



# PARK DISTRICT of OAK PARK

**PARK DISTRICT OF OAK PARK**  
**Regular Park Board Meeting**  
**Zoom Meeting ID 823 4377 5259, Password 001612**  
**Thursday, May 28, 2020**  
**Directly Following the Annual Meeting**

## **AGENDA**

- I. **Call to Order/Roll Call**
- II. **Approval of Agenda**
- III. **Visitor/Public Comment**  
*Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.*
- IV. **Consent Agenda**
  - A. Approval of Cash and Investment Summary\*
  - B. Approval of Warrants and Bills\*
  - C. Approval of Minutes\*
  - D. Ethics Ordinance Annual Review\*
- V. **Staff Reports**
  - A. Executive Director's Report\*
  - B. Updates and Information\*
  - C. Revenue/Expense Status Reports\*
- VI. **Old Business**
  - A. Recreation and Facility Program Committee – None
  - B. Buildings and Grounds/Facility Maintenance – None
  - C. Administration and Finance Committee – Commissioner Porreca
    1. Promotion Policy\*
    2. Benefit Protection Leave Service for Covid-19 Related Furlough\*
    3. Collective Bargaining Agreement, April 1, 2020 – March 31, 2024\*
- VII. **New Business**
  1. Annual FOPCON Report Update\*
  2. Annual Oak Park Conservatory Report Update\*
  3. Annual Cheney Mansion Report Update\*
  4. Summer Operations Discussion
- VIII. **Commissioners' Comments**  
Commissioner Porreca  
Commissioner Worley-Hood  
Commissioner Wick  
Commissioner Wollmuth  
President Lentz
- IX. **Closed Session**
- X. **Adjourn Meeting**

\*Indicates information attached

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

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



## **Agenda Comments**

Thursday, May 28, 2020

- I. **Roll Call**
- II. **Approval of Agenda** (Voice Vote)  
No additions to the Agenda are anticipated at this time.
- III. **Visitor/Public Comment**
- IV. **Consent Agenda** (Roll Call Vote) – Commissioner Porreca  
**Commissioner Porreca** – Motion of the Board for approval of the Consent Agenda, which includes the approval of the Cash and Investment Summary and Warrants and Bills for the month of April, 2020; approval of minutes from the Continued Regular Board Meeting March 5, 2020, Committee of the Whole Meeting Minutes, March 5, 2020, and the Regular Board Meeting April 16, 2020; approval of Closed Session Minutes March 5, 2020; and the Ethics Ordinance Annual Review.
- V. **Staff Reports**
  - A. **Executive Director’s Report\***
  - B. **Updates and Information\***
  - C. **Revenue/Expense Status Report\***
- VI. **Old Business**
  - A. **Recreation and Facility Program Committee: None**
  - B. **Parks and Planning Committee: Commissioner Wick**
  - C. **Administration and Finance Committee: Commissioner Porreca**
    1. **Promotion Policy\***  
(Roll Call Vote) (attachment VI.C.1)  
**Commissioner Porreca: I move that the Park Board approve the Promotion Policy.**
    2. **Benefit Protection Leave Service for Covid-19 Related Furlough\***  
(Roll Call Vote) (attachment VI.C.2)  
**Commissioner Porreca: I move that the Park Board approve the Resolution 2020-05-01 authorizing benefit protection leave service for Covid-19 related furlough time.**
    3. **Collective Bargaining Contract April 1, 2020 – March 31, 2024**  
(Roll Call Vote) (attachment VI.C.3)  
**Commissioner Porreca: I move that the Park Board approve the collective bargaining agreement with the Service Employees International Union (SEIU) for the term of April 1, 2020 through March 31, 2024.**
- VII. **New Business**
  1. **FOPCON Annual Update**
  2. **Oak Park Conservatory Annual Update**
  3. **Cheney Mansion Annual Update**
  4. **Summer Operations Discussion**

**VIII. Commissioners' Comments**

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

**IX. Closed Session**

**X. Adjourn Meeting**

\* Indicates information attached.

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



## CASH AND INVESTMENT SUMMARY- April 2020

	Byline	IPDLAF	CD's	PMA - SSD	IMET	Apr-20 TOTAL	Mar-20 TOTAL
<b>General Fund</b>							
10 - Corporate	6,861,937	8,954	(324,500)	6,851,444	(10,641,921)	2,755,913	3,041,190
<b>Special Revenue Funds</b>							
15 - IMRF	(1,113,703)	1,603	-	-	1,537,558	425,457	444,170
16 - Liability	(983,592)	8,965	-	-	1,290,521	315,894	318,733
17 - Audit	(57,065)	237	-	-	81,360	24,532	24,287
20 - Recreation	508,050	4,979	800,000	(67,481)	5,327,732	6,573,279	5,455,932
21 - Museum	(221,652)	1,220	-	133,871	282,613	196,052	210,831
22 - Special Recreation	(1,797,927)	17,121	-	-	1,996,554	215,748	208,704
25 - Special Facilities	(112,350)	3,288	-	1,040,000	593,203	1,524,141	1,764,581
85 - Cheney Mansion	206,083	462	-	-	52,326	258,871	260,079
<b>Capital Funds</b>							
70 - Capital Projects	(311,203)	78,051	500,000	80,000	1,465,901	1,812,749	2,126,118
70 - 2011 Bond	-	-	-	-	-	-	-
70 - 2012 Bond	-	-	-	-	-	-	-
70 - 2013 Bond	-	-	-	-	-	-	-
<b>Total Cash Available to District</b>	<b>2,978,577</b>	<b>124,879</b>	<b>975,500</b>	<b>8,037,834</b>	<b>1,985,847</b>	<b>14,102,637</b>	<b>13,854,623</b>
Distribution %:	21.12%	0.89%	6.92%	57.00%	14.08%	100.00%	100.00%
<b>Other Funds</b>							
50 - Health Insurance Fund	251,323	345	-	-	350,799	602,468	527,869
x - Memorial Trust	17,373	-	-	-	118,191	135,564	133,056
xx - Working Cash	207,870	-	-	-	-	207,870	207,870
<b>Total Cash Across All Funds</b>	<b>3,455,143</b>	<b>125,224</b>	<b>975,500</b>	<b>8,037,834</b>	<b>2,454,838</b>	<b>15,048,539</b>	<b>14,723,419</b>



**PARK DISTRICT**  
of OAK PARK

Park District of Oak Park  
Cash Status Report  
As of April 30, 2020

**Operating Accounts**

Byline Bank	0.15%	\$	1,777,060
iPrime Liquid Money Market	1.77%	\$	7,653,833
Illinois Metropolitan Investment Fund	1.39%	\$	4,208,064 *
Illinois Park District Liquid Asset Fund Account	0.73%	\$	125,223
		<b>\$</b>	<b>13,764,180</b>

**Operating Investment Accounts**

Pacific Western Bank	2.52% due 05/14/20	\$	243,800
Rockford B&TC	2.39% due 05/28/20	\$	244,000
Western Alliance Bank/Torrey Pines Bank	2.43% due 05/28/20	\$	244,000
SonaBank	2.49% due 07/13/20	\$	243,700
	Working Solvency	<b>\$</b>	<b>14,739,680</b>
	2019 Solvency	<b>\$</b>	<b>17,003,585</b>

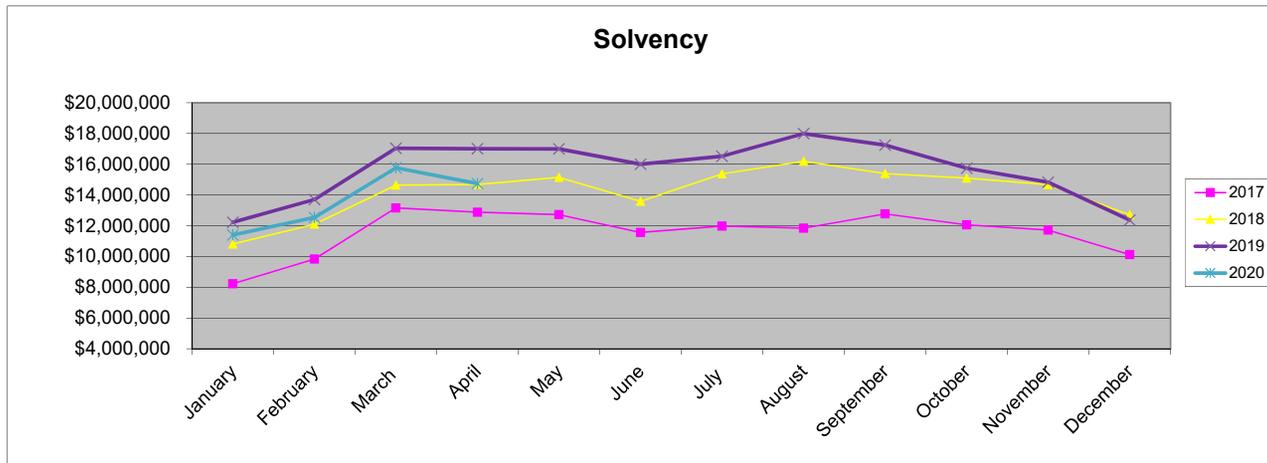
**2013 Bond Accounts**

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

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

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

Total Solvency							
	2017		2018		2019		2020
January	\$ 8,222,701	January	\$ 10,807,839	January	\$ 12,224,500	January	\$ 11,399,872
February	\$ 9,835,012	February	\$ 12,096,547	February	\$ 13,705,194	February	\$ 12,533,042
March	\$ 13,158,403	March	\$ 14,639,398	March	\$ 17,043,761	March	\$ 15,767,357 <i>amended</i>
April	\$ 12,871,778	April	\$ 14,673,906	April	\$ 17,003,565	April	\$ 14,739,680
May	\$ 12,722,619	May	\$ 15,142,968	May	\$ 16,993,252	May	
June	\$ 11,558,746	June	\$ 13,586,366	June	\$ 16,008,032	June	
July	\$ 11,974,154	July	\$ 15,372,712	July	\$ 16,522,568	July	
August	\$ 11,839,784	August	\$ 16,194,723	August	\$ 17,991,724	August	
September	\$ 12,775,498	September	\$ 15,392,249	September	\$ 17,245,774	September	
October	\$ 12,059,760	October	\$ 15,094,766	October	\$ 15,741,907	October	
November	\$ 11,719,974	November	\$ 14,662,671	November	\$ 14,835,809	November	
December	\$ 10,116,988	December	\$ 12,708,567	December	\$ 12,371,649	December	



**IV. B**

Park District of Oak Park  
Voucher List for the Month of April  
Presented to the Board of Commissioners  
At their Meeting on May 28<sup>th</sup>, 2020

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
<b>10 CORPORATE FUND</b>					
10-00-14-00040	ACCOUNTS RECEIVABLE				
38373	AMAZ AMAZON.COM		508668	04/14/2020	37.97
					<u>37.97</u>
10-00-21-20109	IMRF WITHHOLDING				
38062	IMRF ILL MUNICIPAL RETIREMENT FUND		26613	04/10/2020	46,451.37
					<u>46,451.37</u>
10-00-21-20111	HEALTH INSURANCE SECTION 125				
38036	PDRMA PDRMA		26590	04/03/2020	11,991.48
					<u>11,991.48</u>
10-00-21-20114	UNION DUES				
38338	SEIU SEIU LOCAL 73		26669	04/17/2020	198.28
38338	SEIU SEIU LOCAL 73		26669	04/17/2020	198.28
					<u>396.56</u>
10-00-21-20117	AFLAC SECTION 125				
38017	AFLAC AFLAC ATTN: REMITTANCE PROCESSING		26569	04/03/2020	270.84
					<u>270.84</u>
10-00-21-20118	AFLAC				
38017	AFLAC AFLAC ATTN: REMITTANCE PROCESSING		26569	04/03/2020	79.78
					<u>79.78</u>
10-00-21-20119	I LIFE				
38337	NCPERS NCPERS GROUP LIFE INSURANCE		26653	04/17/2020	14.00
38337	NCPERS NCPERS GROUP LIFE INSURANCE		26653	04/17/2020	14.00
					<u>28.00</u>
10-00-21-20120	ICMA WITHHELD				
38019	ICMA ICMA RETIREMENT TRUST		26582	04/03/2020	1,480.16
38336	ICMA ICMA RETIREMENT TRUST		26647	04/17/2020	1,414.86
					<u>2,895.02</u>
10-00-21-20131	ICMA ROTH IRA WITHHELD				
38019	ICMA ICMA RETIREMENT TRUST		26582	04/03/2020	183.31
38336	ICMA ICMA RETIREMENT TRUST		26647	04/17/2020	183.31
					<u>366.62</u>
10-00-21-20132	BRIGHT START PROGRAM				
38018	BRIGHTSTA BRIGHT START COLLEGE SAVINGS PRO		26572	04/03/2020	100.00
38335	BRIGHTSTA BRIGHT START COLLEGE SAVINGS PRO		26631	04/17/2020	100.00
					<u>200.00</u>
10-00-52-00200	LEGAL COUNSEL				
38055	ELROD ELROD FRIEDMAN LLP		26605	04/10/2020	4,299.50
38302	LANER LANER MUCHIN , LTD	20200397	26651	04/17/2020	1,192.50
					<u>5,492.00</u>
10-00-52-00204	COMPUTER (IT) SERVICE				
38047	NOVEN NOVENTECH, INC		26587	04/03/2020	8,850.00
38314	CONNECT CONNECTION BUSINESS SOLUTIONS		26636	04/17/2020	71.85
38315	CONNECT CONNECTION BUSINESS SOLUTIONS		26636	04/17/2020	322.40
38316	NOVEN NOVENTECH, INC		26660	04/17/2020	1,890.00
38317	NOVEN NOVENTECH, INC		26660	04/17/2020	3,392.50
38345	ADOBE ADOBE SYSTEMS, INC		508663	04/14/2020	461.05

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
10-00-52-00204	COMPUTER (IT) SERVICE				
38366	AMERIEAG AMERICAN EAGLE COM SVANACO		508669	04/14/2020	500.00
38382	ARCHIVE ARCHIVE SOCIAL, INC.		508672	04/14/2020	199.00
38384	BASECAMP BASECAMP-37 SIGNALS LTD		508674	04/14/2020	13.00
38480	ONSTRAT ON STRATEGY		508727	04/14/2020	300.00
38588	VERI VERIZON WIRELESS		508765	04/14/2020	514.59
38600	ZOOM ZOOM VIDEO COMMUNICATIONS INC.		508772	04/14/2020	149.90
					<u>16,664.29</u>
10-00-52-00205	TOWNSHIP INTERVENTIONIST				
38607	OAKPKTWN OAK PARK-RIVER FOREST TOWNSHIP 20200404	26687		04/24/2020	2,665.80
					<u>2,665.80</u>
10-00-52-00208	COPYING AND PRINTING- INTERNAL				
38049	IMPACT IMPACT NETWORKING LLC		26614	04/10/2020	3,180.94
					<u>3,180.94</u>
10-00-52-00210	POSTAGE AND DELIVERY				
38488	PITN PITNEY BOWES, INC.		508737	04/14/2020	238.68
38587	USPS USPS-POSTMASTER		508764	04/14/2020	950.80
					<u>1,189.48</u>
10-00-52-00299	CONTRACTUAL SERVICES - OTHER				
38037	PAYCOM PAYCOM PAYROLL, LLC		26589	04/03/2020	2,979.89
38048	LANTELLIG LANTELLIGENCE, INC.		26583	04/03/2020	4,424.00
38064	ILLDPNAT ILLINOIS DEPARTMENT OF NATURAL RE		26611	04/10/2020	300.00
38065	FLEX FLEXIBLE BENEFIT SERVICE CORP.		26607	04/10/2020	135.00
38294	PICKENS PICKENS-KANE BUSINESS SERVICES	20200260	26664	04/17/2020	85.00
38339	PAYCOM PAYCOM PAYROLL, LLC		26663	04/17/2020	3,107.25
					<u>11,031.14</u>
10-00-52-00650	BANK SERVICE CHARGE				
38426	HUNTINGBK HUNTINGTON BANK		508700	04/14/2020	25.00
38427	HUNTINGBK HUNTINGTON BANK		508700	04/14/2020	25.00
38428	HUNTINGBK HUNTINGTON BANK		508700	04/14/2020	25.00
38429	HUNTINGBK HUNTINGTON BANK		508700	04/14/2020	25.00
38506	PLUNG PLUG N PAY		508738	04/14/2020	57.45
38602	BUCKLEY JAVION BUCKLEY		26675	04/24/2020	12.00
					<u>169.45</u>
10-00-53-00300	OFFICE EXPENSE				
38418	GARVEY'S GARVEY'S OFFICE PRODUCTS		508695	04/14/2020	8.57
38419	GARVEY'S GARVEY'S OFFICE PRODUCTS		508695	04/14/2020	13.90
38420	GARVEY'S GARVEY'S OFFICE PRODUCTS		508695	04/14/2020	142.88
					<u>165.35</u>
10-00-53-00399	SUPPLIES - OTHER				
38421	GARVEY'S GARVEY'S OFFICE PRODUCTS		508695	04/14/2020	279.56
					<u>279.56</u>
10-00-56-00600	EMPLOYEE RECOGNITION				
38405	DUNKIN DUNKIN DONUTS		508686	04/14/2020	37.98
38438	JEWELS JEWEL - OSCO		508706	04/14/2020	64.33
38481	PANE PANERA BREAD		508728	04/14/2020	38.05
					<u>140.36</u>
10-00-56-00605	CONFERENCE AND TRAINING				

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER</u>		<u>PO</u>	<u>CHECK</u>	<u>PAY DATE/</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>NUMBER</u>	<u>NUMBER</u>	<u>CHECK DATE</u>	<u>AMOUNT</u>
10-00-56-00605	CONFERENCE AND TRAINING				
38407	ILCMA ILCMA			04/14/2020	-75.00
38431	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		508701	04/14/2020	1,738.00
					<u>1,663.00</u>
10-00-56-00620	ADMINISTRATIVE EXPENSE				
38379	AMAZ AMAZON.COM		508668	04/14/2020	21.02
					<u>21.02</u>
10-00-56-00621	DIRECTOR EXPENSE				
38484	PARKING PARKING		508729	04/14/2020	1.85
38485	PARKING PARKING		508729	04/14/2020	2.10
38486	PARKING PARKING		508729	04/14/2020	2.35
38578	UPS THE UPS STORE		508762	04/14/2020	60.00
38580	QBARBQ Q BAR BQ		508739	04/14/2020	41.29
					<u>107.59</u>
10-00-56-00655	RECRUITMENT				
38430	IPRA ILLINOIS PARKS & RECREATION ASSOCIATIO		508705	04/14/2020	265.00
38433	INDEED INDEED.COM		508703	04/14/2020	102.18
38471	MONSTER MONSTER GLOBAL WORLDWIDE		508717	04/14/2020	249.00
38581	QBARBQ Q BAR BQ		508739	04/14/2020	25.04
					<u>641.22</u>
10-00-58-00820	TELECOMMUNICATIONS				
38305	COMCAST COMCAST		26634	04/17/2020	6,760.44
38591	VERI VERIZON WIRELESS		508765	04/14/2020	2,338.05
					<u>9,098.49</u>
10-35-52-00299	CONTRACTUAL SERVICES - OTHER				
38380	RENTOKIL ANDERSON PEST SOLUTIONS		508670	04/14/2020	128.00
					<u>128.00</u>
10-35-53-00311	SUPPLIES- CLEANING & HOUSEHOLD				
38361	AMAZ AMAZON.COM		508668	04/14/2020	42.77
38574	HOME HOME DEPOT		508699	04/14/2020	40.75
38575	HOME HOME DEPOT		508699	04/14/2020	59.94
					<u>143.46</u>
10-35-53-00320	MISCELLANEOUS SUPPLIES				
38594	WALMART WALMART STORES, INC.		508769	04/14/2020	20.52
					<u>20.52</u>
10-35-53-00330	ANIMAL CARE				
38443	JPPARK JP PARK WAYSIDE		508707	04/14/2020	10.12
38495	PETCO PETCO		508734	04/14/2020	228.87
					<u>238.99</u>
10-35-53-00340	SUPPLIES-HORTICULTURAL CONTROL				
38367	AMAZ AMAZON.COM		508668	04/14/2020	29.84
38444	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.		508708	04/14/2020	116.24
38445	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.		508708	04/14/2020	116.24
38446	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.		508708	04/14/2020	157.39
38447	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.		508708	04/14/2020	162.59
38448	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.		508708	04/14/2020	257.76
38449	KOPPERT KOPPERT BIOLOGICAL SYSTEMS, INC.		508708	04/14/2020	387.36

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
					1,227.42
10-35-53-11100	GIFT SHOP				
38434	INGRAM INGRAM INDUSTRIES, INC.		508704	04/14/2020	11.54
38435	INGRAM INGRAM INDUSTRIES, INC.		508704	04/14/2020	15.72
38436	INGRAM INGRAM INDUSTRIES, INC.		508704	04/14/2020	16.92
					44.18
10-35-53-14400	BIRTHDAY PARTY SUPPLIES				
38476	OAKBAKE OAK PARK BAKERY		508724	04/14/2020	28.20
					28.20
10-35-56-00605	CONFERENCE AND TRAINING				
38408	EVENTB EVENTBRITE INC.			04/14/2020	-44.06
38577	MORTON THE MORTON ARBORETUM		508719	04/14/2020	46.00
					1.94
10-35-56-00610	DUES AND SUBSCRIPTIONS				
38346	AERGC NFP AERGC NFP		508664	04/14/2020	25.00
					25.00
10-35-56-11100	GIFT SHOP - SALES TAX				
38063	ILLDEP ILLINOIS DEPT. OF REVENUE		26612	04/10/2020	73.00
					73.00
10-35-58-00800	ELECTRICITY				
38304	COMED COMED	20200223	26635	04/17/2020	909.89
					909.89
10-50-52-00215	RADIOS & PAGERS				
38368	AMAZ AMAZON.COM		508668	04/14/2020	29.98
					29.98
10-50-52-00260	PROPERTY REPAIR				
38066	ALADDEC ALARM DETECTION SYSTEMS, INC.		26601	04/10/2020	46.99
38324	SYSTEMS SYSTEMS & CABLING SOLUTIONS, INC.		26666	04/17/2020	600.00
38347	ALARM ALARM SECURITY INC.		508665	04/14/2020	127.86
38348	ALARM ALARM SECURITY INC.		508665	04/14/2020	239.04
38349	ALARM ALARM SECURITY INC.		508665	04/14/2020	242.37
38350	ALARM ALARM SECURITY INC.		508665	04/14/2020	314.40
38351	ALARM ALARM SECURITY INC.		508665	04/14/2020	370.05
38352	ALARM ALARM SECURITY INC.		508665	04/14/2020	487.26
38353	ALARM ALARM SECURITY INC.		508665	04/14/2020	562.05
38354	ALARM ALARM SECURITY INC.		508665	04/14/2020	855.84
38355	ALARM ALARM SECURITY INC.		508665	04/14/2020	1,287.00
38356	ALARM ALARM SECURITY INC.		508665	04/14/2020	1,400.64
38540	SOUTH SOUTH SIDE CONTROL SUPPLY CO.		508752	04/14/2020	516.00
38544	SUPPLYHOU SUPPLY HOUSE.COM		508756	04/14/2020	60.34
					7,109.84
10-50-52-00280	SCAVENGER SERVICE				
38416	FLOOD FLOOD BROTHERS DISPOSAL & RECYCLIN		508693	04/14/2020	53.95
38596	WASTE WASTE MANAGEMENT CO.		508770	04/14/2020	157.58
38611	WESTCOOK WEST COOK COUNTY SOLID WASTE A		26692	04/24/2020	645.85
					857.38
10-50-52-00286	SPORTS FIELD IMPROVEMENTS				

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER</u>		<u>PO</u>	<u>CHECK</u>	<u>PAY DATE/</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>NUMBER</u>	<u>NUMBER</u>	<u>CHECK DATE</u>	<u>AMOUNT</u>
10-50-52-00286 SPORTS FIELD IMPROVEMENTS					
38052	MIDGROU		26615	04/10/2020	627.91
38296	CONSER		26637	04/17/2020	2,660.00
38306	FAULKS		26643	04/17/2020	1,005.00
38385	BEACON		508675	04/14/2020	876.96
38386	BEACON		508675	04/14/2020	929.00
					<hr/>
					6,098.87
10-50-53-00310 SUPPLIES-PARKS					
38364	AMAZ		508668	04/14/2020	35.71
38370	AMAZ		508668	04/14/2020	169.03
38372	AMAZ		508668	04/14/2020	48.90
38383	BALL		508673	04/14/2020	407.42
38404	DRESSEL		508685	04/14/2020	16.98
38461	MENARDS		508714	04/14/2020	231.83
38514	SCHAU		508747	04/14/2020	24.22
38515	SCHAU		508747	04/14/2020	9.88
38516	SCHAU		508747	04/14/2020	17.52
38530	SHERWIN		508749	04/14/2020	-6.11
38531	SHERWIN		508749	04/14/2020	67.24
38559	HOME		508699	04/14/2020	113.25
38565	HOME		508699	04/14/2020	32.61
					<hr/>
					1,168.48
10-50-53-00311 SUPPLIES- CLEANING & HOUSEHOLD					
38375	AMAZ		508668	04/14/2020	345.00
					<hr/>
					345.00
10-50-53-00313 SUPPLIES - BUILDING MATERIALS					
38411	ELM		508689	04/14/2020	14.55
38450	LANCE		508709	04/14/2020	-535.00
38451	LANCE		508709	04/14/2020	-165.38
38452	LANCE		508709	04/14/2020	-82.00
38453	LANCE		508709	04/14/2020	388.29
38454	LANCE		508709	04/14/2020	441.00
38462	MENARDS		508714	04/14/2020	29.98
38463	MENARDS		508714	04/14/2020	34.47
38507	RESTROOMD		508740	04/14/2020	396.00
38523	SCHAU		508747	04/14/2020	25.63
38524	SCHAU		508747	04/14/2020	28.31
38525	SCHAU		508747	04/14/2020	29.22
38526	SCHAU		508747	04/14/2020	37.95
38527	SCHAU		508747	04/14/2020	58.42
38528	SCHAU		508747	04/14/2020	7.40
38536	SHERWIN		508749	04/14/2020	30.09
38537	SHERWIN		508749	04/14/2020	30.09
38539	SMARTSIGN		508751	04/14/2020	466.56
38555	HOME		508699	04/14/2020	24.98
38556	HOME		508699	04/14/2020	24.98
38557	HOME		508699	04/14/2020	44.35
38562	HOME		508699	04/14/2020	27.81

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
10-50-53-00313 SUPPLIES - BUILDING MATERIALS					
38563	HOME HOME DEPOT		508699	04/14/2020	58.37
38564	HOME HOME DEPOT		508699	04/14/2020	104.20
38566	HOME HOME DEPOT		508699	04/14/2020	12.14
38567	HOME HOME DEPOT		508699	04/14/2020	29.45
38568	HOME HOME DEPOT		508699	04/14/2020	207.47
38570	HOME HOME DEPOT		508699	04/14/2020	-89.76
38571	HOME HOME DEPOT		508699	04/14/2020	345.77
38572	HOME HOME DEPOT		508699	04/14/2020	97.17
					<hr/>
					2,122.51
10-50-53-00410 EQUIPMENT					
38297	REIN REINDERS, INC		26668	04/17/2020	785.92
38389	CLEANFREA CLEANFREAK.COM		508679	04/14/2020	2,891.67
38457	M PUTTERM M PUTTERMAN & CO LLC.		508720	04/14/2020	3,082.47
38558	HOME HOME DEPOT		508699	04/14/2020	485.21
38576	HOME HOME DEPOT		508699	04/14/2020	126.34
					<hr/>
					7,371.61
10-50-56-00610 DUES AND SUBSCRIPTIONS					
38541	SPORTURF SPORTS TURF MANAGERS ASSOCIATIO		508753	04/14/2020	50.00
					<hr/>
					50.00
10-50-58-00800 ELECTRICITY					
38032	COMED COMED	20200223	26576	04/03/2020	479.93
38304	COMED COMED	20200223	26635	04/17/2020	2,688.32
					<hr/>
					3,168.25
10-50-58-00810 NATURAL GAS					
38318	NICOR NICOR GAS		26655	04/17/2020	436.54
38318	NICOR NICOR GAS		26655	04/17/2020	313.38
38319	NICOR NICOR GAS		26656	04/17/2020	550.69
38319	NICOR NICOR GAS		26656	04/17/2020	422.55
					<hr/>
					1,723.16
10-50-58-00820 TELECOMMUNICATIONS					
38390	COMCAST COMCAST		508680	04/14/2020	108.35
					<hr/>
					108.35
10-50-58-00830 WATER					
38589	VILLWAT VILLAGE OF OAK PARK-WATER WATER/S		508766	04/14/2020	2,620.69
					<hr/>
					2,620.69
					<hr/>
FUND 10 TOTAL					150,842.05
<b>16 LIABILITY</b>					
16-00-52-00514 EMPLOYEE SCREENINGS					
38046	CONCENTRA CONCENTRA HEALTH SERVICES, INC		26577	04/03/2020	110.00
38060	OCCUPHEAL OCCUPATIONAL HEALTH CENTERS O		26616	04/10/2020	66.50
38061	OCCUPHEAL OCCUPATIONAL HEALTH CENTERS O		26616	04/10/2020	70.50
38342	ACTIVE ACTIVE		508662	04/14/2020	62.65
38415	FASTEST FASTEST LABS OF NW CHICAGO		508692	04/14/2020	110.00
					<hr/>
					419.65
16-00-53-00350 RISK CARE MANAGEMENT					
38363	AMAZ AMAZON.COM		508668	04/14/2020	220.35

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
16-00-53-00350	RISK CARE MANAGEMENT				
38409	ELEARNING ELEARNING AMERICA		508687	04/14/2020	51.00
38529	SCHLHE SCHOOL HEALTH CORPORATION		508748	04/14/2020	88.77
38601	AT&TAED AT&T MOBILITY	20200299	26674	04/24/2020	318.20
38601	AT&TAED AT&T MOBILITY	20200299	26674	04/24/2020	318.20
					<u>996.52</u>
		FUND 16 TOTAL			1,416.17

**20 RECREATION**

20-00-21-20135 REFUNDS DUE

38022	RUNGEL LISA RUNGE		26594	04/03/2020	63.00
38023	MCDADE LUCIUS MCDADE		26585	04/03/2020	16.05
38026	REISINGER GENE REISINGER		26592	04/03/2020	556.50
38027	HU XIBAO HU		26581	04/03/2020	20.00
38028	GONZALEZM MAYRA GONZALEZ		26580	04/03/2020	40.00
38029	SMITHALAN LAURA SMITH-ALANIS		26596	04/03/2020	33.00
38030	CANNON DARIO CANNON		26573	04/03/2020	48.00
38031	CARTER LASHEENA CARTER		26574	04/03/2020	20.00
38035	ECCLES COURTNEY ECCLES		26579	04/03/2020	37.00
38038	BEACHFA FATIMA BEACH		26571	04/03/2020	48.50
38039	SHADRake PAUL SHADRake		26595	04/03/2020	108.00
38040	WENZELR ROBERT WENZEL		26599	04/03/2020	108.00
38041	WICK DAVID WICK		26600	04/03/2020	108.00
38043	CRUZN NICOLE CRUZ		26578	04/03/2020	68.00
38044	PRIDE GLENN PRIDE		26591	04/03/2020	199.00
38045	RODDE DANIEL RODDE		26593	04/03/2020	32.00
38045	RODDE DANIEL RODDE		26593	04/03/2020	32.00
38070	TORRESJ JEANNETTE TORRES		26618	04/10/2020	50.00
38071	HARRISM MATTHEW HARRIS		26609	04/10/2020	37.25
38071	HARRISM MATTHEW HARRIS		26609	04/10/2020	37.25
38072	RHO EUGENE RHO		26617	04/10/2020	37.25
38073	ESCOBAR YESSICA ESCOBAR		26606	04/10/2020	145.00
38325	CRUMPTON KYLA CRUMPTON		26638	04/17/2020	54.00
38326	CUSHIN KIRKE CUSHING		26649	04/17/2020	300.00
38327	DYER SAM DYER		26642	04/17/2020	150.00
38328	LAFHEY MONICA LAFHEY		26650	04/17/2020	82.75
38329	LISS LISA LISS		26652	04/17/2020	152.00
38330	NEWTON DORIS NEWTON		26654	04/17/2020	46.67
38331	PARTISH SHARON PARTISH		26662	04/17/2020	150.00
38332	JAMISON SIMHA JAMISON		26648	04/17/2020	87.00
38333	WEZRAN VALERIE WEZRAN		26671	04/17/2020	83.00
38334	WILLIAM CAROLYN WILLIAMS		26672	04/17/2020	68.77
38334	WILLIAM CAROLYN WILLIAMS		26672	04/17/2020	55.00
38613	HARPERM MONICA HARPER		26677	04/24/2020	180.00
38614	HOYOS PATRICIA HOYOS		26678	04/24/2020	400.00
38615	IRIZARRYE ERNESTO IRIZARRY		26680	04/24/2020	205.00
38616	JECMEN JAN JECMEN		26681	04/24/2020	34.29
38617	MCELWAIN SEAN C. MCELWAIN		26683	04/24/2020	895.00
38618	MOOREM MATTHEW MOORE		26684	04/24/2020	233.25

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
20-00-21-20135	REFUNDS DUE				
38619	NARVY AMY NARVY		26685	04/24/2020	170.00
38620	REISINGER GENE REISINGER		26689	04/24/2020	742.00
					<u>5,932.53</u>
20-00-53-00399	SUPPLIES - OTHER				
38395	DAN'S DAN'S BIKE SHOP		508682	04/14/2020	14.00
					<u>14.00</u>
20-00-56-00605	CONFERENCE AND TRAINING				
38432	IAPD ILLINOIS ASSOCIATION OF PARK DISTRICTS		508701	04/14/2020	85.00
					<u>85.00</u>
20-00-56-00610	DUES AND SUBSCRIPTIONS				
38042	AMBROSE MICHAEL AMBROSE		26570	04/03/2020	184.00
					<u>184.00</u>
20-00-58-00820	TELECOMMUNICATIONS				
38291	CALLONE CALLONE	20200227	26632	04/17/2020	7,691.41
					<u>7,691.41</u>
20-05-52-00221	Brochure				
38582	UBERFLIP UBERFLIP		508760	04/14/2020	19.95
					<u>19.95</u>
20-05-56-00222	Marketing				
38021	MARTINMEL MELISSA MARTINEZ		26584	04/03/2020	35.41
38388	CAPSULE CAPSULCRM.COM ZESTIA		508677	04/14/2020	54.00
38412	FACEBOOK FACEBOOK		508690	04/14/2020	423.36
38417	FUNEXPR FUN EXPRESS		508694	04/14/2020	33.92
38538	SIGNEXP SIGN EXPRESS		508750	04/14/2020	56.00
38586	USPS USPS-POSTMASTER		508764	04/14/2020	7.85
38608	REACH REACH SPORTS MARKETING GROUP	20200403	26688	04/24/2020	708.00
					<u>1,318.54</u>
20-25-52-13050	FITNESS EXERCISE				
38455	LESMILLS LES MILLS UNITED STATES TRADING IN		508710	04/14/2020	248.00
					<u>248.00</u>
20-25-52-13170	MARTIAL ARTS PROGRAMS				
38024	CHEN MARY SUSAN CHEN	20200386	26575	04/03/2020	380.80
38059	CHEN MARY SUSAN CHEN	20200390	26603	04/10/2020	158.67
38312	DEFRANCO BEactive bodyTHERAPIES	20200401	26639	04/17/2020	476.10
					<u>1,015.57</u>
20-25-53-13050	FITNESS EXERCISE				
38377	AMAZ AMAZON.COM		508668	04/14/2020	16.98
					<u>16.98</u>
20-26-52-13860	YOUTH SPORTS DAY CAMPS				
38590	VOR VOR CHICAGO BANDITS		508767	04/14/2020	100.00
					<u>100.00</u>
20-29-53-13280	TEEN CLASSES				
38510	SAFESIT SAFE SITTER, INC		508743	04/14/2020	759.00
					<u>759.00</u>
20-51-53-00300	OFFICE EXPENSE				
38470	MODITY MODITY INC.		508716	04/14/2020	360.00

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
20-51-53-00300	OFFICE EXPENSE				
38543	STAPLES STAPLES BUSINESS ADVANTAGE DEPT. D		508755	04/14/2020	51.04
					411.04
20-51-56-00600	EMPLOYEE RECOGNITION				
38504	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	33.96
					33.96
20-51-56-00615	EMPLOYEE TRAVEL REIMBURSEMENT				
38054	HARTZOG CATRINNIA HARTZOG		26610	04/10/2020	8.47
					8.47
20-61-52-12020	FAMILY EVENTS				
38413	FAIRY FAIRYTALE ENTERTAINMENT		508691	04/14/2020	40.00
38414	FAIRY FAIRYTALE ENTERTAINMENT		508691	04/14/2020	246.00
					286.00
20-61-52-12030	COMMUNITY DAY CAMPS				
38343	ADLER ADLER PLANETARIUM			04/14/2020	-720.00
38344	ADLER ADLER PLANETARIUM			04/14/2020	720.00
					0.00
20-61-52-12050	ACTIVE ADULTS PROGRAMS				
38456	LYNFRED LYNFRED WINERY, INC		508711	04/14/2020	107.17
38473	MRASREST MR AS RESTAURANT		508721	04/14/2020	127.03
					234.20
20-61-52-12360	NATURE AND ADVENTURE CAMPS				
38341	ACT ACT DUPAGE FOREST		508661	04/14/2020	300.00
38424	GOAPE GO APE		508696	04/14/2020	1,291.20
38513	SARAHS SARAH'S PONY RIDES		508745	04/14/2020	2,100.00
38545	TALLSHIP TALL SHIP WINDY		508757	04/14/2020	500.00
					4,191.20
20-61-53-12010	COMMUNITY SPECIAL EVENTS				
38051	AMERCARN AMERICAN CARNIVAL MART		26602	04/10/2020	1,755.14
38599	IMPRINT IMPRINT ITEMS.COM		508702	04/14/2020	267.36
					2,022.50
20-61-53-12020	FAMILY EVENTS				
38467	MICH MICHAELS STORE		508715	04/14/2020	39.62
38483	PARCI PARTY CITY		508730	04/14/2020	41.94
38497	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	22.93
					104.49
20-61-53-12040	AFTERSCHOOL PROGRAMS				
38393	COSTCO COSTCO		508681	04/14/2020	1,972.80
38399	DOLL DOLLARTREE		508684	04/14/2020	7.00
38403	DOLL DOLLARTREE		508684	04/14/2020	41.00
38440	JEWELS JEWEL - OSCO		508706	04/14/2020	15.96
38441	JEWELS JEWEL - OSCO		508706	04/14/2020	17.56
38442	JEWELS JEWEL - OSCO		508706	04/14/2020	32.56
38468	MICH MICHAELS STORE		508715	04/14/2020	44.74
38469	MICH MICHAELS STORE		508715	04/14/2020	33.54
38477	OAKBAKE OAK PARK BAKERY		508724	04/14/2020	11.28
38499	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	12.17
38501	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	14.97

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER</u>		<u>PO</u>	<u>CHECK</u>	<u>PAY DATE/</u>	
<u>NUMBER</u>	<u>VENDOR</u>	<u>NUMBER</u>	<u>NUMBER</u>	<u>CHECK DATE</u>	<u>AMOUNT</u>
20-61-53-12040 AFTERSCHOOL PROGRAMS					
38502	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	15.85
38547	TARGET TARGET STORES, INC		508758	04/14/2020	34.48
38550	TARGET TARGET STORES, INC		508758	04/14/2020	24.51
38551	TARGET TARGET STORES, INC		508758	04/14/2020	9.98
38552	TARGET TARGET STORES, INC		508758	04/14/2020	15.00
38553	TARGET TARGET STORES, INC		508758	04/14/2020	23.95
38554	TARGET TARGET STORES, INC		508758	04/14/2020	16.25
38592	WALG WALGREENS CO.		508768	04/14/2020	17.38
38598	WALMART WALMART STORES, INC.		508769	04/14/2020	136.47
					<u>2,497.45</u>
20-61-53-12050 ACTIVE ADULTS PROGRAMS					
38423	GORDON GORDON FOOD SERVICES		508697	04/14/2020	111.06
					<u>111.06</u>
20-61-53-12350 NATURE AND ADVENTURE PROGRAMS					
38398	DOLL DOLLARTREE		508684	04/14/2020	73.00
38503	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	41.93
					<u>114.93</u>
20-62-52-12610 DANCE PROGRAMS					
38058	TULLY CATHERINE TULLY	20200391	26619	04/10/2020	535.50
					<u>535.50</u>
20-62-53-12610 DANCE PROGRAMS					
38360	AMAZ AMAZON.COM		508668	04/14/2020	1.29
38362	AMAZ AMAZON.COM		508668	04/14/2020	26.84
38376	AMAZ AMAZON.COM		508668	04/14/2020	7.30
38378	AMAZ AMAZON.COM		508668	04/14/2020	63.90
38479	OMNICHEER OMNI CHEER		508726	04/14/2020	500.63
38498	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	21.42
38512	SALER SALERNO'S PIZZA		508744	04/14/2020	77.30
					<u>698.68</u>
20-63-53-12700 PRESCHOOL					
38357	ALDI ALDI STORE		508666	04/14/2020	22.27
38397	DOLL DOLLARTREE		508684	04/14/2020	7.70
38400	DOLL DOLLARTREE		508684	04/14/2020	6.00
38437	JEWELS JEWEL - OSCO		508706	04/14/2020	0.99
38439	JEWELS JEWEL - OSCO		508706	04/14/2020	19.32
38548	TARGET TARGET STORES, INC		508758	04/14/2020	13.23
38549	TARGET TARGET STORES, INC		508758	04/14/2020	31.44
38579	TRADER TRADER JOES		508759	04/14/2020	9.71
38593	WALMART WALMART STORES, INC.		508769	04/14/2020	38.23
38595	WALMART WALMART STORES, INC.		508769	04/14/2020	18.35
					<u>167.24</u>
20-63-53-12720 PLAYSCHOOL					
38034	NEGRON WENDY NEGRON		26586	04/03/2020	10.00
38358	ALDI ALDI STORE		508666	04/14/2020	21.61
38359	ALDI ALDI STORE		508666	04/14/2020	39.31
38401	DOLL DOLLARTREE		508684	04/14/2020	11.00
					<u>81.92</u>

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS  
 CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
20-63-53-12740	EARLY CHILDHOOD CLASSES				
38025	VANHORN MELANIE VAN HORN		26598	04/03/2020	18.01
					<u>18.01</u>
		FUND 20 TOTAL			28,901.63
<b>21 MUSEUM</b>					
21-00-52-00299	CONTRACTUAL SERVICES - OTHER				
38323	PLEASANT PLEASANT HOME FOUNDATION		26665	04/17/2020	15,000.00
					<u>15,000.00</u>
21-00-58-00800	ELECTRICITY				
38304	COMED COMED	20200223	26635	04/17/2020	289.51
					<u>289.51</u>
21-00-58-00840	PH SECURITY MONITORING				
38610	SMG SMG SECURITY SYSTEMS, INC.		26691	04/24/2020	92.70
					<u>92.70</u>
		FUND 21 TOTAL			15,382.21
<b>25 SPECIAL FACILITIES</b>					
25-00-56-00605	Conference and Training				
38381	AQUA AQUA PURE ENTERPRISES, INC		508671	04/14/2020	318.75
38482	PDRMA PDRMA		508732	04/14/2020	199.00
					<u>517.75</u>
25-00-56-00615	EMPLOYEE TRAVEL REIMBURSEMENT				
38605	JOHNSONJI JILLIAN JOHNSON		26682	04/24/2020	17.23
					<u>17.23</u>
25-00-58-00820	TELECOMMUNICATIONS				
38391	COMCAST COMCAST		508680	04/14/2020	143.35
38392	COMCAST COMCAST		508680	04/14/2020	143.35
					<u>286.70</u>
25-19-52-00299	CONTRACTUAL SERVICES - OTHER				
38597	WHENTO WHEN TO WORK, INC		508771	04/14/2020	440.00
					<u>440.00</u>
25-20-52-11940	CONTRACTUAL SERVICES - OTHER				
38056	CHICSIGN CHICAGO SIGN & LIGHT COMPANY		26604	04/10/2020	1,078.00
38057	CHICSIGN CHICAGO SIGN & LIGHT COMPANY		26604	04/10/2020	3,370.00
					<u>4,448.00</u>
25-20-52-11980	RINK SPECIAL EVENTS				
38487	PAYPAL PAYPAL		508731	04/14/2020	200.00
38583	ULTIRENT ULTIMATE RENTAL SERVICES, INC.		508761	04/14/2020	455.00
					<u>655.00</u>
25-20-53-00320	MISCELLANEOUS SUPPLIES				
38365	AMAZ AMAZON.COM		508668	04/14/2020	57.36
38374	AMAZ AMAZON.COM		508668	04/14/2020	25.44
					<u>82.80</u>
25-20-53-11960	YOUTH HOCKEY				
38387	BOATHOUSE BOATHOUSE SPORTS		508676	04/14/2020	4,121.82
38478	OGP OGP ENTERPRISES, INC.		508725	04/14/2020	454.20
					<u>4,576.02</u>

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
25-20-53-11970	ADULT HOCKEY				
38387	BOATHOUSE BOATHOUSE SPORTS		508676	04/14/2020	4,121.83
					<u>4,121.83</u>
25-20-53-11980	RINK SPECIAL EVENTS				
38313	CHGOSCEN CHICAGO SCENIC STUDIOS, INC.	20200389	26633	04/17/2020	320.00
38369	AMAZ AMAZON.COM		508668	04/14/2020	320.63
38371	AMAZ AMAZON.COM		508668	04/14/2020	173.97
38406	DUNKIN DUNKIN DONUTS		508686	04/14/2020	41.77
38460	MCMASTER MCMASTER-CARR SUPPLY CO.		508713	04/14/2020	108.66
38465	MENARDS MENARD'S		508714	04/14/2020	69.94
38466	MENARDS MENARD'S		508714	04/14/2020	140.00
38505	PIERITZ PIERITZ BROS. INC.		508736	04/14/2020	18.38
38508	REVDANCE REVDANCE.TENTH HOUSE		508741	04/14/2020	195.16
38518	SCHAU SCHAUER'S HARDWARE		508747	04/14/2020	19.79
38560	HOME HOME DEPOT		508699	04/14/2020	61.91
38561	HOME HOME DEPOT		508699	04/14/2020	141.11
38569	HOME HOME DEPOT		508699	04/14/2020	100.79
38585	USPS USPS-POSTMASTER		508764	04/14/2020	26.00
					<u>1,738.11</u>
25-20-56-00600	EMPLOYEE RECOGNITION				
38511	SALER SALERNO'S PIZZA		508744	04/14/2020	100.45
					<u>100.45</u>
25-24-53-00315	SUPPLIES- PRO SHOP				
38410	ELITE ELITE SPORTSWEAR, L.P.		508688	04/14/2020	353.63
					<u>353.63</u>
25-24-53-00425	GYMNASTICS EQUIPMENT				
38458	MAGICJUMP MAGIC JUMP, INC.		508712	04/14/2020	28.00
					<u>28.00</u>
25-24-53-11250	PRESCHOOL GYMNASTICS CLASSES				
38402	DOLL DOLLARTREE		508684	04/14/2020	20.00
					<u>20.00</u>
25-24-56-00600	EMPLOYEE RECOGNITION				
38394	CROWN CBS AWARDS INC DBA CROWN TROPHY		508678	04/14/2020	59.78
					<u>59.78</u>
25-24-56-00605	CONFERENCE AND TRAINING				
38584	USA USA GYMNASTICS		508763	04/14/2020	29.00
					<u>29.00</u>
25-24-56-00610	DUES AND SUBSCRIPTIONS				
38475	NCSI NCSI		508723	04/14/2020	30.00
					<u>30.00</u>
25-24-56-00675	SALES TAX				
38063	ILLDEP ILLINOIS DEPT. OF REVENUE		26612	04/10/2020	16.00
					<u>16.00</u>
25-50-52-00261	PROPERTY REPAIR - POOL				
38308	TRANE TRANE PARTS CENTER	20200044	26670	04/17/2020	974.89
					<u>974.89</u>
25-50-52-00262	PROPERTY REPAIR - RINK				

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
25-50-52-00262	PROPERTY REPAIR - RINK				
38307	HOH H-O-H CHEMICALS, INC.	20200041	26646	04/17/2020	275.00
38308	TRANE TRANE PARTS CENTER	20200044	26670	04/17/2020	974.88
38309	DUALTEMP DUAL TEMP ILLINOIS INC	20200045	26641	04/17/2020	602.00
					<u>1,851.88</u>
25-50-52-00266	FLEET SERVICE - POOL				
38520	SCHAU SCHAUER'S HARDWARE		508747	04/14/2020	8.08
					<u>8.08</u>
25-50-52-00301	CONTRACTUAL SERVICES- OTHER - RINK				
38067	ALADec ALARM DETECTION SYSTEMS, INC.		26601	04/10/2020	45.40
38068	ALADec ALARM DETECTION SYSTEMS, INC.		26601	04/10/2020	45.40
38069	ALADec ALARM DETECTION SYSTEMS, INC.		26601	04/10/2020	0.68
38069	ALADec ALARM DETECTION SYSTEMS, INC.		26601	04/10/2020	1.36
38472	MOOD MOOD MEDIA NO AMERICA HOLDINGS CP		508718	04/14/2020	26.95
					<u>119.79</u>
25-50-52-00417	RINK EQUIPMENT-RENTAL				
38474	NATIONAL NATIONAL LIFT TRUCK INC.		508722	04/14/2020	545.00
					<u>545.00</u>
25-50-53-00314	SUPPLIES- BUILDING MATERIALS - POOL				
38020	ULINE ULINE INC	20200385	26597	04/03/2020	310.32
38340	ABAT ABATRON		508660	04/14/2020	775.38
38459	MCMaster MCMaster-CARR SUPPLY CO.		508713	04/14/2020	31.79
38521	SCHAU SCHAUER'S HARDWARE		508747	04/14/2020	28.78
38532	SHERWIN SHERWIN-WILLIAMS CO.		508749	04/14/2020	24.76
38533	SHERWIN SHERWIN-WILLIAMS CO.		508749	04/14/2020	37.24
38535	SHERWIN SHERWIN-WILLIAMS CO.		508749	04/14/2020	141.87
					<u>1,350.14</u>
25-50-53-00315	SUPPLIES - CLEANING&HOUSEHOLD - RIN				
38522	SCHAU SCHAUER'S HARDWARE		508747	04/14/2020	52.16
					<u>52.16</u>
25-50-53-00316	SUPPLIES - BUILDING MATERIALS - RIN				
38310	GRAINGER GRAINGER, INC.	20200392	26645	04/17/2020	101.35
38311	GRAINGER GRAINGER, INC.	20200393	26645	04/17/2020	160.50
38500	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	32.24
38509	ROYAL ROYAL PIPE & SUPPLY CO.		508742	04/14/2020	9.69
38519	SCHAU SCHAUER'S HARDWARE		508747	04/14/2020	21.30
38534	SHERWIN SHERWIN-WILLIAMS CO.		508749	04/14/2020	137.75
					<u>462.83</u>
25-50-53-00318	SUPPLIES- BUILDING MATERIALS - GRC				
38517	SCHAU SCHAUER'S HARDWARE		508747	04/14/2020	11.99
					<u>11.99</u>
25-50-53-00319	MISC SUPPLIES - DOG PARKS				
38396	DOGWASTE DOG WASTE DEPOT		508683	04/14/2020	141.56
					<u>141.56</u>
25-50-58-00802	RIDGELAND ELECTRICITY				
38292	REALGY REALGY LLC	20200224	26667	04/17/2020	6,969.65
					<u>6,969.65</u>

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
25-50-58-00813	GYMNASTICS NATURAL GAS				
38322	NICOR NICOR GAS		26659	04/17/2020	760.24
38322	NICOR NICOR GAS		26659	04/17/2020	557.46
					<u>1,317.70</u>
25-57-53-00317	CONCESSION SUPPLIES				
38293	GOLD GOLD MEDAL PRODUCTS		26644	04/17/2020	705.20
38422	GORDON GORDON FOOD SERVICES		508697	04/14/2020	204.26
					<u>909.46</u>
25-57-56-00675	SALES TAX				
38063	ILLDEP ILLINOIS DEPT. OF REVENUE		26612	04/10/2020	1.00
					<u>1.00</u>
					<u>32,236.43</u>
					FUND 25 TOTAL
<b>50 INSURANCE FUND</b>					
50-00-21-20112	LIFE INSURANCE 125 K				
38036	PDRMA PDRMA		26590	04/03/2020	951.58
					<u>951.58</u>
50-00-55-00550	HEALTH INSURANCE - PPO				
38036	PDRMA PDRMA		26590	04/03/2020	824.42
38036	PDRMA PDRMA		26590	04/03/2020	44,519.83
					<u>45,344.25</u>
50-00-55-00551	HEALTH INSURANCE - HMO				
38036	PDRMA PDRMA		26590	04/03/2020	19,191.50
					<u>19,191.50</u>
50-00-55-00552	LIFE INSURANCE				
38036	PDRMA PDRMA		26590	04/03/2020	466.59
					<u>466.59</u>
50-00-55-00553	DENTAL INSURANCE				
38036	PDRMA PDRMA		26590	04/03/2020	3,189.35
					<u>3,189.35</u>
50-00-55-00554	EMPLOYEE ASSISTANCE PROGRAM				
38036	PDRMA PDRMA		26590	04/03/2020	188.10
					<u>188.10</u>
50-00-55-00557	VISION INSURANCE				
38036	PDRMA PDRMA		26590	04/03/2020	1,050.46
					<u>1,050.46</u>
					<u>70,381.83</u>
					FUND 50 TOTAL
<b>70 CAPITAL PROJECTS</b>					
70-00-72-00960	PROPERTY ACQUISITION				
38609	RIEDL JACQUELINE RIEDL	20200406	26690	04/24/2020	1,361.73
					<u>1,361.73</u>
70-00-72-70330	PROPERTY REPAIRS AND REHAB				
38489	PELICAN PELICAN WIRELESS		508733	04/14/2020	15.00
38490	PELICAN PELICAN WIRELESS		508733	04/14/2020	5.98
38491	PELICAN PELICAN WIRELESS		508733	04/14/2020	5.98
38492	PELICAN PELICAN WIRELESS		508733	04/14/2020	17.94
38493	PELICAN PELICAN WIRELESS		508733	04/14/2020	17.94

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
70-00-72-70330	PROPERTY REPAIRS AND REHAB				
38494	PELICAN PELICAN WIRELESS		508733	04/14/2020	41.86
					104.70
70-00-72-70380	TECHNOLOGY IMPROVEMENTS				
38606	NOVEN NOVENTECH, INC	20200405	26686	04/24/2020	36,600.56
					36,600.56
70-13-72-70150	CARROLL MASTER PLAN IMPROVEMENTS				
38033	OLEARYS O'LEARY'S CONTRACTORS EQUIPMENT ,		26588	04/03/2020	856.87
38295	ORBIS ORBIS CONSTRUCTION COMPANY INC		26661	04/17/2020	79,495.20
38298	DESIGNING DESIGNING CONCRETE, INC.		26640	04/17/2020	12,055.00
38303	WIND WINDFREE SOLAR, INC.		26673	04/17/2020	6,405.07
38604	INNOLAND INNOVATION LANDSCAPE, INC.		26679	04/24/2020	19,146.71
					117,958.85
70-17-72-70250	STEVENSON PARK IMPROVEMENTS				
38625	HACIENDA HACIENDA LANDSCAPING INC.		26695	04/29/2020	44,954.58
					44,954.58
70-20-72-70150	REHM MASTER PLAN IMPROVEMENTS				
38299	ALTA ALTAMANU, INC.		26630	04/17/2020	16,507.10
38300	ALTA ALTAMANU, INC.		26630	04/17/2020	25,905.00
					42,412.10
70-25-72-70200	DOLE BUILDING IMPROVEMENTS				
38612	YMI THE YMI GROUP, INC.		26693	04/24/2020	4,267.70
					4,267.70
70-74-72-70100	RANDOLPH TOT LOT SITE PLAN				
38301	ALTA ALTAMANU, INC.		26630	04/17/2020	467.50
38603	HACIENDA HACIENDA LANDSCAPING INC.		26676	04/24/2020	40,000.00
					40,467.50
70-75-72-70150	WENONAH MASTER PLAN IMPROVEMENTS				
38301	ALTA ALTAMANU, INC.		26630	04/17/2020	467.50
38603	HACIENDA HACIENDA LANDSCAPING INC.		26676	04/24/2020	24,773.54
					25,241.04
					313,368.76
					FUND 70 TOTAL

85 CHENEY MANSION

85-00-52-00299	CONTRACTUAL SERVICES - OTHER				
38542	SPOTIFY SPOTIFY		508754	04/14/2020	9.99
					9.99
85-00-52-11185	CHENEY ADULT PROGRAMS				
38050	FOODOB FOOD OBSESSION		26608	04/10/2020	500.00
					500.00
85-00-53-00311	SUPPLIES- CLEANING & HOUSEHOLD				
38546	TARGET TARGET STORES, INC		508758	04/14/2020	34.04
					34.04
85-00-53-00313	SUPPLIES - BUILDING MATERIALS				
38425	HOME HOME DEPOT		508699	04/14/2020	574.99
38464	MENARDS MENARD'S		508714	04/14/2020	63.48
38496	PETESFR PETE'S FRESH MARKET ROOSEVELT COR		508735	04/14/2020	13.16
38573	HOME HOME DEPOT		508699	04/14/2020	624.36

Park District of Oak Park

FY 2020

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 04/01/2020 TO 04/30/2020 PAY DATES 04/01/2020 TO 04/30/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

VOUCHER NUMBER	VENDOR	PO NUMBER	CHECK NUMBER	PAY DATE/ CHECK DATE	AMOUNT
					1,275.99
85-00-58-00800	ELECTRICITY				
38304	COMED COMED	20200223	26635	04/17/2020	248.17
					248.17
85-00-58-00810	NATURAL GAS				
38320	NICOR NICOR GAS		26657	04/17/2020	175.45
38320	NICOR NICOR GAS		26657	04/17/2020	190.03
38321	NICOR NICOR GAS		26658	04/17/2020	715.75
38321	NICOR NICOR GAS		26658	04/17/2020	549.47
					1,630.70
		FUND 85 TOTAL			3,698.89
		GRAND TOTAL			616,227.97

Corporate Fund	\$ 150,842.05
IMRF Fund	\$ -
Liability Fund	\$ 1,416.17
Audit Fund	\$ -
Recreation Fund	\$ 28,901.63
Museum Fund	\$ 15,382.21
Special Recreation Fund	\$ -
Special Facilities Fund	\$ 32,236.43
Insurance Fund	\$ 70,381.83
Capital Projects	\$ 313,368.76
Cheney Mansion Fund	\$ 3,698.89
Memorial Trust	\$ -
<b>Grand Total</b>	<b>\$ 616,227.97</b>

To the Executive Director,

The Payment of the above listed accounts has been approved by the Board of  
Commissioners at their meeting held May 28, 2020  
And you are hereby authorized to pay them from the appropriate funds.

---

(Treasurer)

---

(Secretary)

Commissioner



**Park District of Oak Park  
Continued Board Meeting from August 22, 2019  
Hedges Administrative Center  
218 Madison Street, Oak Park, Illinois  
Thursday, March 5, 2020  
Minutes**

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

**I. ROLL CALL**

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

**Park District Staff present:** Jan Arnold, Executive Director; Kyle Cratty, Director of Finance; Chris Lindgren, Superintendent of Parks and Planning; and Karen Gruszka, Executive Assistant.

**Others Present:** Lindsey Peckinpaugh, Perkins and Will, and Tim Puntillo, Bulley and Andrews.

**II. APPROVAL OF AGENDA**

**III. OLD BUSINESS**

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

**B. Parks and Planning: Commissioner Wick**

**1. Wenonah and Randolph Parks Construction Contract Approval**

**Commissioner Wick moved and Commissioner Worley-Hood seconded to approve giving Executive Director Arnold the authority to negotiate a contract with Hacienda Landscaping, Inc., from Plainfield, IL, not to exceed \$255,000.** Executive Director Arnold reminded the Board of renovations including Randolph Park’s exercise equipment on the east side of the park and rubberized mounds on the west side of the park as well as Wenonah Park’s removal of the sand and additional swings and a rolling hill. The two parks were bid as one project and the CIP has \$255,000 allocated. The project went out to bid on February 6, 2020, with six firms submitting bids on February 24. Hacienda Landscaping, Inc., was the low bidder at \$238,204. Hacienda has completed several park improvement projects for the District and staff have been satisfied with their project delivery and communication. The Board discussed the other bids received and the schedule which would begin in March or early April, to be completed in June. **The motion passed with a roll call vote 5:0.**

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

**IV. NEW BUSINESS - None**

**V. CLOSED SESSION - None**

**VI. ADJOURNMENT**

At 7:34pm there was a motion made by Commissioner Wollmuth and seconded by Commissioner Porreca to adjourn the Continued Board Meeting. **The motion passed a voice vote.**

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

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

May 28, 2020  
**Date**

May 28, 2020  
**Date**

**Park District of Oak Park  
Committee of the Whole  
Hedges Administrative Center  
Oak Park, Illinois  
Thursday, March 5, 2020**

**Minutes**

The meeting was called to order at 7:34pm.

**I. Roll Call**

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

**Park District Staff present:** Jan Arnold, Executive Director; Kyle Cratty, Director of Finance; Chris Lindgren, Superintendent of Parks and Planning; and Karen Gruszka, Executive Assistant.

**Others Present:** Cathi Knickrehm, Environmental Sustainability Advisory Committee; Lindsey Peckinpaugh, Perkins and Will; Tim Puntillo, Bulley and Andrews; and Marianne Birko, WSSRA.

**II. Public Comment – None**

**III. Parks and Planning Committee**

**1. Annual Environmental Sustainability Advisory Committee Update**

Cathi Knickrehm, Co-Chair, reminded the Board of their name change from the Greening Advisory Committee to the Environmental Sustainability Advisory Committee and informed the Board that with additions of four new members, the ESAC is at full capacity. They began the year with reviewing their Mission and Guiding Principles, created four Task Forces: Landscape Management, Facilities/Energy/Water, Recycling/Zero Waste, and Education; including updating their documents and distributing them. They continued their volunteering to support zero waste at the summer concerts, monitoring the natural areas, annual review of the IPM's policy, and procedures. The Board thanked them for all they do. **No action is needed by the Board on this item.**

**2. CRC Architect and Engineering Services Contract**

Executive Director Arnold reminded the Board Sinkcombs, now Perkins and Will, was selected from the feasibility study made up of the six entities in Oak Park for a CRC. Lindsey Peckinpaugh was the principal on the project. The Board was informed that design and bid specification need to begin so the PDOP can present the design plan to the VOP's Plan Development Commission this summer to be ready for bidding in January 2021, if required funding is secured. If approved, work will begin in April to have project plans ready for bidding in January 2021. However, if the required funding is not secured, bidding will wait for those funds. These bid specifications will be used regardless of the timing of the actual bidding process. Perkins and Will would serve as the architect on the Oak Park Community Recreation Center project along with their identified subcontractors: Terra Engineering, Altamanu, Larson Engineering, and IMEG for a total cost of \$1,232,920 for the design, bid specification and construction oversight. The Board discussed the fluidity of the plans accordingly with funding, the need to fulfill Oak Park's inclusion and welcoming design, the setting up during the initial construction for future phases, and design and operations working together. **This item will appear on the regular agenda at the March, Regular Board Meeting.**

**3. CRC Construction Manager Contract**

Executive Director Arnold informed the Board of a variety of oversight methods used in the past by the District and their recommendation of the Construction Manager approach with Bulley and Andrews to serve as the Construction Manager for the CRC. Bulley Andrews was the General Contractor for the Ridgeland Common Recreation Complex as well as recently serving as School District 97's Construction Manager for the expansion

projects at both Lincoln and Longfellow Elementary Schools and the City of Evanston's Recreation Department's ice arena and sport field project. All projects had positive feedback about Bulley and Andrews' performance, timeliness, and communication. Timothy Puntillo, President, will serve as principal with assistance from Peter Kuhn. The design, cost estimating, bid specification, and permitting assistance is priced at \$67,960 which includes project oversight as well as bid solicitation from sub-contractors from all required trades. The construction phase will be priced at 5.53% of the construction costs. The Board discussed who will be on site daily, bid solicitation, and their management of real time pricing and work. **This will come before the Board on the regular agenda at the March, Regular Board Meeting.**

#### **IV. Administration and Finance Committee**

##### **1. Agreement with Service Employees International Union Update**

Executive Director Arnold reminded the Board that the Union Contract is for four years and the last contract was approved in 2016 and ends April 30. The PDOP has met with Union representatives for the upcoming contract and are continuing to meet in hopes of bringing a contract to the Board for approval in April. The Board discussed points which were being discussed in the negotiations. **This item will come before the Board in a future Regular Board Meeting for Board approval.**

##### **2. Brochure Bid**

Bid specifications for the 2020-2021 Brochure Series were posted on the PDOP website on January 31. Three companies submitted bids which were opened on February 17. Schumann Press, Inc., from Fall River, WI, submitted the lowest base bid of \$80,487.23 for four issues. The PDOP sought three references in which we received favorable comments. Included in the bid packet, was a request for an alternate bid for the printing of the 2021-2022 brochure series and an additional alternate bid for the 2022-2023 brochure series with both alternate bids being the lowest bid. The Board discussed the ability to cancel if expectations are not met. **This item will appear on the regular agenda at the March, Regular Board Meeting.**

##### **3. Park District Citizen Committee Application**

The Board was informed of Laura Johnson's application for the PDCC. Laura has a background in occupational therapy and has expressed interest in joining the PDCC to be more active in the community. Laura has attended several PDCC meetings along with attending Board Meetings and giving public comment. She will bring a great perspective to the PDCC. **This will come before the Board on the consent agenda at the March, Regular Board Meeting.**

#### **V. Recreation and Facility Program Committee**

##### **1. WSSRA Annual Report**

Marianne Birko, Executive Director WSSRA, informed the Board of their past year including many highlights and community events, their banquet honoring athletes and volunteers, their accomplishments at the Special Olympics, and fundraising. She also informed the Board of changes to the co-op with the leaving of one partner but the possible addition of two more. She thanked the Board for allowing WSSRA to use the adjacent building for their first sensory room. It has been a huge success and all the items put into the room are moveable, as they know the use of the space is on a temporary basis. The Board discussed the differences between the partners and their participation/programming. The Board thanked her for all the invaluable services WSSRA performs and then the Board took a brief tour of the sensory room. **No action is needed by the Board on this item.**

#### **VI. New Business** – None

#### **VII. Closed Session**

At 9:15pm Commissioner Wollmuth moved and Commissioner Wick seconded that the Park Board of Commissioners convene into closed session for the discussion of the performance of specific employee of the District. **The motion passed with a roll call vote of 5:0.**

At 9:55pm a motion was made by Commissioner Wick and seconded by Commissioner Porreca to adjourn the Closed Session. **The motion passed a voice vote of 5:0.**

**VIII. Adjournment**

At 9:55p.m. a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**

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

**May 28, 2020**  
**Date**

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

**May 28, 2020**  
**Date**



**Park District of Oak Park  
Regular Board Meeting  
Electronically Held Meeting  
218 Madison Street, Oak Park, Illinois  
Thursday, April 16, 2020 at 7:30pm**

**Minutes**

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

**I. ROLL CALL**

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

**Park District Staff present:** Jan Arnold, Executive Director, was present. Kyle Cratty, Director of Finance; Patty Staley, Director of Conservatory Operations and Horticulture; and Karen Gruszka, Executive Assistant, attended electronically.

**Others Present:** None.

**II. APPROVAL OF AGENDA**

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

**III. VISITOR/PUBLIC COMMENTS** – Executive Director Arnold informed the Board that due to the meeting being held electronically, they posted on the website and social media that public comments could be submitted electronically. There were no public comments sent in for this meeting.

**IV. CONSENT AGENDA**

A motion was made by Commissioner Porreca and seconded by Commissioner Wollmuth to approve the Consent Agenda, which includes the Cash and Investment Summary and Warrants and Bills for the month of March, 2020; approval of minutes from the Regular Board Meeting March 19, 2020. **The motion passed with a roll call vote of 5:0.**

**VI. STAFF REPORTS**

**A. Director's Report**

Jan Arnold, Executive Director, informed the Board that staff are working closely with the Village of Oak Park and other government entities on planning during the pandemic. The PDOP has facilitated over 400 mask collections and distribution for not-for-profit and Public Works. Operations and budgets are being watched; all part-time and some full-time have been furloughed due to reduced workload; maintenance is working in the parks; currently loss revenue is projected at \$1.3M. Staff are working to get the pool open but are still awaiting IDPH guidance on social distancing as well as large gatherings. Program and administrative staff are working from home on summer program planning.

**B. Division Managers' Reports (Updates & Information)** – The Board questioned budget forecasting during the pandemic. Executive Director Arnold stated the numbers will be forwarded once the different scenarios are gathered.

**VII. OLD BUSINESS**

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

## **B. Parks and Planning Committee - None**

## **C. Administration and Finance Committee**

### **1. Parameters Bond Refinancing**

**Commissioner Porreca moved and Commissioner Wollmuth seconded that the Park Board approve the Parameters Bond Refunding Ordinance 2020-04-01.** The Board was reminded this is the year the call dates on the 2012 and 2013 bonds are triggered. The 2011 bond was refunded last year with a \$1.35M savings over the life of the bond. PMA Financial, the District's Financial Advisor, reviewed current market conditions and believes the District can save between \$550,860 and \$831,150 net of fees by refunding the 2012 and 2013 bonds. To begin the process of refunding, the Park Board of Commissioners must approve a Parameters Bond Refunding Ordinance that sets forth the terms under which staff and the District's financial advisors must follow when refunding the bonds. If approved, staff anticipates selling the bonds in September. President Lentz stated it is well worth doing as shown with the savings last year. Commissioner Worley-Hood asked if our current metrics could be affected by the current situation and was informed by Kyle Cratty, Director of Finance, that every time we enter the market the situation could affect our rating but it won't make a large change. In September, PMA will look at the three options and remind the Board that it is just refinancing on money that we already received. **The motion passed by a roll call vote of 5:0.**

### **2. IMRF Authorized Agent**

**Commissioner Porreca moved and Commissioner Wollmuth seconded that the Park Board approve the designation of Paula Bickel to serve as the Park District of Oak Park's IMRF Authorized Agent.** The Board was reminded that all governing bodies participating in IMRF must have a designated authorized agent. With the departure of Kyle Cratty, Director of Finance and the current IMRF Authorized Agent, a new authorized agent must be designated. Therefore, the PDOP are recommending Paula Bickel, Director of Human Resources, be the Park District's designated IMRF Authorized Agent until the new Director of Finance is hired. The Board had no questions. **The motion passed by a roll call vote of 5:0.**

## **VIII. NEW BUSINESS - None**

## **IX. COMMISSIONERS' COMMENTS**

- **President Lentz** – Stated as the last official meeting of Kyle Cratty, she wanted to say how much she appreciated his help and clarity in making decisions for the Park District. She also wanted to thank Jan and staff for all their service during this tough time and that she is grateful.
- **Commissioner Worley-Hood** – Thanked Kyle and stated he was a huge help during his onboarding. He also attended the Pleasant Home Meeting and stated that they are slowly going through the process to bring them to their new future.
- **Commissioner Porreca** – Extended best wishes to Kyle in his new position. She also stated thank you to Jan and staff on their efforts and knows what they are going through, as she too in her own position is going through it as well, and really appreciates all of their efforts. She then quoted Rahm Emanuel, "Never Waste A Good Crisis", she knows that we will come out more agile and stronger.
- **Commissioner Wollmuth** – Stated to Kyle that he will be missed and the way not only that he can run numbers but his knowledge and the ability to talk about them in laymen terms, is a huge talent. He also wanted to thank Jan and staff for everything, even down to their thoughtful signs that have been put up around town.
- **Commissioner Wick** – He wished Kyle well and he is very grateful for his service and is hopeful the new Director of Finance when brought on, has all of his technological skills. The IGOV is looking to hold a Zoom meeting, Saturday, April 25, to check in with each entity and to see how each are doing, navigating during this time.

**X. CLOSED SESSION** - None

**XI. ADJOURNMENT**

At 8:00pm the Regular Board meeting was adjourned. **The motion passed with a voice vote.**

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

**May 28, 2020**  
\_\_\_\_\_  
**Date**

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

**May 28, 2020**  
\_\_\_\_\_  
**Date**



**Executive Director's Report**

*From the desk of Jan Arnold*

**Friday, May 22, 2020**

1. **Upcoming Board Meetings** – The May Annual Board Meeting and Regular Board Meeting are scheduled for Thursday, May 28, 2020, to be held electronically. The June Committee of the Whole Meeting is scheduled for Thursday, June 4, 2020, to be held electronically. The June Regular Board Meeting is scheduled for Thursday, June 18, 2020, to be held electronically. All meetings will begin at 7:30pm. At the end of my report are some events you may consider stopping by.
2. **Closures due to COVID-19** – All programs are cancelled and facilities remain closed through May 29, as well as courts and playgrounds remain closed per the Governor's Executive Order. Tennis and Pickleball Courts as well as the skate park are expected to reopen in Phase 3 of the Restore Illinois plan.
3. **Day Camp 2.0** – Staff worked hard to pull together a modified version of our day camps to provide to residents this summer. The District typically serves between 700-1,000 campers per week. This year we will serve closer to 300 per week based on the restrictions of COVID. The brochure was provided to the residents on May 20, and registration will begin May 30. Camp training will begin June 1, and camps will start June 15.
4. **Summer Offerings** – The Park District is working on a revised summer brochure to distribute to our residents on June 12. This will offer a modified set of programs based on Phase 4 guidance from the state. Registration will be held June 27, for programs to be offered beginning July 6.
5. **YES Funds** – I am happy to announce that the Foundation will be providing the PDOP \$6,000 in YES funds for youth scholarships in 2020.
6. **OSLAD Grants** – The PDOP submitted two projects for consideration. On Thursday, October 12, an IDNR representative toured Rehm for the OSLAD grant. Chris and I went to Springfield on Tuesday, November 5, to present our projects for funding. Both projects were funded; \$400,000 for Rehm Park and \$192,000 for property adjacent to Carroll Park. We are waiting on signed contracts from IDNR and cannot move forward with demolition and or bidding the Rehm Park project. Recommending postponing Rehm Park Improvement to 2021.
7. **Stevenson Park Improvements** – Altamanu (Landscape Architect). The project is complete and the grant paperwork has been filed for reimbursement. We anticipate the remaining \$200,000 from OSLAD by the end of the summer. We will not host a ribbon cutting due to COVID, but the park will open when we are able to do so based on health guidelines.
8. **Randolph & Wenonah**- Altamanu (Landscape Architect). This project went out to bid on February 24, and a contract was awarded at the March 5, Continued Regular Board Meeting. Construction started on April 1, at both sites with all site demo completed on April 5. Both projects have progressed well-to-date with all concrete work completed, playground and fitness equipment installed, and site grading. The poured in place surfacing is scheduled to be installed next week. After the surfacing is completed, the plantings and other final clean-up will take place. The projects will be completed in June and will re-open to the public when the State and local guidance allows.

9. **Carroll Center** – Tom Basset-Dilley Architects (Architect/CM). The Park District has assumed the role of General Contractor on this project. All exterior siding was completed this week. The roofing work is also completed with coping flashings scheduled for next week. Solar panels were installed on the roof and the solar awning on the South wall will be completed by June 1. Site landscaping has started and once the soil has dried out, a final grading and seeding will take place. The addition is nearing completion with only finishes left to complete. Flooring is installed throughout and interior painting is wrapping up at the end of May. The playground has been installed and playground turf will be installed by the end of May as well.
  
10. **Rehm Tennis Courts** – SMP Group Design Associates (Engineer). Evans and Sons Paving (General Contractor). The project started on September 4, with site fencing and windscreen. The asphalt surfacing was finished on September 25, and needed a minimum of two weeks to cure before applying the acrylic color coating. The weather has finally given us a window to get the acrylic coating started on May 20. The surfacing will be completed this month with striping and new nets. The grassy meadow is starting to grow in nicely and the straw blankets have been pulled. This area will open up in time for outdoor tennis to be re-opened in June (pending state and local guidance).

**May**

**May 28 – Electronic Regular Park Board Meeting 7:30P**

**Please visit the PDOP Website for online activities and programming**



May 2020

## ADMINISTRATION AND FINANCE

### **Nancy McCaul, Interim Director of Finance**

- ◆ Completed the virtual CAPRA review.
- ◆ Discussed the possible bond refundings with our financial advisors.
- ◆ Completed the 2019 audit.
- ◆ Interim Director of Finance, Nancy McCaul, has been getting up to speed on policies, procedures, and financial software.
- ◆ Developing projected 2020 financials based on COVID guidelines.
- ◆ Beginning interviews for Director of Finance position.

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

- ◆ Work progresses on a new Camp 2.0 Guide which will be distributed upon completion. Camp registration begins May 30, 2020.
- ◆ The Pleasant Home Geothermal Project museum grant application has been submitted.
- ◆ The finalized reimbursement packet was mailed to the Illinois Department of Natural Resources for the Stevenson Renovation Project.
- ◆ A PDOPopoly game was introduced online.
- ◆ Communication and Marketing staff promoted a Virtual 5K Race and the Stay-at-Home Skate Exhibition among many other activities and news items over the last month.

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

- ◆ Staff has been working diligently on answering all of our patron's questions and responding quickly to all of their requests.
- ◆ All Summer Camp registrations, 1,162 households, have been canceled and credits issued. Refunds are issued upon request but a majority have kept the credit to be used for future enrollments and residents are looking forward to the Summer Camps 2.0.
- ◆ A total of three Dog Park permits were purchased in April.
- ◆ Two memorial tree plaques and one memorial bench plaque was ordered prior to the moratorium on this program.

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

- ◆ Working with the PDOP Reopening Task Force to create re-opening guidelines for facilities, parks, programs, patrons, and staff.
- ◆ Actively recruiting for a full-time Director of Finance.
- ◆ Bargained in good faith with S.E.I.U. Local 73 and staff for new union contract. Participated in six bargaining sessions.
- ◆ Implemented Paycom Learning Module for supervisors to use for PDOP training in an Elearning environment.

## PARKS AND PLANNING

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

- ◆ Staff have been painting the Carroll facility space.
- ◆ Landscaping team has graded the construction site at Carroll and repaired irrigation lines.
- ◆ All parks are being mowed and all facilities are painted inside for programs to resume.
- ◆ Flooring was replaced in utility room at Andersen Center.

- ◆ Maintenance staff have been staggered into two different shifts to allow for staff distancing and longer coverage with the loss of part-time staff. The cleaning contractor has been temporarily postponed and our in-house later shift has been cleaning the facilities still staffed at night.

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

#### **Special Events**

- ◆ With closure in April and May and based on direction from State and Local authorities, we canceled concerts and movies in the Park for May and June and are awaiting further direction on the rest of the summer.
- ◆ Working with some local bands to see if set lists could be made available weekly to residents to have their own summer concert in the safety of their home and backyard.

#### **Cheney Mansion**

- ◆ Most events at Cheney for May, June, July, and some of August have been re-scheduled to later this year but most moved to next year. Only two, thus far, have cancelled entirely. Clients for events later in August and September are waiting at least for us to re-open and receive better guidance from State and local authorities.
- ◆ Working continues on being able to offer programs and/or events in small numbers during the summer after planned summer camps during the day.

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

- ◆ The Conservatory was closed to the public during the month of April due to Covid-19 stay at home orders.
- ◆ Conservatory staff transplanted over 11,000 plants for the FOPCON plants sale.
- ◆ Conservatory staff coordinated with FOPCON to move their plant sale to an all online sale. The online sale opened on April 16; over 550 orders were placed.
- ◆ The community enjoyed thousands of spring blooming bulbs as they came into bloom across our parks planted in the fall of 2019, by Conservatory staff.
- ◆ Conservatory staff continued with spring cleanup across our parks.

## **SPECIAL FACILITIES**

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

#### **Rink and Pool**

- ◆ Stacey McNamara completed a Food Service Managers Certification and a Certified Pool Operators certification, both on-line.
- ◆ Staff worked on a first draft of fall programming including the new swim lesson program.
- ◆ Special Facilities program staff work with the Recreation Department staff to plan for limited participation summer camps.
- ◆ Staff worked with Kelsey Tumpane and Paula Bickel to develop a Re-entry Plan for staff.
- ◆ Each member of the Special Facilities Department and Recreation Department for the past number of weeks has been working two days a week on pool projects at Rehm and Ridgeland. All were a great help in completing numerous jobs in preparation for pool openings. With much of the part-time staff furloughed, the effort is greatly appreciated.
- ◆ Staff have been attending many webinars and Zoom meetings with other park districts and related groups to help each other navigate planning for and running of programs and facilities when the state and country starts to slowly go back to work.
- ◆ The Versiti Blood Drive held at the Gymnastics and Recreation Center on May 7, went very smoothly. Versiti hit their donation goal and were very appreciative of our hosting the event.

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

- ◆ The GRC has been closed for all programming since March 13.

- ◆ Jamie continues to work remotely completing on-line trainings, attending zoom webinar's, working on phased in programming planning/scenario's, reaching out to gymnastics parents about class and birthday party account credits, refunds, or rescheduling.
- ◆ Zoom conditioning/chat sessions with the Girls USAG team has been taking place once a week for the past six weeks.
- ◆ Jamie Lapke started working at the Conservatory every Monday and Wednesday from 7am-3:30pm to help in preparation for the annual plant sale as well as general green house plant upkeep pruning.

## **RECREATION**

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

#### **General Recreation**

- ◆ Staff are busily preparing to offer general recreation summer camps at each community center as well as a modified SCAW summer camp at Dole Center.
- ◆ We offered a virtual middle school/teen Safe Sitter babysitting class on May 12, with seventeen kids participating in the class.
- ◆ Recreation staff have been working at our pools and the Gymnastics Center two days a week to prepare those facilities for our summer programs.
- ◆ Staff are in the process of revising our summer camp staff training to make it virtual.
- ◆ Staff are brainstorming what programs can be offered this summer both virtually as well as in-person.

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

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

- ◆ A virtual 5k at home was offered in early May. It was a proactive approach to keeping folks active while maintaining the shelter in place guidelines.
- ◆ Staff continue to attend virtual IPRA fitness weekly meetings to hear and share ideas and plans from other agencies for opening up fitness gyms and programming when COVID-19 guidelines allow.
- ◆ The Zumba workout video that was released on our Park District You Tube channel in late March has had 1,200 viewers.

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

- ◆ Virtual programming started in May for taekwondo and youth basketball via zoom. We have 12 virtual participants for taekwondo and 25 for the virtual youth basketball.
- ◆ Staff attended an IPRA sports zoom meeting. The meeting gave sports programmers the ability to share thoughts on sports programming during this time. Sports programming presents the most challenges in terms of league play due to the number of participants versus the ten participants allowed in a setting.

#### **Camps**

- ◆ Staff have been busy working on putting together camp staff, themes, and camp activities for summer camps with the COVID-19 guidelines in mind.

#### **Summer Programming**

- ◆ Staff have been planning summer activities with the COVID-19 guidelines in mind. Staff look to do some in-person programming capped at 8-9 participants and also are looking at potential virtual programming for the summer as well.

# Memo

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

From: Illiana De La Rosa, Finance Manager  
Nancy McCaul, Interim Director of Finance

CC: Jan Arnold, Executive Director

Date: May 21, 2020

Re: April 2020 Revenue Expense Report

---



## Statement

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

The April Revenue Expense Reports highlights include:

### Summarized Revenue Expense Report

- Due to COVID-19, programs have lost significant revenue gains compared to budget and prior years.
  - YTD Total Recreation Program Revenue down 20.33%, and Expenses down 39.51%, both are compared to budget,
  - YTD Total Special Facilities Revenue down 39.57% and Expenses down 31.30%, both are compared to budget.

### Revenue and Expense Report - by Fund

- The majority of refunds for programs in Recreation and Special Facilities began in April, leading to a loss in revenue of \$130k total.
- The District has received the majority of Property Tax revenue for the first annual installment of the year. Staff is forecasting impact of the delay in Property Tax receipts for the second installment from August to October.
- Staff continues to delay all transfers to Capital to ensure fund balances will not go into the negative.



## April 2020 Revenue and Expense Report - by Fund

	<u>Operating Funds</u>											April Total	Budget YTD	Actual YTD	Prior YTD
	Corporate	IMRF	Liability	Audit	Recreation	Museum	Special Rec	Special Facilities	Capital Projects	Cheney Mansion					
<b>Taxes</b>	\$ 53,100	\$ 4,372	\$ 4,466	\$ 245	\$ 51,958	\$ 603	\$ 7,045	\$ -	\$ -	\$ -	\$ -	\$ 121,787	\$ 5,295,934	\$ 5,411,337	\$ 4,954,144
<b>Fees and Charges</b>	\$ (4,038)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (2,310)	\$ -	\$ 1,875	\$ (4,473)	\$ 574,648	\$ 241,573	\$ 609,483	
<b>Intergovernmental</b>	\$ 36,655	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,655	\$ 39,031	\$ 41,963	\$ 82,299
<b>Miscellaneous Income</b>	\$ 8,285	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,285	\$ 161,152	\$ 143,789	\$ 178,461	
<b>Sponsorship &amp; Donations</b>	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1	\$ 37,473	\$ 49,962	\$ 32,136	
<b>Other Financing Sources</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,461,683	\$ 730,842	\$ 655,487	
<b>Program Revenue</b>	\$ (895)	\$ -	\$ -	\$ -	\$ (72,552)	\$ -	\$ -	\$ (58,225)	\$ -	\$ (776)	\$ (132,448)	\$ 3,499,003	\$ 2,204,801	\$ 3,586,651	
<b>Total Revenue</b>	\$ 93,106	\$ 4,372	\$ 4,466	\$ 245	\$ (20,594)	\$ 603	\$ 7,045	\$ (60,534)	\$ -	\$ 1,099	\$ 29,808	\$ 11,068,923	\$ 8,824,267	\$ 10,098,660	
<i>Note: Negative Revenue equals loss</i>															
<b>Wages</b>	\$ 154,687	\$ -	\$ 4,943	\$ -	\$ 122,541	\$ -	\$ -	\$ 87,194	\$ -	\$ 6,641	\$ 376,006	\$ 2,104,492	\$ 1,635,657	\$ 1,663,247	
<b>Contractual Services</b>	\$ 65,338	\$ -	\$ 688	\$ -	\$ 17,645	\$ 15,000	\$ -	\$ 21,460	\$ -	\$ 1,026	\$ 121,157	\$ 933,608	\$ 873,595	\$ 825,156	
<b>Materials and Supplies</b>	\$ 31,262	\$ -	\$ 1,304	\$ -	\$ 14,785	\$ -	\$ -	\$ 31,445	\$ -	\$ 1,450	\$ 80,246	\$ 353,282	\$ 204,078	\$ 215,969	
<b>Benefits</b>	\$ 27,437	\$ 23,084	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,521	\$ 279,624	\$ 233,557	\$ 254,406	
<b>Miscellaneous Expense</b>	\$ 9,211	\$ -	\$ 370	\$ -	\$ 7,277	\$ -	\$ -	\$ 3,270	\$ -	\$ 14	\$ 20,142	\$ 236,157	\$ 68,938	\$ 93,491	
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Utilities</b>	\$ 24,639	\$ -	\$ -	\$ -	\$ 7,691	\$ 382	\$ -	\$ 8,574	\$ -	\$ 1,879	\$ 43,165	\$ 199,657	\$ 166,806	\$ 149,098	
<b>Other Financing Uses</b>	\$ 36,990	\$ -	\$ -	\$ -	\$ 19,734	\$ -	\$ -	\$ 15,929	\$ -	\$ 2,098	\$ 74,752	\$ 1,760,690	\$ 1,029,848	\$ 937,872	
<b>Capital Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 313,369	\$ -	\$ 313,369	\$ 723,333	\$ 1,061,157	\$ 124,484	
<b>Total Expense</b>	\$ 349,563	\$ 23,084	\$ 7,305	\$ -	\$ 189,674	\$ 15,382	\$ -	\$ 167,873	\$ 313,369	\$ 13,108	\$ 1,079,358	\$ 6,590,843	\$ 5,273,635	\$ 4,263,724	
<b>Net</b>	\$ (256,457)	\$ (18,713)	\$ (2,839)	\$ 245	\$ (210,268)	\$ (14,779)	\$ 7,045	\$ (228,407)	\$ (313,369)	\$ (12,009)	\$ (1,049,551)	\$ 4,478,080	\$ 3,550,632	\$ 5,834,935	
<u>Non-Operating Funds</u>															
	<b>Health Insurance</b>	<b>Arpil Total</b>	<b>Budget YTD</b>	<b>Actual YTD</b>	<b>Prior YTD</b>										
<b>Taxes</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Fees and Charges</b>	\$ 11,615	\$ 11,615	\$ 48,883	\$ 47,546	\$ 45,298										
<b>Intergovernmental</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Miscellaneous Income</b>	\$ -	\$ -	\$ -	\$ 1,000	\$ -										
<b>Sponsorship &amp; Donations</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Other Financing Sources</b>	\$ 72,653	\$ 72,653	\$ 299,007	\$ 290,614	\$ 282,386										
<b>Program Revenue</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Total Revenue</b>	\$ 84,268	\$ 84,268	\$ 347,890	\$ 339,160	\$ 327,683										
<b>Wages</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Materials and Supplies</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Benefits</b>	\$ 81,362	\$ 81,362	\$ 344,446	\$ 257,448	\$ 242,937										
<b>Miscellaneous Expense</b>	\$ 287	\$ 287	\$ -	\$ 287	\$ 243										
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Utilities</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Other Financing Uses</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Capital Projects</b>	\$ -	\$ -	\$ -	\$ -	\$ -										
<b>Total Expense</b>	\$ 81,649	\$ 81,649	\$ 344,446	\$ 257,736	\$ 243,180										
<b>Net</b>	\$ 2,619	\$ 2,620	\$ 3,444	\$ 81,424	\$ 84,503										



## April 2020 Summarized Rev Exp Report

# PARK DISTRICT of OAK PARK

		April-20	Budget YTD	Actual YTD	Prior YTD
<b><u>Operating Funds</u></b>					
<b>Corporate Fund</b>					
<b>10-00- Administration</b>					
Revenue		\$98,040	\$2,429,552	\$2,478,594	\$2,362,562
Expense		\$169,333	\$871,113	\$735,702	\$670,306
Net		(\$71,294)	\$1,558,439	\$1,742,891	\$1,692,256
<b>10-35- Conservatory</b>					
Revenue		(\$1,270)	\$0	\$14,964	\$42,328
Expense		\$20,645	\$124,591	\$89,370	\$95,466
Net		(\$21,915)	(\$124,591)	(\$74,406)	(\$53,138)
<b>10-50- Parks and Planning</b>					
Revenue		(\$3,663)	\$35,061	\$61,934	\$68,251
Expense		\$159,586	\$831,266	\$694,667	\$637,132
Net		(\$163,249)	(\$796,205)	(\$632,732)	(\$568,881)
<b>Total Corporate</b>					
Revenue		\$93,106	\$2,464,613	\$2,555,492	\$2,473,142
Expense		\$349,563	\$1,826,970	\$1,519,739	\$1,402,904
Net		(\$256,457)	\$637,643	\$1,035,753	\$1,070,238
<b>IMRF Fund</b>					
<b>15-00-</b>					
Revenue		\$4,372	\$190,084	\$194,242	\$190,836
Expense		\$23,084	\$114,800	\$102,654	\$90,280
Net		(\$18,713)	\$75,284	\$91,588	\$100,556
<b>Liability Fund</b>					
<b>16-00-</b>					
Revenue		\$4,466	\$194,180	\$201,928	\$195,757
Expense		\$7,305	\$36,509	\$35,639	\$31,964
Net		(\$2,839)	\$157,671	\$166,289	\$163,794
<b>Audit Fund</b>					
<b>17-00-</b>					
Revenue		\$245	\$10,651	\$10,884	\$10,162
Expense		\$0	\$8,775	\$0	\$0
Net		\$245	\$1,876	\$10,884	\$10,162
<b>Recreation Fund</b>					
<b>20-00- Administration</b>					
Revenues		\$51,959	\$2,298,819	\$2,355,017	\$2,049,016
Expense		\$64,485	\$1,581,644	\$863,661	\$763,559
Net		(\$12,526)	\$717,175	\$1,491,355	\$1,285,457

*Note: Negative Revenue equals loss*



## April 2020 Summarized Rev Exp Report

### PARK DISTRICT of OAK PARK

	April-20	Budget YTD	Actual YTD	Prior YTD
<b>20-05- Communications</b>				
Revenue	\$0	\$24,950	\$0	\$20,235
Expense	\$28,557	\$183,765	\$145,379	\$151,095
Net	(\$28,557)	(\$158,815)	(\$145,379)	(\$130,860)
<b>20-51- Customer Service</b>				
Revenues	\$0	\$0	\$0	\$0
Expense	\$30,628	\$126,410	\$112,943	\$111,739
Net	(\$30,628)	(\$126,410)	(\$112,943)	(\$111,739)
<b>20-25- Fitness</b>				
Revenue	(\$5,019)	\$116,419	\$58,589	\$125,444
Expense	\$7,821	\$61,225	\$51,891	\$58,479
Net	(\$12,840)	\$55,194	\$6,699	\$66,965
<b>20-26- Youth Athletics</b>				
Revenue	(\$17,715)	\$481,701	\$329,353	\$493,491
Expense	\$2,829	\$67,394	\$27,141	\$55,964
Net	(\$20,544)	\$414,307	\$302,212	\$437,527
<b>20-27- Adult Athletics</b>				
Revenue	(\$31,137)	\$79,693	\$14,111	\$85,239
Expense	\$296	\$19,302	\$10,363	\$14,638
Net	(\$31,433)	\$60,391	\$3,749	\$70,602
<b>20-29- Teens</b>				
Revenue	(\$546)	\$53,928	\$11,353	\$48,971
Expense	\$994	\$6,715	\$3,245	\$5,899
Net	(\$1,540)	\$47,213	\$8,107	\$43,072
<b>20-61- Community Programs</b>				
Revenue	\$943	\$998,804	\$650,083	\$1,034,780
Expense	\$35,511	\$194,777	\$134,161	\$142,574
Net	(\$34,569)	\$804,028	\$515,921	\$892,205
<b>20-62- Fine Arts</b>				
Revenue	(\$16,928)	\$430,165	\$211,734	\$373,644
Expense	\$5,096	\$41,703	\$28,372	\$35,560
Net	(\$22,024)	\$388,462	\$183,362	\$338,084



## April 2020 Summarized Rev Exp Report

# PARK DISTRICT of OAK PARK

	April-20	Budget YTD	Actual YTD	Prior YTD
<b>20-63- Early Childhood</b>				
Revenue	(\$2,151)	\$262,403	\$151,562	\$269,458
Expense	\$13,457	\$109,845	\$70,138	\$94,871
Net	(\$15,608)	\$152,558	\$81,425	\$174,587
<b>Total Recreation</b>				
Revenue	(\$20,594)	\$4,746,882	\$3,781,803	\$4,500,277
Expense	\$189,674	\$2,392,780	\$1,447,294	\$1,434,378
Net	(\$210,268)	\$2,354,102	\$2,334,509	\$3,065,899
<b>Museum Fund</b>				
<b>21-00-</b>				
Revenue	\$603	\$26,218	\$26,792	\$26,393
Expense	\$15,382	\$13,012	\$17,568	\$21,624
Net	(\$14,779)	\$13,206	\$9,224	\$4,769
<b>Special Recreation Fund</b>				
<b>22-00-</b>				
Revenue	\$7,045	\$315,985	\$317,853	\$305,972
Expense	\$0	\$253,920	\$243,536	\$242,275
Net	\$7,045	\$62,065	\$74,316	\$63,697
<b>Special Facilities Fund</b>				
<b>25-00- Administration</b>				
Revenue	\$0	\$0	\$0	\$0
Expense	\$27,950	\$298,949	\$190,605	\$240,289
Net	(\$27,950)	(\$298,949)	(\$190,605)	(\$240,289)
<b>25-19- Pools</b>				
Revenue	\$1,031	\$277,723	\$95,525	\$291,360
Expense	\$7,748	\$48,423	\$45,721	\$27,740
Net	(\$6,717)	\$229,300	\$49,805	\$263,620
<b>25-20- Rink</b>				
Revenue	(\$30,221)	\$766,353	\$450,069	\$794,151
Expense	\$40,762	\$181,039	\$136,486	\$148,012
Net	(\$70,983)	\$585,314	\$313,583	\$646,139



## April 2020 Summarized Rev Exp Report

# PARK DISTRICT of OAK PARK

	April-20	Budget YTD	Actual YTD	Prior YTD
<b>25-24- Gymnastics</b>				
Revenue	(\$31,374)	\$512,775	\$395,866	\$540,484
Expense	\$48,466	\$330,952	\$236,383	\$243,585
Net	(\$79,840)	\$181,824	\$159,483	\$296,898
<b>25-50- Maintenance</b>				
Revenue	\$30	\$850	\$660	\$1,490
Expense	\$40,094	\$290,732	\$179,854	\$191,918
Net	(\$40,064)	(\$289,882)	(\$179,194)	(\$190,428)
<b>25-57- Concessions</b>				
Revenue	\$0	\$11,045	\$5,805	\$10,118
Expense	\$2,852	\$6,514	\$5,505	\$6,063
Net	(\$2,852)	\$4,531	\$300	\$4,055
<b>Total Special Facilities</b>				
Revenue	(\$60,534)	\$1,568,746	\$947,926	\$1,637,602
Expense	\$167,873	\$1,156,609	\$794,553	\$857,607
Net	(\$228,407)	\$412,137	\$153,373	\$779,995
<b>Capital Projects Fund</b>				
<b>70-xx-</b>				
Revenue	\$0	\$1,452,017	\$726,358	\$659,023
Expense	\$313,369	\$723,333	\$1,061,157	\$124,484
Net	(\$313,369)	\$728,683	(\$334,799)	\$534,540
<b>Cheney Mansion Fund</b>				
<b>85-00-</b>				
Revenue	\$1,099	\$99,548	\$60,991	\$99,495
Expense	\$13,108	\$64,134	\$51,495	\$58,210
Net	(\$12,009)	\$35,414	\$9,496	\$41,285
<b><u>Non-Operating Funds</u></b>				
<b>Health Insurance Fund</b>				
<b>50-00-</b>				
Revenue	\$84,268	\$347,890	\$339,160	\$327,683
Expense	\$81,649	\$344,446	\$257,736	\$243,180
Net	\$2,619	\$3,444	\$81,424	\$84,503

# Memo

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

From: Paula A. Bickel, Director of Human Resources

CC: Jan Arnold, Executive Director

Date: May 20, 2020

Re: Promotion Policy

---



## Statement

The Park District of Oak Park continues to provide clear policies for employees to be familiar with and follow.

## Discussion

During the recent re-accreditation process for CAPRA, it was recommended that the District create a specific stand-alone policy that speaks to promotions. While we don't guarantee an employee will be promoted, we do recognize that current employees are a valuable resource and are given the opportunity to apply for promotions.

## Recommendation

Staff recommends the Board approve the Promotion Policy.

Attachments: Promotion Policy

## POL.P.01.21 – Promotion Policy

Employees are eligible to apply for a promotion with the District based on meeting minimum requirements. The purpose of the selection and hiring process is to ensure that the most qualified applicants (internal and external) who are most likely to be successful and contributing members of the Department and the Park District are selected for the position. In most cases, a promotional increase may be tied to a job promotion.

Employees may be eligible to receive a job promotion and a promotional increase in pay based on the following considerations:

- a. At the recommendation of their immediate Supervisor, Department Head or Executive Director
- b. After interviewing with the hiring team

The factors that shall be considered will include, but not limited to, current work performance, knowledge, training, education, ability, skill, efficiency, and length of continuous service from the last date of hire or promotion, performance evaluations, and overall employment personnel record.

Although eligible, no job promotion or promotional increases in pay are guaranteed and must always be approved by the Department Head and the Executive Director.

# Memo

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

From: Paula Bickel, Director of Human Resources

CC: Jan Arnold, Executive Director

Date: May 5, 2020

Re: Resolution: Authorizing Benefit Protection Leave Service for Covid-19 Related Furlough Time

---



## Statement

The Park District of Oak Park has closed District facilities and canceled programs due to the Covid-19 Pandemic. This has caused the District unpaid furlough of full-time and part-time IMRF eligible staff due to the Covid-19 Pandemic.

## Discussion

A Benefit Protection Leave (BPL) allows an IMRF member to receive IMRF service credit and protect their disability and death benefits during an approved unpaid leave of absence (up to a maximum of 12 months over their entire career). Each individual staff member would be responsible to pay for the cost to reinstate their service credit, plus applicable interest if they apply for BPL. There is no immediate cost to the District; if an employee elects to apply for BPL, the impact would be reflected in future employer contribution rates.

## Recommendation

Staff recommends the Board approve Resolution 2020-05-01 authorizing benefit protection leave service for Covid-19 related furlough time.

Attachments: Resolution Authorizing Benefit Protection Leave Service for Covid-19 related furlough time, Fact Sheet – IMRF’s Benefit Protection Leave, IMRF Form 6.32

**RESOLUTION # 2020-05-01**

**RESOLUTION AUTHORIZING BENEFIT PROTECTION LEAVE SERVICE  
FOR COVID-19 RELATED FURLOUGH TIME**

WHEREAS, on March 9, 2020, J.B. Pritzker, Governor of the State of Illinois, issued a disaster proclamation declaring a state of emergency as a result of the spread of the COVID-19 virus; and

WHEREAS, Governor Pritzker has subsequently issued additional Executive Orders encouraging social distancing to fight the spread of COVID-19 and ordering the closure of certain facilities, businesses and operations as part of the effort to fight the spread of COVID-19; and

WHEREAS, the above referenced COVID-19 pandemic and necessary precautions to reduce exposure to the virus have caused the Park District of Oak Park (“the Park District”) to suspend many of its programs and temporarily close its worksites, resulting in the furlough of many of its employees for lack of work; and

WHEREAS, employees on furlough are in unpaid status with the Park District but their employment is not severed; and

WHEREAS, the Park District is an Illinois Municipal Retirement Fund (“IMRF”) employer and many of the Park District’s furloughed employees are participating members of IMRF; and

WHEREAS, to help combat the loss of service credit resulting from an unpaid leave, including a furlough, an IMRF employer can offer employees a “Benefit Protection Leave;” and

WHEREAS, Section 6.40(7) of the Rules and Regulations for IMRF state as follows:

Members who take an authorized IMRF Benefit Protection Leave may receive service credit for up to a maximum of 12 months over their entire career, provided they pay the IMRF member contributions plus applicable interest, and the governing body adopts an authorizing resolution. Benefit Protection Leave service is only for periods the member was on unpaid leave.

and

WHEREAS, no immediate payment is required of the Park District when an employee elects an IMRF Benefit Protection Leave as the cost will be reflected in future contribution rates; and

WHEREAS, in order to establish the above referenced service credits, IMRF Form 6.32, attached hereto as **Exhibit 1**, or any successor Form required by IMRF, may be filed before, during or any time after the leave period, provided the employee is still actively participating in IMRF or a reciprocal system, the Secretary of the Park District Board of Commissioners certifies that a Resolution authorizing said leave was adopted, and the employee is otherwise eligible for IMRF Benefit Protection Leave as determined by IMRF.

WHEREAS, the Park District desires to adopt an authorizing resolution designating COVID-19 related unpaid furlough time as IMRF Benefit Protection Leave which will allow eligible furloughed employees to purchase up to 12 months of service credit over their career provided that they pay the IMRF member contribution plus applicable interest consistent with the terms and conditions set by IMRF for said purchase.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Park District of Oak Park as follows:

Section 1: Incorporation of Preambles. The facts and statements contained in the preambles to this resolution are found to be true and correct and are hereby adopted as part of this resolution.

Section 2: Adoption of Authorizing Resolution. The corporate authorities hereby adopt and designate this Resolution as authorizing the COVID-19 related unpaid furlough time of IMRF participating employees of the Park District as IMRF Benefit Protection Leave, allowing those employees the ability to apply for service credit for unpaid furlough time consistent with the terms, conditions and eligibility requirements of IMRF.

Section 3. Delegation of Authority to IMRF Authorized Agent of the Park District. The Park District Board of Commissioners hereby delegates to its IMRF Authorized Agent the authority to certify on any employee's application for IMRF Benefit Protection Leave that this Resolution was adopted.

Section 4. Effective Date. This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

Passed and Approved this \_\_\_\_ day of \_\_\_\_\_, 2020, pursuant to a roll call vote as follows:

VOTES  
AYES:  
NAYS:  
ABSENT:

Approved:

\_\_\_\_\_  
President

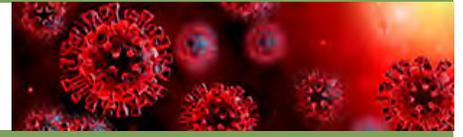
ATTEST:

\_\_\_\_\_  
Secretary



Locally funded, financially sound.

# Benefit Protection Leave



## COVID-19 and IMRF's Benefit Protection Leave

### What is a Benefit Protection Leave?

A Benefit Protection Leave is an employer option that allows an IMRF member to receive IMRF service credit and protect their disability and death benefits during an approved unpaid leave of absence (up to a maximum of 12 months).

The leave period and employer cost must be approved by your employer's Governing Body. (Employers are not required to approve a Benefit Protection Leave.) If a leave is approved, the IMRF member is responsible for paying the member portion of the cost.

### How can I protect my employees' IMRF benefits if they are furloughed or otherwise not receiving pay?

Have your employees complete their part of the IMRF **Benefit Protection Leave application (IMRF Form 6.32)**. After your Authorized Agent has completed the rest of the form and your Governing Body has certified it, send the form to IMRF by faxing it or attaching it to a secure message through Employer Access

### Does my employer need a resolution for a Benefit Protection Leave?

Yes. Your employer's governing body must pass a resolution to allow a Benefit Protection Leave. The resolution must specify whether it applies to one individual or all eligible employees. This resolution must be kept on file with your employer and made available for inspection at IMRF's request. Do not send this resolution to IMRF unless we ask you to.

### Who is eligible for a Benefit Protection Leave?

To be eligible, an employee must be on an authorized leave of absence without pay. The application for Benefit Protection Leave must be submitted when the employee is still in an employment relationship with an IMRF employer. An employment relationship can include:

- Being furloughed
- Not receiving pay
- Employees must apply while they are in an employment relationship with an IMRF employer. They do not need to be working for the IMRF employer they were working for during the time of the leave; however the IMRF employer at the time of the leave is the employer that must certify and approve the leave period and cost.
- Employees who have been laid off or otherwise terminated are **NOT** eligible for Benefit Protection Leave. Further considerations for Benefit Protection Leave are up to your board of directors' discretion.
- Employees who continue to receive pay, even at a reduced amount, are **NOT** eligible for Benefit Protection Leave.
- To protect the member's death and disability benefits, the Benefit Protection Leave application may be submitted with a future end date. However, IMRF will delay processing a

### Quick Links

[IMRF Form 6.32, Benefit Protection Leave Application](#)

[A Suggested Form of Resolution to Allow Benefit Protection Leave](#)

[Board Resolution: 2015-11-14\(b\)](#)

[Board Resolution: 2005-07-07a](#)

[COVID-19 Member FAQs](#)

[CDC Guidance on COVID-19](#)

[IMRF Office Closure Update 04/24/20](#)

[COVID-19 Coronavirus Update 03/18/2020](#)

[COVID-19 Coronavirus Update 03/05/2020](#)

member payment schedule until the employer submits the end date of the leave. Refer to the IMRF Benefit Protection Leave application (Form 6.32) for additional information.

### **Will my employee's eligibility for disability and death benefits be protected?**

Those who are otherwise eligible for disability benefits and death benefits remain eligible during the leave of absence as long as the application for BPL was filed prior to the date the employee becomes disabled or dies. Those who are not eligible for disability benefits cannot use BPL to qualify for disability benefits unless they have paid for the BPL.

### **How are the costs paid for employee benefits during a leave of absence?**

Employer contributions are paid through future employer contribution rates. IMRF members must pay the full cost of their member contributions plus interest at the end of the leave. Employees do not have to pay immediately after returning from leave. If the employee is still active, they can make multiple member contribution payments. However, if the employee has been terminated, they must make a single lump-sum payment.

### **How do I report an employee approved for Benefit Protection Leave in a monthly wage report?**

Benefit Protection Leave does not prevent or change the wage reporting process. However, if your employee's wages are stopped or reduced, read below to learn how to report their wages.

### **How do I report an employee with no wages or reduced wages in a monthly wage report that is not approved for BPL?**

When a member has pay, regardless of amount, employers should continue to report the member on their monthly wage report. There are special considerations for members without wages to report or with reduced wages:

- If a member has no wages but remains employed, do not report the member on the wage report.
- If a member has no wages because they are no longer employed by an IMRF employer, terminate their participation in IMRF.
- If a member is receiving reduced wages, report the reduced wages on the wage report. Employees with reduced hours of work due to Covid-19 are not terminated from participation with IMRF, if the expectation is they will return to full work hours later.

### **For more information**

If you have any questions, send us a Secure Message through your [Employer Access](#) account.

**Last updated: 04/30/2020**



# IMRF BENEFIT PROTECTION LEAVE

IMRF Form 6.32 (Rev. 04/2020)

*Avoid delays—read all instructions before completing this form.*

## Requirements for IMRF Benefit Protection Leave

- In order to apply for leave service, you must still be employed in an IMRF-covered position.**
- You are allowed to establish a maximum of 12 months of Benefit Protection Leave over your entire IMRF career.
- To qualify**, the unit of government with which you were employed during the leave period **must certify** the Benefit Protection Leave.

## Maintaining Eligibility for IMRF Benefits

If this completed form is on file with IMRF, you will maintain eligibility for disability or death benefits if you meet the following requirements:

**A. Disability benefits** are payable if the disability occurs during the leave period and if:

- (1) You have at least one year of contributing service other than the leave, have continuous service (including the Benefit Protection Leave) of one year prior to the date of disability, and this form has been **filed prior to the date of disability**;

or

- (2) You have at least five years of service credit (which may include noncontributing prior service credit), the last year of which immediately precedes the leave, and this form has been **filed prior to the date of disability**;

or

- (3) You qualify under clauses (1) or (2) above but you:
  - a. had an interruption in service of less than three months with the same employer in the 12 months preceding the date of disability and were not paid a separation benefit;

or

- b. had any interruption in service after 20 or more years of creditable service but were not paid a separation benefit and returned to service prior to the date of disability.

**Note:** In order to receive disability benefit payments, you will have to pay for the Benefit Protection Leave Service.

**B. Death benefits** are payable if death occurs during the Benefit Protection Leave period only if you have at least one year of creditable service in addition to the service granted for the leave. Your cost of the leave up to the date of death will be deducted from the IMRF death benefit.

**C. Retirement service credit** for the period of absence (not to exceed 12 months) is granted only after you pay the IMRF contributions plus interest. Remember, you must still meet the IMRF vesting requirement to qualify for a pension.

## Instructions for Completing this Form

### 1. Member Information

Enter the requested information, including a daytime telephone number.

### 2. Certification by Member

Enter the dates of the leave and number of months of leave. Sign and date where indicated. If the end date is uncertain, enter an estimated end date and refer to the "Leave of Absence with Future End Date" section on page 2. Do **NOT** leave the end date blank.

3. Enter the name and ID number of the employer at the time of the leave.

### 4. Certification by Authorized Agent

Your employer's IMRF Authorized Agent enters the requested information.

### 5. Certification by Clerk or Secretary of Governing Body

Clerk or secretary of your employer's governing body **must certify** the Benefit Protection Leave.

**Note:** This application will **NOT** be processed if you submit it without the Authorized Agent and governing body certification.

### IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337  
Member Services Representatives 1-800-ASK IMRF (1-800-275-4673) Fax: (630) 706-4289  
[www.imrf.org](http://www.imrf.org)

---

## How do you **pay** for the Leave?

---

### 1. Your costs (member contributions) for the leave

**period** are calculated by multiplying your average monthly earnings by the number of months of the leave of absence. *Determine the monthly average by adding the IMRF reported earnings for the 12 months prior to the leave and dividing by twelve.* The member cost is based upon IMRF member contributions applicable to your Plan, plus interest.

### 2. IMRF will mail you a Past Service Payment Schedule which offers **two payment plan options** for establishing the past service:

#### Option I - Lump Sum Payment Plan

The Lump Sum Payment Plan allows you to pay the total cost with a single payment and purchase all past service at once.

### Option 2 - Unit Payment Plan

The Unit Payment Plan allows you to purchase one or more months at a time. You may pay as often as you like, buying credit from your earliest to your most recent month of service. However, you may not buy more months than indicated on the Past Service Payment Schedule.

### 3. Do you want to use **funds from an IRA or another pension plan** to pay for the leave?

You may pay for service with a qualified pension plan as defined by Section 401a, 457, 403b, etc. of the Internal Revenue Code, or with a traditional individual retirement account ("IRA"). Please complete and **submit IMRF Form 6.01, "Request for Rollover Approval,"** for determination of eligibility.

**NOTE:** If your Leave of Absence has a **future end date**, you will **NOT** receive a Past Service Payment Schedule. However, you **WILL** receive an estimate of the cost of the Leave. **Do not send in payment** based on the estimate. IMRF will send you a formal Past Service Payment Schedule with the final amount due once we are notified of the actual end date of the leave. *See section below for more information about Leave of Absence with Future End Date.*

---

## Employer's Cost

---

The employer's contribution for leave service is made through future contribution rates. Therefore, a separate employer payment is not required. The actuary will take

the service into account when annually determining the employer contribution rate.

---

## Leave of Absence with Future End Date

---

Members and employers should **pay special attention** to Benefit Protection Leaves that end at a future date. Please provide an estimated future end date so that the governing body can certify and approve the estimated cost. Do **NOT** leave the end date blank.

In this situation, IMRF will process the application and calculate an estimated cost based upon the member returning to work on the future date provided. **Members should not send IMRF a payment based on this estimate.** Once the employer notifies IMRF of the actual end date, IMRF will send the member a formal Payment Schedule with the final amount due. The member can then send your payment to IMRF.

**Important:** If the member **returns earlier or later** than the estimated future date, the cost indicated on the **estimate letter will be incorrect.** Please advise IMRF's Past Service Unit as soon as possible once you have the final confirmed end date so we can send the payment schedule.

**Please note: IMRF will not send a reminder to request the end date.**

### Estimating the cost of a leave with a future end date

In order to calculate the estimated cost of a Benefit Protection Leave that has an estimated future end date, it is important for the employer to indicate the amount of pay, if any, the member will be paid in the month the member returns from the leave. Enter this amount in "Estimated/Exact Earnings to be Reported in the Month the Employee Returns to Work" (Question 6 under "Certification by Authorized Agent") on the form.

### IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337  
Member Services Representatives 1-800-ASK IMRF (1-800-275-4673) Fax: (630) 706-4289  
[www.imrf.org](http://www.imrf.org)



# IMRF BENEFIT PROTECTION LEAVE

IMRF Form 6.32 (Rev. 04/2020)

**Avoid delays—read all instructions before completing this form.**

**PLEASE PRINT** - You may also enter information into the PDF Form 6.32 at [www.imrf.org](http://www.imrf.org).  
Print, sign, and mail or fax the form to IMRF (contact information below).

MEMBER'S LAST NAME	FIRST NAME	MIDDLE INITIAL (JR.SR.II,ETC)	IMRF MEMBER ID
STREET (MAILING) ADDRESS		CITY, STATE AND ZIP	DAYTIME TELEPHONE NUMBER (with area code) ( )
CURRENT EMPLOYER		EMPLOYER IMRF I.D. NUMBER	

### CERTIFICATION BY MEMBER

I certify that I will be (or have been) on leave of absence beginning \_\_\_\_\_ and ending \_\_\_\_\_, for a total of \_\_\_\_\_ months. (Indicate on Line 2 below)  
DATE (MM/DD/YYYY) DATE (MM/DD/YYYY)

I understand that service credit (not more than 12 months) for this leave cannot be established until I have paid my IMRF member contributions in an amount equal to the approximate contributions I would have made if actively employed during the leave of absence, plus interest (if applicable).

MEMBER SIGNATURE <b>X</b>	DATE (MM/DD/YYYY)
------------------------------	-------------------

EMPLOYER AT TIME OF LEAVE	EMPLOYER IMRF I.D. NUMBER
---------------------------	---------------------------

### CERTIFICATION BY AUTHORIZED AGENT

I certify that (1) I have calculated the estimated employer cost of the above member's leave, (2) I have advised the governing body of the amount of such cost and (3) that it will be paid through future monthly contributions.

<b>1. Average Monthly Earnings</b> <i>(Determine the monthly average by dividing by 12 the IMRF reported earnings for the 12 months prior to the leave)</i>	\$	
<b>2. Number of Months Leave</b> <i>(limited to 12 months)</i>		
<b>3. Total estimated earnings that would have been paid during the leave of absence</b> <i>(line 1 times line 2)</i>	\$	
<b>4. Average Employer Cost Rate</b>	X 11.00%	
<b>5. Estimated cost of this leave to employer</b> <i>(line 3 times 11%)</i>	\$	
<b>6. Estimated/exact earnings to be reported when the employee returns to work</b> <i>(see bottom of previous page)</i>	Month in which earnings amount will be reported	Amount \$
AUTHORIZED AGENT SIGNATURE <b>X</b>	DATE (MM/DD/YYYY)	

### CERTIFICATION BY CLERK OR SECRETARY OF GOVERNING BODY

I certify that at a regular or special meeting held on \_\_\_\_\_, the \_\_\_\_\_'s  
DATE (MM/DD/YYYY) EMPLOYER

Governing Body approved the leave of absence stated herein and the estimated employer cost as herein determined. I further certify that this Governing Body passed a resolution to allow this Benefit Protection Leave and the resolution will be kept on file and made available for inspection at IMRF's request.

SIGNATURE <b>X</b>	CLERK OR SECRETARY	DATE (MM/DD/YYYY)
-----------------------	--------------------	-------------------

### APPLICATION WILL NOT BE PROCESSED WITHOUT AUTHORIZED AGENT AND BOARD CERTIFICATION

A sample resolution is available at [www.imrf.org](http://www.imrf.org). You do not need to send IMRF a copy of the resolution.

IMRF 2211 York Road Suite 500 Oak Brook, IL 60523-2337  
Member Services Representatives 1-800-ASK IMRF (1-800-275-4673) Fax: (630) 706-4289  
[www.imrf.org](http://www.imrf.org)



# Memo

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

**From:** Paula Bickel, Director of Human Resources

**Cc:** Jan Arnold, Executive Director

**Date:** May 19, 2020

**Re:** Renewed Articles of Agreement between the PDOP and Service Employees International Union



## Statement

The Articles of Agreement between the Park District of Oak Park and the Service Employees International Union (SEIU) Local 73 that expired on March 31, 2020, was extended during on-going negotiations. On February 27, 2020, Director of Human Resources, Paula Bickel, Superintendent of Parks & Planning, Chris Lindgren, a representative from SEIU, David Pinsonneault, and a Park District Union Member started to negotiate new terms and renew existing provisions of the collective bargaining unit agreement.

## Discussion

The Park District and SEIU Representatives held multiple discussions between February 27, 2020 and April 20, 2020, to discuss the elements of the 2020 – 2024 contract. Both the Park District and the SEIU Representatives agreed to the following terms that are different from the previous SEIU Contract:

- The contract is extended for four (4) years through March 31, 2024.
- The grievance procedure has been changed to ten (10) working days from five (5).
- Added that an employee on probation due to a transfer or promotion may voluntarily transfer back to his /her prior position within thirty (30) days of the date of the transfer or promotion occurred provided it is still available, the employee is in good standing, and the employee has the present qualifications to perform the available work in the prior position.
- Bereavement leave language updated to align with non-union bereavement leave policy for death of a family member that occurs more than 200 miles away. Employee eligible to take up to five (5) days.
- Added language for existing practice that allows for employees to receive two (2) ten (10) minutes breaks per shift and required to break in place.
- The schedule change notification has changed to ten (10) calendar days or thirty-six (36) hours or more.
- The uniform allowance has been changed to up to \$400 reimbursement.
- Adjust the performance rating system to allow for merit increases between 0% to 3.5% on a scale of 1 to 5 with a 3 rating receiving 2.5%. This is a change to the previous scale which was merit increases between 0-4.5%, but the 3 rating stayed the same with a 2.5% increase.

The SEIU membership met to discuss the pending contract and voted to ratify the proposed changes. The Park District will provide retroactive pay for all merit increases back to April 1, 2020, for eligible staff.

## Recommendation

Staff recommends the Board approve the new contract effective April 1, 2020 to March 31, 2024.



## Friends of the Oak Park Conservatory

### 2019 Annual Mission Report

#### *Mission Statement:*

*To promote community interest in the Oak Park Conservatory, to offer educational and recreational opportunities, and to support projects that benefit the Conservatory.*

#### **Highlights of 2019**

Friends volunteers gave **7,057** hours of service to the Conservatory in 2019, valued at **\$179,500**.

Building upon our 2018 successes in our Education program, with the development of new tour programming, we are very pleased to report an increase in the number of docent-led tours at the Conservatory this year. We saw an increase from 44 to **56** tours with **1042** participants.

In March, KidsFest 2019, themed with Reptiles and Amphibians, was a success with **563** participants. *The Frog Lady* engaged families in her talks about the wide assortment of live animals that she brought along and children enjoyed close-up, hands-on experiences with all of the creatures. Many of those creatures would be right at home in a tropical place that might look very similar to our Tropical Showroom!

In April, we tried something new. We offered once per week just-in-time learning lectures that we are calling the "Learn and Grow Series." The idea is to have Master Gardeners give talks on topics that are relevant to our plant sale shoppers and we ask speakers to highlight plants that will be available at the plant sale. Because we ask Master Gardeners to give these talks, we open them up to the public for no charge and it is a wonderful way to market our sale, particularly through social media. It was a huge success in 2019 and we brought **178** people to the Conservatory for these educational adult events.

In May, we celebrated our 30<sup>th</sup> Plant Sale, which is always the favorite Conservatory event for most of our members as well as others in our community. We also helped the Conservatory celebrate its 90-year anniversary and the installation of the new sustainability features, including solar, rainwater collection, composting, and honeybees. We have been highlighting these sustainability measures in our adult member lectures this year, starting with solar in the fall and rainwater collection this past January. KidsFest 2020 will highlight honeybees. A composting lecture will be offered in Summer 2020.

In June, we welcomed Judy Klem as our new Executive Director.

Our standout program last year was our summer Discovery in the Garden program, which we refer to as Dig It! This program has grown year after year, as care-givers bring tots and preschool-age children to the Elsie Jacobsen Discovery Garden on Wednesdays and Saturdays when Friends docents are on hand to gently guide play with themed activities. We hosted almost **1,140** participants on those summer days between June and August last year – a new record number of visitors to that program.

In the fall, we worked with the park district to become a member of the American Horticultural Society's Reciprocal Admissions Program. Members of The Friends now enjoy benefits at participating gardens and conservatories across the country when they travel.

In 2019, we granted the Conservatory **\$25,135**. We granted **\$3,290** to support Fall Fest 2019; we granted **\$950** for plant labels; and we made our final grant payment of **\$20,895** to the park district, fulfilling our \$60,895 commitment to pay for the Conservatory pipe emergency several years past.

In December, The Friends board unanimously approved the 5-Year Strategic Plan as outlined below.

## **5 Year Strategic Plan, 2020-2024**

### **Purpose**

Our purpose is to deepen and enrich the visitor experience for diverse populations at the Oak Park Conservatory.

### **Mission Statement**

Our mission is to promote community interest in the Oak Park Conservatory, to offer educational and recreational opportunities, and to support projects that benefit the Conservatory.

### **Vision Statement**

Our vision is to connect people with nature and horticulture through the Oak Park Conservatory for personal enrichment and to inspire environmental stewardship.

### **Values**

1. **COMMUNITY** – We build community. We welcome all visitors as guests and treat them with respect. We strive to include a diverse range of backgrounds in our educational and recreational events and programming. We strive to build relationships with other related community groups.
2. **EDUCATION** – We provide tools and guide participants to learn through exploration and discovery. We strive to craft memorable experiences through education and interpretive programs.
3. **VOLUNTEERISM** – We value volunteerism and people. We strive to be a premier volunteer organization in our community. Our volunteers make a difference in the world. We are committed to shaping a better future through positive educational experiences with nature.
4. **RESOURCES** – We strive for sustainable means and methods in all aspects of our organization. Through fiscal accountability and sharing research-based information with visitors, we maximize our limited resources to use them wisely and responsibly.

### **Initiative #1: Broaden & Develop Program Strategy**

This initiative focuses on the non-revenue-generating organizational programs directly associated with our mission. These include the following:

1. Education Program,
2. Partnering with other related community organizations, and
3. Initiatives that connect and engage the community with Conservatory offerings.

This initiative looks at ways to develop and improve programming in those three areas.

#### **Goals:**

1. Grow current youth education programming
2. Expand family programming to increase attendance and community engagement
3. Develop adult/senior programming to increase attendance and community engagement
4. Partner with related community organizations

5. Develop a framework for promoting diversity across programming

#### **Initiative #2: Improve Volunteer Program**

This initiative focuses on how The Friends is defined as a volunteer organization and will elevate our position within the volunteer community.

Goals:

1. Improve volunteer management
2. Improve volunteer retention and recruiting
3. Develop a framework for promoting diversity among volunteers and board members

#### **Initiative #3: Develop a Plan for Fiscal Resilience**

This initiative focuses on the development of a long-range plan that positions the organization for long-term financial stability. It focuses on increasing revenue toward the goal of balancing the budget annually; enabling The Friends to continue to improve programs and experiences for visitors, members, volunteers, and staff; and to be able to provide monetary support for projects that benefit the Conservatory.

Goals:

1. Develop and implement a framework, or plan, that will ensure fiscal resilience with the goal of long-range financial stability
2. Increase revenue through membership and donor base
3. Develop new forms of revenue to support non-revenue-generating programming

#### **Initiative #4: Strengthen Relationship with the Oak Park Conservatory**

This initiative focuses on strengthening the partnership with the Park District of Oak Park with the goal of a well-balanced partnership.

Goals:

1. Collaborate with partner, the Park District of Oak Park, to identify areas of strength and weakness, then evaluate and propose improvements
2. Create a system of periodic evaluation

## **VOLUNTEERS**

Volunteers are the heart of everything we do at The Friends.

We had **190** active volunteers. An active volunteer is someone who has given any hours in the past two years.

We had **38** Education Volunteers, **46** Ops Volunteers, **18** Gift Shop Volunteers.

We had **32** new volunteers this year.

We offered **11** hours of Tour Training to New and Current Tour Volunteers. **11** Tour Volunteers participated.

Volunteers gave **7,057** hours to FOPCON events and programs, as well as Park District Conservatory Programming, Conservatory Operations, and Gift Shop.

## **EVENTS & PROGRAMS**

### **EDUCATION**

#### **Tours of Showrooms**

We provided **56** tours.

Of those 56, **31** were School tours, **21** were General tours (up from 9 last year), and **4** were Diverse Learner tours.

On those tours, we had **1042** participants.

Tours are free to District 97 schools. Others pay a nominal fee to the Park District through FOPCON.

#### **Exploration Station**

This is a free September to May drop-in program in the Conservatory Lobby. It is docent-led on Saturdays and Sundays for a 2 hour duration; it is also open on Monday school holidays.

We offered **9** different themes. Each month is a different theme, such as "Chocolate."

The program was offered on 38 weekends, totaling **75** docent-led programs, including holiday Mondays.

We recorded **1386** visitors to the stations.

#### **Discovery Garden Exploration Time (DGET)**

This is a free June to August drop-in program in the Elsie Jacobsen Discovery Garden. It is docent-led on Wednesdays and Saturdays for a 2-hour duration. In 2020, the hours will be changing to Wednesdays and Thursdays.

We offered **3** different themes. Each month is a different theme, such as "Fossils."

The program was offered for 12 weeks, totaling **22** docent-led programs.

We recorded **1137** (up from 672) participants. This program continues to grow in popularity.

### **Toddler Exploration Time (TET)**

This is a free care-giver/tot program offered once a month September through May. Each Friday morning of the program, there are two 45-minute sessions offered and include 5 docent-led free-choice activity stations, such as craft, sensory table, magnifier observation, gross-motor activity, and reading nook. Pre-registration is required through the Park District. Each session is limited to 24 participants.

We offered **8** different themed sessions in 8 months. Each session is a different theme, such as “Tree as a Home.”

There were **16** sessions offered.

We recorded **244** participants.

### **Exploration Kits**

We now maintain two different Exploration Kits; “Plant Super-Powers” and “Traveling Seeds.”

Kits were loaned to **9** classrooms this year.

## **EVENTS**

### **KIDSFEST**

KidsFest is a free 4-hour annual event in early March. Each year is a different theme, 2020’s theme will be “Bees.” It is a ticketed (timed) event through the Park District Program Guide.

We recorded **563** visitors in 2019.

### **PLANT SALE**

In 2019 we recorded **938** customers, which was down somewhat from past year counts. It was a long, cold spring in 2019. May was upon us before most had started thinking about gardening! Despite weather, our gross sales were very near budgeted targets.

### **PERENNIAL/TOOL EXCHANGES**

We recorded just under **63** participants in the Exchange events.

### **OAK PARK RIVER FOREST GARDEN WALK**

FOPCON jointly manages the Garden Walk with the OPRF Garden Club. The Conservatory is one of the stops on the tour and one of two pick-up locations for the morning-of tour booklets.

There were **588** participants on the Garden Walk.

### **UNCORKED SUMMER SERIES**

Uncorked is a ticketed event held on the 4<sup>th</sup> Fridays of the month June through September. This event has continued to grow in popularity. The Rubinstein Garden is the venue for live music, friends, and good food and wine/beer.

We recorded **510** attendees for all events.

#### **MEMBER LECTURES**

We held **4** Member Lectures and they were attended by **46** people.

#### **LEARN & GROW PRE-PLANT SALE LECTURES**

We held **4** free-of-charge Learn & Grow lectures each Thursday in April, leading up to the plant sale. They were attended by **178** people.

#### **GRANTS TO PARK DISTRICT**

We contributed **\$20,895** to the Park District, which was the third installment of our 3-year commitment to fund the emergency repair/replacement of the HVAC system in the Conservatory.

We contributed **\$3,290** to the Park District for use at the Conservatory to include the Conservatory as part of the Fall Fest Event. The Fall Fest event recorded **1,134** visitors, made possible at the Conservatory by the Friends.

We granted **\$950** to purchase plant labels.

#### **MEMBERSHIP**

Membership plays a big role to promote interest in the Conservatory and communicate recreational and educational opportunities to members and their networks of friends and family. As well, it is one of our three primary fund raisers which supports our organization. Our membership numbers continue to grow and we are continuing to develop our membership base.

We currently have **504** members.

#### **DONORS**

Our donors make it possible for us to manage our volunteers and all of the events and programs we provide. It is through their support that we continue to thrive and do as much as we do. We value our donors, and we will continue to nurture our relationships and cultivate new ones.

## FINANCES

We have continued to work on fiscal resiliency in 2019 and are embarking on the development of a business model that will establish a framework leading us into the future. Part of this plan will enable us to streamline the grant-making process with the park district. This work is part of our new strategic plan.

**Fiscal Year: Oct. 1, 2018 – Sept. 30, 2019**

<b>Revenue</b>		<b>Expenses</b>	
Plant Sale	\$51,000	Programs & Program Support, including wages	\$68,300
Donations	\$37,200	Administration	\$16,900
Other Fund Raising	\$20,200	Fund Raising	\$32,700
Membership	\$18,300	Grants to Conservatory (see 9 mos FY18)	
Other Funding	\$17,800		
<b>Total Revenue</b>	<b>\$144,500</b>	<b>Total Expenses</b>	<b>\$117,900</b>
<b>Net Revenue</b>	<b>\$26,600</b>		

**FOPCON BY THE NUMBERS, 2019 COMPARISON TO PREVIOUS YEAR**

	<b>2019</b>	<b>2018</b>
<b><i>VOLUNTEERS</i></b>		
Number of Volunteer Hours	7057	6897
Number of Active Volunteers	190	230 (included diverse learner support)
Number of Member Volunteers	98	93
Number of New Volunteers	32	32
Number of Education Volunteers	38	37
Number of Event Volunteers	103 (1794 h)	107 (2098 h)
Number of Ops Volunteers	46	40
Number of Gift Shop Volunteers	18	17
Number of Training Hours	11 hours (5 sessions)	6 hours (3 sessions)
Number of Trainees	11	8
<b><i>PROGRAMS &amp; EVENTS</i></b>		
<b>EDUCATION: TOURS</b>		
Total Number of All Tours	56	44
Number of School Tours	31	31
Number of General Tours	21	9
Number of Diverse Learner Tours	4	4
Number of Tour Participants	1042	943
<b>EDUCATION: EXPLR STA</b>		
Number of Visitors Recorded	1386	1605
<b>EDUCATION: DGET</b>		
Number of Visitors Recorded	1137	672
<b>EDUCATION: TET</b>		
Number of Participants	244	256
<b>EDUCATION: EXPLR KITS</b>		
Number of loans	9	8
<b>KIDSFEST</b>		
Number of Attendees	563	625
<b>PLANT SALE</b>		
Number of Attendees	938	1054

<b>PERENNIAL/TOOL EXCHANGES</b>		
Number of Participants	63	50-60
<b>OPRF GARDEN WALK</b>		
Number of Participants	588	600
<b>UNCORKED</b>		
Number of Attendees	510	564
<b>CARNAVAL</b>		
Number of Attendees	65	
<b>MEMBER LECTURES</b>		
Number of Attendees	46	99
<b>LEARN &amp; GROW LECTURES</b>		
Number of Attendees	178	
(new in 2019)		
<b>GRANTS TO PARK DISTRICT</b>		
Facility Grant	\$20,895	\$20,000
Fall Fest	\$3,290	\$2,215
Plant Labels	\$950	
Number of Fall Fest Visitors	1,134	2,088
<b>MEMBERSHIP PROGRAM</b>		
Number of Members	504	491
<b>DONORS</b>		
Number of Donors	162	174
Number of New Donors	30	92
<b>VISITORS TO CONSERVATORY</b>		
Recorded attendance at FOPCON (or FOPCON sponsored) programs & events	7,894	8,772
Park District Recorded Attendance at Conservatory	44,843	45,026

**FOPCON Board of Directors**

Heather Guido, President \*

Sue Boyer, Vice President\*

Rebecca Callahan, Treasurer \*

Kayla Chase

Carol Dudzik \*

Bonnie Engel \*

Barbara Hunt

Ellen Kuner

Mary Kay Minaghan

Mary O’Kiersey

Inga Simitz \*

Linda Smith \*

Jeff Stewart \*

Barbara Stratton

\*Denotes Standing Committee or Program/Event Chair

**FOPCON Staff**

Judy Klem, **Executive Director**

Nancy Silver, **Volunteer and Program Coordinator**

Andrea Lofgren, **Operations Coordinator**



# Memo

To: Board of Park District Commissioners

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

Cc: Jan Arnold, Executive Director

Date: May 20, 2020

Re: Annual Oak Park Conservatory report

---

## Statement

The Oak Park Conservatory has prepared the 2019 annual report facility operations report for the Oak Park Conservatory. During 2019, many strides were made at the Conservatory including reaching our highest visitor count on record.

## Discussion

The 2019 Facility Operations Report for the Oak Park Conservatory highlights the strengths of the Conservatory's operations, staff, and budget. This report is a synopsis of planning and significant changes that occurred in operations for the Conservatory. Impact of data presented in the report also demonstrates future growth and innovations with respect to revenue generation, expenses, education program offerings, visitation, and collaborations.

## Conclusion

The 2019 Facility Operations Report for the Oak Park Conservatory, helps to demonstrate the value of the facility to the Park District of Oak Park system, the Village of Oak Park, and surrounding communities. Patti Staley will be present at the March 19, Regular Board Meeting to present a summarized version of the report and to answer any questions the Board may have.

Attachment: Oak Park Conservatory Facility Annual Report



# OAK PARK CONSERVATORY

*Park District of Oak Park*

## **FACILITY OPERATIONS REPORT**

**January to December 2019**

Prepared by:

Patti Staley

Director of Horticulture/Conservatory Operations  
Park District of Oak Park

February 2020

<b>CONTENTS</b>	<b>PAGE</b>
Introduction	3
Visitation	
Visitor Statistics	3
Financial Report	
Expense Categories	5
Revenue Sources	7
Collaborations	
Friends of the Oak Park Conservatory	9
Staff Development	10
Facility Improvements	11
Innovations	11
Looking Forward: 2020	12

## **INTRODUCTION**

---

During 2019, the Oak Park Conservatory celebrated its 90<sup>th</sup> anniversary. Many new sustainable features were added at the Conservatory to enhance this historic gem. These features include a 22 kW solar field at the Conservatory center, cisterns for water harvesting, beehives, and compost tea system. Project installation began late 2018 and completed in the spring of 2019. The Conservatory is already seeing benefits of these features.

While maintaining the balance of working in the parks and growing the customer experience at the Conservatory, Conservatory staff and the Friends of the Oak Park Conservatory (Friends) continue to focus on special events and educational programs at the Conservatory. Special events held in 2019 included: Kids Fest, Mother's Day Teacup Gardening, the Annual Plant Sale, Fright at Night, Haunted Trolley, Fall Fest, Candlelight Walk, Winter Greens Market, Fall Market, Spring Market, Uncorked, etc.

The Conservatory helped to serve the horticulture needs of our community by collaborating with University of Illinois Master Gardeners to have a weekly Ask a Master Gardener Help Desk at the Conservatory. This is a free weekly service to the community to help answer plant questions. The Conservatory also offered at home garden consultations to Oak Park residents once a month during the season as well as quick sketch garden design visits at the Conservatory. The Friends of the Oak Park Conservatory offered various free educational lectures on gardening and nature-based topics. Learn and Grow lectures became a popular free lecture series offering Master Gardener tips on gardening. More than 224 adults attended Learn and Grow and Member Lectures throughout 2019.

The Conservatory worked together with our Parks and Planning Department to coordinate the landscape care for our parks as well as upgrades and maintenance of the Conservatory facility. This relationship with other departments and organizations such as the Friends, as well as a dedicated team of Conservatory staff has helped contribute to the successes seen this year at the Conservatory and in our park's natural areas.

## **VISITATION**

---

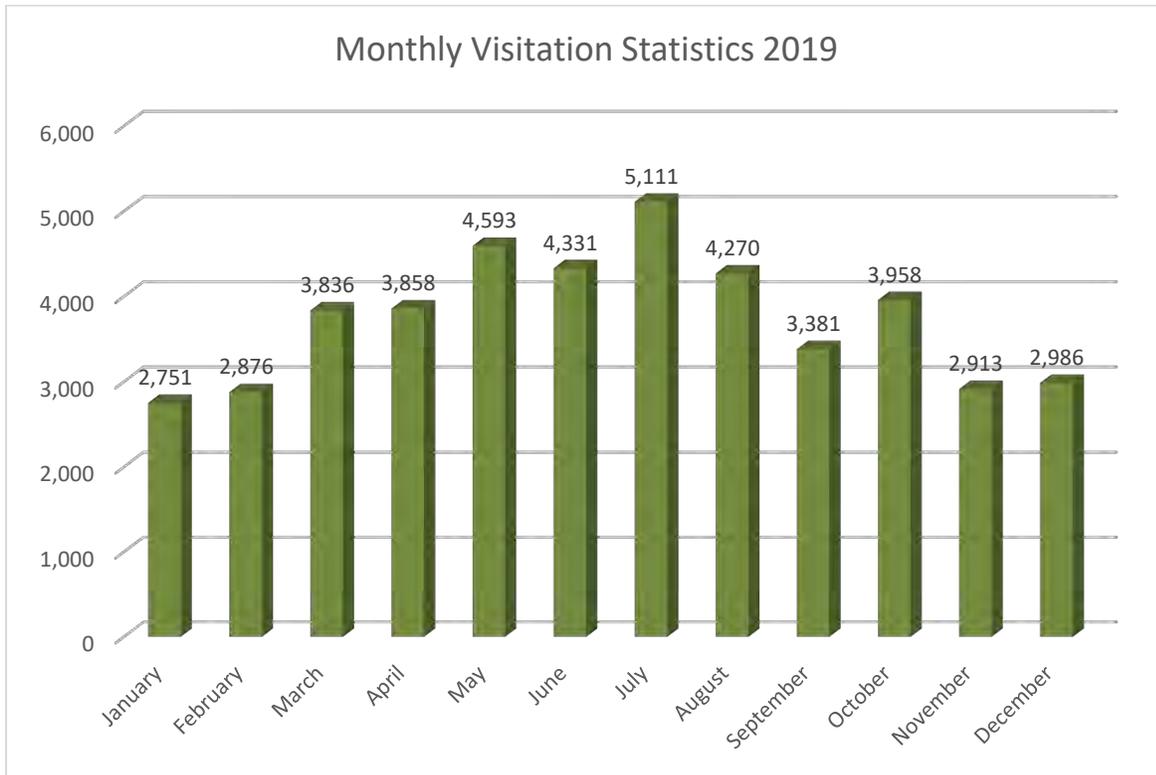
### **Visitor Statistics**

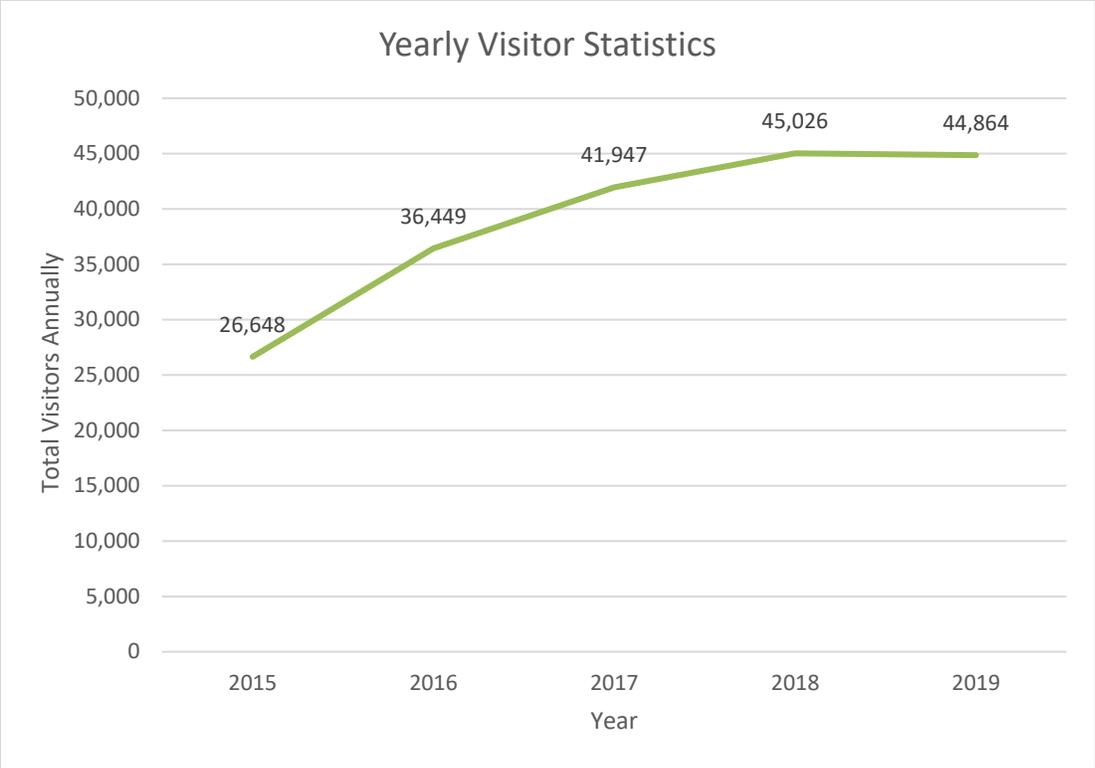
The Oak Park Conservatory welcomed 44,864 visitors in 2019. Visitation in 2019 represents the second highest visitor count on record at the Conservatory, with less than a one percent difference over 2018 (162 visitors). Visitors in 2018 included the Presidential Election during the month of November, which helped to contribute to a high visitor count that year. During 2019, two of the Conservatory's large events, Kids Fest & Fall Fest were held on days with inclement weather, which resulted in lower than usual visitor count for those events. During 2019, the Conservatory was open every Thursday evening until 7pm, as opposed to just once a month in previous years. This resulted in an increase with over 1,200 visitors on Thursdays. Highest visitor days in order from highest to lowest are Sunday and Saturday followed by Friday, Thursdays, Wednesday and Tuesdays. The Conservatory is closed Mondays except for Martin Luther King Junior Day, Presidents' Day, and Columbus Day. Those special openings on Mondays brought in over 1,073 visitors. Lowest visitor's months continue to be November, December, January and February. Summer months have shown an increase in visitors with the addition of the Elsie Jacobsen Discovery Garden which opened September of 2016.

## Visitation Statistics

---

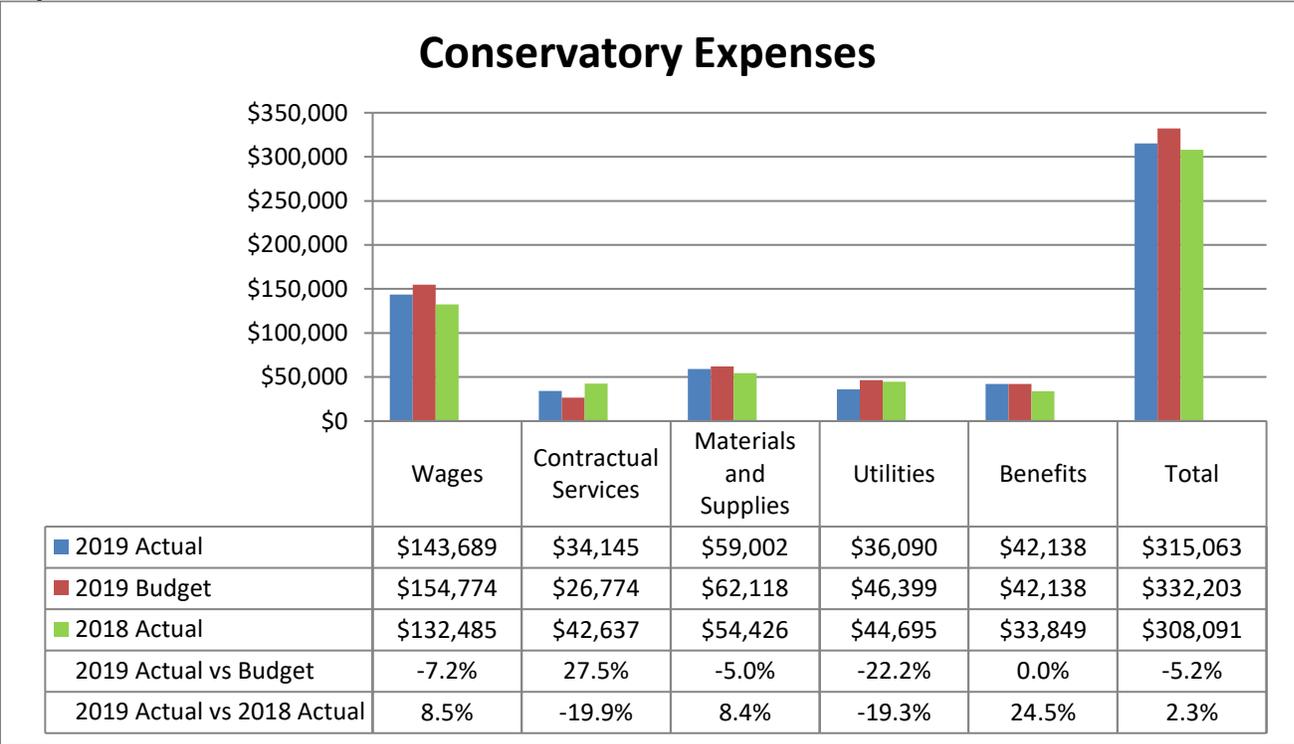
Year	Yearly Totals	January	February	March	April	May	June	July	August	September	October	November	December
2015	26,648	1,473	1,470	2,326	2,176	3,284	2,316	2,092	1,751	3,804	2,257	1,650	2,049
2016	36,449	2,085	1,802	4,729	4,205	2,917	3,096	2,803	2,582	3,961	2,902	2,848	2,519
2017	41,947	2,663	2,577	4,056	4,105	3,743	4,932	3,725	4,303	3,907	2,966	2,181	2,789
2018	45,026	2,410	2,055	4,038	3,660	5,145	4,894	4,541	3,893	4,557	2,977	3,762	3,094
2019	44,864	2,751	2,876	3,836	3,858	4,593	4,331	5,111	4,270	3,381	3,958	2,913	2,986





**FINANCIAL REPORT**

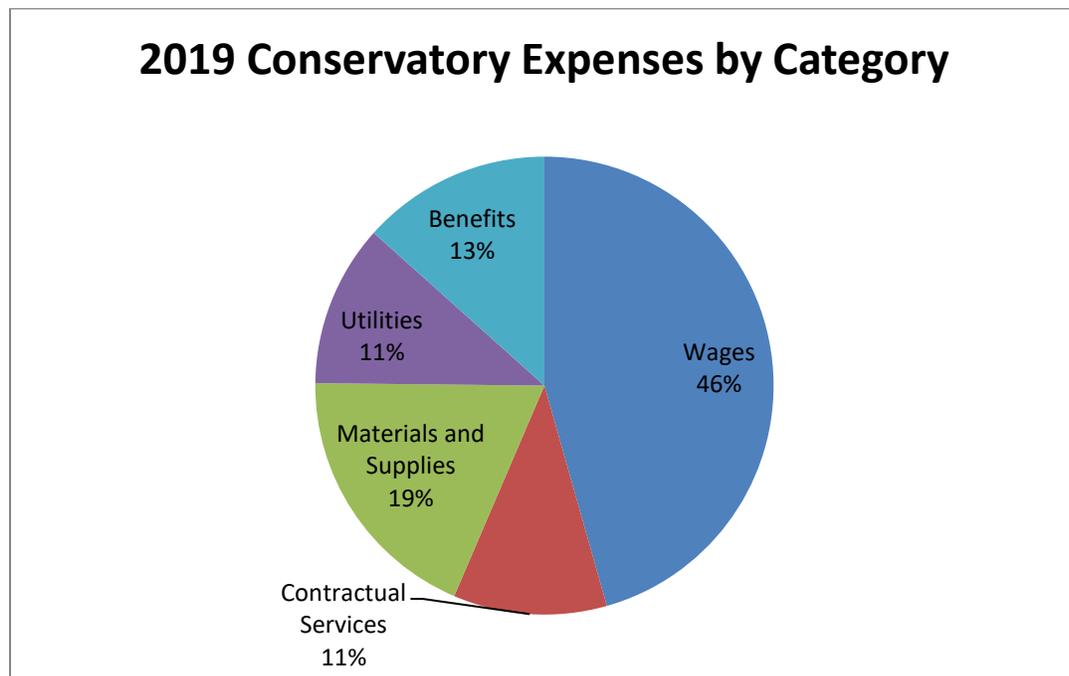
**Expenses**



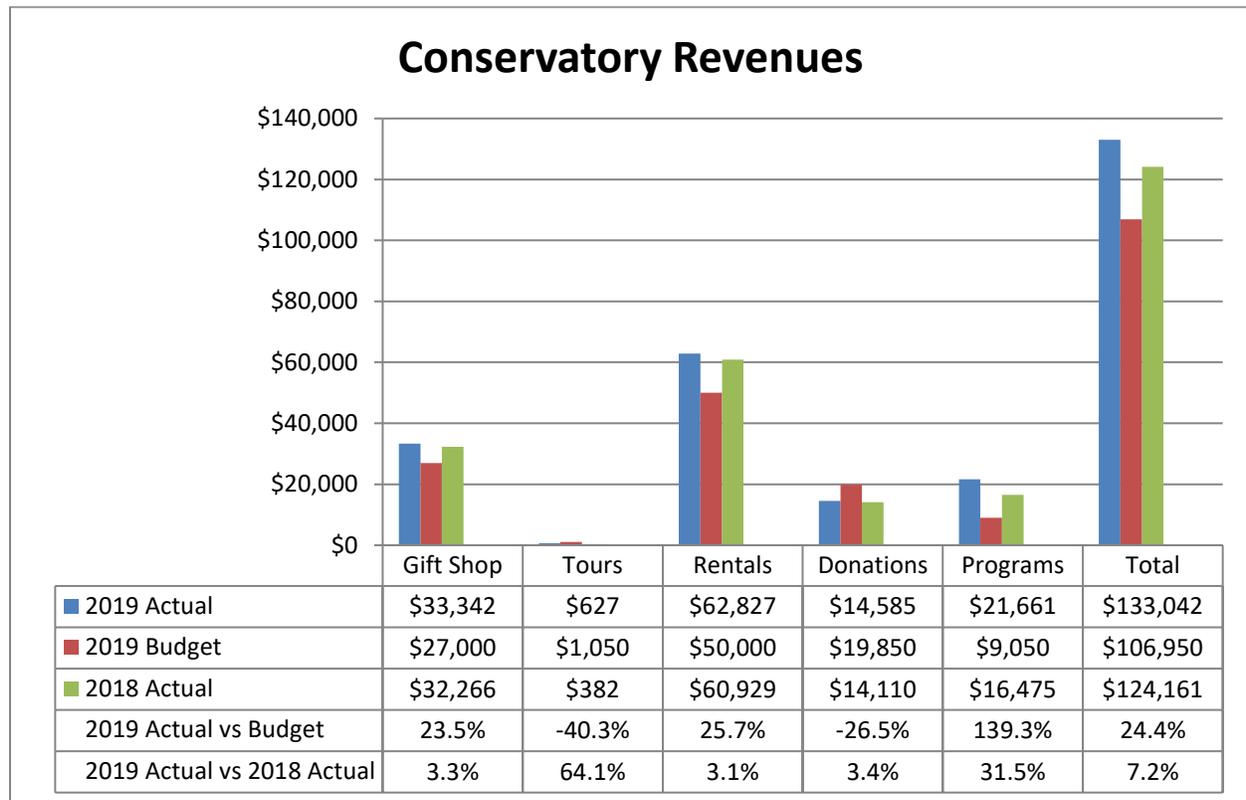
The majority of the Conservatory's expenses are wages. Wages are down slightly from budget primarily due to vacant part-time IMRF Landscape Specialist staff, as well as a full-time Green House Supervisor position that was hired in late April. Benefits cost represents health insurance. This cost tracked perfectly with the budget due to a monthly transfer to the Health Insurance fund that does not change through the year.

Contractual services were above budget expectations mainly due to HVAC repairs that arose and window repair work needed in the Conservatory operations room.

Utilities were down in part to solar that was added onto the Conservatory center in late fall of 2018.



## Revenue Sources



Conservatory revenue exceeded budget expectations, with the exception of our tour revenue. A Historic Home and Garden tour is being planned for 2020 to help increase tour numbers for adults. Currently the Conservatory does not charge for Oak Park District '97 school tours at the Conservatory.

Programming exceeded budget expectations due to the fact the revenue for FOPCON's Uncorked ticket sales went into this budget line. This money was paid back to FOPCON out of Materials and Supplies resulting in a balance. Conservatory special events including Fright at Night, the Candlelight Walk, and Mother's Day Teacup Gardening continue to be strong paid programs. Quick Sketch Garden Design as well as Home Garden Consultations also contribute to revenue increase in this budget.

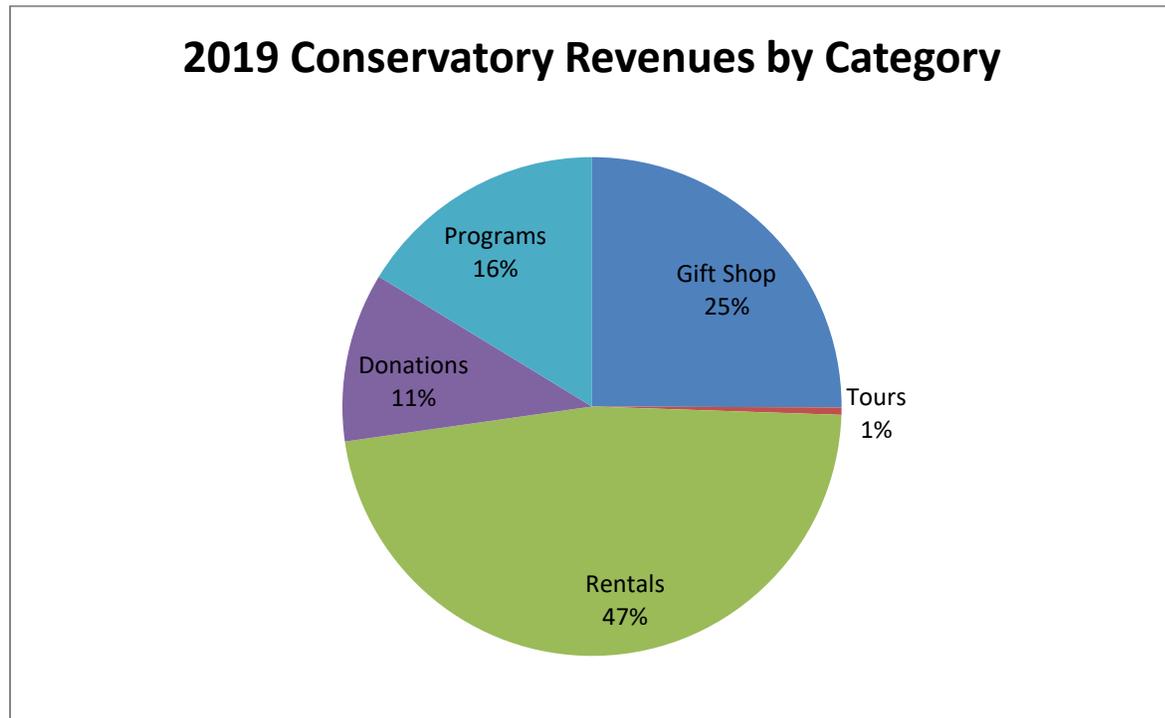
The suggested monetary donation amount at the Conservatory increased from \$2 to \$5 in 2016. We continue to see a trend of larger donations at the door due to this increased suggested donation. FOPCON contributions also show in the donations budget line. FOPCON contributions, paid in January of 2020 will be accrued back to the 2019 budget that will bring the donations budget in line with budgeted expectations.

Rentals, the largest revenue source, increased by 3.1% over 2018. As we increase our marketing and awareness of the Conservatory, we expect this trend to continue. Many rentals and birthday parties book on word of mouth. The Conservatory celebrated with over 700 children at 50 birthday parties in

2019. Staff has had a positive impact on marketing our services as well as providing excellent customer service.

In the gift shop, we also have seen a trend in revenue growth. There was a 3.3% increase in revenue from 2018. As we grow our merchandise selection and following, learning what our visitors are looking for, we expect this trend to continue. Winter Greens Market in its fifth year, continues to exceed budget expectations and serves as a main source of revenue for the gift shop, including attracting new visitors to the Conservatory.

Many strides made throughout 2019 will have a positive impact on 2020. The Conservatory continues working with our marketing department to bring awareness of the Conservatory and its offerings. New for 2020, the Conservatory is adding a new special event, Valentines Market to increase awareness and revenue during one of our slower months. We also continue to work with FOPCON to market our tours and look for ways to connect with outside groups looking for tour options in the area. Birthday parties have become one of our main contributors of rental revenue, also helping to increase the awareness of the Conservatory to families whom have not visited with us before. While staff realizes the limits of space in the facility for customers who are renting, we have marketing plans in place to target this niche group.



## **COLLABORATIONS**

---

### **Friends of the Oak Park Conservatory (Friends or FOPCON)**

The primary collaboration for the Oak Park Conservatory is its partnership with the Friends of the Oak Park Conservatory (Friends). For the past 33 years, the Friends have been promoting the Conservatory and supporting Conservatory programs through their educational outreach, volunteer coordination, and direct financial support. During 2019, the Friends staff and leadership changed to include a new Executive Director, Volunteer Coordinator, and President. The Friends conducted numerous educational programs in partnership with the Conservatory. Each of these programs brought visitors of all ages to the Conservatory, bringing potential increased exposure and revenue to the Conservatory.

Friends programs during 2019 included:

- Exploration Station (ES) – Offered 75 free Exploration Stations, September to May, each Saturday and Sunday, including three school holidays. Total number of participants over 1,386.
- Toddler Exploration Time (TET) – Free program offered September to May except December, every third Friday, in two forty-five minute sessions, for ages 18 months to 5 year olds. 244 children attended with caregivers.
- 30<sup>th</sup> Annual Plant Sale – Held the first weekend of May, welcomed 1,873 participants and grossed over \$51,000 in revenue, with net over \$31,400.
- KidsFest – Held the first Sunday of March welcomed 563 visitors.
- Conservatory Uncorked – Held monthly, June to September. 510 participants attended.
- 4 Exploration Kits were distributed to District 97 schools across 9 classrooms.
- Exploration Backpacks funded, created and maintained by the Friends, are offered daily at the Conservatory, and encourage hands on interaction for children.
- 456 docent led tours including 1,042 participants were held. School tours 31, General Tours 21, and Diverse Learner’s Tours 4.
- Discovery Garden Exploration Time held on Wednesday’s and Saturdays in the Discovery Garden, 27 sessions, 1,137 in attendance.

### Friends Cash Contributions

Friends provided direct cash contributions to the Conservatory during 2019. Cash contributions included:

- \$3,290 to supply Fall Fest pumpkins and activities.
- \$3,311 beneficial bio controls for growing.
- \$20,895 contribution, which was the final installment of our 3-year commitment to partially fund the HVAC system.

### Friends Volunteer Contributions

Friends provided 7,057 volunteer hours in the areas of plant care, education, special events, operations, and committee work, the equivalent of almost 3 1/2 FTEs. 190 active volunteers gave their time to the Conservatory.

### Future of Friends Partnership

The Director of Horticulture, Friends Executive Director, and Friends President work closely together to support each entities strategic and departmental goals. The two partners work to identify areas of strength and weakness as well as evaluate and propose improvements for the upcoming year.

A number of measures are proposed for implementation to manage and direct the future of the partnership. These include:

- Continued joint programs, KidsFest, FOPCON Member Lectures, Learn and Grow Lectures, Toddler Exploration Time, Discovery Exploration Time, Exploration Station, Tours, Fall & Spring free community plant exchange, Fright at Night, Valentines Market, Mother's Day Tea, Annual Plant Sale, Fall Fest, Fright at Night, Candlelight Walk, and Uncorked.
- Future planning is underway for a FOPCON bus fund to bring underserved community school tours to the Conservatory, continued outreach to the Oak Park School District to collaborate school kits and tour visits, and funding for improvements to the Elsie Jacobsen Discovery Garden.
- CTA request to rename the Blue Line stop after the Oak Park Conservatory.
- \$5,000 donation for beneficial insect program in the Conservatory.
- \$1,000 donation for new Conservatory plant labels.
- \$4,000 donation for 2020 Fall Fest activities at the Conservatory.

## **STAFF DEVELOPMENT**

---

Staff at the Oak Park Conservatory focus on providing a memorable experience for visitors in our parks and at the Conservatory. Our role is twofold, overseeing operations at the Conservatory and the landscape management in our 18 parks and facilities. Each staff member understands and practices the customer service standards of the Park District of Oak Park and does their best to make each visitor's time at the Conservatory a memorable experience. Sustainability is one of our key values that staff help to lead the charge on for our District.

The Conservatory is staffed by a series of full, part-time, and seasonal employees. Four full-time employees: Director of Horticulture, Horticultural Supervisor, Greenhouse Supervisor and Conservatory Technician; part-time employees: three Receptionists, Birthday Party Coordinator and hosts, two Landscape Specialists, one Bird & Fish Caretaker, and one Rental Attendant. During the summer months, the Conservatory employs seasonal staff used to assist the regular full and part-time staff with landscape maintenance needs in the parks.

Each employee during 2019 either received or maintained their CPR/AED and First Aid certifications. These staff members also regularly participated in training opportunities offered by the Park District, as well as participating as members of the Safety Committee and the Environmental Sustainability Advisory Committee.

Following are staff development and achievement highlights from 2019:

- Conservatory Director (Patti Staley)
  - Oversaw operations of Conservatory & Landscape Park Maintenance in our parks.
  - Collaborated weekly with the Friends on all regular and special events.
  - Managed fiscal year 2019 Conservatory budget.
  - Secured the last installment payment of \$100,000 donation from the Friends that went towards the capital improvement HVAC project.
  - Secured a \$4k donation from the Friends to continue to support Fall Fest at the Conservatory, as well as \$1,000 donation to fund Conservatory plant labels.
  - Secured \$5,000 funds from the Friends for horticulture bio-controls for growing plants.
  - Prepared fiscal year 2020 Conservatory budget.

- Organized and Implemented special events at the Conservatory including Fall Fest, Haunted Trolley, Mother's Day Tea, and Candlelight Walk, Winter Greens Market, and Valentine Market.
- Oversaw outside landscape maintenance at the District's natural areas: Lindberg, Austin Gardens, Field Park, and Taylor wetland, including a prescribed burn at Austin Gardens & Taylor wetland completed in spring 2019.
- Oversaw the installation of Field Park bio-swale and redo of the native area garden at Field Park.
- Maintained Conservatory Webpages.
- PDOP liaison to the Environmental Sustainability Advisory Committee.
- Horticulture Supervisor (Krista Kupperschmidt)
  - Obtained ASA arborist certification.
  - Obtained Illinois Pesticide Applicator's license.
  - ALICE certified instructor.
  - Oversaw landscape maintenance of all park planting beds.
  - Oversaw horticulture material purchasing.
  - Oversaw the growing of plants for the Friends plant sale & park beds.
  - Assisted in the planning and overseeing of special Conservatory events.
  - Attended Perennial Plant Association Nation Conference and IPRA conference.
- Greenhouse Supervisor (Kent Gentry)
  - Obtained Illinois Pesticide applicator license.
  - PDRMA HELP Human Resources Training.
  - Oversaw care of the conservatory collection & production greenhouses.
  - Assisted in planning and implementing special events at the Conservatory.
  - Implemented a new bee and butterfly program.
  - Coordinated new volunteer positions with the Friends.
  - Oversaw the care of Cheney Mansion and Pleasant Home gardens.
  - Coordinated the Cheney vegetable volunteer group, producing 220 lbs. of produce donated to local food bank.
- Conservatory Technician (Mark Omi)
  - Continued certificate as ISA arborist.
  - Led Landscape Crews in landscape maintenance applications.
  - Replaced greenhouse heating valves.
  - Assisted in Desert room repairs.
  - Structure a reclaimed wood exploration table for the Mediterranean room.
  - Updated Conservatory plant collection inventory.
- Landscape Technician (Asa Hagen)
  - Led landscape crews in landscape maintenance applications.
  - Obtained pesticide applicator's license.
  - Attended pruning workshop with Morton Arboretum.
- Customer service: Receptionist & Rental Attendants (Dorothy Hurlburt, Lauren Zylstra, John Roberston)
  - Learned and helped to implement new Amilia software.
  - Maintained daily visitor log.
  - Managed daily operation of Gift Shop.
  - Oversaw birthday party & general rental bookings.
  - Greeted over 44 thousand visitors at the Conservatory.

- Bird & Animal Caretaker (Chris Denne)
  - Maintained clean and healthy living environment for birds and other animals in Conservatory.
  - Advised on the purchase of appropriate bird, fish, and turtle feed, toys, and supplies.
  - Oversaw weekend cleanliness of the facility.

## **FACILITY IMPROVEMENTS**

---

The following facility improvements completed at the Oak Park Conservatory in 2019:

- HVAC annual repairs.
- Replaced A/C condensers.
- Painted Conservatory main center area and Desert room.
- Enhanced public restrooms with new bathroom stalls, countertops & auto faucets.
- Installed water refill station.
- Replaced East Greenhouse shading cloth.

## **INNOVATIONS**

---

The following new events, programs, practices, and innovations occurred at the Oak Park Conservatory in 2019:

- The Oak Park Conservatory celebrated its 90<sup>th</sup> anniversary in 2019.
- Implemented new sustainability features at the Conservatory in part with the Sun Energy Club Foundations grant.
- New cisterns to collect rainwater off the greenhouse roof.
- 22 kW solar field on Conservatory center.
- Installed bee hives at the Conservatory.
- Compost tea system, producing organic fertilizer for key Conservatory plants.
- Educational displays of native butterfly eggs and larvae.
- Introduced a new Daffodil Memorial Program for the parks.
- Hired new full-time position, Greenhouse Supervisor.
- Added nine new plant care volunteer positions, increasing volunteer opportunities and hours.
- Cheney Mansion vegetable volunteer group donated 215 hours of time and 222 pounds of produce to the local food pantry.
- Installed new landscaping at Dole Library and at Scoville and Lake Street.
- Installed a new bio-swale at Field Park District of Oak Park.
- Certified Mills Park as a Monarch Waystation.
- Grew and installed over 1,600 natives and perennials in our parks.

## LOOKING FORWARD – 2020

---

In 2020, the Conservatory implementation of innovations is well underway and expected to have a positive impact on how we serve the community in new ways at the Conservatory.

The following are initiatives and procedural improvements that the Oak Park Conservatory will be investigating, evaluating, and implementing in 2020:

- New Valentine Market event.
- Re-installation of bee hives, spring 2020.
- Summer butterfly display, summer 2020.
- Installation of new features in the Elsie Jacobsen Discovery Garden.
- Working with Eagle Scout to install new raised vegetable beds at Cheney Mansion.
- Create a Historic Home & Garden Tour Package to include Pleasant Home, Cheney Mansion & the Oak Park Conservatory.
- New Thursday evening time for free community program in the Discovery Garden presented by FOPCON.
- Increase plant identification and educational signage in the Conservatory showrooms and gardens.
- Growing & installing natives for the Carroll Center Rain Garden.



# Memo

To: Board of Park District Commissioners

From: Susan Crane, Cheney Mansion Operations & Special Events Manager

CC: Jan R. Arnold, Executive Director

Date: May 20, 2020

Re: Annual Facility Operations Report for Cheney Mansion



---

## Statement

A summary of 2019 events, programs and community activities are in the attached Cheney Mansion Facility Operations Report.

## Discussion

Included in the report are event rental statistics and comparisons from previous years. Cheney Mansion continues to show positive results through rentals and programming.

## Conclusion

Susan Crane, Manager Cheney Mansion, will be present at the Park District Board Meeting to present a summarized version of the report and to answer any questions the Board may have.

Attachment: Cheney Mansion Facility Annual Report

# CHENEY MANSION

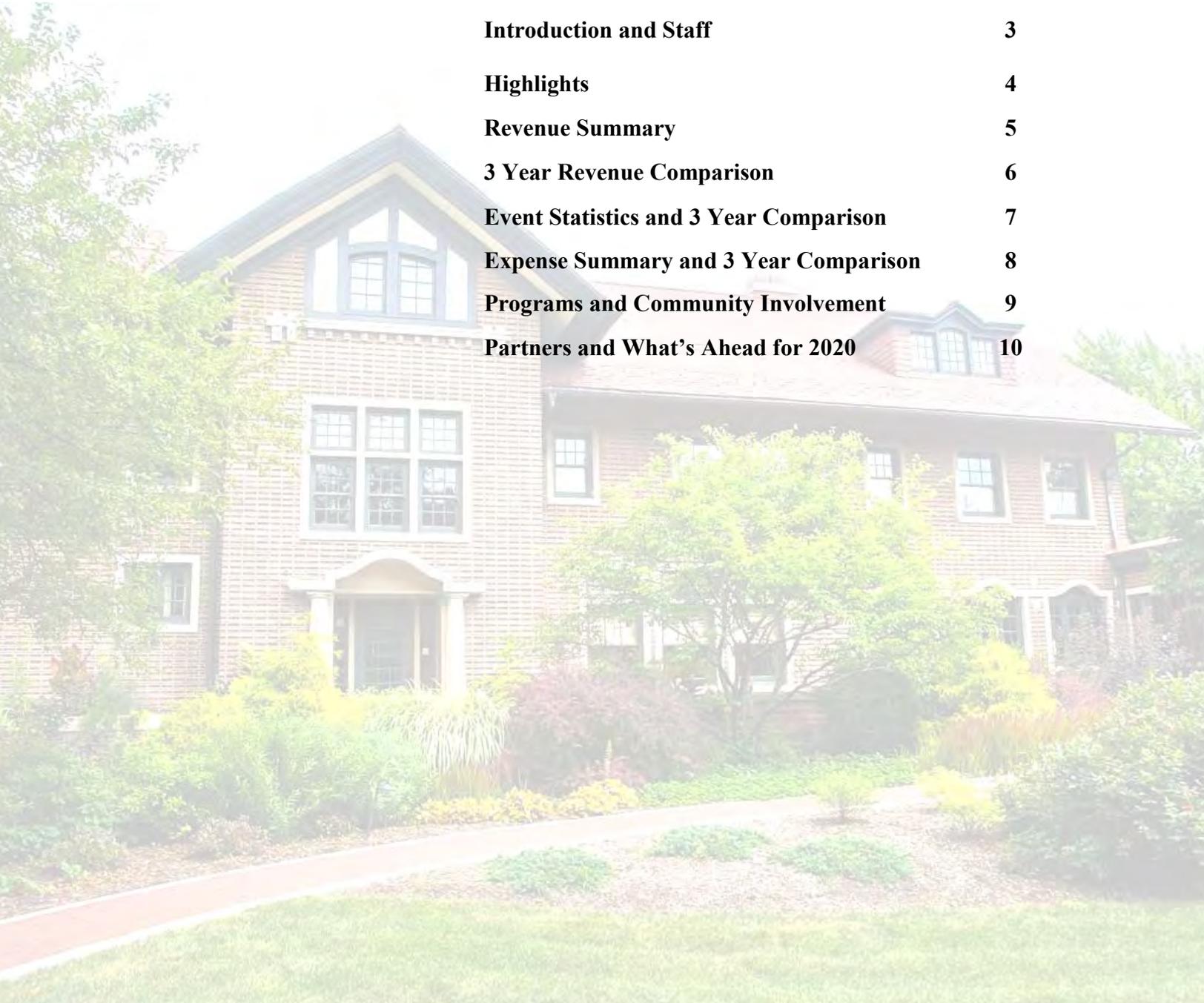
## Annual Facility Report

2019



## TABLE OF CONTENTS

<b>Introduction and Staff</b>	<b>3</b>
<b>Highlights</b>	<b>4</b>
<b>Revenue Summary</b>	<b>5</b>
<b>3 Year Revenue Comparison</b>	<b>6</b>
<b>Event Statistics and 3 Year Comparison</b>	<b>7</b>
<b>Expense Summary and 3 Year Comparison</b>	<b>8</b>
<b>Programs and Community Involvement</b>	<b>9</b>
<b>Partners and What's Ahead for 2020</b>	<b>10</b>



## **INTRODUCTION**

Cheney Mansion was designed by Charles E. White Jr. in 1913 for the Sharpe family. In 1922, Andrew and Mary Dole purchased the home and Elizabeth Cheney, Mary's niece, inherited the mansion in 1949. In 1975, Elizabeth deeded the house to the Park District of Oak Park, and the Park District took possession in 1985.

No funding was designated for its support. Over the last 34 years, the home has been the event site for weddings, corporate parties, film shoots, memorials, bar/bat mitzvahs, fundraisers, meetings, and many other functions. Park District programs and events provide the community with activities for people of all ages and interests.

Built in the FLW Historic District of Oak Park, Cheney Mansion is recognized as an Oak Park Historic Landmark and is a past recipient of the Cavalcade of Pride Award. A 1970 survey of historic buildings in Oak Park describes Cheney Mansion as a "simplified rectilinear design of first rank in architectural quality, significance, and originality." The two plus acres of beautifully-landscaped grounds also include a coach house and a greenhouse.

## **MISSION STATEMENT**

The Park District of Oak Park's historic Cheney Mansion provides a unique venue for recreation programs, special activities, and community events for the enjoyment of Oak Park residents, and is a distinctive locale for private meetings and celebrations.

## **STAFFING**

### **Daily Operations**

In 2019, Cheney Mansion was staffed by one full-time Manager of Operations, Event Supervisors, and additional event staff. Event Supervisors book the events and work with the clients and caterers on execution, as well as manage event attendants working their specific event. They also work programs planned by the Recreation Department, give tours, and maintain client communications.

### **Event Staff**

Depending upon the size of an event, an Event Supervisor is the lead for the event and two to four Event Attendants are scheduled.

- Independent catering staff sets up, breaks down for food and beverage service for private events.
- Cheney Mansion staff facilitate and set up for all ceremonies, work with independent caterers, clients and outside vendors on execution of timelines. Cheney staff perform regular custodial and cleaning requirements for the house, set up, clean, and staff additional programs and events through the Recreation Department.

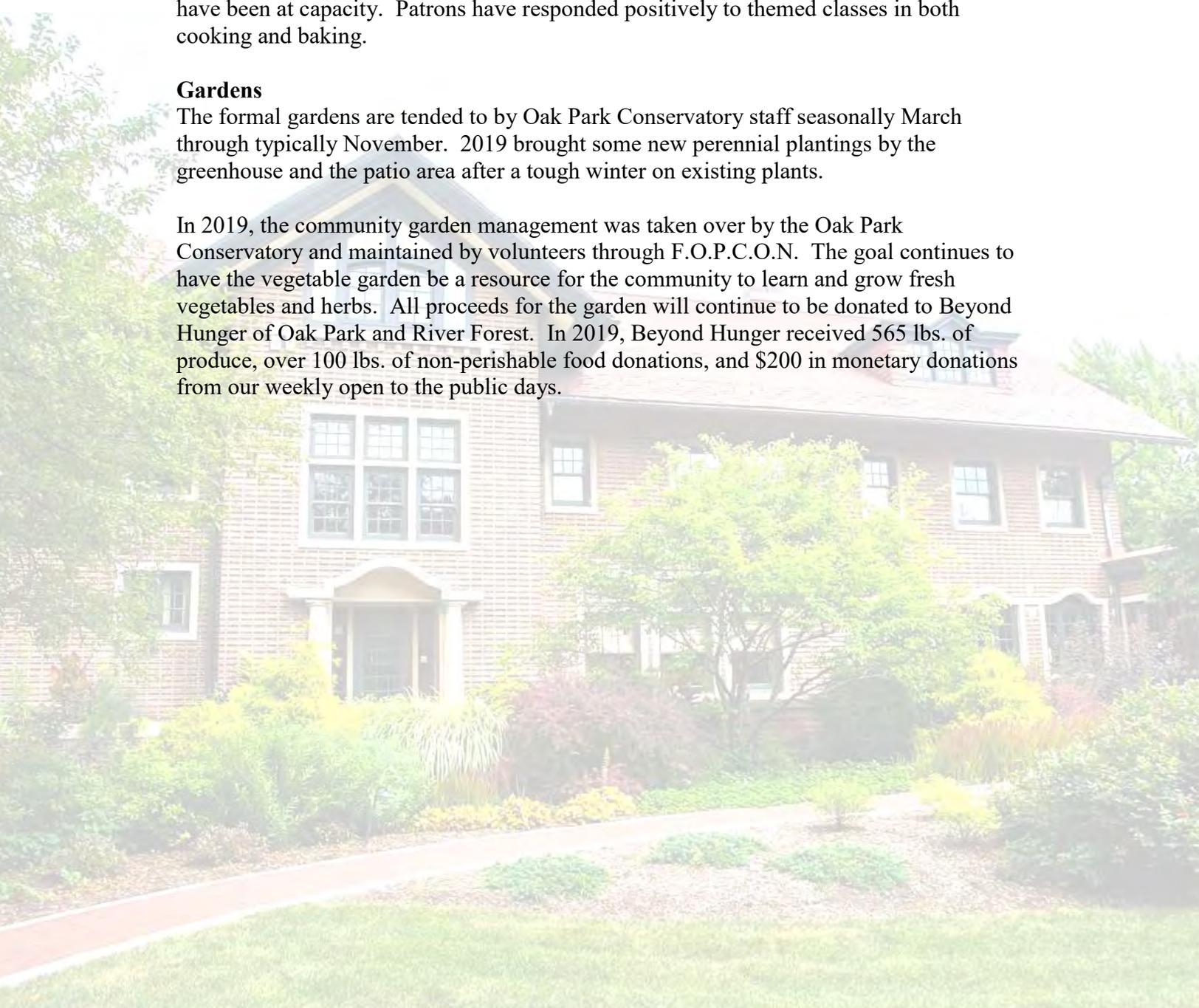
### **Contractual**

The Manager contractually hires a local Chef to conduct adult and teen cooking classes in the Cheney kitchen which continue to grow in popularity. 2019 continued our second year with a local pastry Chef teaching baking classes in the Cheney kitchen and many have been at capacity. Patrons have responded positively to themed classes in both cooking and baking.

### **Gardens**

The formal gardens are tended to by Oak Park Conservatory staff seasonally March through typically November. 2019 brought some new perennial plantings by the greenhouse and the patio area after a tough winter on existing plants.

In 2019, the community garden management was taken over by the Oak Park Conservatory and maintained by volunteers through F.O.P.C.O.N. The goal continues to have the vegetable garden be a resource for the community to learn and grow fresh vegetables and herbs. All proceeds for the garden will continue to be donated to Beyond Hunger of Oak Park and River Forest. In 2019, Beyond Hunger received 565 lbs. of produce, over 100 lbs. of non-perishable food donations, and \$200 in monetary donations from our weekly open to the public days.



## **2019 HIGHLIGHTS**

- Overall rental revenue remained strong again in 2019. Cheney followed an industry trend of a slight downturn in wedding revenue from 2018. However, some of the revenue shortfall was offset through an increase in private parties/celebrations by 18% and corporate event revenue increasing by 53%. Total event rentals held at Cheney in 2019 were 89 versus 83 events in 2018.
- Recreation Program/Event revenue increased 12% over 2018 driven primarily by our adult events for 21+ resident with a variety of interesting and engaging events and programs throughout the year. Partnerships with the Recreation team continued in 2019 with dance and yoga special events and our annual adult Haunted Trolley.
- In 2019, there were some large and unexpected repairs to the Mansion which included replacing a large cement piece from outside the 2nd floor bay window, taking down and repairing the ceiling in the 3<sup>rd</sup> floor ballroom, and re-building the landing leading from the Solarium to the back patio. The front entrance in front of the door was repaired for better drainage of water, re-cementing broken steps, and adding handrails on the front entrance.
- For the 4th year, Cheney Mansion hosted the annual West Suburban Consortium for Academic Excellence-Young Artists Show, with over 1,800 visitors enjoying student produced art on display, even with an unexpected late April snowfall.
- WSSRA continued their summer camp program in June and July of last year at Cheney Mansion.
- In October of 2019, Cheney Mansion again participated in Open House Chicago. This is a city-wide weekend long event where over 200 buildings and facilities are open to the public with free listings of each building in the Chicago Tribune. Cheney hosted 1,562 visitors to the Mansion and the grounds and was one of nine properties in Oak Park participating.
- Festival Theater of Oak Park partnered with Cheney Mansion to host “The Madness of Edgar Allen Poe” for a three week run of performances at Cheney late October through November, Thursdays through Sundays. Performances were sold out with Festival Theater adding additional shows as our event schedule permitted. The run brought in an additional \$3,300 in revenue.
- In 2019, we initiated a post event survey sent to all clients after their event. From our 89 private events, we received a 27% response rate. 92% of responders are promoters and were satisfied with their event, Cheney Mansion, and the staff. 35% of those surveyed did learn about Cheney through our website/google search. 22% of those surveyed said they learned about Cheney through a friend or coworker and 13% said they had attended an event previously at Cheney.

## **REVENUE**

Cheney Mansion collects revenue from four sources: rentals, preferred caterer fees, coach house rental, and recreational programs.

### **Rentals**

The core of Cheney Mansion revenue continues to be weekend wedding/private party rentals. Weddings are the largest share of the revenue base and we have different packages to fit most budgets. The additional space provided by the use of the Greenhouse, lighted patio, and outdoor grounds to the south makes a beautiful setting for evening events. Capacity for weddings are 150-170 for indoor seated meals with our average guest count typically around 100-120. A large tent can be set up in the south gardens for even larger groups during the warm weather months. Cheney provides many amenities as part of our fee which many of our competitors add on.

Revenue has also increased in the past year and a half with the implementation of first floor only rentals and rentals on a room-by-room basis for fundraisers, smaller parties, showers, and corporate events. Flexibility of timeframes and set ups have allowed more frequent and varied rentals and clients utilizing more of the space. Special rentals and Corporate rentals both increased in revenue from 2018.

Cheney Mansion adheres strictly to its hours of operation, ending all events no later than 11pm, ensuring all staff and caterers are off the premises by midnight. As a courtesy to our neighbors, the mansion allows outdoor music on Friday and Saturday evenings only, restricting the volume, type, and end-time while digitally monitoring and tracking sound every 30 minutes. Non- amplified music is allowed until 9pm on Sundays.

### **Programming and Events**

Recreation programs for families, children, and adults continue to be popular at Cheney. There continues to be great collaboration between Recreation Program Supervisors and the Operations Manager at Cheney to have events that also highlight other agency offerings. We have found that adults, particularly, enjoy attending programs and events at Cheney and continue to offer a varied assortment to cater to many interests.

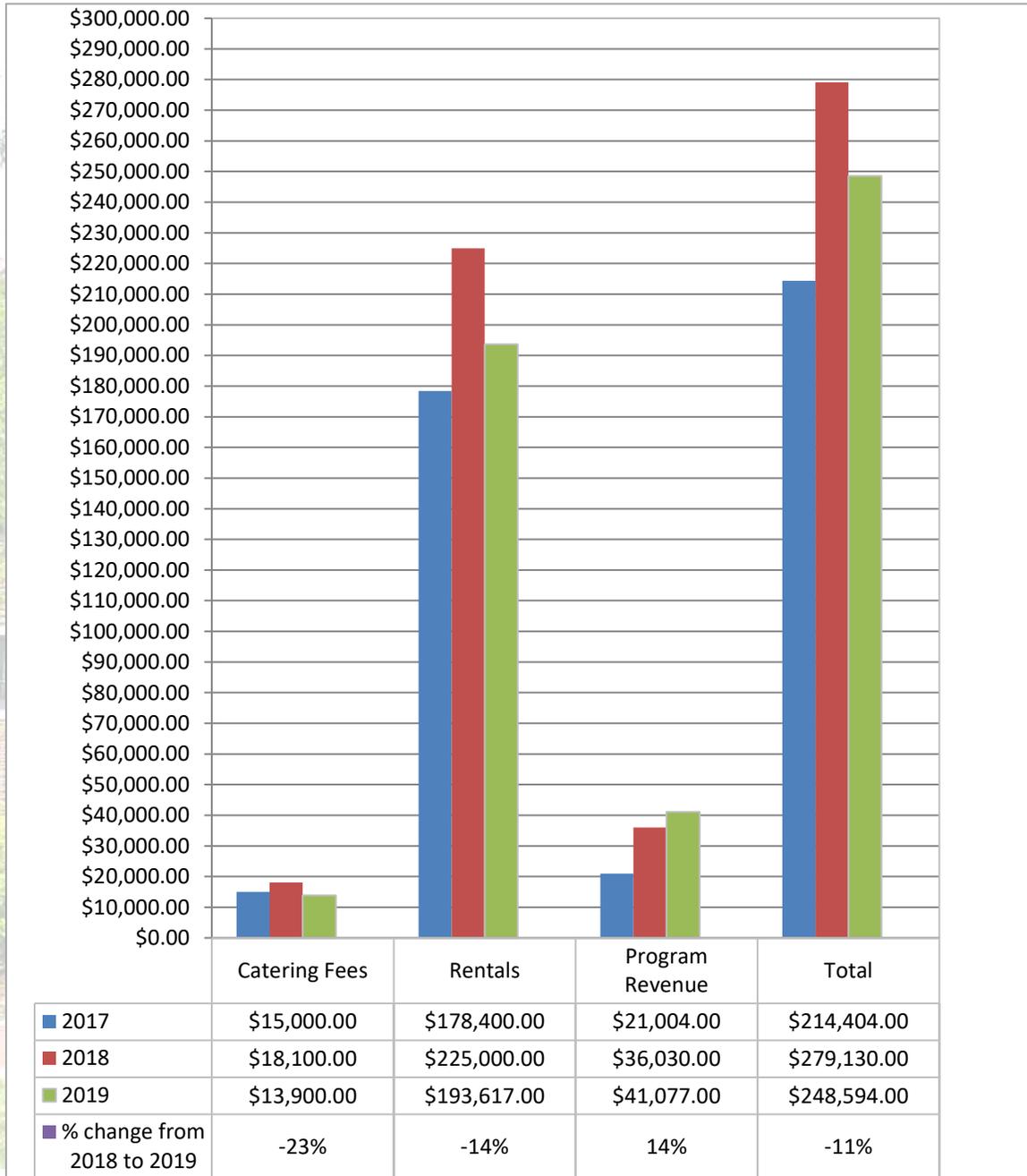
### **Caterers**

Cheney Mansion provides a list of approved caterers to clients. Caterers are reviewed continuously and approved annually. The annual fee for caterers to be listed with Cheney is \$1,700. We maintain copies of all current licensing and insurance for preferred caterers on a regular basis. Clients are allowed to use caterers not on the list, however, there is an additional fee to do so. In 2019, the fee was \$700 in addition to supplying all proper licensing and insurance and sign-off of our catering agreement. In addition to the catering fee, all caterers are required to purchase Special Event liquor licenses (\$50 per event or \$400 yearly) from the Village of Oak Park.

### Coach House

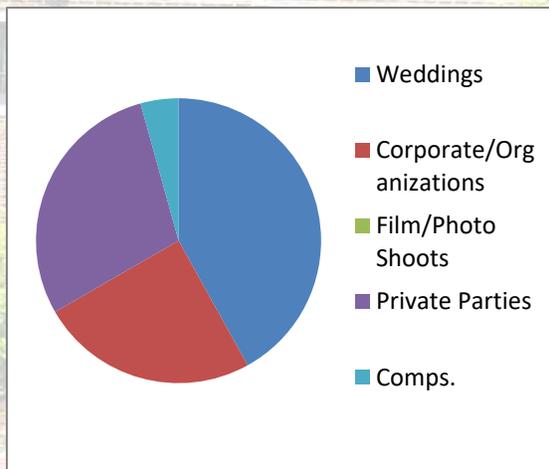
The coach house is leased on a yearly basis, and managed by Oak Park Residence Corporation. The rent for 2019 was \$2,300 per month; (after fees are deducted from Oak Park Residence Corporation).

### 3 -Year Revenue Comparison



## EVENT RENTAL STATISTICS – 2019

- Weddings constituted 44% of the total number of rentals and 66% of revenue dollars.
- Special Rentals constituted 30% of the total number of rentals and 13% of revenue dollars. Revenue for Special rentals was up 4% from 2018, reflecting more rentals coming from smaller parties and celebrations.
- Corporate rentals constituted 26% of the total number of rentals and 9% of revenue dollars. Revenue from corporate rentals was also up 4% from 2018.
- The Coach House rental makes up 11% of our annual revenue.
- Miscellaneous rentals consist of additional charges to clients for add on items as part of their rental. Revenue generated for 2019, was 1% of total revenue dollars.
- Complimentary rentals were provided to the intergovernmental agencies as well as WSSRA and the Garden Club of Oak Park-River Forest.
- A project was slated to close the front entrance of Cheney for a few months. The project was altered and the closing of the front entrance was not needed. However, we lost a few wedding rentals due to the potential closing.



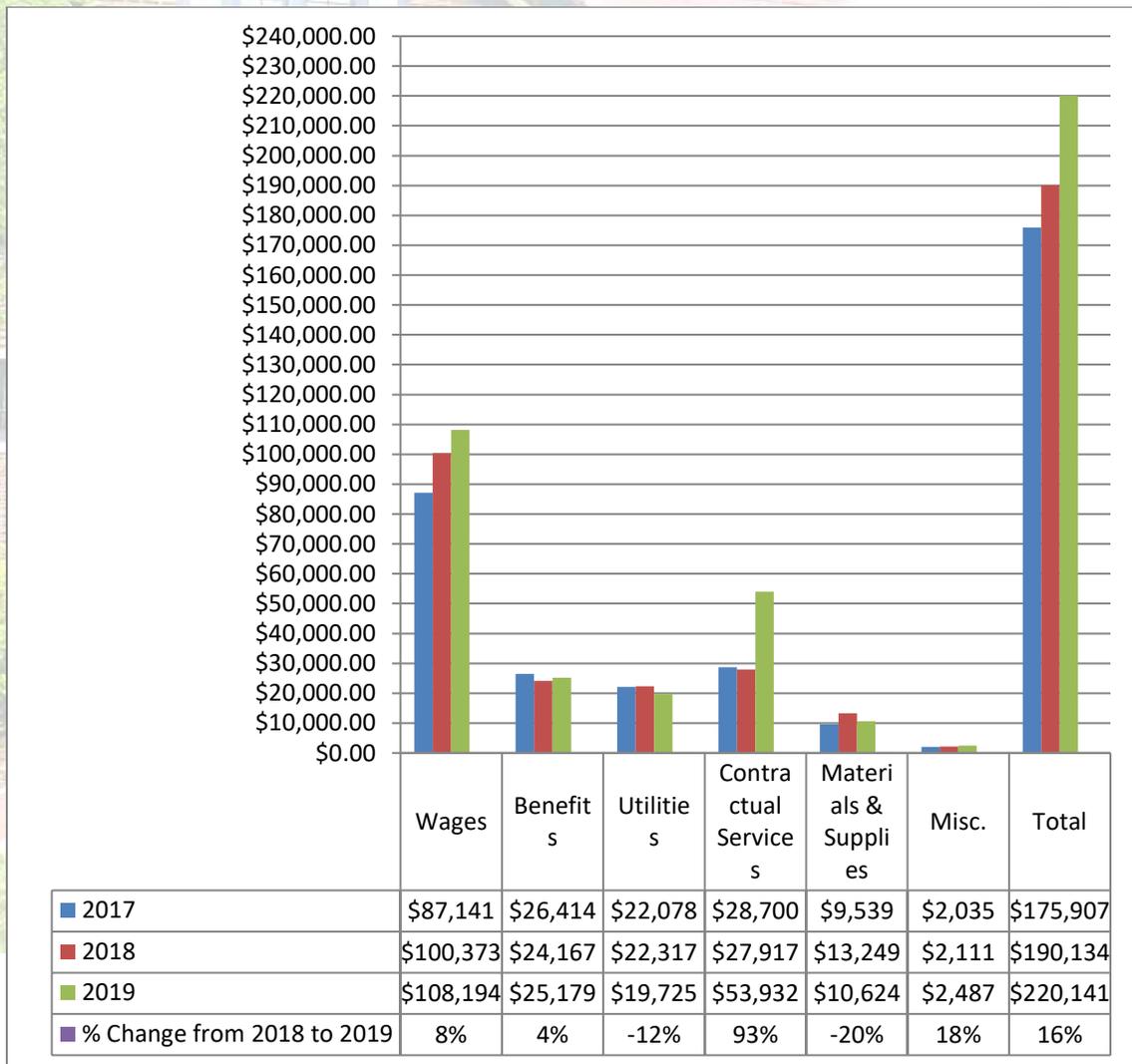
### **2019 Event Rental Totals**

Weddings	39
Corporate	23
Film/Photo Shoots	0
Special Events/Parties	27
Comps	4

# 3 Year Expense Comparison

## EXPENSES

Total expenses for 2019, have increased 16% from 2018. Wages for the full-time staff member did increase for 2019. Programming increases including the addition of the Festival Theater *Poe* performances contributed to an increase in Event Staff wages as well as minimum wage increase for all staff. The decrease in utilities was driven by natural gas with the installation late in 2018, of all new programmable thermostats throughout the house by Parks and Planning. The largest increase in expenses came in the contractual category driven by unplanned emergency repairs needed for the house.



## **PROGRAMS & CLASSES**

The Recreation Department continues to utilize the Mansion for programming with great success. Ballroom Dance continues at Cheney Mansion as do adult nature events, family/community Events, Food and Flick, Bookworms, Yappie hour, active adult activities, kids cooking classes/camps, adult cooking, and baking classes. Our contracted cooking and baking classes for adults continue to be popular and fill up. We continue to seek out local partnerships to create interesting and engaging programs for adults and families to attend at Cheney Mansion. We want to offer the community a variety of choices that appeal to a diverse age group and population.

Holiday events continue to fill our December calendar each year. Breakfast, Lunch, and Tea continued for the 30<sup>th</sup> year in 2019. The Santa Trolley once again was sold out this year with 12 trolley runs over two Sundays in December. The Grinch, Cookies with Santa, and Sensory Sensitive Cookies with Santa were once again full events. Our Family Valentine's Dance continues to sell out and spring brought Brunch with the Bunny for the first time with over 50 attendees. We round out spring family offerings with our annual Mother's Day tea and in 2019, entertained 75 participants with an Alice in Wonderland theme.

Cheney Mansion continued the new schedule of open tour days on Wednesdays, March through May. We then expand to Mondays, Wednesdays, and Fridays, June through August to take advantage of summer out of town visitors. We move back to our regular schedule for September through December.

## **COMMUNITY INVOLVEMENT**

### **Outreach**

- West Suburban Consortium for Academic Excellence also held their annual art show at the end of April.
- WSSRA held their annual Falling for Our Stars Fundraiser in November.
- WSSRA held two of their day camps in the summer.
- Beyond Hunger of Oak Park and River Forest receive proceeds from our open to the public donations throughout the year and the produce from the Community Garden

## **PARK DISTRICT PARTNERS**

The Cheney Mansion is consistently used by other Park District of Oak Park departments for programs, special events or training.

- PDRMA Screening
- Valentine's Family Event
- Adult Nature Programs
- Mother's Day Tea
- Dance lessons
- Bookworms
- Food & Flicks
- Active Adult Events
- The Haunted Trolley
- Adult Special Events
- WSSRA Falling for Our Stars Gala
- Multiple Staff Trainings
- Annual Thanksgiving Pot Luck and July BBQ
- Multiple Holiday Events throughout December
- Senior Holiday Lunch

## **WHAT'S AHEAD FOR 2020?**

- The COVID crisis has had an impact on our rentals and programs March thru August thus far. Many private events have been re-scheduled for 2021 with current bookings, September through December, to be determined based on state and local guidelines and if clients want to adjust their event to those or re-book for a future date.
- We have worked with Marketing to add back a second wedding lead generating site as part of our marketing budget as well as planned social posts regarding events.
- Working with marketing and innovation on a deeper look into the consumer analytics on our website as Google searches and our website our driving one third of our leads.
- Creating the Petite Wedding Package to tailor to small weddings which will offer venue, catering and décor for a set price. We have partnered with a specific caterer to off this complete package for smaller weddings off peak.
- Continued collaboration within Recreation to bring combined programs to Cheney exposing both the venue and our instructors and activities to the community.
- Growing cultural collaborations within the community with the Oak Park Historical Museum, the Oak Park River Forest Symphony, and Festival Theater.
- Continued work with Parks and Planning team annually compiling a list of improvements to the house. The rear driveway is slated to be expanded to make entrance easier.