



# 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, January 21, 2021, 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/86374170042?pwd=a0diR2xEMXRrM1RLZzhQUGkzTXEyUT09>

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

Thursday, January 21, 2021, 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. **Consent Agenda**
  - A. Approval of Cash and Investment Summary\*
  - B. Approval of Warrants and Bills\*
  - C. Approval of Minutes\*
  - D. Festival Theater Agreement\*
  - E. Gift to Pleasant Home\*
- V. **Staff Reports**
  - A. Executive Director's Report\*
  - B. Updates and Information\*
  - C. Revenue/Expense Status Reports\*
- VI. **Old Business**
  - A. Recreation and Facility Program Committee – Commissioner Wollmuth Chair
  - B. Parks and Planning Committee – Commissioner Wick Chair
    1. Rehm Park Improvements Contract Approval\*
    2. Pleasant Home Geothermal Professional Services Contract Approval\*
  - C. Administration and Finance Committee – Commissioner Porreca Chair
    1. PCI Marketing and Communications Contract Approval\*
- VII. **New Business**

**VIII. Commissioners' Comments**

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

**IX. Closed Session**

**X. 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.



**CASH AND INVESTMENT SUMMARY- December 2020**

|   | Byline           | IPDLAF         | CD's           | PMA - iPRIME     | IMET             | Dec-20<br>TOTAL   | Nov-20<br>TOTAL   |
|---|------------------|----------------|----------------|------------------|------------------|-------------------|-------------------|
| <b>General Fund</b>                     |                  |                |                |                  |                  |                   |                   |
| 10 - Corporate                          | 8,281,388        | 9,037          | (1,050,700)    | 7,614,454        | (13,407,711)     | 1,446,468         | 1,916,475         |
| <b>Special Revenue Funds</b>            |                  |                |                |                  |                  |                   |                   |
| 15 - IMRF                               | (1,296,197)      | 1,603          | -              | -                | 1,713,335        | 418,741           | 439,300           |
| 16 - Liability                          | (1,161,036)      | 8,965          | -              | -                | 1,469,628        | 317,557           | 440,861           |
| 17 - Audit                              | (73,826)         | 237            | -              | -                | 92,219           | 18,630            | 18,624            |
| 20 - Recreation                         | (1,928,191)      | 4,979          | 800,000        | (186,375)        | 5,591,326        | 4,281,738         | 7,401,915         |
| 21 - Museum                             | (241,091)        | 1,220          | -              | 133,871          | 306,724          | 200,724           | 203,611           |
| 22 - Special Recreation                 | (1,946,360)      | 17,121         | -              | -                | 2,306,410        | 377,171           | 376,987           |
| 25 - Special Facilities                 | (559,164)        | 3,288          | -              | 1,040,000        | 593,203          | 1,077,327         | 916,472           |
| 85 - Cheney Mansion                     | 162,099          | 462            | -              | -                | 52,326           | 214,887           | 220,548           |
| <b>Capital Funds</b>                    |                  |                |                |                  |                  |                   |                   |
| 70 - Capital Projects                   | (478,527)        | 78,051         | 500,000        | (305,000)        | 2,336,613        | 2,131,137         | 662,122           |
| 70 - 2011 Bond                          | -                | -              | -              | -                | -                | -                 | -                 |
| 70 - 2012 Bond                          | -                | -              | -              | -                | -                | -                 | -                 |
| 70 - 2013 Bond                          | -                | -              | -              | -                | -                | -                 | -                 |
| <b>Total Cash Available to District</b> | <b>759,095</b>   | <b>124,962</b> | <b>249,300</b> | <b>8,296,950</b> | <b>1,054,074</b> | <b>10,484,380</b> | <b>12,596,915</b> |
| Distribution %:                         | 7.24%            | 1.19%          | 2.38%          | 79.14%           | 10.05%           | 100.00%           | 100.00%           |
| <b>Other Funds</b>                      |                  |                |                |                  |                  |                   |                   |
| 50 - Health Insurance Fund              | 26,542           | 345            | -              | -                | 350,799          | 377,687           | 443,644           |
| x - Memorial Trust                      | 22,419           | -              | -              | -                | 118,383          | 140,802           | 138,302           |
| xx - Working Cash                       | 207,870          | -              | -              | -                | -                | 207,870           | 207,870           |
| <b>Total Cash Across All Funds</b>      | <b>1,015,926</b> | <b>125,307</b> | <b>249,300</b> | <b>8,296,950</b> | <b>1,523,257</b> | <b>11,210,739</b> | <b>13,386,732</b> |



**PARK DISTRICT**  
of OAK PARK

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

**Operating Accounts**

|  |       |           |                   |
|--|-------|-----------|-------------------|
| Byline Bank                                      | 0.15% | \$        | 1,203,007         |
| iPrime Liquid Money Market                       | 0.11% | \$        | 8,296,949         |
| Illinois Metropolitan Investment Fund            | 1.39% | \$        | 1,405,579 *       |
| Illinois Park District Liquid Asset Fund Account | 0.73% | \$        | 125,307           |
|  |       | <b>\$</b> | <b>11,030,841</b> |

**Operating Investment Accounts**

|                  |                      |           |                   |
|------------------|----------------------|-----------|-------------------|
| Third Coast Bank | 0.50% due 01/11/2021 | \$        | 249,300           |
|                  | Working Solvency     | <b>\$</b> | <b>11,280,141</b> |
|                  | 2019 Solvency        | <b>\$</b> | <b>12,371,649</b> |

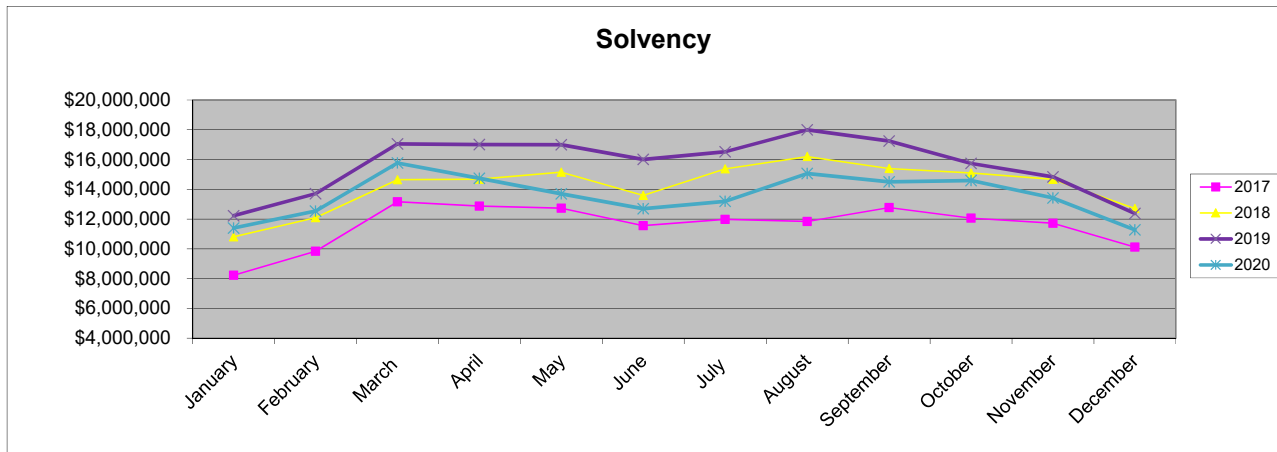
**2013 Bond Accounts**

|   |                    |           |               |
|---|--------------------|-----------|---------------|
| 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  | \$ 13,414,844 |                 |
| December       | \$ 10,116,988 | December  | \$ 12,708,567 | December  | \$ 12,371,649 | December  | \$ 11,280,141 |                 |



IV. B

Park District of Oak Park  
Voucher List for the Month of December  
Presented to the Board of Commissioners  
At their Meeting on January 21, 2021

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 12/01/2020 TO 12/31/2020 PAY DATES 12/01/2020 TO 12/31/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

| VOUCHER<br>NUMBER        | VENDOR                                  | PO<br>NUMBER | CHECK<br>NUMBER | PAY DATE/<br>CHECK DATE | AMOUNT           |
|--------------------------|---|--------------|-----------------|-------------------------|------------------|
| <b>10 CORPORATE FUND</b> |   |              |                 |                         |                  |
| 10-00-14-00040           | ACCOUNTS RECEIVABLE                     |              |                 |                         |                  |
| 41238                    | LINGNER LINGNER LLC                     |              | 50507           | 12/31/2020              | 75.00            |
|                          |   |              |                 |                         | <u>75.00</u>     |
| 10-00-16-00060           | PREPAID EXPENSE                         |              |                 |                         |                  |
| 41146                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 141.67           |
| 41147                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 258.34           |
| 41148                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 166.67           |
| 41149                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 141.67           |
| 41151                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 516.67           |
| 41152                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 158.33           |
| 41153                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 158.33           |
| 41155                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 233.33           |
| 41156                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 133.33           |
| 41158                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 183.33           |
| 41159                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 183.33           |
| 41160                    | YOUNA YOUNA MECHANICAL INC              | 20200881     | 50468           | 12/18/2020              | 41.67            |
| 41292                    | IPRA ILLINOIS PARKS & RECREATION ASSOCI |              | 509361          | 12/23/2020              | 264.00           |
|                          |   |              |                 |                         | <u>2,580.67</u>  |
| 10-00-21-20109           | IMRF WITHHOLDING                        |              |                 |                         |                  |
| 41104                    | IMRF ILL MUNICIPAL RETIREMENT FUND      |              | 50413           | 12/11/2020              | 38,367.06        |
|                          |   |              |                 |                         | <u>38,367.06</u> |
| 10-00-21-20111           | HEALTH INSURANCE SECTION 125            |              |                 |                         |                  |
| 41161                    | PDRMA PDRMA                             |              | 50457           | 12/18/2020              | 10,875.58        |
|                          |   |              |                 |                         | <u>10,875.58</u> |
| 10-00-21-20114           | UNION DUES                              |              |                 |                         |                  |
| 41223                    | SEIU SEIU LOCAL 73                      |              | 50491           | 12/24/2020              | 354.72           |
|                          |   |              |                 |                         | <u>354.72</u>    |
| 10-00-21-20117           | AFLAC SECTION 125                       |              |                 |                         |                  |
| 41082                    | AFLAC AFLAC ATTN: REMITTANCE PROCESSI   |              | 50387           | 12/11/2020              | 505.32           |
| 41219                    | AFLAC AFLAC ATTN: REMITTANCE PROCESSI   |              | 50470           | 12/24/2020              | 252.66           |
|                          |   |              |                 |                         | <u>757.98</u>    |
| 10-00-21-20118           | AFLAC                                   |              |                 |                         |                  |
| 41082                    | AFLAC AFLAC ATTN: REMITTANCE PROCESSI   |              | 50387           | 12/11/2020              | 159.56           |
| 41219                    | AFLAC AFLAC ATTN: REMITTANCE PROCESSI   |              | 50470           | 12/24/2020              | 79.78            |
|                          |   |              |                 |                         | <u>239.34</u>    |
| 10-00-21-20119           | I LIFE                                  |              |                 |                         |                  |
| 41222                    | NCPERS NCPERS GROUP LIFE INSURANCE      |              | 50485           | 12/24/2020              | 12.00            |
|                          |   |              |                 |                         | <u>12.00</u>     |
| 10-00-21-20120           | ICMA WITHHELD                           |              |                 |                         |                  |
| 41084                    | ICMA ICMA RETIREMENT TRUST              |              | 50411           | 12/11/2020              | 1,261.03         |
| 41221                    | ICMA ICMA RETIREMENT TRUST              |              | 50482           | 12/24/2020              | 1,279.99         |
|                          |   |              |                 |                         | <u>2,541.02</u>  |
| 10-00-21-20131           | ICMA ROTH IRA WITHHELD                  |              |                 |                         |                  |
| 41084                    | ICMA ICMA RETIREMENT TRUST              |              | 50411           | 12/11/2020              | 198.31           |
| 41221                    | ICMA ICMA RETIREMENT TRUST              |              | 50482           | 12/24/2020              | 201.12           |
| 41241                    | ICMA ICMA RETIREMENT TRUST              |              | 50506           | 12/31/2020              | 148.25           |

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

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BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

| <u>VOUCHER<br/>NUMBER</u> | <u>VENDOR</u>                                 | <u>PO<br/>NUMBER</u> | <u>CHECK<br/>NUMBER</u> | <u>PAY DATE/<br/>CHECK DATE</u> | <u>AMOUNT</u> |
|---------------------------|---|----------------------|-------------------------|---------------------------------|---------------|
|                           |   |                      |                         |                                 | 547.68        |
| 10-00-21-20132            | BRIGHT START PROGRAM                          |                      |                         |                                 |               |
| 41083                     | BRIGHTSTA BRIGHT START COLLEGE SAVING         |                      | 50389                   | 12/11/2020                      | 100.00        |
| 41220                     | BRIGHTSTA BRIGHT START COLLEGE SAVING         |                      | 50477                   | 12/24/2020                      | 100.00        |
|                           |   |                      |                         |                                 | 200.00        |
| 10-00-21-20152            | DUE TO STATE-UNCLAIMED PROP                   |                      |                         |                                 |               |
| 41172                     | ILSTATETR ILLINOIS STATE TREASURER            |                      | 50439                   | 12/18/2020                      | 10,234.80     |
|                           |   |                      |                         |                                 | 10,234.80     |
| 10-00-52-00200            | LEGAL COUNSEL                                 |                      |                         |                                 |               |
| 41095                     | LANER LANER MUCHIN , LTD                      | 20200852             | 50414                   | 12/11/2020                      | 132.50        |
| 41127                     | ELROD ELROD FRIEDMAN LLP                      | 20200356             | 50405                   | 12/11/2020                      | 532.50        |
| 41130                     | LANER LANER MUCHIN , LTD                      | 20200876             | 50414                   | 12/11/2020                      | 2,716.25      |
|                           |   |                      |                         |                                 | 3,381.25      |
| 10-00-52-00202            | LEGAL PUBLICATIONS                            |                      |                         |                                 |               |
| 41093                     | GROWING GROWING COMMUNITY MEDIA NF20200860    |                      | 50410                   | 12/11/2020                      | 77.00         |
| 41093                     | GROWING GROWING COMMUNITY MEDIA NF20200860    |                      | 50410                   | 12/11/2020                      | 84.00         |
| 41142                     | WEDNES WEDNESDAY JOURNAL                      | 20200869             | 50465                   | 12/18/2020                      | 210.00        |
|                           |   |                      |                         |                                 | 371.00        |
| 10-00-52-00204            | COMPUTER (IT) SERVICE                         |                      |                         |                                 |               |
| 40980                     | NOVEN NOVENTECH, INC                          | 20200423             | 50385                   | 12/04/2020                      | 8,930.00      |
| 41107                     | NOVEN NOVENTECH, INC                          | 20200423             | 50416                   | 12/11/2020                      | 2,817.50      |
| 41117                     | AMILIA AMILIA                                 |                      | 50388                   | 12/11/2020                      | 2,146.36      |
| 41265                     | BASECAMP BASECAMP-37 SIGNALS LTD              |                      | 509338                  | 12/23/2020                      | 29.00         |
| 41303                     | NEARMAP NEARMAP US, INC                       |                      | 509373                  | 12/23/2020                      | 1,000.00      |
| 41308                     | SITESUSA SITES USA                            |                      | 509379                  | 12/23/2020                      | 1,495.00      |
| 41322                     | VERI VERIZON WIRELESS                         |                      | 509390                  | 12/23/2020                      | 467.00        |
| 41327                     | ADOBE ADOBE SYSTEMS, INC                      |                      | 509331                  | 12/23/2020                      | 461.05        |
| 41328                     | AMERIEAG AMERICAN EAGLE.COM                   |                      | 509335                  | 12/23/2020                      | 500.00        |
| 41329                     | ARCHIVE ARCHIVE SOCIAL, INC.                  |                      | 509337                  | 12/23/2020                      | 199.00        |
|                           |   |                      |                         |                                 | 18,044.91     |
| 10-00-52-00208            | COPYING AND PRINTING- INTERNAL                |                      |                         |                                 |               |
| 41167                     | DELAGE DE LAGE LANDEN PUBLIC FINANCE20200057  |                      | 50435                   | 12/18/2020                      | 3,763.45      |
|                           |   |                      |                         |                                 | 3,763.45      |
| 10-00-52-00210            | POSTAGE AND DELIVERY                          |                      |                         |                                 |               |
| 41162                     | PIT PURCHASE POWER PITNEY BOWES               | 20200884             | 50459                   | 12/18/2020                      | 201.00        |
|                           |   |                      |                         |                                 | 201.00        |
| 10-00-52-00299            | CONTRACTUAL SERVICES - OTHER                  |                      |                         |                                 |               |
| 41106                     | FLEX FLEXIBLE BENEFIT SERVICE CORP.           | 20200216             | 50408                   | 12/11/2020                      | 125.00        |
| 41113                     | TIAABANK TIAA BANK                            | 20200056             | 50422                   | 12/11/2020                      | 1,555.09      |
| 41126                     | PAYCOM PAYCOM PAYROLL, LLC                    |                      | 50417                   | 12/11/2020                      | 1,663.54      |
| 41132                     | PICKENS PICKENS-KANE BUSINESS SERVICE20200260 |                      | 50458                   | 12/18/2020                      | 85.00         |
| 41224                     | PAYCOM PAYCOM PAYROLL, LLC                    |                      | 50489                   | 12/24/2020                      | 1,748.59      |
|                           |   |                      |                         |                                 | 5,177.22      |
| 10-00-53-00300            | OFFICE EXPENSE                                |                      |                         |                                 |               |
| 41279                     | GARVEY'S GARVEY'S OFFICE PRODUCTS             |                      | 509354                  | 12/23/2020                      | 38.74         |
| 41279                     | GARVEY'S GARVEY'S OFFICE PRODUCTS             |                      | 509354                  | 12/23/2020                      | 95.35         |
| 41279                     | GARVEY'S GARVEY'S OFFICE PRODUCTS             |                      | 509354                  | 12/23/2020                      | 114.15        |



Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

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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/<br/>CHECK DATE</u> | <u>AMOUNT</u> |
|-----------------------|---|------------------|---------------------|---------------------------------|---------------|
|                       |   |                  |                     |                                 | 248.24        |
| 10-00-53-00301        | UNIFORMS                                |                  |                     |                                 |               |
| 41213                 | ONEY ROGER ONEY                         |                  | 50486               | 12/24/2020                      | 119.95        |
|                       |   |                  |                     |                                 | 119.95        |
| 10-00-53-00399        | SUPPLIES - OTHER                        |                  |                     |                                 |               |
| 41279                 | GARVEY'S GARVEY'S OFFICE PRODUCTS       |                  | 509354              | 12/23/2020                      | 91.59         |
|                       |   |                  |                     |                                 | 91.59         |
| 10-00-53-00405        | COMPUTER EQUIPMENT                      |                  |                     |                                 |               |
| 41259                 | AMAZ AMAZON.COM                         |                  | 509334              | 12/23/2020                      | 14.99         |
| 41259                 | AMAZ AMAZON.COM                         |                  | 509334              | 12/23/2020                      | 16.98         |
|                       |   |                  |                     |                                 | 31.97         |
| 10-00-56-00620        | ADMINISTRATIVE EXPENSE                  |                  |                     |                                 |               |
| 41290                 | IPRA ILLINOIS PARKS & RECREATION ASSOCI |                  | 509361              | 12/23/2020                      | 45.00         |
| 41290                 | IPRA ILLINOIS PARKS & RECREATION ASSOCI |                  | 509361              | 12/23/2020                      | 45.00         |
| 41290                 | IPRA ILLINOIS PARKS & RECREATION ASSOCI |                  | 509361              | 12/23/2020                      | 45.00         |
| 41290                 | IPRA ILLINOIS PARKS & RECREATION ASSOCI |                  | 509361              | 12/23/2020                      | 45.00         |
| 41290                 | IPRA ILLINOIS PARKS & RECREATION ASSOCI |                  | 509361              | 12/23/2020                      | 135.00        |
|                       |   |                  |                     |                                 | 315.00        |
| 10-00-56-00621        | DIRECTOR EXPENSE                        |                  |                     |                                 |               |
| 41269                 | CHGOTRIB CHICAGO TRIBUNE MEDIA GROU     |                  | 509342              | 12/23/2020                      | 7.96          |
|                       |   |                  |                     |                                 | 7.96          |
| 10-00-58-00820        | TELECOMMUNICATIONS                      |                  |                     |                                 |               |
| 40991                 | COMCAST COMCAST                         | 20200058         | 50374               | 12/04/2020                      | 8,595.25      |
| 41165                 | COMCAST COMCAST                         | 20200058         | 50432               | 12/18/2020                      | 8,013.44      |
| 41376                 | VERI VERIZON WIRELESS                   |                  | 509390              | 12/23/2020                      | 1,262.94      |
|                       |   |                  |                     |                                 | 17,871.63     |
| 10-35-52-00260        | PROPERTY REPAIR                         |                  |                     |                                 |               |
| 40983                 | YOUNA YOUNA MECHANICAL INC              | 20200857         | 50386               | 12/04/2020                      | 1,495.00      |
| 41151                 | YOUNA YOUNA MECHANICAL INC              | 20200881         | 50468               | 12/18/2020                      | 258.33        |
|                       |   |                  |                     |                                 | 1,753.33      |
| 10-35-52-00299        | CONTRACTUAL SERVICES - OTHER            |                  |                     |                                 |               |
| 41325                 | RENTOKIL ANDERSON PEST SOLUTIONS        |                  | 509336              | 12/23/2020                      | 131.85        |
|                       |   |                  |                     |                                 | 131.85        |
| 10-35-52-00650        | BANK SERVICE CHARGE                     |                  |                     |                                 |               |
| 41118                 | CARDCONN CARD CONNECT                   |                  | 50391               | 12/11/2020                      | 57.02         |
|                       |   |                  |                     |                                 | 57.02         |
| 10-35-53-00313        | SUPPLIES - BUILDING MATERIALS           |                  |                     |                                 |               |
| 41310                 | SOUTH SOUTH SIDE CONTROL SUPPLY CO.     |                  | 509380              | 12/23/2020                      | 2,398.96      |
|                       |   |                  |                     |                                 | 2,398.96      |
| 10-35-53-00320        | MISCELLANEOUS SUPPLIES                  |                  |                     |                                 |               |
| 41284                 | HOBB HOBBY LOBBY                        |                  | 509358              | 12/23/2020                      | 33.94         |
| 41313                 | FELEX FELEX DESIGNS, INC.               |                  | 509353              | 12/23/2020                      | 36.00         |
|                       |   |                  |                     |                                 | 69.94         |
| 10-35-53-11100        | GIFT SHOP                               |                  |                     |                                 |               |
| 41271                 | CLESEN CLESEN WHOLESALE                 |                  | 509343              | 12/23/2020                      | 1,103.65      |
| 41271                 | CLESEN CLESEN WHOLESALE                 |                  | 509343              | 12/23/2020                      | 1,169.80      |
| 41271                 | CLESEN CLESEN WHOLESALE                 |                  | 509343              | 12/23/2020                      | 1,246.20      |

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|---------------------------|---|----------------------|-------------------------|---------------------------------|-----------------|
| 10-35-53-11100            | GIFT SHOP                                     |                      |                         |                                 |                 |
| 41271                     | CLESEN CLESEN WHOLESALE                       |                      | 509343                  | 12/23/2020                      | 5,358.47        |
| 41289                     | MIDTROP MIDWEST TROPICALS INC                 |                      | 509370                  | 12/23/2020                      | 108.00          |
|                           |   |                      |                         |                                 | <u>8,986.12</u> |
| 10-35-53-11105            | CONSERVATORY SPECIAL EVENTS                   |                      |                         |                                 |                 |
| 41260                     | AMAZ AMAZON.COM                               |                      | 509334                  | 12/23/2020                      | 163.89          |
| 41260                     | AMAZ AMAZON.COM                               |                      | 509334                  | 12/23/2020                      | 46.90           |
| 41305                     | PETESFR PETE'S FRESH MARKET ROOSEVELT         |                      | 509375                  | 12/23/2020                      | 38.06           |
|                           |   |                      |                         |                                 | <u>248.85</u>   |
| 10-35-56-11100            | GIFT SHOP - SALES TAX                         |                      |                         |                                 |                 |
| 41121                     | ILLDEP ILLINOIS DEPT. OF REVENUE              |                      | 50412                   | 12/11/2020                      | 1,564.00        |
|                           |   |                      |                         |                                 | <u>1,564.00</u> |
| 10-35-58-00800            | ELECTRICITY                                   |                      |                         |                                 |                 |
| 41173                     | COMED COMED                                   | 20200223             | 50433                   | 12/18/2020                      | 845.23          |
|                           |   |                      |                         |                                 | <u>845.23</u>   |
| 10-35-58-00810            | NATURAL GAS                                   |                      |                         |                                 |                 |
| 41091                     | CNE CONSTELLATION NEWENERGY - GAS DI20200302  |                      | 50393                   | 12/11/2020                      | 486.72          |
| 41189                     | NICOTRAN NICOR GAS TRANSPORTATION BII20200307 |                      | 50455                   | 12/18/2020                      | 784.62          |
| 41189                     | NICOTRAN NICOR GAS TRANSPORTATION BII20200307 |                      | 50455                   | 12/18/2020                      | 1,005.01        |
| 41215                     | CNE CONSTELLATION NEWENERGY - GAS DI20200302  |                      | 50478                   | 12/24/2020                      | 1,148.14        |
|                           |   |                      |                         |                                 | <u>3,424.49</u> |
| 10-35-58-00830            | WATER   |                      |                         |                                 |                 |
| 41361                     | VILLWAT VILLAGE OF OAK PARK-WATER WAI         |                      | 509394                  | 12/23/2020                      | 330.50          |
|                           |   |                      |                         |                                 | <u>330.50</u>   |
| 10-50-52-00260            | PROPERTY REPAIR                               |                      |                         |                                 |                 |
| 40982                     | YOUNA YOUNA MECHANICAL INC                    | 20200857             | 50386                   | 12/04/2020                      | 587.39          |
| 41139                     | VILLFIN VILLAGE OF OAK PARK FINANCE           | 20200872             | 50463                   | 12/18/2020                      | 43.00           |
| 41141                     | SPANNUTH SPANNUTH BOILER COMPANY              | 20200870             | 50461                   | 12/18/2020                      | 405.00          |
| 41146                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 70.83           |
| 41147                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 129.16          |
| 41148                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 83.33           |
| 41149                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 70.83           |
| 41152                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 79.17           |
| 41153                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 79.17           |
| 41155                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 116.67          |
| 41156                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 66.67           |
| 41158                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 91.67           |
| 41159                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 91.67           |
| 41160                     | YOUNA YOUNA MECHANICAL INC                    | 20200881             | 50468                   | 12/18/2020                      | 20.83           |
| 41205                     | YOUNA YOUNA MECHANICAL INC                    | 20200893             | 50499                   | 12/24/2020                      | 230.00          |
| 41206                     | ALLTYPES ALL TYPES ELEVATORS, INC.            | 20200894             | 50471                   | 12/24/2020                      | 422.00          |
| 41225                     | VISTEEN VISTEEN PLUMBING INC.                 | 20200902             | 50497                   | 12/24/2020                      | 1,670.00        |
| 41226                     | VISTEEN VISTEEN PLUMBING INC.                 | 20200902             | 50497                   | 12/24/2020                      | 2,083.75        |
| 41227                     | VISTEEN VISTEEN PLUMBING INC.                 | 20200902             | 50497                   | 12/24/2020                      | 1,400.00        |
| 41228                     | VISTEEN VISTEEN PLUMBING INC.                 | 20200902             | 50497                   | 12/24/2020                      | 400.00          |
| 41229                     | VISTEEN VISTEEN PLUMBING INC.                 | 20200902             | 50497                   | 12/24/2020                      | 882.50          |
| 41230                     | VISTEEN VISTEEN PLUMBING INC.                 | 20200902             | 50497                   | 12/24/2020                      | 300.00          |
| 41231                     | VISTEEN VISTEEN PLUMBING INC.                 | 20200902             | 50497                   | 12/24/2020                      | 791.25          |

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|---------------------------|--|----------------------|-------------------------|---------------------------------|---------------|
|                           |  |                      |                         |                                 | 10,114.89     |
| 10-50-52-00270            | LANDSCAPING SERVICE                    |                      |                         |                                 |               |
| 40981                     | DAVI DAVIS TREE CARE & LANDSCAPING INC | 20200854             | 50382                   | 12/04/2020                      | 795.00        |
|                           |  |                      |                         |                                 | 795.00        |
| 10-50-52-00285            | PORTABLE RESTROOMS                     |                      |                         |                                 |               |
| 41377                     | SERV SERVICE SANITATION INC.           |                      | 509377                  | 12/23/2020                      | 45.54         |
| 41377                     | SERV SERVICE SANITATION INC.           |                      | 509377                  | 12/23/2020                      | 45.54         |
| 41378                     | SERV SERVICE SANITATION INC.           |                      | 509377                  | 12/23/2020                      | 75.00         |
| 41378                     | SERV SERVICE SANITATION INC.           |                      | 509377                  | 12/23/2020                      | 75.00         |
|                           |  |                      |                         |                                 | 241.08        |
| 10-50-52-00286            | SPORTS FIELD IMPROVEMENTS              |                      |                         |                                 |               |
| 41207                     | CONSER CONSERVE FS, INC.               | 20200897             | 50479                   | 12/24/2020                      | 2,167.50      |
|                           |  |                      |                         |                                 | 2,167.50      |
| 10-50-52-00650            | BANK SERVICE CHARGE                    |                      |                         |                                 |               |
| 41118                     | CARDCONN CARD CONNECT                  |                      | 50391                   | 12/11/2020                      | 44.00         |
|                           |  |                      |                         |                                 | 44.00         |
| 10-50-53-00301            | UNIFORMS                               |                      |                         |                                 |               |
| 41144                     | ARAMARK ARAMARK UNIFORMS               | 20200867             | 50427                   | 12/18/2020                      | 97.95         |
| 41276                     | DUNGAREE DUNGAREES,LLC                 |                      | 509350                  | 12/23/2020                      | 127.49        |
| 41276                     | DUNGAREE DUNGAREES,LLC                 |                      | 509350                  | 12/23/2020                      | -7.50         |
| 41294                     | LANDS LANDS END BUSINESS               |                      | 509363                  | 12/23/2020                      | 76.85         |
|                           |  |                      |                         |                                 | 294.79        |
| 10-50-53-00310            | SUPPLIES-PARKS                         |                      |                         |                                 |               |
| 41143                     | CONSER CONSERVE FS, INC.               | 20200868             | 50434                   | 12/18/2020                      | 3,075.00      |
| 41267                     | CARHOR CARLIN HORTICULTURAL            |                      | 509340                  | 12/23/2020                      | 52.04         |
| 41267                     | CARHOR CARLIN HORTICULTURAL            |                      | 509340                  | 12/23/2020                      | 52.04         |
| 41270                     | CLESEN CLESEN WHOLESALE                |                      | 509343                  | 12/23/2020                      | 236.55        |
| 41285                     | HOME HOME DEPOT                        |                      | 509359                  | 12/23/2020                      | 79.94         |
| 41293                     | JACKS JACK'S RENTAL INC.               |                      | 509362                  | 12/23/2020                      | 39.23         |
| 41301                     | MIDWEST MIDWEST TRADING HORTICULTUR    |                      | 509371                  | 12/23/2020                      | 1,680.80      |
| 41314                     | FELEX FELEX DESIGNS, INC.              |                      | 509353                  | 12/23/2020                      | 221.00        |
| 41318                     | HOME HOME DEPOT                        |                      | 509359                  | 12/23/2020                      | 135.47        |
| 41318                     | HOME HOME DEPOT                        |                      | 509359                  | 12/23/2020                      | 85.58         |
|                           |  |                      |                         |                                 | 5,657.65      |
| 10-50-53-00311            | SUPPLIES- CLEANING & HOUSEHOLD         |                      |                         |                                 |               |
| 41232                     | WAREHOUS WAREHOUSE DIRECT OFFICE       | 20200903             | 50498                   | 12/24/2020                      | 235.76        |
|                           |  |                      |                         |                                 | 235.76        |
| 10-50-53-00313            | SUPPLIES - BUILDING MATERIALS          |                      |                         |                                 |               |
| 41203                     | ULINE ULINE INC                        | 20200895             | 50496                   | 12/24/2020                      | 162.03        |
| 41259                     | AMAZ AMAZON.COM                        |                      | 509334                  | 12/23/2020                      | 108.58        |
| 41259                     | AMAZ AMAZON.COM                        |                      | 509334                  | 12/23/2020                      | 19.98         |
| 41259                     | AMAZ AMAZON.COM                        |                      | 509334                  | 12/23/2020                      | 48.99         |
| 41259                     | AMAZ AMAZON.COM                        |                      | 509334                  | 12/23/2020                      | 92.98         |
| 41274                     | DRESSEL DRESSEL'S ACE HARDWARE         |                      | 509348                  | 12/23/2020                      | 41.49         |
| 41304                     | PELICAN PELICAN WIRELESS               |                      | 509374                  | 12/23/2020                      | 15.00         |
| 41309                     | SOUTH SOUTH SIDE CONTROL SUPPLY CO.    |                      | 509380                  | 12/23/2020                      | 274.94        |
| 41315                     | SUPPLYHOU SUPPLY HOUSE.COM             |                      | 509383                  | 12/23/2020                      | 59.95         |
| 41318                     | HOME HOME DEPOT                        |                      | 509359                  | 12/23/2020                      | 19.72         |

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|--|--------------------------------------|----------------------|-------------------------|---------------------------------|---------------|
| 10-50-53-00313 SUPPLIES - BUILDING MATERIALS |                                      |                      |                         |                                 |               |
| 41318  | HOME HOME DEPOT                      |                      | 509359                  | 12/23/2020                      | 69.62         |
| 41380  | SHERWIN SHERWIN-WILLIAMS CO.         |                      | 509378                  | 12/23/2020                      | 100.00        |
| 41380  | SHERWIN SHERWIN-WILLIAMS CO.         |                      | 509378                  | 12/23/2020                      | 230.00        |
|  |                                      |                      |                         |                                 | 1,243.28      |
| 10-50-53-00410 EQUIPMENT                     |                                      |                      |                         |                                 |               |
| 41136  | NUTOYS NUTOYS LEISURE PRODUCTS       | 20200879             | 50456                   | 12/18/2020                      | 271.96        |
| 41138  | REIN REINDERS, INC                   | 20200873             | 50460                   | 12/18/2020                      | 532.05        |
| 41140  | ATLASBOB ATLAS BOBCAT OMPANIES       | 20200871             | 50430                   | 12/18/2020                      | 89.57         |
| 41202  | ULINE ULINE INC                      | 20200895             | 50496                   | 12/24/2020                      | 746.03        |
| 41204  | JWTURF J.W. TURF INC                 | 20200892             | 50484                   | 12/24/2020                      | 699.96        |
| 41209  | REIN REINDERS, INC                   | 20200866             | 50490                   | 12/24/2020                      | 2,173.90      |
| 41259  | AMAZ AMAZON.COM                      |                      | 509334                  | 12/23/2020                      | 153.95        |
| 41259  | AMAZ AMAZON.COM                      |                      | 509334                  | 12/23/2020                      | 539.85        |
| 41264  | BATTERIE BATTERIES PLUS HOLDING CORP |                      |                         | 12/23/2020                      | -41.95        |
| 41282  | GRAINGER GRAINGER, INC.              |                      | 509357                  | 12/23/2020                      | 60.50         |
|  |                                      |                      |                         |                                 | 5,225.82      |
| 10-50-56-00605 CONFERENCE AND TRAINING       |                                      |                      |                         |                                 |               |
| 41286  | USGBC US GREEN BUILD COUNCIL         |                      | 509388                  | 12/23/2020                      | 10.00         |
|  |                                      |                      |                         |                                 | 10.00         |
| 10-50-56-00610 DUES AND SUBSCRIPTIONS        |                                      |                      |                         |                                 |               |
| 41311  | SPORTURF SPORTS TURF MANAGERS ASSOCI |                      | 509381                  | 12/23/2020                      | 175.00        |
|  |                                      |                      |                         |                                 | 175.00        |
| 10-50-58-00800 ELECTRICITY                   |                                      |                      |                         |                                 |               |
| 40978  | COMED COMED                          | 20200219             | 50375                   | 12/04/2020                      | 138.78        |
| 40986  | COMED COMED                          | 20200222             | 50376                   | 12/04/2020                      | 451.89        |
| 40987  | COMED COMED                          | 20200222             | 50377                   | 12/04/2020                      | 26.33         |
| 40988  | COMED COMED                          | 20200222             | 50378                   | 12/04/2020                      | 32.57         |
| 40990  | COMED COMED                          | 20200223             | 50380                   | 12/04/2020                      | 323.69        |
| 41098  | COMED DELI COMED DELIVERY SERVICES   | 20200213             | 50401                   | 12/11/2020                      | 207.66        |
| 41099  | COMED COMED                          | 20200212             | 50394                   | 12/11/2020                      | 214.08        |
| 41100  | COMED COMED                          | 20200211             | 50395                   | 12/11/2020                      | 67.44         |
| 41109  | COMED COMED                          | 20200210             | 50396                   | 12/11/2020                      | 27.60         |
| 41110  | COMED COMED                          | 20200221             | 50397                   | 12/11/2020                      | 1,012.09      |
| 41115  | COMED COMED                          | 20200222             | 50400                   | 12/11/2020                      | 68.11         |
| 41173  | COMED COMED                          | 20200223             | 50433                   | 12/18/2020                      | 2,438.50      |
| 41174  | HUDSON HUDSON ENERGY - IL            | 20200214             | 50438                   | 12/18/2020                      | 281.18        |
| 41242  | COMED COMED                          | 20200219             | 50501                   | 12/31/2020                      | 360.80        |
| 41254  | COMED COMED                          | 20200223             | 50502                   | 12/31/2020                      | 491.37        |
|  |                                      |                      |                         |                                 | 6,142.09      |
| 10-50-58-00810 NATURAL GAS                   |                                      |                      |                         |                                 |               |
| 41166  | NICOR NICOR GAS                      | 20200293             | 50440                   | 12/18/2020                      | 254.14        |
| 41176  | NICOR NICOR GAS                      | 20200298             | 50446                   | 12/18/2020                      | 292.20        |
| 41177  | NICOR NICOR GAS                      | 20200263             | 50447                   | 12/18/2020                      | 135.54        |
| 41178  | NICOR NICOR GAS                      | 20200294             | 50448                   | 12/18/2020                      | 395.72        |
| 41179  | NICOR NICOR GAS                      | 20200261             | 50449                   | 12/18/2020                      | 188.95        |
| 41180  | NICOR NICOR GAS                      | 20200291             | 50450                   | 12/18/2020                      | 493.46        |
| 41183  | NICOR NICOR GAS                      | 20200296             | 50453                   | 12/18/2020                      | 320.68        |

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|-----------------------------------|--------------------------------------|------------------|---------------------|---------------------------------|---------------|
| 10-50-58-00810 NATURAL GAS        |                                      |                  |                     |                                 |               |
| 41184                             | NICOR NICOR GAS                      | 20200292         | 50442               | 12/18/2020                      | 362.11        |
| 41185                             | NICOR NICOR GAS                      | 20200295         | 50443               | 12/18/2020                      | 144.48        |
| 41186                             | NICOR NICOR GAS                      | 20200297         | 50444               | 12/18/2020                      | 240.96        |
|                                   |                                      |                  |                     |                                 | 2,828.24      |
| 10-50-58-00820 TELECOMMUNICATIONS |                                      |                  |                     |                                 |               |
| 41330                             | COMCAST COMCAST                      |                  | 509344              | 12/23/2020                      | 108.35        |
| 41331                             | COMCAST COMCAST                      |                  | 509344              | 12/23/2020                      | 138.40        |
|                                   |                                      |                  |                     |                                 | 246.75        |
| 10-50-58-00830 WATER              |                                      |                  |                     |                                 |               |
| 41334                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 10.00         |
| 41335                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 10.00         |
| 41336                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 10.00         |
| 41337                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 10.00         |
| 41338                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 10.00         |
| 41339                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 10.00         |
| 41340                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 15.00         |
| 41341                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 15.00         |
| 41344                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 15.00         |
| 41345                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 15.00         |
| 41346                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 24.81         |
| 41347                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 27.62         |
| 41348                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 27.62         |
| 41349                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 40.24         |
| 41350                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 42.62         |
| 41351                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 40.24         |
| 41353                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 65.48         |
| 41354                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 73.86         |
| 41355                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 78.10         |
| 41356                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 90.72         |
| 41357                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 92.25         |
| 41358                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 103.34        |
| 41359                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 115.05        |
| 41360                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 157.15        |
| 41362                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 393.60        |
| 41363                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 417.21        |
| 41364                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 532.42        |
| 41365                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 554.55        |
| 41366                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 633.38        |
| 41368                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 986.19        |
| 41371                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 1,312.24      |
| 41372                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 1,478.92      |
| 41373                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 2,147.78      |
| 41374                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 3,841.24      |
| 41375                             | VILLWAT VILLAGE OF OAK PARK-WATER WA |                  | 509394              | 12/23/2020                      | 4,293.18      |
|                                   |                                      |                  |                     |                                 | 17,689.81     |
| FUND 10 TOTAL                     |                                      |                  |                     |                                 | 189,332.97    |

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| <b>16-00-52-00514 EMPLOYEE SCREENINGS</b>             |           |                                    |                 |                         |                 |
| 41094   | CONCENTRA | CONCENTRA HEALTH SERVICES          | 20200853 50402  | 12/11/2020              | 60.00           |
| 41128   | FASTEST   | FASTEST LABS OF NW CHICAGO         | 20200865 50407  | 12/11/2020              | 504.80          |
| 41244   | CONCENTRA | CONCENTRA HEALTH SERVICES          | 20200908 50504  | 12/31/2020              | 60.00           |
| 41257   | ACTIVE    | ACTIVE                             | 509330          | 12/23/2020              | 44.75           |
|   |           |                                    |                 |                         | <u>669.55</u>   |
| <b>16-00-53-00350 RISK CARE MANAGEMENT</b>            |           |                                    |                 |                         |                 |
| 40992   | AT&TAED   | AT&T MOBILITY                      | 20200299 50373  | 12/04/2020              | 313.20          |
| 41164   | AT&TAED   | AT&T MOBILITY                      | 20200299 50429  | 12/18/2020              | 313.20          |
| 41259   | AMAZ      | AMAZON.COM                         | 509334          | 12/23/2020              | 50.85           |
| 41259   | AMAZ      | AMAZON.COM                         | 509334          | 12/23/2020              | 27.98           |
|   |           |                                    |                 |                         | <u>705.23</u>   |
| FUND 16 TOTAL   |           |                                    |                 |                         | <u>1,374.78</u> |
| <b>20 RECREATION</b>                                  |           |                                    |                 |                         |                 |
| <b>20-00-16-00060 PREPAID EXPENSE</b>                 |           |                                    |                 |                         |                 |
| 41291   | IPRA      | ILLINOIS PARKS & RECREATION ASSOCI | 509361          | 12/23/2020              | 264.00          |
|   |           |                                    |                 |                         | <u>264.00</u>   |
| <b>20-00-21-20135 REFUNDS DUE</b>                     |           |                                    |                 |                         |                 |
| 41214   | BLEED     | LISA BLEED                         | 50476           | 12/24/2020              | 10.00           |
| 41237   | PINKERTON | GRETCHEN PINKERTON                 | 50508           | 12/31/2020              | 2,138.00        |
|   |           |                                    |                 |                         | <u>2,148.00</u> |
| <b>20-00-56-00610 DUES AND SUBSCRIPTIONS</b>          |           |                                    |                 |                         |                 |
| 40984   | DOCNET    | DOCNETWORK, INC.                   | 20200859 50383  | 12/04/2020              | 8.00            |
|   |           |                                    |                 |                         | <u>8.00</u>     |
| <b>20-05-52-00209 Copying and Printing - External</b> |           |                                    |                 |                         |                 |
| 41133   | CARDINAL  | CARDINAL COLORPRINT PRINTIN        | 20200882 50431  | 12/18/2020              | 610.00          |
|   |           |                                    |                 |                         | <u>610.00</u>   |
| <b>20-05-52-00221 Brochure</b>                        |           |                                    |                 |                         |                 |
| 41319   | UBERFLIP  | UBERFLIP                           | 509386          | 12/23/2020              | 19.95           |
|   |           |                                    |                 |                         | <u>19.95</u>    |
| <b>20-05-56-00222 Marketing</b>                       |           |                                    |                 |                         |                 |
| 41266   | CAPSULE   | CAPSULCRM.COM ZESTIA               | 509339          | 12/23/2020              | 54.00           |
| 41275   | DROPBOX   | DROPBOX INC.                       | 509349          | 12/23/2020              | 45.00           |
| 41277   | FACEBOOK  | FACEBOOK                           | 509351          | 12/23/2020              | 53.97           |
|   |           |                                    |                 |                         | <u>152.97</u>   |
| <b>20-05-56-00225 Advertising</b>                     |           |                                    |                 |                         |                 |
| 41192   | OPRFHOCK  | OPRF HIGH SCHOOL HOCKEY CLU        | 20200883 50487  | 12/24/2020              | 150.00          |
|   |           |                                    |                 |                         | <u>150.00</u>   |
| <b>20-25-52-00650 BANK SERVICE CHARGE</b>             |           |                                    |                 |                         |                 |
| 41118   | CARDCONN  | CARD CONNECT                       | 50391           | 12/11/2020              | 64.76           |
|   |           |                                    |                 |                         | <u>64.76</u>    |
| <b>20-25-52-13050 FITNESS EXERCISE</b>                |           |                                    |                 |                         |                 |
| 41295   | LESMILLS  | LES MILLS UNITED STATES TRADI      | 509364          | 12/23/2020              | 186.00          |
|   |           |                                    |                 |                         | <u>186.00</u>   |
| <b>20-25-52-13170 MARTIAL ARTS PROGRAMS</b>           |           |                                    |                 |                         |                 |
| 41097   | DEFRANCO  | BEactive bodyTHERAPIES             | 20200862 50403  | 12/11/2020              | 380.80          |
| 41168   | TAEKWOND  | KH KIM TAEKWONDO                   | 20200888 50462  | 12/18/2020              | 1,284.40        |

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|---------------------------|--|----------------------|-------------------------|---------------------------------|------------------|
| 20-25-52-13170            | MARTIAL ARTS PROGRAMS                          |                      |                         |                                 |                  |
| 41218                     | TAEKWOND KH KIM TAEKWONDO                      | 20200901             | 50493                   | 12/24/2020                      | 946.40           |
|                           |  |                      |                         |                                 | <u>2,611.60</u>  |
| 20-26-52-00650            | BANK SERVICE CHARGE                            |                      |                         |                                 |                  |
| 41118                     | CARDCONN CARD CONNECT                          |                      | 50391                   | 12/11/2020                      | 131.82           |
|                           |  |                      |                         |                                 | <u>131.82</u>    |
| 20-26-52-13870            | YOUTH SPORTS CLINICS                           |                      |                         |                                 |                  |
| 41119                     | EVER EVERGREEN ALLIANCE GOLF LTD LP F.20200877 |                      | 50406                   | 12/11/2020                      | 3,096.00         |
| 41170                     | EASTAVG3X G3X DEVELOPMENT LLC                  | 20200886             | 50436                   | 12/18/2020                      | 13,426.88        |
|                           |  |                      |                         |                                 | <u>16,522.88</u> |
| 20-27-52-00650            | BANK SERVICE CHARGE                            |                      |                         |                                 |                  |
| 41118                     | CARDCONN CARD CONNECT                          |                      | 50391                   | 12/11/2020                      | 36.79            |
|                           |  |                      |                         |                                 | <u>36.79</u>     |
| 20-27-52-13585            | ADULT SPORTS PROGRAMS                          |                      |                         |                                 |                  |
| 41119                     | EVER EVERGREEN ALLIANCE GOLF LTD LP F.20200877 |                      | 50406                   | 12/11/2020                      | 1,791.00         |
|                           |  |                      |                         |                                 | <u>1,791.00</u>  |
| 20-29-52-00650            | BANK SERVICE CHARGE                            |                      |                         |                                 |                  |
| 41118                     | CARDCONN CARD CONNECT                          |                      | 50391                   | 12/11/2020                      | 20.85            |
|                           |  |                      |                         |                                 | <u>20.85</u>     |
| 20-61-51-12020            | FAMILY EVENTS                                  |                      |                         |                                 |                  |
| 40993                     | ASHLEY CLARE T. ASHLEY                         | 20200861             | 50372                   | 12/04/2020                      | 1,410.00         |
|                           |  |                      |                         |                                 | <u>1,410.00</u>  |
| 20-61-52-00650            | BANK SERVICE CHARGE                            |                      |                         |                                 |                  |
| 41118                     | CARDCONN CARD CONNECT                          |                      | 50391                   | 12/11/2020                      | 974.21           |
|                           |  |                      |                         |                                 | <u>974.21</u>    |
| 20-61-52-12010            | COMMUNITY SPECIAL EVENTS                       |                      |                         |                                 |                  |
| 41171                     | ASHLEY CLARE T. ASHLEY                         | 20200891             | 50428                   | 12/18/2020                      | 650.00           |
|                           |  |                      |                         |                                 | <u>650.00</u>    |
| 20-61-52-12340            | SPECIAL INTEREST PROGRAMS                      |                      |                         |                                 |                  |
| 41251                     | CHESS FAMBRO MANAGEMENT LLC                    | 20200910             | 50500                   | 12/31/2020                      | 120.00           |
| 41252                     | CHESS FAMBRO MANAGEMENT LLC                    | 20200910             | 50500                   | 12/31/2020                      | 544.00           |
| 41253                     | CHESS FAMBRO MANAGEMENT LLC                    | 20200910             | 50500                   | 12/31/2020                      | 528.00           |
| 41253                     | CHESS FAMBRO MANAGEMENT LLC                    | 20200910             | 50500                   | 12/31/2020                      | 44.00            |
|                           |  |                      |                         |                                 | <u>1,236.00</u>  |
| 20-61-52-12350            | NATURE AND ADVENTURE PROGRAMS                  |                      |                         |                                 |                  |
| 41116                     | CHGOARCH BRENT A. HARMON                       | 20200875             | 50392                   | 12/11/2020                      | 647.50           |
|                           |  |                      |                         |                                 | <u>647.50</u>    |
| 20-61-53-12000            | FRANK LLOYD WRIGHT RACE                        |                      |                         |                                 |                  |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | 8.40             |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | 16.80            |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | 42.00            |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | -109.20          |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | 159.60           |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | 159.60           |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | 67.20            |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | 84.00            |
| 41321                     | USPS USPS-POSTMASTER                           |                      | 509389                  | 12/23/2020                      | 100.80           |

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|---------------------------|----------------------------------|----------------------|-------------------------|---------------------------------|-----------------|
| 20-61-53-12000            | FRANK LLOYD WRIGHT RACE          |                      |                         |                                 |                 |
| 41321                     | USPS USPS-POSTMASTER             |                      | 509389                  | 12/23/2020                      | 109.20          |
| 41321                     | USPS USPS-POSTMASTER             |                      | 509389                  | 12/23/2020                      | 126.00          |
| 41321                     | USPS USPS-POSTMASTER             |                      | 509389                  | 12/23/2020                      | 134.40          |
|                           |                                  |                      |                         |                                 | <u>898.80</u>   |
| 20-61-53-12040            | AFTERSCHOOL PROGRAMS             |                      |                         |                                 |                 |
| 41268                     | CARNIVAL CARNIVAL GROCERY        |                      | 509341                  | 12/23/2020                      | 48.73           |
| 41272                     | DISCOUNT DISCOUNT SCHOOL SUPPLY  |                      | 509346                  | 12/23/2020                      | 150.53          |
|                           |                                  |                      |                         |                                 | <u>199.26</u>   |
| 20-61-53-12350            | NATURE AND ADVENTURE PROGRAMS    |                      |                         |                                 |                 |
| 41316                     | TARGET TARGET STORES, INC        |                      | 509384                  | 12/23/2020                      | -26.00          |
|                           |                                  |                      |                         |                                 | <u>-26.00</u>   |
| 20-62-52-00650            | BANK SERVICE CHARGE              |                      |                         |                                 |                 |
| 41118                     | CARDCONN CARD CONNECT            |                      | 50391                   | 12/11/2020                      | 129.91          |
|                           |                                  |                      |                         |                                 | <u>129.91</u>   |
| 20-62-52-12390            | SCAW WORKSHOP                    |                      |                         |                                 |                 |
| 41249                     | CHESS FAMBRO MANAGEMENT LLC      | 20200910             | 50500                   | 12/31/2020                      | 108.00          |
|                           |                                  |                      |                         |                                 | <u>108.00</u>   |
| 20-62-52-12610            | DANCE PROGRAMS                   |                      |                         |                                 |                 |
| 41096                     | WINIFRED WINIFRED HAUN & DANCERS | 20200858             | 50424                   | 12/11/2020                      | 801.50          |
| 41234                     | TULLY CATHERINE TULLY            | 20200904             | 50495                   | 12/24/2020                      | 396.90          |
|                           |                                  |                      |                         |                                 | <u>1,198.40</u> |
| 20-62-53-12610            | DANCE PROGRAMS                   |                      |                         |                                 |                 |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 203.81          |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 37.77           |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 60.13           |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 18.98           |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 131.58          |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 340.49          |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 26.89           |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 6.35            |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 13.98           |
| 41261                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 12.99           |
| 41263                     | AMAZ AMAZON.COM                  |                      | 509334                  | 12/23/2020                      | 13.94           |
| 41316                     | TARGET TARGET STORES, INC        |                      | 509384                  | 12/23/2020                      | 13.19           |
| 41324                     | WALMART WALMART STORES, INC.     |                      | 509396                  | 12/23/2020                      | 21.65           |
|                           |                                  |                      |                         |                                 | <u>901.75</u>   |
| 20-63-52-00650            | BANK SERVICE CHARGE              |                      |                         |                                 |                 |
| 41118                     | CARDCONN CARD CONNECT            |                      | 50391                   | 12/11/2020                      | 378.97          |
|                           |                                  |                      |                         |                                 | <u>378.97</u>   |
| 20-63-52-12700            | PRESCHOOL                        |                      |                         |                                 |                 |
| 40985                     | LARA JACQUELINE LARA             |                      | 50384                   | 12/04/2020                      | 5.00            |
|                           |                                  |                      |                         |                                 | <u>5.00</u>     |
| 20-63-53-12700            | PRESCHOOL                        |                      |                         |                                 |                 |
| 41273                     | DOLL DOLLARTREE                  |                      | 509347                  | 12/23/2020                      | 3.00            |
| 41300                     | MICH MICHAELS STORE              |                      | 509369                  | 12/23/2020                      | 19.69           |
| 41316                     | TARGET TARGET STORES, INC        |                      | 509384                  | 12/23/2020                      | 8.29            |
| 41317                     | TEACHERS TEACHERSPAYTEACHERS.COM |                      | 509385                  | 12/23/2020                      | 8.50            |



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| 20-63-53-12700               | PRESCHOOL                             |               |                 |                         |                 |
| 41324                        | WALMART WALMART STORES, INC.          |               | 509396          | 12/23/2020              | 8.92            |
|                              |                                       |               |                 |                         | <u>48.40</u>    |
| 20-63-53-12720               | PLAYSCHOOL                            |               |                 |                         |                 |
| 41108                        | NEGRON WENDY NEGRON                   |               | 50415           | 12/11/2020              | 7.28            |
| 41278                        | FEDEX FEDEX                           |               | 509352          | 12/23/2020              | 8.85            |
| 41278                        | FEDEX FEDEX                           |               | 509352          | 12/23/2020              | -1.90           |
| 41278                        | FEDEX FEDEX                           |               | 509352          | 12/23/2020              | 3.80            |
| 41317                        | TEACHERS TEACHERSPAYTEACHERS.COM      |               | 509385          | 12/23/2020              | 1.12            |
| 41323                        | WALG WALGREENS CO.                    |               | 509395          | 12/23/2020              | 10.98           |
|                              |                                       |               |                 |                         | <u>30.13</u>    |
|                              |                                       | FUND 20 TOTAL |                 |                         | 33,508.95       |
| <b>21 MUSEUM</b>             |                                       |               |                 |                         |                 |
| 21-00-52-00299               | CONTRACTUAL SERVICES - OTHER          |               |                 |                         |                 |
| 41288                        | INTERNART INTERNATIONAL ART           |               | 509360          | 12/23/2020              | 2,200.00        |
|                              |                                       |               |                 |                         | <u>2,200.00</u> |
| 21-00-58-00800               | ELECTRICITY                           |               |                 |                         |                 |
| 41173                        | COMED COMED                           | 20200223      | 50433           | 12/18/2020              | 241.92          |
|                              |                                       |               |                 |                         | <u>241.92</u>   |
| 21-00-58-00810               | NATURAL GAS                           |               |                 |                         |                 |
| 41175                        | NICOR NICOR GAS                       | 20200305      | 50441           | 12/18/2020              | 688.03          |
|                              |                                       |               |                 |                         | <u>688.03</u>   |
| 21-00-58-00830               | WATER                                 |               |                 |                         |                 |
| 41343                        | VILLWAT VILLAGE OF OAK PARK-WATER WA1 |               | 509394          | 12/23/2020              | 15.00           |
|                              |                                       |               |                 |                         | <u>15.00</u>    |
| 21-00-58-00840               | PH SECURITY MONITORING                |               |                 |                         |                 |
| 41208                        | SMG SMG SECURITY SYSTEMS, INC.        | 20200896      | 50492           | 12/24/2020              | 137.70          |
|                              |                                       |               |                 |                         | <u>137.70</u>   |
|                              |                                       | FUND 21 TOTAL |                 |                         | 3,282.65        |
| <b>25 SPECIAL FACILITIES</b> |                                       |               |                 |                         |                 |
| 25-00-16-00060               | PREPAID EXPENSE                       |               |                 |                         |                 |
| 41154                        | YOUNA YOUNA MECHANICAL INC            | 20200881      | 50468           | 12/18/2020              | 550.00          |
| 41298                        | MEETMAKER MEETMAKER, LLC              |               | 509367          | 12/23/2020              | 3,017.03        |
| 41299                        | MEETMAKER MEETMAKER, LLC              |               | 509367          | 12/23/2020              | 4,585.05        |
|                              |                                       |               |                 |                         | <u>8,152.08</u> |
| 25-00-56-00610               | DUES AND SUBSCRIPTIONS                |               |                 |                         |                 |
| 41326                        | ZOOM ZOOM.US                          |               | 509397          | 12/23/2020              | 7.49            |
|                              |                                       |               |                 |                         | <u>7.49</u>     |
| 25-00-58-00820               | TELECOMMUNICATIONS                    |               |                 |                         |                 |
| 41332                        | COMCAST COMCAST                       |               | 509344          | 12/23/2020              | 143.40          |
| 41333                        | COMCAST COMCAST                       |               | 509344          | 12/23/2020              | 143.35          |
|                              |                                       |               |                 |                         | <u>286.75</u>   |
| 25-19-52-00650               | BANK SERVICE CHARGE                   |               |                 |                         |                 |
| 41118                        | CARDCONN CARD CONNECT                 |               | 50391           | 12/11/2020              | 331.23          |
|                              |                                       |               |                 |                         | <u>331.23</u>   |
| 25-20-52-00650               | BANK SERVICE CHARGE                   |               |                 |                         |                 |

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|---------------------------|---------------------------------------|----------------------|-------------------------|---------------------------------|-----------------|
| 25-20-52-00650            | BANK SERVICE CHARGE                   |                      |                         |                                 |                 |
| 41118                     | CARDCONN CARD CONNECT                 |                      | 50391                   | 12/11/2020                      | 589.89          |
|                           |                                       |                      |                         |                                 | <u>589.89</u>   |
| 25-20-53-11990            | RINK CAMP                             |                      |                         |                                 |                 |
| 41263                     | AMAZ AMAZON.COM                       |                      | 509334                  | 12/23/2020                      | 34.98           |
| 41324                     | WALMART WALMART STORES, INC.          |                      | 509396                  | 12/23/2020                      | 8.98            |
| 41326                     | ZOOM ZOOM.US                          |                      | 509397                  | 12/23/2020                      | 7.49            |
|                           |                                       |                      |                         |                                 | <u>51.45</u>    |
| 25-24-52-00650            | BANK SERVICE CHARGE                   |                      |                         |                                 |                 |
| 41118                     | CARDCONN CARD CONNECT                 |                      | 50391                   | 12/11/2020                      | 766.73          |
|                           |                                       |                      |                         |                                 | <u>766.73</u>   |
| 25-24-52-11275            | Gymnastics GI Joe                     |                      |                         |                                 |                 |
| 41255                     | AMATEUR AMATEUR ATHLETIC UNION USA II |                      | 509332                  | 12/23/2020                      | 14.00           |
| 41256                     | AMATEUR AMATEUR ATHLETIC UNION USA II |                      | 509332                  | 12/23/2020                      | 98.00           |
|                           |                                       |                      |                         |                                 | <u>112.00</u>   |
| 25-24-53-00425            | GYMNASTICS EQUIPMENT                  |                      |                         |                                 |                 |
| 41287                     | DEKAN DEKAN ATHLETIC EQUIPMENT        |                      | 509345                  | 12/23/2020                      | 1,457.00        |
|                           |                                       |                      |                         |                                 | <u>1,457.00</u> |
| 25-24-56-00610            | DUES AND SUBSCRIPTIONS                |                      |                         |                                 |                 |
| 41320                     | USECA USECA                           |                      | 509387                  | 12/23/2020                      | 369.00          |
|                           |                                       |                      |                         |                                 | <u>369.00</u>   |
| 25-24-56-00675            | SALES TAX                             |                      |                         |                                 |                 |
| 41121                     | ILLDEP ILLINOIS DEPT. OF REVENUE      |                      | 50412                   | 12/11/2020                      | 13.00           |
|                           |                                       |                      |                         |                                 | <u>13.00</u>    |
| 25-50-52-00261            | PROPERTY REPAIR - POOL                |                      |                         |                                 |                 |
| 41193                     | ARROW ARROW LOCKSMITH SERVICE         | 20200898             | 50474                   | 12/24/2020                      | 202.00          |
| 41199                     | ASSOTECH ASSOCIATED TECHNICAL SERVICE | 20200899             | 50475                   | 12/24/2020                      | 1,452.00        |
|                           |                                       |                      |                         |                                 | <u>1,654.00</u> |
| 25-50-52-00262            | PROPERTY REPAIR - RINK                |                      |                         |                                 |                 |
| 41122                     | DUALTEMP DUAL TEMP ILLINOIS INC       | 20200045             | 50404                   | 12/11/2020                      | 602.00          |
| 41123                     | DUALTEMP DUAL TEMP ILLINOIS INC       | 20200045             | 50404                   | 12/11/2020                      | 602.00          |
| 41124                     | DUALTEMP DUAL TEMP ILLINOIS INC       | 20200045             | 50404                   | 12/11/2020                      | 602.00          |
| 41125                     | DUALTEMP DUAL TEMP ILLINOIS INC       | 20200045             | 50404                   | 12/11/2020                      | 602.00          |
| 41163                     | HOH H-O-H CHEMICALS, INC.             | 20200041             | 50437                   | 12/18/2020                      | 275.00          |
| 41195                     | HOH H-O-H CHEMICALS, INC.             | 20200041             | 50481                   | 12/24/2020                      | 275.00          |
| 41196                     | HOH H-O-H CHEMICALS, INC.             | 20200041             | 50481                   | 12/24/2020                      | 275.00          |
| 41197                     | HOH H-O-H CHEMICALS, INC.             | 20200041             | 50481                   | 12/24/2020                      | 275.00          |
| 41247                     | TRANE TRANE PARTS CENTER              | 20200044             | 50509                   | 12/31/2020                      | 2,971.75        |
| 41247                     | TRANE TRANE PARTS CENTER              | 20200044             | 50509                   | 12/31/2020                      | -516.82         |
|                           |                                       |                      |                         |                                 | <u>5,962.93</u> |
| 25-50-52-00263            | PROPERTY REPAIR - GRC                 |                      |                         |                                 |                 |
| 41137                     | ALLTYPES ALL TYPES ELEVATORS, INC.    | 20200874             | 50425                   | 12/18/2020                      | 180.00          |
| 41154                     | YOUNA YOUNA MECHANICAL INC            | 20200881             | 50468                   | 12/18/2020                      | 275.00          |
| 41169                     | VISTEEN VISTEEN PLUMBING INC.         | 20200890             | 50464                   | 12/18/2020                      | 245.00          |
| 41235                     | TOTAUTO TOTAL AUTOMATION CONCEPTS     | 20200906             | 50494                   | 12/24/2020                      | 801.00          |
| 41245                     | HAYES HAYES MECHANICAL LLC            | 20200909             | 50505                   | 12/31/2020                      | 502.00          |
|                           |                                       |                      |                         |                                 | <u>2,003.00</u> |

Park District of Oak Park

FY 2020

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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/<br/>CHECK DATE</u> | <u>AMOUNT</u>    |
|-----------------------|---------------------------------------|------------------|---------------------|---------------------------------|------------------|
| 25-50-52-00267        | FLEET SERVICE - RINK                  |                  |                     |                                 |                  |
| 41198                 | JORSON JORSON & CARLSON, INC.         | 20200030         | 50483               | 12/24/2020                      | 406.56           |
|                       |                                       |                  |                     |                                 | <u>406.56</u>    |
| 25-50-52-00300        | CONTRACTUAL SERVICES- OTHER-POOL      |                  |                     |                                 |                  |
| 41210                 | AEREX AEREX PEST CONTROL INC.         | 20200035         | 50469               | 12/24/2020                      | 103.00           |
|                       |                                       |                  |                     |                                 | <u>103.00</u>    |
| 25-50-52-00301        | CONTRACTUAL SERVICES- OTHER - RINK    |                  |                     |                                 |                  |
| 41211                 | AEREX AEREX PEST CONTROL INC.         | 20200035         | 50469               | 12/24/2020                      | 103.00           |
| 41212                 | AEREX AEREX PEST CONTROL INC.         | 20200035         | 50469               | 12/24/2020                      | 103.00           |
| 41302                 | MOOD MOOD MEDIA NO AMERICA HOLDING:   |                  | 509372              | 12/23/2020                      | 26.95            |
|                       |                                       |                  |                     |                                 | <u>232.95</u>    |
| 25-50-52-00650        | BANK SERVICE CHARGE                   |                  |                     |                                 |                  |
| 41118                 | CARDCONN CARD CONNECT                 |                  | 50391               | 12/11/2020                      | 10.11            |
|                       |                                       |                  |                     |                                 | <u>10.11</u>     |
| 25-50-53-00314        | SUPPLIES- BUILDING MATERIALS - POOL   |                  |                     |                                 |                  |
| 41281                 | GLENROCK GLENROCK COMPANY             |                  | 509356              | 12/23/2020                      | 114.20           |
| 41297                 | MCCANN MCCANN INDUSTRIES              |                  | 509366              | 12/23/2020                      | 89.76            |
| 41306                 | SCHAU SCHAUER'S HARDWARE              |                  | 509376              | 12/23/2020                      | 22.28            |
| 41307                 | SHERWIN SHERWIN-WILLIAMS CO.          |                  | 509378              | 12/23/2020                      | 36.20            |
| 41318                 | HOME HOME DEPOT                       |                  | 509359              | 12/23/2020                      | 52.02            |
| 41379                 | MENARDS MENARD'S                      |                  | 509368              | 12/23/2020                      | 98.75            |
|                       |                                       |                  |                     |                                 | <u>413.21</u>    |
| 25-50-53-00315        | SUPPLIES - CLEANING&HOUSEHOLD - RIN   |                  |                     |                                 |                  |
| 41103                 | SEAWAY SEAWAY SUPPLY COMPANY          | 20200864         | 50421               | 12/11/2020                      | 60.00            |
|                       |                                       |                  |                     |                                 | <u>60.00</u>     |
| 25-50-53-00316        | SUPPLIES - BUILDING MATERIALS - RIN   |                  |                     |                                 |                  |
| 41102                 | GRAINGER GRAINGER, INC.               | 20200863         | 50409               | 12/11/2020                      | 318.96           |
|                       |                                       |                  |                     |                                 | <u>318.96</u>    |
| 25-50-53-00335        | FUELS AND LUBRICANTS                  |                  |                     |                                 |                  |
| 41236                 | FERRELL FERRELLGAS                    | 20200905         | 50480               | 12/24/2020                      | 130.37           |
|                       |                                       |                  |                     |                                 | <u>130.37</u>    |
| 25-50-58-00801        | REHM ELECTRICITY                      |                  |                     |                                 |                  |
| 40989                 | COMED COMED                           | 20200220         | 50379               | 12/04/2020                      | 425.30           |
|                       |                                       |                  |                     |                                 | <u>425.30</u>    |
| 25-50-58-00802        | RIDGELAND ELECTRICITY                 |                  |                     |                                 |                  |
| 40979                 | COMEDLI COMED DELIVERY SERVICES       | 20200218         | 50381               | 12/04/2020                      | 3,268.08         |
| 41114                 | REALGY REALGY LLC                     | 20200224         | 50419               | 12/11/2020                      | 7,714.12         |
| 41243                 | COMEDLI COMED DELIVERY SERVICES       | 20200218         | 50503               | 12/31/2020                      | 2,966.89         |
|                       |                                       |                  |                     |                                 | <u>13,949.09</u> |
| 25-50-58-00803        | GYMNASTICS ELECTRICITY                |                  |                     |                                 |                  |
| 41111                 | COMED COMED                           | 20200217         | 50398               | 12/11/2020                      | 1,292.06         |
|                       |                                       |                  |                     |                                 | <u>1,292.06</u>  |
| 25-50-58-00811        | REHM NATURAL GAS                      |                  |                     |                                 |                  |
| 41092                 | CNE CONSTELLATION NEWENERGY - GAS DI  | 20200302         | 50393               | 12/11/2020                      | 35.08            |
| 41188                 | NICOTRAN NICOR GAS TRANSPORTATION BII | 20200264         | 50454               | 12/18/2020                      | 304.18           |
| 41188                 | NICOTRAN NICOR GAS TRANSPORTATION BII | 20200264         | 50454               | 12/18/2020                      | 322.18           |
| 41216                 | CNE CONSTELLATION NEWENERGY - GAS DI  | 20200302         | 50478               | 12/24/2020                      | 2.95             |

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|----------------------------|---------------------------------------|----------------------|-------------------------|---------------------------------|---------------|
|                            |                                       |                      |                         |                                 | 664.39        |
| 25-50-58-00812             | RIDGELAND NATURAL GAS                 |                      |                         |                                 |               |
| 41187                      | NICOR NICOR GAS                       | 20200304             | 50445                   | 12/18/2020                      | 2,003.61      |
|                            |                                       |                      |                         |                                 | 2,003.61      |
| 25-50-58-00813             | GYMNASTICS NATURAL GAS                |                      |                         |                                 |               |
| 41182                      | NICOR NICOR GAS                       | 20200306             | 50452                   | 12/18/2020                      | 475.68        |
|                            |                                       |                      |                         |                                 | 475.68        |
| 25-50-58-00831             | REHM WATER                            |                      |                         |                                 |               |
| 41342                      | VILLWAT VILLAGE OF OAK PARK-WATER WA1 |                      | 509394                  | 12/23/2020                      | 15.00         |
| 41370                      | VILLWAT VILLAGE OF OAK PARK-WATER WA1 |                      | 509394                  | 12/23/2020                      | 1,213.90      |
|                            |                                       |                      |                         |                                 | 1,228.90      |
| 25-50-58-00832             | RIDGELAND WATER                       |                      |                         |                                 |               |
| 41369                      | VILLWAT VILLAGE OF OAK PARK-WATER WA1 |                      | 509394                  | 12/23/2020                      | 1,206.28      |
|                            |                                       |                      |                         |                                 | 1,206.28      |
| 25-50-58-00833             | GYMNASTICS WATER                      |                      |                         |                                 |               |
| 41352                      | VILLWAT VILLAGE OF OAK PARK-WATER WA1 |                      | 509394                  | 12/23/2020                      | 52.86         |
|                            |                                       |                      |                         |                                 | 52.86         |
| 25-57-52-00650             | BANK SERVICE CHARGE                   |                      |                         |                                 |               |
| 41118                      | CARDCONN CARD CONNECT                 |                      | 50391                   | 12/11/2020                      | 16.37         |
|                            |                                       |                      |                         |                                 | 16.37         |
|                            |                                       |                      |                         |                                 | 44,746.25     |
| FUND 25 TOTAL              |                                       |                      |                         |                                 |               |
| <b>50 INSURANCE FUND</b>   |                                       |                      |                         |                                 |               |
| 50-00-21-20112             | LIFE INSURANCE 125 K                  |                      |                         |                                 |               |
| 41161                      | PDRMA PDRMA                           |                      | 50457                   | 12/18/2020                      | 618.26        |
|                            |                                       |                      |                         |                                 | 618.26        |
| 50-00-55-00550             | HEALTH INSURANCE - PPO                |                      |                         |                                 |               |
| 41161                      | PDRMA PDRMA                           |                      | 50457                   | 12/18/2020                      | 1,230.77      |
| 41161                      | PDRMA PDRMA                           |                      | 50457                   | 12/18/2020                      | 43,613.83     |
|                            |                                       |                      |                         |                                 | 44,844.60     |
| 50-00-55-00551             | HEALTH INSURANCE - HMO                |                      |                         |                                 |               |
| 41161                      | PDRMA PDRMA                           |                      | 50457                   | 12/18/2020                      | 14,208.66     |
|                            |                                       |                      |                         |                                 | 14,208.66     |
| 50-00-55-00552             | LIFE INSURANCE                        |                      |                         |                                 |               |
| 41161                      | PDRMA PDRMA                           |                      | 50457                   | 12/18/2020                      | 454.50        |
|                            |                                       |                      |                         |                                 | 454.50        |
| 50-00-55-00553             | DENTAL INSURANCE                      |                      |                         |                                 |               |
| 41161                      | PDRMA PDRMA                           |                      | 50457                   | 12/18/2020                      | 2,849.23      |
|                            |                                       |                      |                         |                                 | 2,849.23      |
| 50-00-55-00554             | EMPLOYEE ASSISTANCE PROGRAM           |                      |                         |                                 |               |
| 41161                      | PDRMA PDRMA                           |                      | 50457                   | 12/18/2020                      | 158.40        |
|                            |                                       |                      |                         |                                 | 158.40        |
| 50-00-55-00557             | VISION INSURANCE                      |                      |                         |                                 |               |
| 41161                      | PDRMA PDRMA                           |                      | 50457                   | 12/18/2020                      | 955.71        |
|                            |                                       |                      |                         |                                 | 955.71        |
|                            |                                       |                      |                         |                                 | 64,089.36     |
| FUND 50 TOTAL              |                                       |                      |                         |                                 |               |
| <b>70 CAPITAL PROJECTS</b> |                                       |                      |                         |                                 |               |

Park District of Oak Park

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|--------------------------|--------------------------------------|------------------|---------------------|---------------------------------|-------------------|
| 70-00-72-70420           | SURVEYS - STUDIES                    |                  |                     |                                 |                   |
| 41217                    | AGI APPLIED GEOSCIENCE               | 20200900         | 50473               | 12/24/2020                      | 1,500.00          |
|                          |                                      |                  |                     |                                 | <u>1,500.00</u>   |
| 70-13-72-70150           | CARROLL MASTER PLAN IMPROVEMENTS     |                  |                     |                                 |                   |
| 41201                    | ORBIS ORBIS CONSTRUCTION COMPANY INC | 20200887         | 50488               | 12/24/2020                      | 23,500.00         |
|                          |                                      |                  |                     |                                 | <u>23,500.00</u>  |
| 70-20-72-70150           | REHM MASTER PLAN IMPROVEMENTS        |                  |                     |                                 |                   |
| 41135                    | ALTA ALTAMANU, INC.                  | 20200878         | 50426               | 12/18/2020                      | 2,036.10          |
| 41200                    | ALTA ALTAMANU, INC.                  | 20200885         | 50472               | 12/24/2020                      | 2,213.98          |
|                          |                                      |                  |                     |                                 | <u>4,250.08</u>   |
| 70-79-72-70100           | CRC SITE PLAN                        |                  |                     |                                 |                   |
| 41090                    | PERKINS PERKINS & WILL, INC.         | 20200845         | 50418               | 12/11/2020                      | 172,776.94        |
|                          |                                      |                  |                     |                                 | <u>172,776.94</u> |
|                          |                                      |                  |                     |                                 | <u>202,027.02</u> |
|                          |                                      | FUND 70 TOTAL    |                     |                                 |                   |
|                          |                                      |                  |                     |                                 | <u>202,027.02</u> |
| <b>85 CHENEY MANSION</b> |                                      |                  |                     |                                 |                   |
| 85-00-16-00060           | PREPAID EXPENSE                      |                  |                     |                                 |                   |
| 41150                    | YOUNA YOUNA MECHANICAL INC           | 20200881         | 50468               | 12/18/2020                      | 425.00            |
|                          |                                      |                  |                     |                                 | <u>425.00</u>     |
| 85-00-52-00260           | PROPERTY REPAIR                      |                  |                     |                                 |                   |
| 41150                    | YOUNA YOUNA MECHANICAL INC           | 20200881         | 50468               | 12/18/2020                      | 212.50            |
| 41280                    | GEM GEM ELECTRIC SUPPLY, INC.        |                  | 509355              | 12/23/2020                      | 9.29              |
|                          |                                      |                  |                     |                                 | <u>221.79</u>     |
| 85-00-52-00275           | CUSTODIAL SERVICES                   |                  |                     |                                 |                   |
| 41105                    | UNIFIRST UNIFIRST CORPORATION        | 20200166         | 50423               | 12/11/2020                      | 96.76             |
| 41248                    | UNIFIRST UNIFIRST CORPORATION        | 20200166         | 50510               | 12/31/2020                      | 96.76             |
|                          |                                      |                  |                     |                                 | <u>193.52</u>     |
| 85-00-52-00299           | CONTRACTUAL SERVICES - OTHER         |                  |                     |                                 |                   |
| 41312                    | SPOTIFY SPOTIFY                      |                  | 509382              | 12/23/2020                      | 9.99              |
|                          |                                      |                  |                     |                                 | <u>9.99</u>       |
| 85-00-52-00650           | BANK SERVICE CHARGE                  |                  |                     |                                 |                   |
| 41118                    | CARDCONN CARD CONNECT                |                  | 50391               | 12/11/2020                      | 144.06            |
|                          |                                      |                  |                     |                                 | <u>144.06</u>     |
| 85-00-52-11155           | HOLIDAY EVENTS                       |                  |                     |                                 |                   |
| 41120                    | RUDE CAROLINE RUDE                   | 20200880         | 50420               | 12/11/2020                      | 300.00            |
|                          |                                      |                  |                     |                                 | <u>300.00</u>     |
| 85-00-53-00311           | SUPPLIES- CLEANING & HOUSEHOLD       |                  |                     |                                 |                   |
| 41296                    | LOWES LOWES                          |                  | 509365              | 12/23/2020                      | 80.88             |
|                          |                                      |                  |                     |                                 | <u>80.88</u>      |
| 85-00-53-00313           | SUPPLIES - BUILDING MATERIALS        |                  |                     |                                 |                   |
| 41283                    | GRAINGER GRAINGER, INC.              |                  | 509357              | 12/23/2020                      | 119.15            |
| 41316                    | TARGET TARGET STORES, INC            |                  | 509384              | 12/23/2020                      | 64.14             |
|                          |                                      |                  |                     |                                 | <u>183.29</u>     |
| 85-00-58-00800           | ELECTRICITY                          |                  |                     |                                 |                   |
| 41112                    | COMED COMED                          | 20200200         | 50399               | 12/11/2020                      | 38.68             |
| 41173                    | COMED COMED                          | 20200223         | 50433               | 12/18/2020                      | 212.63            |
|                          |                                      |                  |                     |                                 | <u>251.31</u>     |

Park District of Oak Park

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|---------------------------|---------------------------------------|----------------------|-------------------------|---------------------------------|-------------------|
| 85-00-58-00810            | NATURAL GAS                           |                      |                         |                                 |                   |
| 41181                     | NICOR NICOR GAS                       | 20200303             | 50451                   | 12/18/2020                      | 496.94            |
|                           |                                       |                      |                         |                                 | <u>496.94</u>     |
| 85-00-58-00830            | WATER                                 |                      |                         |                                 |                   |
| 41367                     | VILLWAT VILLAGE OF OAK PARK-WATER WA1 |                      | 509394                  | 12/23/2020                      | 741.96            |
|                           |                                       |                      |                         |                                 | <u>741.96</u>     |
|                           |                                       |                      |                         |                                 | <u>3,048.74</u>   |
|                           |                                       | FUND 85 TOTAL        |                         |                                 |                   |
|                           |                                       |                      |                         |                                 | <u>541,410.72</u> |
|                           |                                       | GRAND TOTAL          |                         |                                 | <u>541,410.72</u> |

**Accounts Payable**

|                         |           |                   |
|-------------------------|-----------|-------------------|
| Corporate Fund          | \$        | 189,332.97        |
| IMRF Fund               | \$        | -                 |
| Liability Fund          | \$        | 1,374.78          |
| Audit Fund              | \$        | -                 |
| Recreation Fund         | \$        | 33,508.95         |
| Museum Fund             | \$        | 3,282.65          |
| Special Recreation Fund | \$        | -                 |
| Special Facilities Fund | \$        | 44,746.25         |
| Insurance Fund          | \$        | 64,089.36         |
| Capital Projects        | \$        | 202,027.02        |
| Cheney Mansion Fund     | \$        | 3,048.74          |
| Memorial Trust          | \$        | -                 |
| <b>TOTAL</b>            | <b>\$</b> | <b>541,410.72</b> |

**Wire Transfers**

|   |    |              |
|---|----|--------------|
| Recreation Fund - Debt Service Payments | \$ | 1,483,369.99 |
|---|----|--------------|

**Grand Total** **\$ 2,024,780.71**

To the Executive Director,

The Payment of the above listed accounts has been approved by the Board of  
Commissioners at their meeting held January 21, 2021  
And you are hereby authorized to pay them from the appropriate funds.

---

(Treasurer)

---

(Secretary)

Commissioner

**Park District of Oak Park  
Committee of the Whole Meeting  
Held as a Zoom Meeting  
Thursday, December 3, 2020**

**Minutes**

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

**I. Roll Call**

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

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

**Others Present: None.**

**II. Public Comment – None**

**III. Recreation and Facility Program Committee**

**A. 2020 PACT Agreements**

Executive Director Arnold reminded the Board of the ongoing PACT Program which was launched in 2012, which stands for Partner, Associate, Companion and Tenant. In 2019, the Board approved a number of multiple-year PACT agreements such as AYSO, OPYB/S, Alliance, etc., and in the interim year, included moving many more PACT agreements to multi-year agreements. The PACT agreements before the Board today were the annual agreements for Boy Scout Group 20, Fenwick High School, and the Oak Park River Forest Youth Ultimate Organization. Executive Director Arnold informed the Board that staff has been working with Fenwick since March and has not been able to gain access due to the pandemic but the Park District had continued to provide field space and meet our end of the agreement with tennis courts as well as baseball space. For 2021, we've been working with them to see what facilities we will have access to for residents to keep them at a partner level. The Board discussed the difficulties Fenwick faced with their swapping of facilities during the pandemic. Commissioner Porreca stated as a school it makes sense since you are limiting the number of people in your facility, especially visitors. Commissioner Wick stated that we may need their help at some point. Maureen McCarthy, Superintendent of Recreation, said that we had asked for the use of pools on Sundays for lessons and training purposes and are waiting for a response. Commissioner Wollmuth said he was interested in what their response would be and asked about their use of the tennis courts and if their price was industry standard. Maureen answered that it was industry standard four years ago and that she thinks that there is a limit to their use and we have to be mindful of balancing with schools using our tennis courts so that residents can use the courts as well. Executive Director Arnold then informed the Board that the remaining PACT groups are awaiting signatures and will come to the Board in January. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

**B. Oak Park Society of Model Engineers – Lease Agreement**

The Board was reminded of the lease for the Oak Park Society of Model Engineers that we entered into in July 2019. We asked that they look at increasing their membership levels, hold community open houses, and have community involvement which they accomplished. Their rates are based on



their square footage and being in the basement. The terms of the lease are for three years. The Board all agreed that they have met all of their requirements. **This will come before the Board at the July Regular Board Meeting under the consent agenda.**

#### **IV. Parks and Planning Committee**

##### **A. Annual Parks Report Card**

The Board was given the results of the 2019 Report Card by Greg Stopka. The Board discussed the scheduling of the visits to the parks by staff and their gathering of the grades. **No action is needed by the Board on this item.**

#### **V. Administration and Finance Committee**

##### **A. Strategic Plan Update**

Executive Director Arnold reminded the Board in December 2018 they accepted the 2019-2021 PDOP Strategic Plan. All the fourteen goals in 2020 will be completed by the end of the year. There are fourteen goals for 2021, along with the additional 2020 goal of applying for the Gold Medal. **No action is required on this item.**

##### **B. Bi-Annual Executive Session Minutes Review and Release\***

Executive Director Arnold reminded the Board of the requirement to review the Executive Session minutes semi-annually to see if confidentiality was still needed or if they could be released to the public. The new minutes to be reviewed which the Board, after reviewing, had consensus to be released are: July 2, 2020, and October 1, 2020. They have determined that there is still a need for keeping the minutes from August 21, 2014, and September 25, 2014, not to be released. No questions were asked by the Board. **This item will be brought before the Board on the consent agenda at the December Regular Board Meeting.**

##### **C. Board Action Calendar**

The Board Action Calendar is prepared to help staff track different items that will be coming before the Board during the 2021 calendar year. This is a fluid calendar that is updated throughout the year as new items come forward for the Board. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

##### **D. PDOP Attorney Review Update**

Executive Director Arnold reminded the Board of the attorney review. Staff and she felt that the organization has been well represented by Mark Burkland and Elrod Friedman, LLP. and recommended a continued relationship. Commissioner Lentz commented that we are very lucky to have Mark as our counsel and Commissioner Porreca commented it's nice to have someone to calm her down. **No action is needed by the Board on this item.**

##### **E. Marketing and Communications Department Update**

Executive Director Arnold reminded the Board of Diane Stanke's, Director of Marketing and Communications, retirement as of February 26. As positions become available, especially within the Senior Leadership Team she informed them, it is standard practice to look at the duties and responsibilities in that position and look at what is still current, what our future needs of the District are, and for opportunities. We are looking at an option seeking a proposal, from PCI, to provide us with direct marketing and communication expertise and after reviewing that and if deemed appropriate, we will bring it to the board in January. There will also be some restructuring of her position and the current portfolio of what that entails. PCI is our current Crisis Management provider and they are currently working with one other park district that we are aware of, as a marketing and communication provider. Commissioner Wick asked if they will have a chance to discuss any concerns before this is taken out of house. Executive Director Arnold stated that she will spend time talking with them and the Board prior to it being brought for approval but wanted the Board to think of it like how the District handled all the IT aspects and needs by hiring Noventech which has turned out very positive; we have come a long way in the nine months since

they have been on board and during the pandemic. She also stated that 2021 will be more of communication year needed than marketing; we will need strong council with the CRC and should have more benefits from PCI for that need. There will still be a physical marketing person here who will work with PCI and handle in-house needs. Commissioner Lentz stated with the time that Diane has been here, it is a real opportunity to look at what the job's needs are and how best we can get them done. This would be a one-year agreement. **This will come before the Board under the regular agenda at the January Regular Board Meeting.**

VII. **New Business** – None.

VIII. **Closed Session** – None.

IX. **Adjournment**

At 9:06pm Commissioner Wick motioned and Commissioner Worely-Hood seconded for the meeting to adjourn. **Motion carried in a roll call vote 5:0.**

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

January 21, 2021  
Date

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

January 21, 2021  
Date



**PARK DISTRICT**  
of OAK PARK

**Park District of Oak Park  
Regular Board Meeting  
Held as Zoom Meeting**

**Thursday, December 17, 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; Chris Lindgren, Superintendent of Parks and Planning; Mitch Bowlin, Director of Finance; and Karen Gruszka, Executive Assistant.

**Others Present:** Ben Ahring, Parks Foundation, President.

**II. APPROVAL OF AGENDA**

Commissioner Wick approved the agenda and Commissioner Worley-Hood seconded. **The motion was passed by a roll call vote 5:0.**

**III. VISITOR/PUBLIC COMMENTS**

**IV. CONSENT AGENDA**

A motion was made by Commissioner Porreca and seconded by Commissioner Wick to approve the Consent Agenda, which includes approval of the Fund Status Report and Warrants and Bills for the month of November, 2020; approval of the Board Minutes from the Special Board Meeting, November 5, 2020, Committee of the Whole Meeting, November 5, 2020, and Regular Board Meeting November, 19, 2020; approval of the 2021 PACT Agreements; approval of the 2021 Board Action Calendar; approval of the Bi-Annual Review and Release of Closed Session Minutes for July 2, 2020, and October 1, 2020; and approval of the Oak Park Society of Model Engineers in Dole Center. **The motion passed with a roll call vote of 5:0.**

**V. STAFF REPORTS**

**A. Director's Report**

Jan Arnold, Executive Director, reminded the Board that the Governor has extended the executive order for Tier 3 until January 9. The fall schedule will not be able to run that long so it is more feasible to give credits for what is left in the fall and hold an early registration for winter programs for current fall enrollees that will begin in February and March. A letter will go out on Monday, and on January 8, they will have access to the programs which will be adjusted if we get permission for larger numbers in the classes. D97 let us know that they will begin a hybrid teaching schedule which will begin January 22; with two half-days and three full-days. The Winter Greens Market was a success as it appears everyone is home and decorating this year. Staff are continuing to look for ways to serve our residents. When the two Santa visits as well as the pet Santa visit filled up in a day with a large waitlist, staff added another whole day to accommodate the waitlist serving 100 more residents.

**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 - None**

**C. Administration and Finance Committee - None**

## VII. NEW BUSINESS

### **1. Parks Foundation Update**

Ben Ahring, Parks Foundation President, informed the Board that in February we held a wonderful event at Cheney as a kick-off gathering of ideas for fundraising for the CRC and had wonderful attendance and had a lot of good feedback. The Parks Foundation is still trying to get to a certain percentage of the budget before putting a push through to the community and that event in February started to get the word out even with the very selective crowd of who we had attend. As a whole, a lot of the events they had planned were unable to be held. The CRC development team did have the ability to get together with small donor groups and the Parks Foundation which Edward was heading, and were able to meet and have some great conversations. The Park Foundation also teamed with One Earth Film Festivals to sponsor the showing of A Most Beautiful Thing viewing; it was very well done. The Park District was able to hold it at Cheney Mansion and was able to reach out to people whom might not otherwise attend an event that they held. Ben stated that it was great to try and get word out and get the feedback to make sure we are reaching out to as many people as we can. In 2021, we are excited for events planned. Our first meeting is January 11, which will discuss the host of ideas before they go public and how best to fundraise and grow excitement. Also in 2021, we are hoping to get to that percentage where we can campaign to get the whole community talking about what a great thing the CRC will be for the community. The Parks Foundation website also deserves a lot of thanks to the many wonderful helpers and their work to turn it around for a better face to the foundation with the improvements made and the donate button is really great! The Board thanked him and the Parks Foundation for all that they did and Commissioner Worley-Hood thanked him for their scholarship fundraiser too. Commissioner Lentz said it is greatly in need now. Ben stated he would pass along their thank you.

## VIII. COMMISSIONERS' COMMENTS

- **Commissioner Porreca** – Thanked staff for all their agility in serving residents and wished everyone, “Happy Holidays”, and to enjoy their time off.
- **Commissioner Wick** – Congratulated Jamie Lapke on the nice email she and her staff received from a resident. Saturday an IGOV meeting will take place, the candidate forum will take place in January which is to help the candidates understand all that is expected from them as a Board Member. A FOPCON meeting was held last Monday and will be continued as it ran over their time allotted for the meeting. Sandy and he were first to get their names in on the ballot for the candidates filing and he thanked Jake for helping with getting signatures for them both. He also wanted to inform Jake and Chris of the IAPD Board Master Program which he feels is a great program and is beneficial to the District and residents. And that he will be taking more of a role in the conference coming up and hopes to do a lot more with IAPD and IPRA.
- **Commissioner Wollmuth** – Enjoyed the information in the end-of-year 2020 highlights summarizing what happened this year at the District. A lot of effort went into this year with all that went on with the pandemic but his main take away was the focus that we maintained for serving the people in our community and finding the best way to do that in these challenging times. He also wanted to say a thank you to the staff and to Jan and hope everyone gets a well-deserved break and stated he has hope and optimism for the upcoming year and is looking forward to hitting the ground running.
- **Commissioner Worley-Hood** – Just wanted to second all that was said and reiterated that it was a rough year and is happy to see it go away.
- **Commissioner Lentz** – Wanted to add on to what David said regarding the IAPD Board Master Program as it really does develop members and it says we are really ‘top notch Board members’ and that we go the extra distance with all of the meetings we participate in and it is a great program. She encouraged Jake and Chris to look it up and do it and that they’d be surprised at how much they participate in as a Board Member; it’s like a Board Accreditation and is really good for the agency. She then said for everyone to relax a bit, enjoy your families, and hit the road running when January comes.

**IX. CLOSED SESSION - None**

**X. ADJOURNMENT**

At 7:57pm the Regular Board meeting was adjourned. **The motion passed with a voice vote.**

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

**January 21, 2021**  
**Date**

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

**January 21, 2021**  
**Date**



# Memo



To: Commissioner Chris Wollmuth, Chair, Recreation & Facility Program Committee  
Park Board of Commissioners

From: Maureen McCarthy, Superintendent of Recreation

CC: Jan Arnold, Executive Director

Date: January 15, 2021

Re: PACT Facility Use License Agreements for 2021

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## Statement

In 2011, the Park District of Oak Park created and introduced a Facility Use and Allocation Management Program entitled PACT, which was launched in 2012. This acronym refers to the four organizational levels within the program: Partner, Associate, Companion, and Tenant. The program is intended to establish a fair, equitable, and cost-effective system in which to manage the reservation, allocation, and use of Park District facilities by user groups and organizations requesting facility access. In 2016, the program was reviewed and in 2017, changes to the way organizations pay for space was changed to a system where fields are paid for by the hour rather than flat fees based on the number of participants.

## Discussion

All 2021 PACT applications received have been processed, and each organization has been contacted with their designated placement level based on PACT program compliance criteria. Groups classified at the Partner, Associate and Companion levels have been provided their Facility Use License Agreements for execution. Tenant level groups are not required to enter into a Facility Use License Agreement but instead receive a rental discount off normal rates for the year. Facility Use License Agreements are designed to outline the responsibilities, requirements, privileges and expectations of both the PACT participating organization and the Park District. All groups were notified that agreements are being placed before the Board for review in November. Some groups have provided executed agreements, others are still in the process of review and discussion, and some have been denied entry as a result of their inability to meet core compliance criteria. Please see the following information which identifies the organizations that applied and are eligible for the PACT program along with their placement level and status.

### In Packet

Festival Theatre

## Conclusion

The Recreation and Facility Committee recommend that the Board approve the PACT Facility Use License Agreements provided for Festival Theatre. The execution will be based on state's guidance regarding size limitations. Staff will be in attendance at the meeting to review the PACT program and answer any questions.

**PARK DISTRICT OF OAK PARK**

**RECREATIONAL ACTIVITIES AFFILIATION AGREEMENT  
WITH THE OAK PARK FESTIVAL THEATRE  
FOR USE OF AUSTIN GARDENS**

The Park District of Oak Park owns a park known as Austin Gardens (the “Park”). The Oak Park Festival Theatre desires to use the Park for production and public performances of “The Tempest” in the Summer 2021. Festival Theatre will have open rehearsals, programs and other events open to the residents of the Park District (the “Authorized Use”):

Access to Austin Gardens will begin on Monday, May 31, 2021 to begin the cleaning process and construction of the set. “The Tempest”, will rehearse on June 16, 17 and 18 from 6:30PM – 10:30PM; June 19 and 20 from 10:00AM – 5:00PM. “The Tempest” will preview on July 10, 11, 14, 15, 16. Community Night will be held Wednesday, July 14 and a formal opening on Saturday, July 17. Performances will be Thursdays through Saturdays at 8:00 PM and Sundays at 7:00 PM. The final closing performance will be on Sunday, August 22 with a possible extension August 26-September 5.

Strike and removal of all equipment will take place on or by Monday, September 6, August 23 if the show is not extended. Notice will be given in advance when these activities take place.

The Festival Theatre will lock the North and East gates to the park no earlier than 30 minutes before the start of the show and open the gates at the end of the show, by 10:30PM. The park can be closed to the public only during performances; with the exception of Community Appreciation Night when the park will remain open to all.

Additionally, summer theatre camps held in partnership with the Viola Project will be hosted in the park Monday through Friday; from 9:00 AM – 3:00PM unless otherwise noted. Dates to be determined. This agreement is entered into between the Park District of Oak Park of Cook County, Illinois, recognized and existing under the Park District code of the State of Illinois (herein referred to as the “Park District” and the Oak Park Festival Theatre, an Illinois corporation (herein referred to as the “Festival Theatre”).

Whereas, the Park District provides parks, recreation programs and facilities to the residents of Oak Park; and

Whereas, the Festival Theatre is one of many organized user groups of said parks and facilities; and

Whereas, the Park District of Oak Park owns, maintains and schedules all parks in Oak Park (the “Parks”); and

Whereas, the Festival Theatre desires to use the Park for its production and public performances of plays, which will have a run during the Summer of 2021; and



Whereas, the Park District and the Festival Theatre are both committed to providing the residents of Oak Park with the opportunity to view Festival Theatre activities; and

Whereas, a written agreement to formally structure the responsibilities, requirements, privileges and expectations of both parties will enhance cooperation by reducing confusion; and

Now therefore, in consideration of the premises contained herein, it is agreed by the Park District and Festival Theatre that,

Section 1 Grant of License

The Park District hereby grants to the Festival Theatre a temporary license (the "License") for the purpose of allowing the Festival Theatre to conduct the Authorized Use. The License shall be for no other purpose.

Section 2 Term of License; Termination

The License shall be for a term commencing on April 1, 2021, and expiring on December 31, 2021. The Park District, at its discretion for good cause, may terminate the License at any time on seven days prior written notice by the Park District to the Festival Theatre. On termination of the License, all use of the Park by the Festival Theatre shall be discontinued immediately. The termination of the License shall not terminate the duties and responsibilities of the Festival Theatre to repair and restore damaged property, and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Recreational Activities Affiliation Agreement.

Section 3 Fee for Use of Park

For the 2021 season, Festival Theatre will assess a \$1.00 ticket surcharge per ticket sold. Oak Park Festival Theatre will provide an accounting no later than two weeks after the final performance and submitted for payment at that time. One month after the close of the production, a final accounting will be submitted with payment for any additional tickets that were not included in the initial submission.

Section 4 Bond

For the 2021 season, there shall be no bond required from the Festival Theatre for use of the Park.

Section 5 Insurance

For the 2021 season, the Festival Theatre shall provide general liability insurance coverage for the Authorized Use.

Section 6 Mutual Activities and Services

A. Park District Services

The Park District shall provide for the Festival Theatre:

- (i) Publicity in the form of organizational contact information in the Park District's seasonal program brochures and link on PDOP website; and
- (ii) Ability to advertise in the seasonal brochure; and
- (iii) A grant from the Austin Gardens Trust at the OPRF Community Foundation; and already paid to Festival Theatre in 2020 to be used in 2021.
- (iv) Limited trash removal and utilities.
- (v) Access to indoor bathrooms and concession area of the Environmental Education Center (hereinafter "center") on performance dates, one hour prior to and 30 minutes after the conclusion of each performance.
- (vi) Access in the center to the dedicated storage room to be maintained by Festival Theater to meet all applicable codes including fire code.
- (vii) PDOP will put together a layout of circuits and this will allow Festival Theatre to design the electrical system based on the current loading in the park – if Festival Theatre wants to verify that the installation is not exceeding or pushing the limits – PDOP can recommend an electrician; since PDOP does not have an electrician on staff.
- (viii) The Park District will email residents who acquire Community Appreciation Night performance tickets if there are any changes due to weather, etc. to the event once Festival Theater shares the changes with Park District Staff.
- (ix) The Park District will provide names, email addresses as well as zip code to all residents that register to receive Community Appreciation Night tickets prior to the performance.

B. Festival Theatre Services

The Festival Theatre shall keep and provide the following items for the Park District:

- (i) The Festival Theatre will submit yearly financial reports; written minutes of meetings; a copy of governing by-laws; and accident reports.
- (ii) The Festival Theatre will maintain its own financial accounts and will not incur any expense on behalf of the Park District.
- (iii) The Festival Theatre will provide access to the Park District of all of its books and accounts at all reasonable times.
- (iv) The Festival Theatre will provide volunteers to organize and operate its events, will assist in set-up and take-down of equipment, and will clean up

the Park after events. Removal of all stages and equipment from Austin Gardens will be complete by Monday, September 7, 2021.

- (v) At the request of the Park District, the Festival Theatre will require volunteers to complete, sign, and file volunteer application forms provided by the Park District and have a cleared background check on file with Festival Theatre.
- (vi) Any signage for affiliation or donor recognition allowed in the park must meet Park District sponsorship rules (i.e. no alcohol, cannabis or gambling etc.)
- (vii) Access to the Festival Theatre's events shall be open to all interested residents of the Village of Oak Park.
- (viii) The Festival Theatre acknowledges and agrees to Section 7.31 of the Park District Rules and Regulations Governing Use of the Park Facilities.

Possession and consumption of bring-your-own ("BYO") wine and beer is permitted within Austin Gardens during a theatrical performance by the Festival Theatre, subject to the following restrictions.

- (a) No person under the age of 21 years is allowed to possess or consume any wine and beer.
- (b) No signage announcing or advertising of BYO wine and beer is permitted.
- (c) BYO possession and consumption is authorized only for a time period commencing 90 minutes prior to the scheduled start of a performance and ending no later than 30 minutes after the end of a performance.
- (d) No open containers of wine and/or beer shall be removed from Austin Gardens.
- (e) Staff or volunteer in attendance during an applicable theatrical performance shall complete BASSET training by a state certified program.
- (f) Festival Theatre will pay 50% of the cost of the annual liquor license.
- (ix) The Festival Theatre will provide a link on their website to the Park District of Oak Park's website. Festival Theatre will recognize on their website and in all appropriate printed materials the grant from the Park District's Austin Gardens Trust and Park District sponsorship. Further, the Festival Theatre will provide an advertisement in their summer program book for the Park District of Oak Park and an advertisement in their summer program book for the Parks Foundation. Both organizations may promote their programs as they deem appropriate. The Park District and the Parks Foundation will

adhere to production submission and graphic constraints established by the Festival Theatre.

- (x) The Festival Theatre will offer a “Community Appreciation Night” a preview of the production to take place on Wednesday, July 15 as a community night which the public will be encouraged to attend free of charge. Community Appreciation Night tickets will only be distributed by the Park District through the Park District’s Registration Software System.
- (xi) The Festival Theatre will allow the Park District to display a table at “Community Appreciation Night,” Wednesday, July 15” to promote the Park District’s programs and activities.
- (xii) The Festival Theatre will provide a small discount to participants in the Park District of Oak Park Active Adult Membership. Members will be required to show membership card at box office when purchasing the tickets to receive the discount.
- (xiii) The Festival Theatre will consult with the Park District of Oak Park prior to adding more performances or performance groups to the schedule.
- (xiv) The Festival Theatre will abide by the Rules and Regulations Governing uses of the Park and to direct all Festival Theatre participants and spectators to do the same.
- (xv) The Festival Theater will complete and submit the annual Affiliate Organization’s Activity and Participation Report
- (xvi) The Festival Theater will establish and implement a safety and risk management program for the benefit of Festival Theatre participants, volunteers and spectators. This program shall include a written safety policy, volunteer safety training and a written system for reporting accident or incidents. Moreover, the Park District will upon request be available to assist Festival Theatre with establishing the safety and risk management program.
- (xvii) Compliance with the Americans with Disabilities Act (ADA) which was signed into law in July of 1990. This law mandates equal access to services, transportation, employment, communication and facilities for persons with disabilities. Festival Theatre must admit an individual with a disability who meets essential eligibility requirements by providing reasonable accommodations, as may be needed, to allow these individuals to participate in Festival Theatre activities. These accommodations may include providing adaptive equipment, additional volunteers, staff members, sign language interpreter and similar measures.

- (xix) No parking is allowed behind the Austin Gardens Environmental Education Center except one car is allowed during performances. The parked car must not spill out onto the walkway.
- (xx) Festival Theatre must notify Park District of Oak Park of any cancellations via text or email so the automatic locks are not left open since they are on a timer for Festival Theatre performances.

Section 7. Background Checks.

A. Viola Project Staff and Volunteers.

All staff and volunteers that participate in the Viola Project (collectively “*Viola Project Staff*”) must complete a Park District-approved background-check form (the “*Required Form*”) and pass a criminal background check (a “*CBC*”) before participating in any Summer Camp activity. The Required Form may be provided by the Park District, or by the Festival Theatre if that form is approved in advance by the Park District. The Festival Theatre must complete a CBC for each Viola Project Staff member not less often than once every two years. The Festival Theatre must:

- (1) keep a list of all Viola Project Staff;
- (2) include on that list the date or dates on which a CBC was completed for each Viola Project Staff member;
- (3) prohibit any Viola Project Staff member from participating in any Summer Camp until a CBC has been completed for that Viola Project Staff member; and
- (4) submit an affidavit, and all necessary supplemental affidavits, signed by an authorized Festival Theatre representative, to the Park District stating that a CBC has been completed on all Viola Project Staff currently working in Summer Camp.

The failure of the Festival Theatre or the Viola Project to comply with the provisions of this Section 7 may disqualify the Festival Theatre and the Viola Project from running Summer Camp.

B. Park District Background Check System.

The Festival Theatre may use the Park District’s on-line volunteer background check process (“*Park District Process*”) to satisfy its obligation to obtain Required Forms and perform CBCs for volunteers. The provisions of this Subsection B apply if the Festival Theatre elects to use the Park District Process. Before a Viola Project volunteer may participate in any Summer Camp, that Viola Project volunteer must undergo a background check by filling out the volunteer background check form (“*Volunteer Background Form*”) provided on the Park District’s website at [www.pdop.org](http://www.pdop.org). The Festival Theatre must:

- (1) keep a list of all Viola Project Staff;
- (2) direct all Viola Project volunteers to complete the Volunteer Background Form;
- (3) prohibit any Viola Project volunteer member from participating in any Summer Camp until that Viola Project volunteer has completed and cleared the Volunteer Background Form; and
- (4) submit an affidavit, and all necessary supplemental affidavits, signed by an authorized Festival Theatre representative, to the Park District stating that all Viola Project volunteers currently working in Summer Camp have completed and cleared the Volunteer Background Form.

The Park District will use the information provided on the Volunteer Background Form to conduct a thorough criminal background check and determine whether the Viola Project volunteer is qualified to participate in Summer Camp. The failure of any Viola Project volunteer member to properly complete and clear the Volunteer Background Form disqualifies that Viola Project volunteer from participating in any Summer Camp. The Volunteer Background Form must be completed and cleared by all Viola Project volunteers not less often than once every two years.

#### Section 8 Environmental Considerations

The Park District of Oak Park believes the care and protection of our natural world is the responsibility of us all. The Park District requests that all Park District Affiliate Organizations adopt sound environmental practices. Simple steps may be taken including encouraging all participants to use reusable containers to reduce waste when possible and to take recyclable products home to dispose of properly. To reduce trash, keep our parks cleaner and increase environmental awareness and stewardship, the Park District has been working with our sports affiliates since 2009 to establish a Carry In/Carry Out Program. We simply ask participants and spectators to take out whatever trash they bring into the park. We encourage all of our park patrons to follow the Carry In/Carry Out Program. Please do your part to keep our parks clean.

#### Section 9 Specific Terms of Agreement

This Recreational Activities Affiliation Agreement shall include the Specific Terms of Agreement attached hereto. Further, the Park District of Oak Park reserves the right to modify the schedule as it determines necessary throughout the season.

#### Section 10 Authority

Each person signing this Recreational Activities Affiliation Agreement hereby covenants that he or she understands this Recreational Activities Affiliation Agreement, that he or she has the authority to execute this Agreement and to legally bind the party whom he or she represents.

PARK DISTRICT OF OAK PARK

By: \_\_\_\_\_  
President

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

FESTIVAL THEATRE

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

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## PARK DISTRICT OF OAK PARK

### RECREATIONAL ACTIVITIES AFFILIATION AGREEMENT SPECIFIC TERMS OF AGREEMENT

#### Paragraph 1. Retained Rights of Park District.

The Park District shall retain and have all rights to use and occupy the Park. However, the Park District shall not unreasonably interfere with the Guest Organization's use and occupancy of the Park in accordance with this Recreational Activities Affiliation Agreement.

#### Paragraph 2. Park and Property Restoration.

If the Park or any other property of the Park District is damaged in any way by activities related to the Authorized Use or by the Guest Organization or any agent or invitee of the Guest Organization, then the Guest Organization shall repair such damage and restore the damaged property to a condition at least as good as before the damage occurred. Such repair and restoration shall be completed within 30 days after the damage occurs. Repair and restoration shall include, at a minimum, (a) restoration of any and all fences, trails, paths, pavement, plantings, landscaping, or improvements that are damaged, (b) replacement of all sod damaged or removed with sod of like quality, and (c) the immediate removal and proper disposal of all waste generated by or in connection with the Authorized Use.

#### Paragraph 3. Bond.

If a bond is required by the Recreational Activities Affiliation Agreement, then the Guest Organization shall deposit with the Park District, prior to the commencement of the Authorized Use, a bond in the form and amount set forth in the Recreational Activities Affiliation Agreement (the "Bond") as a guarantee that the Guest Organization shall comply with all conditions of this Recreational Activities Affiliation Agreement, including without limitation repair and restoration of the Park and other property. The Park District shall refund the amount of the Bond to the Guest Organization after the Park District has determined that the Guest Organization has fulfilled all of its duties pursuant to this Recreational Activities Affiliation Agreement. If the District determines that the Guest Organization has failed to fulfill its duties to complete repair and restoration, then the Park District may deduct any amount necessary, including the entire amount of the Bond, to pay for repairs and restoration. If the costs to repair and restore damaged property exceeds the amount of the Bond, then the Guest Organization shall pay all such excess costs incurred by the Park District to reimburse the Park be liable for all costs, including attorney's fees and interest incurred by the Park District in the recovery of any such amount.

#### Paragraph 4. Conditions at Park.

If at any time during the term of this Recreational Activities Affiliation Agreement the Guest Organization becomes aware of any perceived hazard or danger on or near the Park, then the Guest Organization shall immediately inform the Park District of such hazard or danger. The Park District reserves the right to close the Park for use by the Guest Organization and the public at any time that the Park District becomes aware of a danger or hazard.

#### Paragraph 5. Alcohol.

The Festival Theatre acknowledges and agrees to Section 7.31 of the Park District Rules and Regulations Governing Use of the Park Facilities.

Possession and consumption of bring-your-own ("BYO") wine and beer is permitted within Austin Gardens only during a theatrical performance by the Festival Theatre, subject to the following restrictions.

- (a) No person under the age of 21 years is allowed to possess or consume any wine and beer.
- (b) No signage announcing or advertising of BYO wine and beer is permitted.
- (c) BYO possession and consumption is authorized only for a time period commencing 90 minutes prior to the scheduled start of a performance and ending no later than 30 minutes after the end of a performance.



- (d) No open containers of wine and/or beer shall be removed from Austin Gardens.
- (e) Staff or volunteer in attendance during an applicable theatrical performance shall complete BASSET training by a state certified program.
- (f) Festival Theatre will pay 50% of the cost of the annual liquor license.

Paragraph 6. Supervision and Security.

The Guest Organization shall be solely responsible for the supervision of the Authorized Use. The Guest Organization shall be required to provide and bear the sole cost of any security deemed reasonably necessary by the Park District at any time. The Park District shall have no responsibility to supervise, perform, or provide security for any matter related to the Authorized Use.

Paragraph 7. Guest Organization Contractors.

If the Guest Organization hires or retains any contractor or agent (a “Guest Organization Contractor”) in connection with the Authorized Use, then the acts and omissions of any Guest Organization Contractor (or any contractor or agent retained by a Guest Organization Contractor) shall be deemed to be the acts and omissions of the Guest Organization. The Park District shall have no liability for any contract or agreement created by the Guest Organization with any Guest Organization Contractor.

Paragraph 8. Indemnification, Waiver, and Insurance.

A. Indemnification of Park District. As a condition of the rights granted to it by this Recreational Activities Affiliation Agreement, the Guest Organization shall, through counsel approved by the Park District and to the fullest extent permitted by law, hold harmless, indemnify, and defend the Park District and its commissioners, officers, agents, attorneys, employees, contractors, successors, and assigns from and against any and all losses, expenses, claims, costs, causes, actions, litigation costs, attorney fees, suits, and damages relating to personal or bodily injuries, death, or damages or injuries to property arising from, occurring, growing out of, incident to, relating to, or resulting directly or indirectly from the grant of the License or the use of the Park by the Guest Organization, its employees, agents, and invitees or the Guest Organization Contractors (the “Claims”), including without limitation Claims arising from the Park District’s alleged negligence or fault, and litigation costs and attorneys’ fees. The Guest Organization shall notify the Park District of any Claims or potential Claims against the Park District of which the Guest Organization becomes aware promptly and in no event more than 30 days after becoming aware of such Claims. The Guest Organization’s obligations under this Paragraph shall be in addition to, and shall not be limited or waived by the availability or unavailability of, any insurance, including insurance provided by the Guest Organization or a contractor pursuant this Paragraph or insurance provided by the Park District.

B. General Waiver of Claims against Park District. As a condition of the rights granted to it by this Recreational Activities Affiliation Agreement, the Guest Organization shall waive, to the fullest extent permitted by law, any and all losses, expenses, claims, costs, causes, actions, litigation costs, attorney fees, suits, and damages relating to personal or bodily injuries, death, or damages, or injuries to property arising from, occurring, growing out of, incident to, relating to, or resulting directly or indirectly from the grant of the License or any use of the Park by the Guest Organization, its employees, agents, and invitees or the Guest Organization Contractor (the “Claims”), including without limitation Claims arising from the Park District’s alleged negligence or fault, and litigation costs and attorneys’ fees against the Park District.

C. Individual Waivers. The Guest Organization shall provide to the Park District individual waivers, on a form provided by the Park District, from each participant in each activity.

D. Insurance. If the Recreational Activities Affiliation Agreement requires the Guest Organization to provide insurance, then, contemporaneous with the Guest Organization’s execution of this Recreational Activities Affiliation Agreement, the Guest Organization and any Guest Organization Contractor shall provide certificates and policies of insurance, with coverages and limits as set forth in Section 5 of the Recreational Activities Affiliation Agreement, including naming the District as an additional insured on all such policies. For good cause shown, the Park District may extend the time for

submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Park District may impose in the exercise of its sole discretion. Such policies shall be in a form acceptable to the Park District. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the Park District. The Guest Organization and every Guest Organization Contractor, at all times during the term of this Recreational Activities Affiliation Agreement, shall maintain and keep in force, at the Guest Organization's expense or the Guest Organization Contractor's expense, the insurance coverages provided above.

E. Reporting to Park District. The Guest Organization shall promptly report any incident causing injury to a person or damage to property to the District.

Paragraph 9. Compliance with Laws and Policies.

The Guest Organization shall use the Park only in compliance with all applicable federal, State of Illinois, Village of Oak Park, and Park District laws, statutes, ordinances, rules, regulations, and policies, including alcohol ban and use of foul language.

Paragraph 10. No Property Rights.

The Guest Organization acknowledges that the Park is the property of the District and that the Recreational Activities Affiliation Agreement creates contractual rights only and does not create an easement, a leasehold, or other real property rights. The Guest Organization further acknowledges that no prescriptive rights have arisen prior to the date of the Recreational Activities Affiliation Agreement nor shall any prescriptive rights be deemed to arise out of the Recreational Activities Affiliation Agreement.

Paragraph 11. Park District Assistance; Joint Relationship.

A. Park District Assistance. The Park District, in its discretion, may provide staff, financial, and other assistance to the Guest Organization, including such things, for example, as providing facilities and meeting rooms and naming the Guest Organization as an additional insured on a Park District insurance policy. The Park District is under no obligation to provide such assistance to the Guest Organization. Specific assistance to be provided by the Park District, if any, shall be included in the Recreational Activities Affiliation Agreement.

B. Joint Relationship. The Park District and the Guest Organization may have determined to engage jointly in mutually beneficial activities and services. All of those activities and services, if any, shall be included in the Recreational Activities Affiliation Agreement.

Paragraph 12. General Provisions.

A. Relationship of the Parties. Except only as specifically provided in the Recreational Activities Affiliation Agreement, nothing in, or done pursuant to, the Recreational Activities Affiliation Agreement shall be construed to create the relationship of principal and agent, employer and employee, partnership or joint venture between the District and the Guest Organization or any other entity.

B. Sexual Harassment Policy. The Guest Organization certifies that it has a written sexual harassment policy in full compliance with 775 ILCS 5/2-105 (A) (4).

C. Non-Discrimination. In all hiring or employment by the Guest Organization pursuant to the Recreational Activities Affiliation Agreement, there shall be no discrimination against any employee or applicant for employment because of age, race, gender, creed, national origin, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. The Guest Organization agrees that no person shall be denied, or subjected to discrimination in receipt of, the benefit of any services or activities made possible by, or resulting from, this Recreational Activities Affiliation Agreement.

D. No Obligation. The Parties acknowledge and agree that the Park District is under no obligation under the Recreational Activities Affiliation Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Guest Organization.

E. Amendment. No amendment, modification, addition, deletion, revision, alteration, or other change to the Recreational Activities Affiliation Agreement shall be effective unless and until such change is reduced to writing and approved by the necessary authorities and representatives of the Park District and the Guest Organization.

F. Governing Laws. The Recreational Activities Affiliation Agreement shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

G. Entire Agreement. The Recreational Activities Affiliation Agreement and these Specific Terms of Agreement constitute the entire agreement between the parties and supersede any and all previous or contemporaneous oral or written agreements and negotiations between the Park District and the Guest Organization.

H. Waiver. No waiver of any provision of the Recreational Activities Affiliation Agreement shall be deemed to or constitute a waiver of any other provision of the Recreational Activities Affiliation Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in the Recreational Activities Affiliation Agreement.

I. Assignment. The Guest Organization may not assign its rights or delegate its duties under the Recreational Activities Affiliation Agreement without the prior express written consent of the Park District.



# Memo

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

To: Jan Arnold, Executive Director

From: Susan Crane

Date: January 15, 2021

Re: Donation of oak cane McKinley Chair to Pleasant Home

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## Statement

Staff was contacted by Mary Wagner who would like to donate their McKinley chair, originally in Pleasant Home, acquired by them through an auction.

## Discussion

There is already one of these chairs currently in Pleasant Home and this is the second chair. It is in need of re-canning and can be brought to the Pleasant Home Foundation for consideration of restoration. Once repaired, it can be on display in one of the exhibition rooms containing original furnishings on the second floor.

## Conclusion

The Parks and Planning Committee recommend we accept this gift as part of the original furnishings at Pleasant Home. Mrs. Wagner would be looking to donate and deliver it to Pleasant Home by the end of January.



## Executive Director's Report

*From the desk of Jan Arnold*

**Friday, January 15, 2021**

- 1. Upcoming Board Meetings** – The January Regular Board Meeting is scheduled for Thursday, January 21, 2021. The February Committee of the Whole Meeting is scheduled for Thursday, February 4, 2021. The February Regular Board Meeting is scheduled for Thursday, February 18, 2021. All meetings will begin at 7:30pm. All meetings will be held virtually due to the uptick in Covid cases.
- 2. Outdoor Ice Rinks** – The outdoor ice rink has been installed at Longfellow Park on the tennis courts. The liner was installed and staffed filled it with water on December 23. We will continue to monitor the conditions of the ice on a daily basis and will open the rink once it is safe to skate on. Unfortunately, the weather has not been cold enough to build a safe level to skate on.
- 3. 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 and the ceremony will take place in an upcoming Regular Board Meeting when the state opens restrictions and we are back to larger in-house meetings.
- 4. Full-day Child Care** – The Park District is partnering with D97 to offer full-day childcare. The PDOP offered 7:45am-3pm and 7:45am-6pm options at both Lincoln and Whittier Schools for a total of 300 possible slots available. D97 covered the cost of the program for kids on free/reduced lunch. The program began on Wednesday, August 26, 2020. PDOP will be required to leave Lincoln and Whittier on January 22<sup>nd</sup> for teacher to begin teaching from the classrooms on January 2. PDOP staff are working with D97 to determine what the schedules will be for the families using PDOP for care. The numbers will determine how many PDOP sites will be required to support the students for remote learning. At this time D97 expects hybrid learning to begin Feb. 1, 2021.
- 5. CRC Community Virtual Meeting** – The third 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. The next meeting will be held in the spring for updates on fundraising and scheduling.
- 6. Museum Grant** – The Park District received the Museum Grant for \$421,500, to assist in the installation of geothermal at Pleasant Home. Installation to start in fall of 2021.
- 7. 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.
- 8. 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 a permit is ready to be issued from the Village. The project went out to bid on November 16, 2020 with nine bids received on December 17. Staff will seek contract approval at the January Regular Board Meeting.

### Calendar of Events

**Jan 21** Regular Board Meeting, Hedges Administrative Center, 7:30pm  
**Jan 28-30** Annual Soaring to New Heights Conference, Virtual Conference



# Updates & INFORMATION

V.B

January

## ADMINISTRATION AND FINANCE

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

- ♦ Audit work has begun. Staff had an entrance conference with Lauterbach & Amen at the beginning of January. L&A will meet with staff again for preliminary and internal control testing on January 26<sup>th</sup>, and audit fieldwork will take place the first week of March.
- ♦ The 2021 Budget is available on our website.
- ♦ The scholarship dashboard, tree dashboard, and dashboards on our websites have been updated.
- ♦ The list of required people to file Statements of Economic Interest has been sent to Cook County. All Board Members are required to file statements. You should receive e-mails with instructions on how to log in to complete your statement. Please be sure to complete the statement by May 1<sup>st</sup>, there are individual penalties if you do not.

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

- ♦ The winter brochure was finalized and released early to participants enrolled in fall 2020 programs that were cut short due to COVID. Priority registration was given to these participants and they were permitted to register before the release of the winter brochure to the general public. Priority registration began Monday, January 11, and runs through Friday, January 15.
- ♦ The winter brochure will be released to the general public online on January 15, and resident registration begins on January 23.
- ♦ We are maintaining plans for the spring/summer camp brochure release on March 5, with resident registration beginning on March 13.
- ♦ The new Pleasant Home website was published and can be viewed at [PleasantHomeOP.com](http://PleasantHomeOP.com).
- ♦ We are pleased to showcase our Playschool, Preschool, and Pre-Kindergarten programs through a new video that was created and will be posted on our website and social media channels this month.

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

- ♦ Scholarship usage in the month of December was \$375.61. The total for the year was \$18,752.66.
- ♦ The total Childcare Discount Membership fee reductions for the year were approximately \$41,023.50.
- ♦ A total of 36 Dog Park Permits were purchased/renewed in December, 13 of which were renewals.
- ♦ Due to the COVID related program pause extending into January, fall sessions that were planned to be completed in January could not be and credits were issued.
- ♦ A priority registration is scheduled for January 11-14, for those who had activities cut short. Winter registration for all residents has been delayed until January 23.

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

- ♦ Two staff completed CPR and First Aid.
- ♦ The PDOP Risk Manager joined the IL COVID-19 Prevention Ambassadors.
- ♦ Staff completed 2020 Performance Evaluations.
- ♦ Social Equity Committee met.
- ♦ Attended PDRMA's final virtual risk management session.

## PARKS AND PLANNING

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

- ♦ Trees have been pruned throughout the District.

- ◆ Staff vacuumed all of the synthetic turf fields to remove debris that has settled and to rejuvenate turf fibers.
- ◆ Irrigation pumps are being rebuilt and prepped at Carroll and Barrie Park.
- ◆ All parkway and common lawns areas have been aerated and over seeded.
- ◆ Ice rink at Longfellow Park has been assembled and filled with water. However, temperatures have not been cold enough to allow the rink to be open for ice skating.
- ◆ Staff have been applying a beet juice/salt brine mixture to all sidewalks prior to any snow and ice event. This process reduces the amount of salt needing to be used, plus allows the sidewalks to be cleared more easily of snow and ice.

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

### **Cheney/Special Events**

- ◆ With limits on events due to COVID mitigations, our usual Holiday Events had to shift. We were able to make use of the Greenhouse and grounds to offer families in the area three opportunities to visit safely with Santa. Families came not only from the immediate area, but also from the city and far Western suburbs. We had activities, music, and a fire pit on the grounds and patio. Geppettos partnered with us again to offer toys for each child and we added DIY hot chocolate kits for each child. Families signed up for times and we limited numbers to offer this event safely. Due to high demand, we added a third date which quickly filled up. In total, we were able to offer over 600 participants a little bit of normal for the Holiday season. We also added a Pet Photos with Santa when our other events had to cancel and our calendar opened. This was a great first time event with 14 of 18 slots filling up and will be a great addition again next year.
- ◆ Rental tour appointments at Cheney were very brisk throughout December. Most clients were looking still looking for 2021 dates with vaccines on the horizon and limits on gatherings expecting to ease as we move into 2021.
- ◆ Cheney was also featured on the Infant Welfare Society's Virtual House tour which was available from December 4, thru December 30. The Mansion was fully decorated for the holidays to showcase how magical Cheney is during the Holidays.

### **Pleasant Home**

- ◆ Pleasant Home switched up our annual Father Christmas Event in early December to an outdoor event on the front porch. While lightly attended due to terrible weather that day, families that did attend were happy the Park District still found a way to move forward with this event.
- ◆ The new website for events, [pleasanthomeop.com](http://pleasanthomeop.com) went live toward the end of December and Pleasant Home went active as a rental venue on Here Comes the Guide. Potential clients inquiring at Cheney are also given information on availability and rental details on Pleasant Home as well. We were able to secure another event rental in June through this. Marketing will be doing a social media push for rentals at Pleasant Home now that our site is up.
- ◆ Due to mitigations, the Foundation had to cancel a planned Holiday Open House partnership with the OPRF Historical Society and Cheney Mansion as well as cancel any tours; we are looking to work with both groups for an event in the spring.

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

- ◆ Private Candlelight Walks and Santa visits were held in the Rubinstein Garden for 20 families on December 4 and 5.
- ◆ Over 140 letters to Santa were mailed from the Conservatory Santa Mailbox in the Rubinstein Garden.
- ◆ The Winter Greens Market was held the month of December bringing in over \$26,000 of revenue online and in person at the Oak Park Conservatory.
- ◆ The Conservatory sold poinsettias and other holiday plants online for curbside pickup.
- ◆ A virtual Winter Greens Containers class was held on December 5<sup>th</sup> with 18 in attendance. Kits were put together and picked up with a zoom presentation on how to put your winter container together at home.
- ◆ The Park District/Conservatory has partnered with Dromborowki's Christmas Tree Farm, previously located on the corner of Oak Park Avenue and Madison Street to set up their annual Christmas tree lot in

the Rehm Pool Parking lot for the 2020 holiday season. Trees were sold out of the Rehm Pool Parking lot and fresh wreaths, garland, porch pots, and greens out of the Conservatory Rubinstein Garden.

## **SPECIAL FACILITIES**

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

#### **Maintenance**

- ◆ Maintenance staff has been taking advantage of the slow-down in programming; interior painting and carpet cleaning has been taking place at the Gymnastics and Recreation Center and Ridgeland Common Recreation Complex. Staff will be performing furniture cleaning in both facilities in January.
- ◆ Staff has had numerous occasions to perform snow removal in December and early January. We continue to get the heavy, wet snow that then starts getting icy as the temperature drops.
- ◆ Despite the snow, the community is getting plenty of use of the RCRC field especially at night. There has been youth and adults playing soccer, practicing baseball, field hockey, football and lacrosse. Many have also been using the fields for general fitness, running, walking, and calisthenics. For the most part people are wearing masks and maintaining social distancing as much as possible.

### **Kayla Fauria, Aquatics and & Rink Manager**

- ◆ Winter Break Camp at Ridgeland was a great success with a total of 225 registrations for the eight days. Many of the campers registered for additional days after they enjoyed their first day of camp.
- ◆ Virtual Camp ran again over winter break with nine campers in the first week, and six in the second week. While the numbers were small, we were glad to be able to offer some crafts and activities to those campers not yet ready to come back in person.
- ◆ Hockey and Skating One-on-One lessons are in high demand with families looking for both the kids and adults to have something to keep them active! We had 374 registrations in December, and so far, 205 for the first two weeks of January. We will be adding additional weeks until group lessons can resume.
- ◆ We are in the process of hiring and onboarding three new hockey coaches, all which come to us with a strong background and have competed to a high level.
- ◆ Priority registration for Winter Skating & Hockey started January 11. With the extremely limited number of spots, we are expecting to have few spots open once registration is open for all. Between youth and adult, we so far have 265 registrations.
- ◆ Many of our figure skating students are working on their competition programs with the hopes of competing in February.

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

- ◆ The GRC reopened for the second time after programs were paused since Saturday, November 14, due to rising Covid cases offering one-on-one lessons. From December 4-31, 520 one-on-one lessons were held.
- ◆ Week #3 Virtual classes were offered for three age groups: Tots for 2-3yrs, Gym Kids for 3 ½-5 years and Beginner for ages 6+. Participant totals: Tots- 4, Gym Kids- 13, and Beginner- 4.
- ◆ Week #4 Virtual classes were offered for three age groups. Tots for 2-3yrs, Gym Kids for 3 ½-5 years and Beginner for ages 6+. Participant totals: Tots- 4, Gym Kids- 5, and Beginner- 0.
- ◆ All active GRC staff participated in PDRMA's online training course on "Sexual Harassment Prevention and Response for Employees and Supervisors in Illinois".

## **RECREATION**

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

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

- ◆ Staff are busily planning for when D97 switches to a hybrid learning model to be able to adjust the Clubhouse program as needed to meet the needs of the community.
- ◆ The Passport to Adventure childcare program successfully ran at Longfellow Center during Winter Break with in-house games and activities to keep the kids having fun.



### **Early Childhood**

- ◆ In-Person preschool is back in session. After a brief pause of in-person instruction, preschool started back up and again and adjusted the school calendar to make up the lost days.
- ◆ The Zoom preschool option has also been such a success this year that we added a second class for the 2<sup>nd</sup> semester.

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

- ◆ We are currently offering some virtual youth classes including Virtual Magic Class, Virtual Chess, and Virtual STEM.
- ◆ Staff is preparing for the return of in-person art programming in a few weeks with a wide variety of youth, intergenerational, adult, and active adult programs being offered this winter.

### **Nature/Adventure**

- ◆ Our popular Archery program is set to resume in the winter season with Youth and Adult classes on Tuesday and Friday nights at Fox Center.
- ◆ There are several fun family nature programs to look forward to in the winter brochure including Groundhog Day, Squirrel Appreciation Day, Animal Superpowers, and Love Birds.

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

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

- ◆ Virtual fitness classes are being offered this month through our Mind Body software which is the same software that participants utilize to book classes.
- ◆ Virtual intermediate ballet which started in early January, has 17 participants enrolled. Some virtual youth dance classes are also running this January.
- ◆ The dance video of the Nutcracker virtual recital was finalized and emailed to participant parents to view with their families during the holiday season. The video was well received by parents who were happy to see their children still be able to participate in a dance event even under the current conditions of the pandemic.

#### **Sports/Martial Arts**

- ◆ Priority registration for those who were enrolled in the fall basketball program that was canceled due to the pandemic was held on January 11. Six out of the seven February class offerings were filled within a 24 hour period.
- ◆ A Chicago Fire youth soccer program will take place in February if mitigations allow. There are four class offerings with enrollment at 7 or above for all four classes.
- ◆ Karate and Taekwondo have current virtual offerings for our martial arts participants this winter.

#### **Summer camps**

- ◆ Staff are putting together brochure information for the summer camp brochure.

#### **Child Care**

- ◆ Our team continues to assist the general recreation team in supervision of the Whittier E-learning full-day care program.

# 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: January 14, 2021

Re: December 2020 Revenue Expense Report

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## Statement

Attached with this memo are the December 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 December Revenue Expense Reports highlights include:

### Summarized Revenue Expense Report

- Due to COVID-19, programs lost significant revenue gains compared to budget and prior years.
  - YTD Total Recreation Program Revenue down 54.35% and Expenses down 57.04%, both are compared to budget.
  - YTD Total Special Facilities Revenue down 63.53% and Expenses down 58.88%, both are compared to budget.
  - For December, Clubhouse 2.0 generated \$55,025 in gross revenue. The District 97 reimbursement for December is \$21,600.
- Expenses in the Capital Fund are over by 13.71% compared to total 2020 budgeted. This has been driven by doing the complete design for the CRC in 2020, which was approximately \$1.25 million of actual expenses compared to a planned \$100,000. Total expenses for the fiscal year are projected to be \$1.8m below the total appropriated amount for the fund.
- Through December 31, there is a total \$506,590 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 29% compared to prior year-to-date. Specifically, Fees & Charges is down 73%, and Program Revenue is down 53%.
- “Other Financing Sources and Uses” is less than budgeted due to Covid-19 impacts on revenues. At year-end, transfer uses were adjusted to come out of the Corporate and Recreation Funds to source the Special Recreation, Health and Capital Funds.
- These are preliminary year end numbers and do not include closing entries required for the 2020 audit.



## December 2020 Revenue and Expense Report - by Fund

|                                    | <u>Operating Funds</u>      |                       |                   |                   |                  |            |             |                    |                  |                | December Total | Budget YTD    | Actual YTD    | Prior YTD     |
|------------------------------------|-----------------------------|-----------------------|-------------------|-------------------|------------------|------------|-------------|--------------------|------------------|----------------|----------------|---------------|---------------|---------------|
|                                    | Corporate                   | IMRF                  | Liability         | Audit             | Recreation       | Museum     | Special Rec | Special Facilities | Capital Projects | Cheney Mansion |                |               |               |               |
| <b>Taxes</b>                       | \$ 1,368                    | \$ 113                | \$ 115            | \$ 6              | \$ 1,338         | \$ 16      | \$ 185      | \$ -               | \$ -             | \$ -           | \$ 3,140       | \$ 10,278,523 | \$ 10,328,783 | \$ 9,413,784  |
| <b>Fees and Charges</b>            | \$ 43,993                   | \$ -                  | \$ -              | \$ -              | \$ -             | \$ 500     | \$ -        | \$ 35,473          | \$ -             | \$ 2,000       | \$ 81,966      | \$ 2,066,943  | \$ 556,557    | \$ 2,015,278  |
| <b>Intergovernmental</b>           | \$ 5,903                    | \$ -                  | \$ -              | \$ -              | \$ -             | \$ -       | \$ -        | \$ -               | \$ -             | \$ -           | \$ 5,903       | \$ 212,000    | \$ 418,706    | \$ 746,672    |
| <b>Miscellaneous Income</b>        | \$ 1,578                    | \$ -                  | \$ 1,500          | \$ -              | \$ -             | \$ -       | \$ -        | \$ -               | \$ -             | \$ -           | \$ 3,078       | \$ 414,011    | \$ 260,761    | \$ 614,635    |
| <b>Sponsorship &amp; Donations</b> | \$ 23                       | \$ -                  | \$ -              | \$ -              | \$ -             | \$ -       | \$ -        | \$ -               | \$ -             | \$ -           | \$ 23          | \$ 157,004    | \$ 60,233     | \$ 177,623    |
| <b>Other Financing Sources</b>     | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             | \$ -       | \$ -        | \$ -               | \$ -             | \$ -           | \$ 1,671,042   | \$ 4,385,050  | \$ 2,401,883  | \$ 1,966,460  |
| <b>Program Revenue</b>             | \$ 6                        | \$ -                  | \$ -              | \$ -              | \$ 83,700        | \$ -       | \$ -        | \$ 42,181          | \$ -             | \$ 700         | \$ 126,586     | \$ 6,621,749  | \$ 3,116,291  | \$ 6,430,198  |
| <b>Total Revenue</b>               | \$ 52,870                   | \$ 113                | \$ 1,615          | \$ 6              | \$ 85,038        | \$ 516     | \$ 185      | \$ 77,654          | \$ 1,671,042     | \$ 2,700       | \$ 1,891,738   | \$ 24,135,280 | \$ 17,143,214 | \$ 21,364,651 |
| <b>Wages</b>                       | \$ 145,969                  | \$ -                  | \$ 4,943          | \$ -              | \$ 117,676       | \$ 120     | \$ -        | \$ 60,975          | \$ -             | \$ 5,312       | \$ 334,994     | \$ 7,504,337  | \$ 4,721,866  | \$ 6,685,650  |
| <b>Contractual Services</b>        | \$ 47,111                   | \$ -                  | \$ 119,271        | \$ -              | \$ 27,777        | \$ 2,200   | \$ -        | \$ 12,189          | \$ -             | \$ 869         | \$ 209,418     | \$ 3,293,626  | \$ 2,194,526  | \$ 2,983,845  |
| <b>Materials and Supplies</b>      | \$ 27,970                   | \$ -                  | \$ 705            | \$ -              | \$ 2,056         | \$ -       | \$ -        | \$ 2,431           | \$ -             | \$ 264         | \$ 33,426      | \$ 1,033,750  | \$ 458,689    | \$ 810,236    |
| <b>Benefits</b>                    | \$ 19,180                   | \$ 20,672             | \$ -              | \$ -              | \$ -             | \$ -       | \$ -        | \$ -               | \$ -             | \$ -           | \$ 39,852      | \$ 973,700    | \$ 612,858    | \$ 831,299    |
| <b>Miscellaneous Expense</b>       | \$ 2,072                    | \$ -                  | \$ -              | \$ -              | \$ 1,816         | \$ -       | \$ -        | \$ 389             | \$ -             | \$ -           | \$ 4,277       | \$ 603,527    | \$ 180,980    | \$ 338,081    |
| <b>Debt Service</b>                | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ 1,483,370     | \$ -       | \$ -        | \$ -               | \$ -             | \$ -           | \$ 1,483,370   | \$ 1,943,050  | \$ 1,943,050  | \$ 1,857,772  |
| <b>Utilities</b>                   | \$ 49,534                   | \$ -                  | \$ -              | \$ -              | \$ -             | \$ 1,083   | \$ -        | \$ 22,196          | \$ -             | \$ 1,490       | \$ 74,303      | \$ 725,472    | \$ 651,153    | \$ 689,112    |
| <b>Other Financing Uses</b>        | \$ 316,339                  | \$ -                  | \$ -              | \$ -              | \$ 1,555,875     | \$ -       | \$ -        | \$ (201,172)       | \$ -             | \$ -           | \$ 1,671,042   | \$ 5,282,070  | \$ 2,925,145  | \$ 2,813,617  |
| <b>Capital Projects</b>            | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             | \$ -       | \$ -        | \$ -               | \$ 202,027       | \$ -           | \$ 202,027     | \$ 2,670,000  | \$ 3,036,077  | \$ 3,871,032  |
| <b>Total Expense</b>               | \$ 608,176                  | \$ 20,672             | \$ 124,919        | \$ -              | \$ 3,188,570     | \$ 3,403   | \$ -        | \$ (102,992)       | \$ 202,027       | \$ 7,936       | \$ 4,052,709   | \$ 24,029,531 | \$ 16,724,346 | \$ 20,880,645 |
| <b>Net</b>                         | \$ (555,305)                | \$ (20,559)           | \$ (123,304)      | \$ 6              | \$ (3,103,532)   | \$ (2,887) | \$ 185      | \$ 180,646         | \$ 1,469,015     | \$ (5,236)     | \$ (2,160,971) | \$ 105,749    | \$ 418,868    | \$ 484,006    |
|                                    | <u>Non- Operating Funds</u> |                       |                   |                   |                  |            |             |                    |                  |                |                |               |               |               |
|                                    | <u>Health Insurance</u>     | <u>December Total</u> | <u>Budget YTD</u> | <u>Actual YTD</u> | <u>Prior YTD</u> |            |             |                    |                  |                |                |               |               |               |
| <b>Taxes</b>                       | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Fees and Charges</b>            | \$ 11,184                   | \$ 11,184             | \$ 146,650        | \$ 137,940        | \$ 138,030       |            |             |                    |                  |                |                |               |               |               |
| <b>Intergovernmental</b>           | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Miscellaneous Income</b>        | \$ -                        | \$ -                  | \$ -              | \$ 1,000          | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Sponsorship &amp; Donations</b> | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Other Financing Sources</b>     | \$ 0                        | \$ 0                  | \$ 897,020        | \$ 523,262        | \$ 847,157       |            |             |                    |                  |                |                |               |               |               |
| <b>Program Revenue</b>             | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Total Revenue</b>               | \$ 11,185                   | \$ 11,185             | \$ 1,043,670      | \$ 662,202        | \$ 985,188       |            |             |                    |                  |                |                |               |               |               |
| <b>Wages</b>                       | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Contractual Services</b>        | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Materials and Supplies</b>      | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Benefits</b>                    | \$ 74,972                   | \$ 74,972             | \$ 1,033,337      | \$ 871,745        | \$ 936,741       |            |             |                    |                  |                |                |               |               |               |
| <b>Miscellaneous Expense</b>       | \$ 900                      | \$ 900                | \$ 13,000         | \$ 1,782          | \$ 9,105         |            |             |                    |                  |                |                |               |               |               |
| <b>Debt Service</b>                | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Utilities</b>                   | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Other Financing Uses</b>        | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Capital Projects</b>            | \$ -                        | \$ -                  | \$ -              | \$ -              | \$ -             |            |             |                    |                  |                |                |               |               |               |
| <b>Total Expense</b>               | \$ 75,872                   | \$ 75,872             | \$ 1,046,337      | \$ 873,527        | \$ 945,846       |            |             |                    |                  |                |                |               |               |               |
| <b>Net</b>                         | \$ (64,688)                 | \$ (64,688)           | \$ (2,667)        | \$ (211,325)      | \$ 39,342        |            |             |                    |                  |                |                |               |               |               |

# December 2020 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

|                                  | <u>December-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                          | \$8,636            | \$4,863,471       | \$4,794,441       | \$4,730,495      |
| Expense                          | \$445,351          | \$2,817,711       | \$2,253,520       | \$2,208,914      |
| Net                              | (\$436,715)        | \$2,045,760       | \$2,540,921       | \$2,521,581      |
| <b>10-35- Conservatory</b>       |                    |                   |                   |                  |
| Revenue                          | \$7,908            | \$127,210         | \$72,452          | \$133,042        |
| Expense                          | \$28,724           | \$362,270         | \$270,765         | \$310,736        |
| Net                              | (\$20,816)         | (\$235,060)       | (\$198,314)       | (\$177,694)      |
| <b>10-50- Parks and Planning</b> |                    |                   |                   |                  |
| Revenue                          | \$36,326           | \$245,264         | \$249,117         | \$230,490        |
| Expense                          | \$134,101          | \$2,577,345       | \$1,891,731       | \$2,407,938      |
| Net                              | (\$97,775)         | (\$2,332,081)     | (\$1,642,614)     | (\$2,177,449)    |
| <b>Total Corporate</b>           |                    |                   |                   |                  |
| Revenue                          | \$52,870           | \$5,235,945       | \$5,116,010       | \$5,094,027      |
| Expense                          | \$608,176          | \$5,757,325       | \$4,416,017       | \$4,927,589      |
| Net                              | (\$555,305)        | (\$521,380)       | \$699,993         | \$166,438        |
| <b>IMRF Fund</b>                 |                    |                   |                   |                  |
| <b>15-00-</b>                    |                    |                   |                   |                  |
| Revenue                          | \$113              | \$368,951         | \$370,356         | \$362,624        |
| Expense                          | \$20,672           | \$400,000         | \$284,937         | \$295,414        |
| Net                              | (\$20,559)         | (\$31,049)        | \$85,420          | \$67,211         |
| <b>Liability Fund</b>            |                    |                   |                   |                  |
| <b>16-00-</b>                    |                    |                   |                   |                  |
| Revenue                          | \$1,615            | \$378,402         | \$407,094         | \$373,505        |
| Expense                          | \$124,919          | \$380,082         | \$357,730         | \$216,252        |
| Net                              | (\$123,304)        | (\$1,680)         | \$49,364          | \$157,253        |
| <b>Audit Fund</b>                |                    |                   |                   |                  |
| <b>17-00-</b>                    |                    |                   |                   |                  |
| Revenue                          | \$6                | \$20,673          | \$20,752          | \$19,310         |
| Expense                          | \$0                | \$19,500          | \$18,750          | \$19,350         |
| Net                              | \$6                | \$1,173           | \$2,002           | (\$40)           |
| <b>Recreation Fund</b>           |                    |                   |                   |                  |
| <b>20-00- Administration</b>     |                    |                   |                   |                  |
| Revenues                         | \$1,338            | \$4,510,779       | \$4,448,377       | \$3,944,774      |
| Expense                          | \$3,083,932        | \$6,746,361       | \$4,887,028       | \$4,263,765      |
| Net                              | (\$3,082,594)      | (\$2,235,582)     | (\$438,651)       | (\$318,991)      |

# December 2020 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

|                                  | <u>December-20</u> | <u>Budget YTD</u> | <u>Actual YTD</u> | <u>Prior YTD</u> |
|----------------------------------|--------------------|-------------------|-------------------|------------------|
| <b>20-05- Communications</b>     |                    |                   |                   |                  |
| Revenue                          | \$0                | \$87,935          | \$1,800           | \$85,610         |
| Expense                          | \$11,973           | \$574,386         | \$295,772         | \$488,387        |
| Net                              | (\$11,973)         | (\$486,450)       | (\$293,972)       | (\$402,777)      |
| <b>20-51- Customer Service</b>   |                    |                   |                   |                  |
| Revenues                         | \$0                | \$0               | \$0               | \$0              |
| Expense                          | \$7,974            | \$394,948         | \$196,244         | \$382,374        |
| Net                              | (\$7,974)          | (\$394,948)       | (\$196,244)       | (\$382,374)      |
| <b>20-25- Fitness</b>            |                    |                   |                   |                  |
| Revenue                          | \$3,402            | \$291,770         | \$101,863         | \$297,236        |
| Expense                          | \$3,560            | \$203,048         | \$72,090          | \$196,029        |
| Net                              | (\$158)            | \$88,722          | \$29,773          | \$101,207        |
| <b>20-26- Youth Athletics</b>    |                    |                   |                   |                  |
| Revenue                          | (\$104)            | \$854,305         | \$401,078         | \$907,958        |
| Expense                          | \$16,655           | \$494,202         | \$160,913         | \$433,730        |
| Net                              | (\$16,759)         | \$360,104         | \$240,166         | \$474,228        |
| <b>20-27- Adult Athletics</b>    |                    |                   |                   |                  |
| Revenue                          | \$0                | \$172,308         | \$41,956          | \$172,128        |
| Expense                          | \$1,828            | \$92,940          | \$17,368          | \$81,123         |
| Net                              | (\$1,828)          | \$79,368          | \$24,588          | \$91,005         |
| <b>20-29- Teens</b>              |                    |                   |                   |                  |
| Revenue                          | (\$13)             | \$99,934          | \$14,428          | \$90,532         |
| Expense                          | \$21               | \$48,898          | \$6,291           | \$33,858         |
| Net                              | (\$34)             | \$51,036          | \$8,137           | \$56,675         |
| <b>20-61- Community Programs</b> |                    |                   |                   |                  |
| Revenue                          | \$60,238           | \$1,836,495       | \$994,691         | \$1,715,158      |
| Expense                          | \$51,093           | \$963,491         | \$546,203         | \$794,377        |
| Net                              | \$9,145            | \$873,004         | \$448,488         | \$920,780        |
| <b>20-62- Fine Arts</b>          |                    |                   |                   |                  |
| Revenue                          | \$806              | \$625,822         | \$217,243         | \$511,082        |
| Expense                          | \$3,410            | \$256,971         | \$86,708          | \$228,002        |
| Net                              | (\$2,604)          | \$368,851         | \$130,535         | \$283,080        |

# December 2020 Summarized Revenue Expense Report



|                                | December-20   | Budget YTD    | Actual YTD  | Prior YTD   |
|--------------------------------|---------------|---------------|-------------|-------------|
| <b>20-63- Early Childhood</b>  |               |               |             |             |
| Revenue                        | \$19,371      | \$496,700     | \$226,966   | \$452,287   |
| Expense                        | \$8,124       | \$325,528     | \$135,168   | \$264,333   |
| Net                            | \$11,247      | \$171,172     | \$91,799    | \$187,954   |
| <b>Total Recreation</b>        |               |               |             |             |
| Revenue                        | \$85,038      | \$8,976,048   | \$6,448,403 | \$8,176,765 |
| Expense                        | \$3,188,570   | \$10,100,772  | \$6,403,785 | \$7,165,977 |
| Net                            | (\$3,103,532) | (\$1,124,724) | \$44,618    | \$1,010,788 |
| <b>Museum Fund</b>             |               |               |             |             |
| <b>21-00-</b>                  |               |               |             |             |
| Revenue                        | \$516         | \$50,889      | \$53,684    | \$50,151    |
| Expense                        | \$3,403       | \$39,035      | \$45,014    | \$29,130    |
| Net                            | (\$2,887)     | \$11,854      | \$8,669     | \$21,021    |
| <b>Special Recreation Fund</b> |               |               |             |             |
| <b>22-00-</b>                  |               |               |             |             |
| Revenue                        | \$185         | \$623,562     | \$612,779   | \$592,034   |
| Expense                        | \$0           | \$552,000     | \$417,983   | \$542,801   |
| Net                            | \$185         | \$71,562      | \$194,796   | \$49,232    |
| <b>Special Facilities Fund</b> |               |               |             |             |
| <b>25-00- Administration</b>   |               |               |             |             |
| Revenue                        | \$0           | \$0           | \$0         | \$0         |
| Expense**                      | (\$93,855)    | \$912,031     | \$278,665   | \$806,971   |
| Net                            | \$93,855      | (\$912,031)   | (\$278,665) | (\$806,971) |
| <b>25-19- Pools</b>            |               |               |             |             |
| Revenue                        | \$0           | \$974,169     | \$60,019    | \$947,047   |
| Expense                        | \$331         | \$469,994     | \$50,187    | \$421,132   |
| Net                            | (\$331)       | \$504,175     | \$9,832     | \$525,916   |
| <b>25-20- Rink</b>             |               |               |             |             |
| Revenue                        | \$61,870      | \$1,628,824   | \$741,884   | \$1,591,958 |
| Expense                        | \$3,159       | \$567,694     | \$258,332   | \$460,262   |
| Net                            | \$58,711      | \$1,061,129   | \$483,552   | \$1,131,695 |

# December 2020 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

|                                   | <u>December-20</u> | <u>Budget YTD</u> | <u>Actual YTD</u> | <u>Prior YTD</u> |
|-----------------------------------|--------------------|-------------------|-------------------|------------------|
| <b>25-24- Gymnastics</b>          |                    |                   |                   |                  |
| Revenue                           | \$15,482           | \$1,153,134       | \$596,254         | \$1,161,611      |
| Expense**                         | (\$38,846)         | \$872,526         | \$468,685         | \$873,406        |
| Net                               | \$54,328           | \$280,608         | \$127,570         | \$288,205        |
| <b>25-50- Maintenance</b>         |                    |                   |                   |                  |
| Revenue                           | \$280              | \$1,650           | \$3,900           | \$28,947         |
| Expense                           | \$26,203           | \$997,449         | \$544,098         | \$941,976        |
| Net                               | (\$25,923)         | (\$995,799)       | (\$540,197)       | (\$913,029)      |
| <b>25-57- Concessions</b>         |                    |                   |                   |                  |
| Revenue                           | \$22               | \$103,838         | \$6,137           | \$89,304         |
| Expense                           | \$16               | \$85,469          | \$5,822           | \$93,547         |
| Net                               | \$6                | \$18,369          | \$315             | (\$4,243)        |
| <b>Total Special Facilities</b>   |                    |                   |                   |                  |
| Revenue                           | \$77,654           | \$3,861,615       | \$1,408,195       | \$3,818,868      |
| Expense                           | (\$102,992)        | \$3,905,163       | \$1,605,789       | \$3,597,295      |
| Net                               | \$180,646          | (\$43,548)        | (\$197,594)       | \$221,573        |
| <b>Capital Projects Fund</b>      |                    |                   |                   |                  |
| <b>70-xx-</b>                     |                    |                   |                   |                  |
| Revenue                           | \$1,671,042        | \$4,356,050       | \$2,576,097 *     | \$2,454,118      |
| Expense                           | \$202,027          | \$2,670,000       | \$3,036,077       | \$3,117,599      |
| Net                               | \$1,469,015        | \$1,686,050       | (\$459,980)       | (\$663,481)      |
| <b>Cheney Mansion Fund</b>        |                    |                   |                   |                  |
| <b>85-00-</b>                     |                    |                   |                   |                  |
| Revenue                           | \$2,700            | \$263,145         | \$129,844         | \$2,615,573      |
| Expense                           | \$7,936            | \$205,654         | \$138,265         | \$3,871,032      |
| Net                               | (\$5,236)          | \$57,491          | (\$8,421)         | (\$1,255,460)    |
| <b><u>Non-Operating Funds</u></b> |                    |                   |                   |                  |
| <b>Health Insurance Fund</b>      |                    |                   |                   |                  |
| <b>50-00-</b>                     |                    |                   |                   |                  |
| Revenue                           | \$11,185           | \$1,043,670       | \$662,202 *       | \$985,188        |
| Expense                           | \$75,872           | \$1,046,337       | \$873,527         | \$945,846        |
| Net                               | (\$64,688)         | (\$2,667)         | (\$211,325)       | \$39,342         |

\* Transfers halted from Special Facilities and Recreation Funds

\*\*Due to year end adjustment of Capital Transfers



# Memo

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

From: Chris Lindgren, Superintendent of Park & Planning

CC: Jan Arnold, Executive Director

Date: January 15, 2021

Re: Professional Services – Rehm Park Renovations

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## Statement

Acquired in 1913, Rehm Park was originally called “South Park” but was subsequently renamed after Colonel Arthur D. Rehm, a member of the Park District’s first Board of Commissioners and its second Board President. The original park was designed by Jens Jensen, although little of Jensen’s design remains.

A site master plan for Rehm Park was completed in 2008, by Thompson Dyke and Associates. Master plan improvements started in 2011, with a total of \$250,000 allocated for improvements. Improvements included a revised play train foundation and track, a new train storage tunnel, playground surfacing, walkways, fencing and landscaping. New tennis/pickleball courts were completed in 2020 with a new playground and renovation of the west side of Rehm park were planned for summer of 2020. This work was delayed to 2021 due to COVID impacts on the capital budget.

## Discussion

Altamanu, Inc. updated the Rehm Master Plan in 2016. Altamanu, Inc. will provide the Landscape Architectural Services for the new renovations at Rehm.

The 2021-2025 CIP had \$800,000 allocated for construction costs for improvement at Rehm Park in 2020, and the District received a \$400,000 OSLAD grant bringing the total to \$1,200,000. The improvements will include a new playground, entrance, picnic pavilion, restroom as well as bags and table tennis games. This work is scheduled to start in April 2021, and be completed by September 1, 2021.

The PDOP placed a legal notice and a request for bids on November 11, 2020, with nine firms submitting bids on December 17. Integral Construction was the lowest responsive and responsible bidder. Staff have checked references and all came back favorable with very positive feedback. This firm has experience on projects in excess of \$10,000,000, making them well equipped to handle this contract. Initial bids were all slightly over budget, but after negotiating with Integral and some of the vendors, we were able to get within budget and did not have to sacrifice any of the much needed elements in this project.

## Conclusion

The Parks and Planning Committee recommend the Park Board approve the authorization to sign a contract with Integral Construction, Inc., from Romeoville, IL for an amount not to exceed \$1,029,000.

Attachments: Rehm Park Bid Documents



**PARK DISTRICT OF OAK PARK- 2021 REHM PARK SITE IMPROVEMENTS**

**Bid Opening - THURSDAY DEC 17, 2020 2:00 PM**

|    | Company Name                  | Bid Amount     | Received Addenda Nos 1,2,3 | Bid Bond |
|----|-------------------------------|----------------|----------------------------|----------|
|    |                               |                | Y / N                      | Y / N    |
| 1  | All Construction Group        | \$1,446,197.00 | Y                          | Y        |
| 2  | Clauss Brothers               | \$1,315,357.09 | Y                          | Y        |
| 3  | Copenhaver Construction       | \$1,294,854.20 | Y                          | Y        |
| 4  | Friedler Construction         | \$1,278,800.00 | Y                          | Y        |
| 5  | Great Lakes Landscape Company | \$1,346,847.00 | Y                          | Y        |
| 6  | Hacienda                      | \$1,148,016.00 | Y                          | Y        |
| 7  | Innovation Landscape          | \$1,189,356.99 | Y                          | Y        |
| 8  | Integral Construction         | \$1,113,200.00 | Y                          | Y        |
| 9  | KD Landscape                  | \$1,165,782.00 | Y                          | Y        |
| 10 |                               |                |                            |          |

# Memo

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

From: Chris Lindgren, Superintendent of Parks & Planning

CC: Jan Arnold, Executive Director

Date: January 15, 2021

Re: Professional Engineering Services for Pleasant Home Geothermal

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## Statement

A comprehensive existing conditions report on the home was conducted in 2002, and subsequent restoration and repair has included rebuilding the entire roof structure and some gutter systems; restoration of the library and great hall fireplace; restoration of the front fence entry; addition of an accessible lift at the west elevation; repair of the living room fireplace, front door, sun porch door and threshold; and boiler room mold abatement. Since 2011, the Park District has completed new boiler replacements, interior renovations on the second and third floors, plumbing repairs, entry door refinishing, summer dining porch renovation, storm windows and other window repairs, new structural additions to the roof and new clay tile roofing, metal gutters on entire building and multiple miscellaneous repairs. Also, the Pleasant Home Foundation raised money in 2017, to restore the entry stained glass panels. The 2002 Historic Structure Report included the need for HVAC to be installed in an effort to help preserve the historic elements of Pleasant Home.

## Discussion

Architectural Consulting Engineers has worked with the Park District on geothermal projects at Austin Gardens and the Carroll Center since 2016. They have worked on similar historic landmark buildings to include Unity Temple and have an understanding of the challenge in adding a geothermal system to a historically significant structure.

The additional of air conditioning will not only help preserve the historic building and its priceless historic elements, but will also help in bringing more people to the Home in the summer months. The Park District applied for the IDNR Museum Grant to help cover the costs of going from a traditional system to a much more sustainable geothermal system. This is not only better for the environment, but will also lower the operating costs of the Home even with adding air conditioning.

The 2019-2020 CIP has \$400,000 allocated for Air Conditioning at Pleasant Home, but this does not include the expanded scope with the recent award of \$414,000 from the IDNR Museum grant. The attached fee proposal submitted by ACE, Inc. is for the preparation of architectural and engineering construction documents, accompanying project details and specifications, bid and permit assistance, and site observation of the construction phase of the project, which is scheduled to begin in November, 2021. Final completion of the project is anticipated by March 1, 2022.

## Conclusion

The Parks and Planning Committee recommend the Park Board approve the authorization to engage Architectural Consulting Engineers, Inc., of Oak Park, Illinois, for a total cost not to exceed \$45,000 to create project drawings & bid specifications for the geothermal HVAC system and to provide oversight of construction.

Attachment: Professional Services Proposal from Architectural Consulting Engineers, Inc. – Pleasant Home



December 16, 2020

Chris Lindgren  
 Superintendent of Parks & Planning, CPRP  
 Park District of Oak Park  
 218 Madison Street  
 Oak Park, IL 60302

**RE: Proposal ACE #20123r1 – MEP Professional Design Consulting Services for Full Geothermal Based HVAC plus Supporting Electrical and Plumbing – Pleasant Home, Oak Park, Illinois**

Dear Chris:

**Architectural Consulting Engineers (ACE)** is pleased to submit our scope of work definition and fee proposal to provide mechanical, electrical & plumbing (MEP) professional design consultation services for the design of a full Geothermal HVAC System for the Historic Pleasant Home in Oak Park, Illinois. It is our understanding that there is a desire to add an appropriate climate control style HVAC system in this building, carefully designed and installed to minimize damage or alteration of the historic surfaces, and which can simultaneously control for temperature and relative humidity to help minimize environmental related damage to the historic building fabric and historic collections within the building. The mechanical system work will include retention of the existing cast iron radiation system and a new geothermal based forced air heating & cooling system throughout the house. The following information outlines our understanding of the requirements of this project:

**Scope of Work & Associated Design Services**

| Phase                  | Description of Services   |
|------------------------|---|
| HVAC Feasibility Study | <p>This study has already been performed with a report issued in 2016. This report outlines the possible systems that could achieve the desired environmental management with a recommendation for a distributed ground-source heat pump (GSHP) system (Study Alternative #2).</p> <p>We would note that this alternative does assume that reasonable envelope improvements are undertaken before, or as part of, this system design and installation to help minimize the system size. Envelope improvements assumed include attic insulation and air infiltration remediation through sealing cracks and joints throughout the envelope.</p> <p>Additionally, the alternate assumes that a new electric service will be required although this will be confirmed as part of the Schematic Design phase of this project.</p> |

**RE: Proposal ACE #20123 – MEP Professional Design Consulting Services for Full Geothermal Based HVAC plus Supporting Electrical and Plumbing – Pleasant Home, Oak Park, Illinois**

|                                      |  |
|--------------------------------------|--|
| Schematic Design                     | Schematic Design services include validation of the load and energy model prepared for the 2016 report, equipment selection, electric service demand calculations, schematic level MEP drawings & specifications to show where the equipment, ductwork, piping, supporting electrical and plumbing systems, and geothermal loop field heat exchanger will be routed or located. This work requires extensive field work within the building to determine exact routing of utilities and equipment location that allows for maintenance and serviceability of all system components to the greatest extent possible. We also look at the logistical challenges of introducing equipment and supporting utilities to ensure the constructability of the design. At this time, a cost estimate could be developed (by others) to ensure that the project as proposed falls within the budget. |
| Construction Documents               | After sign-off of the final scope of the project based on the SD level drawings and cost estimate (by others) we will work with your office to create contract documents to be used for bid and permitting incorporating the design decisions and extending them as required. This will include MEP construction drawings, specifications, and any required supporting calculations and forms.   |
| Bid and Permit Support               | During bid and permit acquisition we will provide support for MEP related questions to help facilitate these processes.  |
| Construction Administrative Services | <p>This would include review of equipment and system submittals from the contractor, resolution of RFI's, site visits to review the ongoing installation for compliance with the design intent of the project documents, and review of final installation to ensure system meets or exceeds the requirements of the project documents.</p> <p>Based on past similar projects, we anticipate that time on site will be extensive to support the contractors throughout the process and to ensure that sufficient care is taken to protect the historic fabric and collections within the building.</p>  |

**RE: Proposal ACE #20123 – MEP Professional Design Consulting Services for Full Geothermal Based HVAC plus Supporting Electrical and Plumbing – Pleasant Home, Oak Park, Illinois**

**Proposed Scope of Services** - In order to provide a fully coordinated and satisfactory project, our Proposed Scope of Services for this project is as follows:

1. *Field Work* - We will work in conjunction with your office and building staff to visit the site and perform any of our on-site investigation and document existing conditions. This information will then be translated into existing condition and selective demolition drawings as needed.
2. *Schematic Design and Analysis* – We will update the previously prepared design analysis for HVAC thermal load and energy, in order to size up the required mechanical equipment and ground loop heat exchanger. Thermal analysis will be done using Trane Trace 700 software. We will perform the necessary design analysis for electrical power demand. The data generated from this analysis will be used to size and design new electric service – if required. We do not anticipate much plumbing scope of work except as supportive type design for collecting condensate from air handlers and providing water for humidifiers. We will prepare SD level documents with enough detail for cost estimating (by others) that can help validate the proposed systems and required work falls within the project budget.
3. *Supportive Testing* – We recommend that blower door testing be performed as part of the SD level work to help identify areas of air infiltration that can be mitigated. Ideally this test is done pre and post envelope remediation so the final air change per hour for the building can be used as part of the system design. Since air infiltration has such a large impact on system design and performance, especially when trying to manage both temperature and humidity levels simultaneously, we feel this test is an essential element of a comprehensive design strategy. We have not included any actual testing as part of this project budget, but we could help facilitate testing if desired as a reimbursable expense.
4. *Construction Documents* – We will work in conjunction with your office to develop construction, bid & permit documents. Drawings will be prepared using AutoCAD 2020 or later, using background architectural files previously generated. Specifications will be in book format, or on the drawings as required.
5. *Bidding & Construction Administration* – After the construction documents are approved, we will assist your office in the bidding, permitting, and construction administration process as follows: During bidding and permitting, we will answer questions, assist as required to generate addenda and clarification information, and help facilitate the process so that both bidding and permitting go as smoothly as possible; We will help evaluate the bid so that we are sure all bids are comparable: During construction we will be available for assistance, shop drawing review, construction meetings and field visits, as required.
6. *Timeframe* – A schedule to begin work on this project would be negotiated after acceptance of this proposal. This proposal is valid for nine months from the date above.
7. *Exclusions* – This proposal does not include any services not explicitly described above; LEED documentation or LEED calculation support; fire sprinkler design; lighting design;

**RE: Proposal ACE #20123 – MEP Professional Design Consulting Services for Full Geothermal Based HVAC plus Supporting Electrical and Plumbing – Pleasant Home, Oak Park, Illinois**

structural or civil design services; the printing of any documents; out-of-area travel expenses; obtaining of permits; or the furnishing of any materials. This fee proposal is for one, complete design package. Any requested redesign required on this project, after drawings have reached approximately 90%, or in order to value engineer the project for cost reduction after bids are received, is not included in this base proposal, but could be provided for an additional fee.

8. *Payments* – Architectural Consulting Engineers will invoice monthly. All invoices are to be paid to Architectural Consulting Engineers within thirty (30) calendar days of date of invoice.
9. *Fees* – Architectural Consulting Engineers will perform the work described above, as indicated below:

|  |              |
|--|--------------|
| <b>Schematic Design</b>                            | <b>Fee</b>   |
| • MEP – Lump Sum Design Fee                        | \$ 11,500.00 |
| <b>Construction Documents + Bid Permit Support</b> | <b>Fee</b>   |
| • MEP – Lump Sum Design Fee                        | \$ 22,500.00 |
| <b>Post Design Support</b>                         | <b>Fee</b>   |
| • Construction Administrative Services             | \$ 11,000.00 |

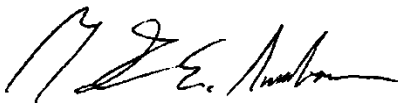
Hourly services and additional work outside of this proposal can be provided at an hourly rate of:

- Principal: \$170.00/hour
- Designer: \$110.00/hour

Reimbursable expenses will be billed at cost, to include but not be limited to: **blower door testing, postage, delivery, printing**

We hope that you find this proposal satisfactory. Thank you for your consideration on this project.

Respectfully submitted,  
**Architectural Consulting Engineers**



Mark E. Nussbaum, P.E.

# Memo

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

From: Jan Arnold, Executive Director

Date: January 15, 2021

Re: PCI Contract



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## Statement

In November, our Director of Marketing and Communications, Diane Stanke, gave notice of her retirement effective March 1, 2021. Based on the experience the District has had with outsourcing IT, staff evaluated the marketing department for various options moving forward. Staff evaluated both in-house vs. outsourcing options for all and/or part of the department's responsibilities.

## Discussion

After staff's discussions, based on our review, staff are recommending moving forward with outsourcing specific components of the District's Marketing and Communication functions such as managing the District's website, handling PDOP's social media functions, and our agency's email strategy as well as executing a strategy for engaging community members and program participants.

Staff are working with PCI on one-time elements such as an audit of our website, creation of a social media strategy playbook, creating key messages, and the creation of the email marketing strategy. These components are underway and will be completed in February, so PCI can begin their support of the PDOP effective on March 1.

PCI has worked with the Park District for over 10-years serving as the District's crisis-management consultant, so we are familiar with their professionalism and expertise. I spoke with another park district that is currently using PCI for all of their marketing and communication and they were very complimentary. Staff are excited to work alongside PCI to strengthen the District's communication strategy. The agreement is for 12-months beginning March 1, 2021. Staff will constantly evaluate this new approach to determine its success moving forward for the PDOP.

The District will continue to have one full-time exempt staff member (Communication and Engagement Manager) in the department to facilitate the day-to-day operations, coordinate with PCI for program and events information, coordinate brochure content and production with programmers, handle sponsorship and advertising as well as graphic design, banner coordination, brand compliance, signage, etc. This position will report directly to the Superintendent of Recreation who will coordinate with the Superintendent of Special Facilities to ensure marketing and promotion of all PDOP events and activities occurs.

## Conclusion

The Administrative and Finance Committee recommend engaging PCI, of Chicago, IL, for information marketing and communication services and support for a one-year contract not to exceed \$130,000. Staff request approval for one year with the ability to extend the agreement based on positive service delivery and experience.

Attachment: Managed Marketing and Communications PCI Services Proposal and Scope of Work

# Proposal for Marketing Communications

Updated December 15, 2020



**PARK DISTRICT** of OAK PARK



**Public  
Communications  
Inc.**



# Introduction

Thank you for inviting Public Communications Inc. to deliver a proposal outlining marketing capabilities for the Park District of Oak Park. We pride ourselves as an agency committed to using communications to make a positive difference, especially in the greater community we call home.

As you know from our previous work together and the colleagues who referred you, Public Communications Inc. (PCI) has extensive experience working with municipal agencies – including park districts – to design and execute successful community education and marketing communications programs. Because of our extensive experience with nonprofits and government agencies, we are sensitive to the responsibility that comes with the Park District's status as a taxpayer-funded body.

This proposal outlines a scope of work based on our call with Executive Director Jan Arnold and members of her staff, and covers the development of **key messages; a high-level communications plan including an editorial calendar for ongoing media support; website, social media and email support.**

Our team looks forward to discussing our approach with you to tailor the program to fit your needs.



# Scope of Work

## KEY MESSAGE FRAMEWORK

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Key messages ensure a consistent voice throughout all Park District materials, whether the person receiving a particular message is an employee or a resident, or is receiving a communication via email, the brochure, or viewing a post on the Park District's social media. PCI will meet with your senior team for a one-hour intake session to determine **three (3) to five (5) topline key messages** that best represent the Park District along with supporting “proof” points for each message, and make recommendations for how those should be reflected in all materials. These messages are essential to support the other activities throughout the program to build an identifiable brand for the Park District.

## COMMUNICATIONS PLAN & MEDIA SUPPORT

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Proactive communications through a regular cadence of media announcements via press releases or personal stories that illuminate the human impact of your mission is an excellent strategy for keeping the Park District of Oak Park relevant and top of mind in the local market. PCI will work with the Park District to determine an **editorial calendar** of information to support via press releases to be posted on the Park District website and shared to local and regional media as appropriate, opportunities in which Park District leadership and other representatives can serve as expert spokespeople to comment on key issues affecting the community, and/or work with Park District staff to identify extraordinary member stories that can be pitched to local media as a human interest story. PCI will evaluate all opportunities for media potential or other external uses (i.e. a video on the website or social media), consider timely angles such as awareness months, craft a pitch, conduct one-on-one media training with the pitch subject via phone, identify target media and conduct outreach, and report on successes. The goal will be to support one (1) such endeavor every other month.

## WEBSITE MANAGEMENT

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PCI will manage the Park District's website through its existing management platform, updating it with information about priority programs, events and other updates. We will work with the team at the beginning of each month to forecast and prioritize updates for the month and remain nimble for last-minute changes needed, totaling **up to 10 hours a month** in posting/updates. PCI will work in tandem with individual departments who will continue to update their portions of the site. We will also report out monthly on website analytics to ensure the team reviews top-performing content and identifies areas for improvement along the way.



## SEO STRATEGY/AUDIT

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To maximize effectiveness on the website, PCI can conduct a high-level SEO (search engine optimization) audit at the beginning of the program to **identify opportunities for website content and page updates**. Updates will ensure all site content and pages are indexed properly to heighten visibility among target audiences. Findings will also inform additional SEO keywords that should be implemented in any new page and content development.

## SOCIAL MEDIA STRATEGY PLAYBOOK

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An effective social media presence requires a formal strategy. At the beginning of our program we will develop a social media strategy playbook that outlines a **cohesive plan of best practices and opportunities to advance social media efforts**. The playbook will include, but not limited to, guiding goals, objectives, strategies to grow and retain social media audiences, engaging content opportunities, tips for leveraging partnerships and best practices. The playbook will also include a response matrix that will guide PCI's daily monitoring and follower response efforts.

## SOCIAL MEDIA COMMUNITY MANAGEMENT

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Using strategies outlined in the playbook, PCI will manage the Park District's social media channels (Facebook, Twitter, Instagram, YouTube) through both strategic content development and community engagement. We will:

- Develop up between 10-15 posts (along with corresponding visuals) each week across the Park District's channels; we will share draft content with the team for review every other week, conducting up to one round of edits and scheduling through the Park District's preferred management platform or PCI's Sprout Social.
- Conduct daily social media monitoring and respond to/engage followers based on the established response matrix.
- When appropriate, PCI can also provide once-a-month onsite support for live streams, photo captures at events, and more.
- Establish a Google Form for all Park District staff to submit content ideas and visuals for consideration.
- Boost up to three priority posts/run geo-specific social media advertising each month (using budget set aside by the Park District)
- Provide a monthly report outlining social media results, including top performing posts, key learnings, and progress towards established objectives.



## **EMAIL MARKETING STRATEGY**

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PCI can develop an email marketing strategy and new newsletter template that is in sync with the Park District's overall communications goals. The strategy will include a comprehensive overview of:

- Industry best practices
- Analysis of data available on the Park District's existing distribution service
- Goals, target audiences and strategies to guide the Park District's email marketing efforts
- Reporting benchmarks and analytic measurements to determine success
- Recommendations on alternative email marketing platforms and guidance on future campaign management

## **EMAIL MARKETING EXECUTION**

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PCI will also manage email marketing distributions each month, ensuring we receive content from all departments monthly and refining for consistency in tone of voice and aesthetic. We will also report out on analytics monthly.

## **OVERALL ACCOUNT MANAGEMENT**

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PCI will conduct biweekly check-in calls with Park District staff to discuss various program elements, as well as monthly calls to verify goals and develop the upcoming digital content calendar across social, website and email. Also includes ongoing counsel as needed.



# Budget Summary

The budget that follows is based on time it will take to meet your goals, professional standards to ensure quality work, and our previous experience developing and executing similar programs in the region.

| Program Element (one-time)                 | Fees            | Estimated Expenses* |
|--|-----------------|---------------------|
| Overall Park District Messaging (one-time) | \$2,500         | n/a                 |
| SEO Strategy/Audit (one-time)              | \$2,500         | \$50                |
| Social Media Strategy Playbook (one-time)  | \$5,000         | \$50                |
| Email Marketing Strategy (one-time)        | \$4,000         | \$50                |
| <b>TOTAL</b>                               | <b>\$14,000</b> | <b>\$150</b>        |

| Program Element (ongoing)                   | Fees             | Estimated Expenses* |
|---|------------------|---------------------|
| Ongoing Media Support (monthly)             | \$1,000/month    | \$40/month          |
| Website Management (monthly)                | \$1,875/month    | \$25/month          |
| Social Media Community Management (monthly) | \$4,500/month    | \$50/month          |
| Email Marketing Execution (monthly)         | \$2,000/month    | \$40/month          |
| Account Management (monthly)                | \$1,000/month    | n/a                 |
| <b>TOTAL (for 12 months)</b>                | <b>\$124,500</b> | <b>\$1,860</b>      |

\*Expenses are only invoiced if incurred

Please note PCI offers crisis communications services at an hourly rate of \$325. Crisis communications counsel may include helping the Park District of Oak Park assess the crisis and determine actual or potential damage, parties affected, level of the situation, pertinent information required, communication response strategies, messaging, written materials required, standby statements, fact sheets and other collateral, determination and training of spokespersons, strategies for reputation recovery or rebuilding, ongoing social media monitoring, internal communications, media relations, strategy planning and execution, digital strategies, development and/or management of issue-specific microsite.



# Team Bios

PCI has hand-selected these professionals to be on the account team because of their demonstrated success with campaigns for publicly funded projects. Each played an important role in developing and executing a successful voter education program for a Chicagoland park district, and together they constitute your core team. During times of peak activity, additional staff may be added to reflect the workload and/or special expertise needed.

## Amanda ReCupido Vice President



Strategic Planning

Messaging

Crisis Communications

Amanda ReCupido is a public relations professional with a background in writing, media relations and social media, and experience working with nonprofit cultural institutions. As vice president, Amanda manages accounts and oversees communications strategy and execution for nonprofit, cultural and government clients. She has experience training groups on media messaging and counseling clients on a range of crises from employee incidents to data breaches. Her clients at PCI have ranged across the arts, education, philanthropy, social services and advocacy, Park Districts, conservation, and medical associations and providers.

Prior to joining PCI, Amanda was on the publicity team at Goodman Theatre, Chicago's oldest and largest nonprofit theater, where she was responsible for media relations for Goodman's productions, auxiliary board and education programs. She secured two covers of the *Chicago Reader* and segments on every local Chicago TV station.

Amanda has also held positions at *Time Out Chicago* and *Smithsonian Magazine* and has contributed to a variety of media outlets as a freelance writer. At New York's 92nd Street Y, she helped launch the organization's Tribeca venue and Twitter account. She has spoken on public relations as a guest lecturer at Northwestern University, DePaul University, Columbia College and Roosevelt High School in Chicago.

A graduate of Illinois Wesleyan University, Amanda has a Bachelor of Arts in English with a concentration in writing. While at Illinois Wesleyan, she was co-editor of the campus literary magazine, organizing its annual conference, and worked for the Office of University Communications. She later received a Certificate in Publishing from New York University and also studied at the University of London.



## Michael Queroz

Vice President, Digital



Digital Strategy

Social Media Marketing and Advertising

Website and SEO Strategy

Michael Queroz leads Public Communications Inc.'s digital group. He specializes in developing integrated media and digital strategies that advance the communications, marketing and business goals for a wide range of clients.

Michael has provided digital strategy and support for a variety of Chicago-based and national organizations including AARP Illinois, the Village of Glenview, Arlington Heights Park District, Morton Grove Park District, Oak Brook Park District, the Nature Conservancy Illinois, Chicago's First Lady Cruises and the Greater Chicago Food Depository. He is particularly passionate about integrating media and digital strategies into client programs to support all communications needs.

Michael graduated from the University of Illinois at Chicago with a Bachelor of Arts degree in communication and a minor in managerial skills. In 2018, he was named Young Professional of the Year by the Public Relations Society of America – Chicago Chapter.



# Latisha Ellison

## Account Executive



### Media Relations

### Social Media

### Project Management

Latisha Ellison specializes in nonprofit communications and digital strategy, with a focus on social media strategic planning and execution. As a part of PCI's digital team, she works to develop content and implement digital programs for her clients, as well as provide ongoing social media counsel.

Latisha implements both traditional and digital communications strategies in her work with nonprofit clients like Cradles to Crayons Chicago and Primo Center, to tell their stories of impact on homeless children and their families in need of basic essentials and critical health services. She provides strategic communications support for a variety of client programs including Arlington Heights Park District, Mercury Cruiseline Chicago's First Lady and CAF America.

Prior to joining PCI, Latisha was a marketing intern at TalentLaunch where she worked with staffing and recruiting firms. She also worked with PCI's Worldcom partner True Digital Communications as a content and PR intern, brainstorming and executing content marketing strategies for B2B clients in the building products industry.

Latisha graduated with a bachelor of science degree in public relations from Kent State University, where she was the 2017 Public Relations Society of America Cleveland Student of the Year and recipient of the 2018 Servant Leader award. She was an active member and served as president of the Kent State Chapter of the Public Relations Student Society of America. She also wrote articles for the university's faculty and staff e-newsletter and managed social media for Flash Communications in the University Communications and Marketing office.





# Conclusion

Thank you again for this opportunity to expand PCI's partnership with the Park District of Oak Park. We are excited about the prospect of working with you and are confident that we can help you achieve results.

We are fortunate in maintaining long relationships with our clients – 10+ year relationships are very common. Three aspects of PCI that we believe secure these long-term relationships are:

- **Creativity.** We are idea people – people who can provide solutions and create programs that deliver.
- **Service.** This is our hallmark. We have prospered on the recommendations and referrals from satisfied clients.
- **Consistency.** We set high standards for our work and staff. We are especially proud of our skilled and dedicated staff.

We look forward to meeting with you and your team again to answer your questions and discuss our approach.

Best regards,



Amanda ReCupido  
Vice President  
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[arecupido@pci-pr.com](mailto:arecupido@pci-pr.com)

