



PARK DISTRICT of OAK PARK

Due to the Coronavirus outbreak, the State of Illinois enacted amendments to the Open Meeting Act that authorize public bodies to host public meetings virtually in the event of a declaration of a disaster. Park District Board President Lentz has determined that an in-person meeting of the Park District of Oak Park's Committee of the Whole Meeting scheduled for Thursday, November 5, 2020, is not practicable or prudent. Accordingly, the meeting will take place via conference call, *not* on site at the Hedges Administrative Center, 218 Madison Street, at 7:30pm.

PARK DISTRICT OF OAK PARK Committee of the Whole Meeting Zoom Meeting

<https://us02web.zoom.us/j/82143384199?pwd=RIExUjBQVTFsQ1NGR1pybFExTjc1dz09>

Meeting ID: 821 4338 4199, Password: 170280; or (312) 626-6799

Thursday, November 5, 2020, Directly Following the Special Meeting

AGENDA

- I. **Call to Order/Roll Call**
- II. **Public Comment**
- III. **Public Hearing – Tax Levy**
 - A. Review of Proposed 2020 Tax Levy*
 - B. Public Comment
 - C. Adjournment of Public Hearing
- IV. **Parks and Planning Committee** – Commissioner Wick: Chair
 - A. ESAC Committee Application – Caroline Marinoff*
- V. **Administration and Finance Committee** – Commissioner Kassie: Chair
 - A. 2020 Tax Year Levy – Abatement Ordinance for 2019 Bonds*
 - B. 2020 Tax Year Levy – Abatement Ordinance for 2020 Bonds*
 - C. Budget and Appropriation Ordinance 2021*
 - D. Working Budget – Department Goals 2021*
 - E. Administrative Policy Manual Review**
 - F. Personnel Policy Manual Review**
 - G. Board Policy Manual Review**
 - H. Safety Manual Review**
 - I. Crisis Management & Communication Manual Review**
 - J. Credentials Certificate for the IAPD Annual Meeting*
- VI. **Recreation and Facility Program Committee** – Commissioner Wollmuth: Chair
 - A. PDCC Member Application – Suzen Riley*
- VII. **New Business**
- VIII. **Closed Session**
- IX. **Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 30, 2020

Re: 2020 Tax Levy



Statement

The District funds part of its operations through property taxes (64%). Annually the Board must approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Tax Levy Ordinance provides funds for the next year's operations. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index (CPI) or 5%, whichever is less. The 2020 tax year levy PTELL limit is 2.3%.

Discussion

The 2020 Tax levy is different than most. Traditionally, the District has increased the tax levy equal to CPI plus an additional 1.5% to ensure the District captured all new property in Oak Park. In light of the economic climate due to COVID, the Board directed staff not to take the full CPI, nor the additional 1.5% allowance for new property. Staff prepared a tax levy with a 1.5% increase. That is 0.8% lower than the full CPI (2.3%), and 2.3% lower than what past practice would have been (3.8%).

Recommendation

Staff recommends the Board approve the 2020 Tax Levy.

Attachment: 2020 Tax Levy

**PARK DISTRICT OF OAK
ORDINANCE NO. 2020-11-01**

**ANNUAL TAX LEVY ORDINANCE
FOR THE 2020 TAX YEAR**

WHEREAS, the Board of Commissioners of the Park District of Oak Park has ascertained that the total amount of appropriations and amounts deemed necessary to defray expenses and liabilities for all of the Park District's corporate purposes to be provided for by the tax levy for the 2020 tax year is \$10,775,676;

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

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Ordinance as findings of the Board of Commissioners.

Section 2. Tax Levy. There shall be and is hereby levied on all taxable property within the limits of the Park District of Oak Park for the 2020 tax year the sum of \$10,775,676 or so much thereof as may be authorized by law, as set forth below and in Exhibit A attached to and by this reference incorporated into this Ordinance.

Corporate	- \$5,067,325
Recreation	- \$4,592,373
IMRF	- \$102,041
Auditing	- \$21,651
Liability Insurance	- \$534,720
Museum Fund	- \$53,296
Handicapped Fund	- \$404,270

Section 3. Filing with County Clerk. The Secretary of the Board of Commissioners is hereby authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by State law and prior to December 31, 2020.

Section 4. Budget and Appropriations. As provided in Section 4-4 of the Illinois Park District Code, 70 ILCS 1205/4-4, any failure of the Board of Commissioners to have properly adopted an annual budget and appropriation ordinance shall not affect the validity of this Ordinance. The Park District's Annual Budget and Appropriation Ordinance for the 2021 fiscal year is not intended or required to be in support of or in relation to this Ordinance.

Section 5. Severability. Should any clause, sentence, paragraph, or part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of this Ordinance as a whole or of any part of this Ordinance other than only the part so declared to be invalid.

Section 6. Effective Date. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this 19th day of November 2020

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 19th day of November 2020

By: _____
Sandy Lentz, Park Board President

ATTEST:

Chris Wollmuth, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

I, Sandy Lentz, hereby certify that I am the presiding officer of the Park District of Oak Park Board of Commissioners, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-55 *et seq.*

This certificate applies to the 2020 tax levy.

November 19, 2020

Sandy Lentz, President
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

I, Chris Wollmuth, certify that I am Secretary of the Board of Commissioners of the Park District of Oak Park, Oak Park, Cook County, Illinois, and that as such official I am keeper of the records, ordinances, files, and seal of the Park District of Oak Park.

I also certify that the foregoing ordinance is a true and correct copy of the “ANNUAL TAX LEVY ORDINANCE FOR THE 2020 TAX YEAR” of the Park District of Oak Park, adopted at a duly called regular meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park at 7:30 p.m. on the 19th day of November 2020.

I also certify that the deliberations of the Board of Commissioners on the Park District of Oak Park on the adoption of said Ordinance were conducted openly, that the vote on the adoption was conducted openly, that said meeting was held in compliance with provisions of the Illinois Open Meeting Act and that the Board of Commissioners complied with all the provisions of that Act and with all rules and regulations of the Board of Commissioners.

November 19, 2020

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)

ATTACHMENT A
 TO ANNUAL TAX LEVY ORDINANCE
 FOR THE 2020 TAX YEAR
 (FUNDS AND PURPOSES)

I. CORPORATE FUND

A. ADMINISTRATION

1.	SALARIES	806,617
2.	CONTRACTUAL SERVICES	640,595
3.	MATERIALS	35,350
4.	SOCIAL SECURITY	450,000
5.	INSURANCE	459,361
6.	UTILITIES	106,060
		2,497,983

D. CONSERVATORY

1.	SALARIES	158,483
2.	INSURANCE	181,999
3.	UTILITIES	37,570
		378,052

C. BUILDINGS & GROUNDS

1.	SALARIES	1,206,074
2.	CONTRACTUAL SERVICES	479,521
3.	INSURANCE	300,915
4.	UTILITIES	204,780
		2,191,290

CORPORATE TOTAL \$ 5,067,325

II. RECREATION FUND

A. ADMINISTRATION

1.	SALARIES	343,278
2.	INSURANCE	65,000
3.	DEBT SERVICE	1,942,750
4.	CAPITAL IMPROVEMENTS	1,500,000
		3,851,028

B. COMMUNIATIONS AND MARKETING

1.	SALARIES	188,955
2.	CONTRACTUAL SERVICES	122,706
3.	INSURANCE	52,521
		364,182

B. CUSTOMER SERVICE

1.	SALARIES	\$ 100,000
2.	INSURANCE	38,731
		\$ 138,731

C. PROGRAMS

1.	SALARIES	\$ 238,432
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RECREATION TOTAL \$ 4,592,373

III. MUSEUM FUND			
1. CONTRACTUAL SERVICES	\$	38,372	
2. UTILITIES	\$	14,924	
	MUSEUM TOTAL	\$	<u>53,296</u>
IV. PUBLIC AUDIT FUND			
1. AUDITING EXPENSES	\$	21,095	
	PUBLIC AUDIT TOTAL	\$	<u>21,651</u>
V. SPECIAL RECREATION			
1. PAYMENT OF PARK DISTRICT'S SHARE OF THE EXPENSES FOR THE WEST SUBURBAN SPECIAL RECREATION ASSOCIATION	\$	404,270	
	SPECIAL RECREATION TOTAL	\$	<u>404,270</u>
VI. ILLINOIS MUNICIPAL RETIREMENT FUND			
1. ILLINOIS MUNICIPAL RETIREMENT FUND	\$	102,041	
	ILLINOIS MUNICIPAL RETIREMENT FUND TOTAL	\$	<u>102,041</u>
VII. LIABILITY INSURANCE FUND			
1. LIABILITY INSURANCE/RISK MANAGEMENT	\$	534,720	
	LIABILITY INSURANCE FUND TOTAL	\$	<u>534,720</u>
	TOTAL ALL FUNDS	\$	10,775,676



Memo

To: David Wick, Chair, Parks and Planning Committee
Park Board of Commissioners

From: Patti Staley, Director of Horticulture/Oak Park Conservatory

CC: Jan Arnold, Executive Director

Date: October 20, 2020

Re: Environmental Sustainability Advisory Committee Application



Statement

The Environmental Sustainability Advisory Committee (ESAC) acts as a liaison between the Park District and the community, helping implement the Park District's Environmental Policy and Integrated Pest Management Policy, assisting the Park Board in identifying and exploring sustainability issues and environmental initiatives, helping determine annual projects, and maintaining the Green Team. The ESAC is actively searching for new committee members. Caroline Marinoff of Oak Park, has expressed an interest in joining the ESAC.

Discussion

The Environmental and Sustainability Committee members serve staggered three year terms. Caroline Marinoff has expressed interest and submitted a committee interest application. Caroline has a Bachelors degree in media communications and economics and is a team member with the One Earth Film Fest. Caroline is a passionate bicyclist and tries to use the car as little as possible and moved to Oak Park from Europe and loves to connect with people and projects. For the last 15 years, Caroline worked for public and non-profit organizations.

Recommendation

Staff recommends the Park Board review and approve the application of Caroline Marinoff as a citizen committee member to the ESAC.

Attachment: Application



PARK DISTRICT
of OAK PARK

PARK DISTRICT OF OAK PARK

218 Madison Street • Oak Park, IL 60302 • (708) 725-2000 (info) • (708) 725-2301 (fax) • www.pdop.org

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.

Committee Interest Application

Thank you for your willingness to serve your community as one of our volunteer citizens' committees. The following information will assist the Park District in determining the best position for you to utilize your experience, abilities and interests.

INSTRUCTIONS: Please complete and submit this application for review to the location listed above.

Committee you are interested in joining: (please check all that apply)

Park District Chain Committee (PDCC)

Environmental Sustainability Advisory Committee (ESAC)

Active Adult Advisory Committee (AAAC)

APPLICANT INFORMATION Please note, Oak Park residency is required to apply.

Applicant Name CAROLINE MARINOFF

Address 1228 LINDEN AVE

City OAK PARK State IL Zip 60302

Email Address marinoff@web.de

Daytime Phone 708 223 0938 Evening Phone _____

Age of Applicant: Up to 29 years 30-54 years 55 years & up

What park and public space are closest to your residence? FIELD PARK

AVAILABILITY

Please indicate your availability on a regular basis: CHOOSE ONE: Daytime Evening Anytime (as needed)

CHOOSE ONE: Weekly Semi-monthly Monthly Intermittently

EDUCATIONAL DATA

Degrees (if any) BA in Media Communications + Economics

Other Educational Experience _____

COMMUNITY ACTIVITIES, PROFESSIONAL ORGANIZATIONS OR OTHER INTERESTS

Please list any activities you are currently involved with: ONE EARTH FILM FEST

Please indicate how you can best be of service to the Park District of Oak Park Being part of the conversation about sustainability, bringing ideas and motivation

Applicant's Signature [Signature] Date 2/21/9/23/20

You are welcome to attach additional information in a resume or write on the back of this form.

Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 28, 2020

Re: 2020 Tax Year Levy – Abatement Ordinance for 2019 Bond 2020-11-02



Statement

The District issued \$7,800,000 in General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2019, in October 2019. As a general obligation bond, the establishing ordinance provides for an annual property tax levy unless an annual abatement ordinance is adopted and filed with the County Clerk.

Discussion

When the District announced it was issuing park bonds it did so stating there would not be a property tax increase to pay for the bonds. In order to keep its pledge, the District will need to adopt an annual property tax abatement ordinance that abates or eliminates the property tax levy to be collected for payment on the General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2019.

The amount to be abated for the 2020 tax year, collected on the tax bills issued in 2021, is \$301,400. The alternative source of revenue used to pay the debt service for the 2019 bond issue is the recreation levy component of the District's general property tax levy.

Recommendation

Staff recommends the 2020 Tax Levy Abatement Ordinance 2020-11-02 for the 2019 Bond be approved.

Attachment: Abatement Ordinance 2019 for Bond 2020-11-02

**Park District of Oak Park
Ordinance No. 2020-11-02**

AN ORDINANCE abating the taxes heretofore levied for the year 2020 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019, of the Park District of Oak Park, Cook County, Illinois.

WHEREAS, the Board of Park Commissioner (the “Board”) of the Park District of Oak Park, Cook County, Illinois (the “District”), by ordinance adopted on the 5th day of September, 2019, as supplemented by a notification of sale (the “Ordinance”), did provide for the issue of its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019 (the “Bonds”) and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the District will have Pledged Revenues (as defined in the Ordinance) available for the purpose of paying the principal of and interest on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2020 to pay the principal of and interest on the Bonds be abated in its entirety;

NOW THEREFORE, it is hereby ordained by the Board of Park Commissioners of the Park District of Oak Park, Cook County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2020 in the Ordinance, namely three hundred and one thousand four hundred dollars (\$301,400), is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2020 in its entirety in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted by roll call vote November 19, 2020.

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

By: _____
Sandy Lentz, Park Board President

ATTEST:

Chris Wollmuth, Secretary

Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 28, 2020

Re: 2020 Tax Year Levy – Abatement Ordinance for 2020 Bond 2020-11-03



Statement

The District issued \$9,860,000 in General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2020, in October 2020. As a general obligation bond the establishing ordinance provides for an annual property tax levy, unless an annual abatement ordinance is adopted and filed with the County Clerk.

Discussion

When the District announced it was issuing park bonds, it did so stating there would not be a property tax increase to pay for the bonds. In order to keep its pledge, the District will need to adopt an annual property tax abatement ordinance that abates or eliminates the property tax levy to be collected for payment on the General Obligation Park Bonds (Alternative Revenue Source), Series 2020.

The amount to be abated for the 2020 tax year, collected on the tax bills issued in 2020, is \$1,321,300. The alternative source of revenue used to pay the debt service for the 2020 bond issue is the recreation levy component of the District's general property tax levy.

Recommendation

Staff recommends the 2020 Tax Levy Abatement Ordinance 2020-11-03 for the 2020 Bond be approved.

Attachment: Abatement Ordinance for 2020 Bond 2020-11-03

**Park District of Oak Park
Ordinance No. 2020-11-03**

AN ORDINANCE abating the taxes heretofore levied for the year 2020 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020, of the Park District of Oak Park, Cook County, Illinois.

WHEREAS, the Board of Park Commissioner (the “Board”) of the Park District of Oak Park, Cook County, Illinois (the “District”), by ordinance adopted on the 16th day of April, 2020, as supplemented by a notification of sale (the “Ordinance”), did provide for the issue of its General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020 (the “Bonds”) and the levy of a direct annual tax sufficient to pay the principal of and interest on the Bonds; and

WHEREAS, the District will have Pledged Revenues (as defined in the Ordinance) available for the purpose of paying the principal of and interest on the Bonds during the next succeeding bond year; and

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2020 to pay the principal of and interest on the Bonds be abated in its entirety;

NOW THEREFORE, it is hereby ordained by the Board of Park Commissioners of the Park District of Oak Park, Cook County, Illinois, as follows:

Section 1. Abatement of Tax. The tax heretofore levied for the year 2020 in the Ordinance, namely one million four hundred and eighty one thousand six hundred dollars (\$1,481,600), is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2020 in its entirety in accordance with the provisions hereof.

Section 3. Effective Date. This Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted by roll call vote November 19, 2020.

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

By: _____
Sandy Lentz, Park Board President

ATTEST:

Chris Wollmuth, Secretary

Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Kyle Cratty, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 28, 2020

Re: 2021 Budget and Appropriation Ordinance 2020-11-04



Statement

The District is required to adopt a Budget and Appropriations Ordinance (B & A), and file it with the County Clerk within 30-days of its approval.

Discussion

A public hearing is required to be held prior to approval of the B & A. This notice must be published in a newspaper of local circulation at least seven days before the public hearing. The public hearing notice will be published in the November 11, edition of the Wednesday Journal and the public hearing will be held November 19.

The B & A consists of two columns of data. One column lists the District's budget by line item, while the second column lists these same line items with a 15% increase. This column is referred to as the appropriation, and establishes legal spending limits. However, the District's departments use the approved budget for carrying out activities and Board policies.

Recommendation

Staff recommends approving the Budget & Appropriation Ordinance 2020-11-04.

Attachment: 2021 Budget and Appropriation Ordinance 2020-11-04

**PARK DISTRICT OF OAK PARK
ORDINANCE NO. 2020-11-04**

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
OF THE PARK DISTRICT OF OAK PARK
FOR FISCAL YEAR BEGINNING JANUARY 1, 2021,
AND ENDING DECEMBER 31, 2021

WHEREAS, the Board of Commissioners of the Park District of Oak Park has determined the sums of money deemed necessary to defray all necessary expenses and liabilities of the Park District for the fiscal year beginning January 1, 2021, and ending December 31, 2021 (the “*2021 Fiscal Year*”) and such sums of money are appropriated by this Ordinance; and

WHEREAS, this Ordinance specifies the objects and purposes for which such appropriations are made and the amount appropriated for each object and purpose;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Park District of Oak Park, Cook County, Illinois, as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Ordinance as findings of the Board of Commissioners.

Section 2. Adoption of Budget and Specifying Appropriations. The Board of Commissioners hereby adopts the Budget for the 2021 Fiscal Year and hereby specifies the objects and purposes for which appropriations are made for the 2021 Fiscal Year as set forth in Exhibit A attached to and by this reference incorporated into this Ordinance.

Section 3. Approval of Appropriation. The sums of money in the columns headed Appropriations in Section 2 of this Ordinance shall be and are hereby appropriated for the corporate purposes, the recreation purposes, the revenue facilities purposes, the historical museum purposes, the Cheney Mansion purposes, capital improvement purposes, health risk management purposes, the payment of liability insurance premiums, the payment for the annual audit by a

certified public accounting firm, the payments to a special recreation association being the West Suburban Recreation Association, and the payment of health insurance, as herein before specified, all in order to defray all necessary expenses and liabilities of the Park District for the 2021 Fiscal Year.

Section 4. Statement of Financial Matters. As provided in Section 4-4 of the Park District Code, 70 ILCS 1205/4-4, the Board of Commissioners states as follows:

- (1) That cash on hand estimated at the beginning of the 2021 Fiscal Year is \$10,164,923.
- (2) That the estimated cash expected to be received during the fiscal year from all sources of \$20,403,612.
- (3) That the estimated expenditures contemplated for the fiscal year are \$20,740,725.
- (4) That the estimated cash expected to be on hand at the end of the fiscal year is \$9,827,810.
- (5) That the estimated amount of taxes to be received during the year is \$10,560,163.

Section 5. Other Receipts and Revenue, Unexplained Balance. The receipts and revenue of the Park District derived from sources other than taxation and not specifically appropriated and all unexplained balance from the preceding fiscal years not required for the purposes for which they were appropriated and levied shall in part constitute the Corporate Fund and shall first be placed to the credit of such fund.

Section 6. Severability of Provisions. If any provision of this Ordinance is for any reason held invalid or unconstitutional, then the invalidity or unconstitutionality of that provision will not affect the validity if any other provision of this Ordinance.

Section 7. Effective Date. This Ordinance will be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED: this 19th day of November 2020.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED this 19th day of November 2020.

By: _____
Sandy Lentz, President
Board of Commissioners

ATTEST:

By: _____
Chris Wollmuth, Secretary
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

I, Chris Wollmuth, certify that I am Secretary of the Board of Commissioners of the Park District of Oak Park, Oak Park, Cook County, Illinois, and that as such official I am keeper of the records, ordinances, files, and seal of the Park District of Oak Park.

I also certify that the foregoing ordinance is a true and correct copy of the “BUDGET AND APPROPRIATION ORDINANCE FOR THE 2021 FISCAL YEAR” of the Park District of Oak Park, adopted at a duly called regular meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park at 7:30 p.m. on the 19th day of November 2020.

I also certify that the deliberations of the Board of Commissioners on the Park District of Oak Park on the adoption of said Ordinance were conducted openly, that the vote on the adoption was conducted openly, that said meeting was held in compliance with provisions of the Illinois Open Meeting Act and that the Board of Commissioners complied with all the provisions of that Act and with all rules and regulations of the Board of Commissioners.

November 19, 2020

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)

ATTACHMENT A
 To the Budget and Appropriation Ordinance
 For Fiscal Year January 1, 2021 to December 31, 2021

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
EXPENDITURE SUMMARY		
Corporate Fund	5,409,025	6,220,379
I.M.R.F. Fund	285,000	327,750
Liability Fund	493,028	566,982
Audit Fund	21,350	24,553
Recreation Fund	7,958,175	9,151,901
Museum Fund	40,060	46,069
Special Recreation Fund	449,072	516,433
Revenue Facilities Fund	2,285,777	2,628,643
Insurance Fund	1,051,467	1,209,187
Capital Projects Fund	2,555,000	4,248,232
Cheney Mansion Fund	192,771	221,687
TOTAL BUDGET & APPROPRIATION	20,740,725	25,161,815

I. CORPORATE FUND

ADMINISTRATION

Salaries and Wages	806,617	927,609
Legal Services	75,000	86,250
Architectural Services	5,000	5,750
Legal Publications	1,500	1,725
Office Equipment Service	1,200	1,380
Computer (IT) Services	305,195	350,974
Township Interventionist	14,200	16,330
Copy and Printing - Internal	75,000	86,250
Postage and Delivery	4,000	4,600
Contractual Services-Other	149,500	171,925
Bank Service Charge	10,000	11,500
Office Expense	10,000	11,500
Uniforms	1,250	1,438
Supplies-Other	1,100	1,265
Office Equipment	1,000	1,150
Computer Equipment	22,000	25,300
FICA Employer Expense	450,000	517,500
Employee Recognition	2,500	2,875
Conference and Training	47,750	54,913
Dues and Subscriptions	17,700	20,354
Employee Travel Reimbursement	400	460
Administrative Expense	3,350	3,853
Director Expense	900	1,035
Board Expense	5,100	5,865
Recruitment	9,500	10,925
Telecommunications	106,060	121,969
Health Insurance Transfer	375,311	431,608
Fund Transfer Out	200,000	230,000
TOTAL ADMINISTRATION	2,701,133	3,106,302

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>CONSERVATORY</u>		
Salaries and Wages	158,483	182,255
Property Repair	16,500	18,975
Fleet Service	2,500	2,875
Custodial Services	5,420	6,233
Contractual Services - Other	7,397	8,507
Equipment - Rental	675	776
Bank Service Charges	2,840	3,266
Uniforms	1,200	1,380
Supplies - Cleaning and Household	1,750	2,013
Supplies - Building Materials	10,100	11,615
Miscellaneous Supplies	1,500	1,725
Animal Care	3,400	3,910
Supplies - Horticultural Control	7,500	8,625
Furnishings	1,000	1,150
Gift Shop Material	11,800	13,570
Conservatory Special Events	3,000	3,450
Birthday Party Supplies	-	-
Employee Recognition	-	-
Conference and Training	4,000	4,600
Dues and Subscriptions	2,372	2,727
Employee Travel Reimbursement	1,000	1,150
Gift Shop Sales Tax	500	575
Electricity	9,310	10,707
Natural Gas	23,680	27,232
Water	4,580	5,267
Health Insurance Transfer	42,194	48,523
TOTAL CONSERVATORY	322,700	371,105

<u>PARKS & PLANNING</u>		
Salaries and Wages	1,206,074	1,386,985
Copying & Printing- External	300	345
Property Repair	173,850	199,928
Fleet Service	64,500	74,175
Landscaping Service	55,006	63,257
Custodial Services	67,600	77,740
Scavenger Service	31,600	36,340
Portable Restrooms	3,900	4,485
Sports Field Improvements	74,075	85,186
Equipment-Rental	6,500	7,475
Bank Service Fees	2,190	2,519
Uniforms	7,340	8,441
Supplies-Parks	63,600	73,140
Supplies- Cleaning & Household	19,132	22,002
Supplies- Building Materials	76,000	87,400
Equipment	42,580	48,967
Employee Recognition	1,500	1,725
Conference & Training	10,000	11,500

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Dues and Subscriptions	2,776	3,192
Employee Travel Reimbursement	800	920
Electricity	66,730	76,740
Natural Gas	30,310	34,857
Telecommunications	1,230	1,415
Water	106,510	122,487
Health Insurance Transfer	271,089	311,753
TOTAL BUILDINGS & GROUNDS	2,385,193	2,742,972
II. <u>I.M.R.F. FUND</u>		
IMRF Employer Expense	285,000	327,750
TOTAL I.M.R.F. FUND	285,000	327,750
III. <u>LIABILITY FUND</u>		
Salaries and Wages	65,044	74,800
Insurance Deductibles	2,500	2,875
Worker's Compensation	79,500	91,425
Property	101,300	116,495
Employment Practices	16,400	18,860
Liability	47,400	54,510
Employee Screenings	29,516	33,943
Risk Care Management	49,368	56,773
Conference and Training	2,000	2,300
Unemployment Expense	100,000	115,000
TOTAL LIABILITY FUND	493,028	566,982
IV. <u>AUDIT FUND</u>		
Contractual Services - Other	21,350	24,553
TOTAL AUDIT FUND	21,350	24,553
V. <u>RECREATION FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	630,620	725,213
Property Repair	1,000	1,150
Fleet Service	7,500	8,625
Supplies - Other	500	575
Furnishings	500	575
Conference and Training	12,000	13,800
Continuing Education	-	-
Dues and Subscriptions	5,390	6,199
Employee Travel Reimbursement	2,000	2,300
Non-Resident Fee Expense	2,000	2,300
Scholarship - Township	8,000	9,200
Scholarship - PDOP	195,000	224,250
Bond Payment - Principal	1,290,000	1,483,500
Bond Payment - Interest	652,750	750,663
Telecommunications	40,000	46,000
Fund Transfer Out	1,418,006	1,630,707
Capital Projects Contribution	1,409,000	1,620,350

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Health Insurance Transfer	84,738	97,449
TOTAL ADMINISTRATION	5,759,004	6,622,855
 <u>COMMUNICATIONS</u>		
Salaries and Wages	188,955	217,299
Copy and Printing - External	30,548	35,130
Brochure	92,160	105,984
Marketing	23,626	27,170
Advertising	11,784	13,552
Conference and Training	3,500	4,025
Dues and Subscriptions	264	304
Health Insurance Transfer	52,521	60,399
TOTAL COMMUNICATIONS	403,359	463,862
 <u>CUSTOMER SERVICE</u>		
Salaries and Wages	212,328	244,177
Copy and Printing - External	650	748
Office Expense	1,680	1,932
Uniforms	940	1,081
Employee Recognition	200	230
Conference & Training	1,000	1,150
Dues and Subscriptions	264	304
Employee Travel Reimbursement	100	115
Health Insurance Transfer	38,731	44,541
TOTAL CUSTOMER SERVICE	255,893	294,277
 <u>FITNESS PROGRAMS</u>		
Program Wages	29,110	33,477
Program Contractual Expense	54,323	62,472
Program Supplies	2,708	3,114
TOTAL FITNESS	86,141	99,062
 <u>YOUTH ATHLETICS</u>		
Program Wages	131,121	150,789
Program Contractual Expense	181,031	208,185
Program Supplies	26,500	30,475
TOTAL YOUTH ATHLETICS	338,651	389,449
 <u>ADULT ATHLETICS</u>		
Program Wages	18,091	20,804
Program Contractual Expense	21,998	25,298
Program Supplies	9,435	10,850
TOTAL ADULT ATHLETICS	49,524	56,952

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>TEEN PROGRAMS</u>		
Salaries and Wages	14,847	17,074
Program Contractual Expense	1,040	1,196
Program Supplies	4,470	5,140
TOTAL TEEN PROGRAMS	20,357	23,410
<u>COMMUNITY PROGRAMS</u>		
Program Wages	482,164	554,489
Program Contractual Expense	124,813	143,535
Program Supplies	84,612	97,304
TOTAL SPECIAL INTEREST PROGRAMS	691,589	795,328
<u>FINE ARTS</u>		
Program Wages	152,089	174,902
Program Contractual Expense	42,290	48,633
Program Supplies	12,024	13,827
TOTAL SPECIAL EVENTS & ARTS	206,402	237,363
<u>EARLY CHILDHOOD AND CAMPS</u>		
Program Wages	114,549	131,731
Program Contractual Expenses	21,400	24,610
Program Supplies	11,305	13,001
TOTAL EARLY CHILDHOOD PROGRAMS	147,254	169,342
VI. <u>MUSEUM FUND</u>		
Salaries and Wages	9,150	10,523
Property Repair	10,000	11,500
Contractual Services - Other	360	414
Program Contractual Expenses	2,700	3,105
Supplies - Cleaning and Household	1,500	1,725
Supplies - Building Materials	3,000	3,450
Program Supplies	700	805
Pleasant Home Electricity	3,000	3,450
Pleasant Home Natural Gas	8,000	9,200
PH Security Monitoring	900	1,035
Pleasant Home Water	750	863
TOTAL MUSEUM FUND	40,060	46,069
VII. <u>SPECIAL RECREATION FUND</u>		
Special Rec Contribution	449,072	516,433
TOTAL SPECIAL RECREATION FUND	449,072	516,433
VIII. <u>SPECIAL FACILITIES FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	267,129	307,198
Conference and Training	5,000	5,750
Dues and Subscriptions	1,615	1,857
Employee Travel Reimbursement	200	230
Telecommunications	2,690	3,094

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Health Insurance Transfer	-	-
Special Recreation Transfer	-	-
Capital Projects Contribution	-	-
TOTAL ADMINISTRATION	276,634	318,129

MAINTENANCE

Salaries and Wages	310,825	357,449
Property Repair - Pool	19,850	22,828
Property Repair - Rink	29,450	33,868
Property Repair - GRC	10,100	11,615
Fleet Service - Pool	900	1,035
Fleet Service - Rink	5,060	5,819
Contractual Services- Other - GRC	3,930	4,520
Contractual Services- Other - Pool	5,405	6,216
Contractual Services- Other - Rink	5,325	6,124
Custodial Services - GRC	4,100	4,715
Equipment-Maintenance - Pool	1,700	1,955
Equipment-Maintenance - Rink	1,640	1,886
Equipment Rental GRC	775	891
Equipment Rental Pool	1,400	1,610
Equipment Rental Rink	1,100	1,265
Bank Service Charges	510	587
Alarm Services - GRC	1,120	1,288
Uniforms	2,350	2,703
Supplies-Cleaning & Household - Pool	6,130	7,049
Supplies- Building Materials - Pool	7,709	8,865
Supplies-Cleaning & Household - Rink	5,770	6,636
Supplies- Building Materials - Rink	9,680	11,132
Supplies-Cleaning & Household - GRC	2,939	3,380
Supplies- Building Materials - GRC	4,496	5,170
Misc. Supplies - Dog Parks	6,769	7,784
Fuels and Lubricants	2,048	2,355
Chemicals	35,636	40,981
Building Improvements - Pool	5,900	6,785
Building Improvements - GRC	4,000	4,600
Equipment-Other - Pool	2,435	2,800
Equipment-Other - GRC	-	-
Conference and Training	4,160	4,784
Dues and Subscriptions	400	460
Employee Travel Reimbursement	300	345
Rehm Electricity	20,510	23,587
Ridgeland Electricity	141,000	162,150
Gymnastics Electricity	19,200	22,080
Rehm Natural Gas	12,600	14,490
Ridgeland Natural Gas	46,510	53,487
Gymnastics Natural Gas	5,990	6,889
Rehm Water	35,000	40,250
Ridgeland Water	31,680	36,432
Gymnastics Water	2,390	2,749

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Health Insurance Transfer	-	-
TOTAL MAINTENANCE	818,792	941,611
 <u>AQUATICS PROGRAMS</u>		
Program Wages	265,302	305,097
Program Contractual Expense	30,480	35,052
Program Supplies	10,925	12,564
TOTAL ICE ARENA PROGRAMS	306,707	352,713
 <u>ICE ARENA PROGRAMS</u>		
Program Wages	250,368	287,923
Program Contractual Expense	71,343	82,044
Program Supplies	41,063	47,222
TOTAL ICE ARENA MAINTENANCE	362,773	417,189
 <u>GYMNASTICS</u>		
Program Wages	426,866	490,896
Program Contractual Expense	48,600	55,890
Program Supplies	20,355	23,408
Booster Club Expense	15,000	17,250
Employee Recognition	400	460
Conference and Training	3,500	4,025
Dues and Subscriptions	3,010	3,462
Employee Travel Reimbursement	200	230
Sales Tax	940	1,081
Gym Fund Raising Improvements	2,000	2,300
Health Insurance Transfer	-	-
TOTAL GYMNASTICS	520,871	599,002
 IX. <u>INSURANCE FUND</u>		
Health Insurance - PPO	758,354	872,107
Health Insurance - HMO	195,296	224,590
Life Insurance	5,500	6,325
Dental Insurance	49,899	57,384
Employee Assistance Program	1,900	2,185
Health Insurance - Opt Out	13,200	15,180
Health Insurance - Retirees	-	-
Vision Insurance	14,318	16,466
Employee Wellness Program	13,000	14,950
TOTAL INSURANCE FUND	1,051,467	1,209,187

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
X. CAPITAL PROJECT FUND		
Property Acquisition	-	909,982
Property Repairs and Rehab	140,000	161,000
Vehicle and Equipment Program	50,000	57,500
Technology Improvements	50,000	57,500
Surveys - Studies	40,000	46,000
Carroll Master Plan Improvements	120,000	138,000
Stevenson Building Improvements	25,000	28,750
Pleasant Home Building Improvements	425,000	888,750
Rehm Master Plan Improvements	1,100,000	1,265,000
Dole Building Improvements	25,000	28,750
Conservatory Building Improvements	25,000	28,750
Scoville Park Improvements	30,000	34,500
CRC Master Plan Improvements	500,000	575,000
Cheney Building Improvements	25,000	28,750
TOTAL CAPITAL PROJECTS FUND	2,555,000	4,248,232
XI. ELIZABETH CHENEY FUND		
Salaries and Wages	104,830	120,555
Property Repair	10,000	11,500
Custodial Services	1,734	1,994
Contractual Services - Other	360	414
Bank Service Charge	5,730	6,590
Program Contractual Expense	13,100	15,065
Uniforms	520	598
Supplies- Cleaning& Household	3,000	3,450
Supplies- Building Materials	3,000	3,450
Program Supplies	4,090	4,704
Conference and Training	500	575
Dues and Subscriptions	264	304
Employee Travel Reimbursement	150	173
Cheney Electricity	5,700	6,555
Cheney Natural Gas	10,750	12,363
Cheney Water	5,040	5,796
Health Insurance Transfer	24,002	27,603
TOTAL ELIZABETH CHENEY FUND	192,771	221,687

Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 28, 2020

Re: 2021 Working Budget – Department Goals



Statement

Annually, staff creates departmental goals that are based on the District’s strategic goals for the year. The departmental goals the District uses are included in the working budget as well as an analysis of the previous year’s department goals.

Discussion

The backbone of the District’s operating budget is the departmental goals that staff develops based on the District’s strategic goals. The attached department cover sheets include both the 2020 departmental goals assessment and the 2021 departmental goals. These departmental goals are developed prior to staff working on the financial aspect of the budget and guide staff during the budget process.

The Park District Code requires that the Board adopt a budget and appropriation ordinance that sets forth the spending limits for the next fiscal year. This ordinance however, does not formally adopt the departmental goals that are developed by staff in the working budget. The working budget that staff has presented to the board at both the October 8, and October 15, meetings is the document staff follows when making operational decisions.

Recommendation

Staff recommends the approval of the 2021 Working Budget-Departmental Goals.

Attachment: 2021 Working Budget-Department Goals

Corporate Administration Fund

Description

Corporate Administration Fund includes the Executive Director's Office, Business Operations, and Human Resources. Corporate Administration Fund is responsible for directing the daily operations, strategic planning, budget implementation and preparation, annual financial audit, and employee relations.

2020 Assessment

- Hire an agency-wide volunteer coordinator position to leverage volunteer opportunities by the District.
 - Not hiring as a result of Covid-19
- Successfully complete CAPRA reaccreditation.
 - CAPRA Review Hearing completed with the District scoring 100%. Report being completed by Review Team.
- Collaborate with a minimum of two community groups to improve the District's diversity hiring and volunteering.
 - HR Director is an active member of the local group Career Pathways. The group meets regularly to discuss what community services, employment opportunities and processes reach diverse candidates. We implemented a recruitment process to help connect candidates and employers directly versus only relying on candidates applying via our website.

2021 Goals

- Hold a meeting with a minimum of 20 technology leaders in the community to leverage their knowledge and experience to help find solutions for Park District challenges by October 31, 2021.
 - *Performance Measure:* Complete by October 31, 2021.
 - *Strategic initiative:* Quality Infrastructure
- Provide two Diversity, Equity, Inclusive (DEI) trainings in the area of cultural awareness for all full-time staff by October 31, 2021 to educate and increase staff knowledge of cultural differences to better serve our community.
 - *Performance Measure:* Provide trainings by October 31, 2021.
 - *Strategic Initiative:* Staff Excellence
- Create and have Board approval of the 2022-2024 Strategic Plan by December 1, 2021.
 - *Performance Measure:* Complete by December 1, 2021.
 - *Strategic Initiative:* Organizational Excellence

Conservatory

Description

The Edwardian-style glass structure, built in 1929, houses a botanical collection of more than 3,000 plants, some of which date back to the Conservatory's founding. Over the years, the building fell into neglect. In 1970, a group of concerned citizens led a drive to preserve this unique resource. In 1986, the Friends of the Oak Park Conservatory was established with the mission to promote interest in the Oak Park Conservatory, offer educational and recreational opportunities and support projects that benefit the Oak Park Conservatory. In 2004, the Oak Park Conservatory was designated an Oak Park Landmark, and was added to the National Register of Historic Places in 2005. The Conservatory staff is responsible for growing plants for monthly floral displays within the facility. They also design and install the summer plant displays throughout the park system, maintain the landscapes at Cheney Mansion and Pleasant Home, oversee the maintenance of native perennials, and take care of all weeding needs throughout the District.

2020 Assessment

- Create a Historic Home & Garden Tour package for adults to visit the Park District's three historic properties: Oak Park Conservatory, Cheney Mansion, and Pleasant Home.
 - Tour package completed for all three facilities and marketing has created a trifold in place to market this tour. This program is ready to launch when we are safely allowed to bring tour groups back into our facilities.
- Increase plant identification and educational signage in the Conservatory showrooms and gardens.
 - Project underway to be completed by fall of 2020. Funding secured from Friends of the Oak Park Conservatory to support 100% of the cost of this project.
- Grow and install native rain garden plants for the Carroll Park Center rain garden.
 - Project completed June 2020.

2021 Goals

- Implement a new summer plant sale to the public to generate \$2,500 in order to replace gift shop revenue.
 - *Performance Measure:* Grow approximately 250 perennials, including some natives, in house for an early public sale.
 - *Strategic Initiative:* Financial Strength
- Create a volunteer program to care for our parks' natural areas: Lindberg Prairie & Taylor Fen, bringing the maintenance of these areas to be performed by the Park District in place of an outside contractor, saving \$20,000 annually.
 - *Performance Measure:* Hold four public volunteer events at each natural area, Lindberg Prairie, and Taylor Fen.
 - *Strategic Initiative:* Quality Infrastructure Management / Financial Strength



- Train Staff on prescribed burn management through DNR for future in-house execution.
 - *Performance Measure:* Attend prescribed burn management classes for full time conservatory staff in order to complete requirements to assist with prescribed burns for certification.
 - *Strategic Initiative:* Staff Excellence

Parks & Planning

Description

Parks and Planning (formally Buildings and Grounds) is responsible for the upkeep and repair of all parks and facilities owned by the Park District. During the spring, summer, and fall, program seasons, this includes maintenance of athletic fields, including daily determination of field conditions and playability. During the winter, Parks and Planning deals with the task of keeping 7.33 miles of sidewalk usable for the residents and performing daily checks on sled hills. As well as maintaining building systems including HVAC, plumbing, electrical, drainage, roofing, lighting, roofing, in-house painting and facility custodial tasks. Grounds Systems include maintaining trees, shrubs, turf, walkways, fences, exterior lighting systems, irrigation systems, daily trash removal, and inspection cycles for all playground equipment.

These responsibilities are handled via a variety of methods including full-time staff, permanent part-time staff, seasonal staff, multi-year contracts, job-specific contracts and time and material hiring of various tradesmen. Parks and Planning fills a major role in the CIP program starting with the planning process and following through with facilitation, coordination, and review of specialized contractors.

Beginning with the 2019 budget, the Facilities budget area has been consolidated under Parks and Planning. The Facilities area is responsible for the processing of rental requests and the issuance of contracts for facilities in Andersen, Austin Gardens, Barrie, Carroll, Field, Fox, Longfellow, and Stevenson Centers, as well as the permitting of all park and shelter space in the system

2020 Assessment

- Provide Recycling and Composting stations at Fall Fest, DIOV, Winterfest, FLW Race.
 - All events cancelled this year, but staff started recycling and composting at most events and the goal is to continue these stations moving forward.
- Add bike pumps/repair stations to Scoville, RCRC, Longfellow, Barrie and Stevenson by May 1, 2020.
 - Complete.
- Install smart building technology at the Dole Center to lower energy usage on lighting and HVAC by April 1, 2020.
 - Complete.
- Install battery back-up sump pumps at Barrie, Carroll, Stevenson, Dole, Field and Andersen Centers by June 1, 2020.
 - Complete.

- Add to current battery powered landscape equipment inventory including string trimmer, powered saws and batteries to minimize usage and greenhouse gas emissions.
 - Completed and in use.

2021 Goals

- Treat six athletic Fields with EQ Compost made locally through MWRD to enrich soils and increase field quality in the spring and fall.
 - *Performance Measure:* Will conduct leaf tissue test at two locations before and after application to determine nutrient changes.
 - *Strategic Initiative:* Quality Infrastructure Management
- Install 10kW pv solar array at Stevenson Center by June 1, 2021 to reduce electrical demand through on-site renewable energy production by 25%.
 - *Performance Measure:* Reduction of kWh consumption.
 - *Strategic Initiative:* Quality Infrastructure Management
- Fill the two full-time maintenance positions and adjust to evening hours in order to provide consistent staffing by March 1, 2021.
 - *Performance Measure:* Increase full-time coverage.
 - *Strategic Initiative:* Customer & Community Focused
- Install three rain gardens in the parkway at Barrie Park to assist with the water runoff from the park, introduce native plants and improve the drainage issues currently along the perimeter walkways by September 1, 2021.
 - *Performance Measure:* Conservatory staff will grow the plants and Parks and Planning staff will execute the grading and prep work.
 - *Strategic Initiative:* Quality Infrastructure Management
- Convert all SDS binders to an electronic format and make them available on all clock-in tablets throughout the District by July 1, 2021.
 - *Performance Measure:* In conjunction with Conservatory, Special Facilities, and Parks Facilities, staff will digitize the SDS binders and provide staff training through Paycom.
 - *Strategic Initiative:* Quality Infrastructure Management

IMRF Fund

Description

The IMRF Fund is a special revenue fund, operating on the modified accrual basis of accounting.

The IMRF Fund budget accounts for the district's (employer's) contribution to the Illinois Municipal Retirement Fund (IMRF). All full-time, and part-time employees intended to work more than 1,000 hours annually, are required to be members of IMRF. The district contributes a percentage of the employee's salary (see below), while the employee is required to contribute 4.5% of their salary. IMRF's financial stability is tied to investment income, employer contributions, and member census. The district levies a property tax for IMRF purposes.

2020 Assessment

- The IMRF Fund is projected to end with a 166% fund balance.

2021 Goals

- Continue to focus on getting the IMRF Fund's fund balance to 25% by December 31, 2025.
 - *Performance Measure:* Have a fund balance of 25% within five years.
 - *Strategic Initiative:* Financial Strength

Liability Fund

Description

The Liability Fund is special revenue fund, operating on the modified accrual basis of accounting.

The Liability Fund budget accounts for expenditures made to the Park District Risk Management Agency (PDRMA). Included in this are premiums for liability, property, employment practices, and worker's compensation insurance. Also included are certain other risk management costs including unemployment expense. The projected tax levy for future years is expected to remain flat in order to achieve the targeted fund balance policy. Furthermore, PDRMA's cost allocation formula mitigates large fluctuations in premium contributions from year to year.

2020 Assessment

- The Liability Fund's fund balance is projected to end at a 44% fund balance.
- Develop and deliver active shooter staff training content specific to participants such as preschool and afterschool programs.
 - Completed.
- Apply for a Safety Grant through PDRMA in 2020.
 - Completed first week of September.

2021 Goals

- Continue to focus on getting the Liability Fund's fund balance to 25% by December 31, 2025.
 - *Performance Measure:* Have a fund balance of 25% within five years.
 - *Strategic Initiative:* Financial Strength
- Begin implementation of AED replacement with 50% (10 units) by December 1, 2021.
 - *Performance Measure:* Replacement of 50% indoor AEDs.
 - *Strategic Initiative:* Quality Infrastructure Management
- Host a Bike safety campaign in partnership with Bike Walk Oak Park and the other government entities by October 31, 2021.
 - *Performance measure:* Work with other village entities to create a working plan to keep bikers safe.
 - *Strategic Initiative:* Customer & Community Focus



- Apply for a Safety Grant through PDRMA by September 1, 2021.
 - *Performance measure:* Submit grant application.
 - *Strategic Initiative:* Financial Strength

Audit Fund

Description

The Audit Fund is a special revenue fund, operating on the modified accrual basis of accounting.

The Audit Fund accounts for expenditures related to the annual audit. The District is required by state statute to hire an independent auditing firm to conduct an audit of the District's finances. The budget includes the third year of a three-year auditing contract. Additional expenses have been included to perform single audits on grants, should grant terms require such. Pursuant to the issuance of bonds the district will be required to file a continuing disclosure statement with EMMA (Electronic Municipal Marketing Access), and as such additional auditing expenses may be incurred. 2013 was the first year the district received the Certificate for Excellence in Financial Reporting (CAFR) through the Government Finance Officers Association, which fulfills the EMMA requirement.

2020 Assessment

- The Audit Fund is projected to end at a 111% fund balance.

2021 Goals

- Continue to focus on getting the Audit Fund's fund balance to 25% by December 31, 2025.
 - *Performance Measure:* Have a fund balance of 25% within five years.
 - *Strategic Initiative:* Financial Strength

Recreation Administration

Description

Recreation Administration is responsible for system wide program and services oversight, affiliate relations, and equipment and services that support the entire department operationally. Staffing includes the Superintendent of Recreation, Program Managers, Program Supervisors and department wide support staff.

2020 Assessment

- Roll out new, tiered pricing for Day Camps, Preschool and Afterschool Clubhouse programs. Inform current Clubhouse participants and past summer camp participants of new tiered pricing program.
 - Tiered pricing was rolled out at the start of 2020.
- Establish partnerships with not-for-profits that help extend the Park District's reach in the community.
 - We worked closely with the Village, Township, Deacon Sammuels, Library, Beyond Hunger, Children's Clinic as well as many others to meet the needs of residents to have access to masks. We partnered with Ed Redd's Mentoring group to provide low cost space for his organization to serve youth through mentoring. We also partnered with the Village and many other agencies to help Oak Park get a dementia friendly designation and will continue to work with the groups to move that project ahead. We continued to work with Beyond Hunger to collect food through our tours at Cheney as well as continue to harvest food for distribution.

2021 Goals

- Lead community engagement group of a minimum of seven BIPOC to focus on programming ideas by meeting quarterly in 2021.
 - *Performance Measure:* Creation of group and meeting completion.
 - *Strategic Initiative:* Customer & Community Focus
- Partner with a minimum of one community group to provide space for drop in tutoring/homework help serving a minimum of 20 youth by September 1, 2021.
 - *Performance Measure:* Partner and provide space.
 - *Strategic Initiative:* Customer & Community Focus

Communications & Marketing

Description

Communications and Marketing is responsible for all communication efforts including site planning, capital improvement projects, and marketing efforts including four seasonal program catalogues, website management, newsletters and various promotional materials. Also included in this area is grant administration and sponsorships. The majority of this area is funded by revenues of the recreation fund with a small amount of revenues generated by the sale of advertisements and sponsorships.

2020 Assessment

- Utilize video content to reach new markets.
 - We will not reach this goal for 2020, however, our new web designer produced several videos for the District including a camp video as well as a video for Day In Our Village. She also edited 10 fitness videos to offer virtual fitness classes during the pandemic and edited a Parks Do's and Don'ts video. We certainly used video to reach new markets, but how they impacted over registrations cannot be determined.
- Increase overall registrations by 2%.
 - Our marketing efforts have been sidetracked with the epidemic. This goal was not accomplished.
- Prepare RFP for web redesign in 2021 with community input.
 - We have pushed this project back to 2021.

2021 Goals

- Create a minimum of 12 program videos on identified activities based on BIPOC conversations by December 1, 2021.
 - *Performance Measure:* Completion of video content.
 - *Strategic Initiative:* Community & Customer Focus
- Prepare Gold Medal application and video by May 1, 2021.
 - *Performance Measure:* Application submittal and selection as a finalist in order to submit the video.
 - *Strategic Initiative:* Organizational Excellence
- Work with the Social Equity Committee to examine terminology of all marketing materials to be more inclusive.
 - *Performance Measure:* 2021 summer brochure updated with new terminology.
 - *Strategic Initiative:* Community & Customer Focus
- Prepare RFP with community input for web redesign in 2022. The RFP will be finalized by December 1, 2021.
 - *Performance Measurement:* RFP distributed January 2022.



PARK DISTRICT of OAK PARK

**2021 Budget
Communications & Marketing con't**

- *Strategic Initiative:* Customer & Community Focus

Customer Service

Description

Customer Service Staff, in many cases, is the first contact a participant has with the District. Staff is responsible for registration and responds to online and in person inquiries regarding programs and general information on the District. Staff actively pursues patron and resident feedback through surveys to continually improve District's services and programs.

2020 Assessment

- Create a rental portfolio online for all community center/room rental locations, each to have their own page with still shots and all information you would want to know about a specific location.
 - Phase 1 of this project was completed for most centers as pictures were taken with table and chair setup. This goal got derailed once the pandemic hit and community centers remained closed for private events.
- Continue with a minimum of nine Meet & Greets at local existing and new apartment buildings to increase PDOP awareness. Target at least two new first time meet and greet locations within the grouping.
 - Two meet and greets were held and a third cancelled that was scheduled for March 19th. Due to the pandemic, this goal was not completed.
- Create a one-stop-shop pool hotline with all information patrons will need to know about the pools. A web page will also be created with this information. This will be created using data from the 2019 pool season of most frequently asked questions from our Customer Service Staff.
 - This goal was completed with a new call flow implemented. Unfortunately we were unable to see the benefits due to the cancelled pool season. This feature will be ready to go for 2021 season.

2021 Goals

- Create a minimum of 25 internal video tutorials on Customer Service Amilia Operations by March 1, 2021.
 - *Performance Measure:* Complete videos.
 - *Strategic Initiative:* Staff Excellence
- Create three orientation videos by March 1, 2021 for Customer Service Staff to be added to Paycom for viewing prior to starting/returning to work.
 - *Performance Measure:* Complete videos.
 - *Strategic Initiative:* Staff Excellence
- Redesign picnic shelter reservation process by March 15, 2021.



PARK DISTRICT of OAK PARK

2021 Budget
Customer Service con't

- *Performance Measure:* Updated picnic shelter reservation process.
- *Strategic Initiative:* Customer & Community Focus

Sports & Fitness

Description

This area includes programs for all ages with an emphasis on healthy living and sports skill development. This area includes fitness programs, youth sports, and adult sports. The fitness programming area is responsible for all general fitness, adult dance, and health programs for youth, adults and active adults. The youth athletics includes youth sports programs, leagues and camps, as well as tennis programs. The adult athletics provides athletic opportunities for those 18 years or older in the form of competitive and recreational team league play, drop-in play and individual instruction.

2020 Assessment

- Plan and implement a fall youth travel baseball league that will total a minimum of 4 teams.
 - Research and planning was done including logistics of how the league was to run and it was intended to be part of the summer brochure however due to COVID-19 and the limitations that come with the guidelines the league had to be put to the side for this year.
- Plan and implement a pickle ball tournament/league at Barrie Park that will total at least 24 participants.
 - Research and planning was done with staff in how the league would run with the intention of it appearing in the summer brochure however due to COVID-19 and the limitations as well as for the safety of the participants the league was put to the side this year.
- Plan and implement two summer half-day dance camp weeks that will total at least 24 participants.
 - The new dance camps were planned as well as marketed in the 2020 summer camp brochure. The camps were well on their way to reaching the 24 participants during the camp registration period. However due to COVID-19 all camps were consolidated into general day camps and the dance camps were set to the side this year.

2021 Goals

- To expand partnership with OPYBS to conduct a minimum of eight baseball/softball skills clinics for the community by October 1, 2021.
 - *Performance Measure:* Conducting the sessions.
 - *Strategic Initiative:* Customer & Community Focus
- Establish a basketball partnership with a community partner to provide a minimum of three basketball offerings by September 1, 2021.
 - *Performance Measure:* Provide basketball offerings.

- *Strategic Initiative:* Customer & Community Focus
- Partner with a mental health provider to offer a minimum of two youth/teen wellness programs for residents by December 1, 2021.
 - *Performance Measure:* Establish partnership and offer programs.
 - *Strategic Initiative:* Customer & Community Focus

General Recreation

Description

This area includes programs for all ages with a higher emphasis on programs geared towards the social and educational development of children from birth to 14 years of age. A majority of the programming revenue is generated from the Summer Camp, Afterschool, and Preschool programs, which help offset free Community Special Events.

2020 Assessment

- Expand safe afterschool opportunities for Oak Park Youth & Teens.
 - This goal has been accomplished through the addition of several afterschool youth/teen classes including Poetry/Lyric Week, Afterschool Maker's Space, Youth Ceramics, Film Week, and Animation Week.
- Increase Cubhouse visits by offering additional operating hours.
 - Operating hours were expanded starting in October 2019 to include evening hours (5-7 PM) on Thursday. Unfortunately the playground was closed in March as a result of Covid-19 and hasn't yet reopened so we will not accomplish the 3% increase.
- Revitalize teen special events budget through the addition of three new events and 5% revenue increase.
 - This goal was off to a strong start with 24 teens participating in an E-Sports event in February. Unfortunately all events have been canceled from March-present due to Covid-19. We are adding the appropriate equipment at Dole Center for future E-Sports programs.
- Expand teen adventure trip opportunities.
 - We successfully ran a teen ski trip in January. Unfortunately plans for future adventure trips we're derailed by the Covid-19 shutdown and responsive safety guidelines that have prevented us from offering trips.

2021 Goals

- Increase Educational Opportunities for Early Childhood Participants by offering a minimum of four learning loss and three STEM focused enrichment classes.
 - *Performance Measure:* Offering classes.
 - *Strategic Initiative:* Customer & Community Focus
- Expand E-Sports Tournaments for Teens to at least one tournament per season.
 - *Performance Measure:* Offer and participate in tournaments.
 - *Strategic Initiative:* Customer & Community Focus

- Expand One-Day Project Based Art Workshops by 20% over 2020.
 - *Performance Measure:* Increase participants.
 - *Strategic Initiative:* Customer & Community Focus / Financial Strength
- Establish a youth advisory council made up of diverse youth in Oak Park to explore and implement program offerings by October 1, 2021.
 - *Performance Measure:* Establish council.
 - *Strategic Initiative:* Organizational Excellence

Museum Fund

Description

The Museum Fund is a special revenue fund, operating under the modified accrual basis of accounting.

The Museum Fund helps to maintain two Park District historic properties: Pleasant Home and Cheney Mansion. Pleasant Home is a National Historic Landmark designed in 1897 by noted prairie school architect George W. Maher for investment banker and philanthropist John W. Farson. Pleasant Home was purchased by the District in 1939. The Pleasant Home Foundation, a non-profit organization established in 1990 dedicated to restoring, preserving, and operating this 30-room architectural landmark as an historic house museum, operates the museum in cooperation with the District. Beginning in 2013, the District used funds to help with the capital maintenance of Cheney Mansion including upgrades to the second floor. The District levies a property tax for the museum's operations and certain capital improvements. Because this fund provides monetary support for both operating and capital projects, the fund balance requirement is set at 75% to expenditures.

2020 Assessment

- The Museum Fund is projected to end with a 468% fund balance.

2021 Goals – Pleasant Home

- Host a minimum of 10 Weddings by December 31, 2021.
 - *Performance Measure:* Maintain rentals.
 - *Strategic Initiative:* Financial Strength
- Host a minimum of 10 Corporate and Special Rentals by December 31, 2021.
 - *Performance measure:* Maintain rentals.
 - *Strategic Initiative:* Financial Strength
- Generate a minimum of \$5,000 in Program Revenue at Pleasant Home.
 - *Performance measure:* Maximize Funding/customer engagement
 - *Strategic Initiative:* Financial Strength
- Continue to focus on getting the Museum Fund's fund balance to 75% by December 31, 2025.



PARK DISTRICT of OAK PARK

**2021 Budget
Museum Fund con't**

- *Performance Measure:* Have a fund balance of 75% within five years.
- *Strategic Initiative:* Financial Strength

Park District of Oak Park Mission: *In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

Special Recreation Fund

Description

The Special Recreation Fund is a special revenue fund, operating on the modified accrual basis of accounting.

The Special Recreation Fund accounts for expenditures made to the West Suburban Special Recreation Association (WSSRA) as well as implementation of the ADA Transition Plan.

WSSRA provides opportunities for people with physical and mental disabilities of all ages to participate in year round programming specifically designed to meet their individual needs. The ADA Transition Plan's intent is to increase accessibility to the participants of the WSSRA programming. WSSRA also provides inclusion services for individuals with disabilities that wish to participate in park district programs.

2020 Assessment

- The Special Recreation Fund is projected to end with an 82% fund balance.

2021 Goals

- Continue to focus on getting the Special Recreation Fund's fund balance to 25% by December 31, 2025.
 - *Performance Measure:* Have a fund balance of 25% within five years.
 - *Strategic Initiative:* Financial Strength

Special Facilities Administration

Description

The Special Facilities Administration (formally Revenue Facilities) department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Recreation department. This department handles all administrative costs for the Special Facilities Fund that cannot be directly tied to a program.

2020 Assessment

- Inventory indoor and outdoor spaces within and outside the community for possible PDOP use.
 - Staff will have inventory of spaces completed by the end of 2020. Possible use of spaces for Park District program growth will come later after we have gotten through the pandemic and to a program growth mode.

2021 Goals

- Leave unfilled the vacated Ice Arena Program and Operations Supervisor position for the 2021 Budget to align with projected programming levels, thus saving approximately \$75,000 in payroll related expenses.
 - *Performance Measure:* Position remains unfilled for the entirety of 2021, with responsibility gaps being filled in by other positions
 - *Strategic Initiative:* Financial Strength

Special Facilities Maintenance

Description

The Special Facilities Maintenance (formally Revenue Facilities Maintenance) department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Recreation department. This department handles all facility upkeep and utility costs for the Special Facilities Fund that cannot be directly tied to a program.

Beginning with the 2019 budget, the Dog Parks budget area has been consolidated under Special Facilities Maintenance. The Dog Park programs located at Ridgeland Common and Maple Park are very popular resources enjoyed by approximately 580 dog owners and their canine companions. The dog parks provide socialization opportunities for dog owners and their canine friends.

2020 Assessment

- Replace six banks of lockers at Rehm Pool to enhance security of patron property.
 - Taken out of Budget for cost saving measure due to Coronavirus.
- Install user-controlled timer/actuator on water feature in Rehm play area.
 - Taken out of Budget for cost saving measure due to Coronavirus. This will be put in 2021 budget.
- Replace Maple Dog Park Gate with heavy duty square tube gate with panic bar and closer that can withstand heavy use.
 - Taken out of Budget for cost saving measure due to Coronavirus.
- Increase electric power to portable concession area at Ridgeland Common.
 - Taken out of Budget for cost saving measure due to Coronavirus.
- Utilize temporary staff for pool set up in a three-week period focusing on labor-intensive tasks, when there is a large need for labor in a short period.
 - Taken out of Budget for cost saving measure due to Coronavirus.

2021 Goals

- Enhance daily facility cleaning plan for the GRC and RCRC to cover high touch and common areas 7 days a week.
 - *Performance Measure:* Resulting in a savings of \$8,000 as well as improved sanitation of facilities.
 - *Strategic Initiative:* Organizational Excellence / Financial Strength
- Install user-controlled timer/actuator on water feature in Rehm play area to reduce water usage by approximately 112,000 gallons a year.
 - *Performance Measure:* Reduce water use. Installation by May 1, 2021.



- *Strategic Initiative:* Quality Infrastructure Management
- Reduce Maintenance budget by a minimum of 10% from the 2020 approved budget while maintaining preventative maintenance schedules and addressing serious needs.
 - *Performance Measure:* Monitor budget on a bi-monthly basis and compare it to estimated monthly expenditures. Adjust expenditures as the year progresses.
 - *Strategic Initiative:* Financial Strength
- Set up Compressor Program to raise ice temperature overnight during unoccupied times and lower starting at the opening of the ice arena in the morning reducing electric costs by a minimum of 3% based on 2019 energy consumption.
 - *Performance Measure:* Reduction in kilowatt usage.
 - *Strategic Initiative:* Financial Strength
- Enhance maintenance of the dog park surface to a minimum of four times per year.
 - *Performance Measure:* Completed on a quarterly basis.
 - *Strategic Initiative:* Quality Infrastructure Management

Concessions

Description

The Concessions department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Special Facilities department. This department provides food and drink sales for both the pool and ice arena.

2020 Assessment

- Replace windows and frames at Rehm Pool concession to include pick up windows to improve service.
 - Taken out of Budget for cost saving measure due to Coronavirus.
- Require and provide Crew Leaders with Food Service Sanitation Course to be certified to meet current FDA requirements.
 - This did not take place with the pools being closed for the summer.
- Increase concession revenue through new product offerings, increased hours of operation and market pricing.
 - This did not take place with the pools being closed for the summer.

2021 Goals

- Eliminate service concessions and replace with vending machine options to reduce exposure to staff, reduce waste, and reduce personnel expenses, thus saving a minimum of \$80,000.
 - *Performance Measure:* Add a minimum of three vending machines at Rehm and two at Ridgeland Pool.
 - *Strategic Initiative:* Customer & Community Focus

Aquatics

Description

The Park District's two outdoor aquatic facilities are valuable assets which serve the needs of our swimming community. Open swim sessions are offered throughout the summer and are enjoyed by pass holders and daily users. Swim lessons are offered, teaching youth and adults this valuable lifesaving skill. The lap swim program serves individuals over the age of 16, providing valuable fitness opportunities to both the novice and competitive swimmer. The pools are integral to the success of the Park District Summer Camp Program. Swimming provides campers with an almost daily fun physical activity with the additional benefit of relief from the summer heat. West Suburban Special Recreation Association gains pool therapy opportunities for its members. Two local swim teams, The Oak Park Swimmers (TOPS) and Millennium, benefit by the use of the Park District's two 50 meter pools.

2020 Assessment

- Increase program/class participation by adding new programs including a log rolling class, recreational water polo and inner tube water polo for families, adults, youth and teens.
 - When the shutdown occurred, the log roll was ordered and training was scheduled for June. Water polo and inner tube water polo equipment was ordered and delivered. Log rolling, water polo, and inner tube water polo were all placed in the schedule and opened for registration. At the time of shut down we had 483 participants registered in summer swim lessons and 711 was the total for winter and spring lessons. Our annual goal of 1476 for all of 2020 was well within reach with the expected 400 participants this fall.
- Develop a new hiring process plan including hosting November/December/January job fairs, holding interviews and making job offers early for seasonal summer staff.
 - The job fair at Morton West was again a success. In March, we were almost close to fully hired, with job fairs still on the table at Proviso Math and Science and Proviso East. For future years, reaching out to Christ the King early when cashier and other non-lifeguard positions are open, will provide us with more experienced candidates for our positions.
- Restructure the Junior lifeguard program to provide a more enjoyable and educational experience for the class participants and pique their interests to becoming a lifeguard when they are of age.
 - The Jr Lifeguard program was restructured so that it could run during the pandemic, with the first two levels being virtual. There were 30 participants for the virtual program, and many of them look forward to taking the third level in person.

2021 Goals

- Implement a streamlined online registration process for public and lap swims utilizing admission fees or seasonal passes which will comply with “Restore Illinois Phase 4 Guidance” and ensure that reduced pool maximum capacities are not exceeded.
 - *Performance Measure:* Implement registration process and remain at or under maximum capacities throughout the summer season.
 - *Strategic Initiative:* Customer & Community Focus
- Develop program and operations budget that will cover 20% of the indirect expenses from the maintenance budget pertaining to each program area.
 - *Performance Measure:* Revenues cover 20% of indirect expenses at the end of 2021.
 - *Strategic Initiative:* Financial Strength
- Add private and semi-private package options to the swim lesson portfolio to offer smaller class sizes and enhance flexibility for families.
 - *Performance Measure:* Sell at least 15 private/semi-private lesson packages.
 - *Strategic Initiative:* Customer & Community Focus

Ice Arena

Description

The Park District operates the Paul Hruby Ice Arena, a year-round indoor ice arena. The rink offers a number of programming opportunities to the community. Figure skating lessons are offered through the Learn to Skate School for children through adults. Hockey programs include developmental, intermediate and game play for youths and adults. For a more competitive hockey playing experience, a youth travel program is also available. The rink serves two independent travel hockey programs, the Oak Park and River Forest Hockey and the Fenwick High School Hockey clubs. Each organization rents multiple hours of ice time per week. The rink is available for rent to a number of weekly rental groups and is periodically available to those who like to occasionally ice skate. For the recreational skater, the rink offers public skating hours on weekdays mid-day and on the weekends with figure and hockey skates available for rental. In 2013, the ice center was closed for rebuilding. The rink was reopened in June of 2014, offering year-round ice to residents for the first time.

2020 Assessment

- Add additional special events to increase public skate participation.
 - Additional special events were planned for summer, but all were canceled due to COVID.
- Offer spring break camp at Ridgeland Common with half, full and extended day options during D97's 2020 spring break as well as School's Out days.
 - Spring Break camp was planned and registered for, but was canceled due to COVID.
- Create 1/3 ice and room rental package which will be available Friday, Saturday or Sunday March-November.
 - No rentals will be occurring in 2020 due to COVID.

2021 Goals

- Develop a program and operations budget that will cover 20% of the indirect expenses from the maintenance budget pertaining to each program area.
 - *Performance Measure:* Revenues cover 20% of indirect expenses at the end of 2021.
 - *Strategic Initiative:* Financial Strength
- Develop a socially distanced ice show/exhibition format that will allow us to offer the annual show for a maximum of 180 participants while following all safety and wellness protocols for current COVID conditions.
 - *Performance Measure:* Run the 2021 March Ice Show & Holiday 2021 December Skating Exhibition with 50 total participants in each and limited spectator capacity.

- *Strategic Initiative:* Customer & Community Focus
- Further develop Ice Bears summer program portfolio to offer power skates, 3 vs 3, goalie, and edges clinics to increase hockey registration over the 2020 summer by 20%.
 - *Performance Measure:* Increased participation.
 - *Strategic Initiative:* Customer & Community Focus

Gymnastics

Description

The Oak Park Gymnastics Center offers gymnastics based classes for participants age two through high school, including recreation programs, summer camp, preschool open gym, a recreational competition team and a competitive team program. The gymnastics program moved out of John L. Hedge's Administration center and into the new Gymnastics and Recreation Center in the fall of 2013.

2020 Assessment

- Pro shop expansion.
 - Bike shorts and leggings were added to the pro shop. A t-shirt was designed by marketing, but a stock of shirts were not ordered. The addition of t-shirts may not be added until 2021. The pro shop was open for sales January 1st through March 12th so far in 2020. Once the GRC is open for spectators the pro shop will be open. Due to COVID potential transmission, trying on items before buying will not be allowed and all sales will be final.
- Offer open gym rental program to schools, daycares or similar organizations
 - No rentals took place from January 1-March 12, 2020. Under current COVID conditions, open gym rentals are on hold until fall or not possible at all in 2020.
- Offer program discount incentive to a current gymnastics summer student for getting a new student household to enroll in a 4-week summer gymnastics class session.
 - This goal was not possible for this summer due to COVID.

2021 Goals

- Offer Semi Private Lessons for youth with a minimum of five per session.
 - *Performance Measure:* Develop, plan, and offer semi-private lessons for ages 6 & up with a 3 to 1 coaching ratio.
 - *Strategic Initiative:* Customer & Community Focus
- Develop program and operations budget that will cover 20% of the indirect expenses from the maintenance budget pertaining to each program area.
 - *Performance Measure:* Revenues cover 20% of indirect expenses at the end of 2021.
 - *Strategic Initiative:* Financial Strength
- Offer homeschooled children "fitnastics" classes during school hours at the GRC for a minimum of 8 sessions for the school year.



- *Performance Measure:* Develop, plan, and offer classes for K-2nd grade aged homeschooled children during the 2021 school year with a minimum of 5 per class.
- *Strategic Initiative:* Customer & Community Focus

Health Insurance Fund

Description

The Health Insurance Fund is an internal service fund, operating on the full accrual basis of accounting.

Beginning in the 2013 budget, the District established a Health Insurance Fund. The Health Insurance Fund is an administrative tool used for ease of operation and fund balance smoothing of expected health care cost increases normally absorbed by the operating funds. This fund is where the District pays employee health benefits, life insurance, and the employee assistance program. The District has also made the push to ensure employee wellness and this is reflected in the Health Insurance Fund.

2020 Assessment

- The Health Insurance Fund is projected to end with a 31% fund balance.

2021 Goals

- Continue to focus on getting the Health Insurance Fund's fund balance to 25% by December 31, 2025.
 - *Performance Measure:* Have a fund balance of 25% within five years.
 - *Strategic Initiative:* Financial Strength

Capital Projects Fund

Description

The Capital Projects fund is a governmental fund, operating on the modified accrual basis of accounting.

The Capital Projects Fund accounts for purchases and construction expenditures related to the acquisition and improvement of major capital facilities and equipment. Every year the Capital Improvement Plan (CIP) is updated projecting capital costs for the next 5 years. In 2020, the CIP was updated and projects included in the 2021 budget contain previously allocated projects.

The proposed budget includes \$2.56 million in expenditures. Capital improvements continue to be processed and implemented throughout the district, as highlighted below:

- Rehm Park Improvements
- Carroll Park Improvements
- Scoville Park Improvements
- Pleasant Home Updates

Per capita spending for capital improvements can be a useful tool to compare the investment being made in the capital infrastructure of the District to other park districts. The following chart shows the District's per capita spending from the Capital Projects Fund for 2019-2024.

	<u>2019</u>	<u>2020 Estimate</u>	<u>2021 Budget</u>	<u>2022 Projected</u>	<u>2023 Projected</u>	<u>2024 Projected</u>	<u>2025 Projected</u>
Capital Project Expense	\$4,380,080	\$3,006,398	\$2,555,000	\$3,820,000	\$2,225,000	\$2,725,000	\$2,250,000
Per Capita Amount	\$84	\$58	\$49	\$73	\$43	\$52	\$43

2020 Assessment

- Rehm Park Master Plan Improvements were delayed by one year due to COVID-19. All other 2020 capital projects were scheduled in a timely manner and completed by year end.

2021 Goals

- Implementation of 2021 projects from the 2021-2025 Capital Improvement Plan by December 31, 2021.
 - *Performance Measure:* Have all projects completed or in process at the end of 2021.
 - *Strategic Initiative:* Quality Infrastructure Management

Cheney Mansion Fund

DESCRIPTION

The Cheney Mansion Fund is a special revenue fund, operating on the modified accrual basis of accounting.

The mission of Cheney Mansion is to provide a unique venue for recreation programs, special activities and community events for the enjoyment of Oak Park residents and is a distinctive local setting for private meetings and celebrations. The Supervisor of Operations continues to make pricing adjustments to make the home more affordable yet profitable for the Park District of Oak Park. Collaboration with the Recreation Department will continue to bring additional and unique programming into the facility.

2020 Assessment

- Increase wedding rentals by 3% over 2019 totals.
 - Budgeted revenue: \$148k To date: \$27k
 - Petite Weddings and small ceremonies still provide some opportunity. Currently have 12 Petite Weddings and or ceremonies booked Aug-Oct. Anticipate ending at \$40.0k for 2020.
- Increase corporate event rentals and Special Rentals by 5% over 2019.
 - Budgeted revenue: \$38k To date: \$7k
 - Do not anticipate corporate price increase due to workplace shutdowns. Possible slight uptick for Special Rentals. Anticipate ending at \$8k for 2020.
- Increase Adult Program revenue at Cheney by 5%.
 - Budgeted revenue: \$18k To date: \$12k
 - Successful virtual program with the Symphony during summer. Also ran the teen day camp at Cheney due to space constraints with COVID. With some success for fall programs anticipate getting to \$14k.

2021 Goals

- Host a minimum of 30 Weddings by December 31, 2021.
 - *Performance Measure:* Maintain rentals.
 - *Strategic Initiative:* Financial Strength
- Host a minimum of 30 Corporate and Special Rentals by December 31, 2021.



- *Performance measure:* Maintain rentals.
 - *Strategic Initiative:* Financial Strength
- Generate a minimum of \$30,000 in Program Revenue at Cheney Mansion.
 - *Performance measure:* Maximize Funding.
 - *Strategic Initiative:* Financial Strength

Memo

To: Kassie Porreca, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: October 29, 2020

Re: Administration Policy Manual Review



Statement

The Park District of Oak Park is committed to excellence and one of those components is the creation and implementation of an Administration Policy Manual. Therefore, it is imperative for staff to understand their respective responsibilities in their positions and to use the Administration Policy Manual as a tool. Every year the Park District reviews the Administration Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Administration Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual. Minor edits were made as well as additional language to the scholarship policy:

7.03 Scholarship: staff added the Child Care Discount to the existing scholarship policy

Recommendation

Staff requests review and approval of the following Administration Policy Manual as presented.

Attachment: Administration Policy Manual

Memo

To: Kassie Porreca, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: October 29, 2020

Re: Personnel Policy Manual Review



Statement

The Park District of Oak Park believes that a comprehensive Personnel Policy Manual is helpful to educating staff to both their rights and responsibilities. Every year the Park District reviews the Personnel Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Personnel Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual and no changes are recommended.

Recommendation

Staff requests review and approval of the following Personnel Policy Manual as presented.

Attachment: Personnel Policy Manual

Memo

To: Kassie Porreca, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: October 29, 2020

Re: Board Policy Manual Review



Statement

The Park District of Oak Park is committed to excellence and one of those components is the creation and implementation of a Board Policy Manual which serves as a tool to Board members. Every year the Park District reviews the Board Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Board Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual and no changes are recommended.

Recommendation

Staff requests the Board review and approval of the Board Policy Manual as presented.

Attachment: Board Policy Manual

Memo

To: Kassie Porreca, Administration and Finance Committee
Board of Park Commissioners

From: Jan R. Arnold, Executive Director

Date: October 29, 2020

Re: Safety Policy Manual Review



Statement

The Park District of Oak Park takes the Safety of its staff and the community seriously. Therefore, it is imperative for staff to understand their respective responsibilities and have a clear and concise plan for safety. Every year the Park District reviews the Safety Policy Manual to make changes that include best practices, legal, and legislative changes.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Safety Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual and made the following changes.

Minor changes were made such as: adding language regarding proper Vehicle, Incident and Accident Reporting, staff notification after accident or incident occurs, and updating names, contacts, and locations for post-accident care and drug screenings.

Under Safety Purchasing there was verbiage added in the case of a pandemic, special cleaning products and equipment will be used to help reduce, slow down and/or stop the spread of germs and viruses. When purchasing products staff will ensure the products meet the sanitizing requirements set by the Center for Disease Control (CDC), Illinois Department of Public Health (IDPH) and Federal, State and Local Agencies.

The definition, symptoms, and prevention of Corona virus was added to the Blood Borne Pathogens and Infectious Diseases policy within the safety manual.

Recommendation

Staff requests review and approval of the following Safety Policy Manual as presented.

Attachment: Safety Policy Manual

Memo

To: Kassie Porreca, Chair, Administration & Finance Committee
Board of Park Commissioners

From: Diane Stanke, Director of Marketing & Customer Service

Cc: Jan Arnold, Executive Director

Date: October 28, 2020

Re: Crisis Management & Communication Plan Review



Statement

Planning and preparedness is vital in Park District of Oak Park operations. Furthermore, it is critical for Park District of Oak Park employees to understand their respective roles in the event of a crisis. Every year the Park District reviews and updates the Crisis Management & Communication Plan to ensure staff preparedness.

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Crisis Management & Communication Plan must be reviewed on an annual basis. This manual has been reviewed by staff and information regarding the new Finance Director was updated. No material changes were made from the previous year.

Recommendation

Staff recommends the Park Board review and approve the attached Crisis Communication Plan.

Attachment: Crisis Management & Communication Plan



Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: October 30, 2020

Re: IAPD Credentials Certificate for the Annual Meeting



Statement

On a yearly basis, the IAPD hosts its annual meeting in conjunction with the IPR Conference. The conference will be held January 28-30, 2021.

Discussion

IAPD will hold the Annual Meeting on Saturday, January 30, 2021, at 3:30pm. All member agencies must pass the attached resolution on credentials and return it to the IAPD Office in order to ensure delegates can vote at the Annual Meeting.

Recommendation

Staff recommend that the Board designate a commissioner to attend the Annual Meeting as well as an alternate.

Attachment: Credentials Certificate



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2020

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 28-30, 2021.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 30, 2021 at 3:30 p.m.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

_____ held at
(Name of Agency)
_____ on _____ at _____
(Location) *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 30, 2021 at 3:30 p.m.:**

	<u>Name</u>	<u>Title</u>	<u>Email</u>
Delegate:	_____		
1st Alternate:	_____		
2nd Alternate:	_____		
3rd Alternate:	_____		

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: _____ Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



Illinois Association of Park Districts

TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 1, 2020
RE: **RESOLUTIONS**

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (December 1, 2020) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 16, 2020) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than December 1, 2020.



Illinois Association of Park Districts

TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 1, 2020
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before December 1, 2020 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 16, 2020) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: December 1, 2020 is the deadline for all changes and/or amendments to be received in the Association's office.



Memo

To: Kassie Porreca, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: October 27, 2020

Re: Park District Citizen Committee Application



Statement

The Park District Citizen Committee was established in fall 2003, to oversee the development of the Comprehensive Master Plan. Since the plan's completion, the charge of the PDCC has been to oversee the implementation of the Comprehensive Master Plan and the development and ongoing review of park site plans, as well as to provide a valuable communication channel between the Park District and the citizens of Oak Park. The Mission and Guiding Principles of the Park District Citizen Committee state the committee should include 13 members.

Discussion

There are currently 10 members on the committee. Suzen Riley has expressed interest in joining the Park District Citizen Committee. Suzen is a para-athlete, has been involved in numerous local and regional commissions and committees, and is offering a valuable and unique perspective to the committee.

Recommendation

Staff recommend that the Park Board approve the appointment of Suzen Riley as a member of the Park District Citizen Committee to serve a three-year term.

Attachment: Application

Application for the PDOP Park District Citizen Committee Submitted 10.11.20

Suzen Riley
435 S Humphrey Ave #303 Oak Park IL 60302
suzenazxena@gmail.com
708-205-5850 (iPhone)
age: 55+

The main office is closest to me @ 218 Madison St, Oak Park, IL
I am available afternoons and evenings. I can be available weekly, monthly... I am very flexible.

I was studying Early Childhood Education when I became permanently disabled. I have experience teaching art to children of all ages, I volunteered cataloging the books before the move to the temporary location before the new library was built. I am a para-athlete. I handcycle, rock climb, swim, on a regular basis. I love sailing & kayaking too. That was before COVID19. Now I just push in a manual wheelchair 2+ miles a day.

I served on PACE paratransit ADA Advisory Committee (2 terms), CTA ADA Advisory Committee, am a former Disability Access Commissioner of Oak Park (2 terms) I have been active with Progress Center, Access Living, Chicago Metropolitan Agency for Planning (CMAP).

As a Disabled active, athletic person I think I have valuable perspective. Cate Redling actually suggested this awhile back.

Suzen Riley