



PARK DISTRICT of OAK PARK

**PARK DISTRICT OF OAK PARK
Committee of the Whole Meeting
Hedges Administrative Center
218 Madison Street
Oak Park, IL 60302**

Thursday, November 4, 2021, 7:30pm

AGENDA

- I. Call to Order/Roll Call**
- II. 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.
- III. Public Hearing – Tax Levy**
 - A. Review of Proposed 2021 Tax Levy*
 - B. Public Comment
 - C. Adjournment of Public Hearing
- IV. Parks and Planning Committee – Commissioner Worley-Hood: Chair**
 - A. CRC Construction Bid*
 - B. Rehm Pool Concrete Bid Update
- V. Recreation and Facility Program Committee – Commissioner Wollmuth: Chair**
 - A. PACT Facility Use License Agreements for 2022*
- VI. Administration and Finance Committee – Commissioner Wick: Chair**
 - A. 2021 Tax Year Levy – Abatement Ordinance for 2019 Bonds*
 - B. 2021 Tax Year Levy – Abatement Ordinance for 2020 Bonds*
 - C. Budget and Appropriation Ordinance 2022*
 - D. Working Budget – Department Goals 2022*
 - E. Credentials Certificate for the IAPD Annual Meeting*
- VII. New Business**
- VIII. Closed Session**
- IX. Adjournment**

* Indicates information attached.

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

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 20, 2021

Re: 2021 Tax Levy



Statement

The District funds part of its operations through property taxes (50%). Annually, the Board must approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Tax Levy Ordinance provides funds for the next year's operations. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index (CPI) or 5%, whichever is less. The 2021 tax year levy PTELL limit is 1.4%.

Discussion

There are two main limiting factors to the District's taxing power: rate limits and the PTELL tax cap. The IMRF and Liability funds are the only funds that do not have rate limits. All funds are subject to the tax cap except for the Special Recreation Fund.

Rate limits mean the tax line in question may not exceed a certain percentage of the total equalized assessed valuation (EAV) of the District. Rate limits have not been a concern in recent years because EAV in the District has increased faster than CPI. Although CPI has been steady around 5% during 2021, that will not impact the District's tax levy until next year. At the June Board retreat, staff was directed to increase this year's tax levy by 2.9% to capture CPI and a 1.5% allowance for new construction. That means there will be a \$4.60 increase per \$100,000 of EAV; for the average home in Oak Park that means a \$6.53 increase in their total tax bill from the Park District.

Recommendation

Staff recommends the Board approve the 2021 Tax Levy.

Attachment: 2021 Tax Levy

**PARK DISTRICT OF OAK
ORDINANCE NO. 2021-11-01**

**ANNUAL TAX LEVY ORDINANCE
FOR THE 2021 TAX YEAR**

WHEREAS, the Board of Commissioners of the Park District of Oak Park has ascertained that the total amount of appropriations and amounts deemed necessary to defray expenses and liabilities for all of the Park District's corporate purposes to be provided for by the tax levy for the 2021 tax year is \$11,086,828;

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

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

Section 2. Tax Levy. There shall be and is hereby levied on all taxable property within the limits of the Park District of Oak Park for the 2021 tax year the sum of \$11,086,828 or so much thereof as may be authorized by law, as set forth below and in Exhibit A attached to and by this reference incorporated into this Ordinance.

Corporate	- \$5,054,462
Recreation	- \$4,719,430
IMRF	- \$206,905
Auditing	- \$22,251
Liability Insurance	- \$294,413
Museum Fund	- \$360,893
Handicapped Fund	- \$428,474

Section 3. Filing with County Clerk. The Secretary of the Board of Commissioners is hereby authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by State law and prior to December 31, 2021.

Section 4. Budget and Appropriations. As provided in Section 4-4 of the Illinois Park District Code, 70 ILCS 1205/4-4, any failure of the Board of Commissioners to have properly adopted an annual budget and appropriation ordinance shall not affect the validity of this Ordinance. The Park District's Annual Budget and Appropriation Ordinance for the 2022 fiscal year is not intended or required to be in support of or in relation to this Ordinance.

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

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

PASSED this 18th day of November 2021

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 18th day of November 2021

By: _____
Kassie Porreca, Park Board President

ATTEST:

Chris Wollmuth, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

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

This certificate applies to the 2021 tax levy.

November 18, 2021

Kassie Porreca, President
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

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

I also certify that the foregoing ordinance is a true and correct copy of the “ANNUAL TAX LEVY ORDINANCE FOR THE 2020 TAX YEAR” of the Park District of Oak Park, adopted at a duly called regular meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park at 7:30 p.m. on the 18th day of November 2021.

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

November 18, 2021

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)

ATTACHMENT A
TO ANNUAL TAX LEVY ORDINANCE
FOR THE 2021 TAX YEAR
(FUNDS AND PURPOSES)

I. CORPORATE FUND

A. ADMINISTRATION

1. SALARIES	1,002,267
2. CONTRACTUAL SERVICES	669,814
3. MATERIALS	77,075
4. SOCIAL SECURITY	540,000
5. INSURANCE	45,858
6. UTILITIES	108,000
	<hr/>

2,443,014

D. CONSERVATORY

1. SALARIES	176,984
2. INSURANCE	99,000
3. UTILITIES	36,600
	<hr/>

312,584

C. PARKS & PLANNING

1. SALARIES	1,314,635
2. CONTRACTUAL SERVICES	552,375
3. INSURANCE	217,754
4. UTILITIES	214,100
	<hr/>

2,298,864

CORPORATE TOTAL \$ 5,054,462

II. RECREATION FUND

A. ADMINISTRATION

1. SALARIES	829,362
2. INSURANCE	166,087
3. DEBT SERVICE	-
4. CAPITAL IMPROVEMENTS	2,868,128
	<hr/>

3,863,577

B. COMMUNICATIONS AND MARKETING

1. SALARIES	211,638
2. CONTRACTUAL SERVICES	154,970
3. INSURANCE	59,787
	<hr/>

426,395

B. CUSTOMER SERVICE

1. SALARIES	\$ 216,228
2. INSURANCE	38,534
	<hr/>

\$ 254,762

C. PROGRAMS

1. SALARIES	\$ 174,696
-------------	------------

RECREATION TOTAL \$ 4,719,430

III. MUSEUM FUND			
1. CONTRACTUAL SERVICES	\$	351,913	
2. UTILITIES	\$	8,980	
		MUSEUM TOTAL	\$ 360,893
			<hr/> <hr/>
IV. PUBLIC AUDIT FUND			
1. AUDITING EXPENSES	\$	21,095	
		PUBLIC AUDIT TOTAL	\$ 22,251
			<hr/> <hr/>
V. SPECIAL RECREATION			
1. PAYMENT OF PARK DISTRICT'S SHARE OF THE EXPENSES FOR THE WEST SUBURBAN SPECIAL RECREATION ASSOCIATION	\$	428,474	
		SPECIAL RECREATION TOTAL	\$ 428,474
			<hr/> <hr/>
VI. ILLINOIS MUNICIPAL RETIREMENT FUND			
1. ILLINOIS MUNICIPAL RETIREMENT FUND	\$	102,041	
		ILLINOIS MUNICIPAL RETIREMENT FUND TOTAL	\$ 206,905
			<hr/> <hr/>
VII. LIABILITY INSURANCE FUND			
1. LIABILITY INSURANCE/RISK MANAGEMENT	\$	534,720	
		LIABILITY INSURANCE FUND TOTAL	\$ 294,413
			<hr/> <hr/>
		TOTAL ALL FUNDS	\$ 11,086,828



Memo

To: Jake Worley-Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Chris Lindgren, Superintendent of Parks & Planning

Date: October 27, 2021

Re: CRC Construction Contract Awards



Statement

The Park District of Oak Park Board approved a Construction Manager contract with Bulley and Andrews to not only aid in the design and budgeting process, but also for the bidding and management of the facility's construction. This approach has helped the PDOP get to our current bidding state for multiple trades. There are 20 scopes of work that are currently out to bid. The District has held two separate virtual project information sessions and an on-site pre-bid meeting in an effort to reach new bidders and educate them on the overall project. Bulley and Andrews has had a specific focus on outreach for MWBE certified firms in an effort to meet or exceed our newly established goal of 25% MWBE contractors.

Discussion

The project went out to public bid on October 15, 2021, with bids due by 2:00pm, Friday, November 5. At this time, we have a minimum of three bidders per trade scope interested in bidding with over 60 submissions on our website. The project information sessions were held on October 13 and 20. At these project information sessions, we have had multiple MWBE contractors in attendance. The onsite non-mandatory pre-bid meeting was held on October 20, with multiple contractors in attendance. The bidding trade packages include: concrete, masonry & air barrier, structural steel & misc. metals, general trades, metal panels, membrane roofing, glazing, drywall/acoustical ceilings/spray insulation, ceramic tile and flooring, wood flooring, polished concrete, solar, painting, elevators, fire suppression, plumbing, HVAC, Electrical/AV/Security, excavation, and site utilities. With rising costs in materials and major supply chain lead times, it is in the best interest for our agency to bid this project and secure contracts early in order to meet our construction start date of March 2022.

Recommendation

Staff will bring contract award amounts to the Board for consideration and approval at the November 18, Regular Board Meeting.



Memo



To: Commissioner Chris Wollmuth, Chair,
Recreation & Facility Program Committee

From: Maureen McCarthy, Superintendent of Recreation

Date: October 27, 2021

Re: PACT Facility Use License Agreements for 2022

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 2022 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. As a result, most but not all PACT agreements are ready for Park Board consideration.

It should be noted that all organizations need to comply with the PACT requirements for each year of participation.

In Packet

Fenwick High School

Partner

Troop 2

Partner

Oak Park River Forest Ultimate Organization

Companion

*Ascension

Partner

*St. Giles

Partner

Not In Packet due to 3 Year Signed Agreement 2020-2022

AYSO

Associate

OPYBS

Associate

Chicago Edge

Companion

East Ave Lacrosse

Companion

OPRF Alliance

Companion

Pony

Companion

Windmills

Companion

Recommendation

Staff recommends that the Board approve all the PACT Facility Use License Agreements provided and fully executed. Staff will be in attendance at the meeting to review the PACT program applications, level classifications, and proposed agreements as well as to answer any questions of the Board. Please note that we will submit the Agreements that we are waiting for signatures at the December 2021, meeting.

*Waiting for signed agreement from PACT Group

Attachments: PACT Agreements

**A PARTNERSHIP AGREEMENT
BETWEEN THE PARK DISTRICT OF OAK PARK
AND ASCENSION PARISH AND SCHOOL
FOR SHARED USE OF FACILITIES AND SUPPORTING SERVICES**

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of January 1, 2022 (the “*Effective Date*”) between the Park District of Oak Park, an Illinois park district, (the “*Park District*”) and Ascension Parish and School of the Catholic Bishop of Chicago, an Illinois corporation (“*Ascension*”);

WHEREAS, the Park District has a program through which it partners with other Oak Park organizations to share facilities and services; and

WHEREAS, Ascension and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and Ascension agree as follows:

SECTION 1. SHARED FACILITIES AND SERVICES

The Park District will share certain of its play fields with Ascension as stated in Appendix A attached to and by this reference incorporated into this Agreement, and Ascension will share certain gymnasium and other space at its school building with the Park District also as stated in Appendix A (each a “*Shared Facility*” and collectively the “*Shared Facilities*”). The Park District and Ascension may modify the list of Shared Facilities from time to time in writing, without formal amendment of this Agreement.

SECTION 2. USE OF SHARED FACILITIES

A. Requests in Writing. The Park District and Ascension each may use the other’s Shared Facilities as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an “*Additional Use*”).

B. Responses to Requests. All requests shall be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. The host party will endeavor not to cancel or postpone the use by the guest party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the guest party’s use of a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the guest party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. The guest party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the guest party. In the case of the Park District's play fields, the Park District will undertake routine maintenance. Ascension will perform some routine tasks relating to the use of the play fields, such as equipment setup if any, and other similar preparation for play.

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. Ascension must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties. Ascension will not be responsible for large-scale re-sodding of a play field but may be responsible for replacing portions of sod on a play field if the sod is severely damaged from misuse, abuse, or other extraordinary activity conducted by Ascension.

I. Responsibility for Own Personnel. Each party shall be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates and endorsements, or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless Ascension and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Ascension facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. Ascension agrees that, in the event any claim is asserted or any action brought to recover any such damage, Ascension will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District, except that Ascension shall approve the terms of the settlement, which approval shall not be unreasonable withheld. Ascension agrees to notify the Park District in writing within five business days and by telephone immediately after Ascension receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by Ascension. Ascension will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of Ascension, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to Ascension and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by Ascension, except that Ascension shall approve the terms of the settlement, which approval shall not be unreasonable withheld. The Park District agrees to notify Ascension in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2022 (the “*Term*”). The parties may extend the Term of this Agreement one or more times for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite a term within a Shared Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

D. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by facsimile. Facsimile notices shall be deemed valid only to the extent that they are actually received by the individual to whom addressed and are followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt. Each party may change the address or the addressee, or both, for all future notices and communications to that party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications shall be addressed and delivered as follows:

If to Ascension:

Ascension School
601 Van Buren Street
Oak Park, Illinois 60304
Attn: Principal

If to the Park District:

Park District of Oak Park
c/o Executive Director
218 Madison Street
Oak Park, Illinois 60302

With copies to:

Ascension School
601 Van Buren Street
Oak Park, Illinois 60304
Attn: Pastor

The Archdiocese of Chicago
835 North Rush Street
Chicago, Illinois 60611
Attention: Office of Legal Services

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and Ascension

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and Ascension, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and Ascension.

I. No Agency or Partnership. Nothing in this Agreement shall be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the parties other than the sharing of space and services as specifically described herein.

J. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and Ascension have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____ Date: _____
Printed name: _____
Title: _____

The Catholic Bishop of Chicago

By: _____ Date: _____
Printed name: Eric Wollan
Title: Director of Capital Assets

Acknowledged by:

Father Carl Morello
Ascension Parish

APPENDIX A

SHARED FACILITIES AND SUPPORTING SERVICES

Park District of Oak Park Facilities and Services

Total number of hours to be determined – eligible for three (3) hours of field space for every one (1) hour of gym space provided to PDOP.

Park: Park access for school picnic
No inflatables or food vendors are allowed on park property.

Soccer Field: Soccer field for school soccer program

The Park District will attempt to accommodate changes to the identified schedule and dates based upon availability.

Park District will:

Line fields and provide goals for games

- Maintain turf suitable for play

Ascension will:

- Examine playfield and equipment before use to assure safe conditions
- Report poor conditions to the Park District
- The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

Ascension School Facilities and Services

Ascension Gymnasium
TBD

Additional gym space T.B.D. for every hour of agreed upon gym space used by PDOP
Ascension will receive three hours of outdoor space

Ascension School will attempt to accommodate changes to the identified schedule and dates based upon availability.

Park District will:

- Provide contact information for staff assigned to use and manage activities in school facilities
- Report any concerns and unsafe conditions in advance of use
- Leave the facility in the same condition as found

Ascension will:

- Provide a location to temporarily store sports equipment
- Cover any staffing and associated fees to help Park District patrons gain facility access or to monitor facility

PARK DISTRICT OF OAK PARK

FACILITY USE LICENSE AGREEMENT WITH FENWICK HIGH SCHOOL

THIS AGREEMENT (the "*Agreement*") is made and entered into as of January 1, 2022 (the "*Effective Date*") between the Park District of Oak Park, an Illinois park district, (the "*Park District*") and Fenwick High School ("*Fenwick*");

WHEREAS, the Park District has a program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of its facilities among many organizations and for the sharing of facilities with certain partners; and

WHEREAS, Fenwick and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and Fenwick agree as follows:

SECTION 1. SHARED FACILITIES AND SERVICES

The Park District will share certain of its play fields with Fenwick as stated in Appendix A attached to and by this reference incorporated into this Agreement, and Fenwick will share the pool and other space at its school building with the Park District also as stated in Appendix A (collectively the "*Shared Facilities*"). In addition, the Park District and Fenwick also will provide supporting services as stated in Appendix A ("*Supporting Services*"). The Park District and Fenwick may modify the list of Shared Facilities and Supporting Services from time to time in writing, without formal amendment of this Agreement.

SECTION 2. USE OF SHARED FACILITIES

A. Requests in Writing. The Park District and Fenwick each may use the other's Shared Facilities and Services as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an "*Additional Use*").

B. Responses to Requests. All requests will be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. Each party will endeavor not to cancel or postpone the use by the other party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the other party's use of

a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the other party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. Each party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the other party. In the case of an outdoor Park District facility, the Park District will undertake normal maintenance but in some cases will have the assistance of Fenwick to perform limited routine maintenance resulting from the intended use (such as field preparation).

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. Ascension must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties.

I. Responsibility for Own Personnel. Each District will be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless Fenwick and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Fenwick facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. Fenwick agrees that, in the event any claim is asserted or any action brought to recover any such damage, Fenwick will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District. Fenwick agrees to notify the Park District in writing within five business days and by telephone immediately after Fenwick receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by Fenwick. Fenwick will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of Fenwick, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to Fenwick and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by Fenwick. The Park District agrees to notify Fenwick in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2022 (the "*Term*"). The parties may extend the Term of this Agreement one or more time for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite a term within a Shared

Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and Fenwick.

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and Fenwick, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and Fenwick.

I. Illinois Law Applies. This Agreement will be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and Fenwick have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____
President

Date: _____

Fenwick High School

By: Scott Thies
Printed name: Scott Thies
Title: Athletic Director

Date: 10/6/21

APPENDIX A
SHARED FACILITIES
AND SUPPORTING SERVICES

Park District Play Fields and Tennis Courts; Services

Baseball field	Requests taken in December and final schedule in February.
March – May	M-F afterschool hours as well as various game slots on Saturdays
Tennis Courts:	Spring/Summer: Requests taken in December, final schedule in February Fall: Requests taken in April and final schedule in June
March - May	Tennis Courts – Weekdays after school hours
June – July	Tennis Courts M-TH for camps
August – October	Tennis Courts – afterschool and occasional Saturday

Total number of hours is to be determined. Eligible for three (3) hours of field space for every one (1) hour of indoor space provided to PDOP; Seven (7) hours on a court for every one (1) hour of indoor space.

Fenwick will:

- Report any poor conditions before a ball field or tennis court is used via PDOP Maintenance Request system (<http://webrequests.pdop.org>)
- Purchase up to two tennis sets (net with stiffening rods and center strap) annually, depending on need (brand to be specified by PDOP).
- Confine all match play at permitted courts/fields.
- Reserve courts with the Superintendent of Recreation or his or her designee at the Park District.
- The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

The Park District will:

- Respond to submitted Maintenance Requests in a timely manner.
- Provide a notification sign to display notifying members of the public that they may use one of the courts regardless of Fenwick's presence.

Fenwick Facilities and Services

Lawless Gymnasium:

January – December

Wednesdays	7:00 – 9:00 PM
Saturdays	4:00 – 7:00 PM

Fenwick auditorium foyer and possibly classrooms for dance recital

One weekend in early May consisting of:
Friday Evening 3:30PM – 8:00PM
and Saturday 9:00AM-3:00PM

Fenwick services:

- The Park District may post information with the desk / facility attendants and on the main entrances to the school building announcing any schedule changes.
- AED and communication equipment will be provided for emergency use.
- If Fenwick becomes aware of a scheduling conflict, they will inform PDOP of said conflict at least two weeks in advance.

The Park District will:

- Provide staff to guide participants to the gym area.
- Provide a staff member inside the gymnasium to ensure that all participants are conducting themselves in a safe manner.
- Leave the facility reasonably neat and clean at the conclusion of Open Gym.

PARK DISTRICT OF OAK PARK

FACILITY USE LICENSE AGREEMENT WITH OAK PARK AND RIVER FOREST YOUTH ULTIMATE ORGANIZATION

This Facility Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park, an Illinois park district (the "*Park District*") and the Oak Park and River Forest Youth Ultimate Organization (the "OPRF Ultimate");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, OPRF Ultimate is one of the many organizations that use the Facilities; and

WHEREAS, the Park District has established a facility use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, and fair allocation and scheduling of the Facilities among those many organizations; and

WHEREAS, OPRF Ultimate desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and OPRF Ultimate desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the OPRF Ultimate's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and OPRF Ultimate as follows:

I. Grant of License for Authorized Use

The Park District hereby grants to the OPRF Ultimate a temporary license (the "*License*") for the purpose of allowing the OPRF Ultimate to conduct the following:

Classification:	Partner: <input type="checkbox"/> Associate: <input type="checkbox"/> Companion: <input checked="" type="checkbox"/> Tenant: <input type="checkbox"/>
Approved Facility:	Park District managed facilities and athletic fields
Nature of use:	Practices, games, meetings and registrations
Times of Use:	Fields are sunrise to 10PM with permit, facilities with permit
Starting Date:	Mid-March for fields and January 1 for facilities
Ending Date:	Mid-November for fields and December 31 for facilities
Special Features:	Bathrooms may close after 10/31 due to weather conditions.

These terms constitute the "*Authorized Use*." The License is for the Authorized Use only and for no other purpose.

II. Term of License; Termination

The License is for a term commencing on January 1, 2022 and expiring on December 31, 2022 (the "License Term"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the OPRF Ultimate, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by OPRF Ultimate of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to OPRF Ultimate of the noncompliance. On termination of the License, all use of the Approved Facility by the OPRF Ultimate must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the OPRF Ultimate 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 Agreement.

III. Fee for Use of Approved Facility

A. Pricing Schedule:

Permitted Hours: 2022 - \$10 per hour

Community Center: 25% Discount

Overage Hours: Any space in excess of eligible hours will be billed at:
2022 \$18 per hour

B. Determination of Number of Participants; Payment of Required Fee. The OPRF Ultimate shall give an estimated number of participants when submitting field requests. The OPRF Ultimate shall provide the Park District specific information establishing the final number of Participants for the season. The OPRF Ultimate shall pay Required Fee in full within 45 days after receipt of an invoice from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the OPRF Ultimate of its duty to pay the Required Fee as provided in this Subsection B.

IV. Bond

For this License, there is no bond required from the OPRF Ultimate. A bond may be required for any extended, renewed, or new license.

V. Insurance

During the License Term, the OPRF Ultimate shall provide commercial general liability ("CGL") insurance with a limits of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. OPRF Ultimate represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If OPRF Ultimate at any time uses a vehicle in connection with its use of the Approved Facility, then OPRF Ultimate must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The OPRF Ultimate must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

VI. Volunteer Background Checks

A. Background Checks Conducted By OPRF Ultimate. The provisions of this Subsection A apply to an affiliate that completes its own criminal background checks for its volunteers. Prior to the commencement of the Approved Use, the OPRF Ultimate must provide the Park District, for Park District approval, the form the OPRF Ultimate requires its volunteers to use as part of the OPRF Ultimate's background check process. The form is subject to review and approval by the Park District. Every OPRF Ultimate volunteer must complete the Park District-approved form (the "*Required Form*"), and the OPRF Ultimate must complete a criminal background check (a "*CBC*"), before that volunteer participates in the Approved use or in any other capacity with the OPRF Ultimate using any Park District facility. The OPRF Ultimate must (a) keep a list of all its volunteers, (b) include on the list the date on which the CBC was completed for each volunteer, (c) prohibit a volunteer from participating in the Approved Use or in any other capacity with the OPRF Ultimate using any Park District Facility until a CBC has been completed for that volunteer, and (d) submit an affidavit, and all necessary supplemental affidavits, signed by an authorized OPRF Ultimate representative, to the Park District stating that a CBC has been completed on all volunteers currently being used by the OPRF Ultimate. The failure of the OPRF Ultimate to comply with the provisions of this Subsection A may disqualify the OPRF Ultimate from engaging in the Authorized Use. A CBC must be completed for a volunteer not less often than once every two years.

B. Park District Background Check System. The provisions of this Subsection B apply to an affiliate that uses the Park District's on-line volunteer background check process. Before a volunteer may participate in the Approved Use or in any other capacity with the OPRF Ultimate using any Park District facility, that volunteer must undergo a background check by filling out a Volunteer Background Form on the Park District's website at www.pdop.org. The OPRF Ultimate must (a) keep a list of all its volunteers, (b) direct all its volunteers to complete the Volunteer Background Form, (c) prohibit a volunteer from participating in the Approved Use or in any other capacity with the OPRF Ultimate using any Park District Facility until that volunteer has completed the Volunteer Background Form, and (d) submit an affidavit, and all necessary supplemental affidavits, signed by an authorized OPRF Ultimate representative, to the Park District stating that all volunteers currently being used by the OPRF Ultimate have completed the Volunteer Background Form. The failure of a volunteer to properly complete the Volunteer Background Form disqualifies that volunteer from participating in the Authorized Use. The failure of the OPRF Ultimate to comply with the provisions of this Section 6 may disqualify the OPRF Ultimate from engaging in the Authorized Use. The Park District will use the information provided on the Volunteer Background Form to conduct a thorough criminal background check and determine whether the volunteer is qualified to participate. The Volunteer Background Form must be completed by all volunteers not less often than once every two years.

VII. Park District Services

The Park District will endeavor to provide the following for the OPRF Ultimate:

- A staff member or elected official to serve as a liaison to the OPRF Ultimate and who will endeavor to attend OPRF Ultimate board meetings if requested.
- Limited publicity in the form of organization contact information in Park District program brochures and on the Park District's website
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled, and at other times as reasonably requested.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT policies.

- Use of a Park District Facility for annual registration and organizational meeting opportunities, based on availability and proper completion by the OPRF Ultimate of rental application procedures.

VIII. OPRF Ultimate Requirements, Duties, and Responsibilities

The OPRF Ultimate shall fulfill the following requirements, duties, and responsibilities:

- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- Provide annual financial reports and written minutes as requested by the Park District.
- File annually a copy of their governing by-laws and proof of status as a Sec. 501(C)(3) not-for-profit organization.
- File an accident report with the Park District immediately after the accident occurs if the accident was caused by or arose from an incident related to a Park District Facility or an action taken by the Park District.
- Maintain their own financial accounts and forbid everyone within the OPRF Ultimate from incurring any expense for or in the name of the Park District.
- Forbid everyone within the OPRF Ultimate for making representations or commitments for or on behalf of the Park District.
- Provide sufficient Volunteers to organize and operate their events.
- Properly clean up after their events, including collection and proper disposal of all litter and debris.
- Conduct all of their activities safely and properly and maintain the Approved Facility in a safe condition during each Authorized Use.
- Advise the Park District immediately of any unsafe condition at any Facility.
- Advise the Park District regularly of any increase or decrease in the number of Participants
- Comply with all Park District Rules and Regulations at all times and defer at all times to the Park District's application and interpretation of those Rules and Regulations.
- Comply with specific directions given from time to time by the Park District based on existing conditions or extenuating conditions.
- Adhere to all safety and risk management programs and standards set by the Park District and adopt such programs and standards for itself as required by the Park District for all organizations.
- Adhere to all Park District policies and directives related to use of wet fields.
- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act.
- Provide financial scholarship award information to include number of participants receiving a financial assistance as well as total dollars allocated by November 1st each year. Additionally please list where your scholarship information is distributed for community awareness.

- Report to the Park District Weather Related Cancellations within one week of weather event. Report to the Park District non-weather related cancellations 72 hours prior to permitted date. Rainouts and cancellations reported after deadline will result in the organization being responsible for payment of those hours.
- Responsible for educating and enforcing coaches, players and spectators on the Park District of Oak Park's Code of Conduct which can be found at www.pdop.org/programs/participant-code-of-conduct/

IX. Carry In/Carry Out

The Park District's Greening Advisory Committee initiated a Carry In/Carry Out program with the Oak Park Youth Baseball/Softball Association and the Oak Park American Youth Soccer Organization to reduce trash, keep our parks cleaner, and increase environmental awareness and stewardship. This program has now been expanded to all park patrons. We simply ask our park users to take out whatever trash they bring into the park. Please do your part to keep our parks clean.

X. Specific Terms of Agreement

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and OPRF Ultimate have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

PARK DISTRICT OF OAK PARK

By: _____
President

Date: _____

Oak Park and River Forest Youth Ultimate Organization

By: Robert Spite

Date: 10/26/2021

Printed name: Robert Spite

Title: Treasurer

**A PARTNERSHIP AGREEMENT
BETWEEN THE PARK DISTRICT OF OAK PARK
AND ST. GILES PARISH AND SCHOOL
FOR SHARED USE OF FACILITIES AND SUPPORTING SERVICES**

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of January 1, 2022 (the “*Effective Date*”) between the Park District of Oak Park, an Illinois park district, (the “*Park District*”) and St. Giles Parish and School of the Catholic Bishop of Chicago, an Illinois corporation (“*St. Giles*”);

WHEREAS, the Park District has a program through which it partners with other Oak Park organizations to share facilities and services; and

WHEREAS, St. Giles and the Park District desire to enter as partners into this Agreement for the sharing of certain facilities for their programs;

NOW, THEREFORE, the Park District and St. Giles agree as follows:

SECTION 1. SHARED FACILITIES AND SERVICES

The Park District will share certain of its play fields with St. Giles as stated in Appendix A attached to and by this reference incorporated into this Agreement, and St. Giles will share certain gymnasium and other space at its school building with the Park District also as stated in Appendix A (each a “*Shared Facility*” and collectively the “*Shared Facilities*”). The Park District and St. Giles may modify the list of Shared Facilities from time to time in writing, without formal amendment of this Agreement.

SECTION 2. USE OF SHARED FACILITIES

A. Requests in Writing. The Park District and St. Giles each may use the other’s Shared Facilities as stated in Appendix A. In addition, each party may request from time to time, in writing, additional use of a Shared Facility of the other party (an “*Additional Use*”).

B. Responses to Requests. All requests shall be answered in writing within 10 working days after receipt. A host party may decline a request for an Additional Use at its discretion, but the parties will endeavor to allow an Additional Use whenever reasonably possible.

C. Cancellation of Approved Event or Program. The host party will endeavor not to cancel or postpone the use by the guest party of a Shared Facility that is stated in Appendix A or that has been approved as an Additional Use. The host party, in the case of a conflict or other circumstance that cannot reasonably be resolved, may cancel or postpone the guest party’s use of a Shared Facility on 72-hours written notice or, if 72-hours written notice is impractical, then as much advance notice as possible. The host party will cooperate with the guest party to relocate or reschedule the affected program.

D. Compliance with Policies, Ordinances, and Procedures. The guest party and its staff members and participants must comply with all applicable rules and policies of the host party relating to conduct and use of the Shared Facility.

E. Normal Maintenance. Each party will undertake all normal and routine maintenance of its own facilities at no cost to the guest party. In the case of the Park District's play fields, the Park District will undertake routine maintenance. St. Giles will perform some routine tasks relating to the use of the play fields, such as equipment setup if any, and other similar preparation for play.

F. Clean-Up of Debris. The guest party is responsible for cleaning up litter and debris generated as a direct result of the guest party's use of a Shared Facility. St. Giles must adopt and follow sound environmental practices, including, among other measures, encouraging use of reusable water and juice containers and other waste reduction measures and proper disposal of recyclable products. The Park District also expects support and communication to your participants of the Carry In – Carry Out program to reduce waste in the parks.

G. Reasonable Care. Each time a guest party uses a Shared Facility, the guest party will take reasonable care to prevent damage to, or unusual wear and tear to, that facility, including without limitation damage or unusual wear and tear to turf, materials, and equipment.

H. Repairs. The guest party will promptly repair at its expense, or pay the host party for the repair, of any damage or unusual wear and tear to a Shared Facility, including without limitation turf, materials, and equipment, caused by the guest party's use, which repair will be undertaken at a time and in a manner agreed to by the parties. St. Giles will not be responsible for large-scale re-sodding of a play field but may be responsible for replacing portions of sod on a play field if the sod is severely damaged from misuse, abuse, or other extraordinary activity conducted by St. Giles.

I. Responsibility for Own Personnel. Each party shall be fully and solely responsible for its own employees, contracted services, and other agents including without limitation responsibility for supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. GENERAL LIABILITY INSURANCE

A. General Standard. Each party will provide its standard insurance coverage for its facilities. Each guest party will be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the host party.

B. Commercial General Liability Insurance. Each party will keep in force commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$1,000,000 per occurrence, written on an occurrence basis and times naming the other party as an additional insured.

C. Certificates of Insurance; Notice. Each party will furnish to the other party certificates and endorsements, or other suitable evidence of the insurance and coverage in place as required in this Section, including the requirement of a 30-day notice of any cancellation or any reduction in limits.

SECTION 4. INDEMNITY

A. Indemnity by Park District. The Park District will indemnify, defend, and save and hold harmless St. Giles and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a St. Giles facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. St. Giles agrees that, in the event any claim is asserted or any action brought to recover any such damage, St. Giles will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District, except that St. Giles shall approve the terms of the settlement, which approval shall not be unreasonable withheld. St. Giles agrees to notify the Park District in writing within five business days and by telephone immediately after St. Giles receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by St. Giles. St. Giles will indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District facility that arises out of any act or omission of St. Giles, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons occurring or alleged to have occurred in whole or in part in connection with the use of the Shared Facilities or services described herein. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to St. Giles and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by St. Giles, except that St. Giles shall approve the terms of the settlement, which approval shall not be unreasonable withheld. The Park District agrees to notify St. Giles in writing within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Assertion of Defenses. The insurer of the party providing the indemnification will be allowed to raise, on behalf of the indemnified party, any and all defenses statutory or common law to a claim or action that the indemnified party might have raised, including but not limited to any defense provided by the Illinois Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1-101 *et seq.*

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2022 (the “*Term*”). The parties may extend the Term of this Agreement one or more times for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

B. Assignment Prohibited. Neither party may assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the other party.

C. Termination. Either party may terminate this Agreement on 120 days written notice to the other party, except that this Agreement may not be terminated in a manner that unreasonably interferes with the completion of a program of finite a term within a Shared Facility and, if necessary, the term of this Agreement as it applies to that Shared Facility will be extended to accommodate the conclusion of that program.

D. Notice. Any notice or communication required or permitted to be given under this Agreement shall be in writing and shall be delivered (i) personally, (ii) by a reputable overnight courier, (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid, or (iv) by facsimile. Facsimile notices shall be deemed valid only to the extent that they are actually received by the individual to whom addressed and are followed by delivery of actual notice in the manner described in either (i), (ii) or (iii) above within three business days thereafter at the appropriate address set forth below. Unless otherwise expressly provided in this Agreement, notices shall be deemed received upon the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt. Each party may change the address or the addressee, or both, for all future notices and communications to that party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications shall be addressed and delivered as follows:

If to St. Giles:
St. Giles School
1034 Linden Avenue
Oak Park, Illinois 60302
Attn: Principal

If to the Park District:
Park District of Oak Park
c/o Executive Director
218 Madison Street
Oak Park, Illinois 60302

With copies to:
St. Giles School
1025 Columbian Avenue
Oak Park, Illinois 60302
Attn: Pastor

The Archdiocese of Chicago
835 North Rush Street
Chicago, Illinois 60611
Attention: Office of Legal Services

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and St. Giles

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any instance may not be construed as a waiver in any subsequent insistence on strict performance or enforcement.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and St. Giles, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and St. Giles.

I. No Agency or Partnership. Nothing in this Agreement shall be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the parties other than the sharing of space and services as specifically described herein.

J. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the Park District and St. Giles have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

Park District of Oak Park

By: _____
Printed name: _____
Title: _____

The Catholic Bishop of Chicago

By: _____
Printed name: Eric Wollan
Title: Director of Capital Assets

Acknowledged by:

Rev. Carl Morello, Pastor
St. Giles Parish

APPENDIX A

SHARED FACILITIES AND SUPPORTING SERVICES

1. Park District Facilities and Services

August – October 2022:

- St. Giles use of a Park District soccer field for practices and games, after 4:00 PM during the week and at various times on Saturdays.
- Total number of hours to be determined; eligible for three (3) hours of field space for every one (1) hour of indoor space provided to PDOP.

The Park District will:

- Line fields and provide goals for games.
- Maintain turf suitable for play.
- Place goals for games only.

St. Giles will:

- Examine playfield and equipment before use to assure safe conditions.
- Report poor conditions before a field is used.
- The Park District also expects support and communication to your participants of the Carry In-Carry Out program to reduce waste in the parks.

2. St. Giles Facilities and Services

Basketball courts or other rooms requested and available for various Park District activities for every hour of indoor space St. Giles will be eligible for three (3) hours of outdoor space.

**A PARTNERSHIP AGREEMENT BETWEEN
THE PARK DISTRICT OF OAK PARK
AND TROOP 2**

THIS AGREEMENT (“*Agreement*”) is made and entered into as of December 1, 2021, (the “*Effective Date*”) and ending May 31, 2022 (the “*End Date*”) between the Park District of Oak Park, (“PDOP”) and Troop 2 (“*Troop 2*”); and

WHEREAS, the PDOP has instituted a program called PACT (Partner, Associate, Companion, Tenant) which establishes a fair, equitable and cost effective system in which to manage and administer reservations at Park District facilities, and

WHEREAS, PDOP and Troop 2 desire to exchange facilities use from the PDOP and volunteer services from Troop 2;

NOW, THEREFORE, the PDOP and Troop 2 agree as follows:

Section 1. Exchange of Facilities Use and Volunteer Services

The PDOP will allow Troop 2 to use Barrie Center North and South rooms at certain times, as stated in Appendix A, and Troop 2 will provide volunteer support services to the PDOP as stated in Appendix A.

Section 2. General Standards for Facilities Use

A. Compliance with Policies, Ordinances, and Procedures. Troop 2 and its staff must comply with all applicable PDOP Rules and Regulations when using a PDOP Facility.

B. Barrie Center North and South Rooms Set-Up. Troop 2 is required to set up Barrie Center North and South Rooms for their meetings which includes clean-up. The PDOP will provide for normal maintenance and custodial services.

C. Carry-In Carry-Out. Troop 2 must communicate to their participants regarding Carry-In Carry-Out program to reduce waste in the parks.

D. Reasonable Care. Troop 2 must take reasonable care to prevent damage to, or unusual wear and tear to Barrie Center including furnishings, and equipment. Troop 2 will be responsible for the repair of any damage or unusual wear and tear to Barrie Center.

Section 3. Background Checks

Prior to the commencement of the Approved Use, Troop 2 must complete a criminal background check on all volunteers before that volunteer participates with Troop 2 at Barrie Center. Troop 2 will provide an affidavit stating that Criminal Background Checks have been completed on all Troop 2 volunteers. The failure of Troop 2 to comply with the provisions of this Subsection A may disqualify Troop 2 from engaging in the Authorized Use.

Section 4. General Liability Insurance

TROOP 2 must provide standard insurance coverage for its activities. Naming Park District of Oak Park as an additional insured for \$1,000,000.

Section 5. Indemnity

Troop 2 will indemnify the PDOP and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others at Barrie Center that arises out of any act or omission of Troop 2, including its staff, officials, volunteers, agents, invitees, guests, and patrons. The PDOP agrees that, in the event any claim is asserted or any action brought to recover any such damage, the PDOP will give prompt notice thereof in writing to Troop 2 and will cooperate in the investigation and defense of any such claim or action.

Section 6. General Provisions

A. Term. This Agreement is for a term beginning on December 1, 2021 and ending on May 31, 2022.

B. Termination. Either party may terminate this Agreement within 30 days via a written notice to the other party.

C. Entire Agreement. This Agreement constitutes the entire agreement between the parties as to the matters stated in this Agreement and supersedes any and all prior agreements and negotiations between the parties related to those matters, whether written or oral.

D. Amendments and Modifications. Except as specifically provided in this Agreement for Appendix A, this Agreement may not be amended or modified in any way except in writing and approved and executed by the PDOP and Troop 2.

E. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the PDOP and Troop 2, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person or entity other than the PDOP and Troop 2.

F. Illinois Law Applies. This Agreement shall be governed by the laws of the State of Illinois.

WHEREFORE, the PDOP and Troop 2 have caused this Agreement to be executed by their duly authorized representatives as of December 1, 2021.

Park District of Oak Park

By: _____

Date: _____

Printed name: _____

Title: _____

Troop 2

By:  _____

Date: October 26, 2021

Printed name: Brian Souders

Title: Committee Chair

APPENDIX A

TROOP 2

SHARED FACILITIES AND VOLUNTEER SUPPORT SERVICES

The PDOP will:

- Allow use of Barrie Center North and South rooms for up to six hours per month

Troop 2 will:

- Assure that the same adult supervisor is always present and is the only person who has a key to Barrie Center; this key must not be passed to anyone else.
- Assure that any cancellation of use or significant schedule changes are communicated in advance of use;
- Leave a facility in the same condition as found;
- Participate in the Carry-In Carry-Out program.
- Troop 2 will provide service to the PDOP by cleaning up any litter on Barrie Center park grounds (which includes: grounds around the facility, multi-purpose field, playground, basketball/tennis courts) before or after each Troop 2 Meeting.



Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 20, 2021

Re: 2021 Tax Year Levy – Abatement Ordinance for 2019 Bond 2021-11-02



Statement

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

Discussion

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

The amount to be abated for the 2021 tax year, collected on the tax bills issued in 2022, is \$301,400. The alternative source of revenue used to pay the debt service for the 2019 bond issue is the recreation levy component of the District's general property tax levy.

Recommendation

Staff recommends the 2021 Tax Levy Abatement Ordinance 2021-11-02 for the 2019 Bond be approved.

Attachment: Abatement Ordinance 2019 for Bond 2021-11-02

**Park District of Oak Park
Ordinance No. 2021-11-02**

AN ORDINANCE abating the taxes heretofore levied for the year 2021 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019, of the Park District of Oak Park, Cook County, Illinois.

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

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

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

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2021 in the Ordinance, namely three hundred and one thousand four hundred dollars (\$301,400), is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2021 in its entirety in accordance with the provisions hereof.

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

Adopted by roll call vote November 18, 2021.

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

By: _____
Kassie Porreca, Park Board President

ATTEST:

Chris Wollmuth, Secretary

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 20, 2021

Re: 2021 Tax Year Levy – Abatement Ordinance for 2020 Bond 2021-11-03



Statement

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

Discussion

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

The amount to be abated for the 2021 tax year, collected on the tax bills issued in 2022, is \$1,561,200. The alternative source of revenue used to pay the debt service for the 2020 bond issue is the recreation levy component of the District's general property tax levy.

Recommendation

Staff recommends the 2021 Tax Levy Abatement Ordinance 2020-11-03 for the 2020 Bond be approved.

Attachment: Abatement Ordinance for 2020 Bond 2021-11-03

**Park District of Oak Park
Ordinance No. 2021-11-03**

AN ORDINANCE abating the taxes heretofore levied for the year 2021 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020, of the Park District of Oak Park, Cook County, Illinois.

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

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

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2021 to pay the principal of and interest on the Bonds be abated in its entirety;

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2021 in the Ordinance, namely one million five hundred and sixty one thousand two hundred dollars (\$1,561,200), is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2021 in its entirety in accordance with the provisions hereof.

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

Adopted by roll call vote November 18, 2021.

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

By: _____
Kassie Porreca, Park Board President

ATTEST:

Chris Wollmuth, Secretary

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 20, 2021

Re: 2022 Budget and Appropriation Ordinance 2021-11-04



Statement

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

Discussion

A public hearing is required to be held prior to approval of the B & A. This notice must be published in a newspaper of local circulation at least seven days before the public hearing. The public hearing notice will be published in the November 10, edition of the Wednesday Journal and the public hearing will be held November 18.

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

Recommendation

Staff recommends approving the Budget & Appropriation Ordinance 2021-11-04.

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

**PARK DISTRICT OF OAK PARK
ORDINANCE NO. 2021-11-04**

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
OF THE PARK DISTRICT OF OAK PARK
FOR FISCAL YEAR BEGINNING JANUARY 1, 2022,
AND ENDING DECEMBER 31, 2022

WHEREAS, the Board of Commissioners of the Park District of Oak Park has determined the sums of money deemed necessary to defray all necessary expenses and liabilities of the Park District for the fiscal year beginning January 1, 2022, and ending December 31, 2022 (the “2022 Fiscal Year”) and such sums of money are appropriated by this Ordinance; and

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

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

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

Section 2. Adoption of Budget and Specifying Appropriations. The Board of Commissioners hereby adopts the Budget for the 2022 Fiscal Year and hereby specifies the objects and purposes for which appropriations are made for the 2022 Fiscal Year as set forth in Exhibit A attached to and by this reference incorporated into this Ordinance.

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

certified public accounting firm, the payments to a special recreation association being the West Suburban Recreation Association, and the payment of health insurance, as herein before specified, all in order to defray all necessary expenses and liabilities of the Park District for the 2022 Fiscal Year.

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

- (1) That cash on hand estimated at the beginning of the 2022 Fiscal Year is \$22,699,171.
- (2) That the estimated cash expected to be received during the fiscal year from all sources of \$26,055,427.
- (3) That the estimated expenditures contemplated for the fiscal year are \$33,468,496.
- (4) That the estimated cash expected to be on hand at the end of the fiscal year is \$15,286,103.
- (5) That the estimated amount of taxes to be received during the year is \$10,865,093.

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

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

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

PASSED: this 18th day of November 2021.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED this 18th day of November 2021.

By: _____
Kassie Porreca, President
Board of Commissioners

ATTEST:

By: _____
Chris Wollmuth, Secretary
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

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

I also certify that the foregoing ordinance is a true and correct copy of the “BUDGET AND APPROPRIATION ORDINANCE FOR THE 2022 FISCAL YEAR” of the Park District of Oak Park, adopted at a duly called regular meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park at 7:30 p.m. on the 18th day of November 2021.

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

November 18, 2021

Chris Wollmuth, Secretary
Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

CERTIFICATE OF TREASURER/CHIEF FISCAL OFFICER

I, David Wick, do hereby certify that I am duly appointed and acting Treasurer of the Board of Park Commissioners of the Park District of Oak Park, Cook County, Illinois, and that as such Treasurer, I am the Chief Fiscal Officer of the corporate authority of said Park District.

I do further certify that the estimated revenues of source anticipated to be received by the Park District of Oak Park, Cook County, Illinois for the fiscal year beginning on the 1st day of January 2022 and ending on the 31st day of December 2022 is as follows:

<u>Source</u>	<u>Amount</u>
Property Taxes	\$ 10,865,093
Fees and Charges	\$ 1,310,203
Intergovernmental	\$ 901,500
Rentals	\$ 631,334
Miscellaneous Income	\$ 65,795
Donations and Sponsorships	\$ 2,578,312
Other Financing Sources	\$ 4,120,176
Program Revenue	<u>\$ 5,583,013</u>
Total Revenue	<u>\$ 26,055,427</u>

I do further certify the estimated revenues by source anticipated to be received by the Park District of Oak Park, Cook County, Illinois for the fiscal year beginning on the 1st day of January, 2022 and ending on the 31st day of December, 2022 is true and correct.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the Treasurer and Chief Fiscal Officer of the Board of Park Commissioners of the Park District of Oak Park at Oak Park, Illinois on the 18th day of November 2021

(Seal)

David Wick, Treasurer
Board of Park Commissioners
Park District of Oak Park

ATTACHMENT A
 To the Budget and Appropriation Ordinance
 For Fiscal Year January 1, 2022 to December 31, 2022

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
EXPENDITURE SUMMARY		
Corporate Fund	5,926,870	6,815,901
I.M.R.F. Fund	275,500	316,825
Liability Fund	353,860	406,939
Audit Fund	20,660	23,759
Recreation Fund	9,210,951	10,592,592
Museum Fund	351,980	404,777
Special Recreation Fund	493,096	567,060
Revenue Facilities Fund	3,015,267	3,467,557
Insurance Fund	1,257,144	1,445,716
Capital Projects Fund	12,263,500	14,688,025
Cheney Mansion Fund	<u>299,668</u>	<u>344,618</u>
TOTAL BUDGET & APPROPRIATION	33,468,496	39,073,769

I. CORPORATE FUND

ADMINISTRATION

Salaries and Wages	1,002,267	1,152,607
Legal Services	78,500	90,275
Architectural Services	5,000	5,750
Legal Publications	1,500	1,725
Office Equipment Service	900	1,035
Computer (IT) Services	344,214	395,846
Township Interventionist	14,200	16,330
Copy and Printing - Internal	75,000	86,250
Postage and Delivery	4,000	4,600
Contractual Services-Other	136,500	156,975
Bank Service Charge	10,000	11,500
Office Expense	10,000	11,500
Uniforms	1,250	1,438
Supplies-Other	1,100	1,265
Office Equipment	1,000	1,150
Computer Equipment	63,725	73,284
FICA Employer Expense	540,000	621,000
Employee Recognition	2,500	2,875
Conference and Training	58,500	67,275
Dues and Subscriptions	19,959	22,952
Employee Travel Reimbursement	400	460
Administrative Expense	6,600	7,590
Director Expense	900	1,035
Board Expense	5,100	5,865
Recruitment	12,900	14,835
Telecommunications	108,000	124,200
Health Insurance Transfer	250,146	287,668
Fund Transfer Out	<u>200,000</u>	<u>230,000</u>
TOTAL ADMINISTRATION	2,954,160	3,397,284

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>CONSERVATORY</u>		
Salaries and Wages	176,984	203,532
Property Repair	16,500	18,975
Fleet Service	2,800	3,220
Custodial Services	5,420	6,233
Contractual Services - Other	7,577	8,714
Equipment - Rental	675	776
Bank Service Charges	3,125	3,594
Uniforms	1,200	1,380
Supplies - Cleaning and Household	1,000	1,150
Supplies - Building Materials	10,000	11,500
Miscellaneous Supplies	2,250	2,588
Animal Care	2,900	3,335
Supplies - Horticultural Control	7,500	8,625
Furnishings	1,000	1,150
Gift Shop Material	18,300	21,045
Conservatory Special Events	3,900	4,485
Birthday Party Supplies	2,000	2,300
Employee Recognition	-	-
Conference and Training	7,000	8,050
Dues and Subscriptions	2,707	3,113
Employee Travel Reimbursement	1,000	1,150
Gift Shop Sales Tax	3,750	4,313
Electricity	9,100	10,465
Natural Gas	23,000	26,450
Water	4,500	5,175
Health Insurance Transfer	99,000	113,850
TOTAL CONSERVATORY	413,188	475,166
<u>PARKS & PLANNING</u>		
Salaries and Wages	1,314,635	1,511,830
Copying & Printing- External	2,500	2,875
Property Repair	222,200	255,530
Fleet Service	61,500	70,725
Landscaping Service	85,800	98,670
Custodial Services	67,600	77,740
Scavenger Service	26,800	30,820
Portable Restrooms	4,400	5,060
Sports Field Improvements	75,075	86,336
Equipment-Rental	6,500	7,475
Bank Service Fees	-	-
Uniforms	6,490	7,464
Supplies-Parks	65,600	75,440
Supplies- Cleaning & Household	21,132	24,302
Supplies- Building Materials	83,000	95,450
Equipment	64,080	73,692
Employee Recognition	1,500	1,725
Conference & Training	14,000	16,100

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Dues and Subscriptions	4,056	4,664
Employee Travel Reimbursement	800	920
Electricity	73,650	84,698
Natural Gas	33,500	38,525
Telecommunications	2,950	3,393
Water	104,000	119,600
Health Insurance Transfer	217,754	250,417
TOTAL BUILDINGS & GROUNDS	2,559,522	2,943,450
II. <u>I.M.R.F. FUND</u>		
IMRF Employer Expense	275,500	316,825
TOTAL I.M.R.F. FUND	275,500	316,825
III. <u>LIABILITY FUND</u>		
Salaries and Wages	67,478	77,600
Insurance Deductibles	2,500	2,875
Worker's Compensation	62,000	71,300
Property	83,000	95,450
Employment Practices	13,100	15,065
Liability	39,500	45,425
Employee Screenings	30,000	34,500
Risk Care Management	44,282	50,924
Conference and Training	2,000	2,300
Unemployment Expense	10,000	11,500
TOTAL LIABILITY FUND	353,860	406,939
IV. <u>AUDIT FUND</u>		
Contractual Services - Other	20,660	23,759
TOTAL AUDIT FUND	20,660	23,759
V. <u>RECREATION FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	829,362	953,767
Property Repair	1,000	1,150
Fleet Service	7,500	8,625
Supplies - Other	500	575
Furnishings	500	575
Conference and Training	21,000	24,150
Continuing Education	-	-
Dues and Subscriptions	13,640	15,686
Employee Travel Reimbursement	2,000	2,300
Non-Resident Fee Expense	2,000	2,300
Scholarship - Township	8,000	9,200
Scholarship - PDOP	195,000	224,250
Bond Payment - Principal	1,130,000	1,299,500
Bond Payment - Interest	932,600	1,072,490
Telecommunications	36,500	41,975
Fund Transfer Out	1,409,000	1,620,350
Capital Projects Contribution	1,459,128	1,677,997

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Health Insurance Transfer	166,087	191,000
TOTAL ADMINISTRATION	6,213,817	7,145,890
 <u>COMMUNICATIONS</u>		
Salaries and Wages	211,638	243,384
Copy and Printing - External	36,710	42,217
Brochure	118,260	135,999
Marketing	71,250	81,938
Advertising	13,495	15,519
Conference and Training	4,000	4,600
Dues and Subscriptions	528	607
Health Insurance Transfer	59,787	68,755
TOTAL COMMUNICATIONS	515,668	593,018
 <u>CUSTOMER SERVICE</u>		
Salaries and Wages	216,228	248,662
Copy and Printing - External	4,650	5,348
Office Expense	1,626	1,870
Uniforms	1,200	1,380
Employee Recognition	300	345
Conference & Training	2,000	2,300
Dues and Subscriptions	-	-
Employee Travel Reimbursement	100	115
Health Insurance Transfer	38,534	44,314
TOTAL CUSTOMER SERVICE	264,638	304,334
 <u>FITNESS PROGRAMS</u>		
Program Wages	42,646	49,043
Program Contractual Expense	84,191	96,820
Program Supplies	1,260	1,449
TOTAL FITNESS	128,097	147,312
 <u>YOUTH ATHLETICS</u>		
Program Wages	130,043	149,549
Program Contractual Expense	382,327	439,676
Program Supplies	28,083	32,295
TOTAL YOUTH ATHLETICS	540,453	621,520
 <u>ADULT ATHLETICS</u>		
Program Wages	15,713	18,070
Program Contractual Expense	35,139	40,409
Program Supplies	11,026	12,680
TOTAL ADULT ATHLETICS	61,878	71,159

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>TEEN PROGRAMS</u>		
Salaries and Wages	18,229	20,963
Program Contractual Expense	15,490	17,814
Program Supplies	6,525	7,503
TOTAL TEEN PROGRAMS	40,243	46,280
<u>COMMUNITY PROGRAMS</u>		
Program Wages	572,439	658,305
Program Contractual Expense	278,846	320,673
Program Supplies	93,557	107,591
TOTAL SPECIAL INTEREST PROGRAMS	944,842	1,086,569
<u>FINE ARTS</u>		
Program Wages	200,601	230,691
Program Contractual Expense	84,235	96,870
Program Supplies	29,324	33,722
TOTAL SPECIAL EVENTS & ARTS	314,160	361,283
<u>EARLY CHILDHOOD AND CAMPS</u>		
Program Wages	147,694	169,848
Program Contractual Expenses	23,400	26,910
Program Supplies	16,060	18,469
TOTAL EARLY CHILDHOOD PROGRAMS	187,154	215,227
VI. <u>MUSEUM FUND</u>		
Salaries and Wages	-	-
Property Repair	340,000	391,000
Contractual Services - Other	-	-
Program Contractual Expenses	-	-
Supplies - Cleaning and Household	-	-
Supplies - Building Materials	3,000	3,450
Program Supplies	-	-
Pleasant Home Electricity	3,670	4,221
Pleasant Home Natural Gas	4,250	4,888
PH Security Monitoring	450	518
Pleasant Home Water	610	702
TOTAL MUSEUM FUND	351,980	404,777
VII. <u>SPECIAL RECREATION FUND</u>		
Special Rec Contribution	493,096	567,060
TOTAL SPECIAL RECREATION FUND	493,096	567,060
VIII. <u>SPECIAL FACILITIES FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	342,205	393,536
Conference and Training	9,000	10,350
Dues and Subscriptions	1,615	1,857
Employee Travel Reimbursement	200	230
Telecommunications	3,775	4,341

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Health Insurance Transfer	30,452	35,020
Special Recreation Transfer	-	-
Capital Projects Contribution	-	-
TOTAL ADMINISTRATION	387,247	445,334

MAINTENANCE

Salaries and Wages	373,727	429,786
Property Repair - Pool	35,100	40,365
Property Repair - Rink	34,850	40,078
Property Repair - GRC	11,500	13,225
Fleet Service - Pool	900	1,035
Fleet Service - Rink	5,770	6,636
Contractual Services- Other - GRC	4,850	5,578
Contractual Services- Other - Pool	5,930	6,820
Contractual Services- Other - Rink	5,780	6,647
Custodial Services - GRC	2,400	2,760
Equipment-Maintenance - Pool	1,400	1,610
Equipment-Maintenance - Rink	1,550	1,783
Equipment Rental GRC	1,100	1,265
Equipment Rental Pool	2,900	3,335
Equipment Rental Rink	2,100	2,415
Bank Service Charges	560	644
Alarm Services - GRC	-	-
Uniforms	2,750	3,163
Supplies-Cleaning & Household - Pool	5,550	6,382
Supplies- Building Materials - Pool	10,520	12,098
Supplies-Cleaning & Household - Rink	5,177	5,954
Supplies- Building Materials - Rink	15,400	17,710
Supplies-Cleaning & Household - GRC	3,276	3,767
Supplies- Building Materials - GRC	5,030	5,785
Misc. Supplies - Dog Parks	4,130	4,750
Fuels and Lubricants	2,104	2,420
Chemicals	46,455	53,423
Building Improvements - Pool	5,900	6,785
Building Improvements - GRC	2,500	2,875
Equipment-Other - Pool	10,035	11,540
Equipment-Other - GRC	-	-
Conference and Training	5,060	5,819
Dues and Subscriptions	464	534
Employee Travel Reimbursement	300	345
Rehm Electricity	20,000	23,000
Ridgeland Electricity	146,000	167,900
Gymnastics Electricity	19,000	21,850
Rehm Natural Gas	12,100	13,915
Ridgeland Natural Gas	41,000	47,150
Gymnastics Natural Gas	6,000	6,900
Rehm Water	44,000	50,600
Ridgeland Water	31,000	35,650
Gymnastics Water	2,300	2,645

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
Health Insurance Transfer	64,005	73,606
TOTAL MAINTENANCE	1,000,472	1,150,543
 <u>AQUATICS PROGRAMS</u>		
Program Wages	416,057	478,466
Program Contractual Expense	42,553	48,936
Program Supplies	25,229	29,013
TOTAL ICE ARENA PROGRAMS	483,839	556,415
 <u>ICE ARENA PROGRAMS</u>		
Program Wages	282,645	325,042
Program Contractual Expense	75,958	87,351
Program Supplies	41,071	47,232
TOTAL ICE ARENA MAINTENANCE	399,674	459,625
 <u>GYMNASTICS</u>		
Program Wages	529,612	609,054
Program Contractual Expense	59,210	68,092
Program Supplies	28,073	32,283
Booster Club Expense	32,000	36,800
Employee Recognition	400	460
Conference and Training	5,500	6,325
Dues and Subscriptions	2,599	2,989
Employee Travel Reimbursement	200	230
Sales Tax	900	1,035
Gym Fund Raising Improvements	4,000	4,600
Health Insurance Transfer	81,541	93,772
TOTAL GYMNASTICS	744,035	855,640
 IX. <u>INSURANCE FUND</u>		
Health Insurance - PPO	920,690	1,058,793
Health Insurance - HMO	238,260	273,999
Life Insurance	5,500	6,325
Dental Insurance	53,901	61,987
Employee Assistance Program	2,000	2,300
Health Insurance - Opt Out	6,000	6,900
Health Insurance - Retirees	-	-
Vision Insurance	17,794	20,463
Employee Wellness Program	13,000	14,950
TOTAL INSURANCE FUND	1,257,144	1,445,716

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
X. CAPITAL PROJECT FUND		
Property Acquisition	100,000	300,000
Property Repairs and Rehab	30,000	34,500
Vehicle and Equipment Program	26,000	29,900
Technology Improvements	25,000	28,750
Surveys - Studies	50,000	57,500
Pleasant Home Building Improvements	577,500	1,064,125
Rehm Building Improvements	250,000	287,500
Dole Building Improvements	100,000	115,000
Conservatory Building Improvements	50,000	57,500
Taylor Park Improvements	30,000	34,500
CRC Master Plan Improvements	11,000,000	12,650,000
Cheney Building Improvements	25,000	28,750
TOTAL CAPITAL PROJECTS FUND	12,263,500	14,688,025
XI. HISTORIC PROPERTIES OPERATIONS FUND		
Salaries and Wages	160,404	184,464
Property Repair	14,640	16,836
Custodial Services	2,084	2,397
Contractual Services - Other	720	828
Bank Service Charge	7,840	9,016
Program Contractual Expense	27,295	31,389
Uniforms	520	598
Supplies- Cleaning& Household	1,500	1,725
Supplies- Building Materials	7,160	8,234
Program Supplies	8,750	10,063
Conference and Training	2,500	2,875
Dues and Subscriptions	264	304
Employee Travel Reimbursement	150	173
Cheney Electricity	7,700	8,855
Cheney Natural Gas	8,500	9,775
Cheney Water	4,900	5,635
Health Insurance Transfer	44,741	51,452
TOTAL HISTORIC PROPERTIES OPERATIONS FUND	299,668	344,618

Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 20, 2021

Re: 2022 Working Budget – Department Goals



Statement

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

Discussion

The backbone of the District’s operating budget is the departmental goals that staff develops based on the District’s strategic goals. The attached department cover sheets include both the 2021 departmental goals assessment and the 2022 departmental goals. These departmental goals are developed prior to staff working on the financial aspect of the budget and guide staff during the budget process.

The Park District Code requires that the Board adopt a budget and appropriation ordinance that sets forth the spending limits for the next fiscal year. This ordinance however, does not formally adopt the departmental goals that are developed by staff in the working budget. The working budget that staff has presented to the board at both the September 30, and October 14, meetings is the document staff follows when making operational decisions.

Recommendation

Staff recommends the approval of the 2022 Working Budget-Departmental Goals.

Attachment: 2022 Working Budget-Department Goals

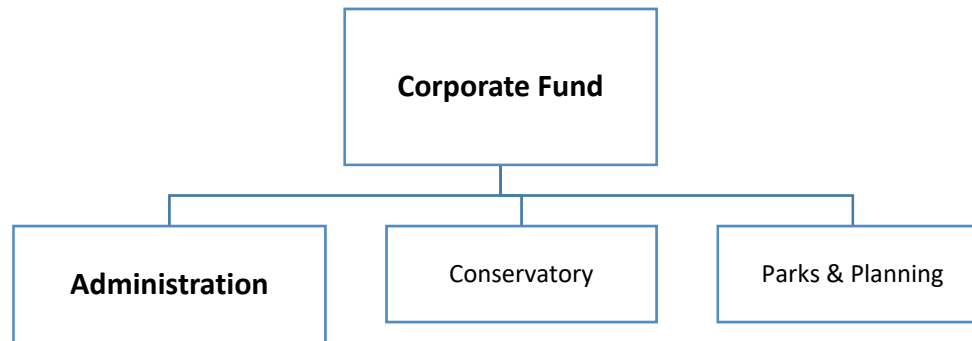
ADMINISTRATION

Statement of Service

The Administration department contributes to successful organizational outcomes by providing reliable information, services, and resources in an accurate and timely manner, and responsible stewardship of public resources.

Description

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Administration

2021 RESULTS

Accomplished:

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



Administration**2022 GOALS*****Community & Customer Focused******Strategic Objective: To engage the community.***

1. Increase pool pass sales by 5% by offering a customer service station dedicated to pass sales for the first two weeks of pool season at Rehm Pool.

Financial Strength***Strategic Objective: To align resources efficiently.***

1. Explore new technology tools and partnerships to increase outreach to suppliers, seeing an increase in two new BIPOC companies by December 31, 2022.
2. Establish a new national benchmarking group of at least six agencies and new benchmarking metrics, holding at least two meetings by September 30, 2022.

Organizational Excellence***Strategic Objective: To strive for innovative operational excellence.***

1. Apply for NRPA Gold Medal by May 1, 2022.

Staff Excellence***Strategic Objective: To attract a retain quality staff.***

1. Establish a minimum of two new partnerships to create a broader search for full time and part-time staff to intentionally reach more diverse applicants by December 31, 2022.

**Austin Gardens – Field**

CONSERVATORY

Statement of Service

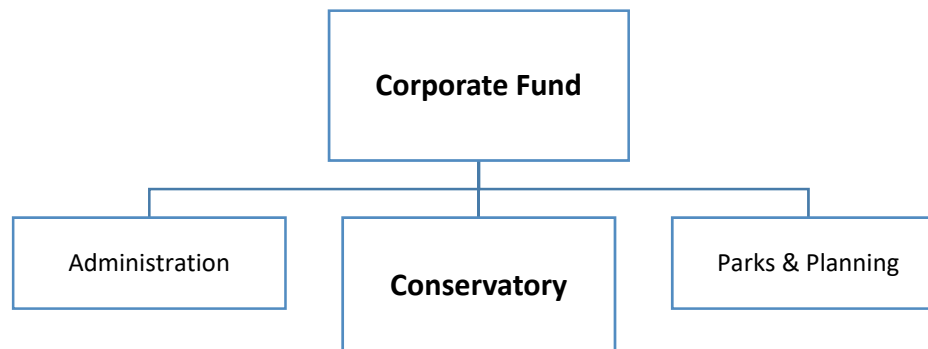
The Oak Park Conservatory promotes nature education through programming and events for the Oak Park community.

Description

The Edwardian-style glass structure, built in 1929, houses a botanical collection of more than 3,000 plants, some of which date back to the Conservatory's founding. Over the years, the building fell into neglect. In 1970, a group of concerned citizens led a drive to preserve this unique resource. In 1986, the Friends of the Oak Park Conservatory was established with the mission to promote interest in the Oak Park Conservatory, offer educational and recreational opportunities and support projects that benefit the Oak Park Conservatory. In 2004, the Oak Park Conservatory was designated an Oak Park Landmark, and was added to the National Register of Historic Places in 2005.

The Conservatory staff is responsible for growing plants for monthly floral displays within the facility. They also design and install the summer plant displays throughout the park system, maintain the landscape at Cheney Mansion, oversee the maintenance of native perennials, and take care of all weeding needs throughout the District.

The Conservatory hosts a number of nature based programs and events throughout the year. It also provides rental space for special events, corporate events, meetings, and celebrations.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Conservatory

2021 RESULTS

Accomplished:

- ✓ Implement a new summer plant sale to the public to generate \$2,500 in order to replace gift shop revenue.
- ✓ Create a volunteer program to care for our parks natural areas: Lindberg Prairie & Taylor Fen, bringing the maintenance of these areas to be performed by the Park District in place of an outside contractor saving \$20,000 annually.
- ✓ Train Staff on prescribed burn management through DNR for future in-house execution.



Conservatory – Tropical Room

Conservatory

2022 GOALS

Community & Customer Focused

Strategic Objective: To engage the community.

1. Offer an Adopt a Parrot program at the Conservatory to generate \$1,000 in revenue to offset animal care costs and provide education to the community on our Conservatory parrots.
2. Implement a 2-week Horticulturist in Training course for teens at the Conservatory to introduce teens to careers in horticulture for a minimum of six teens by August 15, 2022.

Staff Excellence

Strategic Objective: To attract a retain quality staff.

1. Add landscape specialist year-round part-time IMRF position to assist with Conservatory and Cheney, reducing need of seasonal staff by March 31, 2022.

Quality Infrastructure

Strategic Objective: To be a leader in sustainability.

1. Develop design bid specifications for the historical greenhouse infrastructure capital project, and identify/apply for grants to support this project by July 1, 2022.



Conservatory – George the Parrot

PARKS & PLANNING

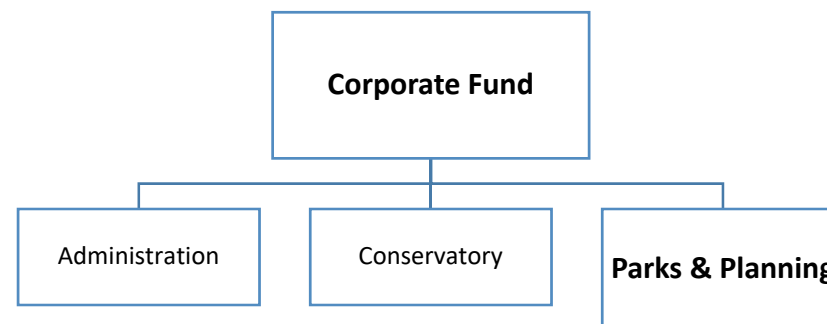
Statement of Service

The Parks and Planning department supports the personal enjoyment and development for the Village of Oak Park through environmentally friendly, safe and well-maintained parks and facilities. This is accomplished through creative leadership, environmentally sustainable practices, and the responsible use of available resources.

Description

Parks and Planning (formally Buildings and Grounds) is responsible for the upkeep and repair of all parks and facilities owned by the District. Throughout the year, this includes maintenance on athletic fields, including daily determination of field conditions and playability. During the winter, Parks and Planning deals with the task of keeping 7.33 miles of sidewalk usable for the residents, and performing daily checks on sled hills. Building Systems include HVAC, plumbing, electrical, drainage, roofing, lighting, roofing, in-house painting and facility custodial tasks. Grounds Systems include maintaining trees, shrubs, turf, walkways, fences, exterior lighting systems, irrigation systems, daily trash removal, and inspection cycles for all playground equipment. These responsibilities are handled via a variety of methods including full-time staff, permanent part-time staff, seasonal staff, multi-year contracts, job specific contracts and time and material hiring of various tradesmen.

Parks and Planning fills a major role in the Capital Improvement Plan program starting with the planning process and following through with facilitation, coordination, and review of specialized contractors.



Fund > Department Chart: The above chart indicates the fund and each of the departments is supports.

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

PARKS & PLANNING

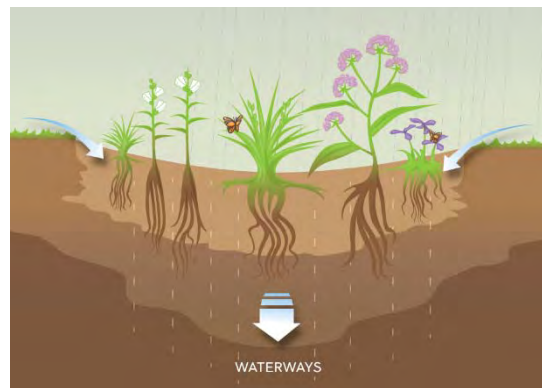
2021 RESULTS

Accomplished:

- ✓ Install 10kW pv solar array at Stevenson Center by June 1, 2021 to reduce electrical demand through on-site renewable energy production by 25%.
- ✓ Fill the two full-time maintenance positions and adjust to evening hours in order to provide consistent staffing by March 1, 2021.
- ✓ Convert all SDS binders to an electronic format and make them available on all clock-in tablets throughout the district by July 1, 2021.
- ✓ Install three rain gardens in the parkway at Barrie Park to assist with the water runoff from the park, introduce native plantings and improve the drainage issues currently along the perimeter walkways by September 1, 2021.

In progress/Delayed:

- Treat six athletic Fields with EQ Compost made locally through MWRD to enrich soils and increase field quality in the spring and fall. > *Planning to topdress Stevenson, Taylor, Field, Longfellow, Lindberg, and Andersen park athletic fields in the summer with EQ biosolids from MWRD. Prior to application, post flyers and yard signs at each field explaining the benefits of using EQ biosolids and their sustainable chemistry that improve soil structure and fertility.*



How a Rain Garden Works

PARKS & PLANNING**2022 GOALS****Quality Infrastructure Management****Strategic Objective: To be a leader in sustainability.**

1. Equip landscaping trailer with solar to use for charging battery powered equipment and a clean energy generator by April 30, 2022. The trailer will also be set up as a generator for other park operations and events when needed.
2. Add soil and regrade the top of the Barrie sled hill to address the migrated soil and turf by October 1, 2022 in time for seed to germinate prior to winter.
3. Develop a carbon neutral framework from current District operations, facilities, vehicles and staffing. Input all data into the ICLEI data tool to create a benchmark and set goal targets for the District by December 15, 2022.

Customer & Community Focused**Strategic Objective: To increase customer loyalty.**

1. Work with the marketing team to design permanent signage for public restrooms with contact information to report issues in a timely fashion to District staff by May 1, 2022.

Strategic Objective: To create memorable experiences for all.

1. Perform a deep aeration on the RCRC synthetic turf field to improve overall surface and help prolong the life of the turf. All work to be completed without compromising the permitted groups and completed prior to April 15, 2022.



Longfellow Park – Field

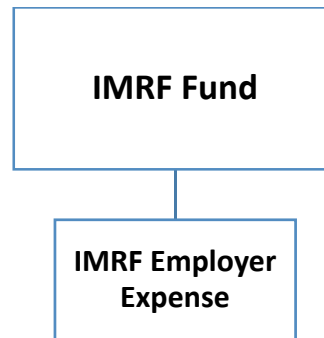
IMRF Fund

Description

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

The IMRF Fund accounts for the activities resulting from the Park District's participation in the Illinois Municipal Retirement Fund. Payments to IMRF and receipt of property taxes are the major activities in this fund.

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

IMRF Fund

2021 RESULTS

Accomplished:

- ✓ The IMRF Fund is projected to end with an 84% fund balance.

2022 GOALS

Financial Strength

Strategic Objective: To align resources efficiently.

1. Continue to focus on getting the IMRF Fund's fund balance within the 25% fund balance target by December 31, 2026, with an ending fund balance of 60% by December 31, 2022.



Longfellow Park – Basketball Court

LIABILITY FUND

Description

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

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Liability Fund**2021 RESULTS***Accomplished:*

- ✓ The Liability Fund is projected to end with a 144% fund balance.
- ✓ Begin implementation of AED replacement with 50% (10 units) by December 1, 2021.
- ✓ Apply for a Safety Grant through PDRMA by September 1, 2021.
- ✓ Host a Bike safety campaign in partnership with Bike Walk Oak Park and the other government entities by October 31, 2021.



Stevenson Park - Playground

Liability Fund

2022 GOALS

Community & Customer Focused

Strategic Objective: To engage the community.

1. Provide First Aid and CPR classes to the public, offering a minimum of four classes with at least six participants by March 1, 2022.

Financial Strength

Strategic Objective: To align resources efficiently.

1. Continue to focus on getting the Liability Fund's fund balance within the 25% fund balance target by December 31, 2026, with an ending fund balance of 110% by December 31, 2022.
2. Apply for a Safety Grant through PDRMA in 2022.

Quality Infrastructure Management

Strategic Objective: To provide safe and attractive parks and facilities for all.

1. Replace ten of the current AEDs to maintain replacement schedule.



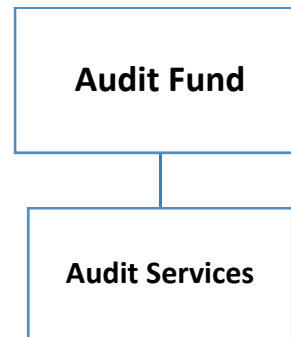
Lindberg Park – Care Station

AUDIT FUND

Description

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

The Audit Fund accounts for expenditures related to the annual audit. The District is required by State Statute to hire an independent auditing firm to conduct an audit of the District's finances. The budget includes the third year of a three-year auditing contract. Additional expenses have been included to perform single audits on the grants, should grant terms require such. Pursuant to the issuance of bonds the district will be required to file a continuing disclosure statement with EMMA (Electronic Municipal Marketing Access), and as such additional auditing expenses may be incurred. 2012 was the first year the district received the Certificate for Excellence in Financial Reporting (CAFR) through the Government Finance Officers Association, which fulfills the EMMA requirement.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Audit Fund

2021 RESULTS

Accomplished:

- ✓ The Audit Fund is projected to end at a 101% fund balance.

2022 GOALS

Financial Strength

Strategic Objective: To align resources efficiently.

1. Continue to focus on getting the Audit Fund's fund balance within the 25% fund balance target by December 31, 2026, with an ending fund balance of 102% by December 31, 2022.



Barrie Park – View of playground from top of Sled Hill

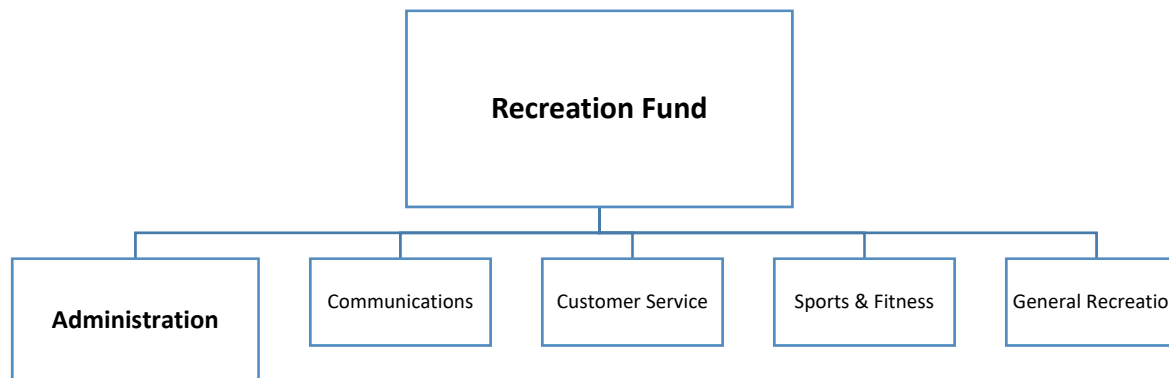
RECREATION ADMINISTRATION

Statement of Service

The Recreation Administration department provides guidance to the recreation team for successful operations, in addition to engaging the Oak Park community to build meaningful partnerships.

Description

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.



Recreation Administration

2021 RESULTS

Accomplished:

- ✓ Lead community engagement group of a minimum of seven BIPOC to focus on programming ideas by meeting quarterly in 2021.
- ✓ Partner with a minimum of one community group to provide space for drop in tutoring/homework help serving a minimum of 20 youth by September 1, 2021.



Austin Gardens – Nature Garden

Recreation Administration**2022 GOALS*****Community & Customer Focused******Strategic Objective: To engage the community.***

1. Bring back Pop up bike to visit two parks a day during the week for a minimum of eight weeks and four community events by September 1, 2022. This will be run by a recreation intern.
2. Develop a teen committee that will be made up of 8 - 10 diverse teens who will start to develop the teen programming at the Community Recreation Center during the 3pm – 6pm time frame. The group will meet quarterly in 2022 and will offer one teen event in 2022.
3. Establish and implement Training Standards for all frontline staff on enhancing guest engagement to create a friendly welcoming environment by September 30, 2022.

Staff Excellence***Strategic Objective: To attract a retain quality staff.***

1. Hire a Community Recreation Center Community Engagement Supervisor by October 1, 2022.



Carroll Park – Center and Playground

COMMUNICATIONS & MARKETING

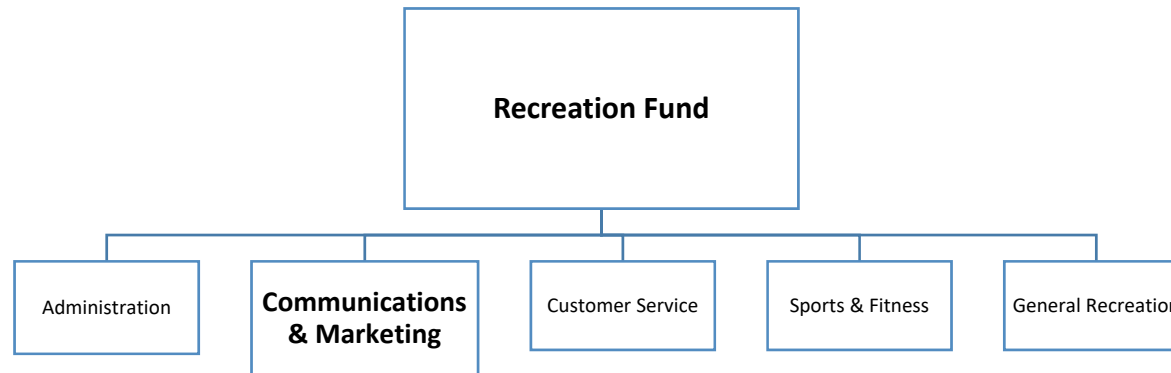
Statement of Service

The Communications and Marketing department aims to build and foster community connections through engaging, relevant, and inclusive marketing and communications.

Description

Communications and Marketing is responsible for all communications related to parks and facilities, including site planning and capital improvement projects as well as marketing efforts for all programming and special events, including four seasonal program catalogues, website management, social media, newsletters, and promotional materials. Sponsorship is also included in this area.

The majority of this area is funded by revenues of the recreation fund with a small amount of revenues generated by the sale of advertisements and sponsorships.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Communications & Marketing

2021 RESULTS

Accomplished:

- ✓ Create a minimum of 12 program videos on identified activities based on BIPOC conversations by December 1, 2021. >*The event that this goal was based on did not provide the opportunities to create specific videos, however we completed videos including fitness, aquatics, and more will come through 2021.*
- ✓ Prepare Gold Medal application and video by May 1, 2021.
- ✓ Work with the Social Equity Committee to examine terminology of all marketing materials to be more inclusive. >*The committee is working on creating an Inclusive Language Guide.*

In Progress/Delayed:

- Prepare RFP with community input for web redesign in 2022. The RFP will be finalized by October 8, 2021.



Communications & Marketing

2022 GOALS

Community & Customer Focused

Strategic Objective: To engage the community.

1. Launch website by April 1, 2022.
2. Conduct two surveys and two focus groups to evaluate the effectiveness of the new communication strategy by measuring consumer perceptions in the following areas: a community essential, organizational excellence, maximizing tax dollars, driven by sustainability by June 30, 2022.

Financially Strong

Strategic Objective: To maximize funding opportunities.

1. Increase sponsorship opportunities, securing 16 sponsors by December 31, 2022.

Staff Excellence

Strategic Objective: To attract a retain quality staff.

1. Convert department staffing model from external consulting to internal by March 1, 2022.



Frank Lloyd Wright Race Flyer – Cancelled due to Covid

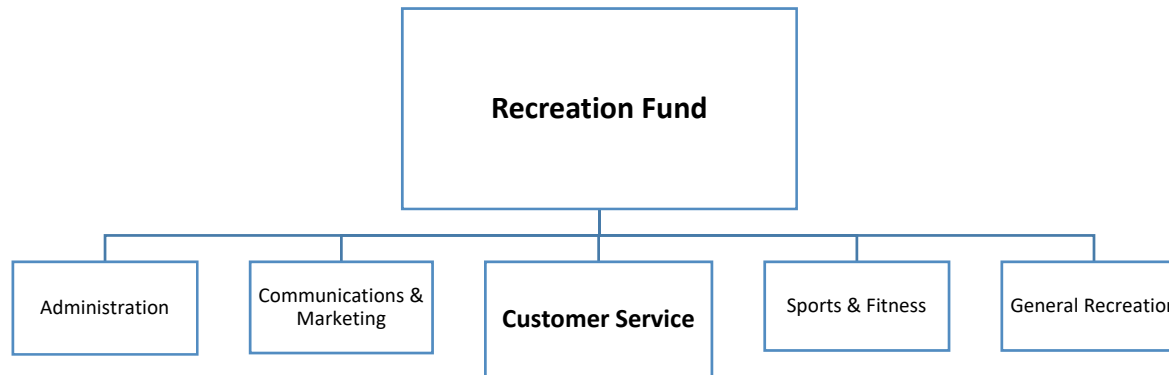
CUSTOMER SERVICE

Statement of Service

The Customer Service Department provides timely and professional service to all Park District patrons.

Description

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Customer Service

2021 RESULTS

Accomplished:

- ✓ Create a minimum of 25 internal video tutorials on Customer Service Amilia Operations by March 1, 2021.
- ✓ Create three orientation videos by March 1, 2021 for customer service staff to be added to Paycom for viewing prior to starting/returning to work.
- ✓ Redesign picnic shelter reservation process by March 15, 2021.



Ridgeland Commons – Lobby and Customer Service Desk

Customer Service

2022 GOALS

Community & Customer Focused

Strategic Objective: To engage the community.

1. Establish a feedback system to generate suggestions from Customer Service staff that will be used to inform programmers of resident comments based on previous registration cycle that no later than February 1, 2022.

Staff Excellence

Strategic Objective: To attract a retain quality staff.

1. Create and implement a comprehensive Customer Service Training Programing, including training outline, standards, software skills, training to be presented to staff throughout the year by April 30, 2022.



Ridgeland Commons - Pool

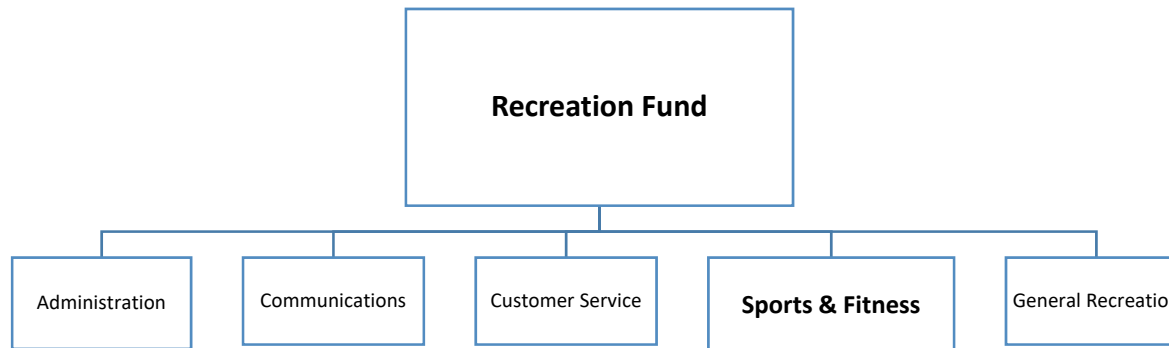
SPORTS & FITNESS

Statement of Service

The Sports and Fitness department aims to provide personal enjoyment and fitness opportunities through quality programming and camps for Oak Park.

Description

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Sports & Fitness**2021 RESULTS***Accomplished:*

- ✓ To expand partnership with OPYBS to conduct a minimum of eight baseball/softball skills clinics for the community by October 1, 2021.
- ✓ Establish a partnership with Impact Basketball to provide a minimum of three basketball offerings by September 1, 2021.

In Progress/Delayed:

- Partner with a mental health provider to offer a minimum of two youth/teen wellness programs for residents by December 1, 2021.



Sports & Fitness

2022 GOALS

Community & Customer Focused

Strategic Objective: To engage the community.

1. Establish two new partnerships to provide a minimum of two specialized sports offerings with 20 participants each by November 1, 2022.
2. Establish a community partnership for PDOP to provide wellness outreach and or activities by November 1, 2022.
3. Offer a summer adult sand volleyball league with a minimum of four teams by September 1, 2022.



Youth Sports – Soccer

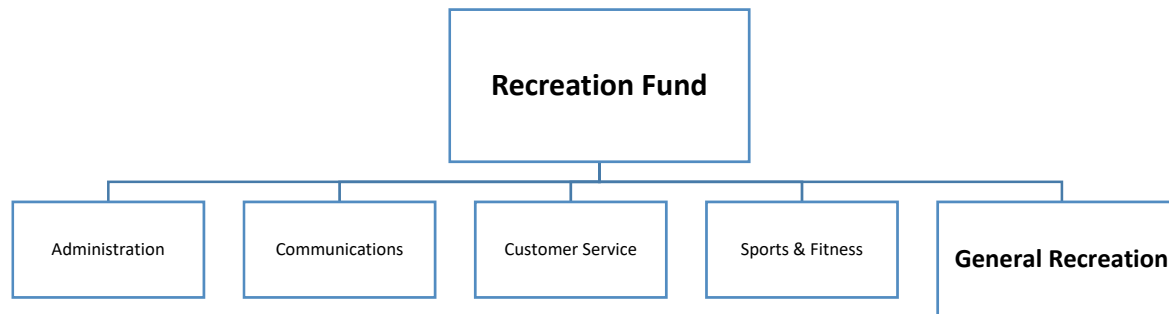
GENERAL RECREATION

Statement of Service

The General Recreation department promotes the health and well-being of the entire Oak Park community by providing high-quality programs and events.

Description

This area includes programs for all ages through summer camps, afterschool, active adults, special interest, nature and adventure, dance, and early education. General Recreation also leads community events such as Day in our Village, Fall Fest, Concerts and Movies in the Park, seasonal Family Events, and the historic Frank Lloyd Wright race.



Fund > Department Chart: The above chart indicates the fund and each of the departments is supports.

General Recreation

2021 RESULTS

Accomplished:

- ✓ Expand One-Day Project Based Art Workshops by 20% over 2020.
- ✓ Expand E-Sports Tournaments for Teens to at least one tournament per season.
- ✓ Increase Educational Opportunities for Early Childhood Participants by offering a minimum of four learning loss and three STEM focused enrichment classes.

In progress/Delayed:

- Establish a youth advisory council made up of diverse youth in Oak Park to explore and implement program offerings by October 1, 2021.



Fox Park – Playground and Center

General Recreation**2022 GOALS****Customer & Community Focused****Strategic Objective: To increase customer loyalty.**

1. Expand “Maker’s Space” classes by acquiring tech like 3D printer/laser cutter/large format printer/Photoshop for Active Adults/Arts programming and run a minimum of six classes by December 1, 2022.
2. Expand adventure programming with minimum of four adventure trips being run by December 1, 2022.
3. Offer six new Teen programs with a minimum of eight participants by December 31, 2022.

Financial Strength**Strategic Objective: To maximize funding opportunities.**

1. Increase Indoor Playground pass sales by 10% from 2019-2020 season numbers by December 31, 2022.

Staff Excellence**Strategic Objective: To attract and retain quality staff.**

1. Recruit and hire Nature and Adventure Program Supervisor by January 2022.



Austin Gardens – Nature Center

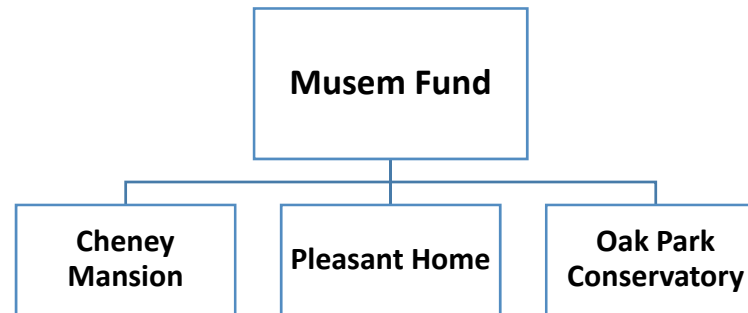
MUSEUM FUND

Description

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

The Museum Fund helps to maintain three park district historic properties: Pleasant Home, Cheney Mansion, and the Conservatory. Pleasant Home is a National Historic Landmark designed in 1897 by noted prairie school architect George W. Maher for investment banker and philanthropist John W. Farson. Pleasant Home was purchased by the district in 1939.

Beginning in 2013, the District used funds to help with the capital maintenance of Cheney Mansion including upgrades to the second floor. Beginning in 2022, the District will also dedicate part of this levy to maintenance of the greenhouse at the Conservatory. The District levies a property tax for the museum's operations and certain capital improvements. Because this fund provides monetary support for infrastructure and capital projects, the fund balance requirement is set at 75% of expenditures.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Museum Fund

2021 RESULTS

Accomplished:

- ✓ The Museum Fund is projected to end at 863% fund balance.

2022 GOALS

Financial Strength

Strategic Objective: To align resources efficiently.

1. Continue to focus on getting the Museum Fund’s fund balance within the 75% fund balance target by December 31, 2026, with an ending fund balance of 82% by December 31, 2022.

Quality Infrastructure Management

Strategic Objective: To provide safe and attractive parks and facilities for all.

1. Engage with an engineering firm to develop plans for the north door of the Conservatory by March 31, 2022.
2. Complete necessary repair work on the north wall of the Conservatory by December 31, 2022.



Pleasant Home – Front walkway

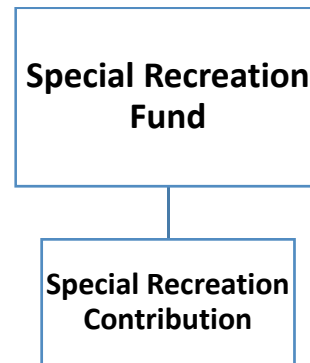
SPECIAL RECREATION FUND

Description

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

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

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Special Recreation Fund

2021 RESULTS

Accomplished:

- ✓ The Special Recreation Fund is projected to end with a 102% fund balance.

2022 GOALS

Financial Strength

Strategic Objective: To align resources efficiently.

1. Continue to focus on getting the Special Recreation Fund's fund balance within the 25% fund balance target by December 31, 2023, with an ending fund balance of 64% by December 31, 2022.



Maple Park – Walking Path

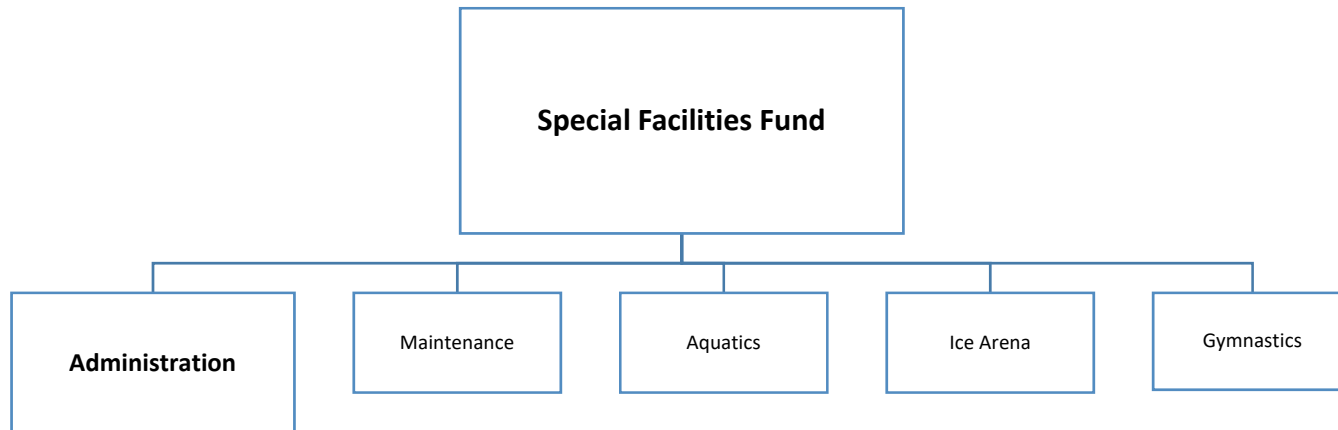
Special Facilities Administration

Statement of Service

The Special Facilities Administration department provides support to the special facilities team to ensure high quality programs and facilities are available to the Oak Park community.

Description

The Special Facilities Administration (formally Revenue Facilities) department was established in 2016 to better reflect the fund as a special revenue fund and mirror operations of the Recreation department. This department handles all administrative costs for the Special Facilities Fund that cannot be directly tied to a program. As of the 2022 budget, all associated revenue from the Concessions department was moved to this department.



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Special Facilities Administration

2021 RESULTS

Accomplished:

- ✓ Not fill the Rink Supervisor position in 2021 to align with projected programming levels, thus saving \$75,000.

2022 GOALS

Staff Excellence

Strategic Objective: To attract a retain quality staff.

1. Provide a comprehensive intern program for two interns, giving them experience with programming, facilities, operations, maintenance, and risk management by December 31, 2022.
2. Recruit and hire Full-time Facilities Operations Supervisor to assist and improve effective RCRC operations by February 1, 2022.



Ridgeland Commons - Field

Special Facilities Maintenance

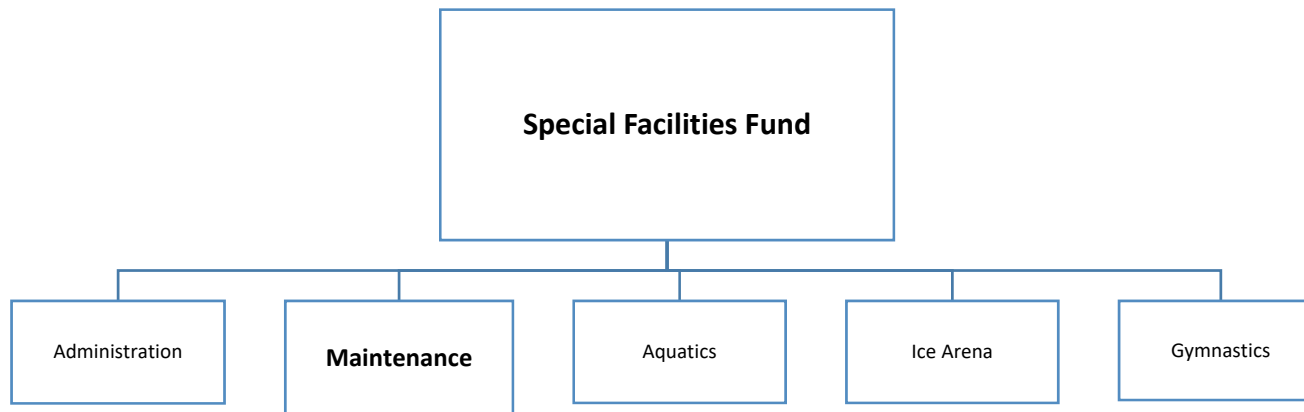
Statement of Service

The Special Facilities Maintenance department is dedicated to promoting quality experiences to Oak Park by maintaining facilities to standards and codes to safeguard public health.

Description

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

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Special Facilities Maintenance

2021 RESULTS

Accomplished:

- ✓ Enhance daily facility cleaning plan for the GRC and RCRC to cover high touch and common areas 7 days a week.

In Progress/Delayed:

- Install user-controlled timer/actuator on water feature in Rehm play area to reduce water usage by approximately 112,000 gallons a year. > *Will be accomplished by year-end.*
- Reduce Maintenance budget by a minimum of 10% from the 2020 approved budget while maintaining preventative maintenance schedules and addressing serious needs. > *Budget adjusted. Projected to end year at 13%-18% less than approved 2020 maintenance budget.*
- Set up Compressor Program to raise ice temperature overnight during unoccupied times and lower starting at the opening of the ice arena in the morning reducing electric costs by a minimum of 3% based on 2019 energy consumption. > *Temperature adjusted. Will evaluate savings at end of year.*
- Enhance maintenance of the dog park surface to a minimum of four times per year. > *Have done once in 2021. Will update at end of year.*



Ridgeland Commons – Front Entry

Special Facilities Maintenance

2022 GOALS

Financial Strength

Strategic Objective: To align resources efficiently.

1. Install fenced in cement/brick paver pad on northeast side of Rehm’s main pool, to store tot docks for Learn to Swim Program by May 15, 2022 to reduce wear and tear caused by transport, resulting in lower replacement rates and a maximum of one per year.

Quality Infrastructure Management

Strategic Objective: To align resources efficiently.

1. Install a timer and solenoid to the wading pool fill line by April 22, 2022 to add an average amount of daily water loss to the pool, keeping the pool close to its ideal water level while eliminating the need for staff to fill by hose.
2. Install Security Lighting on the south side of the Gymnastic and Recreation Center by September 1, 2022 to improve security in the south side alley.



Ridgeland Commons – Dog Park

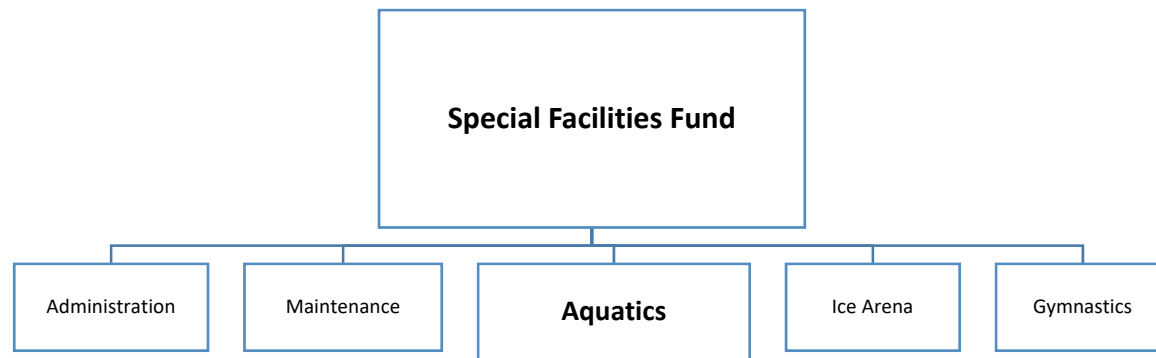
Aquatics

Statement of Service

The Aquatics department continuously strives to provide the highest quality aquatic activities and facilities for the Oak Park Community through fun and safe programming.

Description

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Aquatics

2021 RESULTS

Accomplished:

- ✓ Implement a streamlined online registration process for public and lap swims utilizing admission fees or seasonal passes, which will comply with “Restore Illinois Phase 4 Guidance” and ensure that reduced pool maximum capacities are not exceeded. > *This goal was completed and the process ready to be implemented; however, when the State moved to Phase 5, it was no longer necessary.*
- ✓ Add private and semi-private package options to the swim lesson portfolio to offer smaller class sizes and enhance flexibility for families.

In Progress/Delayed:

- Develop program and operations budget that will cover 20% of the indirect expenses from the maintenance budget pertaining to each program area. > *On target for end of year.*



Pool – Swim Class

Aquatics

2022 GOALS

Customer & Community Focused

Strategic Objective: To increase customer loyalty. / To create memorable experiences.

1. Implement pre-swim team starting by June 1, 2022 to introduce a minimum of 20 participants to swim team.
2. Hire a Learn to Swim Coordinator Position for the Learn To Swim Program by April 1, 2022.
3. Purchase and utilize a Wibit inflatable play structure and toys focused on younger children in shallow water for at least four Pool Special Events nights each serving 100 individuals by May 1, 2022.



Rehm – Swim Class

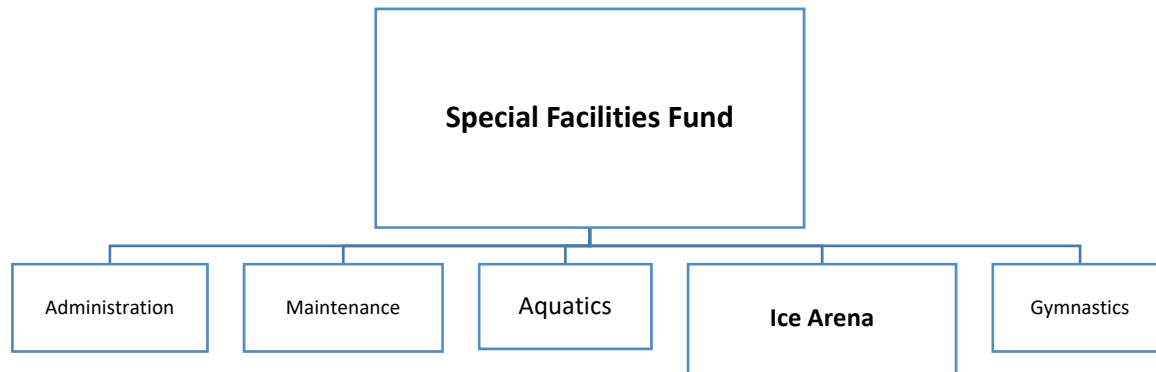
Ice Arena

Statement of Service

The Rink department continuously strives to provide the highest quality ice arena activities and facilities for the Oak Park Community through fun and safe programming.

Description

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Ice Arena

2021 RESULTS

In Progress/Delayed:

- Develop program and operations budget that will cover 20% of the indirect expenses from the maintenance budget pertaining to each program area. > *On target for end of year.*
- Develop a social distanced ice show/exhibition format that will allow us to offer the annual show for a minimum of 180 participants while following all safety and wellness protocols for current COVID conditions. > *Looking to offer a show in December as part of the Holiday Expo.*
- Further develop Ice Bear's summer program portfolio to offer power skates, 3 vs 3, goalie, and edges clinics to increase hockey registration over the 2020 summer by 20%. > *Partially completed.*



Paul Hruby Ice Arena

Ice Arena

2022 GOALS

Community & Customer Focused

Strategic Objective: To engage the community.

1. Offer three specialty skill clinics through contract vendors during each seasonal break (winter, spring and summer) serving a minimum of 75 for figure skating participants and 120 hockey participants providing high-level skill enhancement opportunities by spring, fall and holiday break, 2022.
2. Create and implement introductory program for women's hockey serving a minimum of 20 participants by the 2022 Spring Program.



Ice Rink – Learn to Skate

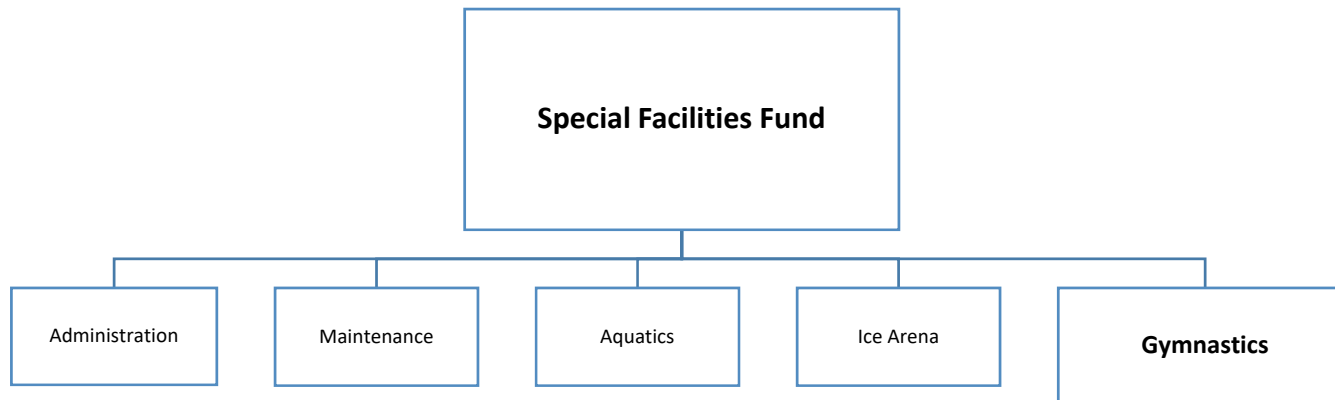
Gymnastics

Statement of Service

The Gymnastics department provides a safe environment for healthy and fun programming and events for the Oak Park community.

Description

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Gymnastics

2021 RESULTS

Accomplished:

- ✓ Offer Semi Private Lessons for youth with a minimum of five per session.

In Progress/Delayed:

- Develop program and operations budget that will cover 20% of the indirect expenses from the maintenance budget pertaining to each program area. > *We are on track to meet this goal by the end of 2021.*
- Offer homeschooled children “fitnastics” classes during school hours at the GRC for a minimum of 8 sessions for the school year. > *The plan is still to offer if the staffing is available to dedicate to this program.*



Gymnastics Recreation Center – Main Floor

Gymnastics

2022 GOALS

Community & Customer Focused

Strategic Objective: To engage the community.

1. Offer open gym rental program to schools, daycares or similar organizations for a minimum of five groups participating by the end of 2022.
2. Offer a free one-visit drop-in incentive to current gymnastics summer students as a referral incentive for new enrollments in a 4 week summer gymnastics class session, generating 20 new summer participants by August 31, 2022.
3. Offer Family Open Gym in the morning or early afternoon during weekdays when regular classes are not scheduled starting February 2022.



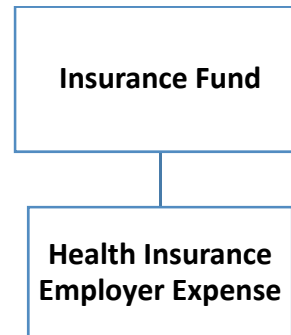
Gymnastics Recreation Center – Recreational Girls' Program

INSURANCE FUND

Description

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

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Insurance Fund

2021 RESULTS

Accomplished:

- ✓ The Health Insurance Fund is projected to end with a 56% fund balance.

2022 GOALS

Financial Strength

Strategic Objective: To align resources efficiently.

1. Continue to focus on getting the Health Insurance Fund's fund balance within the 25% fund balance target by December 31, 2022, with an ending fund balance of 35% by December 31, 2022.



Lindberg Park – Native Plant Display

CAPITAL PROJECTS FUND

Description

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

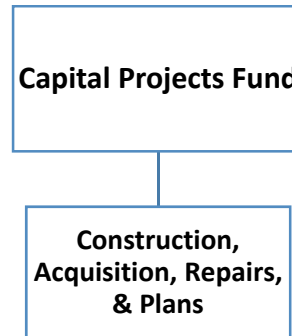
The Capital Projects Fund accounts for purchases and construction expenditures related to the acquisition and improvement of major capital facilities and equipment. Every year the Capital Improvement Plan (CIP) is updated projecting capital costs for the next 5 years. In 2021, the CIP was updated and projects included in the 2022 budget contain previously allocated projects.

The proposed budget includes \$12.3 million in expenditures. Capital improvements continue to be processed and implemented throughout the District, as highlighted below:

- Community Recreation Center Construction
- Rehm Pool Updates
- Pleasant Home Geothermal Construction
- Dole Center Updates
- Technology and Fleet upgrades
- Conservatory and Cheney Repairs

Per capita spending for capital improvements can be a useful tool to compare the investment being made in the capital infrastructure of the District to other park districts. The following chart shows the District’s per capita spending from the Capital Projects Fund for 2020-2025.

	<u>2020</u>	<u>2021 Estimate</u>	<u>2022 Budget</u>	<u>2023 Projected</u>	<u>2024 Projected</u>	<u>2025 Projected</u>	<u>2026 Projected</u>
Capital Project Expense	\$2,943,632	\$2,555,000	\$12,263,500	\$8,760,000	\$1,879,000	\$2,340,000	\$3,956,000
Per Capita Amount	\$54	\$47	\$225	\$160	\$34	\$43	\$72



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Capital Projects Fund

2021 RESULTS

Accomplished

- ✓ All 2021 projects are running on schedule.

2022 GOALS

Quality Infrastructure Management

Strategic Objective: To provide safe and attractive parks and facilities for all

1. Implementation of 2022 projects from the 2022-2026 Capital Improvement Plan by December 31, 2022.



Community Recreation Center – Rendering

HISTORIC PROPERTIES OPERATIONS FUND

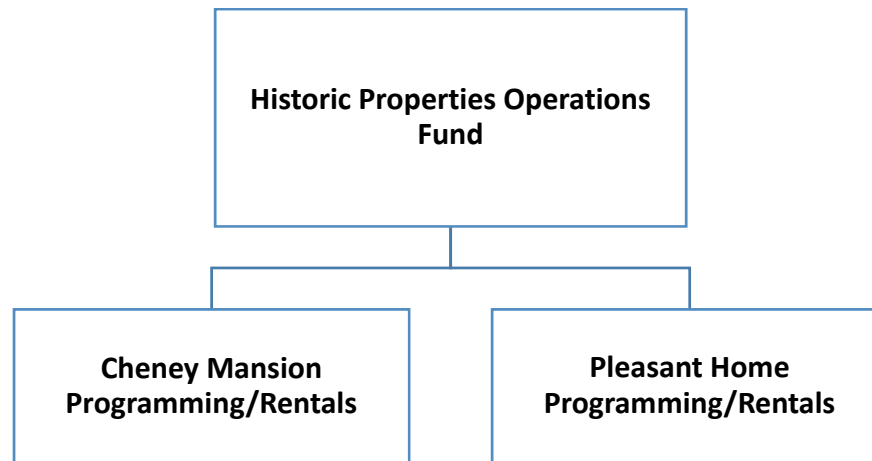
Statement of Service

The mission of Cheney Mansion and Pleasant Home is to provide unique venues for private events, cultural arts and recreation programs, and special and community events for the enjoyment of Oak Park residents and non-residents.

Description

The Manager of Operations continues to make pricing adjustments to make the homes more affordable yet profitable for the Park District of Oak Park. Collaboration with the Recreation Department will continue to bring in additional and unique programming into the homes. Cultural Arts activities offered throughout the year include adult and youth art programming, art exhibits and receptions, lectures, and performing/community art events.

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



Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Historic Properties Operations Fund

2021 RESULTS

Accomplished:

- ✓ Host a minimum of 30 Weddings by December 31, 2021.
 - *By mid-2021, wedding bookings were at 38.*
- ✓ Host a minimum of 30 Corporate and Special Rentals by December 31, 2021.
 - *By mid-2021, corporate and special rentals were at 37.*

In progress/Delayed:

- Generate a minimum of \$30,000 in Program Revenue at Cheney Mansion. > *As of September, program revenue is approximately \$24,050.*



Cheney Mansion – Front Entrance

Historic Properties Operations Fund

2022 GOALS

Financial Strength

Strategic Objective: To maximize funding opportunities.

1. Increase Cheney wedding rentals by at least 3% over 2021 Totals.
2. Increase special and corporate rentals by at least 5% over 2021 totals.
3. Increase Pleasant Home weddings by 10, for a minimum of 12 weddings in 2022.
4. Increase program revenue by 5% over 2021 totals for Cheney and Pleasant Home.
5. Install patio canopy at Cheney by April 1, 2022 to expand usable space and maximize rentals.



Cheney Mansion – Patio



Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: October 27, 2021

Re: IAPD Credentials Certificate for the Annual Meeting



Statement

On a yearly basis, the IAPD hosts its annual meeting in conjunction with the IPR Conference. The conference will be held January 27-29, 2022.

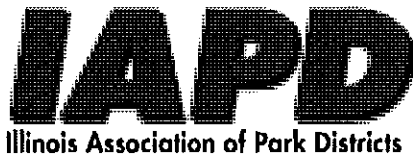
Discussion

IAPD will hold the Annual Meeting on Saturday, January 29, 2022, at 3:30pm. All member agencies must pass the attached resolution on credentials and return it to the IAPD Office in order to ensure delegates can vote at the Annual Meeting.

Recommendation

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

Attachment: Credentials Certificate



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2021

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 27-29, 2022.

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

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

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

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

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 29, 2022 at 3:30 p.m.

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

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

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

CREDENTIALS CERTIFICATE

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

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

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 29, 2022 at 3:30 p.m.:**

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

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

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

Attest: _____
(Board Secretary)

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



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 1, 2021
RE: **RESOLUTIONS**

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

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

- (a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 30, 2021) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 15, 2021) to the Annual Business Meeting.
- (b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.
- (c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 30, 2021.



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 1, 2021
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 30, 2021 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 15, 2021) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

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

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

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

NOTE: November 30, 2021 is the deadline for all changes and/or amendments to be received in the Association's office.