



# 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 Regular Board Meeting scheduled for Thursday, November 19, 2020, is not practicable or prudent. Accordingly, the meeting will take place via Zoom, \*not\* on site at the Hedges Administrative Center, 218 Madison Street, at 7:30pm.

## PARK DISTRICT OF OAK PARK Regular Board Meeting Zoom Meeting

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

Meeting ID: 863 7417 0042, Password: 555407; or (312) 626-6799

Thursday, November 19, 2020, 7:30pm

### **AGENDA**

- I. **Call to Order/Roll Call**
- II. **Approval of Agenda**
- III. **Visitor/Public Comment**  
*Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.*
- IV. **Public Hearing – Statutory Budget & Appropriation**
  - Statutory Budget & Appropriation
  - Public Comment
  - Adjournment of Public Hearing back to Regular Meeting
- V. **Consent Agenda**
  - A. Approve Cash and Investment Summary\*
  - B. Approve Warrants and Bills\*
  - C. Approve Board Meeting Minutes\*
  - D. Approve 2020 Tax Year Levy – Abatement Ordinance 2020-11-02 for 2019 Bond\*
  - E. Approve 2020 Tax Year Levy Abatement Ordinance 2020-11-03 for 2020 Bond\*
  - F. Approve Working Budget – Department Goals\*
  - G. Approve Administrative Policy Manual\*\*
  - H. Approve Personnel Policy Manual\*\*
  - I. Approve Board Policy Manual\*\*
  - J. Approve Safety Manual\*\*
  - K. Approve Crisis and Communication Manual\*\*
  - L. Approve ESAC Application – Caroline Marinoff\*
  - M. Approve PDCC Application – Suzen Riley\*
  - N. Approve 2021 Committee and Board Meeting Calendar\*
  - O. Approve IAPD Annual Meeting Credentials Certificate\*
- VI. **Staff Reports**
  - A. Executive Director's Report\*
  - B. Updates and Information\*
  - C. Revenue/Expense Status Reports\*

**VII. Old Business**

- A. Recreation and Facility Program Committee – None
- B. Parks and Planning Committee – None
- C. Administration and Finance Committee – Commissioner Porreca
  - 1. Tax Levy Ordinance 2020-11-01 for 2020\*
  - 2. 2020 Budget and Appropriation Ordinance 2020-11-04\*

**VIII. New Business**

**IX. Commissioners' Comments**

Commissioner Wollmuth  
Commissioner Worley-Hood  
Commissioner Porreca  
Commissioner Wick  
President Lentz

**X. Closed Session**

**XI. Adjourn Meeting**

\*Indicates information attached

\*\*Indicates information/or additional information to be provided at or prior to the meeting

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

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2000 or via email at Karen.Gruszka@pdop.org.



## **Agenda Comments**

Thursday, November 19, 2020

- I. **Roll Call**
- II. **Approval of Agenda** (Voice Vote)  
No additions to the Agenda are anticipated at this time.
- III. **Visitor/Public Comment**
- IV. **Public Hearing – Statutory Budget & Appropriation**
  - Statutory Budget & Appropriation
  - Public Comment
  - Adjournment of Public Hearing back to Regular Meeting
- V. **Consent Agenda** (Roll Call Vote)
  - A. **Commissioner Porreca** – Motion of the Board for approval of the Consent Agenda, which includes the Cash and Investment Summary and Warrants and Bills for the month of November, 2020; approval of minutes from the Committee of the Whole Meeting, October 1, 2020, Budget Meeting, October 8, 2020, Budget Meeting October 15, 2020, and the Regular Board Meeting, October 22, 2020; approval of Closed Session Minutes, October 1, 2020; approval 2020 Tax Year Levy – Abatement Ordinance 2020-11-02 for 2019 Bond; approval 2020 Tax Year Levy Abatement Ordinance 2020-11-03 for 2020 Bond; approval of Working Budget – Department Goals; approval of the Administrative Policy Manual; approval of the Personnel Policy Manual; approval of the Board Policy Manual; approval of the Safety Policy Manual; approval of the Crisis & Communication Manual; approval ESAC Application – Caroline Marinoff; approval PDCC Application – Suzen Riley; approval of the 2021 Committee and Board Meeting Calendar; and approval of the IAPD Annual Meeting Credentials Certificate.
- VI. **Staff Reports**
  - A. **Executive Director’s Report\***
  - B. **Updates and Information\***
  - C. **Revenue/Expense Status Report\***
- VII. **Old Business**
  - A. **Recreation and Facility Program Committee: None**
  - B. **Parks and Planning Committee: None**
  - C. **Administration and Finance Committee: Commissioner Porreca**
    1. **Tax Levy Ordinance 2020-11-01 for 2020\***  
(Roll Call Vote)  
**Commissioner Porreca:** I move that the Park Board of Commissioners approve the 2020 Tax Levy Ordinance 2020-11-01.

**2. 2020 Budget and Appropriation Ordinance 2020-11-04\***

(Roll Call Vote)

**Commissioner Porreca:** I move that the Park Board of Commissioners approve the Budget & Appropriation Ordinance 2020-11-04.

**VIII. New Business**

**IX. Commissioners' Comments**

Commissioner Wollmuth  
Commissioner Worley-Hood  
Commissioner Porreca  
Commissioner Wick  
President Lentz

**X. Closed Session**

**XI. Adjourn Meeting**

\*Indicates information attached

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**CASH AND INVESTMENT SUMMARY- October 2020**

	Byline	IPDLAF	CD's	PMA - iPRIME	IMET	Oct-20 TOTAL	Sep-20 TOTAL
<b>General Fund</b>							
10 - Corporate	8,043,584	9,032	(1,050,700)	7,810,410	(12,416,228)	2,396,097	2,332,226
<b>Special Revenue Funds</b>							
15 - IMRF	(1,254,333)	1,603	-	-	1,713,223	460,492	476,513
16 - Liability	(1,025,912)	8,965	-	-	1,469,513	452,566	443,320
17 - Audit	(73,826)	237	-	-	92,213	18,624	18,687
20 - Recreation	(158,323)	4,979	800,000	(67,481)	7,073,358	7,652,533	7,535,145
21 - Museum	(233,977)	1,220	-	133,871	306,709	207,823	206,620
22 - Special Recreation	(1,946,360)	17,121	-	-	2,306,225	376,987	405,878
25 - Special Facilities	(650,484)	3,288	-	1,040,000	593,203	986,007	1,085,068
85 - Cheney Mansion	175,721	462	-	-	52,326	228,509	237,236
<b>Capital Funds</b>							
70 - Capital Projects	(1,715,415)	78,051	500,000	(305,000)	2,336,613	894,248	845,963
70 - 2011 Bond	-	-	-	-	-	-	-
70 - 2012 Bond	-	-	-	-	-	-	-
70 - 2013 Bond	-	-	-	-	-	-	-
<b>Total Cash Available to District</b>	<b>1,160,674</b>	<b>124,957</b>	<b>249,300</b>	<b>8,611,800</b>	<b>3,527,154</b>	<b>13,673,885</b>	<b>13,586,656</b>
Distribution %:	8.49%	0.91%	1.82%	62.98%	25.79%	100.00%	100.00%
<b>Other Funds</b>							
50 - Health Insurance Fund	155,595	345	-	-	350,799	506,740	570,623
x - Memorial Trust	17,899	-	-	-	118,383	136,282	136,245
xx - Working Cash	207,870	-	-	-	-	207,870	207,870
<b>Total Cash Across All Funds</b>	<b>1,542,038</b>	<b>125,302</b>	<b>249,300</b>	<b>8,611,800</b>	<b>3,996,337</b>	<b>14,524,777</b>	<b>14,501,394</b>



**PARK DISTRICT**  
of OAK PARK

Park District of Oak Park  
Cash Status Report  
As of October 31, 2020

**Operating Accounts**

Byline Bank	0.15%	\$	1,719,581
iPrime Liquid Money Market	0.11%	\$	8,611,799
Illinois Metropolitan Investment Fund	1.39%	\$	3,878,659 *
Illinois Park District Liquid Asset Fund Account	0.73%	\$	125,302
		<b>\$</b>	<b>14,335,341</b>

**Operating Investment Accounts**

Third Coast Bank	0.50% due 01/11/2021	\$	249,300
	Working Solvency	<b>\$</b>	<b>14,584,641</b>
	2019 Solvency	<b>\$</b>	<b>15,741,907</b>

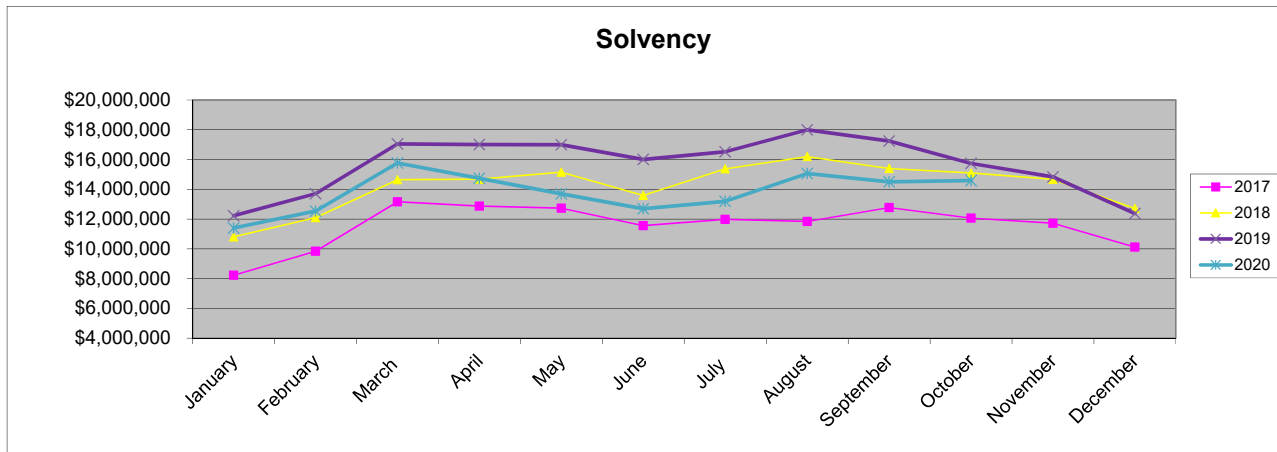
**2013 Bond Accounts**

Illinois Metropolitan Investment Fund 2013 Bond	0.96%	\$	59,908 **
	2013 Bond Solvency	<b>\$</b>	<b>59,908</b>

\*Includes \$116,909.68 of non-spendable funds, 9/30/14 Value \$263,521.79

\*\*Includes \$59,908.34 of non-spendable funds, 9/30/14 Value \$135,037.16

Total Solvency								
	2017		2018		2019		2020	
January	\$ 8,222,701	January	\$ 10,807,839	January	\$ 12,224,500	January	\$ 11,399,872	
February	\$ 9,835,012	February	\$ 12,096,547	February	\$ 13,705,194	February	\$ 12,533,042	
March	\$ 13,158,403	March	\$ 14,639,398	March	\$ 17,043,761	March	\$ 15,767,357	<i>*amended</i>
April	\$ 12,871,778	April	\$ 14,673,906	April	\$ 17,003,585	April	\$ 14,739,680	
May	\$ 12,722,619	May	\$ 15,142,968	May	\$ 16,993,252	May	\$ 13,693,866	
June	\$ 11,558,746	June	\$ 13,586,366	June	\$ 16,008,032	June	\$ 12,690,804	
July	\$ 11,974,154	July	\$ 15,372,712	July	\$ 16,522,568	July	\$ 13,194,814	
August	\$ 11,839,784	August	\$ 16,194,723	August	\$ 17,991,724	August	\$ 15,055,750	
September	\$ 12,775,498	September	\$ 15,392,249	September	\$ 17,245,774	September	\$ 14,495,930	
October	\$ 12,059,760	October	\$ 15,094,766	October	\$ 15,741,907	October	\$ 14,584,641	
November	\$ 11,719,974	November	\$ 14,662,671	November	\$ 14,835,809	November		
December	\$ 10,116,988	December	\$ 12,708,567	December	\$ 12,371,649	December		



**V. B**

Park District of Oak Park  
Voucher List for the Month of October  
Presented to the Board of Commissioners  
At their Meeting on November 19, 2020



Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 10/01/2020 TO 10/31/2020 PAY DATES 10/01/2020 TO 10/31/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
<b>10 CORPORATE FUND</b>					
10-00-14-00040	ACCOUNTS RECEIVABLE				
40547	ALDI ALDI STORE		509168	10/23/2020	37.11
					<u>37.11</u>
10-00-16-00060	PREPAID EXPENSE				
40660	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40661	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40662	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40663	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40669	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40673	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
					<u>1,584.00</u>
10-00-21-20109	IMRF WITHHOLDING				
40481	IMRF ILL MUNICIPAL RETIREMENT FUND		50140	10/09/2020	38,328.99
					<u>38,328.99</u>
10-00-21-20111	HEALTH INSURANCE SECTION 125				
40489	PDRMA PDRMA		50152	10/09/2020	10,988.24
					<u>10,988.24</u>
10-00-21-20114	UNION DUES				
40508	SEIU SEIU LOCAL 73		50185	10/16/2020	354.72
					<u>354.72</u>
10-00-21-20117	AFLAC SECTION 125				
40388	AFLAC AFLAC ATTN: REMITTANCE PROCESSI		50090	10/02/2020	252.66
40388	AFLAC AFLAC ATTN: REMITTANCE PROCESSI		50090	10/02/2020	252.66
40601	AFLAC AFLAC ATTN: REMITTANCE PROCESSI		50228	10/30/2020	505.32
					<u>1,010.64</u>
10-00-21-20118	AFLAC				
40388	AFLAC AFLAC ATTN: REMITTANCE PROCESSI		50090	10/02/2020	79.78
40388	AFLAC AFLAC ATTN: REMITTANCE PROCESSI		50090	10/02/2020	79.78
40601	AFLAC AFLAC ATTN: REMITTANCE PROCESSI		50228	10/30/2020	159.56
					<u>319.12</u>
10-00-21-20119	I LIFE				
40507	NCPERS NCPERS GROUP LIFE INSURANCE		50178	10/16/2020	12.00
					<u>12.00</u>
10-00-21-20120	ICMA WITHHELD				
40390	ICMA ICMA RETIREMENT TRUST		50095	10/02/2020	1,314.40
40506	ICMA ICMA RETIREMENT TRUST		50173	10/16/2020	1,455.79
40603	ICMA ICMA RETIREMENT TRUST		50240	10/30/2020	1,617.28
					<u>4,387.47</u>
10-00-21-20131	ICMA ROTH IRA WITHHELD				
40390	ICMA ICMA RETIREMENT TRUST		50095	10/02/2020	163.31
40506	ICMA ICMA RETIREMENT TRUST		50173	10/16/2020	198.31
40603	ICMA ICMA RETIREMENT TRUST		50240	10/30/2020	198.23
					<u>559.85</u>
10-00-21-20132	BRIGHT START PROGRAM				
40389	BRIGHTSTA BRIGHT START COLLEGE SAVING		50092	10/02/2020	100.00
40505	BRIGHTSTA BRIGHT START COLLEGE SAVING		50168	10/16/2020	100.00

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10-00-21-20132	BRIGHT START PROGRAM				
40602	BRIGHTSTA BRIGHT START COLLEGE SAVING		50231	10/30/2020	100.00
					<u>300.00</u>
10-00-52-00200	LEGAL COUNSEL				
40472	ELROD ELROD FRIEDMAN LLP	20200356	50131	10/09/2020	4,661.00
					<u>4,661.00</u>
10-00-52-00204	COMPUTER (IT) SERVICE				
40488	NOVEN NOVENTECH, INC	20200423	50147	10/09/2020	8,930.00
40503	AMILIA AMILIA		50109	10/09/2020	2,562.72
40535	ADOBE ADOBE SYSTEMS, INC		509165	10/23/2020	461.05
40554	AMERIEAG AMERICAN EAGLE.COM		509172	10/23/2020	500.00
40555	AMERIEAG AMERICAN EAGLE.COM		509172	10/23/2020	825.00
40556	ARCHIVE ARCHIVE SOCIAL, INC.		509173	10/23/2020	199.00
40587	NOVEN NOVENTECH, INC	20200423	50219	10/23/2020	805.00
40590	NOVEN NOVENTECH, INC	20200423	50220	10/23/2020	3,450.00
40591	NOVEN NOVENTECH, INC	20200423	50220	10/23/2020	713.10
40644	GODAD GODADDY.COM		509192	10/23/2020	197.66
40684	ORGANIMI ORGANIMI		509212	10/23/2020	99.00
40708	VERI VERIZON WIRELESS		509231	10/23/2020	467.00
40724	BASECAMP BASECAMP-37 SIGNALS LTD		509175	10/23/2020	29.00
40725	MINDBODY MINDBODY INC		509207	10/23/2020	11.00
					<u>19,249.53</u>
10-00-52-00208	COPYING AND PRINTING- INTERNAL				
40565	DELAGE DE LAGE LANDEN PUBLIC FINANCE	20200057	50197	10/23/2020	3,763.45
					<u>3,763.45</u>
10-00-52-00210	POSTAGE AND DELIVERY				
40522	PIT PURCHASE POWER PITNEY BOWES	20200761	50182	10/16/2020	1,020.99
					<u>1,020.99</u>
10-00-52-00299	CONTRACTUAL SERVICES - OTHER				
40400	PAYCOM PAYCOM PAYROLL, LLC		50101	10/02/2020	4,965.33
40450	AMALGAM AMALGAMATED BANK OF CHICA	20200737	50108	10/09/2020	475.00
40499	TIAABANK TIAA BANK	20200056	50162	10/09/2020	1,555.09
40521	PAYCOM PAYCOM PAYROLL, LLC		50181	10/16/2020	2,018.89
40566	FLEX FLEXIBLE BENEFIT SERVICE CORP.	20200216	50198	10/23/2020	125.00
40594	PICKENS PICKENS-KANE BUSINESS SERVICE	20200260	50223	10/23/2020	85.00
40622	PAYCOM PAYCOM PAYROLL, LLC		50250	10/30/2020	1,983.35
					<u>11,207.66</u>
10-00-53-00300	OFFICE EXPENSE				
40654	GARVEY'S GARVEY'S OFFICE PRODUCTS		509190	10/23/2020	5.69
40711	WALMART WALMART STORES, INC.		509237	10/23/2020	187.40
					<u>193.09</u>
10-00-53-00405	COMPUTER EQUIPMENT				
40588	NOVEN NOVENTECH, INC	20200768	50219	10/23/2020	75.00
40589	NOVEN NOVENTECH, INC	20200768	50219	10/23/2020	633.00
					<u>708.00</u>
10-00-56-00605	CONFERENCE AND TRAINING				
40658	SHRM SOCIETY OF HUMAN RESOURCE MANA/		509224	10/23/2020	279.00
40679	MANAGE MANAGEMENT ASSOCIATION NKA		509204	10/23/2020	50.00

Park District of Oak Park

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<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
					329.00
10-00-56-00610	DUES AND SUBSCRIPTIONS				
40600	ATD ASSOCIATION FOR TALENT DEVELOPME		509174	10/23/2020	233.10
					233.10
10-00-56-00620	ADMINISTRATIVE EXPENSE				
40475	GREENCOMM GREEN COMMUNITY CONNECT	20200750	50134	10/09/2020	300.00
40559	ABCBUS ABC PRINTING COMPANY	20200774	50192	10/23/2020	484.88
40652	FEDEX FEDEX		509188	10/23/2020	9.87
					794.75
10-00-56-00621	DIRECTOR EXPENSE				
40451	BEARFISH BEARFISH PRODUCTIONGS, LLC	20200736	50110	10/09/2020	75.00
40641	CHGOTRIB CHICAGO TRIBUNE MEDIA GROU		509180	10/23/2020	7.96
40685	LIVECAFE LIVE CAFE		509203	10/23/2020	500.00
					582.96
10-00-56-00655	RECRUITMENT				
40659	INDEED INDEED.COM		509196	10/23/2020	280.00
					280.00
10-00-58-00820	TELECOMMUNICATIONS				
40562	COMCAST COMCAST	20200058	50196	10/23/2020	8,048.56
40709	VERI VERIZON WIRELESS		509231	10/23/2020	2,353.39
					10,401.95
10-35-52-00260	PROPERTY REPAIR				
40531	YOUNA YOUNA MECHANICAL INC	20200763	50191	10/16/2020	3,398.99
40630	YOUNA YOUNA MECHANICAL INC	20200786	50256	10/30/2020	3,416.83
40631	YOUNA YOUNA MECHANICAL INC	20200786	50256	10/30/2020	0.00
					6,815.82
10-35-52-00299	CONTRACTUAL SERVICES - OTHER				
40539	ALADDEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	246.99
					246.99
10-35-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	86.64
					86.64
10-35-53-00313	SUPPLIES - BUILDING MATERIALS				
40548	AMAZ AMAZON.COM		509170	10/23/2020	-66.78
40548	AMAZ AMAZON.COM		509170	10/23/2020	-36.99
40548	AMAZ AMAZON.COM		509170	10/23/2020	71.97
					-31.80
10-35-53-00320	MISCELLANEOUS SUPPLIES				
40548	AMAZ AMAZON.COM		509170	10/23/2020	-52.99
40548	AMAZ AMAZON.COM		509170	10/23/2020	89.97
40700	SUGARGROV SUGAR GROVE PUMPKINS		509227	10/23/2020	352.99
					389.97
10-35-53-00330	ANIMAL CARE				
40548	AMAZ AMAZON.COM		509170	10/23/2020	59.07
40548	AMAZ AMAZON.COM		509170	10/23/2020	46.99
40548	AMAZ AMAZON.COM		509170	10/23/2020	55.99
					162.05

Park District of Oak Park

FY 2020

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VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
10-35-53-00340 SUPPLIES-HORTICULTURAL CONTROL					
40675	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, I		509200	10/23/2020	58.56
40675	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, I		509200	10/23/2020	58.59
40675	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, I		509200	10/23/2020	58.66
40675	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, I		509200	10/23/2020	58.66
					234.47
10-35-56-11100 GIFT SHOP - SALES TAX					
40480	ILLDEP ILLINOIS DEPT. OF REVENUE		50139	10/09/2020	261.00
					261.00
10-35-58-00800 ELECTRICITY					
40610	COMED COMED	20200223	50235	10/30/2020	517.49
					517.49
10-35-58-00810 NATURAL GAS					
40392	CNE CONSTELLATION NEWENERGY - GAS DI	20200302	50093	10/02/2020	279.62
40563	CNE CONSTELLATION NEWENERGY - GAS DI	20200302	50195	10/23/2020	36.81
40583	NICOTRAN NICOR GAS TRANSPORTATION BII	20200307	50215	10/23/2020	240.86
40584	NICOTRAN NICOR GAS TRANSPORTATION BII	20200307	50216	10/23/2020	240.47
					797.76
10-35-58-00830 WATER					
40757	VILLWAT VILLAGE OF OAK PARK-WATER WA		509235	10/23/2020	469.32
					469.32
10-50-52-00260 PROPERTY REPAIR					
40391	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20200711	50091	10/02/2020	3,997.50
40447	ALLTYPES ALL TYPES ELEVATORS, INC.	20200742	50107	10/09/2020	371.00
40448	ALLTYPES ALL TYPES ELEVATORS, INC.	20200742	50107	10/09/2020	160.00
40449	ALLTYPES ALL TYPES ELEVATORS, INC.	20200742	50107	10/09/2020	160.00
40453	BRENNANS CHRISTOPHER BRENNANS	20200720	50112	10/09/2020	1,290.00
40473	EMPIRICAL EMPIRICAL ELECTRIC INC.	20200721	50132	10/09/2020	2,775.00
40482	JASCO JASCO ELECTRIC CORPORATION	20200729	50141	10/09/2020	3,650.00
40498	SYSTEMS SYSTEMS & CABLING SOLUTIONS,	20200739	50153	10/09/2020	280.00
40509	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20200753	50166	10/16/2020	165.00
40511	ARROW ARROW LOCKSMITH SERVICE	20200762	50167	10/16/2020	184.00
40538	ALADEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	243.57
40542	ALADEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	487.26
40544	ALADEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	872.10
40545	ALADEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	1,726.23
40546	ALADEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	2,214.00
40605	ALLTYPES ALL TYPES ELEVATORS, INC.	20200784	50229	10/30/2020	269.00
40631	YOUNA YOUNA MECHANICAL INC	20200786	50256	10/30/2020	287.50
40632	YOUNA YOUNA MECHANICAL INC	20200786	50256	10/30/2020	287.50
40633	YOUNA YOUNA MECHANICAL INC	20200786	50256	10/30/2020	977.50
40634	YOUNA YOUNA MECHANICAL INC	20200786	50256	10/30/2020	345.00
					20,742.16
10-50-52-00280 SCAVENGER SERVICE					
40529	WESTCOOK WEST COOK COUNTY SOLID WAS	20200756	50189	10/16/2020	512.63
40712	WASTE WASTE MANAGEMENT CO.		509238	10/23/2020	150.27
40713	WASTE WASTE MANAGEMENT CO.		509238	10/23/2020	1,107.93
					1,770.83

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10-50-52-00285 PORTABLE RESTROOMS					
40693	SERV SERVICE SANITATION INC.		509222	10/23/2020	20.00
40694	SERV SERVICE SANITATION INC.		509222	10/23/2020	208.92
					228.92
10-50-52-00286 SPORTS FIELD IMPROVEMENTS					
40446	A&L A & L GREAT LAKES LABORATORIES	20200741	50106	10/09/2020	46.00
40474	FAULKS FAULKS BROS. CONSTRUCTION, INC.	20200722	50133	10/09/2020	1,317.26
40486	NATSEED NATIONAL SEED COMPANY	20200740	50145	10/09/2020	3,175.00
40513	CONSER CONSERVE FS, INC.	20200752	50171	10/16/2020	630.00
40514	CONSER CONSERVE FS, INC.	20200752	50171	10/16/2020	1,140.00
					6,308.26
10-50-52-00650 BANK SERVICE CHARGE					
40512	CARDCONN CARD CONNECT		50170	10/16/2020	66.86
					66.86
10-50-53-00301 UNIFORMS					
40485	M&MSPORTS M&M SPORTS SCENE INC.	20200723	50144	10/09/2020	246.25
40621	OCHOA RAMON OCHOA		50249	10/30/2020	103.85
40715	WALMART WALMART STORES, INC.		509237	10/23/2020	86.67
					436.77
10-50-53-00310 SUPPLIES-PARKS					
40477	HOMER HOMER INDUSTRIES, LLC	20200743	50136	10/09/2020	2,520.00
40502	HOMER HOMER INDUSTRIES, LLC	20200743	50136	10/09/2020	2,520.00
40653	OBENAUF OBENAUF AUCTION SERVICE, INC.		509211	10/23/2020	313.50
40688	PHOENIX PHOENIX IRRIGATION SUPPLY INC.		509216	10/23/2020	63.00
40695	SHERWIN SHERWIN-WILLIAMS CO.		509223	10/23/2020	61.84
40697	SPRINK SPRINKLER WAREHOUSE		509226	10/23/2020	95.15
40698	FELEX FELEX DESIGNS, INC.		509189	10/23/2020	92.00
40699	FELEX FELEX DESIGNS, INC.		509189	10/23/2020	103.00
40699	FELEX FELEX DESIGNS, INC.		509189	10/23/2020	219.00
					5,987.49
10-50-53-00311 SUPPLIES- CLEANING & HOUSEHOLD					
40527	WAREHOUS WAREHOUSE DIRECT OFFICE	20200757	50188	10/16/2020	342.40
40528	WAREHOUS WAREHOUSE DIRECT OFFICE	20200757	50188	10/16/2020	290.43
40548	AMAZ AMAZON.COM		509170	10/23/2020	29.97
40551	AMAZ AMAZON.COM		509170	10/23/2020	382.49
					1,045.29
10-50-53-00313 SUPPLIES - BUILDING MATERIALS					
40491	REIN REINDERS, INC	20200724	50155	10/09/2020	136.32
40536	AIRFILTER AIR FILTERS CO		509166	10/23/2020	68.46
40628	WIND WINDFREE SOLAR, INC.	20200785	50255	10/30/2020	2,228.06
40646	DRESSEL DRESSEL'S ACE HARDWARE		509183	10/23/2020	19.89
40655	GEM GEM ELECTRIC SUPPLY, INC.		509191	10/23/2020	16.95
40655	GEM GEM ELECTRIC SUPPLY, INC.		509191	10/23/2020	9.56
40655	GEM GEM ELECTRIC SUPPLY, INC.		509191	10/23/2020	13.00
40656	GRAINGER GRAINGER, INC.		509193	10/23/2020	109.20
40656	GRAINGER GRAINGER, INC.		509193	10/23/2020	104.97
40656	GRAINGER GRAINGER, INC.		509193	10/23/2020	7.59
40678	MENARDS MENARD'S		509205	10/23/2020	13.98

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10-50-53-00313 SUPPLIES - BUILDING MATERIALS					
40687	PELICAN PELICAN WIRELESS		509214	10/23/2020	15.00
40690	QUALIFIED QUALIFIED HARDWARE.COM		509218	10/23/2020	149.60
40690	QUALIFIED QUALIFIED HARDWARE.COM		509218	10/23/2020	-13.60
40692	SCHAU SCHAUER'S HARDWARE		509221	10/23/2020	15.13
40692	SCHAU SCHAUER'S HARDWARE		509221	10/23/2020	19.79
40692	SCHAU SCHAUER'S HARDWARE		509221	10/23/2020	41.26
40692	SCHAU SCHAUER'S HARDWARE		509221	10/23/2020	31.45
40692	SCHAU SCHAUER'S HARDWARE		509221	10/23/2020	36.85
40692	SCHAU SCHAUER'S HARDWARE		509221	10/23/2020	11.00
40696	SHERWIN SHERWIN-WILLIAMS CO.		509223	10/23/2020	65.59
40702	SUPPLYHOU SUPPLY HOUSE.COM		509228	10/23/2020	619.95
40705	HOME HOME DEPOT		509194	10/23/2020	143.10
40705	HOME HOME DEPOT		509194	10/23/2020	117.64
40705	HOME HOME DEPOT		509194	10/23/2020	58.44
40705	HOME HOME DEPOT		509194	10/23/2020	142.91
40707	ULINE ULINE INC		509230	10/23/2020	776.02
					<u>4,958.11</u>
10-50-53-00410 EQUIPMENT					
40520	NUTOYS NUTOYS LEISURE PRODUCTS	20200751	50180	10/16/2020	1,924.00
40523	RUSSO RUSSO POWER EQUIPMENT	20200754	50184	10/16/2020	2,160.00
40524	RUSSO RUSSO POWER EQUIPMENT	20200754	50184	10/16/2020	405.00
40548	AMAZ AMAZON.COM		509170	10/23/2020	73.24
40691	RUSSO RUSSO POWER EQUIPMENT		509220	10/23/2020	102.99
40706	HOME HOME DEPOT		509194	10/23/2020	26.91
					<u>4,692.14</u>
10-50-56-00605 CONFERENCE AND TRAINING					
40648	PARKING PARKING		509213	10/23/2020	40.00
					<u>40.00</u>
10-50-58-00800 ELECTRICITY					
40456	COMED COMED	20200221	50118	10/09/2020	1,253.97
40457	COMED COMED	20200219	50119	10/09/2020	11.42
40458	COMED COMED	20200222	50120	10/09/2020	130.84
40459	COMED COMED	20200222	50121	10/09/2020	615.93
40460	COMED COMED	20200222	50122	10/09/2020	26.09
40461	COMED COMED	20200222	50123	10/09/2020	106.35
40463	COMED COMED	20200211	50125	10/09/2020	56.93
40464	COMED COMED	20200212	50115	10/09/2020	215.55
40465	COMED COMED	20200210	50116	10/09/2020	27.98
40466	COMED COMED	20200223	50117	10/09/2020	238.07
40468	COMED DELI COMED DELIVERY SERVICES	20200213	50127	10/09/2020	160.67
40479	HUDSON HUDSON ENERGY - IL	20200214	50138	10/09/2020	257.60
40609	COMED COMED	20200223	50234	10/30/2020	247.50
40610	COMED COMED	20200223	50235	10/30/2020	2,802.80
40611	COMED COMED	20200219	50236	10/30/2020	73.76
					<u>6,225.46</u>
10-50-58-00810 NATURAL GAS					
40570	NICOR NICOR GAS	20200263	50202	10/23/2020	44.48

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10-50-58-00810 NATURAL GAS					
40571	NICOR NICOR GAS	20200298	50203	10/23/2020	136.18
40572	NICOR NICOR GAS	20200297	50207	10/23/2020	47.76
40573	NICOR NICOR GAS	20200261	50208	10/23/2020	42.10
40578	NICOR NICOR GAS	20200294	50213	10/23/2020	132.46
40579	NICOR NICOR GAS	20200295	50214	10/23/2020	47.42
40580	NICOR NICOR GAS	20200293	50204	10/23/2020	47.78
40581	NICOR NICOR GAS	20200292	50205	10/23/2020	341.83
40582	NICOR NICOR GAS	20200291	50206	10/23/2020	339.61
					1,179.62
10-50-58-00820 TELECOMMUNICATIONS					
40642	COMCAST COMCAST		509181	10/23/2020	138.40
					138.40
10-50-58-00830 WATER					
40728	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	10.00
40729	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	10.00
40730	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	10.00
40731	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	10.00
40732	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	10.00
40733	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	10.00
40734	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	15.00
40736	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	15.00
40737	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	15.00
40738	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	15.00
40739	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	15.00
40740	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	15.00
40742	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	40.24
40743	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	40.24
40744	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	52.86
40745	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	52.86
40747	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	73.86
40748	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	78.10
40749	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	78.10
40750	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	92.25
40751	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	103.34
40752	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	115.05
40753	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	117.91
40754	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	166.44
40755	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	204.30
40756	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	378.36
40758	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	476.07
40759	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	635.76
40761	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	721.72
40762	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	1,138.18
40763	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	1,203.66
40764	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	1,302.24
40767	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	2,781.42
40768	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	4,974.66

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10-50-58-00830	WATER				
40769	VILLWAT VILLAGE OF OAK PARK-WATER WA		509235	10/23/2020	5,403.74
					<u>20,381.36</u>
					195,459.00
					FUND 10 TOTAL
<b>16 LIABILITY</b>					
16-00-52-00514	EMPLOYEE SCREENINGS				
40469	CONCENTRA CONCENTRA HEALTH SERVICES	20200734	50128	10/09/2020	50.00
40534	ACTIVE ACTIVE		509164	10/23/2020	17.90
					<u>67.90</u>
16-00-53-00350	RISK CARE MANAGEMENT				
40560	AT&TAED AT&T MOBILITY	20200299	50193	10/23/2020	313.20
40723	AMAZ AMAZON.COM		509170	10/23/2020	39.99
					<u>353.19</u>
					421.09
					FUND 16 TOTAL
<b>17 AUDIT</b>					
17-00-52-00299	CONTRACTUAL SERVICES - OTHER				
40397	LAUT LAUTERBACH & AMEN, LLP	20200718	50098	10/02/2020	1,000.00
					<u>1,000.00</u>
					1,000.00
					FUND 17 TOTAL
<b>20 RECREATION</b>					
20-00-14-00040	YEAR END RECEIVABLES				
40657	HUNTINGBK HUNTINGTON BANK		509195	10/23/2020	25.00
					<u>25.00</u>
20-00-16-00060	PREPAID EXPENSE				
40664	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40665	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40666	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40670	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40672	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
					<u>1,320.00</u>
20-00-21-20135	REFUNDS DUE				
40635	GRUBERT CARRIE GRUBERT		50238	10/30/2020	42.00
40636	KWILAS LESLIE KWILAS		50243	10/30/2020	31.00
40637	NOEL SANDRA NOEL		50246	10/30/2020	500.00
40638	ODONNELL DAN O'DONNELL		50247	10/30/2020	53.00
					<u>626.00</u>
20-00-56-00610	DUES AND SUBSCRIPTIONS				
40470	DOCNET DOCNETWORK, INC.	20200735	50129	10/09/2020	120.00
40717	AMERCAMP AMERICAN CAMP ASSOCIATION		509171	10/23/2020	2,324.00
					<u>2,444.00</u>
20-00-56-00615	EMPLOYEE TRAVEL REIMBURSEMENT				
40483	LOSZACH MIKE LOSZACH		50143	10/09/2020	16.79
					<u>16.79</u>
20-00-58-00820	TELECOMMUNICATIONS				
40561	CALLONE CALLONE	20200227	50194	10/23/2020	7,694.67
					<u>7,694.67</u>



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20-05-52-00209	Copying and Printing - External				
40698	FELEX FELEX DESIGNS, INC.		509189	10/23/2020	325.00
					<u>325.00</u>
20-05-56-00222	Marketing				
40593	PALIDO LAURA PALIDO		50222	10/23/2020	45.00
40640	CAPSULE CAPSULCRM.COM ZESTIA		509179	10/23/2020	54.00
40647	DROPBOX DROPBOX INC.		509184	10/23/2020	45.00
40651	FACEBOOK FACEBOOK		509187	10/23/2020	9.17
40651	FACEBOOK FACEBOOK		509187	10/23/2020	81.34
40651	FACEBOOK FACEBOOK		509187	10/23/2020	10.00
40651	FACEBOOK FACEBOOK		509187	10/23/2020	2.96
40682	MYFREEBIN MYFREE BINGOCARDS.COM		509209	10/23/2020	20.00
					<u>267.47</u>
20-05-56-00225	Advertising				
40406	WEDDING WEDDINGWIRE, INC.	20200719	50105	10/02/2020	4,299.00
40714	WEDDINGSP WEDDING SPOT		509239	10/23/2020	1,500.00
					<u>5,799.00</u>
20-25-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	98.39
					<u>98.39</u>
20-25-52-13050	FITNESS EXERCISE				
40677	LESMILLS LES MILLS UNITED STATES TRADI		509202	10/23/2020	186.00
					<u>186.00</u>
20-25-52-13170	MARTIAL ARTS PROGRAMS				
40395	ILLSHOTO ILLINOIS SHOTOKAN KARATE INC	20200716	50096	10/02/2020	4,194.00
					<u>4,194.00</u>
20-26-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	200.29
					<u>200.29</u>
20-26-52-13750	YOUTH SPORTS LEAGUES				
40407	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	58.50
40409	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	4,208.25
40410	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	280.55
40411	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	362.00
40412	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	316.75
40413	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	362.00
40414	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	543.00
40415	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	54.00
40416	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	49.50
40417	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	54.00
40418	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	78.00
40419	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	84.00
40420	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	45.50
40421	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	30.00
40422	OAKPARK OAK PARK DISTRICT 97	20200732	50149	10/09/2020	886.90
					<u>7,412.95</u>
20-26-52-13780	YOUTH SPORTS AND FITNESS				
40423	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	2,172.00

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20-26-52-13780 YOUTH SPORTS AND FITNESS					
40424	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	10.00
40426	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	10.00
40427	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	10.00
40428	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	10.00
40429	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	16.00
40430	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	8.00
40431	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	40.00
40432	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	42.00
40433	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	8.00
40434	OAKPARK OAK PARK DISTRICT 97	20200732	50150	10/09/2020	49.00
					2,375.00
20-26-53-13750 YOUTH SPORTS LEAGUES					
40639	BSNSPORT BSN SPORT INC		509178	10/23/2020	758.00
					758.00
20-27-52-00650 BANK SERVICE CHARGE					
40512	CARDCONN CARD CONNECT		50170	10/16/2020	55.89
					55.89
20-27-52-13585 ADULT SPORTS PROGRAMS					
40435	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	17.50
40437	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	17.50
40438	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	20.00
40439	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	12.50
40440	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	12.50
40441	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	2.50
40442	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	10.00
40443	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	1,013.60
					1,106.10
20-27-52-13640 ADULT SOFTBALL LEAGUES					
40398	LIHOSIT DOUGLAS GERARD LIHOSIT	20200714	50099	10/02/2020	152.50
40399	MARTI SHERMAN MARTIN	20200713	50100	10/02/2020	274.50
40403	TENCA PHIL TENCATE	20200715	50103	10/02/2020	183.00
40484	LIHOSIT DOUGLAS GERARD LIHOSIT	20200748	50142	10/09/2020	91.50
40492	RICCHIO ANDREW RICCHIO	20200747	50156	10/09/2020	335.50
40493	RIDGE MICHAEL RIDGE	20200749	50157	10/09/2020	396.50
40532	LIHOSIT DOUGLAS GERARD LIHOSIT	20200760	50176	10/16/2020	61.00
40568	MARTI SHERMAN MARTIN	20200770	50200	10/23/2020	122.00
40597	TENCA PHIL TENCATE	20200769	50226	10/23/2020	122.00
40686	QUI QUICKSCORES.COM		509219	10/23/2020	133.00
					1,871.50
20-27-52-13670 ADULT VOLLEYBALL LEAGUES					
40444	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	35.75
40445	OAKPARK OAK PARK DISTRICT 97	20200732	50151	10/09/2020	32.50
					68.25
20-27-53-13640 ADULT SOFTBALL LEAGUES					
40533	RIGITANO RAY RIGITANO	20200759	50183	10/16/2020	335.50
40567	JACKSONM MARLON JACKSON	20200773	50199	10/23/2020	425.00
40569	MCELWAIN SEAN C. MCELWAIN	20200771	50201	10/23/2020	425.00

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20-27-53-13640	ADULT SOFTBALL LEAGUES				
40596	REPOSH GREG REPOSH	20200772	50225	10/23/2020	260.00
40624	ROSALES STEFANY ROSALES	20200793	50252	10/30/2020	260.00
					<u>1,705.50</u>
20-29-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	31.68
					<u>31.68</u>
20-61-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	1,480.14
					<u>1,480.14</u>
20-61-52-12010	COMMUNITY SPECIAL EVENTS				
40452	BEYOND BEYOND HUNGER	20200730	50111	10/09/2020	670.00
					<u>670.00</u>
20-61-52-12040	AFTERSCHOOL PROGRAMS				
40618	OAKPARK OAK PARK DISTRICT 97	20200778	50248	10/30/2020	624.00
40619	OAKPARK OAK PARK DISTRICT 97	20200778	50248	10/30/2020	819.00
40620	OAKPARK OAK PARK DISTRICT 97	20200778	50248	10/30/2020	224.00
					<u>1,667.00</u>
20-61-52-12340	SPECIAL INTEREST PROGRAMS				
40607	CHESS FAMBRO MANAGEMENT LLC	20200776	50232	10/30/2020	99.00
40614	KANT GARY KANTOR MAGIC OF GARY KANT	20200789	50241	10/30/2020	154.00
					<u>253.00</u>
20-61-52-12350	NATURE AND ADVENTURE PROGRAMS				
40516	KANT GARY KANTOR MAGIC OF GARY KANT	20200767	50174	10/16/2020	990.00
40608	CHGOARCH BRENT A. HARMON	20200780	50233	10/30/2020	2,376.50
					<u>3,366.50</u>
20-61-53-12000	FRANK LLOYD WRIGHT RACE				
40617	M&MSPORTS M&M SPORTS SCENE INC.	20200777	50244	10/30/2020	6,090.00
					<u>6,090.00</u>
20-61-53-12010	COMMUNITY SPECIAL EVENTS				
40718	AMAZ AMAZON.COM		509170	10/23/2020	25.98
					<u>25.98</u>
20-61-53-12040	AFTERSCHOOL PROGRAMS				
40645	DOLL DOLLARTREE		509182	10/23/2020	24.00
40674	JEWELS JEWEL - OSCO		509199	10/23/2020	67.93
					<u>91.93</u>
20-61-53-12340	SPECIAL INTEREST PROGRAMS				
40550	AMAZ AMAZON.COM		509170	10/23/2020	36.34
40550	AMAZ AMAZON.COM		509170	10/23/2020	52.57
					<u>88.91</u>
20-61-53-12350	NATURE AND ADVENTURE PROGRAMS				
40645	DOLL DOLLARTREE		509182	10/23/2020	4.00
40680	MICH MICHAELS STORE		509206	10/23/2020	30.54
40680	MICH MICHAELS STORE		509206	10/23/2020	5.09
40689	PUMPKIN PUMPKIN MOON		509217	10/23/2020	24.50
40701	SUGARGROV SUGAR GROVE PUMPKINS		509227	10/23/2020	200.00
40703	TARGET TARGET STORES, INC		509229	10/23/2020	9.00

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20-61-53-12350	NATURE AND ADVENTURE PROGRAMS				
40703	TARGET TARGET STORES, INC		509229	10/23/2020	52.00
40719	BINNYS BINNYS BEVERAGE		509176	10/23/2020	86.94
					<u>412.07</u>
20-62-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	197.37
					<u>197.37</u>
20-62-52-12390	SCAW WORKSHOP				
40518	MARTINEZP PAMELA A. MARTINEZ	20200744	50177	10/16/2020	150.00
					<u>150.00</u>
20-62-52-12610	DANCE PROGRAMS				
40500	TULLY CATHERINE TULLY	20200746	50163	10/09/2020	244.94
					<u>244.94</u>
20-62-53-12390	SCAW WORKSHOP				
40613	HOCHMAN SHANNON HOCHMAN		50239	10/30/2020	23.71
40650	ETSY ETSY.COM		509186	10/23/2020	63.59
					<u>87.30</u>
20-62-53-12610	DANCE PROGRAMS				
40552	AMAZ AMAZON.COM		509170	10/23/2020	143.98
40704	TARGET TARGET STORES, INC		509229	10/23/2020	31.88
40704	TARGET TARGET STORES, INC		509229	10/23/2020	95.60
					<u>271.46</u>
20-63-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	575.78
					<u>575.78</u>
20-63-53-12700	PRESCHOOL				
40519	NORMANE EMILY NORMAN		50179	10/16/2020	22.00
40526	TELLEZ MARIA TELLEZ		50187	10/16/2020	11.96
40549	AMAZ AMAZON.COM		509170	10/23/2020	42.95
40549	AMAZ AMAZON.COM		509170	10/23/2020	21.31
40553	AMAZ AMAZON.COM		509170	10/23/2020	23.75
40645	DOLL DOLLARTREE		509182	10/23/2020	29.00
40645	DOLL DOLLARTREE		509182	10/23/2020	7.00
					<u>157.97</u>
20-63-53-12720	PLAYSCHOOL				
40487	NEGRON WENDY NEGRON		50146	10/09/2020	21.46
40645	DOLL DOLLARTREE		509182	10/23/2020	3.30
40652	FEDEX FEDEX		509188	10/23/2020	13.93
40674	JEWELS JEWEL - OSCO		509199	10/23/2020	15.45
40676	LARRABEE LARRABEE HERBS		509201	10/23/2020	5.06
40710	WALG WALGREENS CO.		509236	10/23/2020	17.18
40710	WALG WALGREENS CO.		509236	10/23/2020	7.70
					<u>84.08</u>
					<u>54,495.91</u>

FUND 20 TOTAL

21 MUSEUM

21-00-21-20105	PH RENTAL DEPOSITS				
40616	MATHESON HOPE MATHESON	20200791	50245	10/30/2020	1,000.00

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					1,000.00
21-00-52-00260	PROPERTY REPAIR				
40453	BRENNANS CHRISTOPHER BRENNANS	20200720	50112	10/09/2020	125.00
					125.00
21-00-58-00800	ELECTRICITY				
40610	COMED COMED	20200223	50235	10/30/2020	147.57
					147.57
21-00-58-00810	NATURAL GAS				
40575	NICOR NICOR GAS	20200305	50210	10/23/2020	126.27
					126.27
21-00-58-00830	WATER				
40741	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	27.62
					27.62
21-00-58-00840	PH SECURITY MONITORING				
40495	SMG SMG SECURITY SYSTEMS, INC.	20200738	50160	10/09/2020	216.00
40496	SMG SMG SECURITY SYSTEMS, INC.	20200725	50159	10/09/2020	45.00
40537	ALADEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	130.29
					391.29
					1,817.75
					1,817.75
<b>FUND 21 TOTAL</b>					
<b>22 SPECIAL RECREATION</b>					
22-00-52-00298	SPECIAL REC CONTRIBUTION				
40627	WESTSUB WEST SUBURBAN SPECIAL RECRE/20200788		50254	10/30/2020	56,338.25
					56,338.25
					56,338.25
<b>FUND 22 TOTAL</b>					
<b>25 SPECIAL FACILITIES</b>					
25-00-16-00060	PREPAID EXPENSE				
40667	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
40668	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	264.00
					528.00
25-00-56-00605	CONFERENCE AND TRAINING				
40671	IPRA ILLINOIS PARKS & RECREATION ASSOCI		509198	10/23/2020	30.00
40683	NRPA NATIONAL RECREATION & PARK ASSOC		509210	10/23/2020	295.00
					325.00
25-00-58-00820	TELECOMMUNICATIONS				
40643	COMCAST COMCAST		509181	10/23/2020	143.40
					143.40
25-19-52-00259	GUARD TRAINING & EVALUATION				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	503.24
					503.24
25-20-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	896.24
					896.24
25-20-52-11960	YOUTH HOCKEY				
40476	HERCMANAS ROBERT HERCMANAS		50135	10/09/2020	10.00
40478	HRUBY PAUL HRUBY		50137	10/09/2020	61.00
					71.00

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25-20-53-11990	RINK CAMP				
40716	ZOOM ZOOM.US		509240	10/23/2020	7.49
					<u>7.49</u>
25-20-56-00646	SKATE SHOP SUPPLIES				
40490	REIDELL RIEDELL SHOES INC	20200733	50154	10/09/2020	550.23
					<u>550.23</u>
25-24-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	1,164.90
					<u>1,164.90</u>
25-24-53-00315	SUPPLIES- PRO SHOP				
40649	ELITE ELITE SPORTSWEAR, L.P.		509185	10/23/2020	294.09
40649	ELITE ELITE SPORTSWEAR, L.P.		509185	10/23/2020	100.00
					<u>394.09</u>
25-24-53-11250	PRESCHOOL GYMNASTICS CLASSES				
40548	AMAZ AMAZON.COM		509170	10/23/2020	63.17
					<u>63.17</u>
25-24-56-00675	SALES TAX				
40480	ILLDEP ILLINOIS DEPT. OF REVENUE		50139	10/09/2020	13.00
					<u>13.00</u>
25-50-52-00262	PROPERTY REPAIR - RINK				
40510	ARROW ARROW LOCKSMITH SERVICE	20200762	50167	10/16/2020	262.00
40515	DUALTEMP DUAL TEMP ILLINOIS INC	20200134	50172	10/16/2020	5,869.47
					<u>6,131.47</u>
25-50-52-00263	PROPERTY REPAIR - GRC				
40540	ALADDEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	320.37
40604	ALLTYPES ALL TYPES ELEVATORS, INC.	20200784	50229	10/30/2020	403.00
					<u>723.37</u>
25-50-52-00267	FLEET SERVICE - RINK				
40396	JORSON JORSON & CARLSON, INC.	20200030	50097	10/02/2020	277.54
					<u>277.54</u>
25-50-52-00301	CONTRACTUAL SERVICES- OTHER - RINK				
40543	ALADDEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	571.53
40681	MOOD MOOD MEDIA NO AMERICA HOLDING:		509208	10/23/2020	26.95
					<u>598.48</u>
25-50-52-00412	RINK EQUIPMENT-MAINTENANCE				
40606	BECKER BECKER ARENA PRODUCTS, INC.	20200782	50230	10/30/2020	134.86
40625	SEAWAY SEAWAY SUPPLY COMPANY	20200783	50253	10/30/2020	150.20
					<u>285.06</u>
25-50-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	15.36
					<u>15.36</u>
25-50-53-00314	SUPPLIES- BUILDING MATERIALS - POOL				
40678	MENARDS MENARD'S		509205	10/23/2020	-25.26
40678	MENARDS MENARD'S		509205	10/23/2020	-9.99
40678	MENARDS MENARD'S		509205	10/23/2020	31.68
40678	MENARDS MENARD'S		509205	10/23/2020	32.39
40678	MENARDS MENARD'S		509205	10/23/2020	10.97

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25-50-53-00314 SUPPLIES- BUILDING MATERIALS - POOL					
40678	MENARDS MENARD'S		509205	10/23/2020	43.75
40692	SCHAU SCHAUER'S HARDWARE		509221	10/23/2020	7.18
40692	SCHAU SCHAUER'S HARDWARE		509221	10/23/2020	6.74
40696	SHERWIN SHERWIN-WILLIAMS CO.		509223	10/23/2020	36.98
40696	SHERWIN SHERWIN-WILLIAMS CO.		509223	10/23/2020	113.69
40696	SHERWIN SHERWIN-WILLIAMS CO.		509223	10/23/2020	15.29
40696	SHERWIN SHERWIN-WILLIAMS CO.		509223	10/23/2020	51.89
40696	SHERWIN SHERWIN-WILLIAMS CO.		509223	10/23/2020	59.64
40706	HOME HOME DEPOT		509194	10/23/2020	17.97
40706	HOME HOME DEPOT		509194	10/23/2020	153.40
40726	SHERWIN SHERWIN-WILLIAMS CO.		509223	10/23/2020	144.80
40727	HOME HOME DEPOT		509194	10/23/2020	74.54
					<u>765.66</u>
25-50-53-00315 SUPPLIES - CLEANING&HOUSEHOLD - RIN					
40401	SEAWAY SEAWAY SUPPLY COMPANY	20200540	50102	10/02/2020	327.80
40402	SEAWAY SEAWAY SUPPLY COMPANY	20200540	50102	10/02/2020	281.60
					<u>609.40</u>
25-50-53-00316 SUPPLIES - BUILDING MATERIALS - RIN					
40394	GRAINGER GRAINGER, INC.	20200717	50094	10/02/2020	161.76
40525	STEINER STEINER ELECTRIC COMPANY	20200766	50186	10/16/2020	117.03
					<u>278.79</u>
25-50-58-00801 REHM ELECTRICITY					
40462	COMED COMED	20200220	50124	10/09/2020	351.11
					<u>351.11</u>
25-50-58-00802 RIDGELAND ELECTRICITY					
40467	COMED DELIVERY SERVICES	20200218	50126	10/09/2020	3,461.44
40595	REALGY REALGY LLC	20200224	50224	10/23/2020	7,957.43
40612	COMED DELIVERY SERVICES	20200218	50237	10/30/2020	3,089.52
					<u>14,508.39</u>
25-50-58-00803 GYMNASTICS ELECTRICITY					
40454	COMED COMED	20200217	50113	10/09/2020	1,805.53
					<u>1,805.53</u>
25-50-58-00811 REHM NATURAL GAS					
40393	CNE CONSTELLATION NEWENERGY - GAS DI	20200302	50093	10/02/2020	2.95
40564	CNE CONSTELLATION NEWENERGY - GAS DI	20200302	50195	10/23/2020	104.36
40585	NICOTRAN NICOR GAS TRANSPORTATION BII	20200264	50217	10/23/2020	273.54
40586	NICOTRAN NICOR GAS TRANSPORTATION BII	20200264	50218	10/23/2020	274.76
					<u>655.61</u>
25-50-58-00812 RIDGELAND NATURAL GAS					
40576	NICOR NICOR GAS	20200304	50211	10/23/2020	2,902.26
					<u>2,902.26</u>
25-50-58-00813 GYMNASTICS NATURAL GAS					
40574	NICOR NICOR GAS	20200306	50209	10/23/2020	192.81
					<u>192.81</u>
25-50-58-00831 REHM WATER					
40735	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	15.00
40765	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	1,504.16

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					1,519.16
25-50-58-00832	RIDGELAND WATER				
40766	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	1,736.32
					1,736.32
25-50-58-00833	GYMNASTICS WATER				
40746	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	65.48
					65.48
25-57-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	24.88
					24.88
FUND 25 TOTAL					38,106.44
<b>50 INSURANCE FUND</b>					
50-00-21-20112	LIFE INSURANCE 125 K				
40489	PDRMA PDRMA		50152	10/09/2020	620.65
					620.65
50-00-55-00550	HEALTH INSURANCE - PPO				
40489	PDRMA PDRMA		50152	10/09/2020	43,613.83
					43,613.83
50-00-55-00551	HEALTH INSURANCE - HMO				
40489	PDRMA PDRMA		50152	10/09/2020	14,798.04
					14,798.04
50-00-55-00552	LIFE INSURANCE				
40489	PDRMA PDRMA		50152	10/09/2020	459.71
					459.71
50-00-55-00553	DENTAL INSURANCE				
40489	PDRMA PDRMA		50152	10/09/2020	2,885.83
					2,885.83
50-00-55-00554	EMPLOYEE ASSISTANCE PROGRAM				
40489	PDRMA PDRMA		50152	10/09/2020	161.70
					161.70
50-00-55-00557	VISION INSURANCE				
40489	PDRMA PDRMA		50152	10/09/2020	968.21
					968.21
FUND 50 TOTAL					63,507.97
<b>70 CAPITAL PROJECTS</b>					
70-00-72-70380	TECHNOLOGY IMPROVEMENTS				
40592	NOVEN NOVENTECH, INC	20200765	50221	10/23/2020	11,689.00
					11,689.00
70-00-72-70420	SURVEYS - STUDIES				
40517	KLOA KENIG LINDGREN O'HARA ABOONA, IN20200764		50175	10/16/2020	5,822.50
					5,822.50
70-13-72-70150	CARROLL MASTER PLAN IMPROVEMENTS				
40404	WEATHERG WEATHERGUARD ROOFING COM20200712		50104	10/02/2020	11,012.00
40405	WEATHERG WEATHERGUARD ROOFING COM20200712		50104	10/02/2020	10,929.00
40471	ECOACHIEV ECO ACHIEVERS LLC	20200727	50130	10/09/2020	4,363.00
40629	WIND WINDFREE SOLAR, INC.	20200787	50255	10/30/2020	5,793.49



Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 10/01/2020 TO 10/31/2020 PAY DATES 10/01/2020 TO 10/31/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER NUMBER</u>	<u>VENDOR</u>	<u>PO NUMBER</u>	<u>CHECK NUMBER</u>	<u>PAY DATE/ CHECK DATE</u>	<u>AMOUNT</u>
					32,097.49
70-20-72-70200	REHM BUILDING IMPROVEMENTS				
40615	KCMECH K.C. MECHANICAL INC	20200673	50242	10/30/2020	13,800.00
					13,800.00
70-79-72-70100	CRC SITE PLAN				
40623	PERKINS PERKINS & WILL, INC.	20200775	50251	10/30/2020	61,646.00
					61,646.00
					125,054.99
					FUND 70 TOTAL
					125,054.99
<b>85 CHENEY MANSION</b>					
85-00-52-00260	PROPERTY REPAIR				
40453	BRENNANS CHRISTOPHER BRENNANS	20200720	50112	10/09/2020	260.00
40541	ALADDEC ALARM DETECTION SYSTEMS, INC.		509167	10/23/2020	377.07
					637.07
85-00-52-00275	CUSTODIAL SERVICES				
40501	UNIFIRST UNIFIRST CORPORATION	20200166	50164	10/09/2020	87.78
40598	UNIFIRST UNIFIRST CORPORATION	20200166	50227	10/23/2020	87.78
					175.56
85-00-52-00299	CONTRACTUAL SERVICES - OTHER				
40722	SPOTIFY SPOTIFY		509225	10/23/2020	9.99
					9.99
85-00-52-00650	BANK SERVICE CHARGE				
40512	CARDCONN CARD CONNECT		50170	10/16/2020	218.88
					218.88
85-00-52-11185	CHENEY ADULT PROGRAMS				
40494	SHERMAN JASON SHERMAN	20200745	50158	10/09/2020	400.00
40497	SYMPHONY SYMPHONY OF OAK PARK RIVER	20200731	50161	10/09/2020	4,267.00
					4,667.00
85-00-53-11185	CHENEY ADULT PROGRAMS				
40720	BOTTLES BOTTLES NATION		509177	10/23/2020	640.00
40721	PETESFR PETE'S FRESH MARKET ROOSEVELT		509215	10/23/2020	41.49
					681.49
85-00-58-00800	ELECTRICITY				
40455	COMED COMED	20200200	50114	10/09/2020	43.40
40610	COMED COMED	20200223	50235	10/30/2020	803.61
					847.01
85-00-58-00810	NATURAL GAS				
40577	NICOR NICOR GAS	20200303	50212	10/23/2020	162.16
					162.16
85-00-58-00830	WATER				
40760	VILLWAT VILLAGE OF OAK PARK-WATER WA1		509235	10/23/2020	704.10
					704.10
					8,103.26
					FUND 85 TOTAL
					8,103.26
					GRAND TOTAL
					544,304.66

**Accounts Payable**

Corporate Fund	\$	195,459.00
IMRF Fund	\$	-
Liability Fund	\$	421.09
Audit Fund	\$	1,000.00
Recreation Fund	\$	54,495.91
Museum Fund	\$	1,817.75
Special Recreation Fund	\$	56,338.25
Special Facilities Fund	\$	38,106.44
Insurance Fund	\$	63,507.97
Capital Projects	\$	125,054.99
Cheney Mansion Fund	\$	8,103.26
Memorial Trust	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>544,304.66</b>

To the Executive Director,

The Payment of the above listed accounts has been approved by the Board of  
Commissioners at their meeting held November 19, 2020

And you are hereby authorized to pay them from the appropriate funds.

---

(Treasurer)

---

(Secretary)

Commissioner



**Park District of Oak Park  
Committee of the Whole  
Hedges Administrative Center  
Oak Park, Illinois  
Thursday, October 1, 2020**

**Minutes**

The meeting was called to order at 7:30pm.

**I. Roll Call**

**Present:** Commissioners Porreca, Wick, Wollmuth, Worley-Hood, and President Lentz.

**Park District Staff present:** Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; and Karen Gruszka, Executive Assistant. Maureen McCarthy, Superintendent of Recreation and Chris Lindgren, Superintendent of Parks and Planning, attended electronically.

**Others Present:** None.

**II. Public Comment:** None.

**III. Recreation and Facility Program Committee**

**IV. Parks and Planning Committee**

**A. Tree Removal and Pruning Contract**

Executive Director Arnold informed the Board the Park District was out to bid with the Village of Oak Park for qualified arboriculture contractors for pruning and removal of trees in Austin Gardens, Lindberg Park, Maple Park and Mills Park with Carroll and Field as alternate work sites. The VOP and the PDOP would be getting separate quotes as their work is different from the parkways and in the parks but would get a better quote bidding it together. **This will come before the Board at the October Regular Board Meeting under the regular agenda.**

**V. Administration and Finance Committee**

**A. Dementia Friendly Community Resolution 2020-10-01**

The Board was informed that the Village of Oak Park along with the Township, Library, the Park District and local businesses are applying for a dementia friendly community. Oak Park would be the 9<sup>th</sup> community in the state of Illinois. Trainings for the entities have taken place; the Park District had trainings last spring. This resolution states that the Park District recognizes the community as a dementia friendly community. The Board discussed what the next steps were along with anything else they can contribute and were informed that it was continued training throughout the village. All the Board members thought this was a great for the community. **This item will be brought to the Board at the October Regular Board Meeting for approval under the consent agenda.**

**B. Budget Meetings Update**

The Board were reminded of the two upcoming Budget Meetings scheduled on Thursday, October 8, 2020 and Thursday, October 15, 2020. Once the meetings are completed, the Budget will be made available for the public for 30 days. **No action is needed by the Board on this item.**

**C. 2020 Committee and Board Meeting Calendar**

The Board confirmed the dates chosen for the 2021 Board Meeting dates and confirmed the meeting dates against religious holidays and any conflicts. **This will come before the Board on the consent agenda at a Regular Board Meeting.**

**D. NRPA Conference Update**

Executive Director Arnold reminded the Board of the NRPA conference which runs from October 27-29, and will be run virtually this year. Two staff members are signed up so that staff can attend session at RCRC and at the Hedges Administrative Center and the Board were invited to attend. The Agency will be receiving its CAPRA award during a live Best of the Best awards. **No action is needed by the Board on this item.**

**VI. New Business**

**VII. Closed Session**

At 7:52pm Commissioner Wick moved and Commissioner Porreca seconded that the Park Board of Commissioners convene into closed session for the discussion of performance of a specific employee of the Park District. **The motion passed with a roll call vote of 5:0.**

At 7:58pm a motion was made by Commissioner Porreca and seconded by Commissioner Worley-Hood to adjourn the Closed Session. **The motion passed a voice vote of 5:0.**

**VIII. Adjournment**

At 7:58p.m.a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**

\_\_\_\_\_  
**Secretary**  
**Board of Park Commissioners**

\_\_\_\_\_  
**President**  
**Board of Park Commissioners**

**November 19, 2020**  
\_\_\_\_\_  
**Date**

**November 19, 2020**  
\_\_\_\_\_  
**Date**



**PARK DISTRICT**  
of OAK PARK

**PARK DISTRICT OF OAK PARK**  
**Administration and Finance Committee**  
**Budget Session Meeting**

**Hedges Administrative Center**  
**218 Madison Street**  
**Oak Park, Illinois**

**Thursday, October 8, 2020 at 7:30pm**

**Minutes**

**I. Call to Order/Roll Call**

The meeting was called to order at 7:30pm.

**Commissioners Present:** Commissioners Porreca, Wick, Wollmuth, Worley-Hood, and President Lentz.

**Staff Present:** Jan Arnold, Executive Director; Mitch Bowlin, Finance Director; and Karen Gruszka, Executive Assistant. Chris Lindgren, Superintendent of Parks and Planning; Patti Staley, Director of Horticulture and Conservatory Operations; Travis Stephen, Sports Field Manager; and Nelson Acevedo, Buildings Supervisor, attended electronically.

**Others Present:** None.

**II. Public Comment: None.**

**III. Budget Parameters**

Mitch Bowlin, the Director of Finance, informed the Board that the Park District can increase the levy by 2.3%, or approximately \$230,000, plus whatever growth in EAV is available due to new property. The EAV number will not be known until May 2021, but in prior years the District has levied an additional 1.5% to capture new property. Per the Board's direction, the Park District will take a partial of increase 1.5%, 0.8% less than the full CPI and none of the possible growth increase. The Board discussed the affects to the Park District down the line by not taking the full limit. They were reminded of the increasing minimum wage and other rising costs including their desire to keep the parks up to the level that they currently are at. The Board discussed the possible need of a budget amendment next year if a vaccine is created and budgets are increased.

**IV. Budget Discussions**

The strategic goals, the 2021 budget including the pandemic and the repercussions to the revenue of the Park District, the 50/50 revenue mix, tax levy, program growth, and the minimum wage increase were presented to the Board and discussed. Corporate Administration's 2021 budget was presented including the IT contractual expenses. The Parks and Planning Department presented their budget for their upcoming projects including maintaining the parks, renewable energy and the three rain gardens. The Conservatory's budget was presented including a new summer plant sale planned as well as modeling volunteers after the Forest Preserve's programs. The Board discussed the plan and stages of the staff becoming certified in the burn process and how essential it is to the natural areas;

the Board were informed it would be two years before staff would be fully certified. Mitch presented the IMRF budget, Liability and Audit budgets. The Board discussed safety trainings. Special Recreation was discussed and the amount of programs that we offer affecting costs and the new partner agencies and their adjustments to the cost. Finally, the budgets for Health Insurance and Capital Projects were presented.

V. New Business  
None

VI. Closed Session  
None

VII. Adjournment  
A motion was made by Commissioner Wick and seconded by Commissioner Worley-Hood to adjourn the meeting at 8:26pm. **Motion carried in a voice vote.**

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

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

\_\_\_\_\_  
November 19, 2020  
Date

\_\_\_\_\_  
November 19, 2020  
Date



# **PARK DISTRICT of OAK PARK**

## **PARK DISTRICT OF OAK PARK Administration and Finance Committee Budget Session Meeting**

**Hedges Administrative Center  
218 Madison Street  
Oak Park, Illinois  
Thursday, October 15, 2020 at 7:30pm**

### **Minutes**

#### **I. Call to Order/Roll Call**

The meeting was called to order at 7:30pm.

**Commissioners Present:** Commissioners Porreca, Wick, Wollmuth, Worley-Hood and President Lentz.

**Staff Present:** Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Bill Hamilton, Superintendent Special Facilities; Diane Stanke, Marketing and Customer Service Director; and Karen Gruszka, Executive Assistant. Jamie Lapke, Program and Operations Manager – GRC and Illiana DeLaRosa, Finance Manager, attended electronically.

#### **II. Public Comment: None**

#### **III. Staff Budget Presentations**

Jan began the meeting by overviewing the past year to the Board and informing them of the strategic initiatives and how they are tied to the budget goals including the allocation for tiered pricing for day camps and afterschool, scholarships, debt service, the capital contribution, and community engagement.

The Recreation Fund budget was presented including increasing educational opportunities for early childhood participants, expanding E-sports tournaments, one-day art workshops, and creating a diverse youth advisory council. The Board confirmed the art workshops would be for all ages, the different locations where the E-sports tournaments would be held, and discussed the youth council and its start and plans.

Historic Properties were presented with Cheney Mansion's goals of increasing 2020 estimated revenue from weddings and corporate events as well as looking at having Pleasant Home under the budget for the first time for a full year in 2021.

The Communications/Marketing and Customer Service budget was presented with creating a video Series focusing on programs identified in BIPOC conversations, updating marketing material with inclusive language, the RFP for the web redesign in 2022, and the NRPA Gold Medal Application. Customer Service goals include internal videos for training on Amilia and orientations for new staff as well as redesigning the picnic shelter reservation process.

The Sports and Fitness budget was presented with expansion of the partnership with OPYB/S, establishing a basketball partnership, and partnering with mental health providers to offer teens and youth wellness programming.

The Special Facilities Fund was presented including maintenance/cleaning of the GRC, RCRC, the dog park, a user controlled water feature at Rehm, plans to develop a social distancing ice show, and enhancing the Ice Bear's program. The Board discussed additional programming options. The pools are both planned to be open in 2021, with the addition of semi-private and swim lesson portfolios. Concessions will be replaced by vending machines which the Board confirmed that the machines would be within our sustainability goals. The gymnastics budget plans were presented with offering of more private lessons for youth and the offering of homeschooled children's "fitnastics" classes which the Board commented sounded like a great idea.

Mitch informed the Board that the Budget would be made available to the public for 30 days after this meeting and the Budget and Appropriation Ordinance would be brought to the Board during the November meetings along with a Truth in Taxation Hearing on November 5, and a Budget Hearing on November 19.

**IV. New Business**

None.

**V. Adjournment**

A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wollmuth to adjourn the meeting at 8:55pm. **Motion carried in a voice vote.**

\_\_\_\_\_  
**Secretary**  
**Board of Park Commissioners**

\_\_\_\_\_  
**President**  
**Board of Park Commissioners**

\_\_\_\_\_  
**November 19, 2020**  
**Date**

\_\_\_\_\_  
**November 19, 2020**  
**Date**





# **PARK DISTRICT of OAK PARK**

**Park District of Oak Park  
Regular Board Meeting  
Hedges Administrative Center  
218 Madison Street, Oak Park, Illinois  
Thursday, October 22, 2020, at 7:30pm**

## Minutes

The meeting was called to order at 7:31pm.

### I. ROLL CALL

**Present:** Commissioners Worley-Hood, Wollmuth, Wick, and President Lentz. Commissioner Porreca was absent.

**Park District Staff present:** Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks and Planning, and Karen Gruszka, Executive Assistant. Maureen McCarthy, Superintendent of Recreation, attended electronically.

**Others Present:** Sam Elsner, OPYB/S, and Thomas Howe, AYSO.

### II. APPROVAL OF AGENDA

A motion was made to approve the agenda. **The motion was passed by a voice vote.**

### III. VISITOR/PUBLIC COMMENTS – None

### IV. CONSENT AGENDA

A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wick to approve the Consent Agenda, which includes the Cash and Investment Summary and Warrants and Bills for the month of September, 2020; approval of minutes from the approval of the Committee of the Whole Meeting Minutes, September 3, 2020; approval of the Regular Board Meeting Minutes, September 17, 2022; approval of Executive Director's Contract; approval of Dementia Friendly Community Resolution 2020-10-01; and approval of Ordinance of Disposal of Surplus Property 2020-10-01. **The motion passed with a roll call vote of 4:0.**

### V. STAFF REPORTS

#### **A. Director's Report**

Executive Director Arnold informed the Board of the variety of different youth and adults groups, via technology platforms, have been reached for their input on the CRC virtual meeting scheduled on November 11. It has been promoted in the Wednesday Journal, the FYI, Eblast, and on Facebook. The discussion will focus on potential programs, proposed scheduling per week, and design/construction including sustainability. The meeting will also show four partner videos, such as Maryann Birko, Executive Director of WSSRA. We currently are hosting 150 students working with D97 under the full remote schedule. Maureen will be calling next week to confirm that for this next quarter that D97 will continue to cover the full/reduced lunches. Residents enjoyed the Spooky Walk in Austin Gardens and the Fright at Night at the Conservatory. The fourth blood drive will be hosted at RCRC on November 2; the PDOP is working with the Eagle Scouts project on this blood drive. Covid is once again up-ticking. Illinois has put in place three tiers between our current phase IV and phase III. Tier 1: Weddings and gatherings back to 25 minimum, Tier 2: All indoor recreation programs cancelled, and Tier 3: All indoor and outdoor organized recreation is cancelled. We will continue to monitor and communicate closely.

**B. Division Managers' Reports (Updates & Information):** Written Report Included in Board Packet.

**C. Revenue/Expense Status Report – No questions were asked.**

**VI. OLD BUSINESS**

**A. Recreation and Facility Program Committee – None**

**B. Parks and Planning Committee**

**1. Tree Removal and Trimming Contract\***

**Commissioner Wick moved and Commissioner Wollmuth seconded to approve a contract with Davis Tree Care, Inc. from Forest Park, IL for tree pruning and removals for a total of \$34, 313.00.**

Executive Director Arnold reminded the Board that the PDOP partnered with the VOP to seek out proposals for tree pruning and removal and went out to bid on September 9, 2020. A pre-bid meeting was held on September 16, with seven firms, from which six bids were received. Davis tree Care were the low responsible bidder. We've worked with them before as has the VOP and they are the most local company. **The motion passed with a roll call vote of 4:0.**

**C. Administration and Finance Committee**

**1. Community Service Award Nominations Gathered Update**

Executive Director Arnold reminded the Board of the many good actions put forth by many of the Village of Oak Park residents and then named a few of the projects/works that the Park District thought they'd like to nominate. The Board discussed the nominees and confirmed them. **No action is needed on this item at this time.**

**2. NRPA Conference, October 27-29, 2020 Update**

Executive Director Arnold reminded the Board that due to the pandemic, the NRPA Conference would be held virtually. The Park District will be receiving the CAPRA award for outstanding Park District, retaining a perfect score, on October 28, 2020, via the electronic awards ceremony during the conference. **No action is needed on this item at this time.**

**VII. NEW BUSINESS**

1. Sam Elsner, OPYB/S, informed the Board that even with the pandemic they had great participation and volunteers, with approximately 672 participants. This number not only shows the lower participation due to Covid but the loss of players to travel ball. The participants and families were very pleased to get some sense of normalcy back into their lives with the playing. He stated how great Maureen, Jan, and the Park District was to work with. When they were finally able to hold the games, the participants had very little interaction, no dugout use. They continue to look for partnerships such as the one they have with the Chicago White Sox as well as sponsors. He also mentioned that should the Park District ever wish to look into software to handle the scheduling of the fields, OPYB/S would be willing to help with that. The Board asked if they had looked at their 2021 season yet and were informed that they had not yet and then thanked Sam and OPYB/S for all the work they do for the community. **No action is needed on this item at this time.**
2. Thomas Howe, AYSO, informed the Board that they had a change in leadership through their organization and that they also after much discussion separated from the River Forest AYSO group. They did partner with the Edge group to host a fall league along with clinics held mid-to-late summer. Their participants of roughly 400 were subsidized so the cost was lower, approximately \$30-\$40 per child. The fall league will end early November. The Board discussed if AYSO was able to do their VIP program and were informed with the pandemic they had not been able to. The Board thanked Thomas and AYSO organization stating how great it was to see all the smiling kids out there being able to participate in soccer in our parks. **No action is needed on this item at this time.**

**VIII. COMMISSIONERS' COMMENTS**

- **Commissioner Wollmuth** – Reminded the Board that he is the liaison of OPYB/S and AYSO and stated that their remarks this evening were a good representation and reminder of all the people that volunteer and give their time to make the groups successful and hopes both groups will be able to weather the pandemic. He has

been attending the CRC meetings and though they are still slightly high on the budget, he knows that they will get to where they need to be and is looking forward to the presentation at the next CRC Community Meeting.

- **Commissioner Wick** – Informed the Board an IGOV meeting was held last weekend where an action plan is being put in place at the VOP that will eventually be brought down to the other agencies regarding carbon waste. In January, the IGOV will again be hosting a meet the candidate night as they did during the last election. The FOPCON meeting was held and they are moving steadily along holding two uncorked events in September following the state guidelines and they also sent out their annual appeal and have already received some good response to it. He then suggested an event the Park District might do that is being done by Hephzibah, where they are inviting past Board members back. He thought it might benefit the Park District to do so maybe next spring. The Board discussed this and agreed.
- **Commissioner Porreca** – Absent.
- **Commissioner Worley-Hood** – Attended the Pleasant Home meeting and there is a lot of good feelings and work going on regarding the future and programming. He also attend the ESAC meeting and complimented the great working relationship and respect between the committee and the Park District.
- **Commissioner Lentz** – Thanked the commissioners and staff for all the work they’ve done over the past several months and their ability to adapt with the constant changes.

**IX. EXECUTIVE SESSION - None**

**X. ADJOURNMENT**

At 8:26p.m. a motion was made and seconded to adjourn the Regular Board Meeting. **The motion passed a voice vote.**

\_\_\_\_\_  
**Secretary**  
**Board of Park Commissioners**

**November 19, 2020**  
**Date**

\_\_\_\_\_  
**President**  
**Board of Park Commissioners**

**November 19, 2020**  
**Date**

# 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: November 10, 2020

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



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## 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.

## Conclusion

Administration and Finance Committee 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 5<sup>th</sup> 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

STATE OF ILLINOIS )  
  ) SS.  
COUNTY OF COOK  )

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of the Ordinance No. 2020-11-02 entitled:

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.

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District of Oak Park, held at Oak Park, Illinois, in said District at 7:30 p.m. on the 19<sup>th</sup> day of November, 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the said Park District at Oak Park, Illinois, this 19<sup>th</sup> day of November, 2020.

November 19, 2020

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

(SEAL)

# 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: November 10, 2020

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



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## 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.

## Conclusion

The Administrative and Finance Committee 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 16<sup>th</sup> 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

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF COOK )

**SECRETARY'S CERTIFICATE**

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of the Ordinance No. 2020-11-03 entitled:

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.

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District of Oak Park, held at Oak Park, Illinois, in said District at 7:30 p.m. on the 19<sup>th</sup> day of November, 2020.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the said Park District at Oak Park, Illinois, this 19<sup>th</sup> day of November, 2020.

November 19, 2020

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

(SEAL)

# 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: November 10, 2020

Re: 2021 Working Budget – Department Goals



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## 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.

## Conclusion

The Administration and Finance Committee 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 19<sup>th</sup>. 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

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**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 1<sup>st</sup> through March 12<sup>th</sup> 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-2<sup>nd</sup> 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: November 10, 2020

Re: Administration Policy Manual Review

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## 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

## Conclusion

The Administration and Finance Committee requests review and approval of the Administration Policy Manual as presented.



# Memo

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

From: Jan R. Arnold, Executive Director

Date: November 10, 2020

Re: Personnel Policy Manual Review

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## 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.

## Conclusion

The Administration and Finance Committee requests review and approval of the following Personnel Policy Manual as presented.

# Memo

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

From: Jan R. Arnold, Executive Director

Date: November 10, 2020

Re: Board Policy Manual Review

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## 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.

## Conclusion

The Administration and Finance Committee requests the Board review and approval of the Board Policy Manual as presented.

# Memo

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

From: Jan R. Arnold, Executive Director

Date: November 10, 2020

Re: Safety Policy Manual Review

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## 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.

## Conclusion

The Administration and Finance Committee requests review and approval of the following Safety Policy Manual as presented.

# 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: November 10, 2020

Re: Crisis Management & Communication Plan Review



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## 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.

## Conclusion

The Administration and Finance Committee recommends the Park Board review and approve the attached Crisis Communication Plan.



# 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: November 10, 2020

Re: Environmental Sustainability Advisory Committee Application

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## 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.

## Conclusion

The Parks and Planning Committee 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: Chris Wollmuth, Chair, Recreation and Facility Program Committee  
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: November 10, 2020

Re: Park District Citizen Committee Application

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## 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.

## Conclusion

The Recreation and Facility Program Committee 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](mailto: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





- = COW Meeting
- = Board Meeting
- = Budget Meetings/Release
- = Publication Date

**Committee of the Whole Meeting –**  
**First Thursday of the month (unless noted)**  
**Hedges Administrative Center, 218 Madison**  
**7:30PM (unless noted)**

**Regular Park Board Meeting –**  
**Third Thursday of the month (unless noted)**  
**Hedges Administrative Center, 218 Madison**  
**7:30PM (unless noted)**

**January**

- 7-COW Meeting
- 21-Board Meeting
- 28-30 IPRA Conference

**February**

- 4-COW Meeting
- 18-Board Meeting

**March**

- 4-COW Meeting
- 19-Board Meeting

**April**

- 8-COW Meeting
- 8-Park District Birthday
- 15-Board Meeting

**May**

- 6-COW Meeting
- 20-Board Meeting

**June**

- 3-COW Meeting
- 17-Board Meeting

**July**

- 1-COW Meeting
- 13-Board Retreat
- 15-Board Meeting

**August**

- No COW Meeting
- 19-Board Meeting

**September**

- 2-COW Meeting
- 16-Board Meeting
- 21-23 NRPA Conference
- 30-Budget Meeting

**October**

- 7-COW Meeting
- 14-Budget Meeting
- 15-Release of draft budget to public (30 days)
- 21-Board Meeting
- 27-Publish notice of hearings held November 4

**November**

- 4 -COW Meeting/Tax Levy Hearing

- 18-Board Meeting/Budget & Appropriation Hearing, Approval of Budget & Appropriation Ordinance

**December**

- 2-COW Meeting
- 16-Board Meeting

**January**

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**February**

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**March**

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**April**

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**June**

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**July**

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**August**

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**September**

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**October**

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31						

**November**

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**December**

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26	27	28	29	30	31	



# Memo

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

From: Jan Arnold, Executive Director

Date: November 10, 2020

Re: IAPD Credentials Certificate for the Annual Meeting

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## 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.

## Conclusion

The Administration and Finance Committee recommends that the Board designate Commissioner Wick to attend the Annual Meeting as well as Commissioner Lentz 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><i>Name</i></u>	<u><i>Title</i></u>	<u><i>Email</i></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](mailto: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.**



**Executive Director's Report**

*From the desk of Jan Arnold*

**Friday, November 13, 2020**

1. **Upcoming Board Meetings** – The November Regular Board Meeting is scheduled for Thursday, November 19, 2020, beginning at 7:30pm. The December Committee of the Whole Meeting is scheduled for Thursday, December 3, 2020, beginning at 7:30pm. The December Regular Board Meeting is scheduled on Thursday, December 17, 2020. All meetings will be virtual again beginning in November due to the uptick in Covid cases. At the end of my report are some events you may consider stopping by.
2. **Water Fountains and Comfort Stations** – Winterization is completed for all water fountains and comfort stations as well as irrigation.
3. **Budget Meetings** – The budget meetings have taken place and the budget has been made available to the community on our website for 30 days prior to its approval by the Board at the November Board Meeting.
4. **NRPA Conference** – Several full-time staff members attended a variety of educational sessions Tuesday – Thursday. Many good sessions with great takeaways were presented. The PDOP received its reaccreditation from NRPA at the Best of the Best Awards ceremony on Wednesday, October 28.
5. **Best of the Best Awards Gala Winners** – The Park District of Oak Park was a top award recipient for Best Green Practices! Great job team! The Gala was held virtually with an Awards Gala video released on Thursday, November 12.
6. **Community Service Awards** – The Community Service Award is awarded for recognition of ongoing support, outstanding contributions of time, money, services, volunteer work or the advancement of parks and recreation. Honorees might include a non-member employee, a group, an organization, an individual, an elected official, governing body, local business, church, or school district. A group has been identified for the award this year and the ceremony will take place in February.
7. **Legal Symposium** - The agency registered to view the conference at 218 Madison in the Board Room. The conference ran from 9am-2:30pm with a lunch break. Sandy and David and along with several full-time staff joined in the viewing of this IAPD event and were updated on changes to legal statutes.
8. **Full-day Child Care** – The Park District is partnering with D97 to offer full-day childcare. The PDOP is offering 7:45am-3pm and 7:45am-6pm options at both Lincoln and Whittier Schools for a total of 300 possible slots available. D97 is covering the cost of the program for kids on free/reduced lunch. The program began on Wednesday, August 26, with 107 signed up at Lincoln and 49 signed up at Whittier. The numbers continue to shift as families are determining what works “best” for their child(ren) for remote learning. D97 has extended remote learning through the end of 2020.

9. **CRC Community Virtual Meeting** – The third meeting CRC Virtual Meeting took place on Wednesday, November 11, and a recording of the meeting was placed on the project website which was created to provide residents with information and to view the meeting recordings at [www.OakParkCRC.com](http://www.OakParkCRC.com). The meeting was well attended.
  
10. **Museum Grant** – Staff submitted a grant application to install geothermal at Pleasant Home. Jan contacted IDPH and was informed that projects have been identified and that IDNR staff are waiting for the Director to approve. The staff shared that they anticipate the information will be released by the end of the year.
  
11. **PARC Grant** – Staff submitted a \$2.5M grant application for the CRC. We have spoken with IDNR staff and the committee has not yet held a meeting. The staff is expecting an update on timing next month. We are excited that they still plan to award this funding.
  
12. **Rehm Park Playground** – Altamanu (Landscape Architect). This project was originally planned for 2020 and due to Covid impacts, we have moved the install date to the spring of 2021. The plans and specifications are completed and submitted for permit to the Village. We will be going out to bid this year and seeking contract approval at the January Regular Board Meeting.
  
13. **Bike Repair Stations** – New bike repair stations with pumps have been installed at Scoville Park, RCRC, Field Park, Longfellow Park and Barrie Park. They are bright green in color and are a nice addition to our park system to allow bike riders a place to make repairs to their bicycles with the equipped tools, bike-hanging arm, and manual tire pump.

### **Calendar of Events**

- November 18 – Let's Talk Turkey @ Fox Center, 6pm – 7:30pm
- November 19 – **Regular Board Meeting @ Zoom Meeting, 7:30pm**
- November 21 – **Winter Greens Market @ Oak Park Conservatory, Every day through December 17**
- November 21 – **PDOP Turkey Hunt @ PDOP Parks, 9am-3pm**
- November 29 – **Holiday Family Photos @ Cheney Mansion, 9am-3pm**





November

## ADMINISTRATION AND FINANCE

### **Mitch Bowlin, Director of Finance**

- ◆ Staff is working on completing the 2021 Budget Document.
- ◆ Now that we are in the last quarter of 2020, staff is preparing for the 2020 Audit. Preliminary audit work is set for the end of January 2021, with fieldwork to begin in early March 2021.
- ◆ Work continues on the phone conversion project. The new phones have been received and the circuits have been run at 218. Noventech is working on a training video for staff to review, and plans are to go live with the new system in mid-December in order to not disrupt winter registration.
- ◆ Staff is reviewing data from the Parks Report Card and anticipate presenting that information to the Board in December.

### **Diane Stanke, Director of Marketing and Customer Service**

- ◆ Ann Marie Buczek has taken over numerous new responsibilities due to a recent staff leave and is accomplishing these tasks in a very professional manner.
- ◆ A video is being developed to introduce prospective parents to the PDOP preschool program.
- ◆ Staff continues to meet monthly with programmers to identify and carryout various program marketing needs.
- ◆ Work is in progress on the winter 2020-2021 program guide slated to be posted on November 25, with registration to begin on Saturday, December 5.

### **Scott Sekulich, Customer Service Manager**

- ◆ Scholarship usage in the month of October was \$799.15.
- ◆ A total of 37 Dog Park Permits were purchased/renewed in October, 15 of which were renewals.
- ◆ Testing of a new waitlist feature in Amilia has begun. We are planning to launch this new automated process for the winter brochure.

### **Paula Bickel, Director of Human Resources**

- ◆ Hired Full-Time General Maintenance worker – Anthony Irizarry.
- ◆ Five staff completed CPR and First Aid.
- ◆ Submitted CARES Act Grant.
- ◆ Safety Committee members filmed fire extinguisher training and assigned to all active staff members.
- ◆ Attended IAPD's virtual Legal Symposium.

## PARKS AND PLANNING

### **Chris Lindgren, Superintendent of Parks and Planning**

- ◆ Irrigation systems have been winterized for the season.
- ◆ Musco Lighting has repaired lights at Julian School field, Scoville tennis courts, and Taylor tennis courts.
- ◆ The landscape team have transitioned from mowing grass to mulching leaves in all the parks.
- ◆ Snow removal equipment has been prepped and assembled for the upcoming winter season.
- ◆ Athletic fields have been aerated, slit-seeded, and over-seeded in preparation for next year.
- ◆ Replaced all walk light heads at Mills Park.

## **Susan Crane, Cheney Mansion and Special Events**

### **Special Events**

- ◆ Spooky Stroll took place in Austin Gardens on October 16 and 17. We closed off most entrances to the park to allow for 50 patrons per time slot to participate in this annual event. We had 200 patrons attend between the two nights/two timeslots per evening. The park was decorated with witches, ghouls, pumpkins, and spiders as patrons toured around. We also had our magician again this year, this time roaming in order to keep appropriately distanced and not gathering people. In addition we also had dancers from the PDOP dance program perform a number both evenings decked out as skeletons.
- ◆ Coming in November we will be doing a “Turkey Hunt” scavenger hunt for our residents throughout our Parks in partnership again with Courageous Bakery.

### **Cheney Mansion**

- ◆ Hosted three weddings and a private party in October at Cheney all following IDPH guidelines for maintaining safety throughout. We were also able to run our Haunting event for adults with 25 participants. In addition, through the fitness team, the Winnifred Haun Dance Company utilized the outdoor grounds for a performance for in person viewing with a limited number of guests and then a live stream feed. The response was terrific and the start of a nice partnership for PDOP. Appointments for future bookings was good with 20 appointments throughout with 20% of those appointments booking. Bookings are still coming for 2021, however later in the year and numbers are smaller. Three weddings have been booked in 2022 as well.

### **Pleasant Home**

- ◆ Staff continued to work within the home to prep for events and appointments. We did host a previously booked wedding on October 10. The new website for events and programs is set to go live December 1. We continue to show the house to parties also coming to Cheney as another option of venue. To date, we have booked three new events at Pleasant Home for 2021. The Foundation is running their free tour days on Thursdays from 11-3pm. The move of original furnishings to the second floor museum rooms has been scheduled on November 19.

### **Patti Staley, Director of Horticulture**

- ◆ The Conservatory welcomed 1,167 visitors during the month of October.
- ◆ Fright at Night took place on Friday, October 16, with 154 people in attendance.
- ◆ The Conservatory held an online Fall Mum & Bulb Sale during the month of September through October. Over 96 orders were placed on line. Bulbs sold out and beautiful fall mums were grown at the Conservatory for the sale.
- ◆ Conservatory volunteers wrapped up a fruitful season at the Cheney Mansion vegetable gardens. A total of 525 pounds of produce was donated to the local food pantry. Volunteers gave 642 hours of their time caring for the grounds and vegetable gardens.

## **SPECIAL FACILITIES**

### **Bill Hamilton, Superintendent of Special Facilities**

#### **Rink and Pool**

- ◆ Ridgeland Common hosted the presentation of the NRPA Conference Sessions. The Large Activity room was used to maximize the number of attendees; the room amenities, including the permanently mounted projector and the retractable screen, worked well and allowed the staff to enjoy the sessions.
- ◆ 6<sup>th</sup> grade classes from Percy Julian attended a skating event at Ridgeland on October 9. Two groups of approximately 40 skated and had the opportunity to socialize with friends in a safe and socially distanced environment.
- ◆ Spooky Skate was held over the Halloween weekend on Friday and Saturday. While participation was limited, guests participated in a scavenger hunt, prizes were awarded, and everyone walked away with a goodie bag.
- ◆ All Ice Bears participants have been registered with USA Hockey and teams have been formed so that we can be ready if a season can be played in the winter and spring of 2021.

- ◆ Program staff at Ridgeland Common and the Gymnastics and Recreation Center are planning and preparing for potential additional state mandated Covid 19 mitigation restrictions.
- ◆ The Special Facilities Maintenance staff spent much of October preparing and staining the Rehm Pool bath house decking and beams that make up the eaves. The preparation was time consuming as all work was above head and every inch had to be sanded, scrapped, and washed down with all the surfaces requiring two coats.
- ◆ Staff is preparing snow blowers, salt spreaders, shovels, and plows for the upcoming snow season.
- ◆ Rehm Pool is having some significant concrete repairs made in the five foot area of the pools. Locations where the concrete have failed is on the deep end floor and about six spots on the gutters. Schaeffges Bros, who have performed many such repairs over the years, is performing the work. Since 1997, any concrete repair work they have performed has not failed, so we are very confident in their finished product.

### **Jamie Lapke, Program and & Operations Manager – Gymnastics**

- ◆ The Fall Session #2 started on October 26, and currently has a total of 428 gymnasts enrolled.
- ◆ The Girls XCEL team resumed on October 25, with 25 team members.
- ◆ Preschool Playtime and Open gym participants doubled for October totaling 128 participants.
- ◆ The GRC held a Halloween Spooky Stroll and Eyeball Hunt on October 31, in the GRC parking lot from 3-5pm with 28 participants.

## **RECREATION**

### **Mike Loszach, Program Manager**

#### **School Age/Day Camp/Teens**

- ◆ Full-day childcare continues to operate at Lincoln and Whittier school with more than 135 total kids enrolled in the program.
- ◆ We are excited to be offering D&D Adventures to our middle school/teens again with our first class taking place on Saturday, November 14.

#### **Early Childhood**

- ◆ Both our in-person and virtual preschool programs are running very smoothly. Picture day and parent-teacher conferences are taking place this month.
- ◆ In November, we are offering “Structural Engineering” and “Fun-gineering” early childhood enrichment programs that both have strong enrollment numbers.

#### **Arts/Special Interest/Active Adults**

- ◆ We have some popular youth art classes in November as the Saturday afternoon “Creative Cooking” and Thursday afternoon “Youth Ceramics” classes are both full
- ◆ We have several full active adult classes this fall including Beginning Weaving, Ceramics, and Stained Glass

#### **Nature/Adventure**

- ◆ Our archery program continues to be very popular as both our youth and adult classes continue to see steady enrollment at Fox Center.
- ◆ Our Family Halloween Tree creation program was very successful with ten total participants getting in the Halloween spirit.

### **Chad Drufke, Recreation Program Manager**

#### **Fitness/Sports/Dance/Races**

- ◆ Senior specific fitness programming will start back up again in November @ Dole Center. All precautions will be taken to provide the participants a safe and great experience.
- ◆ The PDOP Dance Company had their first show of the new dance season. They danced both nights at the weekend Spooky Stroll event at Austin Gardens; they performed quite well for their debut performance and provided onlookers no tricks but plenty of treats!

- ◆ The next session of fall circus programming starts in November. The youth Aerial Arts class is filled with nine participants.

### **Sports/Martial Arts**

- ◆ The fall youth basketball program starts mid-November on Sundays. This five week session will be led by Phil Gary who is the OPRF Varsity Basketball coach. Due to recent restrictions placed on the sport of basketball by the state, we will be offering skills and drills only for the participants.
- ◆ We are offering a youth soccer skills and drills program starting in late November on Sundays. The program will be led by the Chicago Edge who are partnering with us on the program. We will be following all Covid-19 related guidelines.
- ◆ Session II of fall karate, taekwondo, and aikido start in November. Karate and Taekwondo sessions will end with the end of the year belt testing for many students.

### **FLW Races**

- ◆ Shirt pick-up took place the week of November 2, at 218 Madison. Many of the participants who picked up their shirt expressed how grateful they were to us that the race was still offered in some fashion and expressed their pleasure for the logo on the shirts for this year.

# Memo

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

From: Illiana De La Rosa, Finance Manager  
Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: November 10, 2020

Re: October 2020 Revenue Expense Report

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## Statement

Attached with this memo are the October Revenue and Expense reports. The two reports are the Revenue Expense Report by Fund as well as the Summarized Revenue Expense Report. The Revenue Expense Report by Fund provides detail by revenue or expense type by fund. The Summarized Revenue Expense Report includes a snapshot by area of overall revenues and expenses. The Health Insurance Fund is a non-operating internal service fund and to better reflect this difference it is split into a separate section on each report.

The October Revenue Expense Reports highlights include:

### Summarized Revenue Expense Report

- Due to COVID-19, programs have lost significant revenue gains compared to budget and prior years.
  - YTD Total Recreation Program Revenue down 54.14%, and Expenses down 56.90%, both are compared to budget,
  - YTD Total Special Facilities Revenue down 63.75% and Expenses down 53.03%, both are compared to budget.
  - For October, Clubhouse 2.0 generated \$81,108 in gross revenue. The District 97 reimbursement for October is \$18,000.
- Expenses in the Capital Fund are over by 31.75% actual year-to-date compared to budgeted year-to-date; Property Acquisition, Property Repair, Tech Improvements, and Rehm Park were all budgeted for the last quarter of the year, therefore, as the year continues, this variance will decrease. Staff does not expect overall expenses in the Capital Fund to exceed budget at year-end.
- Through November 10, there is a total \$466,508 in credit available to patrons, due to cancellations, for future use on programs or refunds.

### Revenue and Expense Report - by Fund

- Overall Revenue for the District is down 24% to-date compared to prior year-to-date. Specifically, Fees & Charges is down 75%, and Program Revenue is down 53%.
- “Other Financing Sources” is less than budgeted because staff continues to delay all transfers to Capital to ensure fund balances will not go into the negative.
  - Staff ceased health transfers in August.



## October 2020 Revenue and Expense Report - by Fund

	<u>Operating Funds</u>										October Total	Budget YTD	Actual YTD	Prior YTD
	Corporate	IMRF	Liability	Audit	Recreation	Museum	Special Rec	Special Facilities	Capital Projects	Cheney Mansion				
<b>Taxes</b>	\$ 203,096	\$ 16,721	\$ 17,081	\$ 937	\$ 198,728	\$ 2,306	\$ 27,447	\$ -	\$ -	\$ -	\$ 466,316	\$ 10,255,319	\$ 10,325,643	\$ 9,367,569
<b>Fees and Charges</b>	\$ 13,331	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ -	\$ 6,777	\$ -	\$ 9,550	\$ 31,257	\$ 1,691,833	\$ 444,029	\$ 1,757,484
<b>Intergovernmental</b>	\$ 22,809	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 173,340	\$ -	\$ 196,149	\$ 108,723	\$ 412,803	\$ 455,062
<b>Miscellaneous Income</b>	\$ 10,981	\$ -	\$ -	\$ -	\$ 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,996	\$ 354,390	\$ 254,180	\$ 455,221
<b>Sponsorship &amp; Donations</b>	\$ 496	\$ -	\$ -	\$ -	\$ 1,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,496	\$ 113,943	\$ 54,343	\$ 117,941
<b>Other Financing Sources</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,654,208	\$ 730,842	\$ 1,638,717
<b>Program Revenue</b>	\$ 168	\$ -	\$ -	\$ -	\$ 126,337	\$ -	\$ -	\$ 48,068	\$ -	\$ (101)	\$ 174,472	\$ 6,096,202	\$ 2,864,142	\$ 6,042,426
<b>Total Revenue</b>	\$ 250,881	\$ 16,721	\$ 17,081	\$ 937	\$ 326,080	\$ 3,906	\$ 27,447	\$ 54,844	\$ 173,340	\$ 9,449	\$ 880,686	\$ 22,274,618	\$ 15,085,983	\$ 19,834,421
<i>Note: Negative Revenue equals loss</i>														
<b>Wages</b>	\$ 227,338	\$ -	\$ 7,414	\$ -	\$ 195,499	\$ 885	\$ -	\$ 117,468	\$ -	\$ 9,551	\$ 558,155	\$ 6,366,428	\$ 4,026,854	\$ 5,502,098
<b>Contractual Services</b>	\$ 76,504	\$ -	\$ 68	\$ 1,000	\$ 27,084	\$ 125	\$ 56,338	\$ 10,956	\$ -	\$ 5,731	\$ 177,805	\$ 2,683,960	\$ 1,884,386	\$ 2,504,170
<b>Materials and Supplies</b>	\$ 18,776	\$ -	\$ 353	\$ -	\$ 9,773	\$ -	\$ -	\$ 2,119	\$ -	\$ 681	\$ 31,702	\$ 878,777	\$ 389,647	\$ 675,499
<b>Benefits</b>	\$ 38,616	\$ 32,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 71,358	\$ 764,269	\$ 534,098	\$ 686,218
<b>Miscellaneous Expense</b>	\$ 2,521	\$ -	\$ -	\$ -	\$ 9,326	\$ -	\$ -	\$ 888	\$ -	\$ -	\$ 12,735	\$ 500,997	\$ 173,049	\$ 299,231
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,025	\$ 339,025	\$ 379,372
<b>Utilities</b>	\$ 40,111	\$ -	\$ -	\$ -	\$ 7,695	\$ 693	\$ -	\$ 21,947	\$ -	\$ 1,713	\$ 72,159	\$ 602,051	\$ 512,930	\$ 549,399
<b>Other Financing Uses</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,401,725	\$ 1,254,103	\$ 2,344,681
<b>Capital Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,055	\$ -	\$ 125,055	\$ 1,974,833	\$ 2,601,923	\$ 2,172,323
<b>Total Expense</b>	\$ 403,866	\$ 32,742	\$ 7,835	\$ 1,000	\$ 249,377	\$ 1,703	\$ 56,338	\$ 153,378	\$ 125,055	\$ 17,676	\$ 1,048,970	\$ 18,512,065	\$ 11,716,017	\$ 15,112,991
<b>Net</b>	\$ (152,985)	\$ (16,021)	\$ 9,246	\$ (63)	\$ 76,703	\$ 2,203	\$ (28,891)	\$ (98,533)	\$ 48,285	\$ (8,227)	\$ (168,284)	\$ 3,762,553	\$ 3,369,966	\$ 4,721,429
<u>Non-Operating Funds</u>														
	<b>Health Insurance</b>	<b>October Total</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Prior YTD</b>									
<b>Taxes</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Fees and Charges</b>	\$ 10,876	\$ 10,876	\$ 122,208	\$ 115,880	\$ 114,889									
<b>Intergovernmental</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Miscellaneous Income</b>	\$ -	\$ -	\$ -	\$ 1,000	\$ -									
<b>Sponsorship &amp; Donations</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Other Financing Sources</b>	\$ -	\$ -	\$ 747,517	\$ 523,262	\$ 705,964									
<b>Program Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Total Revenue</b>	\$ 10,876	\$ 10,876	\$ 869,725	\$ 640,142	\$ 820,853									
<b>Wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Materials and Supplies</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Benefits</b>	\$ 74,080	\$ 74,080	\$ 861,114	\$ 722,783	\$ 711,891									
<b>Miscellaneous Expense</b>	\$ -	\$ -	\$ -	\$ 287	\$ 959									
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Utilities</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Other Financing Uses</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Capital Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -									
<b>Total Expense</b>	\$ 74,080	\$ 74,080	\$ 861,114	\$ 723,070	\$ 712,850									
<b>Net</b>	\$ (63,204)	\$ (63,204)	\$ 8,611	\$ (82,929)	\$ 108,003									

# October 2020 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

	<u>October-20</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>Prior YTD</u>
<b><u>Operating Funds</u></b>				
<b>Corporate Fund</b>				
<b>10-00- Administration</b>				
Revenue	\$227,824	\$4,784,053	\$4,784,074	\$4,656,611
Expense	\$177,289	\$2,270,062	\$1,692,014	\$1,799,006
Net	\$50,535	\$2,513,991	\$3,092,060	\$2,857,605
<b>10-35- Conservatory</b>				
Revenue	\$1,249	\$0	\$43,049	\$101,285
Expense	\$27,391	\$294,934	\$222,814	\$249,017
Net	(\$26,143)	(\$294,934)	(\$179,766)	(\$147,733)
<b>10-50- Parks and Planning</b>				
Revenue	\$21,808	\$91,392	\$210,887	\$194,017
Expense	\$199,186	\$2,161,470	\$1,628,582	\$1,900,675
Net	(\$177,378)	(\$2,070,077)	(\$1,417,695)	(\$1,706,659)
<b>Total Corporate</b>				
Revenue	\$250,881	\$4,875,446	\$5,038,010	\$4,951,912
Expense	\$403,866	\$4,726,465	\$3,543,410	\$3,948,698
Net	(\$152,985)	\$148,981	\$1,494,600	\$1,003,214
<b>IMRF Fund</b>				
<b>15-00-</b>				
Revenue	\$16,721	\$368,102	\$370,244	\$360,844
Expense	\$32,742	\$313,800	\$243,073	\$237,121
Net	(\$16,021)	\$54,302	\$127,171	\$123,723
<b>Liability Fund</b>				
<b>16-00-</b>				
Revenue	\$17,081	\$376,035	\$405,479	\$371,148
Expense	\$7,835	\$236,685	\$221,106	\$200,064
Net	\$9,246	\$139,350	\$184,373	\$171,084
<b>Audit Fund</b>				
<b>17-00-</b>				
Revenue	\$937	\$20,623	\$20,746	\$19,215
Expense	\$1,000	\$19,500	\$18,750	\$19,350
Net	(\$63)	\$1,123	\$1,996	(\$135)
<b>Recreation Fund</b>				
<b>20-00- Administration</b>				
Revenues	\$198,743	\$4,473,537	\$4,440,869	\$3,876,254
Expense	\$77,424	\$4,352,579	\$1,629,589	\$2,371,088
Net	\$121,319	\$120,958	\$2,811,280	\$1,505,166

*Note: Negative Revenue equals loss*

# October 2020 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

	October-20	Budget YTD	Actual YTD	Prior YTD
<b>20-05- Communications</b>				
Revenue	\$1,000	\$82,635	\$1,800	\$78,130
Expense	\$27,069	\$473,022	\$272,608	\$385,349
Net	(\$26,069)	(\$390,387)	(\$270,808)	(\$307,219)
<b>20-51- Customer Service</b>				
Revenues	\$0	\$0	\$0	\$0
Expense	\$12,674	\$334,255	\$179,788	\$306,619
Net	(\$12,674)	(\$334,255)	(\$179,788)	(\$306,619)
<b>20-25- Fitness</b>				
Revenue	\$8,114	\$268,914	\$96,657	\$283,856
Expense	\$6,434	\$141,919	\$66,472	\$143,665
Net	\$1,679	\$126,995	\$30,185	\$140,191
<b>20-26- Youth Athletics</b>				
Revenue	\$9,713	\$847,951	\$395,232	\$900,594
Expense	\$12,530	\$434,728	\$103,085	\$372,573
Net	(\$2,817)	\$413,223	\$292,147	\$528,021
<b>20-27- Adult Athletics</b>				
Revenue	(\$199)	\$170,370	\$41,956	\$172,008
Expense	\$6,458	\$86,531	\$15,454	\$71,841
Net	(\$6,657)	\$83,838	\$26,502	\$100,167
<b>20-29- Teens</b>				
Revenue	\$1,048	\$98,088	\$14,089	\$90,222
Expense	\$213	\$44,680	\$6,117	\$33,048
Net	\$835	\$53,408	\$7,972	\$57,175
<b>20-61- Community Programs</b>				
Revenue	\$85,124	\$1,609,447	\$869,036	\$1,537,600
Expense	\$82,730	\$750,638	\$444,947	\$654,974
Net	\$2,394	\$858,808	\$424,089	\$882,625
<b>20-62- Fine Arts</b>				
Revenue	\$5,903	\$588,996	\$215,307	\$504,719
Expense	\$6,239	\$230,761	\$79,325	\$206,908
Net	(\$337)	\$358,234	\$135,982	\$297,810



# October 2020 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

	October-20	Budget YTD	Actual YTD	Prior YTD
<b>20-63- Early Childhood</b>				
Revenue	\$16,635	\$398,596	\$194,034	\$373,862
Expense	\$17,605	\$237,991	\$115,315	\$203,262
Net	(\$970)	\$160,604	\$78,719	\$170,599
<b>Total Recreation</b>				
Revenue	\$326,080	\$8,538,534	\$6,268,979	\$7,817,244
Expense	\$249,377	\$7,087,104	\$2,912,699	\$4,749,328
Net	\$76,703	\$1,451,429	\$3,356,280	\$3,067,916
<b>Museum Fund</b>				
<b>21-00-</b>				
Revenue	\$3,906	\$50,772	\$52,668	\$49,905
Expense	\$1,703	\$32,529	\$36,900	\$26,423
Net	\$2,203	\$18,243	\$15,768	\$23,482
<b>Special Recreation Fund</b>				
<b>22-00-</b>				
Revenue	\$27,447	\$617,361	\$612,594	\$584,436
Expense	\$56,338	\$548,688	\$417,983	\$542,801
Net	(\$28,891)	\$68,673	\$194,611	\$41,635
<b>Special Facilities Fund</b>				
<b>25-00- Administration</b>				
Revenue	\$0	\$0	\$0	\$0
Expense	\$28,698	\$750,353	\$353,186	\$661,461
Net	(\$28,698)	(\$750,353)	(\$353,186)	(\$661,461)
<b>25-19- Pools</b>				
Revenue	\$0	\$963,863	\$60,019	\$908,084
Expense	\$554	\$461,929	\$49,341	\$408,464
Net	(\$554)	\$501,934	\$10,678	\$499,620
<b>25-20- Rink</b>				
Revenue	\$27,565	\$1,451,383	\$652,345	\$1,449,244
Expense	\$18,055	\$506,635	\$246,003	\$396,534
Net	\$9,511	\$944,748	\$406,343	\$1,052,711

# October 2020 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

	October-20	Budget YTD	Actual YTD	Prior YTD
<b>25-24- Gymnastics</b>				
Revenue	\$26,979	\$1,034,984	\$564,969	\$1,061,079
Expense	\$47,788	\$735,522	\$478,337	\$726,080
Net	(\$20,808)	\$299,463	\$86,632	\$334,999
<b>25-50- Maintenance</b>				
Revenue	\$300	\$1,550	\$3,380	\$23,877
Expense	\$58,256	\$867,863	\$466,644	\$768,066
Net	(\$57,956)	(\$866,313)	(\$463,263)	(\$744,189)
<b>25-57- Concessions</b>				
Revenue	\$0	\$97,910	\$6,115	\$85,927
Expense	\$27	\$82,466	\$5,780	\$90,462
Net	(\$27)	\$15,445	\$335	(\$4,535)
<b>Total Special Facilities</b>				
Revenue	\$54,844	\$3,549,690	\$1,286,828	\$3,528,211
Expense	\$153,378	\$3,404,768	\$1,599,290	\$3,051,067
Net	(\$98,533)	\$144,922	(\$312,462)	\$477,143
<b>Capital Projects Fund</b>				
<b>70-xx-</b>				
Revenue	\$173,340	\$3,630,042	\$905,055 *	\$1,906,456
Expense	\$125,055	\$1,974,833	\$2,601,923	\$2,172,323
Net	\$48,285	\$1,655,208	(\$1,696,868)	(\$265,867)
<b>Cheney Mansion Fund</b>				
<b>85-00-</b>				
Revenue	\$9,449	\$248,013	\$125,379	\$245,048
Expense	\$17,676	\$167,692	\$120,882	\$165,815
Net	(\$8,227)	\$80,321	\$4,496	\$79,233
<b>Non-Operating Funds</b>				
<b>Health Insurance Fund</b>				
<b>50-00-</b>				
Revenue	\$10,876	\$869,725	\$640,142 *	\$820,853
Expense	\$74,080	\$861,114	\$723,070	\$712,850
Net	(\$63,204)	\$8,611	(\$82,929)	\$108,003

\* Transfers halted from Special Facilities and Recreation Funds

# 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: November 10, 2020

Re: 2020 Tax Levy Ordinance 2020-11-01



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## 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%).

## Conclusion

The Administration and Finance Committee recommends the Board approve the 2020 Tax Levy Ordinance 2020-11-01.

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 19<sup>th</sup> day of November 2020

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

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

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

APPROVED this 19<sup>th</sup> 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 19<sup>th</sup> 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	<u>106,060</u>
	2,497,983

D. CONSERVATORY

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

C. BUILDINGS & GROUNDS

1. SALARIES	1,206,074
2. CONTRACTUAL SERVICES	479,521
3. INSURANCE	300,915
4. UTILITIES	<u>204,780</u>
	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	<u>1,500,000</u>
	3,851,028

B. COMMUNIATIONS AND MARKETING

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

B. CUSTOMER SERVICE

1. SALARIES	\$ 100,000
2. INSURANCE	<u>38,731</u>
	\$ 138,731

C. PROGRAMS

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



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

# 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: November 10, 2020

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

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## 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.

## Conclusion

The Administration and Finance Committee 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 19<sup>th</sup> day of November 2020.

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

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

ABSTAIN: \_\_\_\_\_

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

APPROVED this 19<sup>th</sup> 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 19<sup>th</sup> 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>
<b>EXPENDITURE SUMMARY</b>		
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
<b>TOTAL BUDGET &amp; APPROPRIATION</b>	<b>20,740,725</b>	<b>25,161,815</b>

**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
<b>TOTAL ADMINISTRATION</b>	<b>2,701,133</b>	<b>3,106,302</b>

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<b><u>CONSERVATORY</u></b>		
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
<b>TOTAL CONSERVATORY</b>	<b>322,700</b>	<b>371,105</b>

<b><u>PARKS &amp; PLANNING</u></b>		
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
<b>TOTAL BUILDINGS &amp; GROUNDS</b>	<b>2,385,193</b>	<b>2,742,972</b>
<b>II. <u>I.M.R.F. FUND</u></b>		
IMRF Employer Expense	285,000	327,750
<b>TOTAL I.M.R.F. FUND</b>	<b>285,000</b>	<b>327,750</b>
<b>III. <u>LIABILITY FUND</u></b>		
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
<b>TOTAL LIABILITY FUND</b>	<b>493,028</b>	<b>566,982</b>
<b>IV. <u>AUDIT FUND</u></b>		
Contractual Services - Other	21,350	24,553
<b>TOTAL AUDIT FUND</b>	<b>21,350</b>	<b>24,553</b>
<b>V. <u>RECREATION FUND</u></b>		
<b><u>ADMINISTRATION</u></b>		
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
<b>TOTAL ADMINISTRATION</b>	<b>5,759,004</b>	<b>6,622,855</b>
 <b><u>COMMUNICATIONS</u></b>		
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
<b>TOTAL COMMUNICATIONS</b>	<b>403,359</b>	<b>463,862</b>
 <b><u>CUSTOMER SERVICE</u></b>		
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
<b>TOTAL CUSTOMER SERVICE</b>	<b>255,893</b>	<b>294,277</b>
 <b><u>FITNESS PROGRAMS</u></b>		
Program Wages	29,110	33,477
Program Contractual Expense	54,323	62,472
Program Supplies	2,708	3,114
<b>TOTAL FITNESS</b>	<b>86,141</b>	<b>99,062</b>
 <b><u>YOUTH ATHLETICS</u></b>		
Program Wages	131,121	150,789
Program Contractual Expense	181,031	208,185
Program Supplies	26,500	30,475
<b>TOTAL YOUTH ATHLETICS</b>	<b>338,651</b>	<b>389,449</b>
 <b><u>ADULT ATHLETICS</u></b>		
Program Wages	18,091	20,804
Program Contractual Expense	21,998	25,298
Program Supplies	9,435	10,850
<b>TOTAL ADULT ATHLETICS</b>	<b>49,524</b>	<b>56,952</b>

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<b><u>TEEN PROGRAMS</u></b>		
Salaries and Wages	14,847	17,074
Program Contractual Expense	1,040	1,196
Program Supplies	4,470	5,140
<b>TOTAL TEEN PROGRAMS</b>	<b>20,357</b>	<b>23,410</b>
<b><u>COMMUNITY PROGRAMS</u></b>		
Program Wages	482,164	554,489
Program Contractual Expense	124,813	143,535
Program Supplies	84,612	97,304
<b>TOTAL SPECIAL INTEREST PROGRAMS</b>	<b>691,589</b>	<b>795,328</b>
<b><u>FINE ARTS</u></b>		
Program Wages	152,089	174,902
Program Contractual Expense	42,290	48,633
Program Supplies	12,024	13,827
<b>TOTAL SPECIAL EVENTS &amp; ARTS</b>	<b>206,402</b>	<b>237,363</b>
<b><u>EARLY CHILDHOOD AND CAMPS</u></b>		
Program Wages	114,549	131,731
Program Contractual Expenses	21,400	24,610
Program Supplies	11,305	13,001
<b>TOTAL EARLY CHILDHOOD PROGRAMS</b>	<b>147,254</b>	<b>169,342</b>
<b>VI. <u>MUSEUM FUND</u></b>		
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
<b>TOTAL MUSEUM FUND</b>	<b>40,060</b>	<b>46,069</b>
<b>VII. <u>SPECIAL RECREATION FUND</u></b>		
Special Rec Contribution	449,072	516,433
<b>TOTAL SPECIAL RECREATION FUND</b>	<b>449,072</b>	<b>516,433</b>
<b>VIII. <u>SPECIAL FACILITIES FUND</u></b>		
<b><u>ADMINISTRATION</u></b>		
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	-	-
<b>TOTAL ADMINISTRATION</b>	<b>276,634</b>	<b>318,129</b>

**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	-	-
<b>TOTAL MAINTENANCE</b>	<b>818,792</b>	<b>941,611</b>
 <b><u>AQUATICS PROGRAMS</u></b>		
Program Wages	265,302	305,097
Program Contractual Expense	30,480	35,052
Program Supplies	10,925	12,564
<b>TOTAL ICE ARENA PROGRAMS</b>	<b>306,707</b>	<b>352,713</b>
 <b><u>ICE ARENA PROGRAMS</u></b>		
Program Wages	250,368	287,923
Program Contractual Expense	71,343	82,044
Program Supplies	41,063	47,222
<b>TOTAL ICE ARENA MAINTENANCE</b>	<b>362,773</b>	<b>417,189</b>
 <b><u>GYMNASTICS</u></b>		
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	-	-
<b>TOTAL GYMNASTICS</b>	<b>520,871</b>	<b>599,002</b>
 <b>IX. <u>INSURANCE FUND</u></b>		
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
<b>TOTAL INSURANCE FUND</b>	<b>1,051,467</b>	<b>1,209,187</b>

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<b>X. CAPITAL PROJECT FUND</b>		
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
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b>2,555,000</b>	<b>4,248,232</b>
<b>XI. ELIZABETH CHENEY FUND</b>		
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
<b>TOTAL ELIZABETH CHENEY FUND</b>	<b>192,771</b>	<b>221,687</b>