



**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 20, 2017 – 6:30 p.m., Canterberry Room**

1. CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM
3. CONSENT AGENDA
  - a. APPROVAL OF March 20, 2017 AGENDA
  - b. APPROVAL OF MINUTES
    - i. February 20, 2017 Regular Meeting Minutes
    - ii. February 20, 2017 Special Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING February 28, 2017
    - i. Approval of Warrant No. 597
4. COMMUNICATIONS/PROCLAMATIONS
  - a. Board of Commissioners to share communications
  - b. Presentation of the Community Survey by Jarrod Scheunemann, University of Illinois
5. STAFF RECOGNITION
  - a. None
6. REPORTS:
  - a. Executive Director & Marketing Department Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report
7. UNFINISHED BUSINESS
  - a. Resolution 17-0320: A Resolution Approving an Amendment to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing & Embroidery, Inc. for Apparel Screen Printing and Embroidery
  - b. Tennis Center Reflective Ceiling Insulation and Installation Bid
  - c. Tennis Center HVAC Improvements Bid
  - d. Maintenance Building Force Main Improvements Project Bid
  - e. Personnel Policy Revisions
  - f. Tennis Center Membership Fees





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 20, 2017 – 6:30 p.m., Canterberry Room**

**8. NEW BUSINESS**

- a. Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements *(Requires Waiving the Board Rules to Approve at This Meeting.)*
- b. Purchase of a Kubota L4060HSTC loader/backhoe tractor through the National Joint Powers Alliance Cooperative Purchasing Program *(Requires Waiving the Board Rules to Approve at This Meeting.)*
- c. Budget for Fiscal Year 2017 - 2018  
The tentative Budget and Appropriation Ordinance 17-0417 for Fiscal Year May 1, 2017 – April 30, 2018 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 16, 2017. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 17, 2017 regular meeting of the Board of Commissioners for the purpose of receiving public comment on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 6, 2017.
- d. Ordinance 17-0418: An Ordinance For Transferring Anticipated Unexpended Funds From Certain Appropriation Items To Other Items Of Appropriation
- e. Resolution 17-0419: A Resolution Approving An Amendment To An Agreement Between The Oak Brook Park District And Classic Landscape, Ltd. For the Turf Grass Mowing Project
- f. Renewal of the Intergovernmental Agreement Dated March 10, 2008 by and between the Board of Education of Butler School District # 53, the Oak Brook Park District and the LaGrange Area Department of Special Education for a Cooperative Preschool Program At The Oak Brook Park District Recreation Center for School Year 2017- 2018
- g. Renewal of the Intergovernmental Agreement Dated January 18, 2016, By And Between The Board Of Education Of Butler School District #53 And The Oak Brook Park District For A Before And After School Program At Brook Forest Elementary School

**9. CONVENE TO CLOSED SESSION**

**10. CLOSED SESSION**

- d. Discussion and Approval of Closed Meeting Minutes, January 16, 2017
- e. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District

**11. RECONVENE OPEN SESSION**

**12. POTENTIAL ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION**

**13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON April 17, 2017, 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.  
We strive to provide the **very best** in **park** and **recreational opportunities, facilities, and open lands** for **our community**.





**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 20, 2017 – 6:30 p.m., Canterberry Room**

1. CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL
2. OPEN FORUM *[Ask whether there are any Public Comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners]*
3. CONSENT AGENDA *[Request a Motion (and Second) to approve taking a Single Omnibus Vote on the Consent Agenda, as Presented. **Roll Call Vote—VOTE MUST BE UNANIMOUS.**]*  
  
*[Then Ask for a Motion (and Second) to Approve the Consent Agenda, as Presented. **Roll Call Vote...**]*
  - a. APPROVAL OF March 20, 2017 AGENDA
  - b. APPROVAL OF MINUTES
    - i. February 20, 2017 Regular Meeting Minutes
    - ii. February 20, 2017 Special Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING February 28, 2017
    - i. Approval of Warrant No. 597
4. COMMUNICATIONS/PROCLAMATIONS ***[Discussion Only]***
  - a. Board of Commissioners to share communications
  - b. Presentation of the Community Survey by Jarrod Scheunemann, University of Illinois ***[Introduce Jarrod Scheunemann from the University of Illinois and ask for the presentation of the Community Survey results.]***
5. STAFF RECOGNITION
  - a. None
6. REPORTS: ***[Discussion Only]***
  - a. Executive Director & Marketing Department Report
  - b. Finance & Human Resources Report
  - c. Recreation & Facilities Report
  - d. Parks & Planning Report

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**AGENDA**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 20, 2017 – 6:30 p.m., Canterberry Room**

**7. UNFINISHED BUSINESS**

- a. Resolution 17-0320: A Resolution Approving an Amendment to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing & Embroidery, Inc. for Apparel Screen Printing and Embroidery *[Request a motion and a second to approve Resolution 17-0320: A Resolution Approving an Amendment to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc. for Apparel Screen Printing and Embroidery. **Roll Call Vote.**]*
- b. Tennis Center Reflective Ceiling Insulation and Installation Bid *[Request a motion and a second to accept the bid of Sports Interiors, Inc. for the Tennis Center Reflective Ceiling Insulation and Installation Project and to Approve an Agreement between the Oak Brook Park District and Sports Interiors, Inc., for a not-to-exceed cost of \$156,300. **Roll Call Vote.**]*
- c. Tennis Center HVAC Improvements Bid *[Request a motion and a second to reject all bids for the Tennis Center HVAC Improvements Bid. **Roll Call Vote.**]*
- d. Maintenance Building Force Main Improvements Project Bid *[Request a motion and a second to accept the bid submittal from Construction by Camco, Inc. for the Maintenance Building Force Main Project and to approve an Agreement between the Oak Brook Park District and Construction by Camco, Inc. for a not to exceed contract cost of \$19,545.00. **Roll Call Vote.**]*
- e. Personnel Policy Revisions *[Request a motion and a second to approve the revised Personnel Policy Manual as presented. **Roll Call Vote.**]*
- f. Tennis Center Membership Fees *[Request a motion and a second to approve the Tennis Center Membership Fees as presented. **Roll Call Vote.**]*

**8. NEW BUSINESS**

- a. Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements *(Requires Waiving the Board Rules to Approve at This Meeting.) [Request a motion and a second to waive the Board Rules to approve at this meeting Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements. **Roll Call Vote.** Then request a motion and a second to approve Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements. **Roll Call Vote.**]*







- b. Purchase of a Kubota L4060HSTC loader/backhoe tractor through the National Joint Powers Alliance Cooperative Purchasing Program *(Requires Waiving the Board Rules to Approve at This Meeting.) [Request a motion and a second to waive the Board Rules to approve at this meeting the Purchase of a Kubota L4060HSTC Loader/Backhoe Tractor from the Kubota Tractor Corporation, with Russo Power Equipment as the local dealer, and through the District's membership in the National Joint Powers Alliance Cooperative Purchasing Program. **Roll Call Vote.** Then request a motion and a second to approve the Purchase of a Kubota L4060HSTC Loader/Backhoe Tractor from the Kubota Tractor Corporation, with Russo Power Equipment as the local dealer, and through the District's membership in the National Joint Powers Alliance Cooperative Purchasing Program in the amount of \$47,528.53. **Roll Call Vote.** ]*
  - c. Budget for Fiscal Year 2017 – 2018 *[Discussion Only.]*  
The tentative Budget and Appropriation Ordinance 17-0417 for Fiscal Year May 1, 2017 – April 30, 2018 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 16, 2017. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 17, 2017 regular meeting of the Board of Commissioners for the purpose of receiving public comment on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 6, 2017.
  - d. Ordinance 17-0418: An Ordinance For Transferring Anticipated Unexpended Funds From Certain Appropriation Items To Other Items Of Appropriation *[Discussion Only]*
  - e. Resolution 17-0419: A Resolution Approving An Amendment To An Agreement Between The Oak Brook Park District And Classic Landscape, Ltd. For the Turf Grass Mowing Project *[Discussion Only]*
  - f. Renewal of the Intergovernmental Agreement Dated March 10, 2008 by and between the Board of Education of Butler School District # 53, the Oak Brook Park District and the LaGrange Area Department of Special Education for a Cooperative Preschool Program At The Oak Brook Park District Recreation Center for School Year 2017- 2018 *[Discussion Only]*
  - g. Renewal of the Intergovernmental Agreement Dated January 18, 2016, By And Between The Board Of Education Of Butler School District #53 And The Oak Brook Park District For A Before And After School Program At Brook Forest Elementary School *[Discussion Only]*
9. **CONVENE TO CLOSED SESSION** *[Request a motion and second to Convene to the Closed Session for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act. **Roll Call Vote]***
10. **CLOSED SESSION**
- a. Discussion and Approval of Closed Meeting Minutes, January 16, 2017
  - b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District





11. RECONVENE OPEN SESSION *[Request a motion and a second to Adjourn the Closed Session of the March 20, 2017 Regular Meeting. Roll Call Vote. Then request a motion and a second to Reconvene to the Open Session of the March 20, 2017 Regular Meeting. **Roll Call Vote**]*
12. POTENTIAL ACTION ON ITEMS DISCUSSED IN CLOSED SESSION *[The Board may wish to take action on the items discussed in closed session. If the Board so concurs, the Park District's attorney will provide direction and assist with the proper motion language.]*
13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON April 17, 2017, 6:30 p.m. *[Announce the next regular meeting of the Oak Brook Park District Board of Park Commissioners and the Public Hearing for the Park District's FY 2017-2018 Budget will be held on April 17, 2017, 6:30 p.m.]*
14. ADJOURNMENT *[Request a motion and second to Adjourn the Meeting **Voice Vote "All In Favor"...**]*

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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](http://www.obparks.org)



**MINUTES OF THE  
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT  
BOARD OF COMMISSIONERS  
February 20, 2017 – 6:30 p.m.  
Canterberry Room**

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

President Knitter called the Regular Meeting to order at 6:30 p.m. in the Recreation Center's Canterberry Room. Commissioners Truedson, Tan, Trombetta and President Knitter answered "present". Commissioner Carson was absent. Also present were Laure Kosey, Executive Director, Dave Thommes, Director of Recreation and Facilities, Marco Salinas, Chief Financial Officer, Bob Johnson, Director of Parks and Planning, and Steven Adams, Park District Attorney.

- a. Approval by a majority of the Commissioners present to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of a family or other emergency as provided in section I-G-1 (iii) of the Board Rules.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of personal illness or disability as provided in section I-G-1 (i) of the Board Rules.

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

Ayes: Commissioner Truedson, Tan, Trombetta, and President Knitter

Nays: None

Absent: Commissioner Carson

2. OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

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

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

Ayes: Commissioner Truedson, Tan, Trombetta, Carson, and President Knitter

Nays: None

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

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

Ayes: Commissioner Truedson, Tan, Trombetta, Carson, and President Knitter

Nays: None

- a. APPROVAL OF February 20, 2017 AGENDA
- b. APPROVAL OF MINUTES
  - i. January 16, 2017 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING January 31, 2017
  - i. Approval of Warrant No. 596

#### 4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter asked whether any Board members wished to share communications.

Commissioner Trombetta asked for the reason why exercise programming is changed for a one-day holiday such as today, Presidents Day. He said exercise programming was run on a holiday schedule.

Mr. Thommes said he was not aware of any holiday programming being implemented today but said he would look into the matter. He noted that any alteration to the group exercise schedule may have been due to a staffing issue with some employees having taken the day off.

#### 5. STAFF RECOGNITION

- a. None

#### 6. REPORTS:

- a. Executive Director & Marketing Department Report

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

In regard to the possibility of a cell tower at Dean Nature Sanctuary, Ms. Kosey said that she has had Steven Adams, the Park District attorney, review the Dean Nature Sanctuary covenants to see if having a cell tower on the property is allowed.

Mr. Adams said he has reviewed the covenants and said there is a multi-party agreement in place which includes the Dean family, the Park District, and McDonalds so it is a bit complicated. He also said that the conservation easement that is in place restricts the Park District from allowing the cell tower without the permission of the Conservation Foundation.

Commissioner Truedson said it is worth reaching out to the Conservation Foundation because it depends on how they define conservation use. He also said there should be a document showing the sequence of agreement events and the conservation easement.

Ms. Kosey said she will contact Brook McDonald, a member of the Conservation Foundation, for his thoughts.

Ms. Kosey said staff has been doing a great job planning next year's budget. She said the only change in the proposed 2017-2018 budget is moving up the purchase of a tractor from next year to this year. She said the funds are available and the tractor would be purchased via a joint purchasing agreement. She said Board approval for the purchase of the tractor will be on next month's meeting agenda noting that the process of buying the tractor through the joint purchasing agreement takes a couple of months. By approving the purchase next month, she hopes that Mr. Johnson will still be able to use the tractor this year.

There were no further questions or comments regarding Ms. Kosey's report.

b. Finance & Human Resources Report

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

Mr. Salinas said the Park District recently received the Certificate of Achievement for Finance Reporting. He also said he and his staff are currently working on buttoning up petty cash procedures.

Mr. Salinas referred to a newly formatted budget report schedule he provided to the Board members and asked for their input on its ease of reading and information provided.

The Board collectively agreed that they love the new reporting format and thanked Mr. Salinas for a job well done.

There were no further questions or comments regarding Mr. Salinas' report.

c. Recreation & Facilities Report

Dave Thommes presented his report, which can be found in the Park District records.

There were no questions or comments regarding Mr. Thommes' report.

d. Parks & Planning Report

Bob Johnson presented his report, which can be found in the Park District record.



President Knitter said with the recent warm weather, she is concerned for the health of the bees in the hives located at the Dean Nature Sanctuary. Mr. Johnson said he will check on the hives.

Mr. Johnson said he only received four quality bids for mowing services at Central Park and all came in higher than he would like, so he is recommending remaining with the current contractor for these services.

Mr. Johnson said last fall the Park District went out to bid for the forced main sewer project at the maintenance building, but only one bid was received. He said the contractors all said they were far too busy to bid so it was decided to go to bid this Spring, which he will be doing shortly.

There were no further questions or comments regarding Mr. Johnson's report.

## 7. UNFINISHED BUSINESS

- a. Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund.

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

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

Nays: none

- b. New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson, to approve the New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy.

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

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

Nays: none

- c. New Policy for the Administrative Policies and Procedures Manual: Park Master Plans Policy.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve the New Policy for the Administrative Policies and Procedures Manual: Park Master Plans Policy

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

Ayes: Commissioners Truedson, Tan, Trombetta, Carson, and President Knitter.  
Nays: none

- d. Ordinance No.17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve Ordinance No. 17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

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

Ayes: Commissioners Truedson, Tan, Trombetta, Carson, and President Knitter.  
Nays: none

- e. Market Based Salary Range Adjustments

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve the Market Based Salary Range Adjustments as presented.

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

Ayes: Commissioners Truedson, Tan, Trombetta, Carson, and President Knitter.  
Nays: none

- f. 2017 Mowing Services Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to reject all bids received for the 2017 Mowing Services Bid.

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

Ayes: Commissioners Truedson, Tan, Trombetta, Carson, and President Knitter.  
Nays: none

- g. Resolution 17-0222: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through December 2016

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 17-0222: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through December 2016.

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

Ayes: Commissioners Truedson, Tan, Trombetta, Carson, and President Knitter.  
Nays: none

## 8. NEW BUSINESS

- a. Resolution 17-0320: A Resolution Approving an Addendum to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing & Embroidery, Inc. for Apparel Screen Printing and Embroidery

This issue was presented for discussion only.

Ms. Kosey said this matter is up for approval annually and pertains to t-shirts purchased for the annual events such as the Pink 5K Run, Corey's Kids Triathlon and staff apparel.

There were no further comments or questions.

- b. Tennis Center Reflective Ceiling Insulation and Installation Bid

This issue was presented for discussion only.

Mr. Thommes said this project was moved from this past year's budget into the 2017-2018 budget and he hopes to receive more competitive bids. He noted some adjustments were made to the project.

There were no comments or questions.

- c. Tennis Center HVAC Improvements Bid

This issue was presented for discussion only.

Mr. Thommes again stated that this project was slated originally for this current year's budget but was moved into the 2017-2018 budget with the hope of receiving more competitive bids.

There were no comments or questions.

- d. Maintenance Building Force Main Improvements Project Bid

This issue was already discussed under Mr. Johnson's Parks and Planning Report.

- e. Personnel Policy Revisions

This issue was presented for discussion only.

Ms. Kosey said this review and revisions of the Personnel Policies was kick-started by the Travel Expense Act. She said staff found that other policies also required some tweaking and that moving forward, these policies will be reviewed every six months.

There were no comments or questions.

f. Tennis Center Membership Fees

This issue was presented for discussion only.

Mr. Thommes said small annual tennis membership fees are built into Alin Pop's business plan, with a \$2.00 per month increase slated for the 2017-2018 fiscal year budget. He noted that this increase does not affect junior and over 55 memberships.

President Knitter questioned whether 55 and over memberships should be changed to 65 plus. She said many other facilities such as movie theaters have increased the age requirement to 60 for senior discounts.

After discussion, the Board suggested that staff consider increasing the age requirement to 60 for senior memberships. It was also suggested that members currently receiving the senior membership rate that are under 60 be grandfathered into the senior discount.

Ms. Kosey noted that this really should be considered since the State is suggesting a property tax freeze.

It was confirmed that this proposed fee increase only pertains to memberships, not court fees.

There were no further comments or questions.

9. A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS (FOR A BUDGET WORKSHOP) WILL BE HELD ON FEBRUARY 20, 2017, IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING

President Knitter announced that the Special Meeting of the Oak Brook Park District Board of Commissioners (for a Budget Workshop) will be held immediately following this Regular Board Meeting

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON March 20, 2017, 6:30 p.m.

President Knitter announced that the next regular meeting of the Board will be on March 20, 2017, at 6:30 p.m.

11. ADJOURNMENT

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson, to adjourn at the hour of 7:02 p.m.

There was no discussion and the motion passed by voice vote.

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Laure L. Kosey, Executive Director

**MINUTES OF THE SPECIAL MEETING  
OF THE  
OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS  
February 20, 2017**

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

President Knitter called the Special Meeting to order at 7:03 p.m.in the Recreation Center's Canterbury Room. Commissioners Truedson, Tan, Trombetta and President Knitter answered "present". Commissioner Carson was absent. Also present were Laure Kosey, Executive Director, Dave Thommes, Director of Recreation and Facilities and Marco Salinas, Chief Financial Officer.

- a) Approval by a majority of the Commissioners present to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of a family or other emergency as provided in section I-G-1 (iii) of the Board Rules.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of personal illness or disability as provided in section I-G-1 (i) of the Board Rules.

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

Ayes: Commissioner Truedson, Tan, Trombetta, and President Knitter  
Nays: None  
Absent: Commissioner Carson.

2) APPROVAL OF THE FEBRUARY 20, 2017 AGENDA OF THE SPECIAL MEETING

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve the February 20, 2017, special meeting agenda.

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

Ayes: Commissioner Truedson, Tan, Trombetta, Carson, and President Knitter  
Nays: None

3) OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.



4) COMMUNICATIONS

- a) Commissioners to share communications

President Knitter asked whether any Board members wished to share communications.

No one shared communications.

5) UNFINISHED BUSINESS

- a) None

6) NEW BUSINESS

- a) Discussion of the Fiscal Year 2017 – 2018 Budget of the Oak Brook Park District

Marco Salinas presented the proposed budget for fiscal year 2017-2018 to the Board. Copies of the budget materials provided can be found in the Park District records.

Mr. Salinas noted that he adjusted the health insurance premium fund reducing it slightly. He said by reviewing the history of premium increases, the budgeted amounts in previous budgets were set too high.

Mr. Salinas said that funding for Human Resource Manager salary was adjusted with 1/3 of it now coming from the liability insurance fund due to the safety coordinator duties performed.

President Knitter said according to the proposed budget, the program fees at the Tennis Center are budgeted to increase by 3.87%, but expenses are budgeted to increase at a higher rate.

Ms. Kosey said she will discuss this with Mr. Pop for clarification.

It was discussed that the HVAC and insulation projects at the Tennis Center will be decreasing the fund balance substantially; however these two projects were deferred from this budget year.

Ms. Kosey noted that Mr. Pop maintains a very conservative budget at the Tennis Center.

Commissioner Truedson said we must always be aware of the possibility of a future recession and therefore must be mindful of reserves. He suggested seeing how low the reserves went down during the last recession.

Ms. Kosey said she and Mr. Salinas will review reserves in each department in order to determine the correct amount for each. It was noted that the Park District, being a public entity, cannot by law have too much money held in reserves.

Mr. Salinas noted that the reserve amount will vary from fund to fund.

President Knitter asked Ms. Kosey to ensure that there is enough money budgeted for computer security.

Ms. Kosey confirmed that there is enough money budgeted for computer security with upgrades planned for this next budget and the one following.

Mr. Thommes noted that the Tennis Center will be getting its own server and WIFI systems.

Ms. Kosey noted the improved coding and tracking on the budget schedules and reports which is all due to Mr. Salinas' hard work.

The Board congratulated Mr. Salinas on a job well done.

7) NEXT REGULAR MEETING: March 20, 2017, 6:30 p.m.

President Knitter announced that the next regular meeting of the Board will be on March 20, 2017, at 6:30 p.m.

8) ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn at the hour of 7:32 p.m.

There was no discussion and the motion passed by voice vote.

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Laure L. Kosey, Executive Director



**OAK BROOK PARK DISTRICT  
GENERAL FUND TREASURER'S REPORT  
FEBRUARY, 2017**

	CORPORATE FUND	RECREATION FUND	I.M.R.F.	LIABILITY INSURANCE	AUDIT	G.O. BOND	SOCIAL SECURITY	SPECIAL RECREATION	CAPITAL PROJECTS	FUND TOTALS
<b>BEGINNING BALANCE</b>	\$ 1,826,811.58	\$ 2,591,931.03	\$ 225,658.48	\$ 39,005.98	\$ 36,016.76	\$ 54,039.84	\$ 110,738.08	\$ 20,291.75	\$ 1,955,077.61	\$ 6,859,571.11
Revenues										
Property Taxes	\$ 139.18	\$ 79.12	\$ 17.29	\$ 9.01	\$ 2.04	\$ 28.63	\$ 19.98	\$ 8.55		\$ 303.80
Back Taxes										-
Replacement Taxes										-
Recreation Program Fees		33,811.52								33,811.52
Rec/Fitness Center Fees		86,753.09								86,753.09
Rec/Aquatic Center Fees		66,578.40								66,578.40
FRC/Building Rental Fees	19,485.19	-								19,485.19
Theme Party Rental Fees	-	-								-
Recreation Center Fees	19,494.53	-								19,494.53
CPW Building Rentals	1,930.00	-								1,930.00
Field Rentals	2,600.00	-								2,600.00
Interest	718.40	1,032.82	76.83	22.94	14.96	25.91	36.93	7.27	915.37	2,851.43
Transfers	-	-							142,500.00	142,500.00
Miscellaneous	41.64	75.50								117.14
<b>TOTAL-REVENUES</b>	<b>\$ 44,408.94</b>	<b>\$ 188,330.45</b>	<b>\$ 94.12</b>	<b>\$ 31.95</b>	<b>\$ 17.00</b>	<b>\$ 54.54</b>	<b>\$ 56.91</b>	<b>\$ 15.82</b>	<b>\$ 143,415.37</b>	<b>\$ 376,425.10</b>
DISBURSEMENTS										
Warrant No. 597	\$ 83,767.98	\$ 203,483.30	\$ 14,348.30	-			\$ 18,356.17	\$ 19.94	\$ (106,140.21)	\$ 213,835.48
February Payroll	104,715.19	138,128.26						3,153.95		245,997.40
Transfers/G.O. Bond Pay	142,500.00									142,500.00
Miscellaneous										-
<b>TOTAL-EXPENSES</b>	<b>\$ 330,983.17</b>	<b>\$ 341,611.56</b>	<b>\$ 14,348.30</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,356.17</b>	<b>\$ 3,173.89</b>	<b>\$ (106,140.21)</b>	<b>\$ 602,332.88</b>
<b>ENDING BALANCE</b>	<b>\$ 1,540,237.35</b>	<b>\$ 2,438,649.92</b>	<b>\$ 211,404.30</b>	<b>\$ 39,037.93</b>	<b>\$ 36,033.76</b>	<b>\$ 54,094.38</b>	<b>\$ 92,438.82</b>	<b>\$ 17,133.68</b>	<b>\$ 2,204,633.19</b>	<b>\$ 6,633,663.33</b>
			<b>YEAR TO DATE RECAP</b>							
			<b>5/1/16 THRU 2/28/17</b>							
			Property Taxes			\$ 3,190,649.98				
			Back Taxes			-				
			Replacement Taxes			119,934.90				
			Recreation Program Fees			775,361.53				
			Rec/Fitness Center Fees			679,265.58				
			Rec/Aquatic Center Fees			965,838.27				
			FRC/Building Rental Fees			238,188.99				
			Theme Party Rental Fees			9,085.00				
			Recreation Center Fees			509,848.33				
			Shelter Building Rentals			77,615.67				
			Field Rentals			77,955.93				
			Bond Proceeds			1,163,610.00				
			Grant proceeds			200,000.00				
			Miscellaneous			2,017.72				
			Interest	Corporate		7,555.59				
				Recreation		8,419.29				
				I.M.R.F.		7,581.44				
				Liability Insurance		479.91				
				Audit		157.78				
				G.O. Bond		155.70				
				Social Security		290.37				
				Special Recreation		243.09				
				Capital Projects		4,250.86				
						<b>\$ 8,038,505.93</b>				

<b>OAK BROOK PARK DISTRICT</b>			
<b>TENNIS CENTER TREASURER'S REPORT</b>			
<b>FEBRUARY, 2017</b>			
<b>BEGINNING BALANCE</b>			<b>\$ 685,768.38</b>
REVENUES			
	Tennis Fees		\$ 152,937.28
	Interest		432.54
	Miscellaneous		93.96
<b>TOTAL REVENUES</b>			<b>\$ 153,463.78</b>
DISBURSEMENTS			
	Warrant No. 584		\$ 41,419.05
	February Payroll & Fringe Benefits		59,507.68
	Misc.Allocations From Other Funds		
<b>TOTAL EXPENSES</b>			<b>\$ 100,926.73</b>
<b>ENDING BALANCE</b>			<b>\$ 738,305.43</b>
<b>YEAR TO DATE RECAP</b>			
<b>MAY 1, 2016 THRU FEBRUARY 28, 2017</b>			
TENNIS FEES			\$ 1,346,149.79
INTEREST			2,828.74
MISCELLANEOUS			50,006.02
<b>TOTAL REVENUES</b>			<b>\$ 1,398,984.55</b>
<b>CASH AND INVESTMENTS</b>			
<b>AS OF FEBRUARY 28,2017</b>			
<b>CASH &amp; INVESTMENTS</b>			<b>\$ 738,305.43</b>



OAK BROOK PARK DISTRICT FAMILY RECREATION CENTER TEN MONTH SUMMARY OF RECEIPTS & EXPENSES						
FEBRUARY, 2016						
	THIS MONTH	FEBRUARY 2015	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YEAR	ANNUAL BUDGET
<b>REVENUES</b>						
BUILDING RENTALS	\$ 19,485.19	\$ 24,403.96	\$ 182,944.74	\$ 192,550.57	-5.0%	\$ 223,856.00
RECREATION PROGRAM RENTALS	-	-	84,000.00	84,000.00	0.0%	112,000.00
THEME PARTIES	-	926.00	9,085.00	9,420.00	-3.6%	16,200.00
OPEN GYM FEES	-	-	-	-	0.0%	-
DAILY FEES-RESIDENT	3,552.00	2,798.00	41,142.00	33,624.00	22.4%	45,000.00
DAILY FEES- NON-RESIDENT	9,108.00	10,432.00	136,028.00	120,748.00	12.7%	148,500.00
CHILD CARE FEES	1,701.50	2,636.00	19,567.50	17,581.30	11.3%	21,600.00
LOCKER RENTALS	196.58	(23.47)	2,405.51	2,032.98	18.3%	2,520.00
PRO SHOP SUPPLIES	36.00	96.00	559.29	762.25	-26.6%	668.41
DISK GOLF	8.00	-	194.00	292.00	-33.6%	150.00
COFFEE BAR	153.00	165.00	1,247.70	1,206.75	3.4%	1,820.00
VENDING INCOME	1,758.45	1,639.90	17,612.05	16,963.14	3.8%	20,430.00
NEW MEMBER ENROLLMENT FEES	2,825.00	2,700.00	20,775.00	18,400.00	12.9%	15,000.00
EFT ADMINISTRATION FEE	25.00	-	100.00	611.00	-83.6%	600.00
MEMBER ON HOLD FEES	130.00	130.00	3,060.00	2,851.00	7.3%	3,600.00
CASH OVER/UNDER	1.00	-	12.83	(81.50)	-115.7%	-
OVERHEAD REV FROM OTHER DEPARTMENTS	-	-	238,191.75	238,191.75	0.0%	317,589.00
MISCELLANEOUS INCOME	80.00	-	375.00	300.00	25.0%	120.00
<b>TOTAL REVENUES</b>	<b>\$ 39,059.72</b>	<b>\$ 45,903.39</b>	<b>\$ 757,300.37</b>	<b>\$ 739,453.24</b>	<b>2.4%</b>	<b>\$ 929,653.41</b>
<b>EXPENSES</b>						
PERSONAL SERVICES/FULL TIME	\$ 17,324.81	\$ 14,666.66	\$ 178,389.86	\$ 154,923.58	15.1%	\$ 220,939.00
PERSONNEL/PART TIME CUSTODIAL	7,718.48	7,168.18	85,574.41	73,150.48	17.0%	123,958.12
PERSONNEL/PART TIME FRONT DESK	8,469.48	10,712.18	83,915.60	99,971.25	-16.1%	134,881.59
PERSONNEL/PART TIME OPEN GYM	-	-	-	-	0.0%	-
PERSONNEL/PART TIME CHILD CARE	3,231.40	3,005.13	33,327.35	32,397.99	2.9%	40,706.25
PERSONNEL/PART TIME EVENING SUPVR	1,480.50	259.00	15,721.98	8,201.74	91.7%	21,112.00
PERSONNEL/PART TIME ACCT & INFO TECH	-	-	-	-	0.0%	-
PERSONNEL/PART TIME PRIVATE RENTALS	262.52	216.61	1,881.60	1,253.63	-250.1%	2,600.00
PERSONNEL/PART TIME THEME PARTIES	-	64.75	644.80	1,579.58	-59.2%	2,340.00
INSURANCE & BENEFITS	7,157.72	6,598.98	67,242.92	67,238.68	0.0%	92,913.36
VEHICLE EXPENSES	-	-	-	-	0.0%	100.00
GENERAL OFFICE EXPENSES	752.88	675.93	8,066.63	5,547.98	45.4%	10,530.00
PRINTING & PUBLICATIONS	-	165.00	45.00	165.00	100.0%	500.00
EDUCATIONAL TRAINING	170.14	558.77	4,622.35	3,339.44	38.4%	5,623.00
DUES & SUBSCRIPTIONS	-	-	968.38	593.00	63.3%	608.00
POSTAGE	100.00	-	232.40	365.00	-36.3%	500.00
TELEPHONE	262.99	255.39	2,407.05	2,701.04	-10.9%	4,188.00
OFFICE COMMODITIES	238.68	352.04	3,509.08	2,377.84	47.6%	3,700.00
ALCOHOL PERMITS/ PDRMA	-	-	-	-	-100.0%	-
SAFETY	-	-	71.35	-	-	313.60
CONTRACT SERVICES	4,824.56	2,279.80	60,716.61	76,924.53	-21.1%	75,961.56
UTILITIES	8,031.02	5,538.23	66,610.52	64,530.74	3.2%	88,060.00
THEME PARTY SUPPLIES	824.65	114.43	3,648.80	3,184.64	14.6%	3,560.00
MAINTENANCE COMMODITIES	2,455.92	3,197.89	30,187.65	33,733.15	-10.5%	31,894.92
BUILDING EQUIPMENT	710.22	385.32	12,101.58	18,890.77	-35.9%	19,450.00
MISCELLANEOUS EXPENSE	2,020.19	716.37	15,454.29	15,671.05	-1.4%	16,416.00
<b>TOTAL EXPENSES</b>	<b>\$ 66,036.16</b>	<b>\$ 56,930.66</b>	<b>\$ 675,340.21</b>	<b>\$ 666,741.11</b>	<b>1.3%</b>	<b>\$ 900,855.40</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (26,976.44)</b>	<b>\$ (11,027.27)</b>	<b>\$ 81,960.16</b>	<b>\$ 72,712.13</b>	<b>12.7%</b>	<b>\$ 28,798.01</b>

OAK BROOK PARK DISTRICT						
FITNESS CENTER						
TEN MONTH SUMMARY OF RECEIPTS & EXPENSES						
FEBRUARY, 2016						
	THIS	FEBRUARY	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
REVENUES	MONTH	2015	TO DATE	TO DATE	YEAR	BUDGET
FITNESS MEMBERSHIPS	\$ 42,353.96	\$ 39,780.10	\$ 348,101.69	\$ 334,160.36	4.2%	402,500.00
DAILY FITNESS FEES	-	-	-	-	0.0%	-
FITNESS MEMBERSHIPS PREMIERE-RESIDENT	2,614.65	1,915.00	12,488.08	11,068.69	12.8%	18,516.00
FITNESS MEMBERSHIPS PREMIERE- N/R	1,537.15	1,195.00	7,299.78	7,310.38	-0.1%	6,426.00
FITNESS MEMBERSHIPS COMBO- RESIDENT	8,678.70	7,029.99	57,444.47	50,609.78	13.5%	70,988.00
FITNESS MEMBERSHIPS COMBO- N/R	10,055.21	8,607.62	62,684.66	58,858.60	6.5%	70,343.00
FITNESS MEMBERSHIPS TENNIS COM MEM RES	1,180.61	894.00	6,154.62	5,393.96	14.1%	4,197.00
FITNESS MEMBERSHIPS TENNIS COM MEM NR	954.79	1,133.00	5,479.14	7,808.36	-29.8%	2,660.00
SUMMER FITNESS MEMBERSHIPS	-	-	7,448.70	5,915.00	100.0%	4,216.00
FITNESS CLUB ADULT EXERCISE	851.34	1,237.32	13,438.66	12,097.61	11.1%	15,930.00
TOWEL RENTALS	97.00	113.00	8,636.00	8,678.00	-0.5%	9,500.00
TRACK PROGRAMS	1,487.00	718.00	5,525.00	4,540.00	21.7%	5,066.53
PERSONAL TRAINING	16,852.68	1,304.73	134,203.03	109,968.72	22.0%	184,909.00
FITNESS ASSESSMENTS	-	-	-	-	0.0%	-
PICKLE BALL DROP IN	-	-	-	121.00	100.0%	100.00
SOCIALS/SPECIAL EVENTS	90.00	-	4,455.00	6,135.00	-27.4%	6,583.00
SPONSORSHIPS	-	-	2,000.00	12,000.00	-83.3%	12,000.00
RISK MANAGEMENT AWARDS	-	-	-	-	-100.0%	-
<b>TOTAL REVENUES</b>	<b>\$ 86,753.09</b>	<b>\$ 63,927.76</b>	<b>\$ 675,358.83</b>	<b>\$ 634,665.46</b>	<b>6.4%</b>	<b>\$ 813,934.53</b>
<b>EXPENSES</b>						
PERSONAL SERVICES/FULL TIME	\$ 5,313.60	\$ 5,060.83	\$ 54,371.42	\$ 54,160.13	0.4%	66,390.40
PERSONNEL/PART TIME FLOOR	3933.28	4127.65	41086.21	41427.76	-0.8%	53,790.00
PERSONNEL/PART TIME ADULT PROGRAMS	9,481.32	8,836.33	91,956.48	83,524.88	20.3%	110,883.62
PERSONNEL/PART TIME PERSONAL TRAINING	9,631.72	9,652.44	100,507.21	119,059.64	-15.6%	152,497.33
PERSONNEL/PART TIME FITNESS ASSESSMENT	-	-	-	-	0.0%	-
PERSONNEL/PART TIME SPECIAL EVENTS	743.05	1,357.99	1,082.75	1,563.02	-30.7%	1,440.00
PERSONNEL/PART TIME PRGM COORDINATOR	841.07	953.20	7,661.11	10,013.38	-23.5%	12,195.04
INSURANCE & BENEFITS	1,809.13	1,673.40	17,845.84	15,223.13	17.2%	23,240.63
VECHICLE EXPENSES	-	-	-	-	0.0%	100.00
GENERAL OFFICE EXPENSES	752.90	675.93	11,086.71	9,937.98	11.6%	10,030.00
EDUCATIONAL TRAINING	100.00	40.32	3,554.27	2,354.04	51.0%	4,500.00
DUES & SUBSCRIPTIONS	-	-	302.46	48.46	524.1%	375.00
SPECIAL EVENTS	-	881.00	110.00	881.00	2794.0%	2,794.00
POSTAGE	266.66	-	600.32	923.32	-35.0%	1,750.00
TELEPHONE	114.46	109.62	2,631.64	1,157.82	127.3%	1,860.00
OFFICE COMMODITIES	47.70	26.58	699.73	699.02	0.1%	1,300.00
MISC. VISA/MASTERCARD EXPENSE	1,552.75	-	15,361.09	8,543.59	79.8%	17,964.00
TOWEL SERVICES	1,180.00	531.60	7,552.80	17,097.60	-55.8%	9,760.00
CONTRACT SERVICES-FACILITY RENTALS	-	-	21,750.00	21,750.00	0.0%	29,000.00
CONTRACT SERVICES	4,987.00	508.00	11,986.43	4,321.42	177.4%	6,000.00
FITNESS EQUIPMENT SUPPLIES	103.72	-	4,695.91	2,410.56	94.8%	5,050.00
UTILITIES	6,424.81	4,431.32	53,288.40	50,551.39	5.4%	70,450.00
PROMOTIONAL MATERIALS	-	-	112.50	487.35	100.0%	750.00
FIRST AID SUPPLIES	-	-	-	-	0.0%	50.00
COMMODITIES	101.46	210.18	310.44	343.18	-9.5%	500.00
EQUIPMENT/NON-CAPITAL	326.71	2,658.55	6,536.88	14,773.55	-55.8%	7,000.00
OVERHEAD ALLOCATION	-	-	56,882.25	56,882.25	0.0%	75,843.00
MISCELLANEOUS EXPENSE	-	-	-	-	-100.0%	-
<b>TOTAL EXPENSES</b>	<b>\$ 47,711.34</b>	<b>\$ 41,734.94</b>	<b>\$ 511,972.85</b>	<b>\$ 518,134.47</b>	<b>-1.2%</b>	<b>\$ 665,513.02</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ 39,041.75</b>	<b>\$ 22,192.82</b>	<b>\$ 163,385.98</b>	<b>\$ 116,530.99</b>	<b>40.2%</b>	<b>\$ 148,421.51</b>

OAK BROOK PARK DISTRICT FAMILY AQUATIC CENTER TEN MONTH SUMMARY OF RECEIPTS & EXPENSES FEBRUARY, 2016						
	THIS MONTH	FEBRUARY 2015	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YEAR	ANNUAL BUDGET
<b>REVENUES</b>						
RENTALS/GROUP & PARTY	\$ 19,374.50	\$ 16,372.00	\$ 153,590.50	\$ 135,023.50	13.8%	\$ 154,910.00
RENTALS/RECREATION PROGRAMS	733.00	677.00	7,778.00	7,465.00	4.2%	7,620.00
UNIFORM REVENUE	-	-	247.00	-	-100.0%	200.00
MEMBERSHIPS	12,544.17	9,358.90	123,992.26	124,519.74	-0.4%	160,020.00
SUMMER AQUATIC MEMBERSHIPS	-	-	35,671.66	20,692.75	72.4%	25,162.00
AQUATIC MEMBERSHIPS PREMIERE -RESIDENT	-	-	4,936.70	4,509.35	9.5%	6,000.00
AQUATIC MEMBERSHIPS PREMIERE -NR	-	-	3,196.77	4,076.93	-21.6%	5,600.00
AQUATIC MEMBERSHIPS COMBO RESIDENT	-	-	32,471.52	28,989.10	12.0%	44,000.00
AQUATIC MEMBERSHIPS COMBO NR	-	-	35,154.61	33,388.67	5.3%	48,000.00
AQUATIC MEMBERSHIP COMBO TENNIS RES	208.43	132.00	2,086.62	1,317.00	124.4%	1,000.00
AQUATIC MEMBERSHIP COMBO TENNIS NR	496.94	396.53	4,542.74	3,280.55	38.5%	2,000.00
DAILY PASS	794.00	410.00	2,534.00	3,726.00	-32.0%	2,400.00
RISK MANAGEMENT AWARDS	-	-	3,400.00	2,550.00	33.3%	4,000.00
<b>TOTAL REVENUES</b>	<b>\$ 34,151.04</b>	<b>\$ 27,346.43</b>	<b>\$ 409,602.38</b>	<b>\$ 369,538.59</b>	<b>10.8%</b>	<b>\$ 460,912.00</b>
<b>EXPENSES</b>						
PERSONAL SERVICES/FULL TIME	\$ 8,977.61	\$ 6,811.10	\$ 93,366.93	\$ 67,922.63	37.5%	\$ 115,860.36
PERSONNEL/PART TIME	13,496.98	15,033.53	172,439.17	175,752.43	-1.9%	223,175.73
PERSONNEL/PART TIME MANAGERS	3,696.80	4,406.56	41,595.33	49,943.25	-16.7%	68,323.50
PERSONNEL/ PART TIME MAINTENANCE	793.14	3,361.86	10,509.65	24,257.81	-56.7%	12,620.00
PERSONNEL/PART TIME/HOSTESS STAFF	1,932.06	1,224.79	15,587.29	11,335.84	37.5%	16,110.00
INSURANCE & BENEFITS	1,822.13	2,946.01	26,775.95	32,020.39	-16.4%	47,914.12
VEHICLE EXPENSES	13.50	78.00	224.62	306.88	-26.8%	700.00
GENERAL OFFICE EXPENSES	752.90	675.90	8,000.92	5,337.93	49.9%	9,554.00
PRINTING & PUBLICATIONS	-	-	-	-	0.0%	-
EDUCATIONAL TRAINING	694.45	893.72	5,707.53	7,212.54	-20.9%	15,300.00
DUES & SUBSCRIPTIONS	412.50	550.00	1,113.42	1,317.92	-15.5%	1,480.00
SUPPLIES/I.D. CARDS	69.50	145.50	529.82	835.98	-36.6%	1,300.00
PROGRAM EXPENSES	22.00	-	1,017.98	486.09	109.4%	2,000.00
PRIVATE RENTAL EXPENSES	1,708.91	1,112.50	14,153.12	13,067.29	8.3%	16,300.00
POSTAGE	266.68	-	533.36	923.36	-42.2%	1,000.00
BUSINESS LINE CHARGES	239.62	203.96	2,141.44	1,896.81	12.9%	2,700.00
OFFICE COMMODITIES	47.70	26.58	937.22	1,477.24	-36.6%	1,744.00
MISC. VISA/MASTERCARD EXPENSES	1,552.76	-	15,361.13	9,279.25	65.5%	18,000.00
CONTRACT SERVICES	2,229.51	1,686.68	23,116.08	20,148.50	14.7%	53,500.00
UTILITIES	11,243.43	7,754.59	93,254.58	91,531.73	1.9%	123,287.00
MAINTENANCE SUPPLIES	1,697.44	2,313.37	31,453.08	25,121.62	25.2%	43,800.00
POOL EQUIPMENT/NON-CAPITAL	-	-	4,199.41	487.84	760.8%	10,000.00
OVERHEAD EXPENSE ALLOCATION	-	-	56,882.25	56,882.25	0.0%	75,843.00
MISCELLANEOUS	-	-	3,226.24	92.00	3406.8%	6,125.00
<b>TOTAL EXPENSES</b>	<b>\$ 51,669.62</b>	<b>\$ 49,224.65</b>	<b>\$ 622,126.52</b>	<b>\$ 597,637.58</b>	<b>4.1%</b>	<b>\$ 866,636.71</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (17,518.58)</b>	<b>\$ (21,878.22)</b>	<b>\$ (212,524.14)</b>	<b>\$ (228,098.99)</b>	<b>-8.8%</b>	<b>\$ (405,724.71)</b>

	<b>OAK BROOK PARK DISTRICT</b>					
	<b>FAMILY AQUATIC CENTER CENTER/SWIM PROGRAMS</b>					
	<b>TEN MONTH SUMMARY OF RECEIPTS &amp; EXPENSES</b>					
	<b>FEBRUARY, 2016</b>					
	<b>THIS</b>	<b>FEBRUARY</b>	<b>THIS YEAR</b>	<b>LAST YEAR</b>	<b>YTD +/-</b>	<b>ANNUAL</b>
	<b>MONTH</b>	<b>2015</b>	<b>TO DATE</b>	<b>TO DATE</b>	<b>PRIOR</b>	<b>BUDGET</b>
<b>REVENUES</b>						
YOUTH CONTRACTED REVENUE	\$ 58.00	\$ (4,802.50)	\$ 537.62	\$ -	100.0%	\$ 550.00
ADULT CONTRACTED REVENUE	4,239.77	3,465.53	77,110.01	63,724.55	21.0%	79,656.00
CHILDRENS SWIM PROGRAMS	17,300.20	19,979.55	248,835.95	268,226.40	-7.2%	269,636.53
ADULT SWIM PROGRAMS	625.35	-	6,881.30	33,792.07	-79.6%	13,998.00
CHILDRENS PRIVATE LESSONS	9,101.80	12,140.58	158,826.58	197,143.34	-19.4%	200,080.00
CHILDRENS SWIM TEAM	679.32	1,778.16	47,693.64	46,882.71	1.7%	66,030.00
ADULT SWIM TEAM	153.92	513.05	10,486.22	10,835.57	-3.2%	11,241.00
EVENT REVENUES	269.00	687.00	3,097.00	2,392.00	29.5%	3,325.00
SPONSORSHIP	-	-	3,125.00	2,125.00	47.1%	3,000.00
	<b>\$ 32,427.36</b>	<b>\$ 33,761.37</b>	<b>\$ 556,593.32</b>	<b>\$ 625,121.64</b>	<b>-11.0%</b>	<b>\$ 647,516.53</b>
<b>EXPENSES</b>						
PERSONNEL/PART TIME CHILD PROGRAMS	\$ 4,799.99	\$ 5,919.35	\$ 63,317.16	\$ 69,252.43	-8.6%	\$ 82,871.25
PERSONNEL/PART TIME ADULT PROGRAMS	4,086.95	3,606.50	34,509.39	34,910.34	-1.1%	48,271.00
PERSONNEL/PART TIME SWIM PROGRAMS	3,316.07	2,826.91	24,602.26	26,753.11	-8.0%	27,476.00
PERSONNEL/PART TIME PRIVATE LESSONS	5,253.98	6,859.24	63,372.28	76,060.39	-16.7%	98,224.50
CONTRACTUAL SERVICES	10,803.50	10,326.59	46,361.61	52,617.14	-11.9%	60,480.00
PRINTING & PUBLICATIONS	-	-	-	100.00	100.0%	100.00
SWIM TEAM EXPENSES	692.93	687.05	3,188.01	3,671.93	-13.2%	7,040.00
PROGRAM MATERIALS	193.00	97.79	1,708.84	2,231.11	-23.4%	4,115.00
OTHER PROGRAM EXPENSES-UNIFORMS	-	-	797.89	367.50	117.1%	1,500.00
<b>TOTAL EXPENSES</b>	<b>\$ 29,146.42</b>	<b>\$ 30,323.43</b>	<b>\$ 237,857.44</b>	<b>\$ 265,963.95</b>	<b>-10.6%</b>	<b>\$ 330,077.75</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ 3,280.94</b>	<b>\$ 3,437.94</b>	<b>\$ 318,735.88</b>	<b>\$ 359,157.69</b>	<b>-11.3%</b>	<b>\$ 317,438.78</b>

**OAK BROOK PARK DISTRICT  
PARKS**

**TEN MONTH SUMMARY OF RECEIPTS & EXPENSES**

**FEBRUARY, 2016**

	<b>THIS MONTH</b>	<b>FEBRUARY 2015</b>	<b>THIS YEAR TO DATE</b>	<b>LAST YEAR TO DATE</b>	<b>YTD +/- PRIOR YEAR</b>	<b>ANNUAL BUDGET</b>
<b>CENTRAL PARK</b>						
<b>REVENUES</b>						
FIELD RENTALS	\$ 2,600.00	\$ -	\$ 78,638.23	\$ 83,259.02	-5.5%	\$ 100,000.00
<b>EXPENSES</b>						
PERSONAL SERVICES / FULL TIME MAINT.	\$ 20,188.52	\$ 13,763.92	\$ 213,036.89	\$ 142,917.34	49.1%	\$ 264,955.20
PERSONNEL / PART TIME MAINTENANCE	-	-	13,165.30	12,012.59	9.6%	22,660.00
INSURANCE & BENEFITS	6,001.37	4,292.99	61,013.74	40,378.88	51.1%	95,531.30
WORKSHOPS	944.86	25.00	5,194.90	807.50	543.3%	6,175.00
DUES & SUBSCRIPTIONS	-	-	353.00	-	100.0%	805.00
MOBILE CHARGES	192.61	77.09	1,180.33	1,225.35	-3.7%	1,680.00
HOSPITALITY	12.45	112.50	102.90	401.79	-74.4%	500.00
CONTRACTS / PARK MAINTENANCE	2,083.83	69.00	77,446.83	77,054.01	0.5%	87,590.00
UTILITIES / PARK MAINTENANCE	730.54	678.70	13,183.73	13,023.96	1.2%	19,112.00
COMMODITIES / PARK MAINTENANCE	8,392.98	6,991.51	80,063.19	54,967.53	45.7%	92,546.00
EQUIPMENT / PARK MAINTENANCE	1,904.95	-	13,778.30	21,487.18	-35.9%	20,135.00
SAFETY	-	-	-	-	0.0%	-
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
	\$ 40,452.11	\$ 26,010.71	\$ 478,519.11	\$ 364,276.13	31.4%	\$ 611,689.50
<b>SADDLEBROOK PARK</b>						
CONTRACTS / PARK MAINTENANCE	\$ -	\$ -	\$ 5,550.00	\$ 8,380.00	-33.8%	\$ 12,135.00
COMMODITIES / PARK MAINTENANCE	-	-	967.48	562.67	71.9%	3,750.00
EQUIPMENT / PARK MAINTENANCE	35.09	-	357.67	1,896.01	-81.1%	2,000.00
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
<b>TOTAL EXPENSES</b>	\$ 35.09	\$ -	\$ 6,875.15	\$ 10,838.68	-36.6%	\$ 17,885.00
<b>FOREST GLEN</b>						
CONTRACTS / PARK MAINTENANCE	\$ -	\$ -	\$ 11,624.00	\$ 9,746.00	19.3%	\$ 14,804.00
UTILITIES / PARK MAINTENANCE	118.58	(236.25)	3,866.20	3,746.69	3.2%	5,901.00
COMMODITIES / PARK MAINTENANCE	-	-	3,680.84	3,359.62	9.6%	3,780.00
EQUIPMENT / PARK MAINTENANCE	-	-	408.34	4,599.51	-91.1%	3,100.00
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
<b>TOTAL EXPENSES</b>	\$ 118.58	\$ (236.25)	\$ 19,579.38	\$ 21,451.82	-8.7%	\$ 27,585.00
<b>CHILLEM PARK</b>						
CONTRACTS / PARK MAINTENANCE	\$ -	\$ -	\$ 1,350.00	\$ 1,540.00	-12.3%	\$ 3,330.00
COMMODITIES / PARK MAINTENANCE	-	-	1,330.00	837.80	58.7%	2,050.00
EQUIPMENT / PARK MAINTENANCE	-	-	68.20	1,208.11	-94.4%	500.00
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ 2,748.20	\$ 3,585.91	-23.4%	\$ 5,880.00
CONTRACTS / PARK MAINTENANCE	\$ 4,355.50	\$ -	\$ 29,497.55	\$ 36,860.00	-20.0%	\$ 38,500.00
<b>TOTAL PARK EXPENSES</b>	\$ 44,961.28	\$ 25,774.46	\$ 537,219.39	\$ 437,012.54	22.9%	\$ 701,539.50
<b>REVENUES OVER(UNDER) EXPENSES</b>	\$ (42,361.28)	\$ (25,774.46)	\$ (458,581.16)	\$ (353,753.52)	-29.6%	\$ (601,539.50)
<b>DEAN PROPERTY EXPENSES</b>						
CONTRACTS / MAINTENANCE	\$ -	\$ -	\$ 4,401.60	\$ 2,768.44	59.0%	\$ 4,304.00
UTILITIES / MAINTENANCE	64.02	-	161.15	-	100.0%	-
COMMODITIES / MAINTENANCE	-	-	3,888.42	1,198.62	224.4%	4,000.00
OTHER MAINTENANCE & REPAIRS	-	-	-	-	0.0%	-
<b>TOTAL EXPENSES</b>	\$ 64.02	\$ -	\$ 8,451.17	\$ 3,967.06	113.0%	\$ 8,304.00

	<b>OAK BROOK PARK DISTRICT</b>					
	<b>CPW</b>					
	<b>TEN MONTH SUMMARY OF RECEIPTS &amp; EXPENSES</b>					
	<b>FEBRUARY, 2016</b>					
					<b>YTD +/-</b>	
	<b>THIS</b>	<b>FEBRUARY</b>	<b>THIS YEAR</b>	<b>LAST YEAR</b>	<b>PRIOR</b>	<b>ANNUAL</b>
<b>REVENUES</b>	<b>MONTH</b>	<b>2015</b>	<b>TO DATE</b>	<b>TO DATE</b>	<b>YEAR</b>	<b>BUDGET</b>
BUILDING RENTALS	\$ 1,665.00	\$ 1,170.34	\$ 62,808.17	\$ 61,390.51	2.3%	\$ 66,300.00
GAZEBO RENTALS	-	-	1,670.00	1,150.00	45.2%	900.00
ALCOHOL PERMITS	265.00	30.00	13,137.50	9,205.00	42.7%	9,540.00
<b>TOTAL REVENUES</b>	<b>\$ 1,930.00</b>	<b>\$ 1,200.34</b>	<b>\$ 77,615.67</b>	<b>\$ 71,745.51</b>	<b>8.2%</b>	<b>\$ 76,740.00</b>
<b>EXPENSES</b>						
PERSONNEL / PART TIME	\$ 469.78	\$ 565.09	\$ 7,155.16	\$ 7,850.83	-8.9%	\$ 9,360.00
INSURANCE & BENEFITS	-	-	-	-	0.0%	-
TELEPHONE	95.75	92.24	910.23	955.23	-4.7%	1,200.00
CONTRACT SERVICES	724.30	631.00	6,750.87	9,302.00	-27.4%	12,015.88
UTILITIES	45.75	1,525.03	6,956.96	6,217.31	11.9%	9,100.00
COMMODITIES / MAINTENANCE	82.80	103.38	660.62	4,097.69	-83.9%	2,624.64
NON-CAPITAL FURNITURE & EQUIPMENT	2,624.32	-	7,329.31	2,710.00	170.5%	18,400.00
MISCELLANEOUS EXP. ALCOHOL PERMITS	-	-	875.00	175.00	400.0%	6,300.00
<b>TOTAL EXPENSES</b>	<b>\$ 4,042.70</b>	<b>\$ 2,916.74</b>	<b>\$ 30,638.15</b>	<b>\$ 31,308.06</b>	<b>-2.1%</b>	<b>\$ 59,000.52</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (2,112.70)</b>	<b>\$ (1,716.40)</b>	<b>\$ 46,977.52</b>	<b>\$ 40,437.45</b>	<b>16.2%</b>	<b>\$ 17,739.48</b>

OAK BROOK PARK DISTRICT						
RECREATION PROGRAMS						
TEN MONTH SUMMARY OF RECEIPTS & EXPENSES						
FEBRUARY, 2016						
CHILDRENS PROGRAMS	THIS MONTH	FEBRUARY 2015	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YEAR	ANNUAL BUDGET
<b>REVENUES</b>						
CHILDRENS ARTS & CRAFTS	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
CHILDRENS ATHLETICS	2,156.00	11,923.20	48,189.55	53,385.54	-9.7%	63,675.00
CHILDRENS ACTIVITIES	-	-	-	873.00	-100.0%	-
PLAYGROUND CAMPS-SPORTS CAMP	1,568.00	679.00	28,221.41	21,872.68	29.0%	24,470.00
CHILDRENS DANCE	-	-	-	-	0.0%	-
CHILDRENS PERFORMING ARTS	-	-	-	-	0.0%	-
CHILDRENS PROGRAMS SAFETY	-	-	-	-	0.0%	-
CHILDRENS PROGRAMS TEENS	-	-	-	-	0.0%	-
<b>TOTAL REVENUES</b>	<b>\$ 3,724.00</b>	<b>\$ 12,602.20</b>	<b>\$ 76,410.96</b>	<b>\$ 76,131.22</b>	<b>0.4%</b>	<b>\$ 88,145.00</b>
<b>EXPENSES</b>						
PROGRAM PERSONNEL -PART TIME	\$ 4,172.07	\$ 7,350.82	\$ 18,030.44	\$ 26,284.66	-31.4%	\$ 36,212.15
CONTRACTUAL INSTRUCTION	702.00	585.00	16,888.45	17,023.00	-0.8%	20,590.01
CONTRACT SERVICES-EQUIPMENT RENTAL	-	-	-	-	0.0%	-
CONTRACT SERVICES-FACILITY RENTALS	-	-	15,750.00	15,750.00	0.0%	21,000.00
CONTRACT SERVICES-ADMISSIONS	-	-	-	-	0.0%	-
CONTRACT SERVICES-TRANSPORTATION	-	-	-	-	0.0%	-
PROGRAM MATERIALS	-	70.96	543.72	191.19	184.4%	2,000.00
COMMODITIES-FOOD	-	12.64	-	25.28	-100.0%	200.00
COMMODITIES-SHIRTS	-	-	1,725.25	-	-100.0%	2,500.00
<b>TOTAL EXPENSES</b>	<b>\$ 4,874.07</b>	<b>\$ 8,019.42</b>	<b>\$ 52,937.86</b>	<b>\$ 59,274.13</b>	<b>-10.7%</b>	<b>\$ 82,502.16</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (1,150.07)</b>	<b>\$ 4,582.78</b>	<b>\$ 23,473.10</b>	<b>\$ 16,857.09</b>	<b>39.2%</b>	<b>\$ 5,642.84</b>
<b>EARLY CHILDHOOD PROGRAMS</b>						
<b>REVENUES</b>						
EC ENRICHMENT	\$ 1,608.48	\$ 221.85	\$ 28,234.77	\$ 26,568.07	6.3%	\$ 26,884.00
EC PRESCHOOL MORNING	12,251.46	584.58	114,688.92	127,566.05	-10.1%	121,794.00
EC PRESCHOOL FULL DAY	7,292.52	-	71,111.60	50,563.77	40.6%	78,540.00
EC BEGINNING PRESCHOOL	994.33	-	27,277.64	33,921.32	-19.6%	30,905.00
EC CONTRACT PROGRAM	95.00	4,870.90	14,821.22	12,162.44	21.9%	14,800.00
EC SPONSORSHIP	-	-	3,200.00	1,200.00	166.7%	1,200.00
<b>TOTAL REVENUES</b>	<b>\$ 22,241.79</b>	<b>\$ 5,677.33</b>	<b>\$ 259,334.15</b>	<b>\$ 251,981.65</b>	<b>2.9%</b>	<b>\$ 274,123.00</b>
<b>EXPENSES</b>						
PROGRAM PERSONNEL PART TIME	\$ 18,517.55	\$ 15,021.04	\$ 126,457.29	\$ 110,364.01	14.6%	\$ 153,198.12
CONTRACTUAL INSTRUCTION	3,740.00	-	10,589.54	4,168.80	154.0%	12,800.00
CONTRACT SERVICES FACILITY RENTAL	-	-	27,750.00	27,750.00	0.0%	37,000.00
PROGRAM MATERIALS	806.27	83.93	3,823.73	3,089.45	23.8%	4,915.00
COMMODITIES - FOOD	-	139.06	1,590.99	1,219.95	30.4%	1,600.00
COMMODITIES -SHIRTS	-	-	-	-	0.0%	600.00
NON-CAPITAL SMALL EQUIPMENT	-	866.88	5,663.90	3,128.69	81.0%	5,000.00
<b>TOTAL EXPENSES</b>	<b>\$ 23,063.82</b>	<b>\$ 16,110.91</b>	<b>\$ 175,875.45</b>	<b>\$ 149,720.90</b>	<b>17.5%</b>	<b>\$ 215,113.12</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (822.03)</b>	<b>\$ (10,433.58)</b>	<b>\$ 83,458.70</b>	<b>\$ 102,260.75</b>	<b>-18.4%</b>	<b>\$ 59,009.88</b>

OAK BROOK PARK DISTRICT RECREATION PROGRAMS TEN MONTH SUMMARY OF RECEIPTS & EXPENSES FEBRUARY, 2016						
	THIS MONTH	FEBRUARY 2015	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YEAR	ANNUAL BUDGET
<b>YOUTH PROGRAMS</b>						
<b>REVENUES</b>						
YOUTH ACTIVITIES	\$ -	\$ (9,675.00)	\$ (9.00)	\$ 387.00	-102.3%	\$ 560.00
YOUTH PERFORMING ARTS	202.00	162.00	3,186.00	162.00	1866.7%	1,944.00
YOUTH AFTER SCHOOL	783.23	-	35,601.08	-	100.0%	31,590.00
YOUTH CAMP PEE WEE	-	-	30,870.00	32,296.25	-4.4%	27,158.00
YOUTH PLAYGROUND CAMP	-	-	91,742.57	79,836.10	14.9%	72,035.00
YOUTH TEEN CAMP	-	-	-	-	0.0%	-
YOUTH BEFORE & AFTER CAMP	-	-	3,800.00	5,261.50	-27.8%	3,440.00
YOUTH SPECIALTY CAMP	712.00	165.00	7,166.75	2,028.50	253.3%	4,392.00
YOUTH CONTRACTED PROGRAMS	-	-	(107.00)	-	-100.0%	990.00
YOUTH SPONSORSHIP	-	-	3,500.00	3,500.00	0.0%	2,000.00
<b>TOTAL REVENUES</b>	<b>\$ 1,697.23</b>	<b>\$ (9,348.00)</b>	<b>\$ 175,750.40</b>	<b>\$ 123,471.35</b>	<b>42.3%</b>	<b>\$ 144,109.00</b>
<b>EXPENSES</b>						
PROGRAM PERSONNEL	\$ 2,620.83	\$ 27.33	\$ 74,151.35	\$ 55,777.29	32.9%	\$ 86,915.50
CONTRACTUAL INSTRUCTION	-	-	-	-	0.0%	-
CONTRACT SERVICES FACILITY RENTAL	-	-	10,500.00	10,500.00	0.0%	14,000.00
CONTRACT SERVICES ADMISSIONS	-	-	5,532.59	6,492.93	-14.8%	5,850.00
CONTRACT SERVICES TRANSPORTATION	-	-	3,420.00	3,572.42	-4.3%	3,900.00
PROGRAM MATERIALS	50.56	-	4,624.54	2,389.40	93.5%	5,970.00
COMMODITIES - FOOD	-	-	2,532.75	1,546.30	63.8%	3,500.00
COMMODITIES - SHIRTS	-	-	395.00	341.00	15.8%	3,600.00
	<b>\$ 2,671.39</b>	<b>\$ 27.33</b>	<b>\$ 101,156.23</b>	<b>\$ 80,619.34</b>	<b>25.5%</b>	<b>\$ 123,735.50</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (974.16)</b>	<b>\$ (9,375.33)</b>	<b>\$ 74,594.17</b>	<b>\$ 42,852.01</b>	<b>74.1%</b>	<b>\$ 20,373.50</b>
<b>ADULT PROGRAMS</b>						
<b>REVENUES</b>						
ADULTS- ARTS & CRAFTS	\$ 606.00	\$ -	\$ 4,218.00	\$ 3,448.32	22.3%	\$ 5,546.00
ADULTS- PROGRAMS	1,270.00	(525.00)	37,083.66	35,818.60	3.5%	38,540.00
ADULTS- DANCE	975.00	2,790.00	7,232.50	9,138.00	-20.9%	11,070.00
DINNER & ENTERTAINMENT	-	-	90.00	-	100.0%	-
ADULTS- SAFETY	-	-	(90.00)	-	-100.0%	480.00
ADULTS- SPONSORSHIP	2,350.00	-	2,350.00	-	100.0%	-
<b>TOTAL REVENUES</b>	<b>\$ 5,201.00</b>	<b>\$ 2,265.00</b>	<b>\$ 50,884.16</b>	<b>\$ 48,404.92</b>	<b>5.1%</b>	<b>\$ 55,636.00</b>
<b>EXPENSES</b>						
PROGRAM PERSONNEL -PART TIME	\$ 855.47	\$ 407.51	\$ 6,318.28	\$ 5,208.90	21.3%	\$ 12,343.49
CONTRACTUAL INSTRUCTION	3,105.00	1,476.00	22,560.00	19,650.30	14.8%	30,249.00
CONTRACT SERVICES-FACILITY RENTALS	-	-	3,672.03	3,750.00	0.0%	5,000.00
PROGRAM MATERIALS	347.53	-	2,459.98	2,919.43	-15.7%	3,250.00
COMMODITIES-SHIRTS	-	-	-	90.00	0.0%	800.00
<b>TOTAL EXPENSES</b>	<b>\$ 4,308.00</b>	<b>\$ 1,883.51</b>	<b>\$ 35,010.29</b>	<b>\$ 31,618.63</b>	<b>10.7%</b>	<b>\$ 51,642.49</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ 893.00</b>	<b>\$ 381.49</b>	<b>\$ 15,873.87</b>	<b>\$ 16,786.29</b>	<b>-5.4%</b>	<b>\$ 3,993.51</b>
<b>PIONEER PROGRAMS</b>						
<b>REVENUES</b>						
PROGRAMS-EXERCISE	\$ -	\$ 840.00	\$ 4,400.00	\$ 5,275.00	-16.6%	\$ 5,400.00
PIONEER CLASSES	-	-	23.77	544.00	-95.6%	300.00
PROGRAMS-LUNCHEONS	-	-	-	-	0.0%	400.00
PROGRAMS-SPONSORSHIPS	-	-	600.00	100.00	500.0%	200.00
PROGRAMS-TRIPS	514.00	1,083.00	67,077.00	70,391.50	-4.7%	76,100.00
MULTI- DAY TRIP -LODGING	-	-	43,547.00	63,453.00	-31.4%	88,000.00
<b>TOTAL REVENUES</b>	<b>\$ 514.00</b>	<b>\$ 1,923.00</b>	<b>\$ 115,647.77</b>	<b>\$ 139,763.50</b>	<b>-17.3%</b>	<b>\$ 170,400.00</b>
<b>EXPENSES</b>						
PROGRAM PERSONNEL -PART TIME	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
PRINTING & PUBLICATIONS	-	895.00	2,035.00	1,889.00	7.7%	3,480.00
CONTRACT SERVICES-PERFORMERS	-	-	-	-	0.0%	250.00
CONTRACT SERVICES-FACILITY RENTALS	-	-	2,250.00	2,250.00	0.0%	3,000.00
CONTRACT SERVICES-ADMISSIONS	132.00	874.00	17,633.20	26,142.50	-32.5%	30,000.00
CONTRACT SERVICES-TRANSPORTATION	650.00	980.00	13,624.00	14,820.25	-8.1%	18,550.00
CONTRACT SERVICES-CATERING	-	-	-	524.00	100.0%	600.00
CONTRACT SERVICES-TRIPS	-	-	11,618.89	8,698.71	33.6%	9,500.00
CONTRACT SERVICES-RESTAURANTS	2,137.84	1,928.65	11,212.41	10,825.91	3.6%	17,000.00
CONTRACT SERVICES-PIONEER CLASSES	-	-	76.66	267.00	-71.3%	200.00
CONTRACT SERVICES-OTHER MULTI- DAY	-	-	41,948.00	57,409.34	-26.9%	86,500.00
PROGRAM MATERIALS	7.99	7.99	468.13	260.34	79.8%	601.00
COMMODITIES-FOODS	-	-	178.10	24.00	642.1%	525.00
<b>TOTAL EXPENSES</b>	<b>\$ 2,927.83</b>	<b>\$ 4,685.64</b>	<b>\$ 101,044.39</b>	<b>\$ 123,111.05</b>	<b>-17.9%</b>	<b>\$ 170,206.00</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (2,413.83)</b>	<b>\$ (2,762.64)</b>	<b>\$ 14,603.38</b>	<b>\$ 16,652.45</b>	<b>-12.3%</b>	<b>\$ 194.00</b>





OAK BROOK PARK DISTRICT						
MARKETING						
TEN MONTH SUMMARY OF RECEIPTS & EXPENSES						
FEBRUARY, 2016						
	THIS	FEBRUARY	THIS YEAR	LAST YEAR	YTD +/-	ANNUAL
	MONTH	2015	TO DATE	TO DATE	PRIOR	BUDGET
REVENUES					YEAR	
BROCHURE ADVERTISEMENTS	\$ -	\$ 1,375.00	\$ 10,050.00	\$ 7,125.00	41.1%	\$ 6,000.00
SPONSORSHIP	150.00	-	14,250.00	22,000.00	-35.2%	25,000.00
UNIFORM REVENUE	-	-	1,457.00	-	100.0%	500.00
<b>TOTAL REVENUES</b>	<b>\$ 150.00</b>	<b>\$ 1,375.00</b>	<b>\$ 25,757.00</b>	<b>\$ 29,125.00</b>	<b>-11.6%</b>	<b>\$ 31,500.00</b>
EXPENSES						
PERSONAL SERVICES / FULL TIME	\$ 12,422.40	\$ 19,678.21	\$ 131,530.18	\$ 128,984.85	2.0%	\$ 159,325.08
PERSONNEL / PART TIME	-	-	1,750.21	-	100.0%	2,109.00
INSURANCE & BENEFITS	3,722.63	2,085.86	21,753.10	22,882.30	-4.9%	44,776.86
POSTAGE -SPECIAL MAILINGS	-	4,808.40	11,751.00	10,713.91	9.7%	12,125.00
HOSPITALITY	-	149.16	1,182.37	638.82	85.1%	3,100.00
UNIFORMS	-	3,015.95	12,226.65	9,545.88	28.1%	15,595.00
PUBLIC RELATIONS	50.00	-	6,227.02	-	0.0%	-
ADVERTISEMENTS	400.00	(1,047.00)	9,021.85	9,932.13	-9.2%	14,850.00
GENERAL MARKETING / PROMOTIONS	(8,325.00)	404.65	6,139.71	6,690.61	-8.2%	9,310.00
GENERAL MARKETING / SPONSORSHIP	81.91	-	439.91	694.51	-36.7%	1,250.00
IN-HOUSE PRINTED MATERIALS	477.08	-	1,070.31	1,383.91	-22.7%	2,500.00
PRINTED MATERIALS	281.30	4,204.50	9,297.59	10,232.20	-9.1%	11,650.00
SEASONAL PROGRAM BROCHURE	8,755.00	-	17,510.00	16,960.00	3.2%	35,711.00
EDUCATION / TRAINING	68.13	205.97	2,521.42	1,735.45	45.3%	3,475.00
GIFT CARD EXPENSE	-	-	-	-	0.0%	1.00
MATERIALS SOFTWARE	-	-	3,022.00	2,911.03	3.8%	3,152.00
NON-CAPITAL FURNITURE & EQUIPMENT	-	10,670.00	14,068.92	12,011.25	17.1%	15,000.00
<b>TOTAL EXPENSES</b>	<b>\$ 17,933.45</b>	<b>\$ 44,175.70</b>	<b>\$ 249,512.24</b>	<b>\$ 235,316.85</b>	<b>6.0%</b>	<b>\$ 333,929.94</b>
<b>REVENUES OVER(UNDER) EXPENSES</b>	<b>\$ (17,783.45)</b>	<b>\$ (42,800.70)</b>	<b>\$ (223,755.24)</b>	<b>\$ (206,191.85)</b>	<b>-8.5%</b>	<b>\$ (302,429.94)</b>

**OAK BROOK PARK DISTRICT TENNIS CENTER  
TEN MONTH SUMMARY OF RECEIPTS  
FEBRUARY, 2017**

	THIS MONTH	FEBRUARY 2016	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YR	ANNUAL BUDGET
<b>REVENUES</b>						
RENTALS	\$ 254.00	\$ 323.00	\$ 1,598.00	\$ 1,531.95	4.3%	\$ 750.00
MEMBERSHIPS - RESIDENT	402.00	117.00	15,507.67	16,413.94	-5.5%	25,000.00
MEMBERSHIPS PREMIERE - RESIDENT	-	-	4,612.71	4,511.35	2.2%	4,500.00
MEM - FITNESS TENNIS COMBO RES	-	-	5,658.03	2,705.97	109.1%	2,500.00
MEM - AQUATIC TENNIS COMBO RES	-	-	-	1,842.00	-100.0%	3,500.00
MEMBERSHIPS - NON-RESIDENT	815.50	801.00	59,058.21	73,338.98	-19.5%	95,000.00
MEMBERSHIPS PREMIERE - NON-RES	-	-	3,310.47	12,362.17	-73.2%	15,000.00
MEM - FITNESS TENNIS COMBO NR	-	-	3,841.16	2,731.51	40.6%	2,500.00
MEM - AQUATIC TENNIS COMBO NR	-	-	-	-	0.0%	500.00
RESIDENT MEMBERSHIPS EFT	1,365.50	1,453.04	13,685.35	11,809.30	15.9%	15,000.00
MEMBERSHIPS - NON-RESIDENT EFT	9,625.83	8,613.71	91,007.72	65,018.51	40.0%	65,000.00
MEMBERSHIPS - CORPORATE	-	-	-	619.00	-100.0%	500.00
SEASONAL COURT TIME TENNIS	6,471.19	3,338.67	162,840.05	168,904.39	-3.6%	165,000.00
DAILY TENNIS/COURT TIME INDOOR	19,074.78	22,241.83	140,985.27	160,593.39	-12.2%	175,000.00
DAILY TENNIS/COURT TIME OUTDOOR	-	-	1,096.50	1,268.98	-13.6%	3,000.00
DAILY RACQUETBALL TIME	-	-	-	-	0.0%	-
COURT TIME RACQUETBALL	-	-	-	-	0.0%	-
GUEST FEES	1,300.00	1,536.00	7,723.00	8,524.00	-9.4%	10,000.00
LESSONS - PRIVATE	25,255.08	26,399.41	163,406.67	175,562.75	-6.9%	175,000.00
LESSONS - GROUP	-	-	-	29.00	-100.0%	-
LESSONS - GROUP ADULT	21,724.37	20,325.93	154,546.22	112,861.32	36.9%	105,000.00
LESSONS - CARDIO TENNIS	1,571.87	1,596.00	9,749.73	8,508.54	14.6%	10,000.00
LESSONS - GROUP JUNIOR DEVELOPMENT	17,952.87	19,423.38	133,069.55	115,031.34	15.7%	135,000.00
LESSONS - GROUP HIGH PERFORM ACDMY	23,227.63	12,117.66	107,762.18	109,183.23	-1.3%	155,000.00
LESSONS - GROUP DROP IN PROG	500.00	1,933.50	3,370.00	17,830.60	-81.1%	15,000.00
LESSONS - GROUP PRE ACADEMIES	15,412.48	16,187.30	95,118.29	91,731.76	3.7%	70,000.00
LESSONS - GROUP CAMPS	-	-	93,050.82	74,048.87	25.7%	75,000.00
LEAGUES	4,123.22	3,809.80	16,720.61	17,885.04	-6.5%	20,000.00
JUNIOR ACADEMY FEES	-	-	-	-	0.0%	-
TOWEL FEES	-	-	-	-	0.0%	-
TOURNAMENT FEES	-	-	30,779.92	28,423.10	8.3%	30,000.00
VENDING INCOME	316.36	653.22	1,489.96	1,034.02	44.1%	2,200.00
NEW MEMBER ENROLLMENT FEES	650.00	300.00	4,000.00	2,500.00	60.0%	4,000.00
ON HOLD MEMBER FEES	10.00	40.00	900.00	900.00	0.0%	1,000.00
PRO-SHOP	2,977.52	2,434.73	22,115.10	22,573.04	-2.0%	25,000.00
CASH OVER/UNDER	1.00	7.26	6.16	(31.24)	-119.7%	-
CHILD CARE	-	-	-	-	0.0%	-
INTEREST INCOME	432.54	85.71	2,828.74	841.76	236.1%	925.00
RISK MANAGEMENT AWARDS	-	-	-	-	0.0%	-
OTHER INCOME /PROCESSING FEES	-	-	3,003.22	50.00	5906.4%	1,800.00
MISCELLANEOUS INCOME	-	-	46,143.24	912.36	4957.6%	600.00
<b>TOTAL REVENUES</b>	<b>\$ 153,463.78</b>	<b>\$ 143,738.15</b>	<b>\$ 1,398,984.55</b>	<b>\$ 1,312,050.93</b>	<b>6.6%</b>	<b>\$ 1,408,275.00</b>
<b>EXPENSES/ADMIN</b>						
PERSONAL SERVICES/FULL TIME	\$ 10,171.21	\$ 9,801.60	\$ 140,084.75	\$ 140,298.97	-0.2%	\$ 194,517.11
PERSONAL SERVICES/PART TIME	14,073.21	13,403.38	139,845.77	128,781.91	8.6%	215,010.69
INSURANCE & BENEFITS	6,568.76	6,218.69	73,631.73	69,406.70	6.1%	111,735.44
VEHICLE EXPENSES	17.12	-	(14.48)	-	-100.0%	300.00
GENERAL OFFICE EXPENSES	253.13	1,147.67	11,165.17	7,136.09	56.5%	18,070.00
PRINTING & PUBLICATIONS	-	-	167.90	194.20	-13.5%	1,500.00
EDUCATIONAL TRAINING	143.00	1,151.63	4,188.83	1,451.63	188.6%	7,700.00
DUES & SUBSCRIPTIONS	100.00	40.00	430.92	1,151.92	-62.6%	2,700.00
POSTAGE	-	-	69.67	-	100.0%	750.00
TELEPHONE	1,436.83	1,345.87	10,027.34	10,972.46	-8.6%	10,800.00
OFFICE COMMODITIES	114.98	480.87	2,779.32	2,044.74	35.9%	7,000.00
MISS. ADMIN. EXPENSES	2,978.21	1,906.25	30,516.40	18,650.78	63.6%	104,800.00
EQUIPMENT/NON-CAPITAL	-	-	4,517.24	1,926.79	134.4%	4,700.00
AUDITING & ACCOUNTING	-	-	4,250.00	4,250.00	0.0%	4,500.00
PROFESSIONAL SERVICES/LEGAL	-	-	-	-	0.0%	500.00
MARKETING/PROMOTIONS	843.00	-	3,981.63	1,974.00	101.7%	5,500.00
	<b>\$ 36,699.45</b>	<b>\$ 35,495.96</b>	<b>\$ 425,642.19</b>	<b>\$ 388,240.19</b>	<b>9.6%</b>	<b>\$ 690,083.24</b>

OAK BROOK PARK DISTRICT TENNIS CENTER						
TEN MONTH SUMMARY OF RECEIPTS						
FEBRUARY, 2016						
	THIS MONTH	FEBRUARY 2015	THIS YEAR TO DATE	LAST YEAR TO DATE	YTD +/- PRIOR YR	ANNUAL BUDGET
<b>EXPENSES/BUILDING</b>						
FULL TIME SALARIES/CUSTODIAL	\$ 2,981.82	\$ 2,842.23	\$ 30,930.76	\$ 30,036.42	3.0%	\$ 39,767.20
PART TIME SALARIES/CUSTODIAL	1,382.22	1,395.00	15,810.58	16,303.71	-3.0%	34,000.00
INSURANCE & BENEFITS	1,980.65	1,862.12	20,327.61	18,401.40	10.5%	27,737.20
CONTRACT SERVICES	8,224.66	2,489.76	52,253.86	64,165.38	-18.6%	107,245.00
UTILITIES	5,638.11	8,802.14	60,004.78	63,261.25	-5.1%	89,961.00
INSURANCE /BUILDING	-	-	32,764.90	30,635.46	7.0%	27,000.00
COMMODITIES	1,309.86	-	7,110.91	2,771.70	156.6%	13,001.00
EQUIPMENT	69.58	1,139.99	2,046.12	5,424.58	-62.3%	8,000.00
VENDING EXPENSES	94.33	293.68	540.88	464.24	16.5%	1,800.00
<b>TOTAL EXPENSES-BLDG.</b>	<b>\$ 21,681.23</b>	<b>\$ 18,824.92</b>	<b>\$ 221,790.40</b>	<b>\$ 231,464.14</b>	<b>-4.2%</b>	<b>\$ 348,511.40</b>
<b>EXPENSES/PROGRAMS</b>						
PERSONNEL SALARIES/FULL TIME	\$ -	\$ -	\$ -	\$ -	0.0%	\$ -
PERSONNEL SALARIES/PART TIME	30,899.22	30,291.80	243,693.00	229,247.57	6.3%	285,000.00
INSURANCE & BENEFITS	8,057.75	4,645.04	67,078.42	32,693.98	105.2%	102,949.52
EDUCATIONAL TRAINING	-	-	267.50	148.50	80.1%	4,500.00
ACADEMY EXPENSES	-	-	-	-	0.0%	-
LEAGUE EXPENSES	-	-	-	-	0.0%	500.00
TOURNAMENT EXPENSES	495.50	607.50	5,558.00	5,930.00	-6.3%	9,500.00
COMMODITIES	1,819.99	2,391.04	15,053.36	10,940.86	37.6%	20,000.00
EQUIPMENT	-	-	-	-	0.0%	1,500.00
PRO SHOP	1,273.59	3,507.45	18,373.13	20,277.67	-9.4%	31,000.00
<b>TOTAL EXPENSES-PROGRAMS</b>	<b>\$ 42,546.05</b>	<b>41,442.83</b>	<b>\$ 350,023.41</b>	<b>\$ 299,238.58</b>	<b>17.0%</b>	<b>\$ 454,949.52</b>
<b>EXPENSES/CAPITAL PROJECTS</b>						
CAPITAL PROJECTS	\$ -	\$ 3,068.50	\$ 69,137.23	\$ 225,085.77	-69.3%	\$ 250,000.00
<b>GRAND TOTAL EXPENSES</b>	<b>\$ 100,926.73</b>	<b>\$ 98,832.21</b>	<b>\$ 1,066,593.23</b>	<b>\$ 1,144,028.68</b>	<b>-6.8%</b>	<b>\$ 1,743,544.16</b>
<b>REVENUES OVER(UNDER ) EXP.</b>	<b>\$ 52,537.05</b>	<b>\$ 44,905.94</b>	<b>\$ 332,391.32</b>	<b>\$ 168,022.25</b>	<b>97.8%</b>	<b>\$ (335,269.16)</b>

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OAK BROOK PARK DISTRICT  
DETAIL BOARD REPORT

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WARRANT NO.597

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
260	TYCO INTEGRATED SECURITY LLC							
28058501	02/11/17	01	ALARM MONITORING FOR GARAGE	01-05-770-009			03/20/17	273.00
		02	REQ BY BJ APPR BY LK	FIRE/SECURITY MAINTNCE GAR	** COMMENT **			
						INVOICE TOTAL:		273.00
28058560	02/11/17	01	3/1/17-5/31/17 SERVICE	01-15-750-003			03/20/17	235.85
		02	REQ BY JS APPR BY DT	SECURITY SYSTEM SERVICE	** COMMENT **			
						INVOICE TOTAL:		235.85
						VENDOR TOTAL:		508.85
3129	ADVANCED AUTO PARTS							
8408	03/02/17	01	GOLF CART REPAIR	01-05-790-017			03/20/17	18.45
		02	REQ BY BJ APPR BY LK	TRUCK& TRACT -REPLACE& REP	** COMMENT **			
						INVOICE TOTAL:		18.45
						VENDOR TOTAL:		18.45
1002	ADVANCED DISPOSAL CHGO CENTRAL							
T80002094515	01/31/17	01	WASTE DISPOSAL CPW	01-20-750-002			03/20/17	221.70
		02	REQ BY BJ APPR BY LK	GARBAGE DISPOSAL	** COMMENT **			
						INVOICE TOTAL:		221.70
T80002094535	01/31/17	01	WASTE DISPOSAL FRC	01-15-750-002			03/20/17	112.35
		02	REQ BY BJ APPR BY LK	REFUGE DISPOSAL SERVICE	** COMMENT **			
						INVOICE TOTAL:		112.35
T80002097803	01/31/17	01	WASTE DISPOSAL	07-71-750-006			03/20/17	190.98
		02	REQ BY PS APPR BY AP	GARBAGE HAULING	** COMMENT **			
						INVOICE TOTAL:		190.98
						VENDOR TOTAL:		525.03

Reviewed on 3/15/2017. M.S.

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3062 ANDERSON ELEVATOR CO.								
202680	03/01/17	01	QUARTERY MAINTENANCE	07-71-750-001			03/20/17	567.84
		02	REQ BY PS APPR BY AP	ELEVATOR SERVICE AND REPAI ** COMMENT **				
							INVOICE TOTAL:	567.84
							VENDOR TOTAL:	567.84
1315 ANDERSON PEST SOLUTIONS								
4176804	03/01/17	01	MARCH 2017 FRC	01-15-750-007			03/20/17	88.00
		02	REQ BY JS APPR BY DT	PEST CONTROL SERVICE ** COMMENT **				
							INVOICE TOTAL:	88.00
4176808	03/01/17	01	MARCH 2017 CPW	01-20-750-000			03/20/17	43.00
		02	REQ BY JS APPR BY DT	GENERAL MAINTENANCE ** COMMENT **				
							INVOICE TOTAL:	43.00
							VENDOR TOTAL:	131.00
171 AQUA PURE ENTERPRISES, INC.								
107002	02/13/17	01	14 BISULFATE 12 BICARB	02-25-790-004			03/20/17	842.18
		02	REQ BY AB APPR BY JG	CHEMICALS ** COMMENT **				
							INVOICE TOTAL:	842.18
							VENDOR TOTAL:	842.18
3447 BETTER BODY BETTER PERFORMANCE								
2/24/17	02/24/17	01	LEARN TO PLAY PICKLEBALL	02-30-640-200			03/20/17	68.25
		02	REQ BY MA APPR BY DT	ATHLETICS /VARIOUS PROGRAM ** COMMENT **				
							INVOICE TOTAL:	68.25
							VENDOR TOTAL:	68.25

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OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
997	BROADWAY IN CHICAGO							
DEPPIOTRIP8/2/17	03/02/17	01	DEP AMERICAN IN PARIS 8/2/2017	02-01-060-000			03/20/17	930.00
		02	REQ BY AP APPR BY KS	PREPAID DEPOSITS ** COMMENT **				
						INVOICE TOTAL:		930.00
						VENDOR TOTAL:		930.00
2600	BRIAN BURTCH							
NCSF2017	03/07/17	01	CONT. ED. GROUP FIT	02-21-690-010			03/20/17	100.00
		02	REQ BY MD APPR BY DT	CONTINUING EDUCATION ** COMMENT **				
						INVOICE TOTAL:		100.00
						VENDOR TOTAL:		100.00
2542	CHICAGO TRIBUNE MEDIA GROUP							
003026388	11/03/16	01	LEGAL NOTICE BOND HEARING	01-01-680-001			03/20/17	35.49
		02	REQ BY NS APPR BY MS	NOTICES & ORDINANCES ** COMMENT **				
						INVOICE TOTAL:		35.49
						VENDOR TOTAL:		35.49
95	COM ED							
3/2/17	03/02/17	01	CANTERBERRY PARK 2/2/17-3/2/17	01-09-770-001			03/20/17	32.01
		02	REQ BY MK APPR BY NS	ELECTRIC ** COMMENT **				
						INVOICE TOTAL:		32.01
						VENDOR TOTAL:		32.01
2993	COMCAST							
51010224	03/01/17	01	PRI TRUNK ALLOCATION FEB 2017	01-01-720-000			03/20/17	55.57
				BUSINESS/LINE CHARGES				

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2993	COMCAST							
51010224	03/01/17	02	PRI TRUNK ALLOCATION FEB 2017	01-15-720-000			03/20/17	41.07
				BUSINESS LINE USAGE				
		03	PRI TRUNK ALLOCATION FEB 2017	01-20-720-000				19.33
				BUSINESS LINE USAGE				
		04	PRI TRUNK ALLOCATION FEB 2017	02-01-720-000				72.48
				BUSINESS/LINE CHARGES				
		05	PRI TRUNK ALLOCATION FEB 2017	02-21-720-000				26.57
				BUSINESS LINE USAGE				
		06	PRI TRUNK ALLOCATION FEB 2017	02-25-720-000				26.57
				BUSINESS LINE USAGE				
		07	PRI TRUNK ALLOCATION FEB 2017	07-01-720-000				313.79
				BUSINESS/LINE CHARGES				
		08	REQ BY NS APPR BY MS	** COMMENT **				
							INVOICE TOTAL:	555.38
							VENDOR TOTAL:	555.38
2313	COMCAST CABLE							
COMCAST2/20/17	02/20/17	01	WIFI AND CABLE	01-15-750-019			03/20/17	576.35
				CABLE TV & WIFI				
		02	REQ BY RP APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	576.35
COMCAST2/22/17	02/22/17	01	INTERNET	01-01-720-000			03/20/17	34.50
				BUSINESS/LINE CHARGES				
		02	INTERNET	01-15-720-000				34.50
				BUSINESS LINE USAGE				
		03	INTERNET	01-20-720-000				34.50
				BUSINESS LINE USAGE				
		04	INTERNET	02-01-720-000				34.35
				BUSINESS/LINE CHARGES				
		05	INTERNET	02-21-720-000				34.00
				BUSINESS LINE USAGE				
		06	INTERNET	02-25-720-000				34.00
				BUSINESS LINE USAGE				



INVOICES DUE ON/BEFORE 03/20/2017

INVOICE #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2313	COMCAST CABLE							
COMCAST2/22/17	02/22/17	07	INTERNET	07-01-720-000			03/20/17	34.00
		08	REQ BY RP APPR BY LK	BUSINESS/LINE CHARGES ** COMMENT **				
							INVOICE TOTAL:	239.85
							VENDOR TOTAL:	816.20
1062	COSTCO WHOLESALE							
015596	02/16/17	01	OPEN HOUSE SUPPLIES	07-75-790-005			03/20/17	263.27
		02	REQ BY LL APPR BY AP	SPECIAL EVENT SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	263.27
040910	02/20/17	01	FOOD ALL STAFF/MAGIC ERASERS	02-01-730-001			03/20/17	75.97
		02	FOOD ALL STAFF/MAGIC ERASERS	02-21-730-001				9.99
		03	REQ BY MD APPR BY DT	OFFICE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	85.96
049728	02/09/17	01	OPEN HOUSE SUPPLIES	07-75-790-005			03/20/17	319.16
		02	REQ BY LL APPR BY AP	SPECIAL EVENT SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	319.16
054794	02/28/17	01	COSTCO RUN	01-05-790-005			03/20/17	55.75
		02	COSTCO RUN	MAINTENANCE GARAGE SUPPLIE 01-15-840-008				44.67
		03	COSTCO RUN	CHILD CARE SUPPLIES 01-01-730-002				112.10
		04	COSTCO RUN	COFFEE & CONDIMENTS 01-15-840-025				1,167.64
		05	REQ BY JS APPR BY DT	VENDING SNACKS ** COMMENT **				
							INVOICE TOTAL:	1,380.16

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1062	COSTCO WHOLESAL							
069675	02/23/17	01	POPCORN FOR PIO MOVIE	02-50-760-000			03/20/17	43.52
		02	REQ BY AP APPR BY KS	PIONEER CLASSES ** COMMENT **				
						INVOICE TOTAL:		43.52
074047	02/04/17	01	GATORADE/WATER GET TOUGH CLASS	02-21-800-000			03/20/17	276.35
		02	REQ BY MD APPR BY DT	EQUIPMENT NON-CAPITAL ** COMMENT **				
						INVOICE TOTAL:		276.35
						VENDOR TOTAL:		2,368.42
114	DAILY HERALD							
T4463919	02/08/17	01	MAINT BLDG FORCE MAIN IMPROVE	01-01-680-001			03/20/17	165.60
		02	REQ BY BG APPR BY DT	NOTICES & ORDINANCES ** COMMENT **				
						INVOICE TOTAL:		165.60
T4465038	02/19/17	01	BID NOTICE CEILING/HVAC PROJ.	07-01-680-002			03/20/17	322.00
		02	REQ BY BG APPR BY LK	NOTICES/HELP WANTED ** COMMENT **				
						INVOICE TOTAL:		322.00
						VENDOR TOTAL:		487.60
3453	DANGRIA BUDGINAITE							
NASM10/10/16	10/10/16	01	GROUP FITNESS CONT. ED.	02-21-690-010			03/20/17	100.00
		02	REQ BY MD APPR BY DT	CONTINUING EDUCATION ** COMMENT **				
						INVOICE TOTAL:		100.00
						VENDOR TOTAL:		100.00
2992	DEARBORN NATIONAL LIFE INS. CO							
031017	03/10/17	01	LIFE INSURANCE APRIL 2017	01-01-650-000			03/20/17	91.00
				GROUP MEDICAL & LIFE				

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2992	DEARBORN NATIONAL LIFE INS. CO							
031017	03/10/17	02	LIFE INSURANCE APRIL 2017	01-05-650-000			03/20/17	65.00
		03	LIFE INSURANCE APRIL 2017	01-15-650-000				78.00
		04	LIFE INSURANCE APRIL 2017	02-01-650-000				65.00
		05	LIFE INSURANCE APRIL 2017	02-21-650-000				13.00
		06	LIFE INSURANCE APRIL 2017	02-25-650-000				26.00
		07	LIFE INSURANCE APRIL 2017	02-80-650-000				39.00
		08	LIFE INSURANCE APRIL 2017	07-01-650-000				26.00
		09	LIFE INSURANCE APRIL 2017	07-71-650-002				13.00
		10	LIFE INSURANCE APRIL 2017	01-01-191-004				141.80
		11	REQ BY LN APPR BY DT	OMAHA LIFE INS. PREMIUM				
				** COMMENT **				
							INVOICE TOTAL:	557.80
							VENDOR TOTAL:	557.80
884	DIRECT FITNESS SOLUTIONS, INC.							
521765	03/07/17	01	ELLIPTICAL BOARD UPGRADES	02-21-760-000			03/20/17	235.00
		02	REQ BY MD APPR BY DT	EXERCISE EQUIPMENT MAINTEN				
				** COMMENT **				
							INVOICE TOTAL:	235.00
							VENDOR TOTAL:	235.00
3348	DISCOUNT FENCE COMPANY							
52021	03/02/17	01	FENCE PARTS	01-05-800-006			03/20/17	10.00
				PARK EQUIP / REPLACE & REP				

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3348	DISCOUNT FENCE COMPANY							
52021	03/02/17	02	REQ BY BJ APPR BY LK		** COMMENT **		03/20/17	
							INVOICE TOTAL:	10.00
							VENDOR TOTAL:	10.00
3381	DREISILKER ELECTRIC MOTORS INC							
P0047256	02/09/17	01	PARTS REBUILD FAN SYSTEM RTU2	07-71-750-007			03/20/17	479.60
		02	REQ BY MM APPR BY DT		ELECTRICAL MAINTENANCE & R			
					** COMMENT **		INVOICE TOTAL:	479.60
							VENDOR TOTAL:	479.60
2276	EBEL'S ACE HARDWARE #8313							
431530/4	02/15/17	01	DUPLICATE KEY FOR FLAG POLE	01-15-800-000			03/20/17	2.24
		02	REQ BY MM APPR BY DT		BLDG EQUIP / REP & REPLACE			
					** COMMENT **		INVOICE TOTAL:	2.24
431687/4	03/10/17	01	MISC PARTS	01-20-790-003			03/20/17	13.23
		02	REQ BY MM APPR BY DT		REPAIR & REPLACEMENT SUPPL			
					** COMMENT **		INVOICE TOTAL:	13.23
							VENDOR TOTAL:	15.47
3215	ELLEN CYRIER							
2/2/17	02/02/17	01	PTR MEMBERSHIP REIMBURSEMENT	07-75-690-000			03/20/17	129.50
		02	REQ BY AP APPR BY DT		WORKSHOPS/SEMINARS			
					** COMMENT **		INVOICE TOTAL:	129.50
							VENDOR TOTAL:	129.50
3342	ENVISION HEALTHCARE INC							

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-----								
3342	ENVISION HEALTHCARE INC							
166582	03/01/17	01	COBRA MONTHLY FEE MARCH 2017	01-01-650-000			03/20/17	29.00
		02	REQ BY LN APPR BY LK	GROUP MEDICAL & LIFE				
				** COMMENT **				
							INVOICE TOTAL:	29.00
							VENDOR TOTAL:	29.00
134	FED EX							
5-715-60330	02/22/17	01	SPECIAL MAILING CONTRACTS	01-01-710-001			03/20/17	22.50
		02	REQ BY BG APPR BY LK	SPECIAL DELIVERY				
				** COMMENT **				
							INVOICE TOTAL:	22.50
							VENDOR TOTAL:	22.50
3346	FIRST COMMUNICATION LLC							
4931192	03/01/17	01	PHONE SRV FEB 2017	01-01-720-000			03/20/17	91.78
		02	PHONE SRV FEB 2017	BUSINESS/LINE CHARGES				
				01-15-720-000				67.84
		03	PHONE SRV FEB 2017	BUSINESS LINE USAGE				
				01-20-720-000				31.92
		04	PHONE SRV FEB 2017	BUSINESS LINE USAGE				
				02-01-720-000				119.71
		05	PHONE SRV FEB 2017	BUSINESS/LINE CHARGES				
				02-21-720-000				43.89
		06	PHONE SRV FEB 2017	BUSINESS LINE USAGE				
				02-25-720-000				43.89
		07	PHONE SRV FEB 2017	BUSINESS LINE USAGE				
				07-01-720-000				518.28
		08	REQ BY NS APPR BY MS	BUSINESS/LINE CHARGES				
				** COMMENT **				
							INVOICE TOTAL:	917.31
							VENDOR TOTAL:	917.31
2380	FITZGERALD LIGHTING & MAINT CO							

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2380	FITZGERALD LIGHTING & MAINT CO							
29445	02/17/17	01	SPORTS LIGHTING ADJUSTMENTS F1	01-05-750-020			03/20/17	1,238.00
		02	REQ BY BJ APPR BY LK	ELECTRICAL SERVICES				
				** COMMENT **				
						INVOICE TOTAL:		1,238.00
						VENDOR TOTAL:		1,238.00
2025	FLAGG CREEK WATER RECLAMATION							
2/27/17	02/27/14	01	SEWER SRV FEB 2017	01-05-770-008			03/20/17	17.05
		02	SEWER SRV FEB 2017	SEWER MAINTENANCE GARAGE				
				01-15-770-003				540.68
		03	SEWER SRV FEB 2017	SEWER				
				01-20-770-002				17.05
		04	SEWER SRV FEB 2017	SEWER				
				02-01-770-003				432.54
		05	SEWER SRV FEB 2017	SEWER				
				02-21-770-015				432.54
		06	SEWER SRV FEB 2017	SEWER				
				02-25-770-015				756.95
		07	SEWER SRV FEB 2017	SEWER				
				07-71-770-003				79.00
		08	REQ BY MK APPR BY NS	SEWER				
				** COMMENT **				
						INVOICE TOTAL:		2,275.81
						VENDOR TOTAL:		2,275.81
2763	FLUID RUNNING LLC							
2017-3	03/01/17	01	WINTER SESSION 2 CLASSES	02-26-640-001			03/20/17	3,880.50
		02	REQ BY JG APPR BY KS	ADULT PROGRAMS-CONTRACTUAL				
				** COMMENT **				
						INVOICE TOTAL:		3,880.50
						VENDOR TOTAL:		3,880.50
2297	GARDA CL GREAT LAKES, INC.							

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-----								
2297	GARDA CL GREAT LAKES, INC.							
01906111	02/06/17	01	DIALECTRIC GREASE	01-15-800-000			03/20/17	16.99
		02	REQ BY MM APPR BY DT	BLDG EQUIP / REP & REPLACE				
				** COMMENT **				
						INVOICE TOTAL:		16.99
10580553	03/01/17	01	ARMORED CAR PICK UP	01-01-670-005			03/20/17	231.19
		02	REQ BY MK APPR BY NS	ARMORED CAR SERVICES				
				** COMMENT **				
						INVOICE TOTAL:		231.19
						VENDOR TOTAL:		248.18
182	GEORGELO PIZZA - CHICAGO, INC.							
13648	02/08/17	01	PIZZAS FOR PARTIES	02-25-705-001			03/20/17	192.50
		02	REQ BY AB APPR BY KS	BIRTHDAY PARTY-GROUP RENTA				
				** COMMENT **				
						INVOICE TOTAL:		192.50
13660	02/16/17	01	PIZZAS FOR PARTIES	02-25-705-001			03/20/17	123.00
		02	REQ BY AB APPR BY KS	BIRTHDAY PARTY-GROUP RENTA				
				** COMMENT **				
						INVOICE TOTAL:		123.00
13666	02/23/17	01	GEORGELO PIZZA	02-25-705-001			03/20/17	251.00
		02	REQ BY AB APPR BY JG	BIRTHDAY PARTY-GROUP RENTA				
				** COMMENT **				
						INVOICE TOTAL:		251.00
						VENDOR TOTAL:		566.50
2404	GRAPHIC III PAPERS							
585378	02/17/17	01	COLOR PAPER FOR FINANCE	01-01-730-001			03/20/17	61.12
		02	REQ BY MK APPR BY NS	OFFICE SUPPLIES				
				** COMMENT **				
						INVOICE TOTAL:		61.12
						VENDOR TOTAL:		61.12

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838 HOME DEPOT CREDIT SERVICES								
0021740	02/02/17	01	MAINTENANCE SUPPLIES	07-71-800-002			03/20/17	36.31
		02	REQ BY PS APPR BY AP	CUSTODIAL TOOLS & EQUIPMEN ** COMMENT **				
						INVOICE TOTAL:		36.31
1013116	02/21/17	01	GAS GRILL REPAIR	01-05-740-020			03/20/17	81.44
		02	REQ BY BJ APPR BY LK	HOSPITALITY ** COMMENT **				
						INVOICE TOTAL:		81.44
1021564	02/01/17	01	MAINTENANCE SUPPLIES	07-71-800-002			03/20/17	18.95
		02	REQ BY PS APPR BY AP	CUSTODIAL TOOLS & EQUIPMEN ** COMMENT **				
						INVOICE TOTAL:		18.95
2584028	01/31/17	01	CUSTODIAL SUPPLIES	01-15-790-003			03/20/17	42.69
		02	REQ BY JS APPR BY DT	JANITORIAL EQUIP/REP & REP ** COMMENT **				
						INVOICE TOTAL:		42.69
3012501	02/14/17	01	OUTDOOR LIGHTING REPAIR	01-05-800-006			03/20/17	13.29
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP ** COMMENT **				
						INVOICE TOTAL:		13.29
3021328	01/30/17	01	MAINTENANCE SUPPLIES	01-05-790-018			03/20/17	24.94
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT ** COMMENT **				
						INVOICE TOTAL:		24.94
3172737	02/09/17	01	RETURN	01-05-790-005			03/20/17	-429.60
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE ** COMMENT **				
						INVOICE TOTAL:		-429.60



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838	HOME DEPOT CREDIT SERVICES							
4012260	02/08/17	01	AIR LINE PIPE FOR GARAGE	01-05-790-005			03/20/17	193.93
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **				
						INVOICE TOTAL:		193.93
5012098	02/07/17	01	AIR LINE PIPE FOR GARAGE	01-05-790-005			03/20/17	144.41
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **				
						INVOICE TOTAL:		144.41
5012180	02/07/17	01	AIR LINE PIPE FOR GARAGE	01-05-790-005			03/20/17	75.67
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **				
						INVOICE TOTAL:		75.67
5161773	02/07/17	01	RETURN	01-05-790-005			03/20/17	-10.82
		02	REQ B Y BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **				
						INVOICE TOTAL:		-10.82
8020286	02/24/17	01	GAS REGULATOR	01-05-790-018			03/20/17	19.97
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **				
						INVOICE TOTAL:		19.97
8020546	02/14/17	01	OUTDOOR LIGHTING REPAIR	01-05-800-006			03/20/17	35.88
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
						INVOICE TOTAL:		35.88
8020560	02/14/17	01	LIGHT BULBS FOR BANDSHELL	01-05-800-006			03/20/17	26.91
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
						INVOICE TOTAL:		26.91

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-----								
838	HOME DEPOT CREDIT SERVICES							
8162155	02/14/17	01	RETURN	01-05-790-005			03/20/17	-26.91
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **				
						INVOICE TOTAL:		-26.91
9020445	02/13/17	01	SHOP TOOL CHEST STORAGE	01-05-790-018			03/20/17	498.00
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **				
						INVOICE TOTAL:		498.00
9021936	02/03/17	01	WINTERFEST GARBAGE CANS	02-60-765-015			03/20/17	67.88
		02	REQ BY BJ APPR BY LK	PRGM MTRLS WINTERFEST				
				** COMMENT **				
						INVOICE TOTAL:		67.88
						VENDOR TOTAL:		812.94
3335	HP PRODUCTS							
12956168	02/20/17	01	JANUARY LAUNDRY	01-15-790-007			03/20/17	313.39
		02	REQ BY JS APPR BY DT	LOCKER ROOM SUPPLIES				
				** COMMENT **				
						INVOICE TOTAL:		313.39
I2953706	02/16/17	01	DISINFECTANT	01-15-790-001			03/20/17	139.20
		02	REQ BY JS APPR BY DT	JANITORIAL SUPP./ CLEAN .P				
				** COMMENT **				
						INVOICE TOTAL:		139.20
I2956166	02/20/17	01	CUSTODIAL SUPPLIES	01-15-790-007			03/20/17	817.80
		02	CUSTODIAL SUPPLIES	LOCKER ROOM SUPPLIES				
				01-15-790-000				723.93
		03	CUSTODIAL SUPPLIES	JANITORIAL SUPPLY / PAPER				
				01-15-790-001				726.42
				JANITORIAL SUPP./ CLEAN .P				

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-----								
3335	HP PRODUCTS							
I2956166	02/20/17	04	REQ BY JS APPR BY DT		** COMMENT **		03/20/17	
							INVOICE TOTAL:	2,268.15
I2965556	03/01/17	01	NEW CLEANING PRODUCT	01-15-790-001			03/20/17	219.74
		02	REQ BY JS APPR BY DT		JANITORIAL SUPP./ CLEAN .P ** COMMENT **			
							INVOICE TOTAL:	219.74
I2967859	03/02/17	01	PAPER TOWELS PURPLE BATHROOM	01-15-800-000			03/20/17	37.24
		02	REQ BY JS APPR BY DT		BLDG EQUIP / REP & REPLACE ** COMMENT **			
							INVOICE TOTAL:	37.24
							VENDOR TOTAL:	2,977.72
3439`	JACKIE ESGUERRA							
2/20/17	02/20/17	01	PTR SYMPOSIUM REIMBURSEMENT	07-75-690-000			03/20/17	635.77
		02	REQ BY AP APPR BY DT		WORKSHOPS/SEMINARS ** COMMENT **			
							INVOICE TOTAL:	635.77
							VENDOR TOTAL:	635.77
3402	JAMES LEZATTE							
3/2/17	03/02/17	01	STRINGING	07-75-870-007			03/20/17	664.00
		02	REQ BY AP APPR BY DT		RACQUET STRINGING & REPAIR ** COMMENT **			
							INVOICE TOTAL:	664.00
							VENDOR TOTAL:	664.00
3176	JONES TRAVEL							
103945	02/15/17	01	TRANS MY WAY PIO TRIP 2/15/17	02-50-755-300			03/20/17	884.00
					TRIP TRANSPORTATION			

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-----								
3176	JONES TRAVEL							
103945	02/15/17	02	REQ BY AP APPR BY KS	** COMMENT **			03/20/17	
							INVOICE TOTAL:	884.00
							VENDOR TOTAL:	884.00
3356	KEEPIITSAFE INC.							
ILVUS13581	02/28/17	01	LIVE VAULT ONLINE BACKUP	01-01-670-000			03/20/17	606.85
		02	REQ BY RP APPR BY LK	MAINTENANCE/CONTRACT & LEA ** COMMENT **				
							INVOICE TOTAL:	606.85
							VENDOR TOTAL:	606.85
2389	KONICA MINOLTA BUSINESS							
9003289097	02/28/17	01	MONTHLY COPY CHARGES TC	** COMMENT **			03/20/17	
9003289097	02/28/17	02	REQ BY NS APPR BY MS	07-01-670-000			03/20/17	36.94
				MAINTENANCE/CONTRACTS & LE				
							INVOICE TOTAL:	36.94
9003303151	03/02/17	01	COLOR COPY + B&W CHARGES	01-01-670-000			03/20/17	65.55
		02	COLOR COPY + B&W CHARGES	MAINTENANCE/CONTRACT & LEA 01-15-670-000				65.55
		03	COLOR COPY + B&W CHARGES	MAINT.CONTRACTS/OFFICE EQU 02-01-670-000				65.55
		04	COLOR COPY + B&W CHARGES	MAINTENANCE/ CONTRACT & LE 02-21-670-000				65.55
		05	COLOR COPY + B&W CHARGES	MAINTENANCE/CONTRACTS & LE 02-25-670-000				65.55
		06	COLOR COPY + B&W CHARGES	MAINTENANCE/CONTRACTS & LE 07-01-670-000				52.73
		07	REQ BY NS APPR BY MS	MAINTENANCE/CONTRACTS & LE ** COMMENT **				
							INVOICE TOTAL:	380.48
							VENDOR TOTAL:	417.42

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3413	LINTFIGHTERS OF CENTRAL							
16-289	03/09/17	01	BI-ANNUAL DRYER VENT CLEANING	01-15-750-000			03/20/17	165.00
		02	REQ BY JS APPR BY DT	GENERAL MAINTENANCE				
				** COMMENT **				
						INVOICE TOTAL:		165.00
						VENDOR TOTAL:		165.00
3256	M.I.P.E							
3/1/17	03/01/17	01	M.I.P.E. DUES	01-05-700-001			03/20/17	25.00
		02	REQ BY BJ APPR BY LK	COMMUNITY ORGANIZATIONS				
				** COMMENT **				
						INVOICE TOTAL:		25.00
						VENDOR TOTAL:		25.00
2473	McMASTER-CARR							
13000019	02/08/17	01	PIPE FITTINGS	01-05-790-005			03/20/17	54.82
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **				
						INVOICE TOTAL:		54.82
13142595	02/09/17	01	PIPE FITTINGS	01-05-790-005			03/20/17	25.33
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **				
						INVOICE TOTAL:		25.33
13583395	02/13/17	01	BOLLARD REPAIR	01-05-800-006			03/20/17	29.38
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
						INVOICE TOTAL:		29.38
						VENDOR TOTAL:		109.53
3327	MENARDS							
66859	02/08/17	01	TRAILER REPAIR	01-05-790-017			03/20/17	40.69
				TRUCK& TRACT -REPLACE& REP				

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3327			MENARDS					
66859	02/08/17	02	REQ BY BJ APPR BY LK				03/20/17	
				** COMMENT **				
							INVOICE TOTAL:	40.69
							VENDOR TOTAL:	40.69
2714			MY OFFICE PRODUCTS					
M-4601293-2/28/2017	02/28/17	01	FEB OFFICE SUPPLIES	01-01-730-001			03/20/17	55.36
		02	FEB OFFICE SUPPLIES	OFFICE SUPPLIES 01-15-730-001				149.13
		03	FEB OFFICE SUPPLIES	OFFICE SUPPLIES 02-01-730-001				168.58
		04	FEB OFFICE SUPPLIES	OFFICE SUPPLIES 02-21-730-001				67.04
		05	FEB OFFICE SUPPLIES	OFFICE SUPPLIES 02-25-730-001				55.36
		06	REQ BY MK APPBY NS	OFFICE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	495.47
WO-11551643-1	02/24/17	01	OFFICE SUPPLIES	07-01-730-000			03/20/17	218.82
		02	OFFICE SUPPLIES	PAPER PRODUCTS 07-01-730-001				156.03
		03	REQ BY LL APPR BY AP	OFFICE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	374.85
WO-11551643-2	02/27/17	01	DESK PROTECTOR FRONT DESK	07-01-730-001			03/20/17	6.75
		02	REQ BY LL APPR BY AP	OFFICE SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	6.75
							VENDOR TOTAL:	877.07
265			NICOR GAS					
3/9/17	03/09/17	01	GAS SERVICE 2/3-3/7/17	01-15-770-000			03/20/17	1.50
				GAS				

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265			NICOR GAS					
3/9/17	03/09/17	02	GAS SERVICE 2/3-3/7/17	02-01-770-000 GAS			03/20/17	1.20
		03	GAS SERVICE 2/3-3/7/17	02-21-770-005 GAS				1.20
		04	GAS SERVICE 2/3-3/7/17	02-25-770-005 GAS				2.11
		05	REQ BY MK APPR BY NS	** COMMENT **				
							INVOICE TOTAL:	6.01
							VENDOR TOTAL:	6.01
3344			O'REILLY AUTO PARTS					
23209	02/08/17	01	EQUIPMENT LIGHTING REPAIR	01-05-790-018 TOOLS & EQUIPMENT			03/20/17	99.92
		02	REQ BY BJ APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	99.92
232209	02/10/17	01	VEHICLE BULBS	01-05-790-018 TOOLS & EQUIPMENT			03/20/17	4.72
		02	REQ BY BJ APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	4.72
							VENDOR TOTAL:	104.64
289			P.D.R.M.A.					
1488553157	03/03/17	01	CHAIN SAW TRAINING	01-05-690-002 RISK MANAGEMENT TRAINING			03/20/17	220.00
		02	REQ BY BJ APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	220.00
							VENDOR TOTAL:	220.00
2799			BRIAN PANEK					
2/2017	03/01/17	01	FEB 2017 BASKETBALL REFEREES	02-40-640-171 MEN'S BASKETBALL			03/20/17	2,460.00

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-----								
2799	BRIAN PANEK							
2/2017	03/01/17	02	FEB 2017 BASKETBALL REFEREES	02-30-640-215			03/20/17	936.00
		03	REQ BY MA APPR BY DT	YOUTH BASKETBALL ** COMMENT **				
						INVOICE TOTAL:		3,396.00
						VENDOR TOTAL:		3,396.00
3388	PCM SALES							
B01908662	02/21/17	01	IT CAPITAL 45 OFFICE16 LICENSE	12-95-940-065			03/20/17	8,662.50
		02	REQ BY RP APPR BT LK	BUILDING & PARK IMPROVEMEN ** COMMENT **				
						INVOICE TOTAL:		8,662.50
						VENDOR TOTAL:		8,662.50
1349	PETTY CASH-RECREATION DEPT.							
PCRECMARCH2017	03/10/17	01	PETTY CASH RECREATION MARCH	02-31-765-001			03/20/17	81.74
		02	PETTY CASH RECREATION MARCH	EC PRESCHOOL MORNING 02-01-690-001				56.57
		03	PETTY CASH RECREATION MARCH	CONFERENCES 02-50-398-000				120.00
		04	PETTY CASH RECREATION MARCH	TRIPS REVENUE 02-30-792-215				21.93
		05	REQ BY LP APPR BY DT	YOUTH BASKETBALL ** COMMENT **				
						INVOICE TOTAL:		280.24
						VENDOR TOTAL:		280.24
1314	PETTY CASH - CORPORATE ADMIN.							
PCCORPMARCH2017	03/10/17	01	PETTY CASH CORP MARCH 2017	01-01-660-002			03/20/17	13.91
		02	REQ BY LP APPR BY DT	MILEAGE REIMBURSEMENT ** COMMENT **				
						INVOICE TOTAL:		13.91
						VENDOR TOTAL:		13.91



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850	PETTY CASH/ RECREATION CENTER							
02282017	02/28/17	01	INCREASE FD PETTY CASH BALANCE	01-01-590-000			03/20/17	100.00
		02	REQ BY MS APPR BY LK	MISCELLANEOUS INCOME ** COMMENT **				
							INVOICE TOTAL:	100.00
							VENDOR TOTAL:	100.00
2646	ALIN POP							
2/18/17	02/18/17	01	CONFERENCE MEALS (5)	07-75-790-008			03/20/17	208.16
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
							INVOICE TOTAL:	208.16
							VENDOR TOTAL:	208.16
2625	PORTER PIPE & SUPPLY CO.							
11551288-00	02/23/17	01	FAN FIT FOR LAP UPPER HEATER	02-25-750-040			03/20/17	210.00
		02	REQ BY MM APPR BY DT	HVAC ** COMMENT **				
							INVOICE TOTAL:	210.00
							VENDOR TOTAL:	210.00
3316	CARDMEMBER SERVICE							
ABAMAZON2/20/17	02/20/17	01	GLOVES	02-32-765-003			03/20/17	74.99
		02	REQ BY AB APPR BY JG	YOUTH PEE WEE CAMP ** COMMENT **				
							INVOICE TOTAL:	74.99
ABDOLLARTREE2/16/17	02/16/17	01	BUCKETS TO ORGANIZE TCYS	02-25-704-000			03/20/17	10.00
		02	REQ BY AB APPR BY KS	OPEN SWIM SUPPLIES ** COMMENT **				
							INVOICE TOTAL:	10.00
ABFUNEXPRESS2/13/17	02/13/17	01	TOY FOR LESSONS	02-26-765-000			03/20/17	35.52
				CHILDRENS PROGRAMS-SUPPLIE				

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3316			CARDMEMBER SERVICE					
ABFUNEXPRESS2/13/17	02/13/17	02	REQ BY AB      APPR BY JG		** COMMENT **		03/20/17	
							INVOICE TOTAL:	35.52
ABFUNEXPRESS2/17/17	02/13/17	01	EGG HUNT SUPPLIES/WELLNESS	02-26-765-002			03/20/17	135.00
		02	EGG HUNT SUPPLIES/WELLNESS	02-26-765-002				26.03
		03	REQ BY AB      APPT BY JG		** COMMENT **			
							INVOICE TOTAL:	161.03
ABGFS2/16/17	02/16/17	01	PARTY SUPPLIES	02-25-705-001			03/20/17	35.73
		02	PARTY SUPPLIES	01-15-780-002				11.91
		03	REQ BY AB      APPR BY KS		** COMMENT **			
							INVOICE TOTAL:	47.64
ABGFS2/22/17	02/22/17	01	PARTY/DAD DONUT DAY SUPPLIES	02-25-705-001			03/20/17	69.94
		02	PARTY/DAD DONUT DAY SUPPLIES	02-31-765-000				26.98
		03	REQ BY AB      APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	96.92
ABLIFEGUARD2/24/17	02/24/17	01	LIFEGUARD SUPPLIES	02-25-840-005			03/20/17	411.00
		02	REQ BY JG      APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	411.00
ABMEDCO2/22/17	02/22/17	01	ICE PACKS	02-32-765-003			03/20/17	87.55
		02	ICE PACKS	02-25-840-020				87.55
		03	REQ BY AB      APPR BY JG		** COMMENT **			
							INVOICE TOTAL:	175.10

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3316			CARDMEMBER SERVICE					
ABPARTYCITY2/1/17	02/01/17	01	TABLECLOTHS/CUPS PARTY SUPPLY	02-25-705-001			03/20/17	33.92
		02	REQ BY AB APPR BY JG	BIRTHDAY PARTY-GROUP RENTA ** COMMENT **				
						INVOICE TOTAL:		33.92
ABPARTYCITY2/22/17	02/22/17	01	TABLECLOTHS/CUPS PARTY SUPPLY	02-25-705-001			03/20/17	145.40
		02	TABLECLOTHS/CUPS PARTY SUPPLY	BIRTHDAY PARTY-GROUP RENTA 01-15-780-002				48.47
		03	REQ BY AB APPR BY JG	THEME PARTY / PROGRAM MATE ** COMMENT **				
						INVOICE TOTAL:		193.87
ABSTARGUARD2/4/17	02/04/17	01	CPR MANEQUINS	02-25-790-008			03/20/17	375.00
		02	REQ BY AB APPR BY JG	SAFETY & FIRST AID ** COMMENT **				
						INVOICE TOTAL:		375.00
ABWALGREENS2/2/17	02/02/17	01	CANDY WELLNESS WEAR RED DAY	02-01-840-021			03/20/17	14.97
		02	REQ BY AB APPR BY KS	WELLNESS COMMITTEE ** COMMENT **				
						INVOICE TOTAL:		14.97
ACTUSTA2/25/17	02/28/17	01	JR TEAM TENNIS REG FEE	07-75-790-008			03/20/17	40.20
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE ** COMMENT **				
						INVOICE TOTAL:		40.20
ALINAMAZON2/6/17	02/06/17	01	BALLOONS	07-75-790-005			03/20/17	36.52
		02	REQ BY AP APPR BY DT	SPECIAL EVENT SUPPLIES ** COMMENT **				
						INVOICE TOTAL:		36.52
ALINAMAZON2/8/17	02/08/17	01	TABLECLOTHS	07-75-790-005			03/20/17	57.56
				SPECIAL EVENT SUPPLIES				

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3316	CARDMEMBER SERVICE							
ALINAMAZON2/8/17	02/08/17	02	REQ BY AP APPR BY DT				03/20/17	
							INVOICE TOTAL:	57.56
ALINAMTAXI2/14/17	02/14/17	01	CONFERENCE GROUND TRANSPORTION	07-01-690-001			03/20/17	35.00
		02	REQ BY AP APPR BY DT	CONFERENCES				
				** COMMENT **			INVOICE TOTAL:	35.00
ALINAMTAXI2/28/17	02/18/17	01	GROUND TRANSPORTATION	07-01-690-001			03/20/17	35.00
		02	REQ BY AP APPR BY DT	CONFERENCES				
				** COMMENT **			INVOICE TOTAL:	35.00
ALINBABLOT2/2/17	01/25/17	01	RACQUETS AND ACCESORIES	07-75-870-000			03/20/17	452.78
		02	RACQUETS AND ACCESORIES	TENNIS RACQUETS				
		03	REQ BY AP APPR BY DT	07-75-870-006				10.00
				ACCESORIES			INVOICE TOTAL:	462.78
				** COMMENT **				
ALINHEAD2/7/17	01/27/17	01	RACQUET	07-75-870-000			03/20/17	131.57
		02	REQ BY AP APPR BY DT	TENNIS RACQUETS				
				** COMMENT **			INVOICE TOTAL:	131.57
ALINHEAD2/71/7	01/27/17	01	RACQUETS AND SHOES	07-75-870-000			03/20/17	231.00
		02	RACQUETS AND SHOES	TENNIS RACQUETS				
		03	REQ BY AP APPR BY DT	07-75-870-005				456.94
				SHOES			INVOICE TOTAL:	687.94
				** COMMENT **				
ALINLIFETIME2/10/17	02/10/17	01	CHAIRS AND CART	07-71-750-000			03/20/17	849.96
				BUILDING MAINTENANCE/REPAI				

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3316	CARDMEMBER SERVICE							
ALINLIFETIME2/10/17	02/10/17	02	REQ BY AP APPR BY DT				03/20/17	
					** COMMENT **		INVOICE TOTAL:	849.96
ALINPTR2/14/17`	02/14/17	01	CONFERENCE COURSE FEE	07-01-690-001			03/20/17	110.00
		02	REQ BY AP APPR BY DT	CONFERENCES	** COMMENT **		INVOICE TOTAL:	110.00
ALINPTR2/16/17	02/16/17	01	WORKSHOP	07-75-690-000			03/20/17	55.00
		02	REQ BY AP APPR BY DT	WORKSHOPS/SEMINARS	** COMMENT **		INVOICE TOTAL:	55.00
ALINSONESTA2/18/17	02/18/17	01	CONFERENCE HOTEL	07-01-690-001			03/20/17	599.60
		02	REQ BY AP APPR BY DT	CONFERENCES	** COMMENT **		INVOICE TOTAL:	599.60
ALINTIPS2/16/17	02/16/17	01	WORKSHOP	07-75-690-000			03/20/17	42.50
		02	REQ BY AP APPR BY DT	WORKSHOPS/SEMINARS	** COMMENT **		INVOICE TOTAL:	42.50
ALINWHEATON2/9/17	02/09/17	01	JR TEAM TENNIS MATCH FEE	07-75-790-008			03/20/17	90.00
		02	REQ BY AP APPR BY DT	OTHER PROGRAM EXPENSE	** COMMENT **		INVOICE TOTAL:	90.00
ALINWILSON2-2-17	12/05/16	01	ACCESORIES	07-75-870-006			03/20/17	33.06
		02	REQ BY AP APPR BY DT	ACCESORIES	** COMMENT **		INVOICE TOTAL:	33.06
ALINWILSON2/2/17	12/03/16	01	ACCESORIES	07-75-870-006			03/20/17	33.06
				ACCESORIES				

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3316 CARDMEMBER SERVICE								
ALINWILSON2/2/17	12/03/16	02	REQ BY AP APPR BY DT		** COMMENT **		03/20/17	
							INVOICE TOTAL:	33.06
ALINWILSON2/7/17	12/09/16	01	RACQUETS	07-75-870-000			03/20/17	130.51
		02	REQ BY AP APPR BY DT	TENNIS RACQUETS	** COMMENT **			
							INVOICE TOTAL:	130.51
ALINYELLOWTAXI2/2017	02/18/17	01	GROUND TRANSPORTION	07-01-690-001			03/20/17	30.69
		02	REQ BY AP APPR BY DT	CONFERENCES	** COMMENT **			
							INVOICE TOTAL:	30.69
APCPRPCLASS3/1/17	03/01/17	01	CPRP PREPARARTION CLASS FEE	02-01-690-001			03/20/17	20.00
		02	REQ BY AP APPR BY KS	CONFERENCES	** COMMENT **			
							INVOICE TOTAL:	20.00
APDRURYLANE BAL2017	02/17/17	01	BAL PIO TRIP ON 2/22/17	02-50-754-300			03/20/17	764.03
		02	REQ BY AP APPR BY DT	TRIP ADMISSIONS	** COMMENT **			
							INVOICE TOTAL:	764.03
APPAYPAL2/16/17	02/16/17	01	TEACHING EQUIPMENT	07-75-790-003			03/20/17	90.00
		02	REQ BY AP APPR BY DT	TENNIS/TEACHING AIDS & SUP	** COMMENT **			
							INVOICE TOTAL:	90.00
APPRTR2/16/17	02/16/17	01	COURSE FEE	07-75-690-000			03/20/17	55.00
		02	REQ BY AP APPR BY DT	WORKSHOPS/SEMINARS	** COMMENT **			
							INVOICE TOTAL:	55.00
APSQUASH2/20/17	02/20/17	01	TEACHING EQUIPMENT	07-75-790-003			03/20/17	48.00
				TENNIS/TEACHING AIDS & SUP				

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3316	CARDMEMBER SERVICE							
APSQUASH2/20/17	02/20/17	02	REQ BY AP APPR BY DT		** COMMENT **		03/20/17	
							INVOICE TOTAL:	48.00
BGIPRA2-24-17	02/24/17	01	IPRA FACILITY COORDINATOR	01-15-680-001			03/20/17	165.00
		02	REQ BY BG APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	165.00
BGIPRA2/24/17	02/24/17	01	IPRA BUILDING TECHNICIAN	01-15-680-001			03/20/17	290.00
		02	REQ BY BG APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	290.00
BJAMAQZON3/2/17	03/02/17	01	GOLF CART BRAKES	01-05-790-017			03/20/17	24.99
		02	REQ BY BJ APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	24.99
BJAMAZON2-14-17	02/14/17	01	CUT OFF SAW	01-05-790-018			03/20/17	63.05
		02	REQ BY BJ APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	63.05
BJAMAZON2/12/17	02/12/17	01	SMALL ENGINES SPLINE TOOLS	01-05-790-018			03/20/17	51.46
		02	REQ BY BJ APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	51.46
BJAMAZON2/13/17	02/13/17	01	LIGHTING REPAIR	01-05-800-006			03/20/17	13.86
		02	REQ BY BJ APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	13.86
BJAMAZON2/14/17	02/14/17	01	GOLF CART REPAIR	01-05-790-017			03/20/17	53.94
					** COMMENT **			
							INVOICE TOTAL:	53.94

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3316	CARDMEMBER SERVICE							
BJAMAZON2/14/17	02/14/17	02	REQ BY BJ APPR BY LK				03/20/17	
				** COMMENT **			INVOICE TOTAL:	53.94
BJAMAZON2/17/17	02/17/17	01	SOCKET STORAGE	01-05-790-018			03/20/17	50.01
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **			INVOICE TOTAL:	50.01
BJAMAZON3-1-17	03/01/17	01	STORAGE RACK FOR SOCKETS	01-05-790-005			03/20/17	47.11
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **			INVOICE TOTAL:	47.11
BJAMAZON3/1/17	03/01/17	01	STORAGE RACK	01-05-790-005			03/20/17	9.97
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE				
				** COMMENT **			INVOICE TOTAL:	9.97
BJELBURRITO2/2/17	02/02/17	01	LUNCH LANDSCAPE EXPO	01-05-690-000			03/20/17	34.24
		02	REQ BY BJ APPR BY LK	WORKSHOPS				
				** COMMENT **			INVOICE TOTAL:	34.24
BJNORTHERNTOOL2/10	02/10/17	01	ADJUSTABLE WRENCHES/WORK STOOL	01-05-790-018			03/20/17	109.96
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **			INVOICE TOTAL:	109.96
BJSEARS2/14/17	02/14/17	01	MECHANICS TOOL FOR SHOP	01-05-790-018			03/20/17	551.16
		02	REQ BY BJ APPR BY LK	TOOLS & EQUIPMENT				
				** COMMENT **			INVOICE TOTAL:	551.16
BJSEARS21417	02/14/17	01	SOCKET SET	01-05-790-018			03/20/17	314.97
				TOOLS & EQUIPMENT				



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3316	CARDMEMBER SERVICE							
BJSEARS21417	02/14/17	02	REQ BY BJ APPR BY LK		** COMMENT **		03/20/17	
							INVOICE TOTAL:	314.97
BJSHEETZFUEL1/26/17	01/26/17	01	FUEL FOR EXPLORER WV TRIP	01-05-790-025			03/20/17	38.18
		02	REQ BY BJ APPR BY LK	FUEL/GASOLINE	** COMMENT **			
							INVOICE TOTAL:	38.18
BJSHELLOIL1/26/17	01/26/17	01	FUEL FOR EXPLORER WV TRIP	01-05-790-025			03/20/17	32.92
		02	REQ BY BJ APPR BY LK	FUEL/GASOLINE	** COMMENT **			
							INVOICE TOTAL:	32.92
BRGPCRISON2/6/17	02/06/17	01	REPLACEMENT CLOCK SCREEN	07-01-670-001			03/20/17	27.00
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS	** COMMENT **			
							INVOICE TOTAL:	27.00
CDWG2/24/17	02/24/17	01	REPLACEMENT SWITCH POWER	01-01-670-001			03/20/17	378.31
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS	** COMMENT **			
							INVOICE TOTAL:	378.31
COMCAST2/27/17	02/27/17	01	COMCAST CABLE	07-01-670-000			03/20/17	71.44
		02	REQ BY RP APPR BY LK	MAINTENANCE/CONTRACTS & LE	** COMMENT **			
							INVOICE TOTAL:	71.44
DTAMAZON2/13/17	02/13/17	01	OFFICE SUPPLIES	02-01-730-001			03/20/17	9.99
		02	REQ BY DT APPR BY LK	OFFICE SUPPLIES	** COMMENT **			
							INVOICE TOTAL:	9.99
DTAMAZON2/2/17	02/02/17	01	WINTERFEST SNOW	02-60-765-015			03/20/17	56.94
				PRGM MTRLS WINTERFEST				

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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
3316	CARDMEMBER SERVICE							
DTAMAZON2/2/17	02/02/17	02	REQ BY DT APPR BY LK				03/20/17	
				** COMMENT **			INVOICE TOTAL:	56.94
DTAMAZON2/23/17	02/23/17	01	TABLES FOR CPW	01-20-800-000			03/20/17	666.90
		02	REQ BY DT APPR BY LK	NON-CAPITAL-FURN.FIX.&EQUI				
				** COMMENT **			INVOICE TOTAL:	666.90
DTBINNYS2/1/17	02/01/17	01	WINTERFEST GLOGG	02-60-765-015			03/20/17	43.96
		02	REQ BY DT APPR BY LK	PRGM MTRLS WINTERFEST				
				** COMMENT **			INVOICE TOTAL:	43.96
EINSTEIN3/01/17	03/01/17	01	CREAM CHEESE BAGEL DAY	01-01-740-002			03/20/17	31.12
		02	REQ BY KC APPR BY JS	BOARD/EMPLOYEE RECOGNITION				
				** COMMENT **			INVOICE TOTAL:	31.12
EXACQVISION2/16/17	02/16/17	01	EXACQVISION TECHNICAL TRAINING	01-01-690-001			03/20/17	350.00
		02	REQ BY RP APPR BY LK	CONFERENCES				
				** COMMENT **			INVOICE TOTAL:	350.00
JCJBSIGN2/21/17	02/21/17	01	PET WASTE SIGNS PARK SIGNS	01-06-800-006			03/20/17	390.00
		02	REQ BY JC APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **			INVOICE TOTAL:	390.00
JCKIDSLIST2/10/17	01/23/17	01	KIDLIST CAMP ADS	02-80-930-000			03/20/17	100.00
		02	REQ BY JC APPR BY LK	ADVERTISEMENTS				
				** COMMENT **			INVOICE TOTAL:	100.00
JGANDERSON2/1/17	02/01/17	01	FIREWOOD WINTERFEST	02-60-765-015			03/20/17	180.00
				PRGM MTRLS WINTERFEST				

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3316	CARDMEMBER SERVICE							
JGANDERSON2/1/17	02/01/17	02	REQ BY JG APPR BY KS		** COMMENT **		03/20/17	
							INVOICE TOTAL:	180.00
JGFEDEX2/27/17	02/27/17	01	PACKAGE FOR LEISURE GATE	02-25-710-000			03/20/17	22.05
		02	REQ BY JG APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	22.05
JGSTARGUARD2/18/17	02/08/17	01	KALLUS, GUERRA, DANTINO LICENSE	02-25-690-005			03/20/17	90.00
		02	REQ BY JG APPR BY DT		EMPLOYEE TRAINING ** COMMENT **			
							INVOICE TOTAL:	90.00
JGSTARGUARD3/2/17	03/02/17	01	HALLORAN AND PROHL LICENSE	02-25-690-005			03/20/17	60.00
		02	REQ BY AB APPR BY JG		EMPLOYEE TRAINING ** COMMENT **			
							INVOICE TOTAL:	60.00
JOELAMAZON21617	02/16/17	01	WATER TESTING KITS	01-15-740-020			03/20/17	149.75
		02	REQ BY JS APPR BY DT		SAFETY ** COMMENT **			
							INVOICE TOTAL:	149.75
JOELAMAZON22117	02/21/17	01	WATERPROOF SHOE COVERS	01-15-740-020			03/20/17	99.90
		02	REQ BY JS APPR BY DT		SAFETY ** COMMENT **			
							INVOICE TOTAL:	99.90
JOELAMAZON22317	02/23/17	01	NEW RECTANGULAR TABLES CPW	01-20-800-000			03/20/17	917.26
		02	REQ BY JS APPR BY DT		NON-CAPITAL-FURN.FIX.&EQUI ** COMMENT **			
							INVOICE TOTAL:	917.26
JOELGFS22017	02/20/17	01	8OZ COFFEE CUPS	01-15-840-006			03/20/17	18.99
					COFFEE BAR SUPPLIES			

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3316	CARDMEMBER SERVICE							
JOELGFS22017	02/20/17	02	REQ BY JS APPR BY DT		** COMMENT **		03/20/17	
							INVOICE TOTAL:	18.99
JSAMAZON21617	02/16/17	01	CLOCKS FOR LOCKER ROOM	01-15-790-007			03/20/17	101.82
		02	REQ BY JS APPR BY DT		LOCKER ROOM SUPPLIES ** COMMENT **			
							INVOICE TOTAL:	101.82
JSAMAZON22017	02/20/17	01	CPW CART	01-20-800-000			03/20/17	120.15
		02	REQ BY JS APPR BY DT		NON-CAPITAL-FURN.FIX.&EQUI ** COMMENT **			
							INVOICE TOTAL:	120.15
JSAMAZON2217	02/02/17	01	LIGHT BULBS/CARPET TAPE	01-15-800-012			03/20/17	74.99
		02	LIGHT BULBS/CARPET TAPE		LIGHT BULBS 01-15-800-000			29.98
		03	REQ BY JS APPR BY DT		BLDG EQUIP / REP & REPLACE ** COMMENT **			
							INVOICE TOTAL:	104.97
JSAMAZON22817	02/28/17	01	5 LOCKER ROOM FANS	01-15-800-000			03/20/17	264.95
		02	REQ BY JS APPR BY DT		BLDG EQUIP / REP & REPLACE ** COMMENT **			
							INVOICE TOTAL:	264.95
JSAMAZON2917	02/09/17	01	TAPE/BATTERIES	01-15-730-000			03/20/17	60.58
		02	REQ BY JS APPR BY DT		PAPER PRODUCTS ** COMMENT **			
							INVOICE TOTAL:	60.58
JSAMAZON3117	03/01/17	01	NEW TV & BRACKET FOR LOBBY	01-15-800-008			03/20/17	569.88
		02	REQ BY JS APPR BY DT		A-V EQUIP./ REP.& REPLACE. ** COMMENT **			
							INVOICE TOTAL:	569.88

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3316	CARDMEMBER SERVICE							
JSCHICAGOJOBS21617	02/16/17	01	FRC/TC CUSTODIAN POSTING	07-01-930-000			03/20/17	162.50
		02	FRC/TC CUSTODIAN POSTING	ADVERTISING 01-15-680-001				162.50
		03	REQ BY JS APPR BY DT	NOTICES&ADS ** COMMENT **				
						INVOICE TOTAL:		325.00
JSDM3117	03/01/17	01	MARCH MUSIC	01-15-750-020			03/20/17	57.94
		02	REQ BY JS APPR BY DT	MUSIC ** COMMENT **				
						INVOICE TOTAL:		57.94
JSUSPS2917	02/09/17	01	CERT LETTER STEVEN REGAN	01-15-710-000			03/20/17	6.59
		02	REQ BY JS APPR BY DT	POSTAGE METER ** COMMENT **				
						INVOICE TOTAL:		6.59
KCAMAZON2/13/17	02/13/17	01	RIBBON FOR ID CARDS	01-15-840-010			03/20/17	92.76
		02	REQ BY KC APPR BY JS	OPEN GYM SUPPLIES / ID CAR ** COMMENT **				
						INVOICE TOTAL:		92.76
KCAMAZON2/15/17	02/15/17	01	LOCKS	01-15-840-005			03/20/17	50.10
		02	REQ BY KC APPR BY JS	PRO SHOP ** COMMENT **				
						INVOICE TOTAL:		50.10
KCAMAZON2/2/17	02/02/17	01	PICTURE FRAME LAURE'S OFFICE	01-15-800-007			03/20/17	15.97
		02	REQ BY MM APPR BY DT	OFFICE EQUIP./REP. & REPLA ** COMMENT **				
						INVOICE TOTAL:		15.97
KCAMAZON22717	02/27/17	01	WRISTBANDS	01-15-840-010			03/20/17	29.55
				OPEN GYM SUPPLIES / ID CAR				

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3316	CARDMEMBER SERVICE							
KCAMAZON22717	02/27/17	02	REQ BY KC APPR BY JS		** COMMENT **		03/20/17	
							INVOICE TOTAL:	29.55
KCAMAZON3/1/17	02/21/17	01	LUMBAR SUPPORT OFFICE CHAIR	01-15-800-007			03/20/17	19.97
		02	REQ BY KC APPR BY JS		** COMMENT **			
							INVOICE TOTAL:	19.97
KCTHRIFTBOOKS2/23/17	02/23/17	01	BOOKS DIRECTORS MEETING	01-01-740-002			03/20/17	46.73
		02	REQ BY KC APPR BY LK		** COMMENT **			
							INVOICE TOTAL:	46.73
KCWALMART2/21/17	02/21/17	01	MEMBER APPERICATION CANDY	01-15-730-000			03/20/17	31.68
		02	REQ BY KC APPR BY JS		** COMMENT **			
							INVOICE TOTAL:	31.68
KCWAYFAIR2/7/17	02/07/17	01	PICTURE FRAME LAURE'S OFFICE	01-15-800-007			03/20/17	15.93
		02	REQ BY MM APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	15.93
KSAMAZON2/2/17	02/02/17	01	SKEWERS WINTERFEST	02-60-765-015			03/20/17	12.98
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	12.98
KSDOLLARSTORE2/13/17	02/13/17	01	PLAYROOM PRIZE BUCKET	01-15-840-008			03/20/17	46.00
		02	REQ BY KS APPR BY DT		** COMMENT **			
							INVOICE TOTAL:	46.00
KSFUNEXPRESS2/6/17	02/06/17	01	BAGS PRESCHOOL VALENTINES DAY	02-31-765-003			03/20/17	64.27
					** COMMENT **			
							INVOICE TOTAL:	64.27



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3316	CARDMEMBER SERVICE							
KSSAVWAY2/1/17	02/01/17	02	REQ BY KS APPR BY LK		** COMMENT **		03/20/17	
							INVOICE TOTAL:	112.10
LKFOX'S2-6-17	02/06/17	01	EXEC DIR MTG W/UNITED SOCCER	01-01-740-002			03/20/17	27.96
		02	REQ BY BG APPR BY LK		BOARD/EMPLOYEE RECOGNITION ** COMMENT **			
							INVOICE TOTAL:	27.96
LKFOX'S2/24/17	02/24/17	01	EXEC DIR LUNCH MTG W/MCDONALDS	01-01-740-002			03/20/17	31.02
		02	REQ BY BG APPR BY LK		BOARD/EMPLOYEE RECOGNITION ** COMMENT **			
							INVOICE TOTAL:	31.02
LKLABARRA2-1-17	02/01/17	01	EXEC DIR MTG W/VILLAGE MGR	01-01-740-002			03/20/17	31.94
		02	REQ BY BG APPR BY LK		BOARD/EMPLOYEE RECOGNITION ** COMMENT **			
							INVOICE TOTAL:	31.94
LKTAPHOUSE3/1/17	03/01/17	01	EXEC DIR MTG WOMEN LEISURE SRV	01-01-740-002			03/20/17	17.42
		02	REQ BY BG APPR BY LK		BOARD/EMPLOYEE RECOGNITION ** COMMENT **			
							INVOICE TOTAL:	17.42
LLCRAIGSLIST3/1/17	03/01/17	01	JOB POSTING	07-01-680-002			03/20/17	45.00
		02	REQ BY LL REQ BY AP		NOTICES/HELP WANTED ** COMMENT **			
							INVOICE TOTAL:	45.00
LLDLX22417	02/24/17	01	PAY TO LINE STAMP FOR CHECKS	07-01-730-001			03/20/17	76.59
		02	REQ BY LL APPR BY AP		OFFICE SUPPLIES ** COMMENT **			
							INVOICE TOTAL:	76.59
LLGFS2/16/17`	02/16/17	01	MISC SUPPLIES FOR OPEN HOUSE	07-75-790-005			03/20/17	65.49
					SPECIAL EVENT SUPPLIES			



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3316	CARDMEMBER SERVICE							
LLGFS2/16/17`	02/16/17	02	REQ BY LL APPE BY AP		** COMMENT **		03/20/17	
						INVOICE TOTAL:		65.49
LLGFS2/17/17	02/17/17	01	MISC SUPPLIES FOR OPEN HOUSE	07-75-790-005			03/20/17	53.75
		02	REQ BY LL APPR BY AP		SPECIAL EVENT SUPPLIES ** COMMENT **			
						INVOICE TOTAL:		53.75
LLMICHAELS2/26/17	02/26/17	01	ENVELOPES/CARDSTOCK	07-01-730-001			03/20/17	20.98
		02	REQ BY LL APPR BY AP		OFFICE SUPPLIES ** COMMENT **			
						INVOICE TOTAL:		20.98
LLMRSUBMARINE2/15/17	02/15/17	01	SUB SANDWICHES FOR OPEN HOUSE	07-75-790-005			03/20/17	272.93
		02	REQ BY LL APPR BY AP		SPECIAL EVENT SUPPLIES ** COMMENT **			
						INVOICE TOTAL:		272.93
LLPARTYCITY2-16-17	02/16/17	01	MYLAR BALLOONS FOR OPEN HOUSE	07-75-790-005			03/20/17	10.68
		02	REQ BY LL APPR BY AP		SPECIAL EVENT SUPPLIES ** COMMENT **			
						INVOICE TOTAL:		10.68
LLPARTYCITY2/16/17	02/16/17	01	BALLOONS FOR OPEN HOUSE	07-75-790-005			03/20/17	27.44
		02	REQ BY LL APPR BY AP		SPECIAL EVENT SUPPLIES ** COMMENT **			
						INVOICE TOTAL:		27.44
LLTARGET2/15/17	02/25/17	01	MISC SUPPLIES FOR OPEN HOUSE	07-75-790-005			03/20/17	49.95
		02	REQ BY LL APPR BY AP		SPECIAL EVENT SUPPLIES ** COMMENT **			
						INVOICE TOTAL:		49.95
LLWALMART2/17/17	02/17/17	01	MISC SUPPLIES FOR OPEN HOUSE	07-75-790-005			03/20/17	93.44
					SPECIAL EVENT SUPPLIES			

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3316	CARDMEMBER SERVICE							
LLWALMART2/17/17	02/17/17	02	REQ BY LL APPR BY AP		** COMMENT **		03/20/17	
							INVOICE TOTAL:	93.44
LNUSPS2/3/17	02/03/17	01	CERT MAIL 1094C/1095C FILING	01-01-710-001			03/20/17	8.97
		02	REQ BY LN APPR BY LK		SPECIAL DELIVERY ** COMMENT **			
							INVOICE TOTAL:	8.97
MAAMAZON2/15/17	02/15/17	01	OFFICE SUPPLIES	02-01-730-001			03/20/17	31.21
		02	REQ BY MA APPR BY DT		OFFICE SUPPLIES ** COMMENT **			
							INVOICE TOTAL:	31.21
MACROWNTROPHY2/21/17	02/21/17	01	MEDALS YOUTH BASKETBALL	02-30-765-215			03/20/17	477.05
		02	REQ BY MA APPR BY DT		YOUTH BASKETBALL ** COMMENT **			
							INVOICE TOTAL:	477.05
MDDICKS2/4/17	02/04/17	01	GIFT CARDS INDOOR SPRINT	02-60-794-007			03/20/17	100.00
		02	REQ BY MD APPR BY DT		PRIZES INDOOR TRIATHLON ** COMMENT **			
							INVOICE TOTAL:	100.00
MDDUNKIN2/5/17	02/05/17	01	DONUTS/COFFEE INDOOR SPRINT	02-60-792-007			03/20/17	71.94
		02	REQ BY MD APPR BY DT		FOOD INDOOR TRIATHLON ** COMMENT **			
							INVOICE TOTAL:	71.94
MDEINSTIEN2/4/17	02/04/17	01	FOOD FOR INDOOR SPRINT	02-60-792-007			03/20/17	31.12
		02	REQ BY MD APPR BY LK		FOOD INDOOR TRIATHLON ** COMMENT **			
							INVOICE TOTAL:	31.12
MDWALMART2/19/17	02/19/17	01	PICTURE FRAMES	02-21-730-001			03/20/17	78.18
					OFFICE SUPPLIES			

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3316	CARDMEMBER SERVICE							
MDWALMART2/19/17	02/19/17	02	REQ BY MD APPR BY DT		** COMMENT **		03/20/17	
							INVOICE TOTAL:	78.18
MDWALMART2/4/17	02/04/17	01	FOOD INDOOR SPRINT	02-60-792-007			03/20/17	6.05
		02	REQ BY MD APPR BY DT	FOOD INDOOR TRIATHLON	** COMMENT **			
							INVOICE TOTAL:	6.05
MDWORLDWIDE2/8/17	02/08/17	01	SCOOTERS CHOOSE TO LOOSE	02-21-705-000			03/20/17	219.98
		02	REQ BY MD APPR BY DT	SPECIAL EVENTS	** COMMENT **			
							INVOICE TOTAL:	219.98
MIAMISUNGLASSES3/1	03/01/17	01	POLARIZED SUNGLASSES GUARDS	01-01-740-020			03/20/17	277.82
		02	REQ BY JG APPR BY DT	SAFETY	** COMMENT **			
							INVOICE TOTAL:	277.82
MMAMAZON2/3/17	02/03/17	01	VACUUM HOSE FOR SANITAIR VAC	01-15-790-003			03/20/17	38.93
		02	REQ BY MM APPR BY DT	JANITORIAL EQUIP/REP & REP	** COMMENT **			
							INVOICE TOTAL:	38.93
MSIGOFA2/24/17	02/24/17	01	MEMBERSHIP FEE IGFOA MARCO S	01-01-700-002			03/20/17	200.00
		02	REQ BY MS APPR BY LK	STATE & REGIONAL ORGANIZAT	** COMMENT **			
							INVOICE TOTAL:	200.00
POWERSYSTEMS2/24/17	02/24/17	01	FITNESS ROOM EQUIPMENT	07-71-750-013			03/20/17	97.57
		02	REQ BY AP APPR BY DT	EXERCISE ROOM	** COMMENT **			
							INVOICE TOTAL:	97.57
RPAMAZON2/14/17	02/14/17	01	TONER AND HARD DRIVES	07-01-670-001			03/20/17	195.98
				COMPUTER PARTS & REPAIRS				

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3316	CARDMEMBER SERVICE							
RPAMAZON2/14/17	02/14/17	02	TONER AND HARD DRIVES	07-01-730-001			03/20/17	220.04
		03	REQ BY RP APPR BY LK	OFFICE SUPPLIES				
				** COMMENT **				
						INVOICE TOTAL:		416.02
RPAMAZON2/24/17	02/24/17	01	CABLES CHARGERS MONITOR DESK	01-01-670-001			03/20/17	403.98
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS				
				** COMMENT **				
						INVOICE TOTAL:		403.98
RPAMAZON2/3/17	02/03/17	01	FASTLANE ANTI SLIP KIT	01-01-740-020			03/20/17	49.78
		02	REQ BY RP APPR BY LK	SAFETY				
				** COMMENT **				
						INVOICE TOTAL:		49.78
RPAMAZON3/2/17	03/02/17	01	REPLACEMENT MONITORS	02-01-670-001			03/20/17	259.98
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS				
				** COMMENT **				
						INVOICE TOTAL:		259.98
RPBANDHPHOTO3/2/17	03/02/17	01	HP 49A TONER	02-01-730-001			03/20/17	158.00
		02	REQ BY RP APPR BY LK	OFFICE SUPPLIES				
				** COMMENT **				
						INVOICE TOTAL:		158.00
RPEPSON2/23/17	02/23/17	01	4 REPLACEMENT PROJECTOR FILTER	02-01-670-001			03/20/17	63.75
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS				
				** COMMENT **				
						INVOICE TOTAL:		63.75
RPMICROSOFT2/7/17	02/07/17	01	2 WINDOWS 10 PRO LICENCES	07-01-670-001			03/20/17	212.48
		02	REQ BY RP APPR BY LK	COMPUTER PARTS & REPAIRS				
				** COMMENT **				
						INVOICE TOTAL:		212.48

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OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3316	CARDMEMBER SERVICE							
RPPAYPAL2/3/17	02/03/17	01	OBPD FOUNDATION PAYPAL	01-01-074-000			03/20/17	5.00
		02	REQ BY RP APPR BY LK	RECEIVABLE DUE FROM FOUNDT				
				** COMMENT **				
						INVOICE TOTAL:		5.00
TENNISSOURCE2/3/17	02/03/17	01	TENNISSOURCE MONTHLY FEE	07-01-670-000			03/20/17	399.00
		02	REQ BY AP APPR BY DT	MAINTENANCE/CONTRACTS & LE				
				** COMMENT **				
						INVOICE TOTAL:		399.00
						VENDOR TOTAL:		18,493.54
3389	QUENCH							
200664002	03/01/17	01	DRINKING WATER SYSTEM @GARAGE	01-05-770-001			03/20/17	108.00
		02	REQ BY BJ APPR BY LK	WATER				
				** COMMENT **				
						INVOICE TOTAL:		108.00
						VENDOR TOTAL:		108.00
1887	QUEST DIAGNOSTICS							
9169494646	02/23/17	01	DRUG TESTING FEB 2017	02-01-840-010			03/20/17	173.28
		02	REQ BY MK APPR BY NS	DRUG TESTING EXPENSE				
				** COMMENT **				
						INVOICE TOTAL:		173.28
						VENDOR TOTAL:		173.28
3386	ROBBINS SCHWARTZ							
273068	01/27/17	01	LEGAL SERVICES JAN 2017	01-10-821-000			03/20/17	4,199.00
				GENERAL COUNSEL				
		02	LEGAL SERVICES JAN 2017	01-10-821-000				418.00
				GENERAL COUNSEL				
		03	LEGAL SERVICES JAN 2017	01-10-821-000				1,178.00
				GENERAL COUNSEL				

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OAK BROOK PARK DISTRICT  
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INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
801	SONITROL CHICAGOLAND WEST							
229504	02/10/17	01	SECURITY SERVICE	01-15-750-003			03/20/17	1,155.00
		02	REQ BY JS APPR BY DT	SECURITY SYSTEM SERVICE				
				** COMMENT **				
						INVOICE TOTAL:		1,155.00
229505	02/10/17	01	SECURITY SERVICE	01-05-770-009			03/20/17	156.00
		02	REQ BY BJ APPR BY LK	FIRE/SECURITY MAINTNCE GAR				
				** COMMENT **				
						INVOICE TOTAL:		156.00
229594	02/13/17	01	30 ACCESS CARDS	01-01-670-000			03/20/17	117.50
		02	30 ACCESS CARDS	MAINTENANCE/CONTRACT & LEA				
		03	REQ BY RP APPR BY LK	02-01-670-000				117.50
				MAINTENANCE/ CONTRACT & LE				
				** COMMENT **				
						INVOICE TOTAL:		235.00
						VENDOR TOTAL:		1,546.00
3438	SOUTH SIDE CONTROL SUPPLY CO							
S100377900.001	03/07/17	01	GAS VALVE FOR POOL HEATER	02-25-750-040			03/20/17	298.07
		02	REQ BY MM APPR BY DT	HVAC				
				** COMMENT **				
						INVOICE TOTAL:		298.07
						VENDOR TOTAL:		298.07
2370	SPRA							
SPRA2-16-17	02/16/17	01	CLOCKS FOR OB POLICE RUN	02-21-705-000			03/20/17	90.00
		02	REQ BY MD APPR BY DT	SPECIAL EVENTS				
				** COMMENT **				
						INVOICE TOTAL:		90.00
SPRA2/16/17	02/16/17	01	DEP FOR OB POLICE RUN	02-21-705-000			03/20/17	100.00
				SPECIAL EVENTS				

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
2370	SPRA							
SPRA2/16/17	02/16/17	02	REQ BY MD	APPR BY DT	** COMMENT **		03/20/17	
							INVOICE TOTAL:	100.00
							VENDOR TOTAL:	190.00
2608	SPRINT PHONE							
486632911-084	03/01/17	01	TENNIS IPAD FEB	07-01-720-001			03/20/17	17.25
		02	REQ BY RP	APPR BY LK	** COMMENT **			
							INVOICE TOTAL:	17.25
							VENDOR TOTAL:	17.25
1786	STERLING NETWORK INTEGRATION							
060307	03/06/17	01	BACKUP EXEC SOFTWARE RENEWAL	01-01-670-001			03/20/17	209.79
		02	BACKUP EXEC SOFTWARE RENEWAL	02-01-670-001	COMPUTER PARTS & REPAIRS			419.58
		03	BACKUP EXEC SOFTWARE RENEWAL	07-01-670-001	COMPUTER PARTS & REPAIRS			209.79
		04	REQ BY RP	APPR BY LK	** COMMENT **			
							INVOICE TOTAL:	839.16
							VENDOR TOTAL:	839.16
2733	THE EMPLOYERS ASSOCIATION							
197090	02/17/17	01	FSA MONTHLY FEE	01-01-650-000			03/20/17	28.00
		02	FSA MONTHLY FEE	02-01-650-000	GROUP MEDICAL & LIFE			49.00
		03	FSA MONTHLY FEE	07-01-650-000	GROUP MEDICAL & LIFE			7.00
		04	REQ BY NS	APPR BY MS	** COMMENT **			
							INVOICE TOTAL:	84.00
							VENDOR TOTAL:	84.00

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OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
3153	ULINE, INC.							
84334972	02/13/17	01	BUILDING SUPPLIES	07-71-750-000			03/20/17	1,656.88
		02	REQ BY PS APPR BY AP	BUILDING MAINTENANCE/REPAI				
				** COMMENT **				
						INVOICE TOTAL:		1,656.88
						VENDOR TOTAL:		1,656.88
3228	VERIZON WIRELESS							
9780441824	02/15/17	01	CELL PHONE SRV JAN 2017	01-01-720-001			03/20/17	219.21
				MOBILE CHARGES				
		02	CELL PHONE SRV JAN 2017	01-05-720-001				192.61
				MOBILE CHARGES				
		03	CELL PHONE SRV JAN 2017	01-15-720-001				109.59
				MOBILE CHARGES				
		04	CELL PHONE SRV JAN 2017	02-01-720-001				237.30
				MOBILE CHARGES				
		05	CELL PHONE SRV JAN 2017	02-25-720-001				74.18
				MOBILE CHARGES				
		06	CELL PHONE SRV JAN 2017	07-01-720-001				157.44
				MOBILE CHARGES				
		07	REQ BY RP APPR BY LK	** COMMENT **				
						INVOICE TOTAL:		990.33
						VENDOR TOTAL:		990.33
2974	VILLA PARK ELECTRICAL SUPPLY							
01906091	02/06/17	01	LIGHTING BALLASTS AQUATIC CTR	02-25-790-006			03/20/17	250.50
				ELECTRICAL SUPPLIES				
		02	REQ BY MM APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		250.50
01906595	02/13/17	01	FLOOD LIGHT BULBS	01-15-800-012			03/20/17	47.34
				LIGHT BULBS				
		02	REQ BY MM APPR BY DT	** COMMENT **				
						INVOICE TOTAL:		47.34



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OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
2974	VILLA PARK ELECTRICAL SUPPLY							
01906796	02/15/17	01	BULBS FRC LIGHT SOCKETS FAC	01-15-800-012			03/20/17	334.50
		02	BULBS FRC LIGHT SOCKETS FAC	LIGHT BULBS				
				02-25-790-007				59.08
		03	REQ BY MM APPR BY DT	LIGHT BULBS & ELECTRICAL				
				** COMMENT **				
						INVOICE TOTAL:		393.58
01906859	02/16/17	01	OUTDOOR LIGHTING REPAIR	01-05-800-006			03/20/17	70.00
		02	REQ BY BJ APPR BY LK	PARK EQUIP / REPLACE & REP				
				** COMMENT **				
						INVOICE TOTAL:		70.00
						VENDOR TOTAL:		761.42
385	VILLAGE OF OAK BROOK							
12694	03/01/17	01	INSURANCE PREM MARCH 2017	01-01-650-000			03/20/17	10,810.71
		02	INSURANCE PREM MARCH 2017	GROUP MEDICAL & LIFE				
				01-05-650-000				5,936.37
		03	INSURANCE PREM MARCH 2017	GROUP MEDICAL & LIFE				
				01-15-650-000				7,079.72
		04	INSURANCE PREM MARCH 2017	GROUP MEDICAL&LIFE				
				02-01-650-000				6,507.53
		05	INSURANCE PREM MARCH 2017	GROUP MEDICAL & LIFE				
				02-21-650-000				1,796.13
		06	INSURANCE PREM MARCH 2017	GROUP MEDICAL & LIFE				
				02-25-650-000				1,796.13
		07	INSURANCE PREM MARCH 2017	FULL TIME INSURANCE & BENE				
				02-80-650-000				3,683.63
		08	INSURANCE PREM MARCH 2017	GROUP MEDICAL & LIFE				
				07-01-650-000				3,347.45
		09	INSURANCE PREM MARCH 2017	GROUP MEDICAL & LIFE				
				07-71-650-002				1,363.95
		10	INSURANCE PREM MARCH 2017	GROUP MEDICAL LIFE				
				07-75-650-002				3,303.47
				GROUP MEDICAL & LIFE				

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
385	VILLAGE OF OAK BROOK							
12694	03/01/17	11	INSURANCE PREM MARCH 2017	01-01-191-006			03/20/17	4,683.62
				HEALTH INSURANCE PREMIUMS				
		12	INSURANCE PREM MARCH 2017	01-01-075-000				39.14
				REIMBURSEMENT/A/R				
		13	REQ BY LN APPR BY LK	** COMMENT **				
							INVOICE TOTAL:	50,347.85
							VENDOR TOTAL:	50,347.85
386	VILLAGE OF OAK BROOK							
2/28/17	02/28/17	01	WATER BILL FEB 2017	01-05-770-001			03/20/17	123.10
				WATER				
		02	WATER BILL FEB 2017	01-15-770-002				1,386.30
				WATER				
		03	WATER BILL FEB 2017	01-20-770-001				38.05
				WATER				
		04	WATER BILL FEB 2017	02-01-770-002				1,109.04
				WATER				
		05	WATER BILL FEB 2017	02-21-770-010				1,109.04
				WATER				
		06	WATER BILL FEB 2017	02-25-770-010				1,940.82
				WATER				
		07	WATER BILL FEB 2017	07-71-770-002				225.05
				WATER				
		08	WATER BILL FEB 2017	01-05-770-007				38.05
				WATER MAINTENANCE GARAGE				
		09	REQ BY MK APPR BY NS	** COMMENT **				
							INVOICE TOTAL:	5,969.45
							VENDOR TOTAL:	5,969.45
387	VILLAGE OF OAK BROOK							
16548	02/24/17	01	PARKS FUEL/GASOLINE JAN 2017	01-05-790-025			03/20/17	309.93
				FUEL/GASOLINE				

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OAK BROOK PARK DISTRICT  
 DETAIL BOARD REPORT

INVOICES DUE ON/BEFORE 03/20/2017

INVOICE # VENDOR #	INVOICE DATE	ITEM #	DESCRIPTION	ACCOUNT #	P.O. #	PROJECT	DUE DATE	ITEM AMT
-----								
387	VILLAGE OF OAK BROOK							
16548	02/24/17	02	REQ BY BG APPR BY LK		** COMMENT **		03/20/17	
							INVOICE TOTAL:	309.93
							VENDOR TOTAL:	309.93
3242	WAREHOUSE DIRECT WORKPLACE							
3367797-0	02/08/17	01	DRAIN HOSE FLOOR SCRUBBER	01-15-790-003			03/20/17	78.30
		02	REQ BY MM APPR BY DT	JANITORIAL EQUIP/REP & REP	** COMMENT **			
							INVOICE TOTAL:	78.30
3373124-0	02/13/17	01	SHOP SUPPLIES	01-05-790-005			03/20/17	231.50
		02	REQ BY BJ APPR BY LK	MAINTENANCE GARAGE SUPPLIE	** COMMENT **			
							INVOICE TOTAL:	231.50
							VENDOR TOTAL:	309.80
3448	WILLIAM C. VOIGT							
2/15/17	02/15/17	01	LEARN TO PLAY PICKLEBALL	02-30-640-200			03/20/17	68.25
		02	REQ BY MA APPR BY DT	ATHLETICS /VARIOUS PROGRAM	** COMMENT **			
							INVOICE TOTAL:	68.25
							VENDOR TOTAL:	68.25
							TOTAL ALL INVOICES:	155,906.23

WARRANT NO. 597  
CHECKS

<u>Check #</u>	<u>Date</u>	<u>Vendor/Description</u>	<u>Amount:</u>
50065	2/17/2017	First Communcation Jan 2017 phone service	\$917.28
90066	2/17/2017	Visitation Church Staff recognition Strathdee	\$50.00
50070	2/23/2017	ComEd Canterberry Park	\$32.01
<b>ACH Transfer</b>		Direct Energy Bill paid by ACH transfer on 2/23/17	\$256.85
<b>ACH Transfer</b>		Konica Minolta Premiere Finance Bill paid by ACH transfer on 2/22/17	\$784.00
<b>ACH Transfer</b>		Konica Minolta Premiere Finance Bill paid by ACH transfer on 3/14/17	\$784.00
<b>ACH Transfer</b>		Direct Energy Bill paid by ACH transfer on 2/27/17	\$31.51
<b>ACH Transfer</b>		Direct Energy Bill paid by ACH transfer on 3/1/17	\$20,288.34
<b>TOTAL INTERIM CHECKS &amp; ACH TRANSFER</b>			<b>\$23,143.99</b>
<b>ACTUAL WARRANT</b>			<b>\$ 155,906.23</b>
<b>TOTAL WARRANT #597</b>			<b>179,050.22</b>



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### Petty Cash

### Corporate

Petty Cash for

March 2017

### Received By

L. Kosey

### Date

2/22/2017

### Description

Batavia Park District

### Account Number

01-01-660-002

### Amount

\$13.91

**Total**

**\$13.91**

**Grand Total**

**\$13.91**



## Oak Brook Park District

1450 Forest Gate Road  
Oak Brook, IL 60523

### PETTY CASH

### RECREATION

Petty Cash for

March 2017

Received By	Date	Description	Account Number	Amount
Dave Thommes	2/14/17	Preschool Supplies	02-31-765-001	\$17.47
	2/16/17	Fun With Science Supplies	02-31-765-001	\$31.11
	2/23/17	Fun With Science Supplies	02-31-765-001	\$2.98
	3/9/17	Fun With Science Supplies	02-31-765-001	\$10.37
	3/9/17	Preschool Supplies	02-31-765-001	\$19.81
		<b>Total</b>		<b>\$81.74</b>
	1/28/17	Conference Breakfasts	02-01-690-001	\$31.75
	2/14/17	Conference Lunches	02-01-690-001	\$24.82
		<b>Total</b>		<b>\$56.57</b>
	2/15/17	Gratuity for Pioneer Trip	02-50-398-000	\$120.00
		<b>Total</b>		<b>\$120.00</b>
	3/8/17	Staff Breakfast	02-30-792-215	\$21.93
		<b>Total</b>		<b>\$21.93</b>
		<b>Grand Total</b>		<b>\$280.24</b>



# Memo

**To:** Oak Brook Park District Board of Commissioners  
**From:** Laure Kosey, Executive Director  
**Date:** March 15, 2017  
**Re:** February/March 2017: Admin., Corporate Relations, IT & Marketing

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## February Board Meeting Follow Up:

### **Bids & Proposals:**

Bids for the Maintenance Building Force Main Project came in under budget. Staff has prepared recommendations for the Tennis Center's bids and is requesting approval or recommendation for these bids at the March board meeting.

### **Personnel Policy Updates**

The Human Resource Department has done a great job with the policy updates and revisions for approval. The addition of the Travel Expense Policy has been included in this revision.

## March Board Meeting Discussion Points:

### **Community Survey**

The University of Illinois will be presenting the community survey findings and cross tabular data. With the Strategic Plan and the Community Survey, staff will have a great foundation to pursue a Comprehensive Master Plan in 2018-2019.

### **Tractor Purchase**

In order to receive the Kubota Tractor in time to be used this summer and to include the expense in this fiscal year, there is a request to waive the first reading of this agenda item.

### **Butler School District IGA**

Staff is working on the Intergovernmental Agreements for ABC Preschool and Dolphin Station, Oak Brook Park District's before and after school program.



**FEBRUARY 1-28**

**SOCIAL MEDIA**



Working with ESPN 1000 to promote Silvy's Half Court Shot generated an incredible social response and invaluable air time promotion for the Oak Brook Park District.

Feb 2017 • 28 days

TWEET HIGHLIGHTS

**Top Tweet** earned 2,858 impressions  
@twaddle87 So this happened today  
youtu.be/izz0PKIKJNU @WaddleandSilvy  
#silvyshalfcourtshot #beyourverybest  
#happyfitactive  
View Tweet activity

**Top mention** earned 1,273 engagements  
B, CG, many others  
@Barefoot\_Berm · Feb 15  
@obparks @TWaddle87  
@WaddleandSilvy @YouTube shouldn't  
count! On the line  
pic.twitter.com/KomXII68JJ



FEB 2017 SUMMARY

Tweets	28	Tweet impressions	13.9K
Profile visits	1,167	Mentions	26
New followers	22	<b>January Twitter Metrics</b>	
Tweets: 16		Profile visits: 253	
Profile visits: 253		New Followers: 6	
New Followers: 6		Tweet Impressions: 4,515 in January	
Tweet Impressions: 4,515 in January		Total Mentions: 12	
Total Mentions: 12			

**PUBLIC RELATIONS**

**Estimated 60 minutes of air time on ESPN 1000 in February.**

- 2-2-17 Teen Service Camp
- 2-9-17 Oaklees Guide Spring Break Listings

**Top Follower** followed by 3,287 people



**Total Reach: 19,563**  
**Total Engagement: 2804**

- Facebook.com/obparks: 31 posts, 1498 likes (21 new)
- 2/15 Video Post of Silvy Practicing Post with the highest reach: 1808 (364 engagements)
- "/OakBrookOktoberfest: 0 posts, 925 likes (-1 new)
- 2/24 Dads and Donuts Photo Album Post with the highest engagement: 1300+ (Reach: 1000)
- "/ThePink5K: 1 post, 1232 likes (-1 new)
- "/OakBrookHauntedForest: 0 posts, 767 likes (4 new)

**Total Followers: 195 (11 new)**

**Total Impressions: 1681**  
**Engagement: 16**  
**Total Followers: 169**

**Total Impressions: 560**  
**Total Repins or Saves: 2**  
**Total Followers: 84**

**CORPORATE RELATIONS**

- Fusion Academy & Waxing the City have signed advertising contracts totaling \$2,000
- The Oak Brook Police Department K9 Unit and the Hinsdale Humane Society have agreed to present live demonstrations at the Mutt Miller this summer.
- We are working with the Hinsdale and Oak Brook Police Departments on this year's National Night Out on August 1. Weber Grill has signed onto the event and has offered to conduct a "Burger Grill Off" between officials from the Park District and Police Departments.
- Stan's Donuts donated all the donuts and coffee for ABC Preschool's Dads and Donuts event.

**Email campaigns generated \$922 in online registration revenue in February.**

**TECHNOLOGY**

**www.obparks.org**

- 19,567 Sessions
- 12,772 Users
- 80,465 Page Views
- \$61,095.50 Revenue (analytics)

**Referral Values:**

Organic Search:	\$1,563
Direct:	\$57,811.50
External Referrals:	\$799
Social Media:	\$0
Email:	\$922

- Top 3 Pages**
1. Home Page (21K)
  2. Aquatics Home (4.4K)
  3. Swim Lessons (3K)

We are reviewing options for upgrading our security cameras in the Family Recreation Center. This project will involve replacing 37 analog security cameras to IP cameras. This will involve all new wiring, network switches and servers.

Changes have been made on our antivirus to scan all files and applications on every workstation and server each day. Previously there were only complete scans once a week on each device.





# Memo

**To:** Board of Commissioners and Executive Director, Laure Kosey  
**From:** Marco Salinas, Chief Financial Officer  
**Date:** March 15, 2017  
**Re:** February 2017 Financials and Finance Department Activities

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## FEBRUARY 2017 FINANCIALS:

### General Fund

We have now completed approximately 83% of the fiscal year (ten months completed) and year-to-date revenues are ahead of target at 92% of the annual budget. On the expenditure side, year-to-date activity is behind target at 74%.

Property Taxes- Property tax revenue is the largest single source revenue stream in this fund as it comprises approximately 55% of all budgeted revenues. As expected this revenue is ahead of target at 100% as we have now received the majority of the tax levy. Historically, the Park District receives the bulk of the levy from DuPage County during the months of July and October.

Investment Income- This revenue source is currently unfavorable against budget and prior year-to-date. Finance is currently researching this and will provide an update in the March 2017 financial review.

Central Park West- This category is ahead of target at 101% of budget. Facility rentals have increased and such revenues are at 95% of budget while gazebo rentals and alcohol permits have already exceeded budget and are above 100%.

Dean Property- Expenditures in this cost center are unfavorable to budget primarily due to the purchase and installation of a motion detection camera and repair costs incurred to repair damage to a Porta John and the barn, which was caused by vandalism.

Professional Services- This cost center is ahead of target at 98.5% of budget primarily due to legal fees incurred. This activity was budgeted at \$50,000 and YTD we have incurred \$61,000 in expenditures. Our legal counsel has assisted us with various projects such as the updating of our personnel manual, the Travel, Meal, and Lodging Expense Act and drafting of the bank collateral and pledge agreements, among other things. These costs are partially being offset by a decrease in IT expenditures.

### Recreation Fund

Personal Property Replacement Taxes (PPRT) - This revenue source is unfavorable to budget primarily due to the fact that per the Illinois Department of Revenue, current fiscal year disbursements to local governments, including the Park District, are expected to decline 10.64% over the previous year's disbursements. This is due to anticipated "flat" replacement revenues and the approval by the state legislature of a \$100 million withdrawal from the PPRT fund.

Pioneer Programs- Revenues in this cost center are unfavorable due to the fact that several of the multi-day (out of state) trips have been organized with the assistance of a travel agency. When this occurs, the travel agency collects and records all reservation revenue and remits a "commission" to the Park District. This arrangement also results in a

corresponding decrease in expenditures. YTD expenditures are currently at 59.4% of budget and reflect a decrease of 17.9% over the prior year. The Park District's decision to either utilize an external travel agency or organize the trip in-house is based on the assessment of anticipated revenues and expenses.

Youth Programs- Revenues in this cost center are favorable against budget at 122% and reflect a 42.3% increase over prior year primarily due to the addition this year of a youth after school program. Such activity has been budgeted at approximately \$32,000 and actual revenues are currently \$35,601. This also explains the increase in youth program expenditures when compared to prior year. YTD expenditures total \$101,156 whereas in the prior year expenditures totaled \$80,619.

### **Recreational Facilities Fund (Tennis Center)**

Administration Revenue- This category is favorable to budget due to the receipt in November 2016 of \$42,786 from the Illinois Department of Commerce and Economic Opportunity (DCEO) Program. This is related to the indoor tennis court lighting project that was completed in the previous fiscal year.

Programs- Racquet Club- Although expenses in this cost center are within range of the annual budget, they do reflect a 17% increase over prior year. The largest driver of this is the increase in part-time salaries. YTD part-time salaries are at \$243,693 versus prior year's YTD total of \$229,248. The tennis center has experienced increased activity in both group lessons and private lessons which have also resulted in an approximate 2.8% increase in revenues. Additionally, personnel health insurance costs have increased over prior year due to changes in the Affordable Care Act (ACA) that has resulted in additional eligibility for coverage.

#### **FINANCE OPERATIONS:**

- The language for the bank collateral agreement has now been finalized and staff awaits Board approval of the related ordinance before executing such agreement. The related bank pledge agreement continues to be a work in process as the existing 3<sup>rd</sup> party holder of the collateral is reviewing our proposed modifications.
- Legal notice of the availability of our proposed fiscal year 2017/2018 budget is scheduled to be published in the Pioneer Doings on Thursday March 16, 2017.

#### **HUMAN RESOURCES:**

- Finance staff will be attending meetings held by IMRF and the Village of Oak Brook to review the 2017 employer contribution rates and to review the proposed health insurance rates.

**Oak Brook Park District**  
**General Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through February 28, 2017 and 2016**  
*83.33% through the fiscal years (10 out of 12 months)*

REVENUES	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	2016/2017 Annual Budget	February 2017 Actual	2016/2017 Year-To-Date Actual	2016/2017 Y-T-D Actual as a % of Annual Budget	2015/2016 Year-To-Date Actual	2016/2017 Y-T-D Actual Higher/ (Lower) than 2015/2016	Percent Change
<b>Administration</b>							
Property Taxes	\$ 1,458,000	\$ 139	\$ 1,457,760	100.0%	\$ 1,450,741	\$ 7,018	0.5%
Personal Property Repl. Taxes	90,000	-	69,023	76.7%	74,032	(5,010)	-6.8%
Investment Income	10,000	718	7,380	73.8%	9,173	(1,793)	-19.6%
Other	3,000	(38)	2,647	88.2%	2,620	27	1.0%
<b>Central Park</b>	100,000	2,600	78,638	78.6%	83,259	(4,621)	-5.5%
<b>Dean Property</b>	-	-	3,000	N/A	-	3,000	N/A
<b>Building-Recreation Center</b>	929,653	39,060	757,300	81.5%	739,453	17,847	2.4%
<b>Central Park West</b>	76,740	1,930	77,616	101.1%	71,746	5,870	8.2%
<b>TOTAL REVENUES</b>	<b>\$ 2,667,393</b>	<b>\$ 44,409</b>	<b>\$ 2,453,364</b>	<b>92.0%</b>	<b>\$ 2,431,025</b>	<b>\$ 22,339</b>	<b>0.9%</b>
<b>EXPENDITURES</b>							
<b>Administration</b>	\$ 923,066	\$ 68,089	\$ 650,712	70.5%	\$ 686,225	\$ (35,513)	-5.2%
<b>Central Park</b>	611,690	40,452	478,519	78.2%	364,276	114,243	31.4%
<b>Saddlebrook Park</b>	17,885	35	6,875	38.4%	10,839	(3,964)	-36.6%
<b>Forest Glen Park</b>	27,585	119	19,579	71.0%	21,452	(1,872)	N/A
<b>Chillem Park</b>	5,880	-	2,748	46.7%	3,586	(838)	-23.4%
<b>Dean Property</b>	8,304	64	8,451	101.8%	3,967	4,484	113.0%
<b>Professional Services</b>	70,000	5,291	68,915	98.5%	28,658	40,257	140.5%
<b>Contracts- Maintenance DNS</b>	38,500	4,356	29,498	76.6%	36,860	(7,363)	-20.0%
<b>Building-Recreation Center</b>	900,855	66,036	675,340	75.0%	666,741	8,599	1.3%
<b>Central Park West</b>	59,001	4,043	30,638	51.9%	31,308	(670)	-2.1%
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,662,765</b>	<b>\$ 188,483</b>	<b>\$ 1,971,275</b>	<b>74.0%</b>	<b>\$ 1,853,912</b>	<b>\$ 117,363</b>	<b>6.3%</b>
<b>TRANSFERS OUT</b>	\$ 285,000	\$ 142,500	\$ 285,000	100.0%	\$ 137,500	\$ 147,500	107.3%
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 2,947,765</b>	<b>\$ 330,983</b>	<b>\$ 2,256,275</b>	<b>76.5%</b>	<b>\$ 1,991,412</b>	<b>\$ 264,863</b>	<b>13.3%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ (280,372)</b>	<b>\$ (286,574)</b>	<b>\$ 197,088</b>	<b>-70.3%</b>	<b>\$ 439,613</b>	<b>\$ (242,524)</b>	<b>-55.2%</b>

**Note>** Fiscal year 2016/2017 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

**Oak Brook Park District**  
**Recreation Fund Revenue and Expenditure Summary - Unaudited**  
**Fiscal Year-to-Date Activity through February 28, 2017 and 2016**  
**83.33% through the fiscal years (10 out of 12 months)**

REVENUES	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	2016/2017 Annual Budget	February 2017 Actual	2016/2017 Year-To-Date Actual	2016/2017 Y-T-D Actual as a % of Annual Budget	2015/2016 Year-To-Date Actual	2016/2017 Y-T-D Actual Higher/ (Lower) than 2015/2016	Percent Change
<b>Administration</b>							
Property Taxes	\$ 828,500	\$ 79	\$ 828,781	100.0%	\$ 810,420	\$ 18,361	2.3%
Personal Property Repl. Taxes	32,000	-	21,729	67.9%	23,306	(1,577)	-6.8%
Investment Income	11,000	1,033	10,742	97.7%	10,221	521	5.1%
Other	6,500	76	1,481	22.8%	4,410	(2,929)	-66.4%
<b>Fitness Center</b>	813,935	86,753	675,359	83.0%	634,665	40,693	6.4%
<b>Aquatic Center</b>	460,912	34,151	409,602	88.9%	369,539	40,064	10.8%
<b>Aquatic Recreation Programs</b>	647,517	32,427	556,593	86.0%	625,122	(68,528)	-11.0%
<b>Childrens Programs</b>	88,145	3,724	76,411	86.7%	76,131	280	0.4%
<b>Preschool Programs</b>	274,123	22,242	259,334	94.6%	251,982	7,353	2.9%
<b>Youth Programs</b>	144,109	1,697	175,750	122.0%	123,471	52,279	42.3%
<b>Adult Programs</b>	55,636	5,201	50,884	91.5%	48,405	2,479	5.1%
<b>Pioneer Programs</b>	170,400	514	115,648	67.9%	139,764	(24,116)	-17.3%
<b>Special Events and Trips</b>	75,515	284	74,700	98.9%	57,890	16,810	29.0%
<b>Marketing</b>	31,500	150	25,757	81.8%	29,125	(3,368)	-11.6%
<b>TOTAL REVENUES</b>	<b>\$ 3,639,791</b>	<b>\$ 188,330</b>	<b>\$ 3,282,772</b>	<b>90.2%</b>	<b>\$ 3,204,452</b>	<b>\$ 78,320</b>	<b>2.4%</b>
<b>EXPENDITURES</b>							
<b>Administration</b>	\$ 895,215	\$ 44,217	\$ 563,773	63.0%	\$ 569,700	\$ (5,927)	-1.0%
<b>Fitness Center</b>	665,513	47,711	511,973	76.9%	518,134	(6,162)	-1.2%
<b>Aquatic Center</b>	866,637	51,670	622,127	71.8%	597,638	24,489	4.1%
<b>Aquatic Recreation Programs</b>	330,078	29,146	237,857	72.1%	265,964	(28,107)	N/A
<b>Childrens Programs</b>	82,502	4,874	52,938	64.2%	59,274	(6,336)	-10.7%
<b>Preschool Programs</b>	215,113	23,064	175,875	81.8%	149,721	26,155	17.5%
<b>Youth Programs</b>	123,736	2,671	101,156	81.8%	80,619	20,537	25.5%
<b>Adult Programs</b>	51,642	4,308	35,010	67.8%	31,619	3,392	10.7%
<b>Pioneer Programs</b>	170,206	2,928	101,044	59.4%	123,111	(22,067)	-17.9%
<b>Special Events and Trips</b>	76,470	1,620	63,657	83.2%	54,884	8,773	16.0%
<b>Marketing</b>	333,930	17,933	249,512	74.7%	235,317	14,195	6.0%
<b>Capital Outlay</b>	420,000	111,468	189,848	45.2%	43,500	146,348	336.4%
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,231,042</b>	<b>\$ 341,612</b>	<b>\$ 2,904,771</b>	<b>68.7%</b>	<b>\$ 2,729,481</b>	<b>\$ 175,290</b>	<b>6.4%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES</b>	<b>\$ (591,250)</b>	<b>\$ (153,281)</b>	<b>\$ 378,001</b>	<b>-63.9%</b>	<b>\$ 474,970</b>	<b>\$ (96,970)</b>	<b>-20.4%</b>

**Note>** Fiscal year 2016/2017 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.

Oak Brook Park District  
Tennis Center (Recreational Facilities Fund) Revenue and Expense Summary - Unaudited  
Fiscal Year-to-Date Activity through February 28, 2017 and 2016  
83.33% through the fiscal years (10 out of 12 months)

REVENUES	Highlighted items reflect more than 8.33% variance				Highlighted items reflect more than 10% change		
	2016/2017 Annual Budget	February 2017 Actual	2016/2017 Year-To-Date Actual	2016/2017 Y-T-D Actual as a % of Annual Budget	2015/2016 Year-To-Date Actual	2016/2017 Y-T-D Actual Higher/ (Lower) than 2015/2016	Percent Change
Administration	\$ 3,325	\$ 433	\$ 51,975	1563.2%	\$ 1,804	\$ 50,171	2780.9%
Building- Racquet Club	1,700	94	860	50.6%	503	356	70.8%
Programs- Racquet Club	1,403,250	152,937	1,346,150	95.9%	1,309,744	36,406	2.8%
<b>TOTAL REVENUES</b>	<b>\$ 1,408,275</b>	<b>\$ 153,464</b>	<b>\$ 1,398,985</b>	<b>99.3%</b>	<b>\$ 1,312,051</b>	<b>\$ 86,934</b>	<b>6.6%</b>
<b>EXPENSES</b>							
Administration	\$ 690,083	\$ 36,699	\$ 425,642	61.7%	\$ 388,240	\$ 37,402	9.6%
Building- Racquet Club	348,511	21,681	221,790	63.6%	231,464	(9,674)	-4.2%
Programs- Racquet Club	454,950	42,546	350,023	76.9%	299,239	50,785	17.0%
Capital Outlay	250,000	-	69,137	27.7%	225,086	(155,949)	-69.3%
<b>TOTAL EXPENSES</b>	<b>\$ 1,743,544</b>	<b>\$ 100,927</b>	<b>\$ 1,066,593</b>	<b>61.2%</b>	<b>\$ 1,144,029</b>	<b>\$ (77,435)</b>	<b>-6.8%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (335,269)</b>	<b>\$ 52,537</b>	<b>\$ 332,391</b>	<b>-99.1%</b>	<b>\$ 168,022</b>	<b>\$ 164,369</b>	<b>97.8%</b>

**Note>** Fiscal year 2016/2017 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing current fiscal year to prior fiscal year, highlighted items reflect a variance of +/- 10.00% or greater.



OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
CURRENT MONTH FEBRUARY, 2017

FUND NAME	FEBRUARY ACTUAL	FEBRUARY BUDGET	VARIANCE \$	VARIANCE %
<b>GENERAL CORPORATE FUND</b>				
REVENUE	\$ 44,408.94	\$ 54,207.62	\$ (9,798.68)	-18%
EXPENSES	\$ 330,983.17	\$ 352,408.61	\$ 21,425.44	6%
SURPLUS/(DEFICIT)	\$ (286,574.23)	\$ (298,200.99)	\$ 11,626.76	4%
<b>RECREATION FUND</b>				
REVENUE	\$ 188,330.45	\$ 216,805.61	\$ (28,475.16)	-13%
EXPENSES	\$ 341,611.56	\$ 307,242.22	\$ (34,369.34)	-11%
SURPLUS/(DEFICIT)	\$ (153,281.11)	\$ (90,436.61)	\$ (62,844.50)	-69%
<b>IMRF FUND</b>				
REVENUE	\$ 94.12	\$ 63.34	\$ 30.78	49%
EXPENSES	\$ 14,348.30	\$ 15,833.34	\$ 1,485.04	9%
SURPLUS/(DEFICIT)	\$ (14,254.18)	\$ (15,770.00)	\$ 1,515.82	10%
<b>LIABILITY INSURANCE FUND</b>				
REVENUE	\$ 31.95	\$ 14.17	\$ 17.78	125%
EXPENSES	\$ -	\$ -	\$ -	0%
SURPLUS/(DEFICIT)	\$ 31.95	\$ 14.17	\$ 17.78	125%
<b>AUDIT FUND</b>				
REVENUE	\$ 17.00	\$ 227.54	\$ (210.54)	-93%
EXPENSES	\$ -	\$ 41.67	\$ 41.67	100%
SURPLUS/(DEFICIT)	\$ 17.00	\$ 185.87	\$ (168.87)	-91%
<b>DEBT SERVICE FUND</b>				
REVENUE	\$ 54.54	\$ 3,108.23	\$ (3,053.69)	-98%
EXPENSES	\$ -	\$ -	\$ -	0%
SURPLUS/(DEFICIT)	\$ 54.54	\$ 3,108.23	\$ (3,053.69)	-98%



OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
CURRENT MONTH FEBRUARY, 2017

FUND NAME	FEBRUARY ACTUAL	FEBRUARY BUDGET	VARIANCE \$	VARIANCE %
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>				
REVENUE	\$ 153,463.78	\$ 112,817.98	\$ 40,645.80	36%
EXPENSES	\$ 100,926.73	\$ 163,204.81	\$ 62,278.08	38%
SURPLUS/(DEFICIT)	\$ 52,537.05	\$ (50,386.83)	\$ 102,923.88	204%
<b>SPECIAL RECREATION FUND</b>				
REVENUE	\$ 15.82	\$ 952.04	\$ (936.22)	-98%
EXPENSES	\$ 3,173.89	\$ 15,420.00	\$ 12,246.11	79%
SURPLUS/(DEFICIT)	\$ (3,158.07)	\$ (14,467.96)	\$ 11,309.89	78%
<b>CAPITAL PROJECT FUND</b>				
REVENUE	\$ 143,415.37	\$ 142,691.67	\$ 723.70	1%
EXPENSES	\$ (106,140.21)	\$ 70,750.01	\$ 176,890.22	250%
SURPLUS/(DEFICIT)	\$ 249,555.58	\$ 71,941.66	\$ 177,613.92	247%
<b>SOCIAL SECURITY FUND</b>				
REVENUE	\$ 56.91	\$ 2,166.67	\$ (2,109.76)	-97%
EXPENSES	\$ 18,356.17	\$ 20,000.01	\$ 1,643.84	8%
SURPLUS/(DEFICIT)	\$ (18,299.26)	\$ (17,833.34)	\$ (465.92)	-3%
<b>SUMMARY</b>				
REVENUE	\$ 529,888.88	\$ 533,054.87	\$ (3,165.99)	-1%
EXPENSES	\$ 703,259.61	\$ 944,900.67	\$ 241,641.06	26%
SURPLUS/(DEFICIT)	\$ (173,370.73)	\$ (411,845.80)	\$ 238,475.07	58%



OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
YEAR TO DATE FEBRUARY, 2017

FUND NAME	FEBRUARY ACTUAL	FEBRUARY BUDGET	VARIANCE \$	VARIANCE %
<b>GENERAL CORPORATE FUND</b>				
REVENUE	\$ 2,453,363.68	\$ 2,412,487.19	\$ 40,876.49	2%
EXPENSES	\$ 2,256,275.27	\$ 2,526,894.34	\$ 270,619.07	11%
SURPLUS/(DEFICIT)	\$ 197,088.41	\$ (114,407.15)	\$ 311,495.56	272%
<b>RECREATION FUND</b>				
REVENUE	\$ 3,282,771.89	\$ 3,217,044.62	\$ 65,727.27	2%
EXPENSES	\$ 2,904,771.12	\$ 3,469,895.90	\$ 565,124.78	16%
SURPLUS/(DEFICIT)	\$ 378,000.77	\$ (252,851.28)	\$ 630,852.05	249%
<b>IMRF FUND</b>				
REVENUE	\$ 201,061.10	\$ 200,653.32	\$ 407.78	0%
EXPENSES	\$ 153,969.44	\$ 158,333.32	\$ 4,363.88	3%
SURPLUS/(DEFICIT)	\$ 47,091.66	\$ 42,320.00	\$ 4,771.66	11%
<b>LIABILITY INSURANCE FUND</b>				
REVENUE	\$ 99,730.91	\$ 98,601.66	\$ 1,129.25	1%
EXPENSES	\$ 110,079.50	\$ 115,000.00	\$ 4,920.50	4%
SURPLUS/(DEFICIT)	\$ (10,348.59)	\$ (16,398.34)	\$ 6,049.75	37%
<b>AUDIT FUND</b>				
REVENUE	\$ 21,546.94	\$ 21,778.32	\$ (231.38)	-1%
EXPENSES	\$ 12,870.00	\$ 27,766.66	\$ 14,896.66	54%
SURPLUS/(DEFICIT)	\$ 8,676.94	\$ (5,988.34)	\$ 14,665.28	245%
<b>DEBT SERVICE FUND</b>				
REVENUE	\$ 300,144.44	\$ 308,310.16	\$ (8,165.72)	-3%
EXPENSES	\$ 308,029.98	\$ 308,030.00	\$ 0.02	0%
SURPLUS/(DEFICIT)	\$ (7,885.54)	\$ 280.16	\$ (8,165.70)	-2915%





OAK BROOK PARK DISTRICT  
SUMMARIZED REVENUE & EXPENSE REPORT  
YEAR TO DATE FEBRUARY, 2017

FUND NAME	FEBRUARY ACTUAL	FEBRUARY BUDGET	VARIANCE \$	VARIANCE %
RECREATIONAL FACILITIES FUND (TENNIS CENTER)				
REVENUE	\$ 1,398,984.55	\$ 1,208,834.04	\$ 190,150.51	16%
EXPENSES	\$ 1,066,593.23	\$ 1,452,878.05	\$ 386,284.82	27%
SURPLUS/(DEFICIT)	\$ 332,391.32	\$ (244,044.01)	\$ 576,435.33	236%
SPECIAL RECREATION FUND				
REVENUE	\$ 89,606.13	\$ 91,078.32	\$ (1,472.19)	-2%
EXPENSES	\$ 87,693.58	\$ 97,160.00	\$ 9,466.42	10%
SURPLUS/(DEFICIT)	\$ 1,912.55	\$ (6,081.68)	\$ 7,994.23	131%
CAPITAL PROJECT FUND				
REVENUE	\$ 1,652,860.86	\$ 144,416.66	\$ 1,508,444.20	1045%
EXPENSES	\$ 53,980.06	\$ 707,499.98	\$ 653,519.92	92%
SURPLUS/(DEFICIT)	\$ 1,598,880.80	\$ (563,083.32)	\$ 2,161,964.12	384%
SOCIAL SECURITY FUND				
REVENUE	\$ 222,419.98	\$ 222,826.66	\$ (406.68)	0%
EXPENSES	\$ 198,910.04	\$ 199,999.98	\$ 1,089.94	1%
SURPLUS/(DEFICIT)	\$ 23,509.94	\$ 22,826.68	\$ 683.26	3%
SUMMARY				
REVENUE	\$ 9,722,490.48	\$ 7,926,030.95	\$ 1,796,459.53	23%
EXPENSES	\$ 7,153,172.22	\$ 9,063,458.23	\$ 1,910,286.01	21%
SURPLUS/(DEFICIT)	\$ 2,569,318.26	\$ (1,137,427.28)	\$ 3,706,745.54	326%



## Oak Brook Park District Capital Expenditures As of February, 2017

DESCRIPTION	VENDOR	DB/CR	CAPITAL ASSET REPLACEMENT	FACILITY/PARK IMPROVEMENTS
Engineering for Sewer Line	Manhard Consulting, LTD	\$ 1,200.00	\$ -	\$ 1,200.00
Engineering for Sewer Line	Manhard Consulting, LTD	4,745.00		4,745.00
Engineering for Sewer Line	Manhard Consulting, LTD	1,917.75		1,917.75
Gabion Weir	Manhard Consulting, LTD	4,500.00	4,500.00	
Boiler Installation Maintenance Garage	Dupree Heating & Air Conditioning	16,262.00		16,262.00
Boiler Installation-Electric Maintenance Garage	Southwest Electric	935.00		935.00
Ellipse Waste/Recycle Bins	Smart Industry Products	24,090.00		24,090.00
Concrete Supplies for Waster/Recycle Bins	Home Depot	330.31		330.31
	Subtotal-Capital Improvement Fund	\$ 53,980.06	\$ 4,500.00	\$ 49,480.06
Fitness Cardio Equipment Lease # 1	Lease Servicing Center	32,760.71	32,760.71	
Kubota RTV Vehicle	Russo Power Equipment	24,007.00	24,007.00	
Concrete Work CPW Playground	Professional Paving & Concrete	16,800.25		16,800.25
Stone Base & Topsoil CPW Playground	Tamling Industries	3,219.45		3,219.45
Smart Playground Surface, CPW Playground	Playworld Systems	34,680.55		34,680.55
Interglass Surface Lap Pool	Mid-America Pool Renovations	54,380.00	-	54,380.00
Grates Lap Pool	Mid-America Pool Renovations	24,000.00	-	24,000.00
	Subtotal-Recreation Fund Capital	\$ 189,847.96	56,767.71	\$ 133,080.25
	<b>TOTAL BALANCE</b>	<b>\$ 243,828.02</b>	<b>\$ 61,267.71</b>	<b>\$ 182,560.31</b>



## Memo

To: Oak Brook Park District Board of Commissioners  
From: Dave Thommes, Director of Recreation & Facilities  
Date: March 13, 2017  
Re: Recreation & Facilities Report

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### Recreation

- Thirty-five Pioneers enjoyed a trip to Theatre at the Center in Indiana to see the Frank Sinatra tribute, "My Way", on February 15.
- A great lunch and fun show was enjoyed by seventeen pioneers at "Saturday Night Fever" at Drury Lane on February 22.
- The movie of the month was McFarland USA, which surprised everyone as a hit movie that was enjoyed by all!
- Camp registration opened for Residents on February 20 and camp spots have been filling consistently.
- The ABC preschool celebrated their fathers with our annual Dads and Donuts event. The event was sponsored by Stan's Donuts this year!
- Dolphin Station continues to be a success this year averaging 6 children every morning and 12 children every afternoon. Registration is now open for the 2017-2018 school year!
- Winterfest took place on February 3<sup>rd</sup> without snow or ice. The addition of a floor hockey rink and bonfire helped to make the event fun for all!

### Aquatics

- Two pool heaters had issues in February. They were able to be repaired in house, which saved money. In addition, an auto-fill valve on the lap pool was replaced in house.
- President's Day open swim was very busy.
- Jessica Gray and Matt Murtaugh attended the CPO class at no cost due to the class being held at CPW.
- Staff is working on the summer brochure and creating a new special event in July.
- Splash Island preparations began at the end of February. Staff has been able to get shade structures and palm trees up and they are now working on putting the pump house back together.
- Swim Team is wrapping up their season. A "carb load dinner" was sponsored by Maggiano's on March 7<sup>th</sup>. The conference meet was held on March 12<sup>th</sup>.

### Athletics

- With the nice weather in February, we were able to get field rentals on a few of the weekends, totaling 26 hours.
- With some teams starting their seasons in March, the rental season on the turf field has officially begun. The grass fields and baseball fields will open in April.
- A new session of Tae Kwon Do has begun with 53 participants enrolled.
- Three elliptical trainers have been re-programmed to correct an incline level issue.
- The Youth Basketball League has ended and participants and parents loved the season! Out of the 53 surveys we received back, 100% of the people who answered the question would recommend this program to others. The average overall experience rating was 4.8 out of 5.
- With the high demand of wanting to keep playing, staff has created a new program called the Postseason Basketball Skills Clinic. There are 44 participants enrolled which is about 1/3 of the Youth Basketball League program.

### Fitness

- Choose to Lose participants lost a combined 673.8 lbs.
- New sessions of "Get Tough or Give Up" and "PAIN" are underway.

- A new 5K running program “Fit for a 5K” is being offered. It will be twice a week, beginning with March 20th. It will be taught by Kennen Hootman and will lead into our Pink 5K.
- With the race two months away, the Pink 5K already has 52 participants signed up!

Tennis

- Open House week took place at the Tennis Center February 13<sup>th</sup> - 18<sup>th</sup>. A total of 142 players participated in the various events.
- Feb 14<sup>th</sup>-17<sup>th</sup> Alin Pop attended the 2017 PTR Tennis Symposium in Hilton Head Islands, SC., February 14<sup>th</sup> – 17<sup>th</sup>.

Facilities

February-17			
	Retained	Total	Rate
Aquatic	173	175	98.9%
Aqua/Ten	2	10	20.0%
Fitness	373	392	95.2%
Fit/Aqua	170	185	91.9%
Fit/Ten	24	24	100.0%
Premiere	37	37	100.0%
<b>Yearly Total</b>	<b>779</b>	<b>823</b>	<b>94.7%</b>
EFT Aqua	638	656	97.3%
EFT Aqua/Ten	29	30	96.7%
EFT Fitness	1008	1026	98.2%
EFT Fit/Aqua	594	613	96.9%
EFT Fit/Ten	73	75	97.3%
EFT Premiere	123	129	95.3%
<b>Yearly &amp; EFT</b>	<b>3244</b>	<b>3352</b>	<b>96.8%</b>

Fitness: Fifteen cancellations, most stating that they were moving or cannot get to the facility as much as they would like.

Aquatic: Nineteen cancellations; two families of five and a family of six. Two were due to lack of use and the other was due to financial difficulties.

Aquatic-Fitness: A Family of 6 cancelled due to lack of use

We had 58 new members join in February.

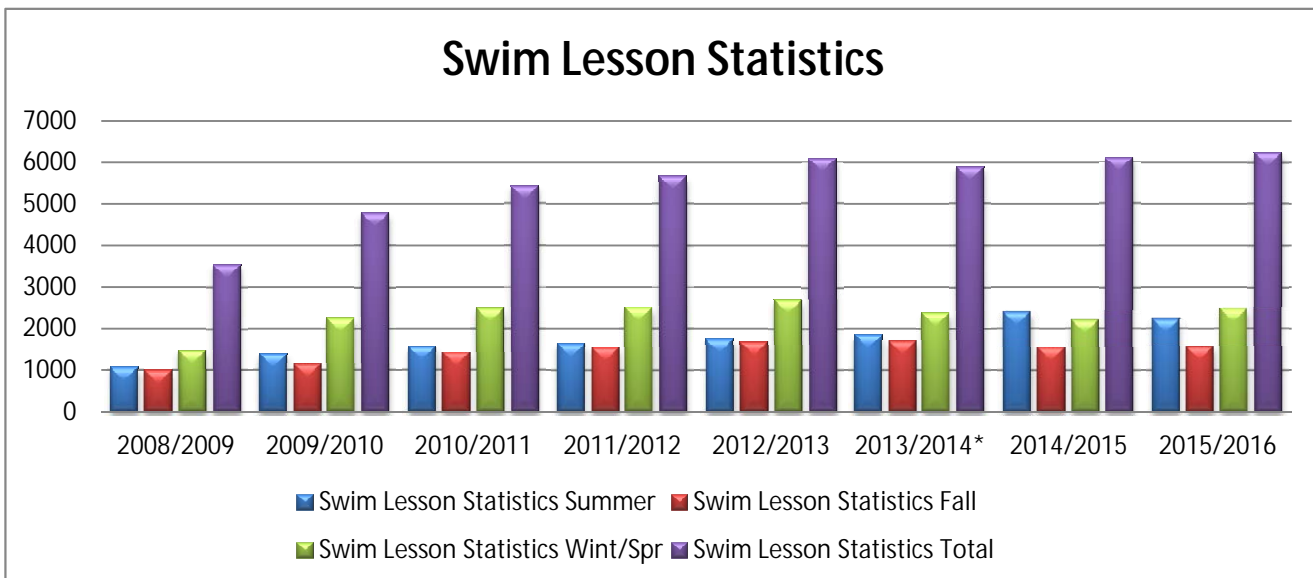


# Oak Brook Park District Aquatic Center Swim Lesson and Swim Team Statistics

Swim Lesson Statistics				
	Summer	Fall	Wint/Spr	Total
2008/2009	1061	986	1463	3510
2009/2010	1376	1146	2237	4759
2010/2011	1552	1404	2457	5413
2011/2012	1632	1534	2481	5647
2012/2013	1733	1673	2680	6086
2013/2014*	1826	1687	2354	5867
2014/2015	2375	1545	2181	6101
2015/2016	2202	1562	2457	6221
2016/17	1995	1451	1871	5317

Swim Team Statistics			
	Summer	Fall/Winter	Spring
2007/2008	108	76	
2008/2009	23	33	11
2009/2010	20	57	29
2010/2011	41	79	36
2011/2012	62	99	50
2012/2013	59	131	33
2013/2014	69	101	55
2014/2015	60	100	39
2015/2016	34	56	27
2016/17	32	51	21

\*2014/15 Increase in kids who signed up for full season right away meant less spots available for spring.





## Oak Brook Park District Aquatic Center Aquatic Party Statistics

2017 Aquatic Party Statistics													
<b>Total # Parties</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Splash Birthday	19	32											<b>51</b>
Super Splash Birthday	11	6											<b>17</b>
Group (by day)	8	4											<b>12</b>
Private (indoors only)	6	7											<b>13</b>
Private (indoor/outdoor combo)	0	0											<b>0</b>
Splash Island Birthday	0	0											<b>0</b>
Camp Rentals	1	0											<b>1</b>
Lane Rental (lap only)	0	0											<b>0</b>
Scout	1	3											<b>4</b>
<b>Total # Parties</b>	<b>46</b>	<b>52</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>98</b>

<b>2016</b>	65	60	61	80	84	90	80	68	34	49	44	46	<b>761</b>
<b>2015</b>	52	58	71	51	65	77	82	47	37	44	49	42	<b>675</b>
<b>2014</b>	51	48	77	58	69	66	46	45	48	51	58	50	<b>667</b>
<b>2013</b>	53	65	73	81	70	61	34	34	28	46	61	39	<b>645</b>
<b>2012</b>	40	55	43	65	43	59	46	29	33	44	64	41	<b>562</b>
<b>2011</b>	39	42	51	71	51	51	30	25	19	30	35	36	<b>480</b>
<b>2010</b>	37	55	57	39	55	40	31	28	21	31	38	37	<b>469</b>
<b>2009</b>	40	53	53	43	45	45	35	35	18	28	37	61	<b>493</b>
<b>2008</b>	48	62	73	78	53	44	37	39	35	30	43	31	<b>573</b>



## Oak Brook Park District Athletic Fields Rental Report

### Athletic Field Usage 2015/2016 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	15/16 YTD	14/15 Actual
Hours	172	133	94	128	157	130	57	27	0	0	69	146	1,113	1194
Revenue	\$12,606	\$7,250	\$3,073	\$9,142	\$8,195	\$9,185	\$5,212	\$2,827	\$0	\$0	\$11,880	\$9,119	\$78,489	\$74,929

### Athletic Field Usage 2015/2016 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	15/16 YTD	14/15 Actual
Hours	165	166	192	229	230	181	3	0	0	0	0	161.5	1,328	1217
Revenue	\$3,187	\$1,842	\$875	\$1,352	\$3,475	\$3,047	\$75	\$0	\$0	\$0	\$0	\$1,128	\$14,981	\$16,604

### Athletic Field Usage 2015/2016 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	15/16 YTD	14/15 Actual
Hours	153	122	137	158	349	128	17	0	0	0	0	115	1,179	1342
Revenue	\$5,060	\$3,913	\$1,022	\$1,755	\$3,820	\$3,090	\$6,747	\$0	\$0	\$0	\$0	\$2,507	\$27,914	\$22,089

### Athletic Field Usage 2016/2017 Fiscal Year Evergreen Bank Group Athletic Field

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 YTD
Hours	149	116	86	130	165	190	97	28	5	26			991	898
Revenue	\$11,855	\$7,598	\$3,236	\$9,478	\$8,602	\$10,652	\$5,313	\$478	\$500	\$2,600			\$60,310	\$57,490

### Athletic Field Usage 2016/2017 Fiscal Year Natural Grass Soccer Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 YTD
Hours	207	105	138	177	191	196	0	0	0	0			1,013	1,166
Revenue	\$2,900	\$2,800	\$600	\$650	\$1,550	\$1,075	\$0	\$0	\$0	\$0			\$9,575	\$13,853

### Athletic Field Usage 2016/2017 Fiscal Year Baseball Fields

Month	May	June	July	August	September	October	November	December	January	Feb	March	April	16/17 YTD	15/16 YTD
Hours	118	118	147	70	222	246	9	0	0	0			930	1,064
Revenue	\$3,123	\$1,924	\$735	\$960	\$4,062	\$3,422	\$912	\$0	\$0	\$0			\$15,138	\$25,407









# Memo

**To:** Board of Commissioners  
**From:** Bob Johnson, Director of Parks and Planning  
**Date:** March 14, 2017  
**Re:** Board Report

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- The ice rink has been removed due to above average temperatures.
- Additional seeding and invasive species removal is taking place in late March at Dean Nature Sanctuary.
- Spring landscape and grounds cleanup continues and pre-emergent herbicide is being applied to all landscape beds in the parks.
- Staff is seeking approval of the purchase of a utility tractor with loader and backhoe. A tractor is a cornerstone piece of highly versatile equipment for year round grounds maintenance, and it may be equipped with dozens of implements from seeders and brush mowers to snow removal tools. The longevity of this piece of equipment is typically over 20 years.
- Staff is seeking to extend the mowing services contract with Classic Landscape for 2017 mowing services. Please see the agenda history for additional information.
- The Park District received two bids for the sanitary force main improvement at the maintenance garage. Please see the agenda history for additional information and recommended action.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 17-0320: A RESOLUTION APPROVING AN AMENDMENT TO AN AGREEMENT BETWEEN THE OAK BROOK PARK DISTRICT AND NEXT GENERATION SCREEN PRINTING AND EMBROIDERY, INC. FOR APPAREL SCREEN PRINTING AND EMBROIDERY**

**AGENDA NO.:** 7 A

**MEETING DATE:** MARCH 20, 2017

**STAFF REVIEW:**

Jessica Cannaday, Marketing 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):**

The District solicited bids for apparel screen printing and embroidery services during the 2016/2017 Fiscal Year. A contract, not to exceed \$34,000, was awarded to Next Generation Screen Printing and Embroidery, Inc. of Lombard, IL. The District has been satisfied with the quality and service of Next Generation Screen Printing and Embroidery, Inc. under the current agreement.

The current agreement will expire on April 30, 2017.

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

The existing agreement with Next Generation Screen Printing and Embroidery, Inc. provides for the extension of the contract by 1 year if such extension is desired by the District and Next Generation Screen Printing and Embroidery, Inc. and sufficient appropriation is made by the District as required by law.

The staff recommendation is to extend the current terms of the contract with Next Generation Screen Printing and Embroidery, Inc, including price, for an additional year.

The Resolution and Amendment to extend the contract as recommended are attached for the Board's consideration and approval, if desired, at this Board meeting.

**ACTION PROPOSED:**

Motion (and a second) to approve Resolution 17:0320: A Resolution Approving an Amendment to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc. for Apparel Screen Printing and Embroidery.

**RESOLUTION NO. 17-0320**

**A RESOLUTION APPROVING AN AMENDMENT TO AN AGREEMENT BETWEEN  
THE OAK BROOK PARK DISTRICT AND  
NEXT GENERATION SCREEN PRINTING AND EMBROIDERY, INC.  
FOR APPAREL SCREEN PRINTING AND EMBROIDERY SERVICES**

---

**WHEREAS**, the Oak Brook Park District (the "District") is authorized to enter contracts for supplies, materials and work (70 ILCS 1250/8-1); and

**WHEREAS**, on March 14, 2016, the District and Next Generation Screen Printing and Embroidery, Inc. (the "Contractor") entered an Agreement for Apparel Screen Printing and Embroidery Services (the "Agreement"), and Section 12 of the Agreement provided that it could be extended for one year upon approval of such an extension by the District and the Contractor, and upon prior appropriation therefor; and

**WHEREAS**, the District and the Contractor have agreed to an extension of one year, and the District has appropriated sufficient funds for such extension,

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

**Section 1.** The Board of Park Commissioners of the District hereby approves a one (1) year extension of the Agreement, from May 1, 2017, to April 30, 2018, subject to the terms and conditions of the "Amendment to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc. for Apparel Screen Printing and Embroidery Services" (the "Amendment"), and the President and Secretary of the District are hereby authorized, respectively, to execute and attest the Amendment in substantially the form attached hereto and made a part of this Resolution as Exhibit "A".

**Section 2.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict.

**Section 3.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 20<sup>th</sup> Day of March, 2017.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure Kosey, Secretary

**AMENDMENT TO AN AGREEMENT BETWEEN  
THE OAK BROOK PARK DISTRICT AND  
NEXT GENERATION SCREEN PRINTING AND EMBROIDERY, INC.  
FOR APPAREL SCREEN PRINTING AND EMBROIDERY**

---

**THIS ADMENDMENT** (the "Amendment") to "An Agreement Between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc.. for Apparel Screen Printing and Embroidery " (the "Agreement"), is made and entered into by and between the Oak Brook Park District (the District") and Next Generation Screen Printing and Embroidery, Inc. ("Next Generation").

**WITNESSETH:**

**WHEREAS**, the Agreement was entered between the District and Next Generation, and dated March 14, 2016, for the provision of Apparel Screen Printing and Embroidery of the District's Apparel by Next Generation; and

**WHEREAS**, pursuant to Section 12, the term of the Agreement was to be from the execution of said contract through April 30, 2017 provided, however, that the Agreement could be extended for one additional year, upon approval of such an extension by Next Generation and the District, and upon the same terms and conditions, provided that sufficient funds are appropriated by the District for such extension; and

**WHEREAS**, Next Generation and the District have agreed to an extension of one year of said contract through April 30, 2018, and the District has appropriated sufficient funds for such extension,

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements herein set forth, and other good and valuable consideration, the sufficiency of which is hereby acknowledged by the parties, the District and Next Generation agree to the terms and conditions of this Amendment as follows:

**ARTICLE I  
THE RECITALS ARE PART OF THIS ADDENDUM**

The representations, covenants and recitations set forth in the foregoing recitals are material to this Amendment and are hereby incorporated into and made a part of this Amendment as though fully set forth in this Article I.

**ARTICLE II  
EXTENSION OF TERM OF AGREEMENT**

A. Section 12 of the Agreement is amended to extend the term of the Agreement until April 30, 2018.

B. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this 20th day of March 2017.

OAK BROOK PARK DISTRICT

NEXT GENERATION SCREEN  
PRINTING AND EMBROIDERY, INC.

By: \_\_\_\_\_  
Sharon Knitter, Its President

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Attest: \_\_\_\_\_  
Laure Kosey, Its Secretary

Attest: \_\_\_\_\_  
Its: \_\_\_\_\_



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: TENNIS CENTER REFLECTIVE CEILING INSULATION AND INSTALLATION BID**

**AGENDA NO.:** 7 B

**MEETING DATE:** MARCH 20, 2017

STAFF REVIEW:

Director of Recreation & Facilities, Dave Thommes

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):**

At the November 16, 2016 board meeting, upon staff recommendation, the Board voted to reject all the bids received at the November 2<sup>nd</sup>, 2016 bid opening for the Tennis Court Reflective Ceiling Insulation and Installation at the Tennis Center, on the basis of cost.

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

A bid packet was prepared by staff and reviewed by the park district’s attorney for the rebid of this project for the installation of reflective ceiling insulation and tennis court backdrops. The rebid packet had specifications modified to the project’s schedule to allow contractors easier and more consistent court access, in the hope that more competitive prices would be received.

Reflective ceiling insulation serves several important purposes. Reflective ceiling insulation creates a highly reflective surface which improves the performance and efficiency of the lighting systems, while also providing significant insulation, which will enhance the performance of the HVAC system.

The backdrops and curtains are in need of replacement and the backdrops will now include doors cut into the backdrop to enter directly onto a specific court.

Two contractors attended the mandatory pre-bid meeting on March 1 and both of those contractors submitted bids for the project. A summary of those bids is on the page that follows.

Staff is recommending to the Board of Park Commissioners to accept the bid of Sports Interiors, Inc. Sports Interiors, Inc. is one of the most respected companies in the tennis lighting and reflective ceiling installation industry. Staff has previously worked with Sports Interiors, Inc. on a lighting project at the Tennis Center and staff was satisfied with their work. Finally, re-bidding this project has saved the Tennis Center and District just over \$10,000.

Upon the Board’s acceptance of the bid from Sports Interiors Inc., this project’s commencement and completion shall be June 12 – August 19, 2017.

**ACTION PROPOSED:**

A Motion (and Second) to accept the bid of Sports Interiors, Inc. for the Tennis Center Reflective Ceiling Insulation and Installation Project and to Approve an Agreement Between the Oak Brook Park District and Sports Interiors, Inc. for a Not-to-Exceed Cost of \$156,300.



**Oak Brook Park District**

**Tennis Center Reflective Ceiling Bid Open**

**March 8, 2017**

---

Contractor	Bid Bond	Certifications	Subcontract	References	Bid Amount
Commercial Buildings & Retrofit, Inc., Troy, MI	y	y	y	y	\$ 182,000.00
Sports Interiors, Inc., Bannockburn, IL	y	y	y	y	\$ 156,300.00



Oak Brook Park District

BOARD MEETING
AGENDA ITEM -HISTORY/COMMENTARY

ITEM TITLE: TENNIS CENTER HVAC IMPROVEMENTS BID

AGENDA NO.: 7C

MEETING DATE: MARCH 20, 2017

STAFF REVIEW:

Director of Recreation & Facilities, Dave Thommes

[Handwritten signature]

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

[Handwritten signature]

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

Upon staff recommendation at the July 18, 2016 board meeting, the Board voted to reject all bids received for the Tennis Center HVAC Improvement bid on the basis of cost. Bids came in significantly higher than what was budgeted.

Since then, staff has been conducting a scope and project review with Kluber Inc., the firm the District contracted with for Professional Consulting Services on this project.

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

Tennis Center staff has identified the need to replace the aging HVAC units at the Tennis Center, which are original to the building.

The project will encompass replacing HVAC Units #1 & #2. These HVAC units service essentially all areas of the facility with the exception of the courts and the back lounge area. The project will also replace all duct work related to the two units and will require raising the ceiling in the upper lobby area.

Successful completion of this project will not only improve HVAC efficiency, but will also add VAV control and VAV boxes which will allow for greater zone control.

Four bids were received at the March 8, 2017 bid opening. A summary of those bids is on the page that follows.

After performing a scope review with the lowest bidder, staff is recommending that this project be re-bid. Staff intends to make further modifications to the specifications with the help of Kluber, Inc. in an attempt to further reduce the cost of the project. Therefore, staff is recommending that all bids be rejected at this time due to cost. Staff will re-bid the project and have a recommendation at the April 17, 2017 meeting.

ACTION PROPOSED:

Motion (And a Second) to reject all bids for the Tennis Center HVAC Improvements Bid.

**Oak Brook Park District**

Tennis Center HVAC Upgrade Bid Recap

March 8, 2017

Contractor	Addendum	Bond	Certs	References	Lump Sum Bid
F.E. Moran, Downers Grove, IL	y	y	y	y	\$ 433,000.00
Mechanical Concepts Of IL, Inc, Romeoville, IL	y	y	y	y	\$ 357,000.00
Amber Mechanical Contractors, Inc.	y	y	y	y	\$ 438,000.00
Oak Brook Mechanical Services, Inc.	y	y	y	y	\$ 452,400.00



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: MAINTENANCE BUILDING FORCE MAIN IMPROVEMENTS PROJECT BID**

**AGENDA NO: 7 D**

**MEETING DATE: MARCH 20, 2017**

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Oak Brook Park District received two (2) bids for the installation of a directionally bored force main sanitary sewer line originating outside the maintenance garage and terminating at an existing sanitary sewer outside of the southeast portion of the Family Recreation Center.

The Park District reviewed the bids and contacted references.

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

The bid opening was held at 11:00am on Wednesday March 9, 2017. The results of the bid opening are attached. Upon evaluating the bids, staff has determined that Construction by Camco, Inc. is the lowest bidder in the amount of \$19,545.00.

After checking references provided by Construction by Camco, Inc., staff is respectfully recommending to accept its bid.

**ACTION PROPOSED:** Motion (and second) to accept the bid submittal from Construction by Camco, Inc. for the Maintenance Building Force Main Project and to approve an Agreement between the Oak Brook Park District and Construction by Camco, Inc. for a not to exceed contract cost of \$19,545.00.

**Oak Brook Park District**

Maintenance Building Force Main Improvements

Bid Opening March 9, 2017

<b>Bidder's Company Name</b>	<b>Bid Bond</b>	<b>Certifications</b>	<b>References</b>	<b>Base Bid \$</b>
Misfit Construction Co.	x	x	x	\$35,000.00
Construction by Camco	x	x	x	\$19,545.00



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM HISTORY/COMMENTARY

<b>ITEM TITLE: PERSONNEL POLICY MANUAL REVISIONS</b>	<b>AGENDA No.:</b> 7 E <b>MEETING DATE:</b> MARCH 20, 2017
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**STAFF REVIEW:**  
Linda Noonan, Human Resource Manager: 

**RECOMMENDED FOR BOARD ACTION:** Laure Kosey, Executive Director: 

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

The Board of Commissioners last approved the full Personnel Policy Manual on October 20, 2014, and subsequently amended it on September 21 and November 16, 2015.

Proposed revisions to the Personnel Policy Manual (Amended and Approved 11/16/15) are shown in red print and are the result of changes and additions in federal and state laws, as well as to further clarify various policies. The updated sections have been reviewed by our attorneys, Robbins Schwartz. *(Note: The Table of Contents does not accurately reflect revisions and page numbers due to the "Edited View".)*

Following are the new/revised laws that have driven several of the changes:

- Fair Labor Standards Act (pending change)
- Local Government Travel Expense Control Act (new)
- Illinois Child Bereavement Leave (new)
- Illinois Employee Sick Leave Act (new)
- Occupational Safety and Health Act (new reporting rules)

The proposed revisions to the Personnel Policy Manual were reviewed by the Board of Commissioners at the February 20, 2017 meeting. The discussion did not yield changes to the proposed revisions.

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

Staff recommends approval of the revised Personnel Policy Manual.

**ACTION PROPOSED:**

Motion (and a second) to approve the revised Personnel Policy Manual as presented.



## 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.

*Revisions for review by Board of Commissioners 2/20/17*

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

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

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

[www.obparks.org](http://www.obparks.org)



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# 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 his/her employment, such employee is encouraged to discuss them with his/her immediate supervisor or the ~~Director of Finance and Human Resources~~*Human Resource Manager*. He/She 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.

<i>Note</i>	Please review the Employment Contract Disclaimer and sign the Acknowledgment Form in the Appendix to this Manual.
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## **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.

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.) Regular Part time Employee - A regular part time employee is defined as one who is hired for an indefinite period to work at least 1,000 hours per year (or 20 hours per week on average on a year-round basis). The number of hours that a regular part time employee actually works will not change the employee's status or classification as a regular part time employee. Regular Part time employees are eligible to participate in such District sponsored benefit programs as are, by the terms of this Manual, made available to them.
- e.) Limited Part time Employee - A limited part time employee is defined as one who is hired for an indefinite period either (a) to work less than 1,000 hours per year, or less than 20 hours per week on average on a year-round basis; 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 District does not guarantee that limited part time employees will be rehired in a subsequent season, or if rehired, for the same position. Such limited part time employees are not eligible for District sponsored benefits programs, and are eligible only for Workers' Compensation.

- f.) Executive Employee - Any employee whose primary duty consists of the management of the District or of a customarily recognized department or subdivision; who customarily and regularly directs the work of two or more other employees; who has the authority to hire or fire other employees or whose suggestions and recommendations as to the hiring or firing and the advancement and promotion or any other change of status of other employees will be given particular importance; who customarily and regularly exercises discretionary powers; and who is compensated on a salary basis at a rate of not less ~~the \$455 per week~~ *than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.*
- g.) Administrative Employee - Any employee whose primary duty consists of either the performance of office or non-manual work directly related to management policies or general business operations of the District or those served by it; who customarily and regularly exercises discretion and independent judgment with respect to matters of significance; who regularly and directly assists an employee employed in an executive or administrative capacity, or who performs under only general supervision work along specialized or technical lines requiring special training, experience or knowledge, or who executes under only general supervision, special assignments and tasks; and who is compensated on a salary or fee basis at a rate of not less ~~the \$455 per week~~ *than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.*
- ~~g.)~~h.) Professional Employee - Any employee whose primary duty consists of the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study (as distinguished from a general academic education, an apprenticeship, or training in the performance of routine mental, manual or physical processes), or work that is original and creative in character in a recognized field of artistic endeavor (as opposed to work which can be produced by a person endowed with general manual or intellectual ability and training), and the result of which depends primarily on the invention, imagination or talent of the employee, or work that requires theoretical and practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and who is employed and engaged in these activities as a computer systems analyst, computer programmer, software engineer, or other similarly skilled worker in the software field; whose work requires the consistent exercise of discretion and judgment in its performance; whose work is predominantly intellectual and varied in character (as opposed to routine mental, manual, mechanical or physical work), and is of such character that the output produced or the result accomplished cannot be standardized in relation to a given period of time; whose primary duties include the consistent exercise of discretion and judgment; and who is compensated for services on a salary or fee basis at a rate of not less ~~the \$455 per week~~ *than the minimum weekly salary level established by the Fair Labor Standards Act (FLSA) for exempt status.*



~~h.)~~ i.) Certified Professional Instructor - A Certified Professional Instructor (*CPI*) is a Regular 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 in a CPI related services position*. 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.

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.

## **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 he/she would report to and be supervised by a supervisor or department director 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 and written notice of such employment has been provided to the District's Board.

## **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 drugs or alcohol 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 his/her 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 and Alcohol 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 drugs or alcohol 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 race, color, creed, religion, sex, sexual orientation, pregnancy, national origin, ancestry, genetic information, age, political affiliations, marital status, physical or mental disability, or status as a military veteran 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 his/her 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 ~~Director of Finance and Human Resources~~ *Human Resource 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 be granted limited and supervised access to his/her employee personnel file to verify accuracy of information contained in the file. 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

## **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 his/her 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:

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 his/her share of the monthly insurance premium. This payment will be required to be paid on the 1<sup>st</sup> of every month during the initial three months that such an employee is receiving disability payments from IMRF.

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.

### **3.2 Education Degrees and Tuition Reimbursement**

All full time employees with at least one year of employment with the District are eligible for District-sponsored education assistance to attend undergraduate or graduate-level, accredited college 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 his/her normal work hours.

An eligible employee seeking education assistance from the District for undergraduate or graduate programs must submit a written application for assistance to his/her immediate supervisor prior to the start of the course. The written application must be approved by the supervisor and the Executive Director prior to the start of the course, 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 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 his/her 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 his/her employment will be required to reimburse the District for all education assistance received in the twelve months preceding his/her last day of work.

### **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, and there is never any communication between the EAP and any person who refers an employee. 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 his/her birthday may do so within his/her 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**

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

Employees will be recognized for their years of services during the annual employee holiday party

according to the number of years worked at the District. The years of service will be recognized with a certificate and a choice of a gift from the Award Service Level corresponding to the years of service according to the following chart.

<b>Service Awards</b>	
Years of Service	Award Service Level
5 Years	I
10 Years	II
15 or More Years	III

### **3.5 Flexible Spending Accounts ~~(Revised 11/16/15)~~**

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.

### **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. In the

event of separation or retirement from the District, an employee who has ten (10) years of continuous full time employment with the District and who is eligible to receive an IMRF retirement or disability pension may elect to receive group insurance for the employee and/or his/her dependents, provided that the full cost of said insurance is paid by the recipient.

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 his/her supervisor in the event of any change of dependents, births, marriage, divorce, or other family changes affecting the employee's participation in the insurance program. Upon separation of employment from the District, an eligible employee may elect to continue medical 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.

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 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 his/ her 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.

### 3.78 Professional Development and Reimbursement of Expenses (Revised 1/16/17)

All full time and regular part time employees are encouraged to continue their professional education and improve their skills by attending professional conferences, workshops, seminars, tradeshow, 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 ~~supervisor, supervising~~ department director, and the Executive Director. Requests should be made *in writing on the Travel, Meal, and Lodging Expense & Reimbursement Request Form using the Oak Brook Park District Continuing Professional Development Form* and shall include a copy of the registration form and promotional information for the event.

~~The form, with instructions for completion, is available from the Human Resources Department.~~

- a) State or Other Conferences - All full time employees 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 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 directors 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 - The Executive Director may approve reimbursement expenses for travel and attendance at approved educational/professional development events for full time and regular part time employees. 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 conference registration. The Executive Director shall approve the employee's means of transportation to any conference or meeting.~~

~~Any expenses not previously prepaid for the educational/professional development event shall be submitted for reimbursement utilizing the District's Accounts Payable Request Form. All supporting receipts must be itemized and attached to the Accounts Payable Request Form. Employees are responsible for personal expenses and must deduct these costs from the receipt(s) before submittal.~~

The District's Board may, at any time, adjust or limit any reimbursable costs, in its discretion.

The following expenses may be reimbursed by the District, subject to the conditions set forth herein: 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 for any approved training, professional development or education beneficial to the District, up to the specified maximum allowable amounts expenses as follows:

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

Conditions for reimbursement of travel, meal and lodging expenses:

1. General Conditions: ~~[NK1]~~All supporting receipts must be itemized and attached to the Travel, Meal and Lodging Expense & Reimbursement Request Form and submitted ~~[NK2]~~for appropriate approval ~~and~~ 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 Director 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 ~~subsection 6~~ Ordinance No. 17-0116.

- 1.2. Use of the District Procurement Card to Payment for Approved ~~Educational/Professional Development~~ Event Expenses: Cash advances for estimated travel expenses within the maximum allowable limits may be granted with prior approval by the Executive Director.

~~[NK3] Employees may use their District assigned Procurement Card (P-Card) to pay for approved Advance payment will be made for specific reservations for travel, advance registration, meal and lodging expenses, but may not exceed the maximum allowable amounts as set forth in the above chart. An employee must use his or her 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. Payment will be made directly to the service provider. Employees are required to submit an itemized 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 must be attached to the Form and submitted to the Board [NK4] for approval and prior to reimbursement. accounts payable payment voucher for the actual expenses, including receipts, to the Executive Director or his/her designee.~~ Group functions must list the names of all employees in attendance. Incurred expenses will be reimbursed only for District employees.

2.3. Transportation: The least expensive mode of transportation shall be used, provided that the employee incurs no unreasonable hardship. *The supervising Department Director 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 [NK5] 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.

3.4. Lodging: *Employees must obtain approval from their supervising Department Director for all* ~~All~~ lodging expenses *prior to incurring any such expenses* ~~require prior approval by the Executive Director.~~ The District may pay for overnight lodging for employees registered to attend *an event educational/professional development event sessions* 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 ~~conference~~ *event*, same-sex employees will be required to share double rooms. Employees, who wish to stay in a single room or will have a roommate other than a District employee, will be reimbursed 50% of the double room rate.



Other expenses incurred that are related to overnight lodging shall be reimbursed when specifically related to District business and approved by *supervising Department Director, subject to the Board-Board approval in the event the cost exceeds the maximum allowable amount as set forth in the above chart. in accordance with District Ordinance No. 170-0116. Executive Director.* 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.

~~4.5. Meals/Food:~~ *As set forth above, the maximum allowable amounts for meal costs Employees are allowed \$75.00\$50.00 per day for all meal costs, including gratuity, for all-day educational/professional development approved events are as follows: -The meal allowance includes a) \$15.00\$10.00 for breakfast; b); \$25.00\$15.00 for lunch; ; and c) \$35.00\$25.00 for dinner. 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. 17-0116Any unused portion of the allowance is not reimbursable.* 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.

~~5.6. Expenses Incurred in Excess of Maximum Allowed:~~ *Expenses incurred by an employee in excess of any maximum allowable amounts expense 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.*

~~6.7. 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.

~~7.8. 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.*

### **3.89 Professional and Service Organizations**

Professional Organizations - Full time employees and regular 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 regular 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.

### **3.97 IMRF Pension Plan & Social Security Retirement Benefit Plans (Revised 12/22/16)**

#### ***457(b) Deferred Compensation Plan (NEW)***

*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 pretax 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 his/her immediate supervisor for approval.

#### ***Bereavement Leave (Revised 6/29/16)***

In the event of a death in the immediate family, full time employees may be granted up to three (3) working days of paid bereavement leave to attend the funeral of an immediate family member with the approval of the employee's immediate supervisor. "Immediate family" is defined as the employee's spouse, child, parent, sibling and grandparent; as well as the employee's spouse's parent, sibling, child and grandparent. Upon returning to work, the employee must record his absence as a Bereavement Leave on his attendance record. Proof of death and relationship to the deceased may be required. *Nothing in this section is meant to diminish the rights of an employee under the Illinois Child Bereavement Leave Act should the employee be eligible for leave under the Act.*



### ***Child Bereavement Leave (NEW)***

*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.*

### **Compensatory Time (Revised 12/22/16)**

Full time exempt employees may accumulate up to 40 hours of compensatory time within a calendar year. The accrual of additional compensatory time is subject to approval by the Executive Director. One hour of 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 calendar 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 calendar year shall be forfeited at the end of the year unless the Executive Director determines, in his/her 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 at least three days 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 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 medical 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.) 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 his/her 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 he/she qualifies. 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 his/her share of the insurance premiums before the leave commences. If the employee does not return to work after the leave, or fails to pay his/her 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 he/she is 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, and must have been employed by the District for at least 30 days. In addition, the employee must work the regularly scheduled workdays before and after the holiday unless the employee is on approved vacation leave for either or both of these days. When a holiday occurs during the employee's vacation, the holiday will not count toward the employee's use of vacation days, and the employee may schedule an alternate day of vacation.

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

Regularly 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
- 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 Regularly Scheduled Holiday:

Full time Exempt Employees: When a full time exempt employee is required to work on a regularly 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 year.

Full time Non-Exempt Employees: When a full time non-exempt employee is required to work on a regularly scheduled holiday, the employee will be paid for the holiday, and will also be paid for the hours worked.

**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 regular part time and limited 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 his/her 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 regular part time and limited part time employees shall be without pay from the District.

- a) **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**

Full time employees will receive three (3) personal days each calendar year that may be taken at any time within the calendar year to observe a birthday or religious matter, to attend to personal business, or to take time off for any other similar activities.

Certified Professional Instructors, who are required to work a minimum of 1,560 hours during the calendar year, may accrue up to 48 hours of personal time to be used during the following year beginning January 1 and ending December 31. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked.

Regular part time employees, who work a minimum of 1000 hours during the calendar year, may accrue up to 48 hours of personal time to be used during the following year beginning January 1 and ending December 31. Personal time will be calculated at 2.5 hours of personal time for every 100 hours worked.

Personal time will be paid at the current hourly rate of the employee's job position having the most worked hours.

In all cases, personal time off must be requested in writing from the employee's immediate supervisor or the Executive Director at least 5 days in advance. There is no accumulation or carryover of personal time off, and any unused personal time remaining at the end of the calendar year will be forfeited; provided, however, that the immediate supervisor or the Executive Director



shall have the discretion in appropriate circumstances and in the best interests of the District to allow an employee to carry forward unused personal days 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.

**School Conference and Activity Leave**

An 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 or classroom activities related to the employee’s child(ren), if the conference 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 his/her 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.

<i>Note</i>	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.
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**Sick Bank *(Revised 12/22/16)***

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 (i.e., sick, personal, vacation and compensatory time). Sick Bank time may not be distributed to employees on workers' compensation, ~~FMLA~~, or disability leave.

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

Any accrued hours of sick time in excess of the 280-hours/employee limit will automatically be deposited into the Sick Bank at the close of the calendar 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 his/her own accrued 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 he/she had been continuously employed during the leave period.

An employee will continue to accrue benefit hours (sick, personal and vacation) while he/she is 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 his/her 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 his/her immediate family in a rolling 12-month period.

Returning to Work: An employee must return to work when he/she is medically able, as determined by his/her 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 his/her own illness, injury or other medically necessary reason, the employee must bring a release from his/her 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 ~~Director of Finance and Human Resources~~*Human Resource 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 ~~Director of Finance and Human Resources~~*Human Resource 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 1/13/17)***

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. 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. Regular part time, limited 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" is defined as the employee's spouse, child, parent, sibling, and grandparent, as well as the employee's spouse's parent, sibling, child and grandparent.~~ *"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 35 sick days or 280 hours of sick time, may be accumulated. 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 his/her immediate supervisor as soon as practical of the illness and of the approximate length of absence required. Whenever possible, the employee should notify his/her immediate supervisor at least one hour before the time set for beginning daily duties. The employee shall further notify the supervisor prior to leaving his/her 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**

The District believes that an employee's vacation time provides an important opportunity for rest and relaxation, and strongly recommends that all eligible employees make full use of their paid vacation benefit. Paid vacation time shall be computed in conjunction with the calendar year from January 1 through December 31, and such time shall be accrued in the calendar year prior to that in which it is used. However, with respect to new employees, vacation time is computed on a monthly basis until they reach January 1 of the year following their date of hire. All paid vacation time that is not used by the end of the calendar year following the year in which it was accrued *may be carried over for use within 60 days in the new year or it will be forfeited.* ~~The Executive Director and the Director of Finance and Human Resources, shall have the discretion in appropriate circumstances and in the best interests of the District to allow an employee to carry forward no more than 80 hours of unused vacation time for a period of up to 60 days.~~

Eligibility: Full time employees and certified professional instructors are eligible for paid vacation time pursuant to the terms and conditions described below. Regular part time and limited part time employees are not eligible for paid vacation time.

Length of Vacation Time for New Employees: New full time employees will be entitled to take vacation time after they have been employed by the District for at least six (6) months. Employees, who reach January 1 prior to having worked six months with the District, will be entitled to take their accrued vacation time after completion of their sixth full month of employment.

Paid vacation time for newly hired full time employees will be computed at the rate of 5/6th of a day for each full calendar month worked in the calendar year of hire, rounded off to the nearest half day.

Paid vacation time for new certified professional instructors will be computed at the rate of 2.5 hours of paid vacation time for each full calendar month worked up to 30 hours per calendar year.

The length of vacation time permitted to eligible full time employees and certified professional instructors during the calendar year immediately following their date of hire will be as shown in the following chart:

Length of Vacation Time permitted to new Full Time Employees during the calendar year immediately following their date of hire and Certified Professional Instructor Employees during the calendar year following eligibility:		
First Full Month of Employment	Full Time Employees	Certified Professional Instructors
January	10 days	30.0 Hours
February	9 days	27.5 Hours
March	8 days	25.0 Hours
April	7 1/2 days	22.5 Hours
May	7 days	20.0 Hours
June	6 days	17.5 Hours
July	5 days	15.0 Hours
August	4 days	12.5 Hours
September	3 days	10.0 Hours
October	2 1/2 days	7.5 Hours
November	2 days	5.0 Hours
December	1 day	2.5 Hours

For example, if an eligible full time employee begins work with the District on May 15<sup>th</sup>, the employee will not be entitled to take any paid vacation time until the following January 1<sup>st</sup>. At that time, since the employee worked seven full calendar months during the previous calendar year (June through December), the employee will have accrued 6 paid vacation days that can be taken during the following calendar year.

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, and be available for use on January 1 of the year following change of status. 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 according to the above accrual table, and be available for use on January 1 of the year following change of status.

Length of Subsequent Vacation Time: Starting with January 1<sup>st</sup> of each calendar year, eligible employees will begin to accrue paid vacation time on a calendar-year basis. Eligible employees will accrue paid vacation throughout the calendar year, and all accrued vacation time will be available for use beginning the following January 1<sup>st</sup>. The amount of paid vacation time granted to eligible employees is shown in the following charts. Subsequent vacation time for a newly hired full-time employee or a non-IMRF part-time employee accepting a full time position is calculated based on the full time hire date. Subsequent vacation time for an employee changing from an IMRF eligible part time position to a full time position is calculated on the most recent IMRF participation date.

Full Time Employees	Paid Vacation Time
Less than 2 years of service	10 working days (80 hours)
2 to 10 calendar years of service	15 working days (120 hours)
10 to 20 calendar years of service	20 working days (160 hours)
20 or more years of service	25 working days (200 hours)

Certified Professional Instructors Paid Vacation Time
May accrue a maximum of 30 hours per calendar year.

Request for Paid Vacation Time/Pay: Employees shall make their requests for paid vacation time at least 30 days in advance by notifying their immediate supervisor or the Executive Director in writing. All requests for vacation time are subject to approval by the immediate supervisor or Executive Director after consideration of the District’s staffing needs and other vacation requests. Vacation time off should be scheduled in units of at least one week, unless other arrangements are approved in advance. If a paid holiday occurs during the employee’s vacation time, the holiday shall not be considered as part of the employee’s vacation time.

Separation or Retirement: Upon separation or retirement from the District, an employee is entitled to be paid for any unused vacation time that was accrued from the previous calendar year, prorated through the last full calendar month of service.

**Victims Economic Security and Safety Act (VESSA)**

District employees may take unpaid leave under the Victims’ Economic Security and Safety Act (“VESSA”) in order to seek assistance in response to an act or threat of domestic violence, sexual assault, or stalking. An employee may take this leave to seek services for someone who is a victim of domestic or sexual violence if the victim is: 1) the employee; 2) a covered family member (spouse, child, and parent); or 3) a household member (who is currently residing with the employee). VESSA leave is not allowed, however, if the employee’s interests regarding the violent act are adverse to the victim’s interests, and the District’s Executive Director may request a copy of a police report concerning the act or threat of domestic violence, sexual assault or stalking if there is any question concerning the adverse interests of the employee and the victim. The employee may take leave for a child who is a victim if that child is under the age of eighteen (18) or, if the child is eighteen (18) years or older if the child is mentally or physically disabled and incapable of self-care.

Employees are eligible to take up to twelve (12) work weeks of unpaid VESSA leave within any twelve (12) month period and shall be restored to the same or an equivalent position upon their return from leave.

a.) Reasons for Leave:

An employee may take VESSA leave to obtain assistance or services for a victim for the following purposes: (1) to seek medical attention for, or to recover from, physical or psychological injuries caused by domestic or sexual violence; (2) to obtain services from a victim services organization; (3) to obtain psychological or other counseling; (4) to participate in safety planning, to seek seasonal or permanent relocation, to take other actions to increase the safety of the victim from future domestic or sexual 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 domestic or sexual 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 or sexual violence; and (3) the leave is to seek assistance for a purpose covered by the Act as stated in the provisions of this Manual. The employee must provide two (2) types of written documentation as certification: (1) a sworn 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 or sexual violence 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. If the District does not receive adequate certification within a reasonable time period after leave is requested, 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.) Leave Is Unpaid

VESSA leave is unpaid leave. An employee on VESSA leave may elect to substitute any period of unpaid leave for which the employee is eligible under federal, state or local law. An employee on VESSA leave may also elect to use any accrued paid time off which would otherwise apply to the circumstances of the leave, including any accrued 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 or sexual violence, the employee may use any 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 a period of not more than 12 weeks unless the Executive Director, in consultation with the District's Board, determines that additional payments would be appropriate and in the best interests of the District. The employee must make arrangements for payment of his/her 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 or sexual 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 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.

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). If leave is unpaid, the District will determine the employee's salary based on the amount of time actually worked.

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 the 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; however, the employee has no greater right to reinstatement or 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 employee or job applicant for a known limitation resulting from domestic or sexual 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 may provide 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 will 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 or sexual 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 ~~Director of Finance and Human Resources~~ *Human Resource Manager* or the Executive Director.

k.) Confidentiality

The District will maintain the employee's written certifications and other documentation regarding any requests for VESSA leave in a confidential file. The District will not disclose the nature of the leave other than to those specific persons who need to know in order to ensure the employee receives the appropriate VESSA rights, except as requested or consented to in writing by the employee or as otherwise required by applicable federal or State law.

l.) No Retaliation

The District strictly forbids any of its elected or appointed officials, employees, supervisors, or other representatives from discriminating, retaliating, harassing, interfering with, restraining or otherwise treating an employee unfavorably, with respect to compensation, terms, conditions or privileges of employment, for requesting or taking VESSA leave or exercising any other rights under VESSA. If the employee believes he/she has been denied

VESSA rights, or if the employee believes he/she has been treated unfavorably for having exercised any VESSA rights, the employee should immediately report such action to the ~~Director of Finance and Human Resources~~ or *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.

### **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 time off, with pay, for voting.

### **3.12 Workers' Compensation *(revised 12/22/16)***

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 his/her 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 if the immediate supervisor cannot be reached directly. **The District's risk management association will evaluate all claims.**

<i>Note</i>	<b>Failure to immediately report an injury or illness may jeopardize the employee's eligibility for workers' compensation benefits.</b>
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*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 (revised 12/22/16)

The District has implemented this policy in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Since District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to assure the health and safety of all its patrons and employees.

This policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701 et seq. and 30 ILCS 580/1 et seq.). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms. As with all policies in this Manual, this policy is subject to periodic addition, modification, or deletion.

This policy does not replace any of the provisions or requirements of the District's CDL Alcohol and Drug Testing Procedures for employees holding positions that require a Commercial Driver's License. The procedures are detailed in the District's Safety Manual.

Park District employees who operate Park District commercial motor vehicles and possess a commercial driver's license have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the Park District has established a controlled substance and alcohol testing policy for Park District positions that require a commercial driver's license ("CDL Testing Policy"). Both the Park District and the federal government recognize that it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The CDL Testing Policy is in addition to and supplements and complements rather than supersedes all other Park District policies, rules, procedures, and practices, including without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the CDL Testing Policy applies, in the event of any conflict between any of the provisions of the CDL Testing Policy and the provisions of any other Park District Policy, rule, procedure, or practice, the provisions of the CDL Testing Policy will control.

### Acts Prohibited

The unlawful manufacture, distribution, dispensation, ~~P~~possession, or use of a ~~C~~ontrolled ~~S~~ubstance, including ~~C~~eannabis, ~~M~~edical ~~M~~arijuana and ~~A~~lcohol, is prohibited on District ~~P~~roperty or while acting on behalf of the District. This prohibition shall apply to the administration or ~~P~~possession of ~~C~~eannabis for personal medical use by a qualified patient under the Illinois Medical Cannabis Act on District ~~P~~roperty or while acting on behalf of the District.

### Definitions

For purposes of this policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to: ethanol, methanol, propanol and isopropanol.
2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1 *et seq.*) which provisions are specifically incorporated in this policy by reference *and includes Medical Marijuana.*
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, ~~P~~possession, or use of any controlled substance or cannabis.
5. *"District" or "Park District" shall mean the Oak Brook Park District.*
- ~~5-6.~~ "District Property" means any building, park, gym, pool, office, common area, open space, vehicle, parking lot, or other area owned, leased, managed, used or controlled by the District. District Property also includes property used by District patrons while on District sponsored events or field trips and property of others when presence thereon by a District employee is related to employment with the District.
- ~~6-7.~~ "Drugs" mean ~~L~~egal ~~D~~rugs and ~~C~~ontrolled ~~S~~ubstances, including ~~C~~eannabis ~~and medical marijuana.~~
- ~~7-8.~~ "Legal Drugs" mean prescription drugs, including ~~M~~edical ~~M~~arijuana and over-the-counter drugs which have been obtained legally and are being used in the manner and for the purpose for which they were prescribed or manufactured.
- ~~8-9.~~ "Medical Facility" means any physician, laboratory, clinic, hospital, or other similar entity.

10. "Medical Marijuana" means marijuana used by registered patients with debilitating medical conditions who are engaged in the medical use of marijuana in compliance with the Illinois Compassionate Use of Medical Cannabis Pilot Program (410 ILCS 130/1 et seq.).

9-11. "Policy" means this Alcohol and Drug Abuse Policy of the Oak Brook Park District.

10-12. "Possess" or "Possession" means to have either in or on an employee's person, personal effects, desk, files, or other similar area.

11-13. "Public Safety Responsibility" means a position in which the nature of an employee's duties is such that impaired perception, reaction time, or judgment may place a member or members of the public or other employees at risk of serious bodily harm, or a position in which an employee is responsible for the administration or enforcement of alcohol/drug policies.

12-14. "Under the Influence" means that the employee is affected by Alcohol or Drugs in any determinable manner, including slurred speech, impaired dexterity or agility, inappropriate demeanor, or similar symptoms indicative of the likelihood that such employee is Under the Influence and is impaired in his/her ability to safely perform job responsibilities, including, but not limited to, driving a vehicle or using equipment, or that such employee is a danger to himself/herself, to other employees, or to participants in District programs or activities on District Property or while acting on behalf of the District. A determination of being Under the Influence can be established by a professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.

#### Voluntary Treatment

It is the responsibility of each employee to seek assistance before Alcohol or Drug problems lead to disciplinary action. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of ~~this the District's drug and alcohol Policy~~ or other rules of conduct. Seeking such assistance will not be a defense for violating the ~~this District's drug and alcohol Policy~~, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct, and standards including, but not limited to, those regarding attendance, job performance, and safe and sober behavior on the job. Employees who suffer from Alcohol or Drug addictions are encouraged to consult voluntarily with ~~Park District~~ management and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan or the District's Employee Assistance Program. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with the District's HIPAA policy.

#### Screening and Testing

The District may require employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, or have ~~Public Safety Responsibilities~~ to be screened or tested on a random basis, or may require any employee to be screened or tested following a work place accident involving a possible violation of

safety rules *and reasonable suspicion that the employee is Under the Influence of Alcohol or Drugs*, during and after an employee's participation in an *Alcohol or Drug* counseling or rehabilitation program, or upon reasonable suspicion that the employee is *Under the Influence of Alcohol or Drugs*. The screening or testing will be conducted by a *Medical Facility* selected by the Park District at the Park District's expense. The screening or testing may require an analysis of the employee's breath, urine and/or blood or such similar substance as the *Medical Facility* may recommend. Employees who undergo *Alcohol or Drug* screening or testing will be given the opportunity, prior to the collection of a specimen or other testing, to disclose the use of *Legal Drugs*, including *Medical Marijuana*, and to explain the circumstance of their use. If an initial test is positive, a second test will be conducted from the same sample. A confirmed positive *Drug* and/or *Alcohol* test may result in disciplinary action, up to and including termination of employment; provided that an employee who tests positive for *Cannabis* and who is a qualified patient under the Illinois Medical Cannabis Act shall not be disciplined for a confirmed positive drug test unless such person is determined to be *Under the Influence*, as defined in this Section, by the means of determining whether an individual is *Under the Influence* as set forth in this Section.

Each District employee or prospective employee is required to sign a consent form prior to taking the *Drug* screening.

Each employee and prospective employee may also be required to sign a separate consent form requested by the *Medical Facility* conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including termination of employment, as deemed appropriate by the District, in its sole discretion, under the circumstances.

#### Treatment

If the *Medical Facility* recommends treatment, the District may, depending on the circumstances as determined in the sole discretion of the District, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the *Medical Facility* certifying successful completion of the treatment program, that the employee is released to return to work, and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but are not limited to, future *Alcohol* and/or *Drug* testing. *This section will be construed in a manner consistent with your rights and obligations under the Illinois Compassionate Use of Medical Cannabis Pilot Program (410 ILCS130/1 et seq.), including any applicable interpretive rules that may be adopted, now or in the future, pursuant to this Policy. Be assured that the District respects the rights of our employees who are registered patients with debilitating medical conditions who are engaging in the uses of Medical Marijuana in compliance with the law. However, as with Alcohol and Drugs, employees may not operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind, supervise minors, or have Public Safety Responsibility while being Under the Influence. Additionally, employees may be disciplined or discharged for reporting to work in Possession of or Under the Influence of Cannabis. In all cases, an employee who is a registered patient engaged in the use of Medical Marijuana is*

*subject to all of the District's normal drug testing requirements, personnel policies and disciplinary penalties for policy violations.*

#### Use of Legal Drugs

Any employee who operates or maintains a vehicle or machinery, handles hazardous materials or substances of any kind, or has **P**ublic **S**safety **R**responsibility and who has taken a **L**egal **D**drug (including **M**medical **M**marijuana) must report the use of such **L**egal **D**drug to their immediate supervisor if the **L**egal **D**drug may cause drowsiness or if it may alter judgment, perception or reaction time. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether or not the **L**egal **D**drug may have such a potential side effect. The information will be retained by the District in a confidential manner and will be disclosed only to persons who need to know. The employee's immediate supervisor, after conferring with the department director, will decide whether or not the employee may safely continue to perform the job while using the **L**egal **D**drug. Failure to declare the use of such **L**egal **D**drugs may be cause for discipline up to and including termination of employment.

#### Notice of Conviction

Any employee who is convicted of violating any federal or state **e**Criminal **D**drug **S**statute must notify the Executive Director within five (5) days after 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, **P**ossession or use of any **C**ontrolled **S**ubstance or **C**eannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including termination of employment.

### Discipline/Penalties for Violation

An employee who reports to work or is found during working hours to be or to have been under the influence of alcohol, controlled substances, or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances, or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of legal drugs in accordance with this policy, will be disciplined in accordance with the Discipline Process section of this Manual; provided that an employee who tests positive for cannabis and who is a qualified patient under the Illinois Medical Cannabis Act shall not be disciplined for a confirmed positive drug test unless such person is determined to be under the influence, as defined in this Section, by the means of determining whether an individual is under the influence as set forth in this Section. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse assistance or rehabilitation program approved for such purposes by the District and by a federal, state or local health law enforcement or other appropriate agency. 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. Participation in a treatment program will not, in itself, protect the employee from disciplinary action should job performance remain unsatisfactory.

In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this policy and this Manual, the District will discipline an employee up to and including termination of employment for the following:

1. If the employee refuses to submit to diagnosis, testing or screening upon an authorized request of the District;
2. If the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing;
3. If the medical facility recommends treatment and the employee refuses to undergo such treatment;
4. If, while undergoing treatment, the employee fails or refuses to follow the course of treatment;
5. If the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this policy; or,
6. If the employee fails to notify the Executive Director of a conviction for violating any federal or state Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.



### Pre-Employment Screening

As a final prerequisite in the Park District employment selection procedure, persons otherwise offered a full-time, labor intensive position with the Park District will be required to undertake a physical examination which may include a drug and alcohol screening test.

### Inspections

In order to assure that employees comply with the prohibition on manufacturing, distributing, dispensing, possessing, or using alcohol, controlled substances, or cannabis (including medical marijuana), employees may be subject to inspection as follows:

Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which an employee is permitted to use during employment with the District, are and remain the property of the District. Employees are not permitted to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property. Any such property reasonably suspected of having or holding such substances is subject to search by the District.

Any refusal to submit to such an inspection will be treated as an act of insubordination and may result in disciplinary action, up to and including termination of employment.

### Records

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.

## **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** (Revised 9/21/15)

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, 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 Manager and ~~IT Specialist~~*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 marketing manager 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](http://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**

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” 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 breaks to accommodate milk expression. Breaks for more than 15 minutes in length are unpaid for non-exempt employees and this time should be reflected on the time record.

Supervisors who receive an accommodation request will work with the ~~Director of Finance and Human Resources~~*Human Resource 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 his/her 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**

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

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

Tattoos shall not be offensive in nature (i.e., words and/or symbols of profanity). Any tattoo design that is determined to be offensive, unprofessional or excessive must be covered. 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 District logo shirts 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, t-shirt and ID badge*. Female Guards are allowed to wear *navy-red* shorts, or *navy-red* warm-up pants, *and red sweatshirts*. Guard whistles and lanyards must be worn around the neck or wrist at all times. Absolutely no twirling of these items is permitted. *Polarized sunglasses, sunscreen and a hat or visor must be worn while outside.*

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

### Park Maintenance, Facility Maintenance and Janitorial Employees

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

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

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

**Park Maintenance/Facility Maintenance Employees** are to wear durable work pants in dark colors, which provide protection for the duties assigned. Pants shall not have holes or stains. Pants

used for painting purposes are permitted to have paint stains and are to be worn only during painting projects.



### Executive & 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. 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:** 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. Oak Brook Park District logo wear is permitted, including sweatshirts and warm-up tops.

**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 Closings**

On occasion, due to inclement weather, power outages, national crisis, or other emergency situations, the District may close 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](http://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 benefit hours on the day of an emergency closing will be paid 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 his/her supervisor and may opt to deduct such time from his/her accrued vacation, personal, or compensatory time.

If an employee is unable to report for work, but the program/facility for which he/she works is open, the employee (whether exempt or not exempt) will not be paid for that day unless the employee opts to deduct such time from his/her accrued vacation, personal, or compensatory time.

#### **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 his/her 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 his/her 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 his/her 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 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, 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 harassment of or by any of its employees and elected officials. Actions, words, jokes, or comments based on an individual's sex, race, national origin, age, religion, sexual orientation, pregnancy, 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 of a particular gender, sexual orientation, or any other 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 on the basis of sex, sexual orientation, pregnancy, or any other protected characteristic, 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**

- 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 harassed employee; or
  - c.) The harassment has the purpose or effect of interfering with the employee's work performance or creating an environment that is intimidating, hostile, or offensive to the employee.



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.

- 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 his/her race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability or any other characteristic protected by law or that of his/her 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 and business-related social events.

#### Retaliation Is Prohibited

The District prohibits retaliation against any individual who reports discrimination or harassment, participates in an investigation of such reports, or files a charge of discrimination or harassment. Retaliation against an individual for reporting harassment or discrimination, for participating in an investigation of a claim of harassment or discrimination, or for filing a charge of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action.

#### Reporting Procedure

The District strongly urges the reporting of all incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment or discrimination. 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 or discriminatory conduct from promptly advising the offender that his/her behavior is unwelcome and requesting that it be discontinued.

If an individual experiences or witnesses harassment or discrimination of any kind, the individual should deal with the incident(s) as directly and firmly as possible by clearly communicating his/her position to the offending person, his/her immediate supervisor, his/her department director, and/or the Executive Director. The individual 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, e-mails, and telephone messages can strengthen documentation. It is not necessary that the harassment be directed at the individual reporting a complaint.

- Direct Communication with Offender: If there is harassing or discriminatory behavior in the workplace, any person who experiences or witnesses such behavior should directly and clearly express objection to the offending person(s) regardless of whether the behavior is directed at the person objecting. If the person objecting is the harassed employee, he/she should clearly state that the conduct is unwelcome and that the offending behavior must stop. However, the person objecting is 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 an individual feels threatened or intimidated by the offending person, the person objecting should promptly report the offending behavior to his/her immediate supervisor or department director. If the person objecting feels uncomfortable doing so, or if his/her immediate supervisor and/or department director 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 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.
- 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, the person objecting should immediately contact the President of the District's Board.

#### Harassment Allegations Against Non-Employees/Third Parties

If an individual makes a complaint alleging harassment or discrimination against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Executive Director will investigate the incident(s) and determine the appropriate action, if any. The District will make reasonable effort to protect the individual from further contact with such persons. All employees must recognize, however, that the District has limited control over the actions of non-employees.



<p><b><i>Important Notice To All Employees</i></b></p>	<p>Employees who have experienced conduct they believe is contrary to this policy have an obligation to take advantage of this reporting procedure. An employee's failure to fulfill this obligation could affect his/her rights in pursuing legal action.</p>
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Responsibility of Supervisors and Witnesses

Any supervisor who becomes aware of any possible sexual or other harassment or discrimination of or by any employee should immediately advise the Executive Director who will investigate the conduct and resolve the matter as soon as possible. All employees are encouraged to report incidents of harassment, 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. 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.* 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 relevant knowledge. The District reserves the right and hereby provides notice that third parties may be contacted to investigate claims of harassment. All employees must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

Responsive Action

The District will determine what constitutes harassment, discrimination or retaliation 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 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 seasonal 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 harassment, 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 within the District, the District acknowledges the right of individuals to contact the Illinois Department of Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint, and, if the Department 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. If the IDHR does not complete its investigation within 365 days, an individual may file a complaint directly with the HRC between the 365<sup>th</sup> and the 395<sup>th</sup> day.

**4.16 Outside Work**

All District employees who secure outside employment shall notify their immediate supervisor and the Executive Director in writing of such employment. The outside employment may not interfere with the employee's normal duties with the District or in any way bring discredit to the District. Furthermore, the employee is not permitted to receive outside compensation for performing any work on District time.

#### **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 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 between employees, especially between a supervisor and an employee, 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 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.

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 should develop, it shall be the responsibility and mandatory obligation of the employee or supervisor to promptly disclose the existence of the relationship to his/her department director.

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 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. At 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 he/she has been adversely affected by such a relationship, notwithstanding its disclosure, is encouraged to make his/her views about the matter known to the department director, the ~~Director of Finance and Human Resources~~ *Human Resource 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 his/her 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.

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 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 his/her 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, 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 (Effective 7/10/15)**

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 weapons 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 7-1/2 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 directors to make sure other directors or employees are available to cover the operations of their department in the absence of the department director.

## **Section V: DISCIPLINE PROCESS & GRIEVANCES**

### **5.1 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 or possession of intoxicants or illegal drugs while on duty or on District property, or failure to notify the District that the employee is taking legal 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).

## **5.2 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 his/her 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 the Executive Director. The Executive Director 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 VI: District Property and Facilities**

### **6.1 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 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 his/her 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.

## **6.2 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 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.

## **6.3 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. Employees 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.

## **6.4 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 ~~Director of Finance and Human Resources~~ *Finance Manager* is the District's Freedom of Information Act Officer.

### **6.5 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. 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).

### **6.6 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.

### **6.7 Use of District Equipment and Vehicles *(Revised 8/18/16)***

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 and a Waiver & Release of Liability Indemnification Agreement (Appendix A) 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.

## **6.8 Use of District Facilities and Programs** *(Revised 9/21/15)*

### Facility Criteria

Qualified employees are eligible for complimentary membership to the Fitness Center, Family Aquatic Center and the Tennis Center.

Full time employees, regular part time employees, certified professional instructors, and their immediate family members (spouse and dependent children under 17 years, or under 21 years with student ID) are eligible for complimentary memberships and complimentary Walk-On court time at the Tennis Center.

Limited part time employees are eligible for complimentary memberships and complimentary Walk-On court time at the Tennis Center. Family members are not included.

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. Employees and/or their immediate family members who wish to utilize childcare will pay the resident rate for infants (0-1 year old) and 75% of the resident rate for children older than 1 year.

### Tennis Center Drop-In Programs

Full time employees, regular part time employees, certified professional instructors and their immediate family members (spouse and dependent children in school) are eligible for complimentary drop-in programs at the Tennis Center (provided that the class is not full) and a 20% Pro Shop discount.

Limited part time employees are eligible for complimentary drop-in programs at the Tennis Center (provided that the class is not full) and a 20% Pro Shop discount. Family members are not included.

### 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.*



## **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 directors 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.

## **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 his/her 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, 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.

## Section VII: Payroll Policies

### 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 when in his/her 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 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 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 *(Revised 11/23/16; Effective 12/24/16)*

**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 ~~Monday-Saturday~~ and ends at 12:00 midnight the following ~~Sunday~~Friday.

### **7.3 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.

### **7.4 Payroll Period and Payroll Deductions**

**Payroll Period:** Employees shall be paid bi-weekly (every two weeks) or 26 times per year.

**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	<b>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.</b>
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### **7.5 Recording Hours Worked and Benefit Hours Used *(Revised 1/12/17)***

*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 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.*

*A total of 40 Compensatory Hours per 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 [NK6] 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 his/her 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. [NK7]*

*Example #1: John is a Non-Exempt Employee who regularly works 40 hours/week, Monday – Friday. He has been preapproved to use 40 benefit hours from Monday – Friday during the first week of the pay period. His supervisor calls him in to clear snow for 8 hours on the Sunday before he is scheduled to use benefit hours. John will be paid for 48 hours (8 hours worked plus 40 benefit hours) for the week.*

*Example #2: John is a Non-Exempt Employee who regularly works 40 hours/week, Monday – Friday. He is scheduled to work 8 hours at a special event on Saturday, the first day of the work week. His supervisor directs him to flex his hours during the week by taking the following Friday off (8 hours) to make up for work performed at the special event. John worked 8 hours each day Saturday, Monday, Tuesday, Wednesday and Thursday. He may not use 8 benefit hours for Friday because he flexed 8 hours on Friday to make up for hours worked on Saturday.*

*Example #3: John is a Non-Exempt Employee who works 10 hours on Monday. He is directed by his supervisor to flex the extra 2 hours he worked on Monday by working only 6 hours on Tuesday. He may not use 2 benefit hours on Tuesday to make up an 8-hour day.*

~~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.~~

~~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 his/her supervisor within the current pay period. Likewise, all requests to use benefit hours must be submitted on a Time Off Request form for approval by the supervisor. The supervisor will manually enter the non-exempt employee's work hours and benefit hours via the manager timekeeping portal.~~

~~Exempt employees must also complete a Time Off Request form and submit it to their supervisor prior to using benefit hours and recording them on their time record.~~

~~These time records, which must be approved by each employee's immediate supervisor, are the basis for the paycheck calculation. In/out punches are computed to the nearest quarter of an hour (15 minutes).~~

## **Section VIII: Separation of Employment**

### **8.1 Exit Interview**

It is the policy of the District that, whenever possible, an exit interview should be conducted for any full time, regular part time employee or certified professional instructor who resigns. The employee's supervisor or the Executive Director shall conduct any such interview for the purposes of determining, from the employee's point of view, the reasons for his/her 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 his/her position, or for continuance of favorable working conditions or benefits.

### **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.

### **8.3 Reemployment**

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.

### **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 his/her immediate supervisor, a written notice of resignation at least 14 calendar days prior to separation.

## **8.5 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.

## **8.6 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 his/her immediate supervisor, of any involuntary termination of employment.

## **8.7 References or Recommendations for Former District Employees** ~~(Added 9/21/15)~~

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 ~~Director of Finance and Human Resources~~ *Human Resource 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

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APPENDIX A

**OAK BROOK PARK DISTRICT**

**PERMIT FOR  
PERSONAL USE OF DISTRICT PROPERTY**

**Waiver & Release of Liability, Indemnification Agreement**

*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 B: Employment Contract Disclaimer and Signed 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 nor 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: \_\_\_\_\_



## Oak Brook Park District

### BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: TENNIS CENTER MEMBERSHIP FEES**

**AGENDA NO.:** 7F

**MEETING DATE:** MARCH 20, 2017

**STAFF REVIEW:**

Director of Recreation & Facilities, Dave Thommes

**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 accordance with Section 5.5 (2) of the Administrative Policies and Procedures Manual, any increase of membership or facility rental fees must be approved by the Board.

The current Tennis Center membership rates were reviewed and approved by the Board at the January and February 2015 Board Meetings.

Staff presented the proposed rates to the Park District Board of Commissioners at the February 20, 2017 board meeting. After initial questions, the Board stated no objections to the proposed increase.

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

Staff has reviewed all current Tennis Center membership rates and area competitor rates. After review, staff is recommending an increase to all membership categories. Staff feels these increases are necessary in order to keep up with increasing expenses. Depending on programming revenue, operating expenses increase 5 – 10% each year. In addition, as an enterprise fund, where all costs must be covered through programming and membership revenue, staff planned membership rate increases between 3 – 5% each year, for 5 years, per the Tennis Center business plan, as opposed to one big increase.

Current and proposed rates, along with competitor analysis can be found on the pages that follow. If approved, new rates would go into effect June 1<sup>st</sup>, 2017.

**ACTION PROPOSED:**

Motion (and Second) to approve the Tennis Center Membership Fees as presented.

**Oak Brook Park District  
Tennis Center Membership Fees**

	<u>OB Tennis Center Current</u>	<u>OB Tennis Center Proposed</u>	<u>Hinsdale RC</u>	<u>Courts Plus</u>	<u>Score</u>	<u>5 Seasons</u>	<u>Midtown</u>
<b>Adult</b>	\$21 / \$27	\$23 / \$29	\$48	\$49	\$45	\$99	\$150
<b>Adult +1</b>	\$32 / \$41	\$34 / \$43	\$71	\$81	\$80	N/A	N/A
<b>Junior</b>	\$7 / \$12	\$8 / \$14	\$20	\$13	\$22	\$82	\$82
<b>55+</b>	\$16 / \$20	\$17 / \$21	N/A	\$39	N/A	N/A	N/A
<b>55+ +1</b>	\$25 / \$32	\$27 / \$34	N/A	\$65	N/A	N/A	N/A
<b>Family</b>	\$40 / \$53	\$42 / \$55	\$94	\$12 - \$32 per person	N/A	N/A	N/A



# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 17-0321: AN ORDINANCE APPROVING COLLATERALIZATION AND DEPOSITORY AGREEMENTS (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

**AGENDA No.: 8 A**

**MEETING DATE: MARCH 20, 2017**

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Oak Brook Park District maintains several banking accounts with Evergreen Bank Group (“Evergreen”) and currently has deposits with balances exceeding existing Federal Deposit Insurance Corporation (“FDIC”) insurance limits. It is in the best interests of the Park District to execute collateralized deposit agreements and pledge depository agreements with Evergreen and all other financial institutions where the Park District’s investment or deposit balances exceed insurance limits set by the FDIC.

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

The attached Collateralized Deposit Agreement (Exhibit 1) is the final document that will be executed by the Park District and Evergreen. The attached Pledge Agreement (Exhibit 2) is a draft and will have some additional modifications to the language in response to our attorney’s review. These modifications are currently being reviewed by CenterState Bank.

So that the Collateralization and Depository Agreements may be executed immediately for the benefit of the District, staff is respectfully requesting the Board to waive the Board Rules to approve Ordinance 17-0321 at this meeting.

**ACTION PROPOSED:**

Motion (and a second) to Waive the Board Rules to Approve at this Meeting Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements.

Motion (and a Second) to approve Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements.

**OAK BROOK PARK DISTRICT  
ORDINANCE NO. 17-0321**

**AN ORDINANCE APPROVING  
COLLATERALIZATION AND DEPOSITORY AGREEMENTS**

**WHEREAS**, the Illinois Park District Code, 70 ILCS 1205/8-8 (“Code”), requires the Oak Brook Park District (“Park District”) to invest all funds of the Park District as provided in the Illinois Public Funds Investment Act, 30 ILCS 235/0.01 *et seq.* (“Act”); and

**WHEREAS**, Section 6 of the Act provides that whenever a public agency deposits public funds in a financial institution, the public agency may enter into agreement(s) with financial institution(s) under which funds not insured by the Federal Deposit Insurance Corporation or other approved share insurers are collateralized by any one of a number of classes of securities, provided there has been no default in the payment of principal or interest thereon: and,

**WHEREAS**, the Park District’s Investment Policy (“Policy”) requires that all investments made with financial institutions exceeding insured limits be collateralized through third party institutions; and

**WHEREAS**, the Park District presently has investments at Evergreen Bank Group (“Evergreen”) with balances in excess of current insured limits; and

**WHEREAS**, the Park District Board of Park Commissioners (“Park Board”) upon the advice and recommendation of the Executive Director and the Chief Financial Officer, desires to enter into an updated collateralized deposit agreement with Evergreen, and a pledge depository agreement with Evergreen and its designated depository, Center State Bank (“Center State”); and

**WHEREAS**, the Park Board, upon the recommendation of the Executive Director and the Chief Financial Officer, desire to enter into updated collateralized deposit agreements and pledge depository agreements with all other institutions and third party depositories at which the Park District’s investment or deposit balances exceed insured limits: and

**WHEREAS**, the Park District’s Executive Director and Chief Financial Officer have caused to be drafted for and on behalf of the Park District an updated and revised Collateralized Deposit Agreement and Pledge Depository Agreement with Evergreen and Center State (collectively, the “Agreements”) in accordance with the Act and the Policy, which Agreements are attached to and incorporated into this Ordinance as Exhibits 1 and 2; and

**WHEREAS**, the Park Board has determined that it is in the best interests of the Park District to approve and adopt the Agreements in substantially the form set forth in Exhibits 1 and 2 at this time and to authorize the Executive Director and the Chief Financial Officer to enter into the Agreements; and

**WHEREAS**, the Park Board has determined that it is in the best interests of the Park District for the Executive Director and the Chief Financial Officer to enter into comparable

agreements with other financial institutions when the need arises, in strict accordance with the Act and the Policy, as either may be amended from time to time.

**NOW, THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE OAK BROOK PARK DISTRICT, DUPAGE COUNTY, ILLINOIS, AS FOLLOWS:**

**SECTION ONE:** The Park Board hereby finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them in this Ordinance as if said preambles were fully set forth within this Section One.

**SECTION TWO:** The Park Board hereby approves the Collateralized Deposit Agreement with Evergreen Bank Group, Oak Brook Illinois in substantially the form attached hereto as Exhibit 1, and further authorizes and directs the Park District's Executive Director and the Chief Financial Officer to execute same and take all other actions necessary and proper to implement and administer said Agreement.

**SECTION THREE:** The Park Board hereby approves the Pledge Depository Agreement with Evergreen Bank Group, Oak Brook Illinois and Center State Bank, Atlanta Georgia, in substantially the form attached hereto as Exhibit 2, and further authorizes and directs the Park District's Executive Director and the Chief Financial Officer to execute same and take all other actions necessary and proper to implement and administer said Agreement.

**SECTION FOUR:** The Park Board further authorizes and directs the Park District's Executive Director and Chief Financial Officer to enter into collateralized deposit agreements and pledge depository agreements (and any other agreements whose purposes and effects are to collateralize the Park District's uninsured deposits) with any and all other financial institutions where the Park District's investment or deposit balances exceed the amount of insurance provided by the Federal Deposit Insurance Corporation or at such other time as and when the need for collateralization arises. The authorization and direction contained in this Section Four shall serve as the Park Board's express approval, consent and ratification of any such future collateralization and depository agreement entered into by the Executive Director and the Chief Financial Officer with other financial institutions for the purpose of securing and collateralizing all Park District funds, provided that such agreements are in strict compliance with the Act and the Policy as either may be amended from time to time.

**SECTION FIVE:** Any and all policies, resolutions or ordinances of the Park District in conflict with this Ordinance are hereby repealed to the extent of such conflict.

**SECTION SIX:** This Ordinance shall be in full force and effect from and after its passage as provided by law.

PASSED THIS \_\_\_\_ day of \_\_\_\_\_, 2017 by roll call vote as follows:



AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Park Commissioners

ATTEST:

\_\_\_\_\_  
Secretary, Board of Park Commissioners

STATE OF ILLINOIS        )  
  ) SS.  
COUNTY OF DUPAGE        )

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

I further certify that the foregoing is a full, true and complete copy of Ordinance No. 17-0321, titled, AN ORDINANCE APPROVING COLLATERALIZATION AND DEPOSITORY AGREEMENTS, adopted at a duly called Regular Meeting of the Board of Trustees of the Oak Brook Park District, held at Oak Brook, Illinois at 6:\_\_\_ p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

IN WITNESS WHEREOF I hereunto affix my official signature at Oak Brook, Illinois, this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
Board Secretary  
Oak Brook Park District  
DuPage County, Illinois

Exhibit 1

COLLATERALIZED DEPOSIT AGREEMENT

Customer Name: Oak Brook Park District	Account Number:
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This Collateralized Deposit Agreement ("Agreement") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2017 ("Effective Date") by and between Evergreen Bank Group, 1515 W. 22<sup>nd</sup> Street, Suite 100W, Oak Brook Illinois 60523 ("Bank") and the Oak Brook Park District, 1450 Forest Glen Road, Oak Brook, Illinois, 60523 ("Customer"). Bank and Customer are also referred to herein individually as "Party" and collectively as "Parties." This Agreement amends and restates any previously executed agreement between the Bank and the Customer governing the terms of the Bank's collateralization of Customer's deposits.

1. Description of the Collateralized Deposit Program. For the term of this Agreement, Bank shall collateralize Customer's deposits pursuant to the terms and conditions set forth herein. The Bank shall conduct a daily review of the balance in each bank account of Customer at the Bank (the "Bank Accounts"), subject to such additions and deletions as both parties shall agree to in writing. Should the cumulative balance of the Bank Accounts in each applicable FDIC insured account category (if applicable to Customer's accounts) exceed the amount insured by the Federal Deposit Insurance Corporation and any Customer-approved letters of credit supporting said accounts, if any, the Bank shall collateralize each of Customer's account balances in excess of said amount (the "Excess Deposit Balance") by securities described hereinafter (the "Securities"). The Bank shall pledge the Securities to the Customer with a market value equal to or greater than 110% of the Excess Deposit Balance.

2. Bank Accounts. The Customer hereby agrees that the rules and regulations of the Bank from time to time applying to bank accounts generally (including, without limitation, the rate of interest, if any, and the assessment and collection of service charges, if any) shall govern the Bank Accounts; provided, however, in the event of conflict between such rules and regulations of the Bank and the provisions of this Agreement, this Agreement shall control the operation of the Bank Accounts. Except as herein provided, the Bank Accounts shall operate in all respects as conventional bank accounts, and shall be subject to service charges under the Bank's rules regarding the Bank Accounts generally. The Customer may continue to make deposits to and withdrawals from the Bank Accounts at any time and by any accepted or customary means.

3. Excess Deposit Balance Limitation. The Bank reserves the right to impose a maximum limit as to the Excess Deposit Balance in order to assure availability of collateral. Bank will notify the Customer of any such limit not less than thirty (30) days prior to imposing such limit.

4. Granting of the Security Interest. The Bank hereby pledges the Securities as collateral to secure its obligation to pay the amount of the Excess Deposit Balance in accordance with their terms. The following types of Securities are eligible to be used as collateral:

- Government Securities - securities that are the direct obligation of, or the principal and interest of which are guaranteed by, the United States, or one of its agencies.
- Municipal Bonds – direct and general obligation bonds issued by a state, city or county, the debt service of any of which is payable from general ad valorem taxes. These bonds may be taxable or tax exempt.
- Other - other securities permitted under Customer's Investment Policy which the parties may agree to in writing prior to being pledged as collateral hereunder.

All Securities pledged as Collateral are subject to the prior written approval of the Customer. Any letters of credit relied upon by the Bank to establish or secure the Excess Deposit Balance shall be subject to the prior written approval of the Customer. The Bank shall mark the Securities to market and report Securities pricing to Customer as of the final business day of each month during which the Bank Accounts are maintained by Customer. No swap, sale or transfer or substitution of any Security hereunder shall occur without the prior written consent of the Customer. Notwithstanding the foregoing the Customer shall have no liability for maintaining Collateral in the amounts required hereunder.

5. Fractional Interests. The Customer's interest in the Securities that act as collateral hereunder may be a fractional interest in such Securities and Customer acknowledges that other customers of the Bank may receive a security interest in the remaining fractional interest in such Securities.

6. Choice of Law. This Agreement shall be governed, construed, and interpreted under the laws of the state of Illinois.

7. Confirmations to Customer. On at least a monthly basis, the Bank will confirm in writing (via facsimile, U.S. Mail, electronic mail or courier) the letters of credit supporting Customer deposits, if any, the Customer's Excess Deposit Balance

and the specific Securities (specifying the Security's issuer, maturity date, coupon rate, par amount, market value, the CUSIP, the fractional interest pledged to Customer and the total of all fractional interests pledged in said Security to others, if applicable) that are the collateral for the Excess Deposit Balance.

8. Custodian of Securities. The Bank has transferred such Securities to a custodian designated by Bank (hereinafter the "Custodian"), which is qualified under applicable law to serve as a custodian of the Securities. The Bank will perfect and maintain perfected security interests in Securities with a market value equal to or greater than Excess Deposit Balance at all times and shall provide proof of same to Customer upon request. The Bank will pay all expenses associated with the Custodian providing its services. A copy of the current Custodial Services Agreement executed by and between the Bank and Custodian (the "Custodial Services Agreement") shall be available for examination by the Customer at the Bank's main office at any time during regular business hours. In the event Bank shall default in its obligation to repay the Excess Deposit Balance at any time during the term of this Agreement, the Custodian shall act on the order of the Bank or Customer to liquidate the Securities and use the proceeds thereof to fulfill the Bank's repayment obligation of the Excess Deposit Balance. In no event shall the Customer receive more than the Excess Deposit Balance and any interest accrued thereon. Bank shall determine the market value of the securities on no less than a monthly basis to verify that the market value equals or exceeds the Excess Deposit Balance.

9. Reports to Custodian. At the end of each month that the Excess Deposit Balance is greater than zero, the Bank will confirm to the Custodian and Customer in writing (via facsimile, U.S. Mail, electronic mail or courier) the Customer's Excess Deposit Balance and the specific Securities (and the fractional interest, if applicable) that are the collateral for the Excess Deposit Balance.

10. Term and Termination. This Agreement shall commence on the Effective Date and shall continue in full force and effect until such time as either Party may terminate pursuant to the terms hereof. Should the Bank desire to terminate this Agreement, it must give the Customer not less than seven (7) business days prior written notice. The Customer may terminate this Agreement by giving the Bank notice of intent to terminate at any time. Upon termination, the disposition of the Bank Accounts shall be governed by the ordinary rules and policies of the Bank pertaining to bank accounts generally. Upon the Bank's receipt of a notice of termination of this Agreement from Customer, the Bank shall account for and pay out Customer's Bank Accounts as requested in the notice and thereafter any Collateral pledged under this Agreement shall be released from the security interest created hereunder.

11. Certain Matters Unrelated. The interest rate on the Bank Accounts is unrelated to the interest rate on the Securities. Unless and until the Bank receives notice from the Customer stating the Bank is in default on one or more of its obligations under this Agreement, the Bank shall have the right to receive interest paid on the Securities. Moreover, the amount of the Excess Deposit Balance on any given day is fixed, and will not fluctuate, even though the market value of the Securities may rise or fall. The obligation to pay the Excess Deposit Balance will in most cases be paid from general banking assets of the Bank, rather than from proceeds from the sale of the Securities.

12. Miscellaneous. Neither Party shall assign or transfer any rights under this Agreement. No enumeration or recital of any remedy shall waive or bar any other remedy available to either Party at law or equity. The terms of this Agreement contain the entire agreement between the Parties and shall not be varied by any oral or written communication prior to or at the time of execution of this Agreement. This Agreement may be amended by the mutual consent of the Parties. This Agreement supersedes prior agreements regarding the collateralization of the Customer's deposits, if any, which prior agreements are hereby terminated by mutual assent, notwithstanding any terms contained therein to the contrary. Each Party to this Agreement hereby represents, covenants and warrants to the other Party that: (i) it is a lawfully constituted corporation, partnership, bank, LLC or unit of local government; (ii) it has taken all actions and secured all approvals required by law and its constituent corporate documents to enter into this Agreement and to be bound by the terms and conditions thereof; (iii) it has expressly authorized and directed the individual(s) named below to execute this Agreement on behalf of said Party and said individual(s) named below have full power, right and authority to execute this Agreement; and (iv) approval of this Agreement is not subject to approval by any third party or any term or condition not set forth herein.

<b>Bank Name:</b>	<b>Evergreen Bank Group</b>
<b>Customer Name:</b>	<b>Oak Brook Park District</b>
<hr style="width: 50%; margin: 0 auto;"/> <b>Authorized Signature (Designating Authority)</b>	

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print Name, Title**

**Bank Officer Approval**

\_\_\_\_\_  
**Authorized Signature (Bank Official)**  
**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Print Name, Title**



## PLEDGE AGREEMENT

THIS PLEDGE AGREEMENT ("this Agreement") is entered into by \_\_\_\_\_ ("Depositor"), \_\_\_\_\_ ("Bank") and CENTERSTATE BANK as collateral agent for Depositor ("CENTERSTATE").

### Recitals

Depositor has deposited or will deposit with the Bank certain of Depositor's funds ("Public Funds") and has required, as a condition to making such deposits, that the Bank secure the repayment of such deposits by the pledge of securities to Depositor under this Agreement (all securities pledged by the Bank or added thereto or substituted therefore under this Agreement being collectively called the "Securities"). The Bank wishes to pledge the Securities to Depositor by delivering the Securities to CENTERSTATE as collateral agent for Depositor under the terms set forth in this Agreement. CENTERSTATE has agreed to act as collateral agent for Depositor under this Agreement. Depositor wishes to join in the execution of this Agreement to approve and agree to be bound by the terms hereof.

### Agreement

NOW, THEREFORE, to secure the repayment of all Public Funds from time to time deposited by Depositor with the Bank and to induce CENTERSTATE to act as collateral agent hereunder, the parties hereto agree as follows:

1. **Delivery of Securities; Pledge Receipt.** Upon receipt from the Bank of Securities to be held under this Agreement, CENTERSTATE will issue and deliver to the Bank a non-negotiable, non-transferable receipt for the Securities (the "Pledge Receipt"), in duplicate. All Pledged Receipts shall be non-negotiable and non-transferable, and no person other than the Depositor shall have any rights thereunder or be entitled in any way to rely thereon. All such Pledge Receipts shall be subject to the condition that the description of the Securities set forth therein may be changed, by maturity of, substitution for, addition to or release of Securities and that CENTERSTATE will furnish to Depositor upon request a current description of the Securities held by CENTERSTATE under this Agreement. If any securities are substituted for existing Securities under paragraph 5 below, CENTERSTATE may, in its sole discretion, but shall not be required to, require, as a condition to allowing such substitution, that the then outstanding Pledge Receipt(s) and any duplicate(s) thereof, be surrendered to CENTERSTATE in exchange for the issuance of a revised Pledge Receipt evidencing the substitution.

2. **Grant of Security Interest; Remedies.** The Bank hereby grants to Depositor a first priority security interest in the Securities and all proceeds thereof, to the extent not paid to the Bank pursuant to paragraph 5 hereof (the Securities and all such proceeds thereof being referred to as the "Collateral"), to secure the Bank's obligation to repay to Depositor, or to another as directed by Depositor, all Public Funds of Depositor on deposit with the Bank secured by this Agreement, subject to the provisions of paragraph 3. CENTERSTATE shall not be required to take notice of any Event of Default by the Bank except upon receipt of written notice from an officer of Depositor. Upon an Event of Default, Depositor shall have with respect to the Collateral all rights and remedies of a secured party under the Alabama Uniform Commercial Code and any other applicable law and may exercise such rights and remedies, at Depositor's option, directly or through CENTERSTATE, as collateral agent for Depositor under this Agreement. To the extent permitted by applicable law, the Bank waives all claims, damages and demands against Depositor or CENTERSTATE arising out of the repossession, retention or sale of the Securities or any proceeds thereof. The occurrence of any of the following events shall constitute an Event of Default under this Agreement: (a) the Bank shall fail or refuse, for whatever reason, to repay to Depositor, or to another as directed by Depositor, all or any part of the Public Funds at any time on deposit with the Bank, promptly upon instruction or demand by Depositor; or (b) the Bank shall fail to observe or perform any covenant, condition or term of any

agreement between the Bank and Depositor, including but not limited to this Agreement, or (c) a custodian, receiver, trustee or liquidator is appointed, with or without the Bank's consent, concerning any of the Bank's properties or assets, or (d) any proceeding is initiated by or against the Bank seeking an adjudication of bankruptcy, reorganization, receivership or custodianship of the Bank or any of its properties or assets, CENTERSTATE, immediately upon receipt of written notice of an Event of Default from Depositor, and in addition to all other remedies available, is hereby authorized and empowered to deliver all or any part of the Collateral to Depositor or to the order of Depositor in accordance with Depositor's written instructions.

3. **Security Limited to Amount in Excess of FDIC Insurance Coverage.** The security interest in the Collateral granted by the Bank to Depositor under this Agreement shall secure only that portion of the Public Funds deposited with the Bank that exceeds the insurance coverage provided to the Bank or Depositor or both by the Federal Deposit Insurance Corporation with respect to such Public Funds.

4. **Addition to, Substitution for and Release of Securities.** The Bank may at any time and from time to time add to the Securities then held by CENTERSTATE under this Agreement additional securities by delivering such additional securities to CENTERSTATE with instructions that the same be held as Securities under this Agreement. The Bank may, at any time and from time to time, substitute for any of the Securities then held by CENTERSTATE under this Agreement other securities, without any requirement for approval therefore by Depositor, so long as the face amount of the Securities then held by CENTERSTATE under this Agreement (without regard to any accrued interest thereon or the market value thereof) would not be reduced by such substitution. However, if a proposed substitution would reduce the face amount of the Securities or if CENTERSTATE is in doubt as to whether or not the face amount of the Securities then on deposit would be reduced by such substitution, CENTERSTATE shall not be required to accept the substituted securities or to release any of the Securities then on deposit by reason of such substitution unless and until expressly directed to do so by Depositor in writing. Except for the release of Securities in connection with substitution of other securities therefore in compliance with this paragraph, CENTERSTATE shall not be required to release any of the Securities except as Depositor may direct in writing.

5. **Payment of Interest Income to Bank if No Event of Default Has Occurred.** So long as any Securities are held by CENTERSTATE under this Agreement and CENTERSTATE has not received written notice from Depositor that an Event of Default has occurred and is continuing, CENTERSTATE shall collect and pay over to the Bank, as when received by CENTERSTATE, all interest income realized upon the Securities, free of this Agreement. Upon and after receipt by CENTERSTATE from Depositor of written notice of occurrence of an Event of Default, CENTERSTATE shall hold all interest income realized upon the Securities and pay over such interest income to Depositor as and when received by CENTERSTATE, in accordance with Depositor's written instructions. All principal proceeds received by CENTERSTATE with respect to the Securities, including, but not limited to, any payments by reason of maturity, redemption or prepayment, shall constitute part of the Securities and be held by CENTERSTATE as part of the Securities. Except as provided above in this paragraph, CENTERSTATE shall have no obligation to pay to, or to account to the Bank or Depositor for, any interest on the Securities or any proceeds thereof. CENTERSTATE shall have no obligation to invest any proceeds of the Securities, including but not limited to interest earned thereon or principal thereof received upon maturity, except as the Bank may direct in writing.

6. **Provisions Governing Obligations of CENTERSTATE.** CENTERSTATE agrees to hold the securities under this Agreement and to act as provided in this Agreement or in accordance with any direction given to CENTERSTATE by Depositor. The Bank and Depositor hereby release CENTERSTATE and hold CENTERSTATE harmless from any and all claims arising from (a) CENTERSTATE's actions in accordance with the terms of this Agreement, including any reasonable interpretation thereof, and (b) CENTERSTATE's actions in accordance with written instructions received from any officer of Depositor. In the event of a dispute between the Bank and Depositor regarding the occurrence or amount of an Event of Default or the proper disposition of the Collateral, CENTERSTATE may, at its option (i) refuse to comply with any such claims or demands or instructions or directions until they are resolved to CENTERSTATE's satisfaction, which CENTERSTATE shall be protected in acting in compliance therewith, or (ii) file appropriate legal action for instructions or relief to resolve such

disputes, in which case the Bank shall indemnify and reimburse CENTERSTATE for all costs, expenses, and attorneys' fees expended or incurred by CENTERSTATE in such legal action.

7. **Notice.** Any notice or other communication to CENTERSTATE under this Agreement, in order to be effective, must be in writing and delivered in person or by mail to CENTERSTATE BANK, 3800 Colonnade Pkwy, Suite 210, Birmingham, AL 35243, Attention: Safekeeping Department. No such notice or other communication shall be considered received by CENTERSTATE until it is actually received by an officer of CENTERSTATE.

8. **Setoff.** CENTERSTATE is hereby granted a security interest in, and a right of banker's lien and a right of setoff with respect to, the Collateral as security for all costs and expenses payable to CENTERSTATE hereunder or incurred by CENTERSTATE in connection herewith. CENTERSTATE's right under this paragraph shall be subordinate to the security interest of Depositor under this Agreement.

9. **Governing Law.** This Agreement shall be governed by Alabama Law.

10. **Successors and Assigns.** This Agreement shall inure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

IN WITNESS WHEREOF, Depositor, the Bank and CENTERSTATE have executed this Agreement on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Name of Depositor

\_\_\_\_\_  
Name of Bank

By: \_\_\_\_\_  
Its \_\_\_\_\_

By: \_\_\_\_\_  
Its \_\_\_\_\_

ATTEST:

ATTEST:

By: \_\_\_\_\_  
Its \_\_\_\_\_

By: \_\_\_\_\_  
Its \_\_\_\_\_

[Affix seal]

[Affix seal]

CENTERSTATE BANK

By: \_\_\_\_\_  
Its \_\_\_\_\_

**Internal Use Only**

Keyed By	Verified By	Scanned By
Date	Date	Date





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: PURCHASE OF A KUBOTA L4060HSTC LOADER/BACKHOE TRACTOR THROUGH THE NATIONAL JOINT POWERS ALLIANCE COOPERATIVE PURCHASE PROGRAM (REQUIRES WAIVING THE BOARD RULES TO APPROVE AT THIS MEETING.)**

**AGENDA NO: 8-B**

**MEETING DATE: MARCH, 20 2017**

STAFF REVIEW:

Director of Parks & Planning, Bob Johnson:

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

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

The Oak Brook Park District staff seeks to acquire a Kubota L4060HSTC loader/backhoe utility tractor utilizing the purchasing cooperative National Joint Powers Alliance (NJPA).

Staff investigated and operated several models from two manufacturers before recommending this brand and model. The versatile piece of equipment will be used year round the maintenance and repair of Park District grounds and amenities. The District does not currently own a tractor.

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

Park District Attorney, Nicole Karas reviewed the NJPA and it is her opinion that the Park District may become a member of the NJPA pursuant to the Intergovernmental Cooperation Act and that the NJPA Agricultural Tractors Joint Purchasing Contract complies with the applicable requirements of the Governmental Joint Purchasing Act and may be utilized by the Park District as a procurement vehicle. Attached is Attorney Karas’s memo regarding the review of the National Joint Powers Alliance.

Through the District’s membership in the NJPA, the tractor may be purchased from the Kubota Tractor Corporation which has Russo Power Equipment as its local dealer. (NJPA Contract # 021815-KBA)

Staff recommends purchasing this piece of equipment from the Kubota Tractor Corporation in the amount of \$47,528.53.

In order to complete the purchase in this fiscal year’s budget, staff is respectfully requesting the Board to waive the Board Rules to approve at this meeting the purchase of the Kubota Tractor from the Kubota Tractor Corporation, with Russo Power Equipment as the local dealer, and through the District’s membership in the National Joint Powers Alliance Cooperative Purchasing Program.

**ACTION PROPOSED:**

A motion (and a second) to waive the Board Rules to approve at this meeting the Purchase of a Kubota L4060HSTC Loader/Backhoe Tractor from the Kubota Tractor Corporation, with Russo Power Equipment as the local dealer, and through the District’s membership in the National Joint Powers Alliance Cooperative Purchasing Program.

A motion (and second) to approve the Purchase of a Kubota L4060HSTC Loader/Backhoe Tractor from the Kubota Tractor Corporation, with Russo Power Equipment as the local dealer, and through the District’s membership in the National Joint Powers Alliance Cooperative Purchasing Program in the amount of \$47,528.53.

# MEMORANDUM

**To:** Bob Johnson  
**From:** Nicole Karas  
**Date:** March 14, 2017  
**Re:** National Joint Powers Alliance

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This memo responds to your request for an opinion as to whether the Oak Brook Park District ("Park District") may join and make purchases through the governmental purchasing cooperative known as the National Joint Powers Alliance ("NJPA") and in particular, participate in the NJPA Joint Purchasing Contract for Agricultural Tractors with Related Equipment and Accessories awarded to Kubota Tractor Corporation and 2 other companies (the "NJPA Agricultural Tractors Joint Purchasing Contract"). Based upon my review of the relevant documents, and as discussed in more detail below, it is my opinion that the Park District may become a member of NJPA pursuant to the Intergovernmental Cooperation Act and that the NJPA Agricultural Tractors Joint Purchasing Contract complies with the applicable requirements of the Governmental Joint Purchasing Act and may be utilized by the Park District as a procurement vehicle.

## **Legal Authority to Participate in a Joint Purchasing Program**

The Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*) authorizes any Illinois unit of local government to combine, transfer, and enjoy jointly any of its "power or powers, privileges, functions or authority "which may be exercised" with any political subdivision of another state "to the extent that laws of such other state do not prohibit joint exercise or enjoyment." 5 ILCS 220/2. In addition, the Governmental Joint Purchasing Act (30 ILCS 525/0.01, *et seq.*) (the "Purchasing Act") permits any governmental unit to purchase personal property, supplies and services jointly with one or more other governmental units. 30 ILCS 525/2. The Purchasing Act defines governmental units as "any...public entity created by statute." 30 ILCS 525/1. In the absence of case law to the contrary, governmental units are not limited to those located in the State of Illinois.

The NJPA was created by Minnesota Statute §123A.21 as a service cooperative to serve cities, counties, towns, public or private schools, political subdivisions of Minnesota or another state, another state, any agency of the State of Minnesota or the United States including instrumentalities of a governmental unit and all non-profits. As such, the Park District may jointly perform its services with NJPA as a unit of local government and political subdivision of

the state of Minnesota. NJPA also meets the requirement under the Purchasing Act that joint purchases be made with a public entity created by statute.

### **The Governmental Joint Purchasing Act**

The Purchasing Act requires that all joint purchases be based on competitive solicitations. 30 ILCS 525/2(a) & 30 ILCS 525/4. It also requires that all bids and proposals must be solicited by public notice inserted at least once in a newspaper of general circulation in one of the counties where the materials are to be used and at least 5 calendar days before the final date of submitting bids or proposals. 30 ILCS 525/4. The Purchasing Act requires that all purchases, orders or contracts must be awarded to the lowest responsible bidder or highest-ranked proposer, taking into consideration the qualities of the articles or services supplied, their conformity with the specifications, their suitability to the requirements of the participating government units, and the delivery terms. *Id.* Section 3 of the Purchasing Act also requires the following: 1) that the Illinois entity be billed separately for its proportionate share of the cost of the goods/services purchased; 2) the credit or liability of the Illinois entity remain separate from the purchasing entity; 3) disputes between the successful bidder and the Illinois entity must remain separate from that of the purchasing entity; and 4) that the goods/services being purchased be delivered directly to the Illinois entity. 30 ILCS 525/3. Additionally, purchases made pursuant to the Act must be in compliance with the Local Government Prompt Payment Act. 30 ILCS 525/4.1.

### **NJPA Agricultural Tractors Joint Purchasing Contract**

As indicated above, the NJPA is a governmental unit created by statute in the state of Minnesota. Membership to join NJPA is no cost. NJPA competitively bids for products and services on a national level.

The NJPA issued a Request for Proposal for a national contract for the procurement of agricultural tractors with related equipment and accessories. Notice to Bidders was published in the Minneapolis, MN *Star Tribune*, Oregon's *Daily Journal of Commerce*, South Carolina's *The State*, Utah's *The Salt Lake Tribune*, and *USA Today* on January 7, 2015. It was also published on the NJPA website, [www.njpacoop.org](http://www.njpacoop.org), the Notice to Bidders website, [www.noticetobidders.com](http://www.noticetobidders.com), Onvia website, [www.onvia.com](http://www.onvia.com), [PublicPurchase.com](http://PublicPurchase.com), Merx, and Biddingo. Note that the Minneapolis, MN *Star Tribune* is published throughout Minnesota where several organizations that NJPA serves are located. As such, it is safe to conclude that the notice was published in a county where the materials in question were to be used. Details of the RFP were available beginning January 7, 2015. Proposals were due by February 18, 2015 at 4:30 pm., and the bids were opened on February 19, 2015 at 8:00 am.

RFPs were requested from and distributed to 36 companies and 8 companies submitted bids. NJPA's board evaluated each bid to determine the responsiveness of each bid, and evaluated more than just price. NJPA also evaluated the bidder's conformity to the RFP and ability to meet the specifications, the bidder's distribution network and ability to service NJPA members nationally, bidder's experience and financial strength, past experience, warranty, among other factors. The NJPA Proposal Review Committee recommended that 3 of the bidders be

awarded the contract, including Kubota Tractor Corporation. The Board of Directors of the NJPA awarded the contract to these 3 bidders, including Kubota Tractor Corporation, on March 4, 2015. Based on the forgoing, NJPA appears to award the contract to the 3 lowest responsible bidders, in consideration of all the above listed factors.

NJPA members may also modify the NJPA national contract for this equipment to meet any local and/or specific state requirements. This will allow the Park District to require the successful vendors to comply with specific Illinois statutes, such as the Local Government Prompt Payment Act and the other requirements of the Government Act such as separate billing, separate credit or liability, and separate dispute resolution. Also in accordance with the Purchasing Act, NJPA members deal directly with the local vendors of successful bidders which will allow for the direct delivery of goods/services to the District.

### **Conclusion**

Since NJPA is a unit of local government and political subdivision of the state of Minnesota, absent any case law to the contrary, the Park District may become a member of and jointly perform its services with NJPA in accordance with the Intergovernmental Cooperation Act.

Based on my review of the relevant documents, it is my opinion that the NJPA Agricultural Tractors Joint Purchasing Contract meets the applicable requirements of the Purchasing Act. It was awarded by competitive, sealed bidding; proper notice of the bid solicitation was provided in newspapers of general circulation in various counties in multiple states; and the contract was awarded to the lowest responsible bidder in accordance with the requirements of the Purchasing Act. As a result, the Park District has the authority under the Purchasing Act to utilize the NJPA Agricultural Tractors Joint Purchasing Contract as a procurement vehicle.

# Purchase Order

Purchase Order#: J030717

Order Date: March 20, 2017



# Oak Brook

www.obparks.org Park District

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

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

<b>Vendor</b>		<b>Ship to:</b>		
Kubota Tractor Corporation		Oak Brook Park District Maintenance Building		
1000 Kubota Dr.		Attn: Bob Johnson		
Grapevine, TX 76051		1480 Forest Gate Road		
NA.support@kubota.com		Oak Brook, IL 60523		
<b>Phone:</b> 817-756-1171		<b>Phone:</b> 630-645-9540 <b>Cell:</b> 630-280-5469		
<b>Email:</b> NA.support@kubota.com		<b>Email:</b> bjohnson@obparks.org		
Qty	Item #	Description	Unit Price	Extension
1		Kubota L4060HSTC tractor w/ all standard equipment as outlined in quote #729749	\$36,189.00	\$36,189.00
1		Optional items as outlined in quote # 729749	\$20,187.00	\$20,187.00
1		NJPA Discount	(\$12,402.72)	(\$12,402.72)
1		Factory Assembly	\$250.00	\$250.00
1		Dealer Assembly	\$1,585.25	\$1,585.25
		PDI	\$250.00	\$250.00
<b>Notes: This purchase order is issued pursuant to NJPA procurement contract # 021815-KBA.</b>			<b>Subtotal</b>	\$46,058.53
			<b>Freight</b>	\$1,470.00
			<b>Total</b>	\$47,528.53

*"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	
Requester:	
Department Director:	
Chief Financial Officer:	
Executive Director:	
OBPD Account:	12-95-940-017

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

1. Payment shall be made in accordance with the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) after the equipment has been delivered, inspected and accepted by the Oak Brook Park District (“District”).
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. The District will have the right to inspect the equipment upon receipt and to reject any nonconforming or damaged equipment within a reasonable time after delivery. District will give notice to Contractor of any rejection of the equipment or claim for damages on account of condition, quality or grade of the equipment. Neither inspection nor acceptance by District shall act as District’s acceptance of any defects or deficiencies in the equipment and shall not act as a waiver of any rights District has with respect to such defects, deficiencies or failure, including rights under any warranty.
5. 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 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). 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.
6. To the fullest extent permitted by law, the Contractor shall indemnify, hold harmless, protect and defend the District, its officers, employees and agents, from and against any and all liability, claims, damages, losses, suits, demands, proceedings and actions, including attorneys’ fees, costs and expenses of defense, which may arise from, grow out of, result from or be related directly or indirectly to any loss, damage, injury, death or damage to property resulting from the performance of the work by the Contractor or any subcontractor under this agreement, or from any negligent or willful acts, errors or omissions in the performance of the work of the Contractor or any subcontractor hereunder, or from any breach of the Contractor’s obligations or any material default by the Contractor under this agreement.
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.





# Oak Brook Park District

## BOARD MEETING

### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: BUDGET FOR FISCAL YEAR 2017 - 2018**

**AGENDA No.: 8 C**

**MEETING DATE: MARCH 20, 2017**

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laura Kosey:

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

The process for development of the fiscal year 2017/2018 budget began during the fourth quarter of 2016. Staff was tasked with entering their budget requests into our financial reporting software and in January 2017 the Executive Director along with the Chief Financial Officer and the Finance Manager held meetings with all department directors and managers to review the requests and continue with its further development. On February 20, 2017 the Board held a special meeting to review the proposed budget and provided valuable feedback to staff concerning the budget. Subsequent to that date, there have been minor adjustments to the proposed budget which are identified in schedule A. A public hearing on the 2017/2018 budget will be held on April 17, 2017 immediately prior to the regular Board meeting. Notice of such public hearing will be published in the April 6, 2017 edition of The Doings- Oak Brook newspaper.

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

The proposed fiscal year 2017/2018 budgets for all ten of the Park District’s funds are included in this agenda packet. On a consolidated basis, budgeted revenues total \$9,046,957 and budgeted expenditures/expenses total \$12,504,710.

**ACTION PROPOSED:**

The attached ordinance and budget schedules are for review and discussion only. The final proposed fiscal year 2017/2018 budgets are scheduled for approval at the April 17, 2017 Board meeting.

**ORDINANCE NO. 17-0417**

**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 PURPOSES FOR THE FISCAL YEAR BEGINNING MAY 1, 2017 AND ENDING APRIL 30, 2018.**

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 17th day of April, 2017, 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, THEREFORE, 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, 2017 to April 30, 2018.

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	\$2,754,695.00
RECREATION FUND	\$4,247,920.00
ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 200,000.00
SOCIAL SECURITY FUND	\$ 258,000.00
LIABILITY INSURANCE FUND	\$ 168,304.00
AUDIT FUND	\$ 27,850.00
SPECIAL RECREATION FUND	\$ 124,700.00
DEBT SERVICE FUND	\$ 330,914.00
RECREATIONAL FACILITIES FUND (Tennis Center)	\$2,062,327.00
CAPITAL PROJECTS FUND	\$2,330,000.00

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.



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

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

**PASSED AND APPROVED THIS 17<sup>TH</sup> DAY OF APRIL, 2017**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**OAKBROOK PARK DISTRICT**

By: \_\_\_\_\_  
Sharon Knitter, President

By: \_\_\_\_\_  
Laure L. Kosey, Secretary

**OAK BROOK PARK DISTRICT**

**2017-2018 BUDGET SUMMARY**

	GENERAL	RECREATION	IMRF	SOCIAL SECURITY	LIABILITY INSURANCE	AUDIT	SPECIAL RECREATION	OPERATING TOTALS	RECREATIONAL FACILITIES	DEBT SERVICE	CAPITAL PROJECTS	GRAND TOTALS
<b>REVENUES</b>												
Taxes - Property	\$ 1,528,000	\$ 894,000	\$ 163,000	\$ 231,000	\$ 52,000	\$ 14,000	\$ 98,200	\$ 2,980,200	\$ -	\$ 308,031	\$ -	\$ 3,288,231
Taxes - Replacement	95,000	32,000	22,000	16,000	8,000	-	-	173,000	-	-	0	173,000
Interest	10,000	12,000	750	700	250	130	550	24,380	2,500	335	3,000	30,215
Program Fees	1,066,812	2,905,099	-	-	-	-	-	3,971,911	1,457,500	-	-	5,429,411
Field Rentals	97,000	-	-	-	-	-	-	97,000	-	-	-	97,000
Grants Received	-	-	-	-	-	-	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-	-
Other	3,000	3,000	-	-	-	-	19,000	25,000	4,100	-	-	29,100
<b>Total Revenues</b>	<b>\$ 2,799,812</b>	<b>\$ 3,846,099</b>	<b>\$ 185,750</b>	<b>\$ 247,700</b>	<b>\$ 60,250</b>	<b>\$ 14,130</b>	<b>\$ 117,750</b>	<b>\$ 7,271,491</b>	<b>\$ 1,464,100</b>	<b>\$ 308,366</b>	<b>\$ 3,000</b>	<b>\$ 9,046,957</b>
<b>EXPENSES</b>												
Administration	\$ 932,501	\$ 896,232	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$ 1,847,733	\$ 710,038	\$ -	\$ -	\$ 2,557,771
Parks	713,412	-	-	-	-	-	-	713,412	-	-	-	713,412
Professional Services	81,199	-	-	-	-	-	-	81,199	-	-	-	81,199
Recreation Center	964,371	-	-	-	-	-	-	964,371	-	-	-	964,371
Buildings - CPW & Tennis Ctr.	63,212	-	-	-	-	-	-	63,212	366,919	-	-	430,131
Programs	-	2,988,688	-	-	-	-	-	2,988,688	490,370	-	-	3,479,058
Other	-	-	200,000	258,000	168,304	27,850	105,700	759,854	-	330,914	2,330,000	3,420,768
Capital Projects	-	363,000	-	-	-	-	-	363,000	495,000	-	-	858,000
<b>Total Expenses</b>	<b>\$ 2,754,695</b>	<b>\$ 4,247,920</b>	<b>\$ 200,000</b>	<b>\$ 258,000</b>	<b>\$ 168,304</b>	<b>\$ 27,850</b>	<b>\$ 124,700</b>	<b>\$ 7,781,469</b>	<b>\$ 2,062,327</b>	<b>\$ 330,914</b>	<b>\$ 2,330,000</b>	<b>\$ 12,504,710</b>
<b>Revenues Over/Under Expenses</b>	<b>\$ 45,117</b>	<b>\$ (401,821)</b>	<b>\$ (14,250)</b>	<b>\$ (10,300)</b>	<b>\$ (108,054)</b>	<b>\$ (13,720)</b>	<b>\$ (6,950)</b>	<b>\$ (509,978)</b>	<b>\$ (598,227)</b>	<b>\$ (22,548)</b>	<b>\$ (2,327,000)</b>	<b>\$ (3,457,753)</b>
Transfers In	-	-	-	-	-	-	-	-	-	22,884	410,000	432,884
Transfers (Out)	(410,000)	-	-	-	-	-	-	(410,000)	-	-	(22,884)	(432,884)
<b>Beginning Balance- 5/1/17</b>	<b>\$ 1,119,703</b>	<b>\$ 1,272,088</b>	<b>\$ 122,136</b>	<b>\$ 47,625</b>	<b>\$ 127,351</b>	<b>\$ 21,307</b>	<b>\$ 12,919</b>	<b>\$ 2,723,129</b>	<b>\$ 1,113,436</b>	<b>\$ 62,316</b>	<b>\$ 1,953,161</b>	<b>\$ 5,852,042</b>
<b>Ending Balance- 4/30/18</b>	<b>\$ 754,820</b>	<b>\$ 870,267</b>	<b>\$ 107,886</b>	<b>\$ 37,325</b>	<b>\$ 19,297</b>	<b>\$ 7,587</b>	<b>\$ 5,969</b>	<b>\$ 1,803,151</b>	<b>\$ 515,209</b>	<b>\$ 62,652</b>	<b>\$ 13,277</b>	<b>\$ 2,394,289</b>

**OAK BROOK PARK DISTRICT  
CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2017-2018**

I, **Kevin Tan**, 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, 2017 and ending April 30, 2018 are estimated to be as follows:

<u><b>SOURCE</b></u>	<u><b>AMOUNT</b></u>
Property and Replacement Taxes	
General Corporate	\$ 1,623,000.00
Recreation	926,000.00
Illinois Municipal Retirement Fund	185,000.00
Special Recreation Funds	98,200.00
Social Security Fund	247,000.00
Liability Insurance	60,000.00
Audit	14,000.00
Debt Service	308,031.00
Sub-Total	<u>\$ 3,461,231.00</u>
 Non-Taxable Revenues	
Interest Earned	\$ 30,215.00
Program Fees	1,823,479.00
Recreation Center/Memberships & Fees	1,163,812.00
Racquet Club/Tennis Court Fund	1,457,500.00
Aquatic Center	1,081,620.00
Grants	-
Bonds	-
Other	29,100.00
Sub-Total	<u>\$ 5,585,726.00</u>
 <b>TOTAL ESTIMATED REVENUES</b>	 <b><u><u>\$ 9,046,957.00</u></u></b>

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the said Park District this 17th day of April, 2017.

\_\_\_\_\_  
Kevin Tan  
Treasurer and Chief Fiscal Officer

SEAL



## Oak Brook Park District

### BOARD MEETING AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 17-0418: AN ORDINANCE FOR TRANSFERRING ANTICIPATED UNEXPENDED FUNDS FROM CERTAIN APPROPRIATION ITEMS TO OTHER ITEMS OF APPROPRIATION**

**AGENDA NO.:** 8D

**MEETING DATE:** MARCH 20, 2017

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

Handwritten signature of Marco Salinas in blue ink.

RECOMMENDED FOR BOARD ACTION:

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey in black ink.

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

This ordinance authorizes staff to transfer anticipated fiscal year 2016/2017 unexpended funds from certain appropriation line items to other certain appropriation line items. Per Section 4-4 of the Illinois Park District Code, such transfers may only occur after the first 6 months of any fiscal year have elapsed and requires approval by two-thirds of the Park District Board.

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

If approved, these transfers would be effectuated as of the end of April 30, 2017; the twelfth (12<sup>th</sup>) month of the current fiscal year.

#### **ACTION PROPOSED:**

Motion (and a Second) to approve Ordinance 17-0418: An Ordinance for Transferring Anticipated Unexpended Funds From Certain Appropriation Items to Other Items of Appropriation.

**ORDINANCE NO. 17-0418**

---

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

---

**WHEREAS**, the first six months of fiscal year 2016-2017 of the Oak Brook Park District have elapsed; and

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

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

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

**Section 1:** Anticipated unexpended funds from certain specified budget and appropriation line items in the Budget and Appropriation Ordinance for fiscal year 2016-2017, in the amounts set forth in Exhibit A attached hereto, are hereby transferred to those specific line items and in the amounts which are also set forth in such Exhibit A, such line items to be increased to the extent of the amount so transferred.

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

**Section 3.** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed.

**Passed and approved this 17th day of April, 2017.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure L. Kosey, Secretary

**OAK BROOK PARK DISTRICT**

**EXHIBIT A**

**BUDGET TRANSFERS- FISCAL YEAR 2016-2017**

<b>Fund &amp; Department</b>	<b>Account Description</b>	<b>Original Budget Balance</b>	<b>Transfer To</b>	<b>Transfer From</b>	<b>Revised Budget Balance</b>
<b>01-01</b>	<b>Corporate/Administration</b>				
01-01-630-000	Salaries-Administration Full -Time	\$ 478,642.52	\$ 31,357.48	\$ -	\$ 510,000.00
01-01-740-025	Salaries-Administration Part -Time	83,455.84	-	(14,000.00)	69,455.84
01-01-740-025	Contingency	110,000.00	-	(17,357.48)	92,642.52
01-01-650-000	Group Medical & Life	119,654.82	7,345.18	-	127,000.00
01-01-740-025	Contingency	92,642.52	-	(7,345.18)	85,297.34
01-01-680-050	Other	1,750.00	950.00	-	2,700.00
01-01-740-025	Contingency	85,297.34	-	(950.00)	84,347.34
01-01-700-000	Professional Organizations	2,369.00	516.00	-	2,885.00
01-01-700-001	Community Organizations	2,900.00	550.00	-	3,450.00
01-01-700-002	State & Regional Organizations	9,000.00	1,350.00	-	10,350.00
01-01-700-050	Other	400.00	225.00	-	625.00
01-01-740-025	Contingency	84,347.34	-	(2,641.00)	81,706.34
01-01-800-001	Non-capital Furniture	2,000.00	750.00	-	2,750.00
01-01-800-005	Non-capital Computer & Printer	5,150.00	350.00	-	5,500.00
01-01-740-025	Contingency	81,706.34	-	(1,100.00)	80,606.34
	<b>Department Total:</b>	<b>\$ 1,159,315.72</b>	<b>\$ 43,393.66</b>	<b>\$ (43,393.66)</b>	<b>\$ 1,159,315.72</b>
<b>01-05</b>	<b>Central Park</b>				
01-05-690-000	Workshops	\$ 3,875.00	\$ 1,225.00	\$ -	\$ 5,100.00
01-05-631-000	Part-Time Maintenance	22,660.00	-	(1,225.00)	21,435.00
01-05-750-014	Irrigation Services	2,000.00	4,500.00	-	6,500.00
01-05-750-015	Tree Maintenance Services	5,000.00	3,200.00	-	8,200.00
01-05-631-000	Part-Time Maintenance	21,435.00	-	(3,750.00)	17,685.00
01-01-740-025	Contingency	80,606.34	-	(3,950.00)	76,656.34
01-05-790-021	Athletic Fields	13,500.00	9,000.00	-	22,500.00
01-05-770-000	Electricity	10,864.00	-	(2,500.00)	8,364.00
01-01-740-025	Contingency	76,656.34	-	(6,500.00)	70,156.34
	<b>Department Total:</b>	<b>\$ 236,596.68</b>	<b>\$ 17,925.00</b>	<b>\$ (17,925.00)</b>	<b>\$ 236,596.68</b>
<b>01-07</b>	<b>Forest Glen Park</b>				
01-07-750-008	Mowing Services	\$ 4,890.00	\$ 1,810.00	\$ -	\$ 6,700.00
01-01-740-025	Contingency	70,156.34	-	(1,810.00)	68,346.34
	<b>Department Total:</b>	<b>\$ 75,046.34</b>	<b>\$ 1,810.00</b>	<b>\$ (1,810.00)</b>	<b>\$ 75,046.34</b>
<b>01-09</b>	<b>Dean Property</b>				
01-09-750-033	Barn Maintenance	\$ 250.00	\$ 1,150.00	\$ -	\$ 1,400.00
01-01-740-025	Contingency	68,346.34	-	(1,150.00)	67,196.34
	<b>Department Total:</b>	<b>\$ 68,596.34</b>	<b>\$ 1,150.00</b>	<b>\$ (1,150.00)</b>	<b>\$ 68,596.34</b>

**OAK BROOK PARK DISTRICT**

**EXHIBIT A**

**BUDGET TRANSFERS- FISCAL YEAR 2016-2017**

<b>Fund &amp; Department</b>	<b>Account Description</b>	<b>Original Budget Balance</b>	<b>Transfer To</b>	<b>Transfer From</b>	<b>Revised Budget Balance</b>
<b>01-10</b>	<b>Professional Services</b>				
01-10-821-000	General Counsel	\$ 50,000.00	\$ 22,000.00	\$ -	\$ 72,000.00
01-01-740-025	Contingency	67,196.34	-	(22,000.00)	45,196.34
	<b>Department Total:</b>	<b>\$ 117,196.34</b>	<b>\$ 22,000.00</b>	<b>\$ (22,000.00)</b>	<b>\$ 117,196.34</b>
<b>01-15</b>	<b>Building / Recreation Center</b>				
01-15-630-000	Recreation Center Full-Time	\$ 112,266.60	\$ 7,733.40	\$ -	\$ 120,000.00
01-15-631-001	Recreation Center Part-Time Front Desk	134,881.59	-	(7,733.40)	127,148.19
01-15-700-002	State & Regional Organizations	608.00	692.00	-	1,300.00
01-15-631-001	Recreation Center Part-Time Front Desk	127,148.19	-	(692.00)	126,456.19
01-15-730-001	Office Supplies	3,000.00	1,000.00	-	4,000.00
01-15-631-001	Recreation Center Part-Time Front Desk	126,456.19	-	(1,000.00)	125,456.19
01-15-780-000	Theme Party/Food & Beverage	1,560.00	340.00	-	1,900.00
01-15-780-002	Theme Party/ Program Material	600.00	650.00	-	1,250.00
01-15-780-004	Theme Party/Expansion & Repair	1,400.00	400.00	-	1,800.00
01-15-631-001	Recreation Center Part-Time Front Desk	125,456.19	-	(1,390.00)	124,066.19
01-15-790-007	Locker Room Supplies	11,574.00	7,176.00	-	18,750.00
01-15-631-001	Recreation Center Part-Time Front Desk	124,066.19	-	(7,176.00)	116,890.19
01-15-840-002	MasterCard/Visa Fees	6,000.00	1,700.00	-	7,700.00
01-15-840-025	Vending Snacks	6,000.00	1,600.00	-	7,600.00
01-01-740-025	Contingency	45,196.34	-	(3,300.00)	41,896.34
	<b>Department Total:</b>	<b>\$ 826,213.29</b>	<b>\$ 21,291.40</b>	<b>\$ (21,291.40)</b>	<b>\$ 826,213.29</b>
<b>02-01</b>	<b>Recreation/Administration</b>				
02-01-660-002	Mileage Reimbursement	\$ 800.00	\$ 450.00	\$ -	\$ 1,250.00
02-01-690-001	Conferences	6,800.00	650.00	-	7,450.00
02-01-800-000	Non-Capital/Furniture, Fixtures, and Equipment	1,000.00	1,000.00	-	2,000.00
02-01-631-000	Administration Part-Time	59,652.19	-	(2,100.00)	57,552.19
	<b>Department Total:</b>	<b>\$ 68,252.19</b>	<b>\$ 2,100.00</b>	<b>\$ (2,100.00)</b>	<b>\$ 68,252.19</b>
<b>02-21</b>	<b>Fitness Center</b>				
02-21-670-000	Maintenance/Contracts & Leases	\$ 10,030.00	\$ 3,000.00	\$ -	\$ 13,030.00
02-21-750-000	Towel Services/Replacement	9,760.00	2,490.00	-	12,250.00
02-21-760-000	Exercise Equipment Maintenance	6,000.00	6,000.00	-	12,000.00
02-21-840-025	Contingency	110,000.00	-	(11,490.00)	98,510.00
	<b>Department Total:</b>	<b>\$ 135,790.00</b>	<b>\$ 11,490.00</b>	<b>\$ (11,490.00)</b>	<b>\$ 135,790.00</b>



**OAK BROOK PARK DISTRICT**

**EXHIBIT A**

**BUDGET TRANSFERS- FISCAL YEAR 2016-2017**

<b>Fund &amp; Department</b>	<b>Account Description</b>	<b>Original Budget Balance</b>	<b>Transfer To</b>	<b>Transfer From</b>	<b>Revised Budget Balance</b>
<b>02-25</b>	<b>Aquatic Center</b>				
02-25-705-001	Birthday Party- Group Rentals	\$ 16,300.00	\$ 2,600.00	\$ -	\$ 18,900.00
02-25-750-021	Pool Repairs	16,000.00	-	(2,600.00)	13,400.00
	<b>Department Total:</b>	<b>\$ 32,300.00</b>	<b>\$ 2,600.00</b>	<b>\$ (2,600.00)</b>	<b>\$ 32,300.00</b>
<b>02-30</b>	<b>Children's Programs</b>				
02-30-631-215	Youth Basketball	\$ 6,563.75	\$ 2,500.00	\$ -	\$ 9,063.75
02-30-631-219	Tae Kwon Do	24,000.00	-	(2,500.00)	21,500.00
	<b>Department Total:</b>	<b>\$ 30,563.75</b>	<b>\$ 2,500.00</b>	<b>\$ (2,500.00)</b>	<b>\$ 30,563.75</b>
<b>02-31</b>	<b>Preschool Programs</b>				
02-31-631-001	EC Preschool Morning	\$ 97,318.12	\$ 20,181.88	\$ -	\$ 117,500.00
02-31-800-200	Early Childhood Non-Capital Small Equipment	5,000.00	850.00	-	5,850.00
02-21-840-025	Contingency	98,510.00	-	(21,031.88)	77,478.12
	<b>Department Total:</b>	<b>\$ 200,828.12</b>	<b>\$ 21,031.88</b>	<b>\$ (21,031.88)</b>	<b>\$ 200,828.12</b>
<b>02-32</b>	<b>Youth Programs</b>				
02-32-631-004	Youth Playground Camp Counselor	33,627.00	2,000.00	-	35,627.00
02-21-840-025	Contingency	77,478.12	-	(2,000.00)	75,478.12
	<b>Department Total:</b>	<b>\$ 111,105.12</b>	<b>\$ 2,000.00</b>	<b>\$ (2,000.00)</b>	<b>\$ 111,105.12</b>
<b>02-40</b>	<b>Adult Programs</b>				
02-40-631-171	Men's Basketball	2,583.00	780.00	-	3,363.00
02-40-640-175	Co-Ed Softball	3,432.00	-	(780.00)	2,652.00
	<b>Department Total:</b>	<b>\$ 6,015.00</b>	<b>\$ 780.00</b>	<b>\$ (780.00)</b>	<b>\$ 6,015.00</b>
<b>02-50</b>	<b>Pioneer Programs</b>				
02-50-757-300	Trips- Dinner & Tickets	\$ 9,500.00	\$ 6,000.00	\$ -	\$ 15,500.00
02-50-754-300	Trip Admissions	30,000.00	-	(2,250.00)	27,750.00
02-50-761-000	Multi-Day Trip- Lodging	86,500.00	-	(3,750.00)	82,750.00
	<b>Department Total:</b>	<b>\$ 126,000.00</b>	<b>\$ 6,000.00</b>	<b>\$ (6,000.00)</b>	<b>\$ 126,000.00</b>
<b>02-60</b>	<b>Special Events &amp; Trips</b>				
02-60-752-001	Contract Services- EQ Pink 5K	5,900.00	100.00	-	6,000.00
02-60-752-012	Contract Services- EQ Haunted Forest	2,050.00	300.00	-	2,350.00
02-60-765-005	Program Materials- Oktoberfest	3,950.00	4,000.00	-	7,950.00
02-21-840-025	Contingency	75,478.12	-	(4,400.00)	71,078.12
	<b>Department Total:</b>	<b>\$ 87,378.12</b>	<b>\$ 4,400.00</b>	<b>\$ (4,400.00)</b>	<b>\$ 87,378.12</b>

**OAK BROOK PARK DISTRICT**

**EXHIBIT A**

**BUDGET TRANSFERS- FISCAL YEAR 2016-2017**

<b>Fund &amp; Department</b>	<b>Account Description</b>	<b>Original Budget Balance</b>	<b>Transfer To</b>	<b>Transfer From</b>	<b>Revised Budget Balance</b>
<b>02-80</b>	<b>Marketing</b>				
02-80-630-000	Marketing- Full- Time	\$ 159,325.08	\$ 2,499.92	\$ -	\$ 161,825.00
02-80-823-000	Public Relations	-	10,000.00	-	10,000.00
02-21-840-025	Contingency	71,078.12	-	(12,499.92)	58,578.20
	<b>Department Total:</b>	<b>\$ 230,403.20</b>	<b>\$ 12,499.92</b>	<b>\$ (12,499.92)</b>	<b>\$ 230,403.20</b>
<b>07-01</b>	<b>Tennis Center / Administration</b>				
07-01-720-000	Business/Line Charges	\$ 10,800.00	\$ 1,500.00	\$ -	\$ 12,300.00
07-01-720-001	Mobile Charges	-	1,150.00	-	1,150.00
07-01-740-025	Contingency	75,000.00	-	(2,650.00)	72,350.00
	<b>Department Total:</b>	<b>\$ 85,800.00</b>	<b>\$ 2,650.00</b>	<b>\$ (2,650.00)</b>	<b>\$ 85,800.00</b>
<b>07-71</b>	<b>Tennis Center / Building</b>				
07-71-780-000	Risk Management/PDRMA	\$ 27,000.00	\$ 8,000.00	\$ -	\$ 35,000.00
07-01-740-025	Contingency	72,350.00	-	(8,000.00)	64,350.00
	<b>Department Total:</b>	<b>\$ 99,350.00</b>	<b>\$ 8,000.00</b>	<b>\$ (8,000.00)</b>	<b>\$ 99,350.00</b>
<b>07-75</b>	<b>Tennis Center/Programs</b>				
07-75-631-000	Part Time Salaries	\$ 285,000.00	\$ 45,000.00	\$ -	\$ 330,000.00
07-01-740-025	Contingency	64,350.00	-	(45,000.00)	19,350.00
	<b>Department Total:</b>	<b>\$ 349,350.00</b>	<b>\$ 45,000.00</b>	<b>\$ (45,000.00)</b>	<b>\$ 349,350.00</b>
<b>09-01</b>	<b>Special Recreation Fund</b>				
09-01-631-000	Part-Time Salaries	\$ 41,000.00	\$ 1,500.00	\$ -	\$ 42,500.00
09-01-700-000	Gateway Special Recreation	33,000.00	1,500.00	-	34,500.00
09-01-800-000	Non-Capital Small Equipment	30,000.00	-	(3,000.00)	27,000.00
	<b>Department Total:</b>	<b>\$ 104,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ (3,000.00)</b>	<b>\$ 104,000.00</b>
<b>04-90</b>	<b>Liability Insurance Fund</b>				
04-90-921-000	Unemployment Insurance	\$ -	\$ 11,500.00	\$ -	\$ 11,500.00
04-90-920-000	Risk Management Pool/PDRMA	115,000.00	-	(11,500.00)	103,500.00
	<b>Department Total:</b>	<b>\$ 115,000.00</b>	<b>\$ 11,500.00</b>	<b>\$ (11,500.00)</b>	<b>\$ 115,000.00</b>



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION NO 17-0419, A RESOLUTION AMENDING A CONTRACT BETWEEN THE OAK BROOK PARK DISTRICT AND CLASSIC LANDSCAPE, LTD. FOR THE TURF GRASS MOWING PROJECT**

**AGENDA NO.: 8 E**

**MEETING DATE: MARCH 20, 2017**

**STAFF REVIEW:**

Director of Parks and Planning, Bob Johnson

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey

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

At the February 17, 2014 Board Meeting, the Board accepted the bid from Classic Landscape, Ltd for Turf Mowing Services and entered into an agreement for the turf mowing services until April 30, 2016. Section 2 of the contract provided that the contract could be extended for up to two additional years to April 30, 2018, upon the approval by the District and Classic Landscape, Ltd., upon the same terms and conditions, provided that sufficient funds are appropriated by the District for such extension.

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

Representatives of Classic Landscape, Ltd. and the District's park maintenance staff desire to renew the contract for one additional year to April 30, 2018. The services of Classic Landscape, Ltd. have met the high standards of the District. The contractor's representative has been responsive to the District's needs, including the flexibility to mow on scheduled days to optimize the fields for games and special events.

Classic Landscape proposal #19242 for 2017 mowing services includes a 2% increase in cost over 2016 pricing.

The Resolution and the Amendment to extend the contract as recommended are attached for the Board's consideration and approval, if desired, at the April 17, 2017 Board Meeting.

**ACTION PROPOSED:**

For review and discussion only.

**RESOLUTION NO. 17-0419**

**A RESOLUTION APPROVING AN AMENDMENT TO AN AGREEMENT BETWEEN  
THE OAK BROOK PARK DISTRICT AND CLASSIC LANDSCAPE, LTD.  
FOR THE TURF GRASS MOWING PROJECT**

---

**WHEREAS**, the Oak Brook Park District (the “District”) is authorized to enter contracts for supplies, materials and work (70 ILCS 1250/8-1); and

**WHEREAS**, on February 14, 2014, the District and Classic Landscape, Ltd. (the “Contractor”) entered a two-year Agreement for Turf Grass Mowing services (the “Agreement”) with a term remaining in full force and effect through April 30, 2016, and Section 2 of the Agreement provided that it could be extended for up to two (2) years upon approval of such an extension by the District and the Contractor, and upon prior appropriation therefor; and

**WHEREAS**, the District and the Contractor have agreed to an extension of one (1) year, with a two percent (2%) increase in the Contract Price,

**WHEREAS**, the District has appropriated sufficient funds for such extension and increase of the Contract Price; and

**WHEREAS**, the Oak Brook Park District Board of Park Commissioners has determined that the best interest of the District and the public will be served to extend the Agreement based on the terms and conditions set for in the Amendment.

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

**Section 1.** The Board of Park Commissioners of the District hereby approves a one (1) year extension of the Agreement, from April 30, 2017 to April 30, 2018 subject to the terms and conditions of the "Amendment to an Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing" (the "Amendment"), and the President and

Secretary of the District are hereby authorized, respectively, to execute and attest the Amendment in substantially the form attached hereto and made a part of this Resolution as Exhibit "A".

**Section 2.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed to the extent of the conflict.

**Section 3.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 17<sup>th</sup> DAY OF APRIL, 2017.**

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Sharon Knitter, President

ATTEST:

\_\_\_\_\_  
Laure Kosey, Secretary

**AMENDMENT TO AN AGREEMENT BETWEEN THE  
OAK BROOK PARK DISTRICT AND CLASSIC LANDSCAPE, LTD.  
FOR THE TURF GRASS MOWING PROJECT**

---

**THIS AMENDMENT** (the "Amendment") to the "Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for the Turf Grass Mowing Project," dated February 14, 2014 (the "Agreement"), is made and entered into by and between the Oak Brook Park District ("District") and Classic Landscape, Ltd. ("Classic"). District and Classic are hereinafter sometimes referred to together as the "Parties."

**WITNESSETH:**

**WHEREAS**, the Parties entered into the Agreement for the provision of turf grass maintenance services to various District parks by Classic; and

**WHEREAS**, pursuant to Article II of the Agreement, the term of the Agreement expired on April 30, 2016 unless the Parties agree to extend the Agreement upon the same terms and conditions, for period up to two (2) years; provided that the District appropriated sufficient funds for such an extension; and

**WHEREAS**, the Parties desire to extend the Agreement by one (1) year, with a two percent (2%) increase in the Contract Price; and

**WHEREAS**, the District has appropriated sufficient funds for such extension and increase of the Contract Price; and

**WHEREAS**, the Oak Brook Park District Board of Park Commissioners has determined that the best interest of the District and the public will be served to extend the Agreement based on the terms and conditions set forth in this Amendment.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements herein set forth, and other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, the District and Classic agree to the terms and conditions of this Amendment as follows:

**ARTICLE I  
THE RECITALS ARE PART OF THIS AMENDMENT**

The representations, covenants and recitations set forth in the foregoing recitals are material to this Amendment and are hereby incorporated into and made a part of this Amendment as though fully set forth in this Article I.

**ARTICLE II  
EXTENSION OF TERM OF AGREEMENT**

In accordance with Article II of the Agreement, the term of the Agreement is hereby extended for one (1) year, with an expiration date of April 30, 2018.

**ARTICLE III**  
**INCREASE IN CONTRACT PRICE**

Article III of the Agreement is hereby amended to provide a two (2%) increase in the Contract Price for: a) turf grass mowing on a per mow basis for each park; and b) leaf pick-up on a per pick-up basis for each park.

**ARTICLE IV**  
**REMAINING AGREEMENT PROVISIONS**

All other provisions, terms and conditions of the Agreement not amended by this Amendment shall remain in full force and effect without revision. In the event of any conflict between the provisions of this Amendment and the provisions of the Agreement, the provisions of this Amendment will control.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement this 17th day of April, 2017.

OAK BROOK PARK DISTRICT

CLASSIC LANDSCAPE, LTD.

By: \_\_\_\_\_  
Sharon Knitter, Its President

By: \_\_\_\_\_  
Its: \_\_\_\_\_

Attest: \_\_\_\_\_  
Laure Kosey, Its Secretary

Attest: \_\_\_\_\_  
Its: \_\_\_\_\_



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT DATED MARCH 10, 2008 BY AND BETWEEN THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53, THE OAK BROOK PARK DISTRICT, AND THE LAGRANGE AREA DEPARTMENT OF SPECIAL EDUCATION FOR A COOPERATIVE PRESCHOOL PROGRAM AT THE OAK BROOK PARK DISTRICT RECREATION CENTER FOR SCHOOL YEAR 2017 – 2018.**

**AGENDA NO.:** 8F

**MEETING DATE:** MARCH. 20, 2017

**STAFF REVIEW:**

Director of Recreation & Facilities, Dave Thommes

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey

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

The Intergovernmental Agreement between the Oak Brook Park District, School District #53, and the LaGrange Area Department of Special Education, as previously amended, is due for renewal. Staff from all three agencies are reviewing the agreement but no changes are anticipated.

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

Since 2008 the Park District has entered into an Intergovernmental Agreement to provide a blended preschool program to serve children with Individualized Education Plans in the District. The program has been beneficial to the participants as well as the Park District. The blended program offers training opportunities that have not been available to staff previously. This also promotes a sense of teamwork in the community.

It is recommended that the Agreement be renewed again for the 2017 – 2018 school year.

**ACTION PROPOSED:**

For Review and Discussion Only.



**RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT  
DATED MARCH 10, 2008, BY AND BETWEEN  
THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53,  
THE OAK BROOK PARK DISTRICT AND THE LAGRANGE AREA DEPARTMENT  
OF SPECIAL EDUCATION FOR A COOPERATIVE PRESCHOOL PROGRAM  
AT THE OAK BROOK PARK DISTRICT RECREATION CENTER**

---

THIS RENEWAL is made and entered into this April 17,2017 by and between the Board of Education of Butler School District #53, a unit of local government located in DuPage County, Illinois (hereinafter referred to as the "School District"), the Oak Brook Park District, a unit of local government located in DuPage and Cook Counties, Illinois (hereinafter referred to as the "Park District"), and the LaGrange Area Department of Special Education, a special education joint agreement cooperative in DuPage and Cook Counties, Illinois (hereinafter referred to as "LADSE"), hereinafter sometimes collectively referred to as the "Parties",

WITNESSETH:

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

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

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

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

WHEREAS, LADSE is a special education joint agreement cooperative that provides special education services and assistance to school districts in DuPage and Cook Counties; and

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

WHEREAS, the Parties entered an "Intergovernmental Agreement By and Between the Board of Education of Butler School District #53, the Oak Brook Park District and the LaGrange Area Department of Special Education for a Cooperative Preschool Program at the Oak Brook

Park District Recreation Center", dated March 10, 2008 (the "Agreement"), by which the Parties agreed that the Park District would provide enrollment space in the Park District's preschool program to assist the School District in meeting the special needs of the School District's students, and that the School District and LADSE would provide certain personnel, funding, equipment, supplies, training, screening and testing, and other assistance with the Park District's preschool programming; and

WHEREAS, the Agreement has been amended by the Parties from time to time; and

WHEREAS, the School District and LADSE have provided written notice to the Park District of their desire and intent to renew the Agreement as amended.

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

1. Incorporation of Preambles. The preambles to this Amendment and Renewal are incorporated and made a part hereof as though fully set forth herein.

2. Renewal of the Agreement. Pursuant to Section 5 of the Agreement, the Parties hereby agree to the renewal of the Agreement for the 2017 - 2018 school year.

3. Continued Effectiveness of Other Terms and Conditions of Agreement. All other terms and conditions of the Agreement shall continue in full force and effect for the 2017-2018 school year.

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

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

**OAK BROOK PARK DISTRICT**

By: \_\_\_\_\_  
Alan Hanzlik, Its President

By: \_\_\_\_\_  
Sharon Knitter, Its President

Attest: \_\_\_\_\_  
Alan Kumar, Its Secretary

Attest: \_\_\_\_\_  
Laure L. Kosey, Its Secretary

**LADSE**

By: \_\_\_\_\_  
Dr. Sheri Wernsing, Its Executive Director

Attest: \_\_\_\_\_  
Melissa Hanke, Its Program Coordinator



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT DATED JANUARY 18, 2016, BY AND BETWEEN THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53 AND THE OAK BROOK PARK DISTRICT FOR A BEFORE AND AFTER SCHOOL PROGRAM AT BROOK FOREST ELEMENTARY SCHOOL FOR SCHOOL YEAR 2017 – 2018.**

**AGENDA NO.:** 8 G

**MEETING DATE:** MARCH. 20, 2017

**STAFF REVIEW:**

Director of Recreation & Facilities, Dave Thommes

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

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

The Intergovernmental Agreement between the Oak Brook Park District and District #53 for the Before and After School Program is due for renewal. Staff is reviewing the agreement but no changes are anticipated.

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

In 2016 the Park District entered into a contract to provide a before and after school recreational program for District 53 elementary aged students. The program has been beneficial to the children by providing a social recreational outlet before and after school and the community as a whole by providing a needed service for working parents. This partnership also encourages collaboration and teamwork in the community.

It is recommended that the Agreement be renewed again for the 2017 – 2018 school year.

**ACTION PROPOSED:**

For Review and Discussion Only.

**RENEWAL OF THE INTERGOVERNMENTAL AGREEMENT DATED JANUARY 18, 2016, BY AND BETWEEN THE BOARD OF EDUCATION OF BUTLER SCHOOL DISTRICT #53, THE OAK BROOK PARK DISTRICT FOR A BEFORE AND AFTER SCHOOL PROGRAM AT BROOK FOREST ELEMENTARY SCHOOL**

**AGREEMENT:**

This Agreement dated this 17<sup>th</sup> day of April, 2017 by and between the Board of Commissioners of Oak Brook Park District, DuPage Count, Illinois (hereinafter the "Park District") and the Board of Education Butler School District 53, DuPage County, Illinois (hereinafter the "School District")(and hereinafter sometimes referred to collectively as the "Parties") provides for hosting of Park District Before and After School Recreational Programs (hereinafter the "Program", "Programs" or "Programming") as follows:

**WITNESSETH:**

**WHEREAS**, the Park District and the School District are "units of local government" as defined under Article VII, Section 10, of the Constitution of Illinois 1970 and are "public agencies" as defined under Paragraph 2 of the Intergovernmental Cooperation Act, 5 ILCS220/1 *et seq.*; and

**WHEREAS**, the Park District and the School District have mutually determined that it would be in the best interest of the citizens of the community to be able to utilize certain facilities at the Brook Forest Elementary School (the "School") for the Programs when it is not being used by the School District for its own before and after school program; and

**WHEREAS**, by this Agreement, the School District intends to authorize the Park District to use certain facilities at the School for a facility usage fee as provided in this Agreement; and

**WHEREAS**, parents of students who attend the School will benefit from the Programming to be provided by the Park District;

**NOW, THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. Enabling Authority
  - a. This Agreement is entered into between the Parties pursuant to the Constitution of the State of Illinois and the Intergovernmental Cooperation Act.
2. General Conditions
  - a. Program
    - i. That subsidized fees shall be made available for the Programs for eligible low income families of the School District, through the Park District or other financial assistance programs; and
    - ii. That Park District Programming will provide students of the School District with age-appropriate recreational physical, educational and social activities, including homework assistance; and

- iii. That a snack program is made available by the Park District at no additional cost to the families or participants; and
- iv. That both the Park District and the School District will actively promote the Programs to School District families.
- v. That the facility usage fee to be paid by the Park District to the School District shall be \$10.00 per week for before school care and \$20.00 per week for after school care.

b. School District Facilities

- i. The School District shall provide the Park District with the use of the following facilities at the School for the Programs, without requiring any facility fee: the gymnasium, washrooms, designated classrooms, designated kitchen storage areas, designated exterior play area, and other designated storage areas, together with such corridors and entrance ways necessary to gain ingress and egress to and from said areas, which shall be limited to pre-established schedules and times (the "School Facilities"). The specific School Facilities shall be agreed upon by the Parties prior to the commencement of the Programming. The Park District Programs will periodically be required to share these School Facilities with other user groups scheduled within the School.
- ii. The School's Administrative Staff will notify the Park District site staff, with as much advance notice as possible, of any proposed conflicting or shared use of the School Facilities. When possible, the School's Administrative Staff may offer alternative spaces to accommodate the Programs when such conflicts or sharing occur.

c. Terms of Agreement

- i. The term of this Agreement shall be for a period of one year effective with the 2017/2018 school year.
- ii. This Agreement may be renewed for additional one-year terms if either of the Parties hereto notifies the other in writing no less than sixty (60) days prior to September 15.
- iii. The Park District has the right to discontinue any Program if participation falls below seven (7) total students, by written notification to the School District prior to September 15.

d. Access to School

- i. The School shall provide ingress and egress to Park District Program employees and Program participants, as authorized by the School District, during hours of Program operation, and to other areas needed to meet crisis protocol and procedures.

e. Parking

- i. Authorized Park District employees and Program participants shall be permitted to park vehicles in any parking lot at the School during the hours of operation for the Programs without interference or hindrance, except reasonable periods of repair or construction or other School programming.

3. Use of School Facilities

a. Time Scheduling

- i. During regular School attendance days, for the purposes of before school Programming, the Park District shall have use of the School Facilities beginning at 6:45 a.m. and ending at the School's start time.
- ii. During regular School attendance days, for the purposes of after school Programming, the Park District shall have use of the School Facilities beginning at the time of School dismissal and ending when all students have been picked up, with a published ending time of 6:00 p.m.
- iii. The School District will allow adequate time for Program set-up and take-down.
- iv. If scheduling conflicts occur with the School, the School shall be given priority over the Programs. Both Parties will cooperate in adjusting their needs to eliminate such conflicts.

b. Site Use and Maintenance

- i. Refrigerator space is limited, but a small space will be designated for the Programs. The School's custodial staff shall have no responsibility for the cleanliness of this unit.
- ii. All kitchen surfaces and appliances must be cleaned after use.
- iii. The School has designated storage space for use by the Park District. Materials must be stored securely and within designated spaces. The School District has no responsibility for these supplies. If space allows, the Park District may provide its own storage cabinets with the permission of the School's Principal.

- iv. School District-owned equipment and/or supplies are available for use only as authorized by the School or School District. Authorized equipment and/or supplies must remain in the area authorized for use. All other supplies and equipment are not available for use. The Park District shall supply any needed games, educational materials, activities, art supplies and consumables.
- v. No supplies or materials shall be left in the gymnasium or any other space following Park District use, other than in spaces designated for storage.
- vi. Lunch tables are available for use on a regular basis. Park District staff will be responsible for the complete clean-up following all activities.
- vii. Snacks must be consumed at designated tables only and cleaned up after each use. Only peanut-free snacks will be offered by the Park District during Program use.
- viii. School Facilities must be left in a clean orderly condition, including floors, walls and restrooms. Accidents and general clean-up that require custodial assistance during the Programs will be handled by the Park District's on-site staff. All areas of the School should be left ready for use at the end of each Program session.
- ix. The Park District agrees that it shall promptly reimburse the School District for the cost of necessary repairs to or replacements of furnishings, fixtures and other improvements at the School that may be caused by the Park District's operation of the Programs, normal wear and tear excepted.
- x. The School District agrees to provide reasonably required heating, electrical, and water services during such times as the Park District uses the School to operate the Programs.
- xi. The School office copier may be used upon request only and only for incidental, periodic use.
- xii. The School office and other non-designated classrooms are off-limits for Park District staff and participants unless previously scheduled.
- xiii. The School's custodial staff shall have authority to request compliance with Site Use and Maintenance Regulations and to report any non-compliance issues to the School's administration.

4. **Access to Internet and Network**

- a. The School shall make access to the Internet and the School's wireless network available to the Park District for the Programs.
- b. Park District participants and staff are subject to Park District and School District electronic use policies, and only for materials related to the Programs.

5. **Supervision**

- a. The Park District's Program Supervisor shall be responsible for adherence to all rules, regulations and procedures by the Park District and the participants, and shall serve as the primary contact between the School and the Park District regarding site operations and School-specific procedures for the Programs.
- b. Park District shall, at all times, maintain at least one qualified adult, over the age of 18, at the School during all Program operation, which adult shall be designated as the Site Supervisor.
- c. The Park District and the School District shall work cooperatively with regard to performance standards and issues for Program supervisory staff.
- d. The Park District shall provide supervision for parent drop-off and pick-up areas.
- e. Park District support supervision personnel shall have the following qualifications:
  - i. All such personnel shall be at least 18 years of age.
  - ii. Personnel in a counselor position shall have a high school diploma, shall have a minimum of six (6) months' experience in an environment with children 5-11 years of age, shall be trained in CPR and First Aid, and shall be required to pass an Illinois State Police Criminal Background Check and a drug test.
  - iii. Personnel in a supervisor position shall have a college degree or have a high school diploma and a minimum of three (3) years' child development experience with children 5-11 years of age, shall be trained in CPR and First Aid, and shall be required to pass an Illinois State Police Criminal Background Check and a drug test.

6. **Specific Safety Requirements**

- a. The Park District shall follow the School District's Board of Education policies regarding local, state and federal licensing requirements and those regarding safety.
- b. Alcoholic beverages, smoking, drugs or weapons are strictly forbidden on School property.
- c. Access to the School building shall be limited to specified entrance(s) only. All other entrances must remain locked. Doors must not be propped open or left ajar at any time.
- d. Fire exits, doorways and hallways shall be kept passable at all times.



7. **Insurance Requirements: Each Party shall be required to maintain the following insurance coverages:**
- a. General Liability Coverage, including Contractual Liability Coverage, specifically including bodily injury, personal injury, and property damage
    - i. Each occurrence: \$3,000,000, written on an occurrence basis
    - ii. General aggregate: \$2,000,000
  - b. Worker's Compensation Coverage
    - i. Statutory for Illinois
    - ii. Each accident: \$500,000
    - iii. Disease policy limit: \$500,000
    - iv. Disease each employee: \$500,000
  - c. Excess Liability/Umbrella Coverage
    - i. \$1,000,000
  - d. Sexual Misconduct and Molestation Liability Coverage
    - i. Each loss limit: \$1,000,000
    - ii. Aggregate limit: \$1,000,000
    - iii. Innocent party defense: \$300,000
  - e. Each Party shall include the other Party, its public officials, employees, volunteers and agents, as additional insureds for all liability coverage. In addition, each Party shall furnish the other Party with a certificate(s) of insurance, executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.
  - f. In the event that any Party is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, that Party shall keep in force at all times during the term of this Agreement, all coverages provided for hereinabove notwithstanding provision of such coverages in such manner.
  - g. The insurance company, self-insurance pool, or similar entity of the Party administering any claim, cause of action and the like, shall be allowed to raise on

behalf of the other Party any and all defenses, statutory and/or common law, to such claim or action that the other Party might have raised, including, but not limited to, any defense contained within the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101, *et seq.*

**8. Indemnification**

- a. To the maximum extent permitted by law, Park District and School District shall indemnify and hold each other harmless from any and all actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to tangible physical property of the other, to the extent arising out of or resulting from the negligence or wrongful conduct of their respective employees or other authorized agents in connection with this Agreement. However, neither Party shall indemnify the other against actions, costs, expenses, damages and liabilities to the extent attributable to the negligent or wrongful acts or omissions of the other Party. If the Parties are both at fault hereunder, then any obligation to indemnify shall be proportional to their relative fault.

**9. Relationship of the Parties**

- a. Nothing in this Agreement shall be deemed to create any joint venture or partnership between the Parties. Neither the Park District nor the School District shall have the power to bind or obligate the other except as to the extent expressly set forth in this Agreement.

**10. No Third Party Beneficiary**

- a. This Agreement is entered into solely for the benefit of the contracting Parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a Party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

**11. Assignment**

- a. No part of this Agreement may be assigned by either of the Parties hereto without prior written consent of the other Party.

**12. Right to Amend**

- a. In the event that either Party desires to modify or amend this Agreement, written notice thereof shall be given prior to September 15 of the preceding year for modification to be adopted for the subsequent year unless otherwise agreed. Modification to this Agreement must be by formal public action of the elected Board of the respective Party.

**13. Authority**

- a. The individual officers of the Park District and the School District who have executed this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective governing boards.

**14. Successor**

- a. It is the intention of the Parties hereto that this Agreement and each and all of the provisions be binding on their successors in office.

**15. Multiple Counterparts**

- a. This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

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

Board of Education of  
Butler School District #53

Oak Brook Park District

By: \_\_\_\_\_  
Alan Hanzlik, Its President

By: \_\_\_\_\_  
Sharon Knitter, Its President

Attest: \_\_\_\_\_  
Alan Kumar, Its Secretary

Attest: \_\_\_\_\_  
Laure L. Kosey, Its Secretary