health Provider;
- Contacting the Superintendent of Parks & Maintenance to schedule respirator equipment training and fit testing for staff in the department;
- Regularly inspecting respirator equipment in the department;
- Keeping accurate and complete records of respirator inspections (Appendix B: Respirator Inspection Record Form), and required fit testing and training (Appendix C: Respirator Training Roster Form); and
- Ensuring staff using respirator equipment follow proper procedures.

Employee using respirator equipment with cartridges is responsible for:

- Submitting to a medical evaluation to determine fitness to use the respirator equipment;
- Attending the required fit testing, training, and retraining;
- Notifying their supervisor of any change in medical condition that could be complicated by using a respirator;
- Following proper equipment use procedure;
- Inspecting, cleaning and disinfecting the respirator;
- Reporting any trouble with or malfunction of the respirator to their supervisor.
- Storing respirator equipment in a clean, convenient, and sanitary location; and
- Completing and submitting required paperwork to their supervisor.

Safety Coordinator is responsible for:

- Providing the medical evaluation questionnaire to the employee and submitting the completed form to the designated Occupational Health Provider;
- Notifying the employee if a physical exam is required to assess fitness to use the respirator; and
- Notifying the Department Manager when the employee is/is not cleared to use the respirator.

District Designated Training Vendor
The following vendor shall be used for initial and refresher in-depth Respirator training:

FulLife Safety LLC (Phone: 630-671-1140)
177 W. Irving Park Road
Roselle, IL

PROGRAM REQUIREMENTS
Medical Evaluation: Employees will not be assigned tasks using a respirator with cartridges unless it has been determined by a physician that they are physically able to perform the work using respiratory equipment. All employees who use this type of respirator must undergo a medical evaluation to verify their ability to use a respirator safely. The evaluation is to be

performed by a physician trained in occupational medicine. Elmhurst Occupational Health will perform the medical evaluation and issue an OSHA Respirator Clearance Form indicating whether or not the employee is fit to use a respirator. The OSHA Respirator Clearance Form will be kept in the employee's medical file in the Human Resource Department. Contact the Human Resource & Risk Manager for the questionnaire and for further instructions.

Employee training is to be coordinated by the Director of Parks & Planning with Full Life Safety (Phone: 630-671-1140). The trainer will fit test employees and train them in proper procedures before the respirator is used, when duties or the operation changes, and when refresher training is deemed necessary. Re-training is required every year. Training session sign-in sheets must be kept (see Respirator Training Roster Form – Appendix C). The Director of Parks & Planning will maintain training, certification, and fit test records for use during the PDRMA Loss Control Review.

Fit test results must be kept for a period of 3 years and include:

- name of employee
- date of fit test
- name of the tester
- fit factors obtained from each respirator tested (manufacturer, model, size)

Inspection records are to be completed at least once/month for each respirator (see Respirator Inspection Record Form – Appendix B). Each employee must clean, inspect and maintain inspection records for their mask. Inspection records for each mask are to be kept in the employee's department and made accessible during the PDRMA Loss Control Review.

AVAILABLE RESOURCES

PDRMA Subject Files:
Training Blueprint, Focus on Respirators
OSHA Safety Training Newsletter

Respirator Fit Testing
Occupational Safety and Health

PDRMA Library Resource:
Guide for Proper Selection of Filters, Cartridges, and Respirators
Willson Safety Manual

SOURCES CONSULTED

Code of Federal Regulations, Part 29, Section 1910.134
Code of Federal Regulations, Part 42, Section 84
Willson Safety, 42 CFR 84 Compliance Video and training materials

F:\LRNFax\COMPLIANCE_PROGRAMS\486 Respirator Program61997.WPD

276: Slip, Trip & Fall Prevention Program

The purpose of this program is to prevent injuries caused by slips, trips and falls in the workplace. The risk of injury from these hazards can be minimized by wearing the proper footwear, good housekeeping, properly entering/exiting equipment, and climbing ladders or stairs in a safe manner.

Supervisors are responsible for communicating this program to employees/volunteers and reinforcing it through training, observing day-to-day operations, and providing coaching and positive feedback. Any exceptions to the following policies shall be in writing and approved by the Safety Committee and Executive Director.

FOOTWEAR

Wearing appropriate footwear for specific job tasks both minimizes the likelihood of injury to the foot, and provides the stability and traction necessary when performing tasks.

Medical reasons to waive any of the following requirements must be supported by a doctor's certificate and presented to the Executive Director. A review of the doctor's documentation and determination of potential alternatives will then be considered.

Closed toe/heel and properly fitted shoes are required in the following job classifications: *(Bare feet, flip flops, clogs, sandals and other similar open-toe footwear are not permitted.)*

- Front Desk Staff
- Preschool Staff
- Camp Staff
- Fitness Center Staff
- Recreation Program and Sports Instructors
- Theme Party Staff
- Maintenance Staff (custodial and parks)*
- All Staff in the Aquatic Center Pump Room

* All staff performing maintenance activities are required to wear a traditional shoe or boot as footwear. In addition, some maintenance tasks may require steel toe shoes or other special footwear (i.e., ice cleats for outdoor winter job tasks). A supervisor should advise staff as to specific maintenance job tasks which may have special footwear requirements.

Aquatic staff shall wear rubber soled, aquatic footwear or bare feet while on the pool deck.

Administrative Staff working in an office setting may wear dress shoes, dress sandals, loafers, or flat leather shoes. Athletic footwear or flip-flops are not allowed.

HOUSEKEEPING

Even the simplest of tasks can cause injury when performed improperly or amid unsafe conditions. A 30-second Site Safety Walk-Through will reduce or eliminate potential safety hazards.

All full-time, part-time and seasonal employees in all departments shall conduct a 30-second Site Safety Walk-Through prior to beginning work at any job site or job task. **Note:** Any hazards or safety concerns observed during the 30-Second Safety Walk-Through should be eliminated or minimized. Consult with your supervisor if you are unsure of how to address a hazard or do not have the proper personal protective equipment.

Before beginning a job:

- ***Pause before you approach*** :
  - Ask yourself: "Are there any obvious potential safety hazards?"
  - Generally, your first impression will be correct.
- ***Observe your surroundings***:
  - What is there about the location, terrain, ground or flooring that could create a hazard or cause an injury?
- ***Observe the traffic in or around the work site:***
  - Will vehicle or pedestrian traffic cause a safety hazard or concern?
- ***Protect yourself!***
  - Should you be wearing personal protective equipment?
  - Do you have the proper personal protective equipment?
- ***Consider the unknown:***
  - What is unique about the site that may cause a safety concern?
  - Will the equipment, materials or job task introduce safety concerns?

3 POINTS OF CONTACT

Improperly entering/exiting (or mounting/dismounting) vehicles, trucks, tractors, trailers, ladders, scaffolding, stairs or other pieces of equipment can increase the potential for injury. The 3 Points of Contact method provides maximum stability and support, thereby reducing the likelihood of slipping and falling.

This policy applies to all full-time, part-time, and seasonal employees in all departments and volunteers.

The 3 Points of Contact method is maintaining contact with **one hand and two feet** *or* **two hands and one foot** *at all times* when climbing stairs or ladders and entering/exiting any vehicle or equipment. The 3 Points of Contact method forms a stabilizing triangle of contact.

TRAINING

- **Scan your work area for potential hazards and take immediate action to correct or secure the area and report the hazard.** Examples of hazards include: wet and slippery surfaces, debris and clutter in walkway, wrinkled rugs, uneven walking surfaces, cables and electrical cords, open drawers, poor lighting, obstacles around corners, poorly maintained equipment.
  - Look on the ground for debris, uneven surfaces and other hazards in your walking path and before entering/exiting a vehicle or equipment.
  - Slow down and shorten your steps on icy, wet, and slippery surfaces.
  - Use floor mats to remove moisture from the soles of your shoes upon entering a building.
  - Route cables and electrical cords so they don't cross walkways.
  - Use the necessary lighting to safely do the job.
- **Wear appropriate shoes for the job and work environment.**
- **Maintain 3 points of contact (two hands and one foot or two feet and one hand) when climbing stairs or ladders and when entering/exiting a vehicle or equipment.**
  - Use the right ladder for the job and inspect it to ensure it is good working condition and not in need of repair or replacement.
  - Use parts designed by the manufacturer for mounting and dismounting — steps, running boards, traction strips, footholds, handgrips, etc. Report damage immediately. Keep parts clear of mud, snow, grease and other hazards that can cause slips, trips, or falls.
  - Break 3 points of contact only when you reach the ground, the vehicle, or a stable platform. Do not let go with your hand(s) until your foot is firmly on the ground.
  - Mount and dismount facing the vehicle.
  - Climb on and off only when the vehicle or equipment is stationary.
  - Never jump from a vehicle or equipment.
  - Do not rush out of a vehicle or equipment after a prolonged period of sitting.
  - Don't climb with something in your free hand. Set it down and get it after entering or have someone hand it to you.
  - Always use the stairs at the dock. Do not climb up or jump down.

PDRMA Training Resources:

- *Safety Matters: Slips, Trips and Falls video (Dupont 3767)*
- *Safety Matters: Strains and Sprains video (Dupont 3799)*
- *Slip, Trip & Fall Prevention 10-minute training guide (English)*
- *Maintenance 3-Points of Contact video download (English)*
- *Parks 3-Points of Contact video download (English/Spanish)*
- *Recreation 3-Points of Contact video download (English)*
- *Winter Walking: Avoiding Slips and Falls video (PDRMA 9040) (English)*
- *Walking Safety video (Dupont 3766)*
- *Housekeeping Safety: A Team Approach video (Dupont 3790)*

APPENDIX A
SPILL CLEAN UP PROCEDURE

Once a spill has been observed or reported, it is very important to attend to the situation immediately to prevent an accident. Use the following clean up procedures to ensure the area becomes secure:

1. Cordon off the area to prevent access by employees or the public. This can be accomplished by placing appropriate protective measures, including caution cones, signs, and, when feasible, a staff member assigned to "guard" the area during the process.

2. If you are trained on how to clean-up the spill, begin to do so. If not, contact the appropriate staff or supervisor.

3. Determine the correct equipment needed to clean the spill.

4. Wear the proper Personal Protective Equipment to protect yourself from exposure to cleaning chemicals. Gloves, masks, goggles, or a face shield will help prevent chemical splashes from contacting your skin and eyes.

5. Practice Universal Precautions by wearing the applicable personal protective equipment when cleaning any blood or body fluid spills, or soiled materials that could contain these or other potentially infectious substances. If the spill may contain biohazardous materials, utilize the biohazard clean up kit provided within each District facility. Refer to the Park District Bloodborne Pathogen Policy for more information.

6. If the spill is dry, collect the material with a broom and dustpan. Place the material in a separate and appropriate container for disposal. When dealing with glass or sharp materials, always handle with care. It is best not to use your hands, even with gloves on. Use a dustpan or shovel and broom to pick up the sharp objects. It may be necessary to also use a vacuum cleaner or shop vac. If so, be careful to not create a tripping hazard with the power cord.

7. Using a clean dust mop, apply an approved Dust Mop Treatment and go over the spilled area to remove any additional particulates that remain.

8. For wet spills, first identify the content of the spill. Follow applicable safety and disposal procedures for hazardous chemical spills. Next, attempt to contain the spill with an absorbent material. This can be done by utilizing the biohazard spill kit, which contains the absorbent material to be dispersed directly over the region of the wet spill. Do not use cardboard to soak up spills.

9. Following manufacturer's instructions, mix an appropriate cleaning solution and/or disinfectant with water in a mop bucket. It is important to note that the type of cleaning solution/disinfectant is dependent upon the type of spill.

10. Read all directions on the cleaner and refer to the facility Safety Data Sheets (SDS) for appropriate safety procedures and protective equipment.

11. If the spill is wet and does not contain biohazard waste, mop the remaining liquid, ringing the mop frequently. Make sure to ring the mop tightly to avoid excess moisture on the floor. Note: Use caution when cleaning up spills on carpeting or special floor surfaces such as gymnasiums, finished concrete, carpet or synthetic safety surfaces. Follow the appropriate clean-up procedures as indicated by the flooring manufacturer. Failure to do so may cause damage to the flooring surface and/or cause the floor surface to become very slick.

12. Allow the area to dry completely before removing any posted signs and opening the area for traffic. Slide your foot over the area to determine that the floor is no longer slippery. If in doubt, contact your supervisor. If needed, repeat the preceding steps with fresh cleaner.

13. Once the floor is safe for use, remove the barriers and signs.

14. Properly dispose of any debris and empty the mop bucket in the appropriate area.

15. Perform the proper equipment cleanup; rinse, and if necessary, disinfect the mop and bucket. Place all equipment and supplies in their proper locations for the next spill or cleanup. Replace any used supplies so the kit is ready for the next use.

16. Properly remove and dispose of all Personal Protective Equipment used, ensuring contaminants are contained in proper waste containers. Thoroughly wash hands and any other exposed skin with soap and water to ensure all contaminant is eliminated.

17. If the spill is contained, low levels of blood borne pathogen/biohazard waste may be disposed of within the standard waste receptacles. ****Exception:** If a large volume of contaminated waste is generated (for example in a severe injury) the use of biohazard red bags may be necessary. In some cases, the local fire department or medical clinic may need to be contacted to dispose of waste on the behalf of the District. If this is the case, the appropriate management team member must be immediately contacted for support throughout this process.

27: Stretching Policy & Program

Stretching is an important component of Oak Brook Park District's effort to reducing the effects of ergonomic risk factors on and off the job. Over time excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Oak Brook Park District staff. It is the policy of the Oak Brook Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic-related injuries to employees by educating and implementing an agency-wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job.

The Oak Brook Park District adopts the following Stretching Program utilizing a hybrid program design. This policy applies to all full-time, part-time and seasonal employees in all departments at the District. Parks maintenance employees, lifeguards and swim instructors are required to perform assigned stretching exercises at the start of their shifts. All other job positions are encouraged to incorporate stretching exercises into their workday. Managers/supervisors will promote stretching by incorporating it into regular staff meetings and by conducting annual training with staff to reinforce proper technique and the importance of stretching. Each department will maintain training sign-in sheets.

Just as athletes warm up and stretch before beginning activities and cool down afterwards, employees should incorporate these same principles into their workday to increase flexibility and joint range of motion, and decrease the risk of injury and muscle soreness.

Reversal-of-posture exercises offer micro-breaks throughout the workday for muscles to recover. These brief sessions of simple exercises offset microscopic wear and tear (micro trauma) that can result in injury.

What are the Benefits of Stretching?

- **Increased Flexibility and Joint Range of Motion**
  Flexible muscles make it easier to do daily tasks, both on and off the job. Lifting heavy or awkward objects or patrons, or bending to tie your shoes becomes easier and less tiring. Flexibility tends to diminish with age, but you can improve and maintain it at any age.

- **Improved Circulation**
  Stretching increases blood flow, provides nourishment, and removes waste byproducts from working muscles. Improving circulation helps decrease muscle fatigue and enhances endurance.

- **Better Posture**
  Frequent stretching helps muscles stay loose, encouraging good posture. In turn, good posture minimizes discomfort and keeps aches and pains at a minimum.

- **Stress Relief**
  Mental stress often leads to physical tension in muscles. Stretching can relax tight, tense muscles that often accompany mental stress.

- **Enhanced Coordination**
  Maintaining full range of motion in joints helps improve balance. Coordination and balance keeps the body mobile and less prone to injury from falls, especially as people age.

Recommended Stretching Guidelines

- **Medical Clearance**
  Be sure to obtain medical clearance if you are unsure whether or not to engage in stretching activities based on a pre-existing health condition.

- **Warm up First**
  If you are stretching on the job during a lunch hour or a scheduled break – or at home – remember to warm up if you were not previously active. Walk while gently pumping your arms or do a favorite exercise at low intensity for two-to-five minutes. Stretching is more effective when you warm up your muscles first.

- **Hold Each Stretch for at Least 30 Seconds**
  It takes time to lengthen muscle tissue safely. Hold your stretches for at least 30 seconds — and up to 60 seconds for a really tight muscle or problem area. This may seem like a long time, so keep an eye on the clock to make sure you hold your stretches long enough. For most of your muscle groups, doing three repetitions of a 30-second stretch is enough. Due to the longer hold times, you usually perform these stretches before a strenuous work task or activities at home.

- **Focus on a Pain-Free Stretch**
  A gentle pull on the muscle is good. If you feel pain as you stretch, you've gone too far. Back off to the point where you don't feel any pain, then hold the stretch.

- **Stretch Both Sides**
  Make sure your joints on both sides of your body share an equal range of motion.

- **Do Not Bounce**
  Bouncing as you stretch can damage muscles and tendons, leaving scar tissue as the muscle heals. Scar tissue tightens a muscle even further, making you even less flexible — and more prone to pain.

- **Relax and Breathe Freely**

Avoid holding your breath while stretching. Count out loud, even if quietly, to assure you breathe while stretching.

- **Reversal-of-Posture Exercises**
  Do reversal-of-posture exercises only for 5-15 seconds at a time to restore circulation and reverse possible micro trauma resulting from static postures. You can do reversal-of-posture exercises before, during, or after an activity or job task. Reversal-of-posture exercises differ from traditional stretching exercises in the relatively short hold-times. For that reason, they are more practical to do during the work day.

298: Vehicle Policy

Park District vehicle drivers shall be accountable for their driving actions, therefore drivers should understand that in certain instances driving is a condition of employment and these established driving rules and standards are provided to promote a safer driving environment for employees, patrons, and the community. The following general rules apply to the use of motor vehicles on park district business. These rules are meant to encompass both park district owned vehicles and personal vehicles operated on park district business and property.

1. Employees operating any vehicle for park district business must have a valid driver's license with the proper classification for the type of vehicle being operated. Upon request, employees must show proof of this license. Employees must also notify their immediate supervisor of the status of their driver's license changes and report traffic offenses as outlined in Appendix A.

2. Employees operating any vehicle for park district business must meet the driving record qualifications as established in Appendix A. Driver's abstracts will be requested from the Secretary of State on an annual basis for all agency drivers.
   a. Employee driving records not meeting district qualifications will be subject to review by the Executive Director. Discipline may include, but is not limited to:
      - Revocation of an employment offer
      - Termination of employment
      - Suspension from driving agency owned vehicles
      - Attend driver safety training
      - Be subject to periodic check rides and other forms of driver monitoring

3. Use of any vehicle for park district business must be authorized by your immediate supervisor.

4. Employees using their personal vehicle for park district business are required to carry liability insurance on their vehicle in accordance with applicable law. Employees will be required to provide proof of automobile insurance upon request. The park district's liability insurance is secondary to the employee's own coverage.

5. Employees are required to obey all applicable federal, state and local traffic regulations. These regulations include, without limitation, the use of seat belts and mandatory use of headlights when the vehicle's windshield wipers are operated.

6. All vehicle accidents with park district vehicles and/or while on park district business in a personal vehicle must be immediately reported to the Executive Director and your direct supervisor. A copy of the police report and accident reports must be included.

7. Employees who received a citation for any Illinois Traffic Offense while operating a District vehicle, or operating a personal vehicle in the course of their employment with the District, must report the citation to their supervisor and provide the supervisor with a copy of the citation as soon as possible. Additionally, employees who receive an immediate action offense or points assigned offense, whether on-duty or off-duty, must report the citation to their supervisor and provide the supervisor with a copy of the citation as soon as possible. Failure to report a citation or to provide a copy of the citation may be grounds for discipline up to and including termination.

8. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for park district business. Further, no employee may be under the influence of alcohol, illegal substances or legal drugs while operating any park district owned vehicle at any time, irrespective as to whether the use is for personal or park district business. "Under the influence" means that the employee is affected by alcohol or drugs in a determinable manner. For purposes of this policy, a determination of being "under the influence" can be established by professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

9. For positions requiring full time driving duties, the employee must be at least 18 years of age. Further, the Illinois Vehicle Code requires a driver of at least 21 years of age with one year of driving experience when transporting school age children or senior citizens.

10. Park District vehicles will not be used to transport park district patrons unless the vehicle and employee are authorized to do so or in the case of an emergency.

11. Using your personal vehicle to transport participants in any park district programs is strictly prohibited.

12. Employees on duty are prohibited from physically assisting a patron or fellow employee with a vehicle problem. Park district assistance is limited to contacting a repair service provider, family member or friend designated by the patron or employee in need.

13. Any employee who is required to have a commercial driver's license (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with the Department of Transportation regulations. Please review the park district's complete CDL drug and alcohol policy in the *Oak Brook Park District Safety Policy Manual.*

14. The park district has the right to search any park district vehicle at any time with or without notice or consent.

15. Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; reporting an emergency using one button to start and end a call; while parked safely on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park.

16. Employees, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.

29.1 Vehicle Reversing and Backing Procedure:

Reversing and backing vehicles adds risks to driving operations that include less visibility, more blind spots, fixed objects, and moving vehicles, people and objects. This can be costly in terms of bodily injury and property damage – and most are preventable. This District can minimize and/or prevent reversing incidents by following agency policies, providing training and using appropriate equipment.

Many vehicles now have the following reversing/backing safety equipment as a standard feature or as after-market items you can install on existing vehicles:

- Backup camera.
- Backup alarms.
- Convex mirrors.

RESPONSIBILITY AND GUIDELINES

A. Driver.

a. Avoid backing up, whenever possible.
b. Look for pull-through parking before choosing to park where you must back up. Always try to position your vehicle, wo you can pull forward easily out of a parking spot.
c. Complete a 360 walk-around of the vehicle to check blind spots before making a move, if you must back up.
d. Ensure mirrors are properly adjusted.
e. Use available back-up cameras, mirrors and/or alarms.
f. Have a partner be a spotter if you must back up,
g. Establish signals with spotter before reversing.
h. Do not start to back up when unsure of the area.
i. Ensure visual and verbal contact with spotter.
j. STOP IMMEDIATELY if you lose sight of your spotter.

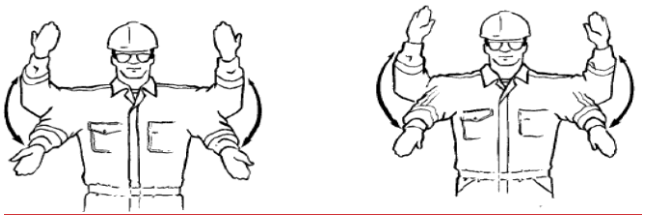
k. Back slowly in short intervals.

B. Spotter/Partner.
a. Get out of the vehicle and survey the sides, ground and rear of vehicle for obstacles and/or hazards.
b. Be familiar with the hand signals to use and review them with the driver.
c. Stand in the driver's line of sight but far enough behind the vehicle to allow a safe stopping distance. Line of sight is defined as being in view of the driver's side mirror. Be familiar with the vehicle's blind spots and be sure to avoid them.
d. Never step into the path of the backing vehicle.
e. Signal the driver verbally and with hand signals to stop immediately if an object or person is in the vehicle's path.

C. Driver Responsibilities in a No-spotter Situation.
a. Take precautionary steps to minimize the need to back up.
b. Reverse without a spotter only as a last resort. When not using a spotter, walk completely around the vehicle to survey the area.
c. Check overhead clearance.
d. Check ground for softness, pedestrian/vehicle traffic and hidden hazards.
e. Back up very slowly and if necessary, in intervals.
f. Consider rechecking the area before reversing the full distance.

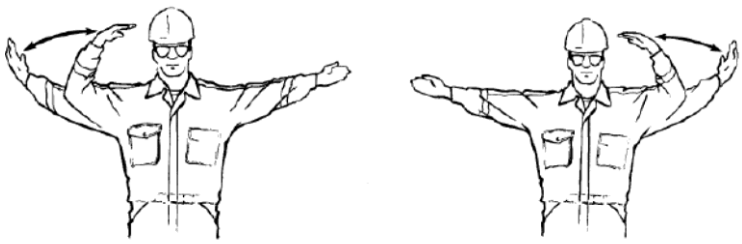
Spotter Signals and Practices

STRAIGHT BACKWARD or FORWARD – To move the vehicle in a straight line either forward or backward.



Actions: Both arms extended forward and slightly wider than the body, parallel to the ground. Palms shall face the direction of desired travel. Together, bend both arms repeatedly toward the head and chest then extend.

TURN – To move the vehicle or trailer to the right or left while the vehicle is moving.



Actions: Both arms pointing the same direction with index fingers extended. (Driver will advise the spotter which way they will turn. If turning a trailer, the spotter direction will apply to the trailer. When backing a trailer, the driver may need to turn the vehicle in the opposite direction of the trailer. The spotter then assists the driver in backing the vehicle and trailer. The driver must communicate their intentions to the spotter.)

DISTANCE TO STOPPING POINT – To provide the driver a visual reference for the distance to the stop point.



Actions: Both arms extended sideways with elbows bent upward at 90 degrees. Palms face forwards. Keep hands above head, bringing elbows forward as the distance narrows. As the elbows reach the straightforward position, continue moving the hands above the head to indicate the driver is reaching the stop point. Upon reaching the stop point, give the "STOP" signal.

STOP – Stop all movement of the vehicle and await further instructions.



Actions: Both arms crossed with hands in fists. Be sure to yell the stop order loud enough that the driver can hear the warning.

Oak Brook Park District will evaluate vehicle reversing/backing risk and do the following on an annual basis:

- Conduct staff training on policy and procedures as well as on equipment they will operate.
- Standardize hand signals throughout your agency.
- All new vehicles purchased must require a backup camera or be equipped with an after-market camera.

Appendix A

Employee/Applicant Motor Vehicle Record Review
Illinois Traffic Offenses

The Illinois Secretary of State maintains a listing of Illinois Traffic Offenses, available online at https://www.ilsos.gov/publications/pdf_publications/dsd_dc19.pdf and incorporated into this Appendix A by this reference. To the extent the Secretary of State amends the listing of Illinois Traffic Offenses in the future, the amended Illinois Traffic Offenses as adopted by the Secretary of State and posted on the Secretary of State's website will automatically be deemed incorporated into this Appendix A.

Illinois traffic offenses are generally defined in three categories:

- Immediate Action Offenses: offenses that result in suspension or revocation of driver's license and/or privileges *(see "*" items in Illinois Traffic Offenses)*.

- Point-Assigned Offenses: result in suspension or revocation of driver's license and/or privileges for multiple offenses depending on the driver's age and the severity of the offenses *(see "Points Assigned" column in Illinois Traffic Offenses)*.

- Non-Point Assigned Offenses: traffic offenses which do not result in suspension or revocation of driver's license and/or privileges, but may be issued in conjunction with Immediate Action Offenses or Point-Assigned Offenses

Employees and Applicants are responsible for familiarizing themselves with the listed Illinois Traffic Offenses, including, without limitation, understanding whether offenses are designated as Immediate Action Offenses, Point-Assigned Offenses, or Non-Point Assigned Offenses.

State Motor Vehicle Record Review for Employees/Applicants

For positions requiring driving as part of the position's job duties, the District will conduct a pre-employment State Motor Vehicle Record review for Applicants, and an annual State Motor Vehicle Record review for Employees, based on records for the last 48 - 60 months in the State Motor Vehicle Record, to determine if the Employee or Applicant has been found liable for any Immediate Action Offenses or Point-Assigned Offenses (or equivalent offenses in other states).

The District will not approve, or may, in its sole discretion, conditionally approve subject to a probationary period, a State Motor Vehicle Record for an Employee or Applicant who drives as part of their job duties or drives an agency vehicle that includes the following offenses:

Not approved State Motor Vehicle Record :

One or more Immediate Action Offenses in preceding 36 months
Three or more Point-Assigned Offenses in the preceding 36 months

Approved State Motor Vehicle Record, with 6 month probationary period:
Two Point-Assigned Offenses in the preceding 36 months

Nothing in this Policy shall require the District to adhere strictly to the guidelines above. Rather, the District retains sole discretion at all times to evaluate the Applicant's and/or Employee's drivers' record, job position, etc. as a whole and make decisions regarding whether the individual will be allowed to drive a District vehicle or a personal vehicle on behalf of the agency.

If the driving record of an Applicant or Employee is not approved, or if an Employee receives a citation for an Immediate Action Offense or Point-Assigned Offense while operating a District vehicle or other authorized vehicle in the course of performing their job responsibilities for the District, the District may take the following actions in its sole discretion, which may include, but are not limited to:

Applicants

- Revocation of an employment offer or disqualification from further consideration for employment.

Employees

- Discipline, up to and including termination of employment.
- Temporary or permanent suspension from driving agency-owned vehicles and/or from driving as part of an employee's job duties for the District.
- Attendance and completion of driver safety training program(s).
- Participation in periodic check rides and other forms of driver monitoring.

Employee Requirement to Report Traffic Offenses

Employees who receive a citation for any Illinois Traffic Offense while operating a District vehicle, or operating a personal vehicle in the course of their employment with the District, must report the citation to their supervisor and provide the supervisor with a copy of the citation as soon as possible. Additionally, employees who receive an Immediate Action Offense or Points Assigned Offense, whether on-duty or off-duty, must report the citation to their supervisor and provide the supervisor with a copy of the citation as soon as possible. Failure to report a citation or to provide a copy of the citation may be grounds for discipline up to and including termination.

Criminal Convictions

Some Illinois Traffic Offenses also involve related or concurrent criminal convictions (e.g., DUI, negligent homicide, etc.). In the event an Illinois Traffic Offense also involves a criminal conviction, an Applicant or Employee is expected to follow both policies and procedures for Traffic Offenses and Criminal Convictions. For all criminal convictions, the District will comply with applicable laws, including but not limited to the Illinois Human Rights Act.

Appendix A

ILLINOIS TRAFFIC OFFENSES
Revised 8-2017

Upon receipt in the Secretary of State's office, convictions for violations such as those listed in this information guide will be recorded on the respective driver's record. These violations can generally be defined as:

***IMMEDIATE ACTION**
Will result in suspension or revocation of driver's license and/or privileges.

****NON-POINT ASSIGNED**
May be utilized in conjunction with other factors relating to the driver's privilege to operate a motor vehicle, e.g., violation issued during a period of suspension or revocation.

POINT ASSIGNED
- Will result in suspension or revocation of driver's license and/or privileges when three or more offenses are committed within any 12-month period. The action is determined by the severity "points" of the violations and the driver's past record.
- Will result in suspension or revocation of driver's license and/or privileges when a driver under age 21 commits two or more offenses within any 24-month period. This action is determined by the severity "points" of the violations and the driver's past record.
- Code numbers refer to corresponding sections of The Illinois Vehicle Code, the Criminal Code, the Cannabis Control Act, the Controlled Substance Act, Liquor Control Act of 1934 and Chapter 27 of the Municipal Code of Chicago. Further explanation of codes is given on the reverse of a driver's record.

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
3-413(g)	10	Operating a motor vehicle equipped with registration covers
6-107(e)	10	Violation of GDL — passenger limitation for drivers under age 18
6-107(f)	10	Violation of GDL — child restraint violation for drivers under age 18
6-107(g)	10	Violation of GDL — first 6 months after issuance of driver's license on passenger limitation for drivers under age 18
6-501	50	Violation of more than one driver's license
6-507(a)(1)	50	Driving without a commercial driver's license (CDL) in possession
6-526(a)	20	Texting while driving a commercial motor vehicle
6-527(a)	20	Using a hand held mobile telephone while driving a commercial motor vehicle
7-255	10	Negligent driving (Chicago Traffic Code)
11-203	10	Failure to obey lawful order of authorized officer
11-305	20	Disregarding official traffic-control device
11-306	20	Disregarding traffic-control light
11-308	20	Disregarding lane-control signal
11-309	20	Disregarding flashing traffic signal
11-402(a)	25	Collision involving damage to vehicles only — failure to stop, exchange information and make report
11-403	25	Failure to stop and exchange information after motor vehicle collision — property damage only
11-403	50	Failure to stop and exchange information or give aid after motor vehicle collision — personal injury or death involved
11-404	15	Failure to notify owner after collision with unattended vehicle or other property
11-502(a)	25	Illegal transportation, possession, or carrying any alcoholic liquor within the passenger area of any motor vehicle
11-503	55	Reckless driving
11-505	10	Squealing or screeching tires
11-507	20	Supervising minor driver while under the influence
11-601(a)	10	Speeding too fast for conditions

Printed by authority of the State of Illinois. September 2017 — 1 — DSD DC 19.15

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
11-601(b)(01)	5	1-10 mph above limit
11-601(b)(03)	15	11-14 mph above limit
11-601(b)(05)	20	15-25 mph above limit
11-601(b)(07)	50	More than 25 mph above limit
11-601.5(a)	50	26-34 mph above limit
11-601.5(b)	50	35 mph or more above limit
11-605	20	Exceeding the maximum speed limit in a school zone
11-605(a)	20	Exceeding speed limit in school/construction zone
11-605(b)	20	Exceeding maximum speed limit in construction zone
11-605(e-5)1	55	Aggravated speeding in a school zone
11-605(e-5)2	55	Aggravated speeding in a school zone
11-605.1	20	Exceeding maximum speed limit in construction zone (workers present)
11-605.1(a-5)	20	Exceeding maximum speed limit in construction zone (workers not present)
11-605.1(d-5)1	55	Aggravated speeding in a construction zone (26-34 mph)
11-605.1(d-5)2	55	Aggravated speeding in a construction zone (35 mph or more)
11-605.3(b)	20	Exceeding maximum speed limit on a park zone street
11-605.3(c)	20	Failure to obey stop sign or red light on a park zone street
11-606(a)	5	Driving below minimum speed limit
11-606(b)	20	Driving below minimum speed limit on Illinois Tollway
11-608	10	Exceeding maximum speed limit on bridge or elevated structure
11-701	20	Failure to drive on right side of roadway
11-702	20	Improper passing upon meeting an approaching vehicle
11-703(a)	20	Improper passing on the left
11-703(b)	20	Failure to yield right-of-way to vehicle passing
11-703(c)	20	Improper passing with a two wheeled vehicle 11-
703(d)	20	Improper passing of bicycle or individual
11-703(e)	20	Driving too close to bicyclist, pedestrian, or person riding horse or driving an animal drawn vehicle
11-704	20	Improper passing on the right 11-
705	20	Improper passing on the left
11-706	20	Driving on the left side of roadway where prohibited 11-
707(b)	20	Driving on left side of roadway in a no-passing zone
11-707(d)	10	Passing in a no-passing zone
11-708	5	Driving wrong way on one-way street or highway or around traffic island
11-709(a)	20	Improper traffic lane usage — single lane
11-709(b)	20	Improper center lane usage
11-709(c)	20	Improper traffic lane usage — traffic light
11-709(d)	20	Improper traffic lane usage
11-709.1	20	Passing on shoulder while merging into traffic
11-710	25	Following too closely
11-711(a)	10	Improper entry or exit from controlled access roadway
11-711(b)	10	Operating an improper vehicle on a controlled access roadway
11-801	10	Improper turn at intersection
11-802	20	Improper U-turn
11-803	15	Unsafe movement of vehicle from parked position
11-804	15	Failure to give stop or turn signal
11-805	15	Improper stop or turn signal
11-806	15	Improper arm signal
11-901	15	Failure to yield right-of-way at intersection
11-901.1	15	Failure to yield right-of-way at T-intersection
11-902	25	Improper left turn with oncoming traffic

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
11-903	20	Failure to stop or yield right-of-way to pedestrians at intersections or crosswalks with traffic control devices
11-904	20	Failure to observe stop or yield right-of-way sign
11-905	20	Improper merging into traffic
11-906	20	Failure to yield right-of-way upon emerging from private road or driveway
11-907	15	Failure to yield right-of-way to emergency vehicle
11-907(c)	15	Failure to yield right-of-way or drive with due caution upon approaching a stationary emergency vehicle
11-907.5(a)	15	Failure to reduce speed/change lane for disabled vehicle
11-908(a)	15	Failure to yield right-of-way to authorized vehicle or pedestrian engaged in work within any highway construction or maintenance area
11-908(b)	15	Failure to yield right-of-way to authorized vehicle displaying flashing lights engaged in work upon a highway
11-908(c)	15	Failure to stop at highway construction sign
11-1002(a)	20	Failure to yield right-of-way to pedestrians at crosswalks without traffic control devices
11-1002(d)	20	Passing vehicle stopped for pedestrian
11-1002(e)	20	Failure to yield right-of-way to a pedestrian at an intersection
11-1002.5	20	Failure to yield to a pedestrian in school zone
11-1003.1	10	Failure to exercise due care for pedestrian or bicyclist
11-1004	20	Failure to yield right-of-way to blind or hearing impaired pedestrian
11-1008	20	Failure to yield to a pedestrian on a sidewalk
11-1101	10	Improper passing of street car on the left
11-1102	20	Improper passing on the right or failure to stop for a street car
11-1103	5	Obstructing street car traffic
11-1104	20	Driving through safety zone
11-1201	20	Failure to stop for approaching railroad train or signal
11-1201(a)	20	Failure to stop before reaching railroad crossing if tracks are not clear
11-1201(a)2	20	Failure to obey a traffic control device or the direction of an enforcement official at the railroad crossing
11-1201(a-5)	20	Failure to slow down and check that tracks are clear of approaching train
11-1201(d-1)	20	Failure to negotiate a railroad-highway grade crossing because of insufficient under-carriage clearance
11-1202	20	Failure to stop at railroad grade crossing
11-1203	5	Improper movement of heavy equipment across railroad grade crossing
11-1204	20	Disregarding stop or yield sign at an intersection
11-1205	20	Failure to yield right-of-way upon emerging from alley or driveway
11-1402(a)	10	Limitations on backing
11-1402(b)	20	Limitations on backing upon controlled access highway
11-1403	5	Motorcycle operating violation or passenger equipment violation
11-1403.1	5	Motorized pedal cycle operating violation
11-1403.2	55	Operation of motorcycle on one wheel — reckless driving
11-1404	5	Motorcycle glasses, goggles, or shield violation
11-1405	5	Motorcycle equipment violation
11-1412.1	20	Driving upon sidewalk
11-1414(a)	25	Passing a school bus receiving or discharging children
11-1418	10	Illegal operation of farm tractor upon highway
11-1426.2g	15	Operating a low speed vehicle without a valid license
11-1505	10	Improper position of motorized pedal cycle on roadway
11-1505.1	10	Riding motorized pedal cycle more than two abreast on roadway
11-1507.1	10	Violation of lamps on motorized pedal cycle
11-1510(b)	10	Improper left turn on pedal cycle
12-201(b)	10	Head, tail or side light violation

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
12-208(a)	5	No stop lights
12-208(b)	5	No turn signal lights
12-208(c)	5	No turn signal lights on trailers or semitrailers
12-301	20	Defective brakes
12-604.1(a)	15	Abuse of use of a video device
12-604.1(a-5)	30	Abuse of use of a video device (personal injury)
12-610.1(b)	10	Under age 19 using cell phone while driving
12-610.1(b-5)	30	Under age 19 aggravated cell phone use while driving (personal injury)
12-610.1(e)	15	Using a wireless phone in a school or construction zone or within 500 feet of an emergency scene
12-610.1(e-5)	30	Aggravated use of a wireless phone in a school or construction zone or within 500 feet of an emergency scene
12-610.2b	20	Using an electronic communications device (second or subsequent violation)
12-610.2(b-5)	30	Aggravated use of electronic communication device.
12-610.5b	5	Unlawful use of registration plate covers.
12-804	5	School bus identification and warning light violation
15-106	15	Failure to fasten or secure any protruding component of a vehicle
15-109	15	Spilling or unsafe load
15-110	10	Improper towing of a vehicle
15-114	10	Improper pushing of another vehicle
3-413(j)	*	Violation of modification of rear license plate
3-707(c-1)	*	Driving without liability insurance
4-102	*	Motor Vehicle Anti-Theft Law, misdemeanor
4-103	*	Motor Vehicle Anti-Theft Law, felony
4-103.1	*	Motor Vehicle Anti-Theft Law, felony
6-101	*	Operating a motor vehicle without a valid driver's license or permit
6-104(a)	*	Violation of license classification for first and second division vehicles
6-104(b)	*	Violation of classification for transporting persons for hire
6-104(c)	*	Violation of classification for transporting property for hire
6-104(d)	*	Violation of school bus driver permits
6-104(e)	*	Violation of religious bus driver classification
6-104(f)	*	Violation of classification for transportation of the elderly
6-105	*	Violation of instruction permit
6-107.1(a)	*	Violation of instruction permit
6-107.1(b)	*	Violation of nighttime driving restrictions — under age 18
6-110(a-1)	*	Violation of nighttime driving restrictions
6-113(e)	*	Violation of restriction on driver's license, special restricted license or permit
6-205(a)3	*	Any felony under the laws of any state or federal government in the commission of which a vehicle was used
6-205(a)5	*	Conviction of perjury or the making of false affidavit or statement to Secretary of State
6-205(b)1	*	Violation of Juvenile Court Act, Section 4-103 — minor committed offense relating to motor vehicles
6-205(b)2	*	When any other law of the State requires either the revocation or suspension of such license or permit
6-206.2(a)	*	Operating a vehicle without interlock device when one is required
6-206.2(a-5)	*	Allowing an unauthorized person to blow into an interlock device
6-206.2(c)	*	Tamper or circumvent a BAIID
6-210(1)	*	Driving during period of suspension
6-210(2)	*	Driving during period of revocation
6-301(1)	*	Displaying or causing to be displayed or having in possession any cancelled, revoked, suspended license or permit

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
6-301(2)	*	Lending a driver's license or permit to another person or knowingly allowing the use thereof by another
6-301(3)	*	Displaying or representing as one's own any driver's license or permit issued to another
6-301(4)	*	Failing or refusing to surrender to the Secretary of State, or his agent or any peace officer upon his lawful demand, any driver's license or permit that has been suspended, revoked or cancelled
6-301(5)	*	Allowing any unlawful use of a driver's license or permit issued to them
6-301(6)	*	Submitting to an examination or obtaining the services of another person to submit to an examination for the purpose of obtaining a driver's license or permit for some other person
6-301.1(b)1-11	*	Possessing/displaying/altering a fictitious driver's license or permit 6-
301.2(b)1-12	*	Possessing/displaying a fraudulent driver's license or permit
6-301.2(b-1)	*	Possessing, using or allowing to be used any material to obtain information from the bar code or magnetic strip
6-302(a)1	*	Presenting false information on an application for driver's license or permit
6-302(a)2	*	Accepting false information or identification on an application for driver's license or permit
6-302(a)3	*	Making false affidavit, swearing or affirming falsely
6-303(a)1	*	Driving during suspension
6-303(a)2	*	Driving during revocation
6-303(a)(3)	*	Second or subsequent conviction of driving during a suspension/revocation (personal injury)
6-303(d)	*	Second conviction of driving during a suspension or revocation
6-303(d)2	*	Third conviction of driving during a revocation for a violation of 11-401, 11-501, 9-3 or similar provisions of a local ordinance
6-303(d)3	*	Fourth or subsequent conviction of driving during a revocation for a violation of 11-401, 11-501, 9-3 or similar provisions of a local ordinance
6-303(d)4	*	10th through 14th conviction of driving during a revocation for a violation of 11-401, 11-501, 9-3 or similar provisions of a local ordinance
6-303(d)5	*	15th or subsequent conviction of driving during a revocation for a violation of 11-401, 11-501, 9-3 or similar provisions of a local ordinance
6-507(a)2	*	Driving a commercial vehicle without obtaining a commercial driver's license
6-507(a)3	*	Driving without the proper class of commercial learner's permit or commercial driver's license or endorsements
6-507(b)1	*	No person may drive a commercial motor vehicle while driving privileges, license or permit is suspended, revoked, cancelled or disqualified
6-507(b)2	*	No person may drive a commercial motor vehicle while driving privileges, license or permit is subject to or in violation of an out-of-service order
6-507(b)3	*	No person may drive a commercial motor vehicle while driving privileges, license or permit is subject to or in violation of an out-of-service order while transporting passen- gers or hazardous material
6-507(b)5		Driving commercial motor vehicle in violation of out-of-service order
8-101	*	Failure to show proof of financial responsibility pursuant to 8-101; 8-101.1; and 9-101 of the IVC
11-204	*	Fleeing or attempting to elude a peace officer
11-204.1	*	Aggravated fleeing and eluding a peace officer
11-401	*	Leaving the scene or failure to report an accident involving death or personal injury
11-402(b)	*	Leaving the scene of an accident involving damage to a vehicle in excess of $1,000
11-406(a)	*	Failure to make a report of vehicle accident
11-406(b)	*	Failure to make a report of school bus accident
11-501(a)1	*	Driving while BAC is above .08 percent
11-501(a)2	*	Driving while under the influence of alcohol

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
11-501(a)3	*	Driving while under the influence of any intoxicating compound or combination of intoxicating compounds
11-501(a)4	*	Driving while under the influence of any other drug or combination of drugs
11-501(a)5	*	Driving under the combined influence of alcohol and other drug or drugs or intoxicating compound or compounds
11-501(a)6	*	Driving under the influence of any other drug, substance or compound
11-501(a)7	*	Tetrahydrocannabinol concentration within 2 hours of driving
11-501(b)	*	Initial conviction of violating Section 11-501(b)
11-501(b-3)	*	Second conviction of violating 11-501(a) committed within 5 years of previous violation
11-501(b-4)	*	Third or subsequent violation of 11-501(a) committed within 5 years of previous violation
11-501(c)	*	A violation of Section 11-501(c)
11-501(c-1)1	*	Driving under the influence while revoked for 11-501, 11-401, 9-3 or suspended for a Statutory Summary Suspension under 11-501.1
11-501(c-1)2	*	Third violation of driving under the influence while revoked for 11-501, 11-401, 9-3 or suspended for Statutory Summary Suspension under 11-501.1
11-501(c-1)3	*	Fourth or subsequent violation of driving under the influence while revoked for 11-501, 11-401, 9-3 or suspended for Statutory Summary Suspension under 11-501.
11-501(c-4)1	*	Convicted of violating Section 11-501(a) for the first time when blood breath or urine was .16 or more, or convicted of 11-501 while transporting a child under age 16
11-501(c-4)2	*	Second conviction within 10 years for violating Section 11-501(a) when blood, breath or urine was .16 or more, or convicted of 11-501 while transporting a child under age 16
11-501(c-4)3	*	Third conviction within 20 years of violating Section 11-501(a) when blood, breath or urine was .16 or more, or convicted of 11-501 while transporting a child under age 16
11-501(c-4)4	*	Fourth or subsequent conviction for violating Section 11-501(a) when blood, breath or urine was .16 or more, or convicted of 11-501 while transporting a child under age 16
11-501(c-5)1	*	Violation of 11-501(a) while transporting a person under age 16
11-501(c-5)2	*	Second violation of 11-501(a) while transporting a person under age 16
11-501(c-5)3	*	Second violation of 11-501(a) or similar provision within 10 years while transporting a person under age 16
11-501(c-5)4	*	Second conviction of 11-501(a) or similar provision within 5 years while transporting a person under age 16
11-501(c-5)5	*	Third conviction of 11-501(a) or similar provision while transporting a person under age 16
11-501(c-5)6	*	Third conviction of 11-501(a) or similar provision within 20 years while transporting a person under age 16
11-501(c-5)7	*	Fourth or subsequent conviction of 11-501(a) or similar provision and at the time of violation was transporting a person under age 16, three prior violations of transporting a person under age 16, or had a BAC of .16 or more
11-501(c-6)1	*	Conviction of 11-501(a) or similar provision and had a BAC of .16 or more
11-501(c-6)2	*	Second conviction of 11-501(a) or similar provision within 10 years and at the time had a BAC of .16 or more
11-501(c-6)3	*	Third conviction of 11-501(a) or similar provision within 20 years and at the time of violation had a BAC of .16 or more
11-501(c-6)4	*	Fourth or subsequent conviction for violating 11-501(a) or similar provision and at the time of violation had a BAC of .16 or more, had three prior convictions of transporting a person under age 16, or had a BAC of .16 or more
11-501(d)	*	A violation of 11-501(d)
11-501(d)1A	*	Conviction of 3 or more 11-501(a) DUI
11-501(d)1B	*	Committing 11-501(a) while driving a school bus with children on board
11-501(d)1C	*	Committing 11-501(a) accident involving great bodily harm or permanent disability or disfigurement to another

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
11-501(d)1D	*	Conviction of DUI and previously convicted of reckless homicide
11-501(d)1E	*	Conviction of violation of 11-501(a) accident in a school zone involving bodily harm
11-501(d)1F	*	Driving under the influence resulting in a fatality (includes motor vehicle, snow mobile, all-terrain vehicle or watercraft)
11-501(d)1G	*	Conviction of 11-501(a) and driver did not possess a valid driver's license or permit
11-501(d)1H	*	Conviction of 11-501(a) and driver knew the vehicle being driven was not covered by liability insurance
11-502.1(a)	*	Illegal possession of medical cannabis within the passenger area of any motor vehicle in the State
11-502.1(b)	*	Illegal possession of medical cannabis by an agent in a non-sealed medical cannabis container
11-502.1(c)	*	Illegal possession of medical cannabis by passenger within passenger area of any motor vehicle in the state
11-503(b)1	*	Reckless driving causing bodily harm to a child or school crossing guard when performing their official duties
11-503(c)	*	Aggravated reckless driving
11-503(d)	*	Violated 11-503(a) causing bodily harm/permanent disability or disfigurement to a child or school crossing guard performing their official duties
11-504	*	Drag racing
11-506(a)	*	Street racing
11-907(c)	*	Failure to yield to a stopped emergency vehicle
11-908(a)1	*	Failure to yield and proceed with due caution when entering a construction zone when workers are present
11-1301.3(a-1)	*	Unauthorized use of disability placard or device
11-1301.3(a-2)	*	Unauthorized use of deceased person's disability placard or device
11-1301.5(b)1-7	*	Possessing/altering fictitious Persons with Disabilities license plates or placard
11-1301.6(b)1-5	*	Possessing/manufacturing and/or distributing fraudulent Persons with Disabilities-license plates or placard
11-1414(a)	*	Passing a school bus receiving or discharging children
11-1425(b)	*	Failure to have space to drive through railroad crossing
11-1431	*	Violation of solicitation of towing
12-215(g)	*	Conviction of 12-215 without lawful authority to stop
12-604.1(a-5)	*	Aggravated use of video device (accident involving death)
12-610.1(b-5)	*	Under age 19 aggravated wireless phone (accident involving death)
12-610.1(e-5)	*	Aggravated use of wireless phone school/construction zone (accident involving death)
12-610.2(b-5)	*	Aggravated electronic communication device (accident involving death)
11-407(a)	**	Failure of driver to give notice of an accident
11-407(b)	**	Failure of passenger to give notice of an accident
11-506(b)	**	Vehicle owner permitting street racing
11-1412	**	Crossing fire hose
11-1420	**	Funeral procession violation
12-201(c)	**	Registration light violation
12-203	**	Lamps on parked vehicle
12-207	**	Spotlight or auxiliary light violation
12-209	**	Other light violation
12-211(a)	**	Headlight violation
12-211(b)	**	Front light violation
12-212	**	Front red or flashing light violation
12-214	**	Special lighting equipment on rural mail delivery vehicle
12-218(b)	**	Motorcycle auxiliary light violation
12-603.1	**	Violation of Seat Belt Act
12-610.2(b)	**	Using an electronic communication device (first violation)

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
12-613(a)	**	Violation of possession and use of radar or laser jamming devices
12-714(a)	**	Possession of radar detector in CMV
12-715(a)	**	Possession of radar jamming device in CMV
1104	**	Violation of Child Passenger Protection Act, children under age 4
1104(a)	**	Violation of Child Passenger Protection Act, children over age 4 but under 6
25/4	**	Unrestrained child under age 8
25/4a	**	Unrestrained child age 8 but under 16
25/4b	**	Unrestrained child age 8 but under 18
Cannabis Control Act		
550/4(b)	*	Violation of Cannabis Control Act concerning possession of more than 2 1/2 grams but not more than 10 grams of any substance containing cannabis
550/4(c)	*	Violation of Cannabis Control Act concerning possession of more than 10 grams but not more than 30 grams of any substance containing cannabis
550/4(d)	*	Violation of Cannabis Control Act concerning possession of more than 30 grams of any substance containing cannabis
550/4(e-g)	*	Violation of Cannabis Control Act concerning possession of more than 500 grams of any substance containing cannabis
550/5	*	Conviction of Cannabis Control Act violation — manufacture and delivery while using a motor vehicle
550/7	*	Unauthorized delivery of a controlled substance while using a motor vehicle
Criminal Code		
9-3	*	Reckless homicide resulting from operation of a motor vehicle
11-15.1	*	Soliciting for a juvenile prostitute while using a motor vehicle
11-19.1	*	Juvenile pimping while using a motor vehicle
12-5	*	Conviction of reckless conduct
12-13	*	Criminal sexual assault while using a motor vehicle
12-14	*	Aggravated criminal sexual assault while using a motor vehicle
12-15	*	Criminal sexual abuse while using a motor vehicle
12-16	*	Aggravated criminal sexual abuse while using a motor vehicle
16-25(a)(1)	*	Theft of motor fuel
18-3	*	Vehicular hijacking
18-4	*	Aggravated vehicular hijacking
21-2	*	Criminal trespass to motor vehicle
2103 or 600/3	*	Sale or delivery of instruments used for illegal drug use or abuse while using a motor vehicle
22-51 or 635/2	*	Sale or exchange of instruments used for illegal drug use or abuse while using a motor vehicle
24-1(a)3	*	Conviction of unlawful use of weapons while using a motor vehicle
24-1(a)4	*	Conviction of unlawful use of weapons while using a motor vehicle
24-1(a)7	*	Conviction of unlawful use of weapons while using a motor vehicle
24-1(a)9	*	Conviction of unlawful use of weapons while using a motor vehicle
24-1.2	*	Conviction of aggravated discharge of a firearm
24-1.5(b)	*	Reckless discharge of a firearm
Controlled Substance Act		
1401(a thru g) or 401(a thru g)	*	Unauthorized manufacture or delivery of a controlled substance while using a motor vehicle
1401.1(a) or 401.1	*	Controlled substances trafficking

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
1402(a)1-11 or 402(a)1-11	*	Conviction for possession of a controlled or counterfeit substance while using a motor vehicle
1402(b) or 402(b)	*	Conviction for possession of a controlled or counterfeit substance while using a motor vehicle
1407 or 407	*	Unauthorized manufacture or delivery of a controlled substance while using a motor vehicle
1407.1 or 407.1	*	Unauthorized manufacture or delivery of a controlled substance while using a motor vehicle
Liquor Control Act		
43-131(a)	*	Violation of 6-16 of the liquor Control Act
6-20(a)	*	Violation of 6-20(a) of the Liquor Control Act
6-20(c)	*	Violation of 6-20(c) of the Liquor Control Act
6-20(d)	*	Violation of 6-20(d) of the Liquor Control Act
6-20(e)	*	Violation of 6-20(e) of the Liquor Control Act
Identification Card Act		
335-14A 1-7	*	Unlawful use of ID card
335-14(a-1)	*	Possess or use materials to obtain information from an identification card
335-14Ab 1-11	*	Possessing/displaying/altering a fictitious ID card
335-14Bb 1-10	*	Possessing/displaying a fraudulent ID card
335-14Ca 1-3	*	Presenting or accepting false information for issuance of an ID card

Appendix B

DRIVER ABSTRACT AUTHORIZATION FORM

To further improve our risk management program, we annually require a check of employee driving records. All new or current full-time and part-time employees responsible for operating agency vehicles or who drive in the course of employment will have their driving record abstract requested through the Secretary of State's office.

We appreciate your cooperation by completing the following and returning it to your supervisor.

I authorize the Oak Brook Park District to review my driving record through the Secretary of State's office. I have read the Vehicle Policy, and understand that a poor driving record may disqualify me from operating agency vehicles or driving as a part of my employment.

_____ _____

Signature of Employee Date

Employee's Complete Name:

_____

(Last) (First) (Middle)

Street Address: _____

City, State, Zip Code: _____

Drivers License, State, and License #: _____

Driver's License Classification: _____

29: 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.

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

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:

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

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

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

10. ENTER CLOSED SESSION: For the purpose of the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

11. CLOSED SESSION
    a. Semi-Annual Review of Closed Meeting Minutes for Release
        i. Resolution 26-0422: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2026
    b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District

12. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on April 20, 2026, 6:30 p.m.

Adjournment