



PARK DISTRICT of OAK PARK

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

Thursday, November 2, 2023, 7:30pm

AGENDA

I. Call to Order/Roll Call

II. Public Comment

Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.

III. Public Hearing – Tax Levy

1. Review of Proposed 2023 Tax Levy*
2. Public Comment
3. Adjournment of Public Hearing back to the Committee of the Whole

IV. Parks and Planning Committee – Commissioner Worley-Hood

- A. Fox Master Plan Review Update

V. Recreation and Facility Program Committee – Commissioner Lentz

VI. Administration and Finance Committee – Commissioner Wick

- A. 2023 Performance Measure 3rd Quarter Review*
- B. Working Budget – Departmental Goals 2024*
- C. 2023 Tax Year Levy – Abatement Ordinance for 2019/2020 Bond*
- D. Budget and Appropriation Ordinance 2024*
- E. Credentials Certificate for the IAPD Annual Meeting*
- F. Personnel Policy Manual Update*
- G. Administrative and Board Policy Manual Update*
- H. Safety Manual Update*
- I. Crisis Management Plan Update*
- J. Pleasant Home Foundation Agreement Update

VII. New Business

VIII. Closed Session

IX. Adjournment

* Indicates information attached.

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

Update/Recap indicates verbal report provided at meeting no materials attached.

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) 725-2017 or via email at Edith.Wood@pdop.org.

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



Memo

Review of Proposed 2023 Tax Levy

Memo

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

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 21, 2023

Re: 2023 Tax Levy



Statement

The District funds part of its operations through property taxes (50%). Annually, the Board must approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Tax Levy Ordinance provides funds for the next year's operations. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index (CPI) or 5%, whichever is less. The 2023 tax year levy PTELL limit is 5%.

Discussion

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

Rate limits mean the tax line in question may not exceed a certain percentage of the total equalized assessed valuation (EAV) of the District. Rate limits have not been a concern in recent years because EAV in the District has increased faster than CPI. For tax year 2023 staff was directed to increase this year's tax levy by 5% to capture CPI and to elect the 1.5% allowance for new construction for a total of 6.5%. That means there will be a \$11.16 increase per \$100,000 of EAV.

Recommendation

Staff recommends the Board approve the 2023 Tax Levy.

Attachment: 2023 Tax Levy

**PARK DISTRICT OF OAK
ORDINANCE NO. 2023-11-01**

**ANNUAL TAX LEVY ORDINANCE
FOR THE 2023 TAX YEAR**

WHEREAS, the Board of Commissioners of the Park District of Oak Park has ascertained that the total amount of appropriations and amounts deemed necessary to defray expenses and liabilities for all of the Park District's corporate purposes to be provided for by the tax levy for the 2023 tax year is \$12,397,846;

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

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

Section 2. Tax Levy. There shall be and is hereby levied on all taxable property within the limits of the Park District of Oak Park for the 2023 tax year the sum of \$12,397,846 or so much thereof as may be authorized by law, as set forth below and in Exhibit A attached to and by this reference incorporated into this Ordinance.

Corporate	- \$6,036,431
Recreation	- \$5,270,003
IMRF	- \$176,475
Auditing	- \$32,382
Liability Insurance	- \$329,227
Museum Fund	- \$74,188
Handicapped Fund	- \$479,141

Section 3. Filing with County Clerk. The Secretary of the Board of Commissioners is hereby authorized and directed to file a certified copy of this Ordinance with the County Clerk of Cook County within the time specified by State law and prior to December 31, 2023.

Section 4. Budget and Appropriations. As provided in Section 4-4 of the Illinois Park District Code, 70 ILCS 1205/4-4, any failure of the Board of Commissioners to have properly adopted an annual budget and appropriation ordinance shall not affect the validity of this Ordinance. The Park District's Annual Budget and Appropriation Ordinance for the 2024 fiscal year is not intended or required to be in support of or in relation to this Ordinance.

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

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

PASSED this 16th day of November 2023

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 16th day of November 2023

By: _____
Kassie Porreca, Park Board President

ATTEST:

Sandy Lentz, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

TRUTH IN TAXATION
CERTIFICATE OF COMPLIANCE

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

This certificate applies to the 2023 tax levy.

November 16, 2023

Kassie Porreca, President
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

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

I also certify that the foregoing ordinance is a true and correct copy of the “ANNUAL TAX LEVY ORDINANCE FOR THE 2023 TAX YEAR” of the Park District of Oak Park, adopted at a duly called regular meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park at 7:30 p.m. on the 16th day of November 2023.

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

November 16, 2023

Sandy Lentz, Secretary
Board of Park Commissioners

(SEAL)

ATTACHMENT A
TO ANNUAL TAX LEVY ORDINANCE
FOR THE 2023 TAX YEAR
(FUNDS AND PURPOSES)

I. CORPORATE FUND

A. ADMINISTRATION

1. SALARIES	1,067,940
2. CONTRACTUAL SERVICES	837,106
3. MATERIALS	105,600
4. SOCIAL SECURITY	730,000
5. INSURANCE	-
6. UTILITIES	108,000
	<u>2,848,646</u>

D. CONSERVATORY

1. SALARIES	198,765
2. INSURANCE	73,182
3. UTILITIES	42,800
	<u>314,747</u>

C. PARKS & PLANNING

1. SALARIES	1,627,411
2. CONTRACTUAL SERVICES	722,085
3. INSURANCE	302,042
4. UTILITIES	221,500
	<u>2,873,038</u>

CORPORATE TOTAL \$ 6,036,431

II. RECREATION FUND

A. ADMINISTRATION

1. SALARIES	1,062,297
2. INSURANCE	-
3. DEBT SERVICE	-
4. CAPITAL IMPROVEMENTS	1,280,197
	<u>2,342,494</u>

B. COMMUNITIONS AND MARKETING

1. SALARIES	237,214
2. CONTRACTUAL SERVICES	140,440
3. INSURANCE	46,378
	<u>424,032</u>

B. CUSTOMER SERVICE

1. SALARIES	\$ 374,776
2. INSURANCE	55,458
	<u>\$ 430,234</u>

C. PROGRAMS

1. SALARIES	\$ 2,073,243
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RECREATION TOTAL \$ 5,270,003

III. MUSEUM FUND

1. CONTRACTUAL SERVICES	\$	51,988	
2. UTILITIES	\$	22,200	
MUSEUM TOTAL	\$	74,188	

IV. PUBLIC AUDIT FUND

1. AUDITING EXPENSES	\$	32,382	
PUBLIC AUDIT TOTAL	\$	32,382	

V. SPECIAL RECREATION

1. PAYMENT OF PARK DISTRICT'S SHARE OF THE EXPENSES FOR THE WEST SUBURBAN SPECIAL RECREATION ASSOCIATION	\$	479,141	
SPECIAL RECREATION TOTAL	\$	479,141	

VI. ILLINOIS MUNICIPAL RETIREMENT FUND

1. ILLINOIS MUNICIPAL RETIREMENT FUND	\$	176,475	
ILLINOIS MUNICIPAL RETIREMENT FUND TOTAL	\$	176,475	

VII. LIABILITY INSURANCE FUND

1. LIABILITY INSURANCE/RISK MANAGEMENT	\$	329,227	
LIABILITY INSURANCE FUND TOTAL	\$	329,227	

TOTAL ALL FUNDS \$ 12,397,847



Memo

2023 Performance Measure

3rd Quarter Review



PARK DISTRICT
of OAK PARK

Memo

To: Board of Park Commissioners

From: Mitch Bowlin, Finance Director

CC: Jan Arnold, Executive Director

Date: October 26, 2023

Re: 2023 Quarter 3 Performance Measures Report



Statement

A well-defined system of performance measures can be a powerful means for setting organizational priorities and can assist with tracking progress towards improving them. Beyond monitoring completion of goals, these measures can also allow an organization to see the impact of any special initiatives and their return on investment for the organization and the community.

Discussion

For the ninth year, the Park District has been measuring a set of organizational performance measures. Results are reviewed frequently by staff, including at quarterly performance measurement meetings. Discussion will include financial data, volunteer hours, parks report card, utilities, and goal performance.

Recommendation

Mitch Bowlin, Finance Director, will present an update regarding the status of performance measures.

Attachment: MPower 3rd Quarter Review



PARK DISTRICT
of OAK PARK



MPOWER 2023 Q3 UPDATE

WHY MEASURE OUR PERFORMANCE?



**DEMONSTRATE
PROGRESS**



**DETERMINE
EFFECTIVENESS**



**COMMUNICATE
PRIORITIES**



**COMPARE PRESENT TO PAST
AND FUTURE PERFORMANCE**



**DIRECTION TO
ALLOCATE RESOURCES**



**TRANSPARENCY AND
ACCOUNTABILITY**

DECISION-MAKING

Staff meets quarterly to review positive and negative data trends

Identify reasons for trends

Celebrate the wins and identify potential actions to improve



BOARD UPDATES

The Board receives an update quarterly

OVERALL GOAL PERFORMANCE YTD

2023 Strategic Plan Goals

Completed (66.67%) In Progress (33.33%)



2023 Budget Goals

Cancelled/Deferred (1.37%) Completed (58.9%)
In Progress (39.73%)



The Park District has started or completed all of its strategic goals. 59% of the 2023 budget goals are completed with an additional 40% in progress. 24% of the in progress goals are fund balance goals that cannot be closed out until the 2023 audit is complete. There has been one goal cancelled this year due to part time staffing levels.

MEETING OUR MISSION

PROGRAM REGISTRATIONS



**Previous Years at
this Time:**

2022:
69,496

2021:
58,934

The Park District defines the measurement as the total number of program and event registrations sold in the current year through the Park District's recreation software, after any cancellations or refunds have been processed. This measure does not include participation in drop-in programs not requiring registration, including special events.

What outcome are we trying to achieve?

- Meeting our mission
- Serving our community
- Revenue generation

Who are the stakeholders impacted?

- Program participants and staff

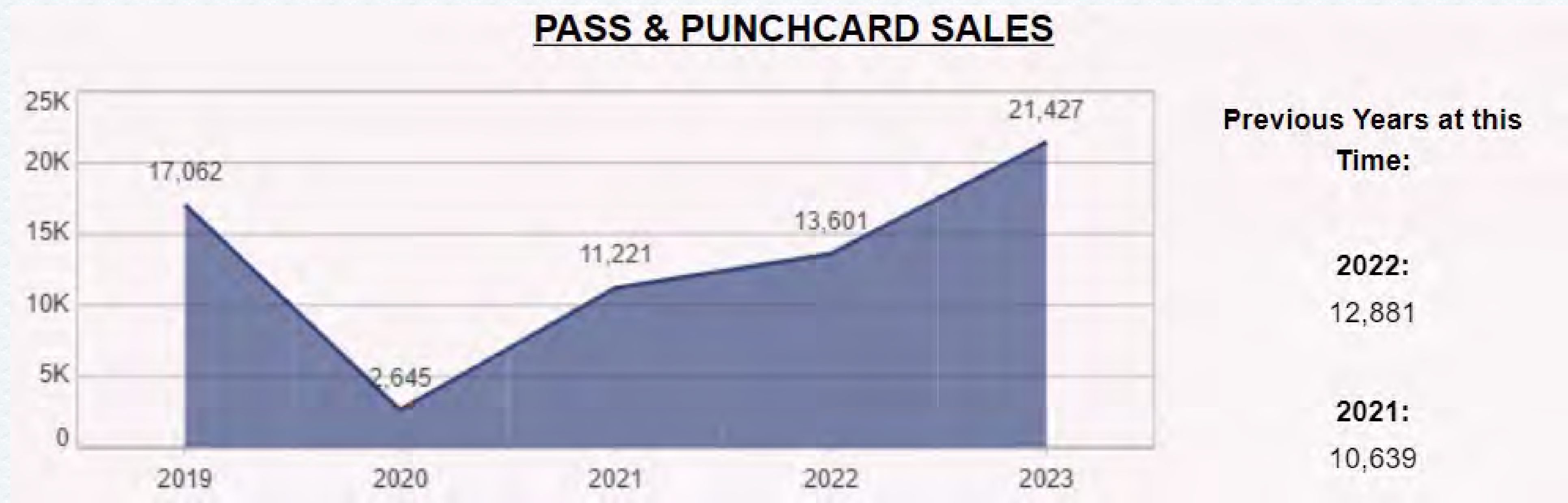
What does the data say?

- Year to date program registrations are down from 2022
- Despite program registrations being down, program revenue is up 16.5%

What is causing the data trend?

- FLW registrations need to be entered in manually and that has not been done yet
- Differences in the way certain programs are stored as data (drop in vs sessions)

MEETING OUR MISSION



The Park District defines the measurement as the total number of passes and punch cards sold in the current year through the Park District's recreation software. This measure does not include replacement passes sold for a lost ID card.

What outcome are we trying to achieve?

- Meeting our mission
- Revenue generation

Who are the stakeholders impacted?

- Pass holders and staff

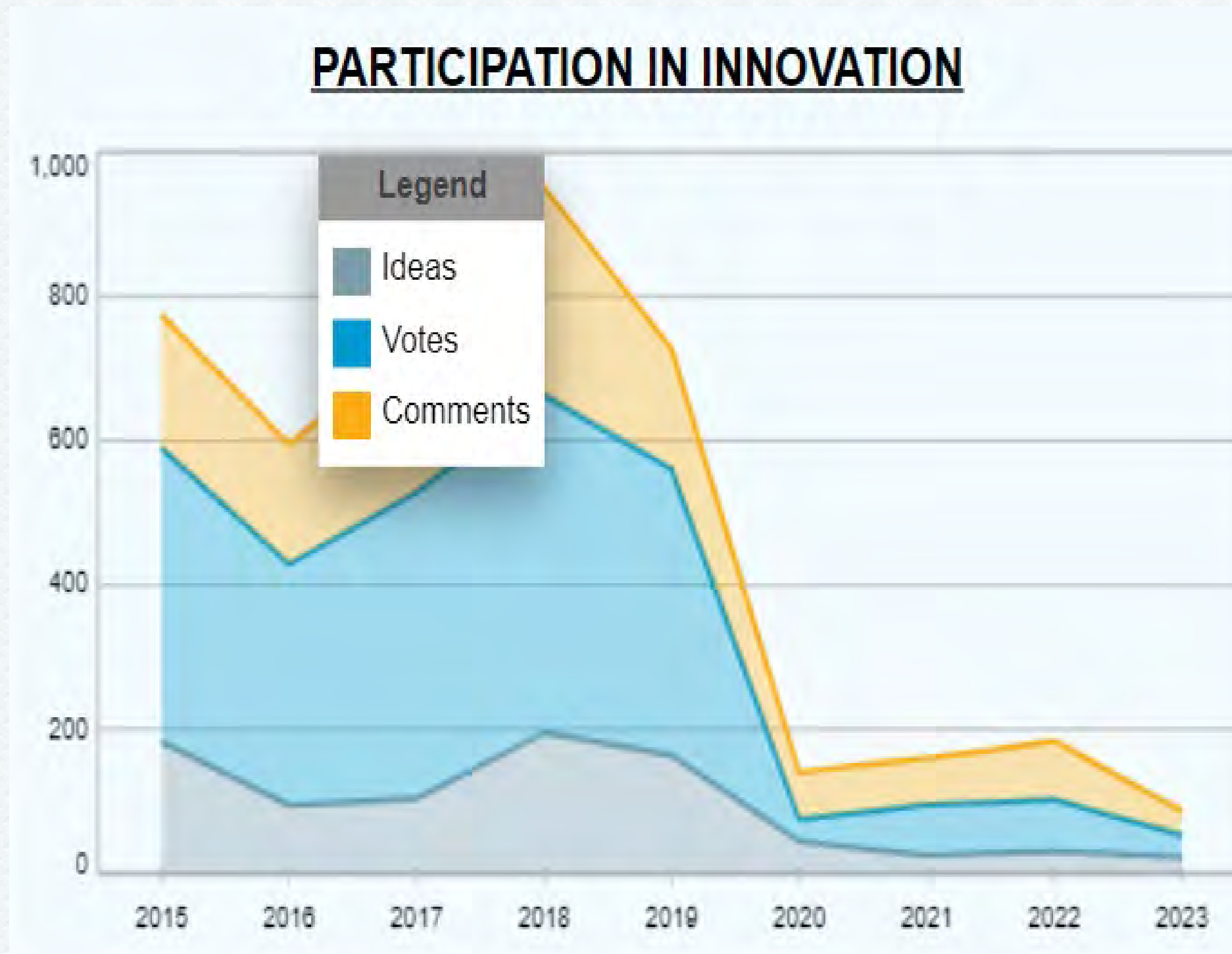
What does the data say?

- Overall pass sales have increased dramatically with the opening of the CRC

What is causing the data trend?

- The District now has a fitness center
- Free walking track memberships are also included in this number
- Pool pass numbers have also increased for the last two years

ORGANIZATIONAL EXCELLENCE



What outcome are we trying to achieve?

- Organizational Excellence

Who are the stakeholders impacted?

- Staff

What does the data say?

- Participation on Launchpad has dropped sharply since COVID

What is causing the data trend?

- The Big Ideas program is no longer available
- Lack of staff in some cases requires people to cover multiple responsibilities and does not allow time for innovation

What actions have we taken?

- \$5,000 has been allocated in the 2024 budget to bring back the Big Ideas program
- Staff discussed adding an innovation action item to their meeting agendas



Memo

Working Budget – Departmental Goals 2024

Memo

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

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: October 21, 2023

Re: 2024 Working Budget – Department Goals



Statement

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

Discussion

The backbone of the District's operating budget is the departmental goals that staff develops based on the District's strategic goals. The attached department cover sheets include both the 2023 departmental goals assessment and the 2024 departmental goals. These departmental goals are developed prior to staff working on the financial aspect of the budget and guide staff during the budget process.

The Park District Code requires that the Board adopt a budget and appropriation ordinance that sets forth the spending limits for the next fiscal year. This ordinance however, does not formally adopt the departmental goals that are developed by staff in the working budget. The working budget that staff has presented to the board at both the September 28 and October 5 meetings is the document staff follows when making operational decisions.

Recommendation

Staff recommends the approval of the 2024 Working Budget-Departmental Goals.

Attachment: 2024 Working Budget-Department Goals

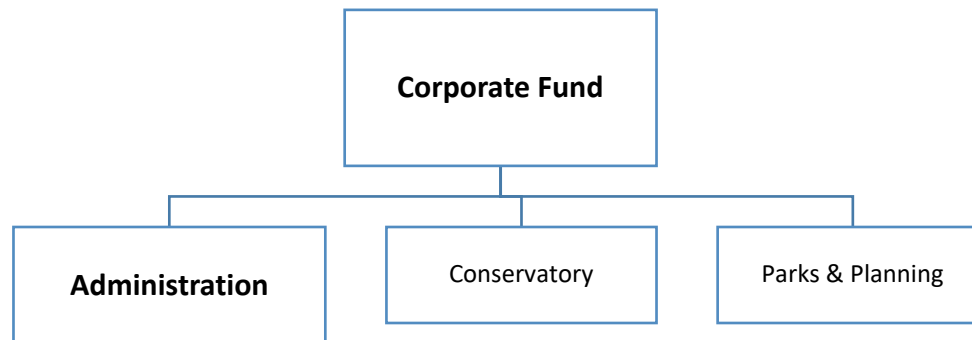
ADMINISTRATION

Statement of Service

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

Description

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



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

Administration**2023 RESULTS***Accomplished:*

- ✓ Completion of a compensation and benefits study for full time and part time staff.
- ✓ Provided a safe and welcoming space for all using technology available through Amilia at the CRC.
- ✓ Reviewed rental fee structures and implemented increases.
- ✓ Evaluated the possible efficiencies and improvements within PDOP tech systems via Microsoft Office 365 in our data visualization platforms, and decided to move the District's dashboards to Microsoft Power BI.

In Progress:

- Develop and implement a training series for PDOP standards on supervising staff.
 - This goal is delayed due to the direction of customer service training and maternity leave. We updated the customer service training goal for 2023 to have the training content created in house and delivered in house. That goal to provide phase 1 of customer service training for CRC staff and summer seasonal employees completed. We are now moving forward with FT and PT year-round staff.
- Investigate CCDF (Child Care Development Fund) funding for 2023 camps and 2023-2024 afterschool by January 15, 2023.
 - This goal was delayed due to the CRC opening in 2023. There will be a recommendation by the end of the year in order to have any potential forms in place prior to 2024 camp registration.



Park District Board Meeting

Administration**2024 GOALS*****Community & Customer Focused***

1. Create a landing page for new residents and new customers on the District's website by that will lead to a 2% increase in household by December 31, 2024.
Performance Measure: Households served

Organizational Excellence

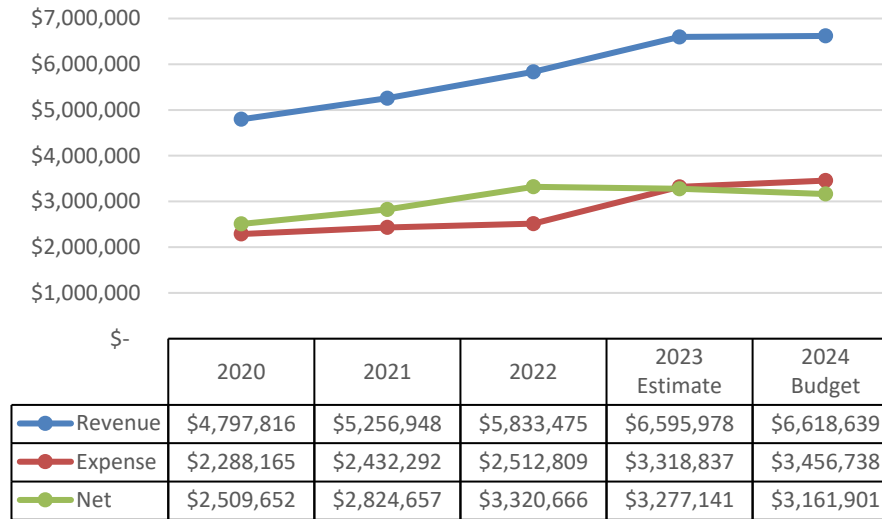
1. Complete a new strategic and comprehensive five-year plan by November 21, 2024.
Performance Measure: Board approval of new plan at the November 2024 Board meeting.
2. Convert the District's online dashboards to Microsoft Power BI by April 1, 2024.
Performance Measure: Internal service satisfaction scores

Staff Excellence

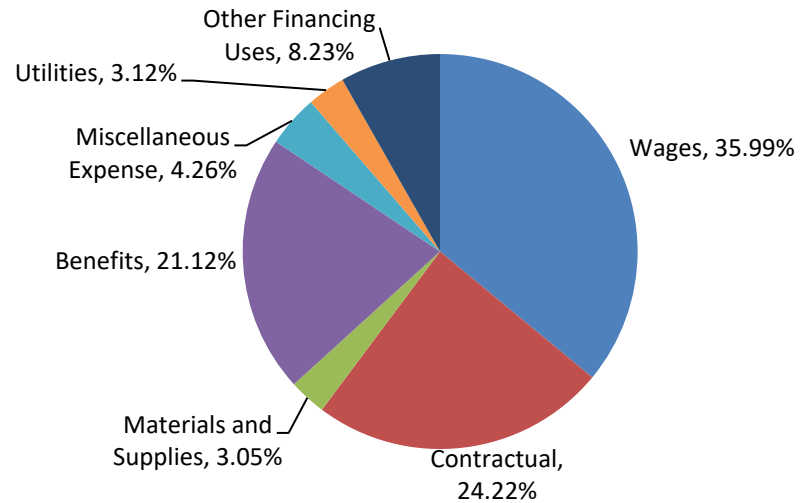
1. Develop and implement a training series with five key components on supervising staff by April 1, 2024.
Performance Measure: Training satisfaction scores
2. Establish core competencies at each level in the agency and implement a minimum of two trainings by December 31, 2024.
Performance Measure: Training satisfaction scores

Administration

Historical Analysis



2024 Expense Distribution



Administration
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Tax Receipts	\$4,516,880	\$4,936,790	\$4,934,581	\$5,475,978	\$5,808,639
Intergovernmental Revenue	\$163,152	\$286,415	\$579,507	\$500,000	\$400,000
Miscellaneous Revenue	\$117,784	\$33,743	\$319,387	\$620,000	\$410,000
Sponsorship & Donations	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$4,797,816	\$5,256,948	\$5,833,475	\$6,595,978	\$6,618,639
Wages	\$799,324	\$754,576	\$852,952	\$991,400	\$1,244,230
Contractual	\$504,155	\$490,138	\$468,067	\$663,000	\$837,106
Materials and Supplies	\$19,504	\$32,292	\$52,332	\$89,500	\$105,600
Benefits	\$327,626	\$418,893	\$477,374	\$609,000	\$730,000
Miscellaneous Expense	\$49,688	\$44,965	\$80,791	\$107,150	\$147,346
Utilities	\$116,123	\$116,117	\$131,148	\$106,000	\$108,000
Other Financing Uses	\$471,746	\$575,311	\$450,146	\$752,787	\$284,456
Total Expenses	\$2,288,165	\$2,432,292	\$2,512,809	\$3,318,837	\$3,456,738
Net	\$2,509,652	\$2,824,657	\$3,320,666	\$3,277,141	\$3,161,901

**Other Financing Uses: Employee Health Insurance Transfer, Capital Projects Contribution*

CONSERVATORY

Statement of Service

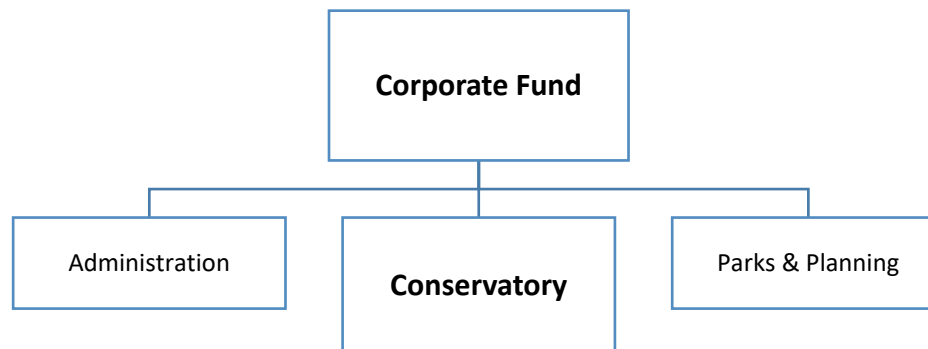
The Oak Park Conservatory promotes nature education through programming and events for the Oak Park community.

Description

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

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

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



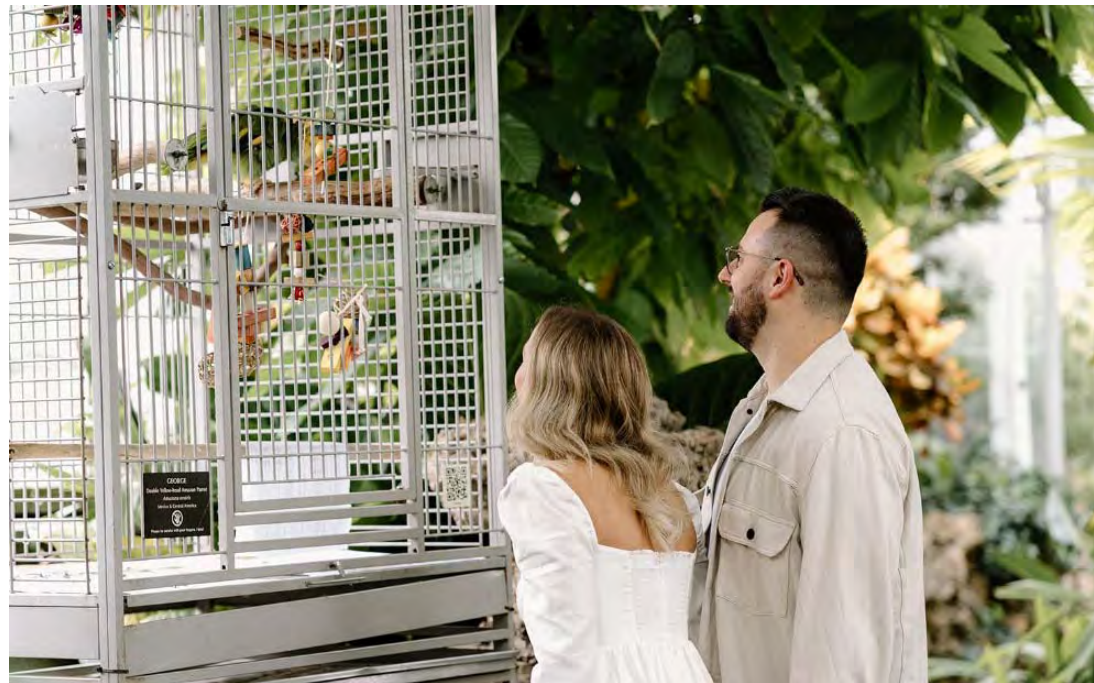
Fund > Department Chart: The above chart indicates the fund and each of the departments it supports.

Conservatory

2023 RESULTS

Accomplished:

- ✓ Brought the maintenance of the Park District's tree care under the Conservatory's umbrella, training two employees to become ISA certified arborists
- ✓ Milkweed seedlings were grown at the Conservatory by seed collected from the parks during the winter. Milkweed seedlings were given out to the community in June during National pollinator week. Many events were held throughout the week including a pollinator plant sale, tour of Taylor wetland, pollinators for apartment living, and nature pals.
- ✓ Installed a drip irrigation system in a Conservatory Greenhouse, reducing water consumption and labor required to water plants by 120 hours of labor.



George the Parrot

Conservatory**2024 GOALS****Community & Customer Focused**

1. Offer four tours of our parks' natural areas to at least 50 participants from the community by December 31, 2024 to educate the community about the district's pollinator habitats.
Performance Measure: Adult participation
2. Reinstall the Plant Help Desk at the Conservatory, offering at least 60 hours of free plant help clinics by December 31, 2024.
Performance Measure: Number of visits to the facility

Organizational Excellence

1. Increase volunteer hours by 10% by offering two new volunteer opportunities prior to December 31, 2024.
Performance Measure: Volunteer hours on the dashboard

Quality Infrastructure Management

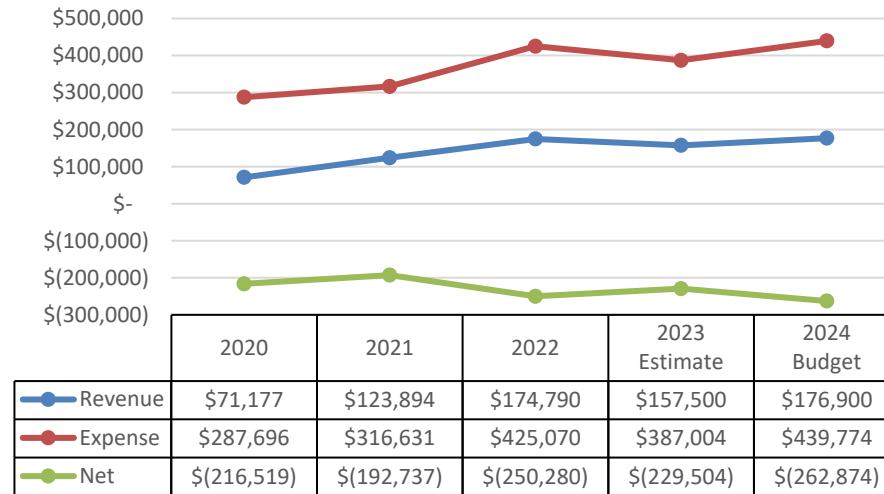
1. Redesign and install plantings at Cheney Garden's Southeast property, growing and installing 450 new plantings by September 30, 2024.
Performance Measure: Parks report card scores

Financial Strength

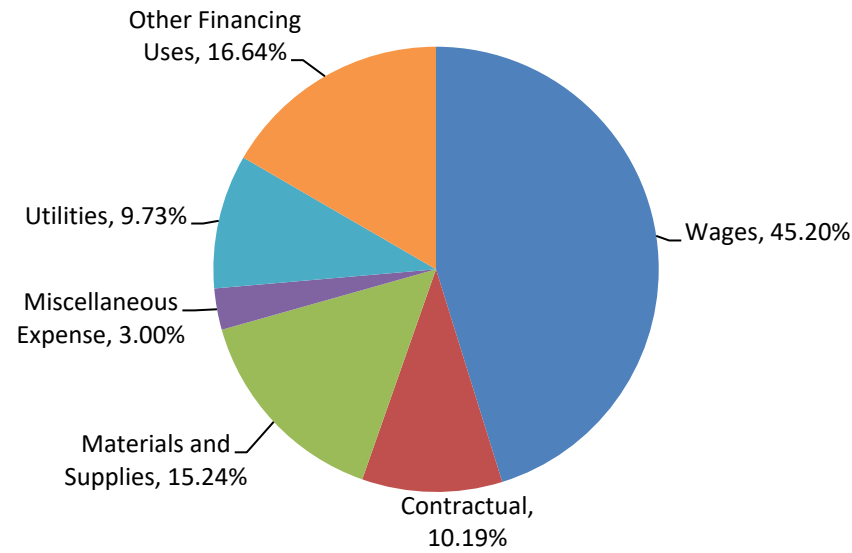
1. Offer Oak Park Conservatory branded merchandise to visitors to increase visibility of the Conservatory and provide a new revenue opportunity, selling at least \$1,500 worth of merchandise by December 31, 2024.
Performance Measure: Fees and charges

Conservatory

Historical Analysis



2024 Expense Distribution



Conservatory
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Fees and Charges	\$39,381	\$45,052	\$56,569	\$52,200	\$62,000
Intergovernmental	\$0	\$0	\$0	\$0	\$0
Rental Income	\$12,307	\$35,014	\$78,220	\$55,000	\$58,000
Sponsorship & Donations	\$14,289	\$24,701	\$19,885	\$30,000	\$32,400
Program Revenue	\$5,200	\$19,126	\$20,116	\$20,300	\$24,500
Total Revenue	\$71,177	\$123,894	\$174,790	\$157,500	\$176,900
Wages	\$143,121	\$157,626	\$179,927	\$135,400	\$198,765
Contractual	\$39,583	\$21,792	\$31,009	\$36,700	\$44,800
Materials and Supplies	\$40,048	\$49,326	\$57,617	\$61,300	\$67,040
Miscellaneous Expense	\$6,480	\$8,083	\$10,374	\$8,900	\$13,187
Utilities	\$31,365	\$37,611	\$47,143	\$40,250	\$42,800
Other Financing Uses*	\$27,099	\$42,194	\$99,000	\$104,454	\$73,182
Total Expenses	\$287,696	\$316,631	\$425,070	\$387,004	\$439,774
Net	(\$216,519)	(\$192,737)	(\$250,280)	(\$229,504)	(\$262,874)

*Other Financing Uses: Employee Health Insurance Transfer

PARKS & PLANNING

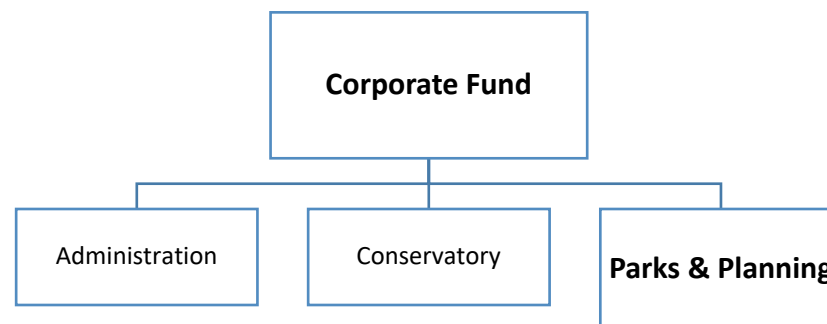
Statement of Service

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

Description

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

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



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

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

PARKS & PLANNING**2023 RESULTS***Accomplished:*

- ✓ Conducted electrical system capacity survey of all facilities to determine our capacity for moving towards all electric facilities where possible.
- ✓ Set up CRC facility with all equipment, shelving and operational needs for the opening of the new facility and trained staff on building operation and equipment maintenance.
- ✓ Hired one new full-time General Maintenance worker for the buildings team.

In Progress/Delayed:

- Install EV Charging stations at the lot at 228-230 Madison and lighting routed from 218 Madison by May 1, 2023.
 - Lot construction was delayed based off of CRC timing and will be completed by December 1st. Staff put in for charging station grants with both Cook County and the state of Illinois. We are waiting to hear back before using capital dollars for the work. This will be completed by the end of the year.



Mower at Fox Park

PARKS & PLANNING**2024 GOALS****Quality Infrastructure Management**

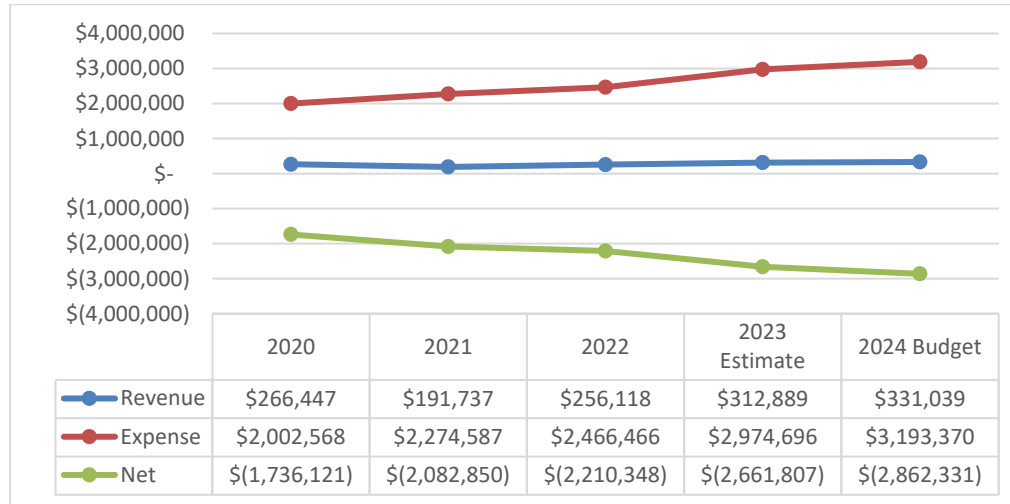
1. Complete tuckpointing on the exterior of Cheney Mansion, determine power needs for the upcoming geothermal install, perform electrical upgrades, and investigate a major fountain leak by October 15, 2024.
Performance Measure: Facility report card
2. Add lighting controls to the last remaining parks currently not controlled by October 1, 2024.
Performance Measure: Kilowatts used.
3. Determine necessary EV charger types and locations in shop and install in two locations by December 1, 2024.
Performance Measure: Gallons of fuel used
4. Install five Pelican controllers and three Hydrowise controllers that will allow staff to control our system remotely, set schedules, and tie it into weather data by July 2024.
Performance Measure: Gallons of water used

Customer & Community Focused

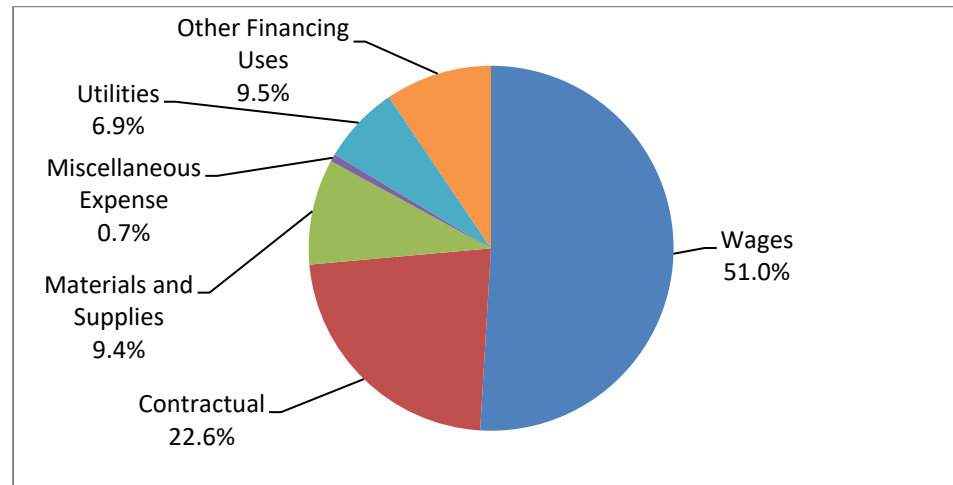
1. Research new ideas for nature play areas, design a layout and install the design at Carroll Park by September 1, 2024.
Performance Measure: Customer satisfaction survey
2. Coordinate with Housing Forward and the Oak Park Mental Health Board to offer a minimum of two training topics, with training booked and completed no later than June 1, 2024.
Performance Measure: Employee training satisfaction survey

PARKS & PLANNING

Historical Analysis



2024 Expense Distribution



PARKS & PLANNING
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Fees and Charges	\$34,740	\$108,237	\$120,895	\$150,000	\$150,000
Intergovernmental	\$112,460	\$28,200	\$67,252	\$70,000	\$85,000
Rental Income	\$41,934	\$48,160	\$47,603	\$62,889	\$61,039
Miscellaneous Revenue	\$77,314	\$7,140	\$20,368	\$30,000	\$35,000
Total Revenue	\$266,447	\$191,737	\$256,118	\$312,889	\$331,039
Wages	\$1,072,894	\$1,143,864	\$1,328,391	\$1,556,259	\$1,627,411
Contractual	\$398,749	\$464,012	\$497,966	\$635,200	\$722,085
Materials and Supplies	\$181,650	\$175,948	\$201,268	\$277,200	\$298,790
Miscellaneous Expense	\$5,747	\$3,829	\$9,100	\$16,100	\$21,542
Utilities	\$227,104	\$215,844	\$211,986	\$213,400	\$221,500
Other Financing Uses*	\$116,424	\$271,089	\$217,754	\$276,537	\$302,042
Total Expenses	\$2,002,568	\$2,274,587	\$2,466,466	\$2,974,696	\$3,193,370
Net	(\$1,736,121)	(\$2,082,850)	(\$2,210,348)	(\$2,661,807)	(\$2,862,331)

*Other Financing Uses: Employee Health Insurance Transfer

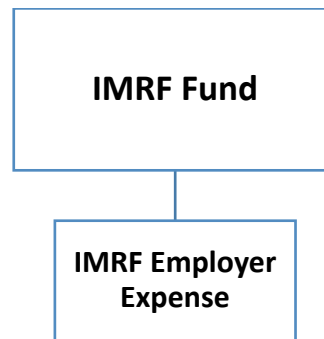
IMRF Fund

Description

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

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

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



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

IMRF Fund

2023 RESULTS

In Progress:

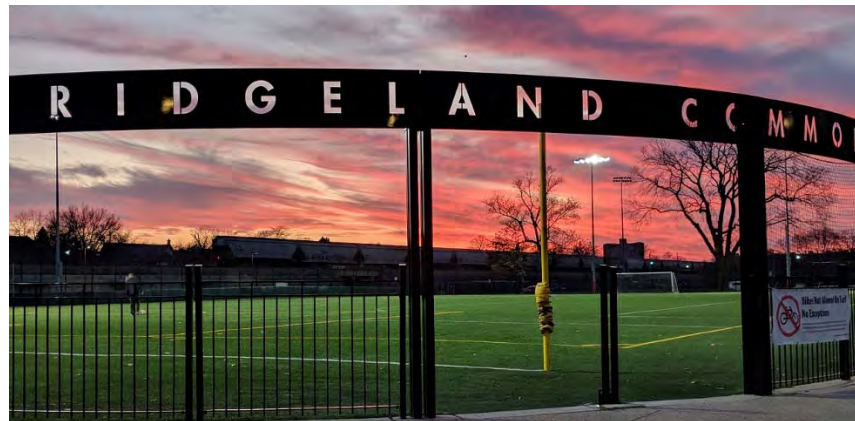
- The IMRF Fund is projected to end with a 75% fund balance.

2024 GOALS

Financial Strength

1. Continue to focus on getting the IMRF Fund's fund balance within the 25% fund balance target by December 31, 2028, with an ending fund balance of 52% by December 31, 2024.

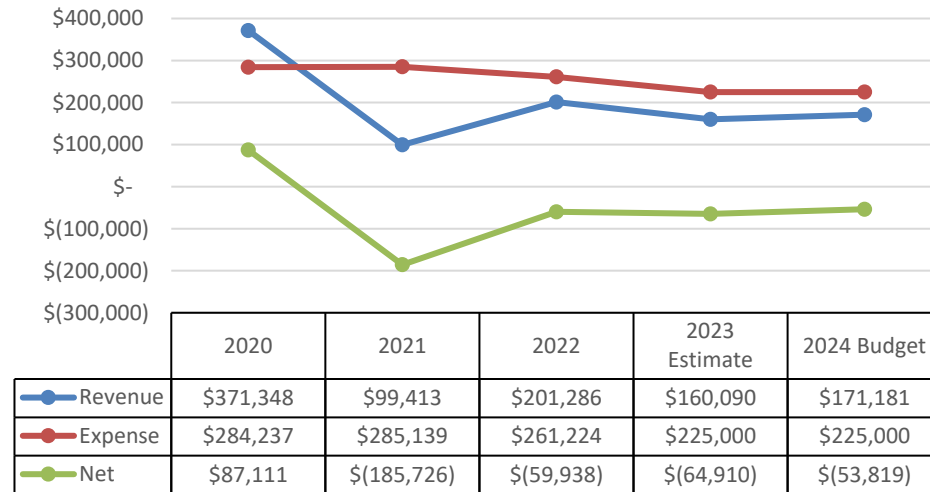
Performance Measure: Fund balance



Ridgeland Common Sunset

IMRF Fund

Historical Analysis



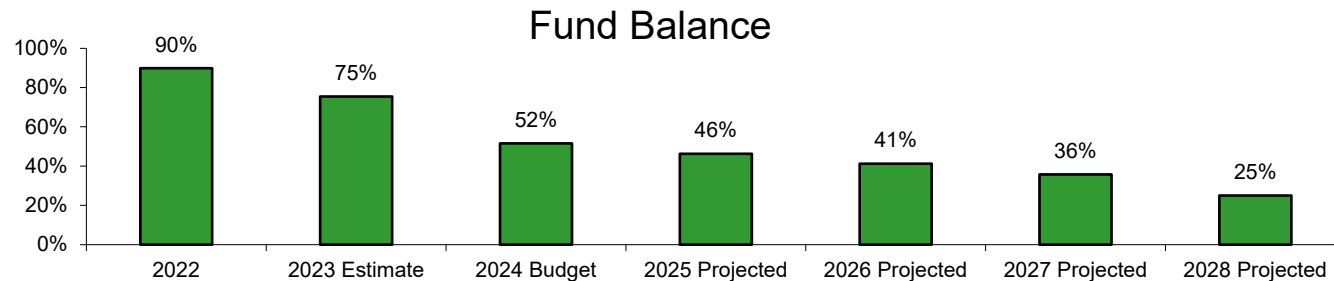
2024 Expense Distribution

100% Benefits

IMRF Fund

Budget Detail

	2022	2023 Estimate	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Tax Receipts	\$201,286	\$160,090	\$171,181	\$223,028	\$229,719	\$235,462	\$228,679
Total Revenue	\$201,286	\$160,090	\$171,181	\$223,028	\$229,719	\$235,462	\$228,679
Benefits	\$261,224	\$225,000	\$225,000	\$231,750	\$238,703	\$245,864	\$253,239
Total Expenses	\$261,224	\$225,000	\$225,000	\$231,750	\$238,703	\$245,864	\$253,239
Net	(\$59,938)	(\$64,910)	(\$53,819)	(\$8,722)	(\$8,983)	(\$10,402)	(\$24,561)
Fund Balance	\$234,706	\$169,796	\$115,977	\$107,255	\$98,272	\$87,870	\$63,309
	90%	75%	52%	46%	41%	36%	25%



LIABILITY FUND

Description

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

The Liability Fund budget accounts for expenditures made to the Park District Risk Management Agency (PDRMA). Included in this are premiums for liability, property, employment practices, and worker's compensation insurance. Also included are certain other risk management costs including unemployment expense.



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

Liability Fund**2023 RESULTS***Accomplished:*

- ✓ Applied for a PDRMA safety grant.

In progress:

- Develop a new safety audit by December 31, 2023.
 - The safety committee is currently working on this goal and anticipate completion by year end.
- Replace security cameras at the Longfellow, Carroll, Rehm, Stevenson, and Austin Gardens parks by June 1, 2023 to improve image quality and ease retrieval of data.
 - Camera sites were identified to be updated first, along with added locations for cameras at each of the sites. New wiring has been run to the camera locations at Stevenson, Longfellow, Carroll Rehm Pool & Austin Gardens. Staff are working with Noventech to purchase the cameras, there have been availability issues that have delayed this past June 1.
- Continue to focus on getting the Liability Fund's fund balance within the 25% fund balance target by December 31, 2027, with an ending fund balance of 90% by December 31, 2023.
 - The Liability Fund is projecting a 93% fund balance for December 31, 2023.



A gymnast on the rings at the GRC

Liability Fund**2024 GOALS*****Organizational Excellence***

1. Apply for a PDRMA safety grant by October 1, 2024.
Performance Measure: Submittal of the grant application by October 1, 2024
2. Conduct review of staff and parent day camp manuals to ensure consistency by May 1, 2024.
Performance Measure: PDRMA incident claims

Financial Strength

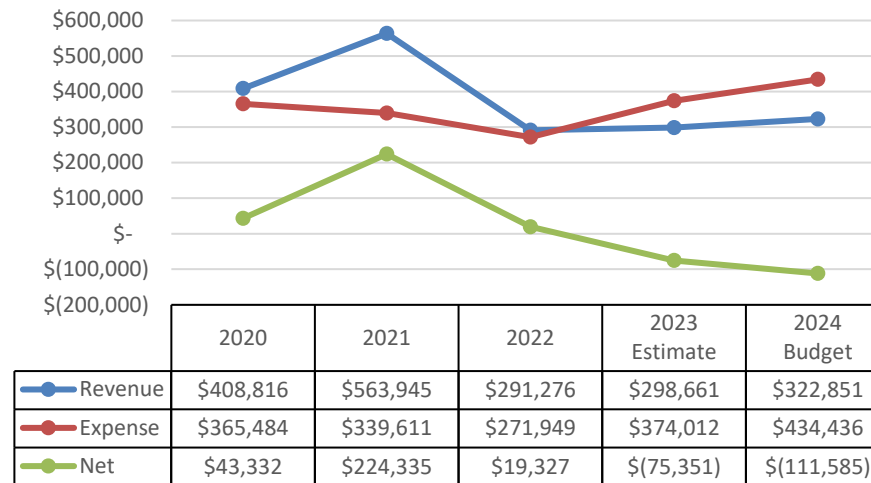
1. Continue to focus on getting the Liability Fund's fund balance within the 25% fund balance target by December 31, 2028, with an ending fund balance of 54% by December 31, 2024.
Performance Measure: Fund balance

Community and Customer Focused

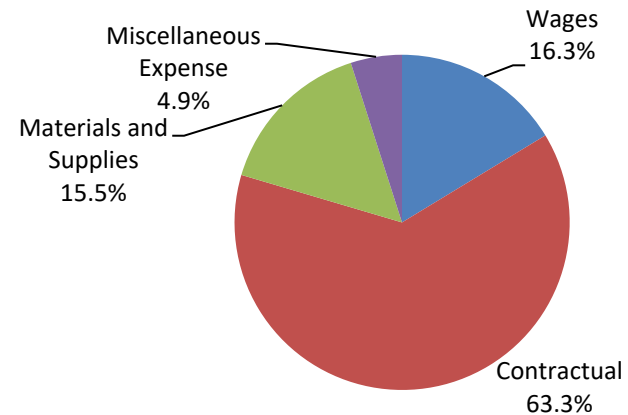
1. Purchase and install 24 new security cameras at parks and facilities by December 31, 2024.
Performance Measure: Customer Satisfaction Survey Scores

Liability Fund

Historical Analysis



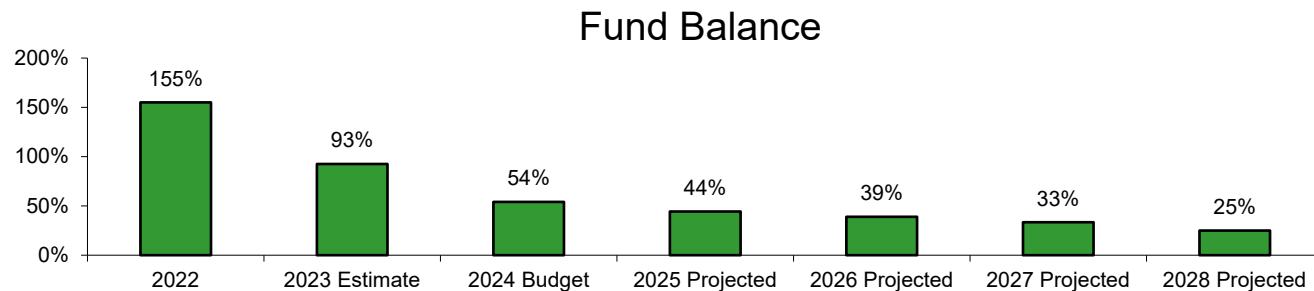
Expense Distribution



Liability Fund

Budget Detail

	2022	2023 Estimate	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Tax Receipts	\$289,026	\$298,661	\$319,351	\$407,125	\$439,339	\$450,322	\$448,899
Miscellaneous Revenue	\$2,250	\$0	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
Total Revenue	\$291,276	\$298,661	\$322,851	\$410,625	\$442,839	\$453,822	\$452,399
Wages	\$41,314	\$67,690	\$70,904	\$73,031	\$75,222	\$77,479	\$79,803
Contractual	\$186,701	\$224,422	\$274,806	\$283,050	\$291,542	\$300,288	\$309,297
Materials and Supplies	\$41,863	\$80,400	\$67,226	\$69,242	\$71,320	\$73,459	\$75,663
Miscellaneous Expense	\$2,071	\$1,500	\$21,500	\$22,145	\$22,809	\$23,494	\$24,198
Total Expenses	\$271,949	\$374,012	\$434,436	\$447,469	\$460,893	\$474,720	\$488,961
Net	\$19,327	(\$75,351)	(\$111,585)	(\$36,844)	(\$18,054)	(\$20,897)	(\$36,562)
Fund Balance	\$421,533	\$346,182	\$234,597	\$197,754	\$179,700	\$158,803	\$122,241
	155%	93%	54%	44%	39%	33%	25%

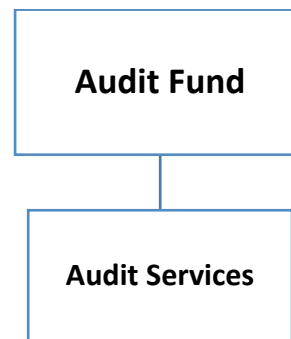


AUDIT FUND

Description

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

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



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

Audit Fund**2023 RESULTS***In Progress:*

- ✓ The Audit fund is projected to end with a 46% fund balance.

2024 GOALS*Financial Strength*

1. Continue to focus on getting the IMRF Fund's fund balance within the 25% fund balance target by December 31, 2028, with an ending fund balance of 34% by December 31, 2024.

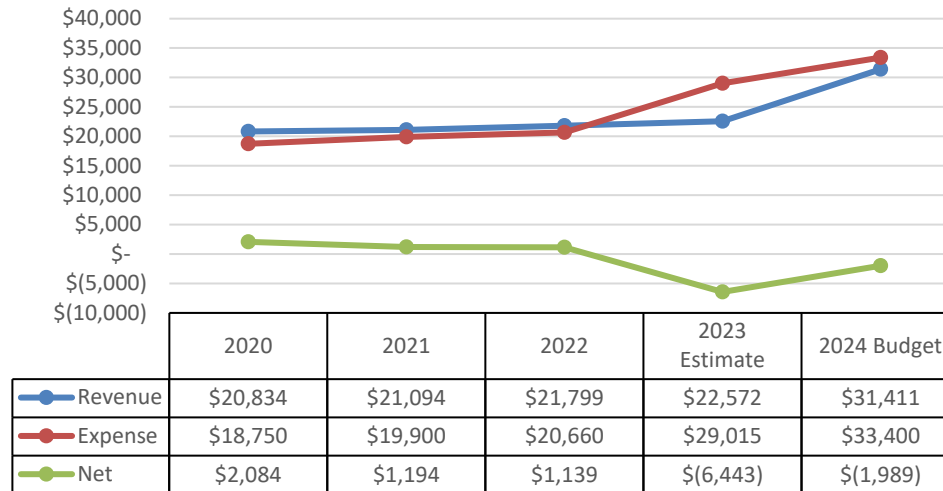
Performance Measure: Fund balance



Our Board and PDCC Chair

Audit Fund

Historical Analysis

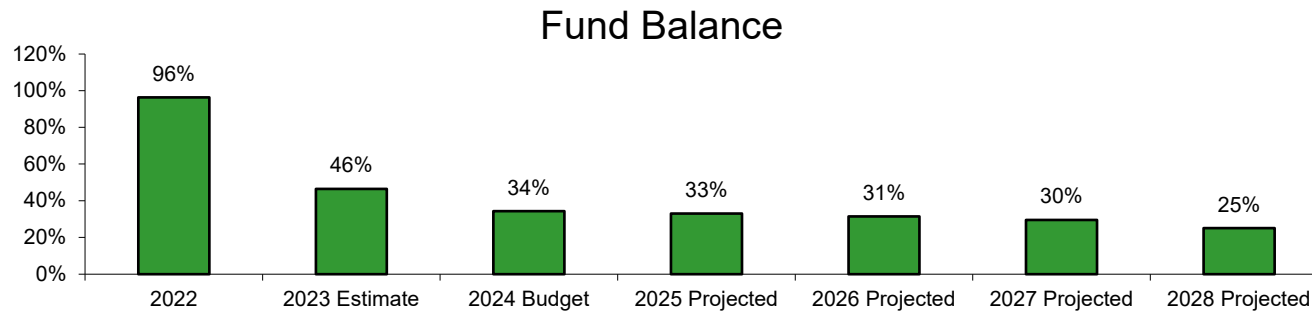


2024 Expense Distribution

100% Contractual

Audit Fund
Budget Detail

	2022	2023 Estimate	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Tax Receipts	\$21,799	\$22,572	\$31,411	\$30,167	\$32,072	\$32,874	\$32,996
Total Revenue	\$21,799	\$22,572	\$31,411	\$30,167	\$32,072	\$32,874	\$32,996
Contractual	\$20,660	\$29,015	\$33,400	\$31,312	\$32,251	\$33,219	\$34,215
Total Expenses	\$20,660	\$29,015	\$33,400	\$31,312	\$32,251	\$33,219	\$34,215
Net	\$1,139	(\$6,443)	(\$1,989)	(\$1,145)	(\$179)	(\$345)	(\$1,219)
Fund Balance	\$19,906	\$13,463	\$11,474	\$10,329	\$10,151	\$9,806	\$8,587
	96%	46%	34%	33%	31%	30%	25%



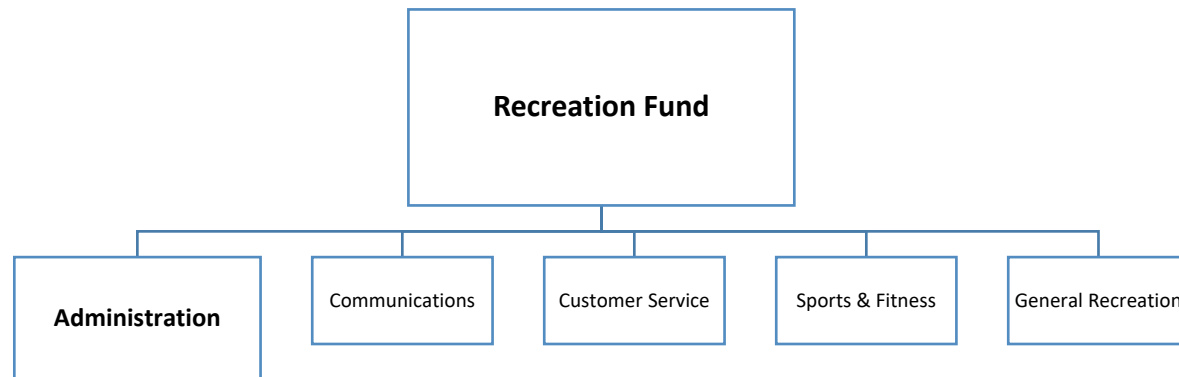
RECREATION ADMINISTRATION

Statement of Service

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

Description

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



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

Recreation Administration**2023 RESULTS***Accomplished:*

- ✓ We have a signed agreement with Triton College to provide homework assistance during the afterschool program.
- ✓ We have secured \$100,000 to cover programming at the Community Recreation Center for the upcoming school year.

2024 GOALS*Community & Customer Focused*

1. Evaluate and implement changes to financial assistance program to increase participation in the program by 5% by December 31, 2024.

Performance Measure: Families served

Financial Strength

1. Secure a minimum of \$100,000 in new funding through grants from individuals, businesses, and foundations to support programming at the CRC by December 31, 2024.

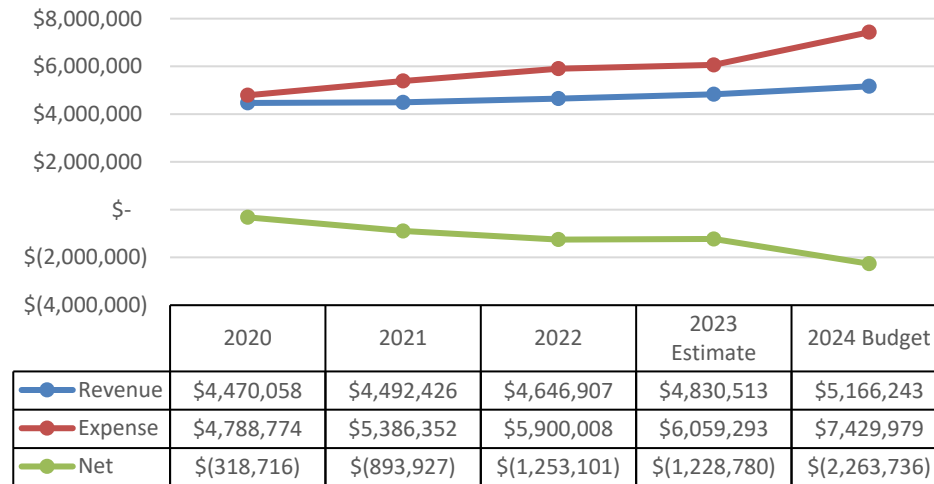
Performance Measure: Funding received



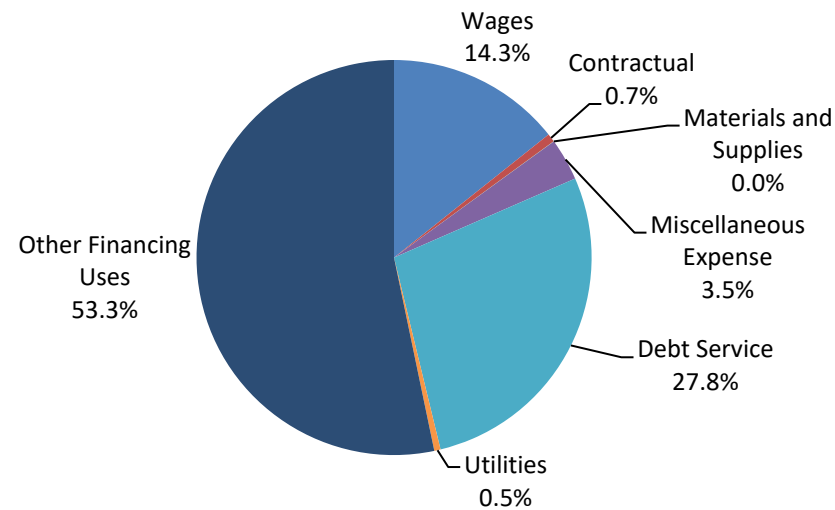
CRC Job Fair

Recreation Administration

Historical Analysis



2024 Expense Distribution



Recreation Administration
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Tax Receipts	\$4,419,120	\$4,474,073	\$4,606,442	\$4,787,513	\$5,119,178
Miscellaneous Revenue	\$6,794	\$0	\$15,097	\$0	\$0
Sponsorship & Donations	\$44,143	\$18,353	\$25,367	\$43,000	\$47,065
Total Revenue	\$4,470,058	\$4,492,426	\$4,646,907	\$4,830,513	\$5,166,243
Wages	\$580,571	\$575,985	\$692,758	\$865,000	\$1,062,297
Contractual	\$26,452	\$7,251	\$16,523	\$17,500	\$50,970
Materials and Supplies	\$627	\$91	\$3,164	\$1,400	\$1,500
Miscellaneous Expense	\$42,444	\$81,328	\$95,635	\$203,298	\$256,460
Debt Service	\$1,822,395	\$1,783,000	\$2,033,558	\$2,047,400	\$2,062,650
Utilities	\$83,057	\$26,952	\$24,155	\$30,000	\$38,000
Other Financing Uses*	\$2,233,228	\$2,911,744	\$3,034,215	\$2,894,695	\$3,958,102
Total Expenses	\$4,788,774	\$5,386,352	\$5,900,008	\$6,059,293	\$7,429,979
Net	(\$318,716)	(\$893,927)	(\$1,253,101)	(\$1,228,780)	(\$2,263,736)

*Other Financing Uses: Employee Health Insurance Transfer, Fund Transfer Out, Capital Projects Contribution

COMMUNICATIONS & MARKETING

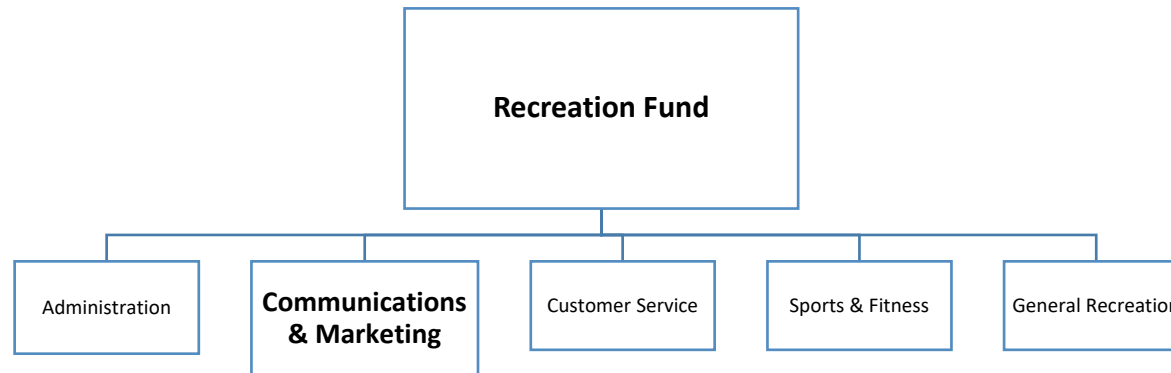
Statement of Service

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

Description

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

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



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

Communications & Marketing

2023 RESULTS

Accomplished:

- ✓ We hired a marketing intern who has conducted secondary research and identified trends in our digital data. Insights from this research are being used to develop the quarterly survey. The first quarterly survey will launch in September.
- ✓ We purchased new A/V equipment and have been actively using it to collect and create marketing and communications materials for use in digital and print media.
- ✓ A marketing plan for the Community Recreation Center was developed and executed through the Grand Opening. Marketing materials were created and produced and are available to all newcomers to the CRC. A plan for continued CRC marketing is in development for 2023 and 2024.

In Progress/Delayed:

- ✓ Build and launch a standalone Oak Park Conservatory website using internal staff by September 1, 2023 to increase community awareness.
 - The Department is currently migrating content to the new site with an expected launch date of October 15, 2023.
- ✓ Increase household participation by 10% over 2022 levels by December 31, 2023.
 - Participation has increased by 7% so far this year, and is participation is expected to be 10% by December 31, 2023 through increased marketing of the Community Recreation Center.



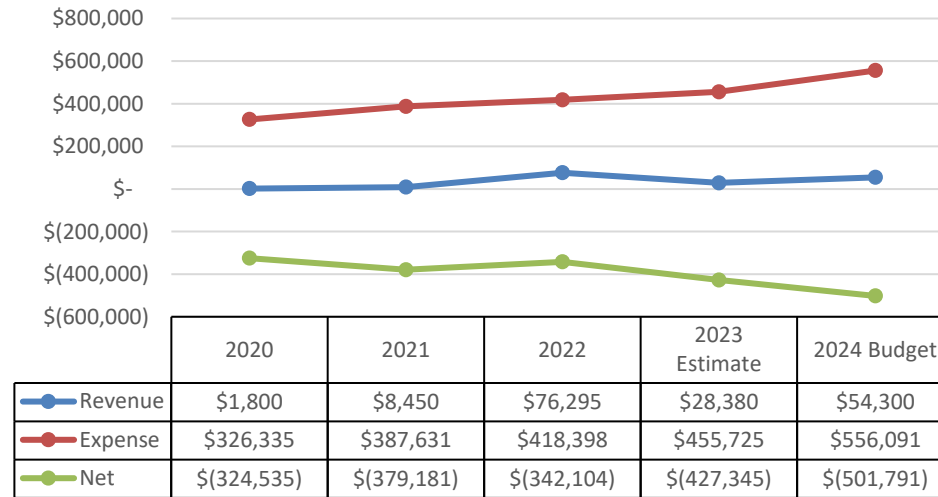
Boutique Event Banner

Communications & Marketing**2024 GOALS*****Community & Customer Focused***

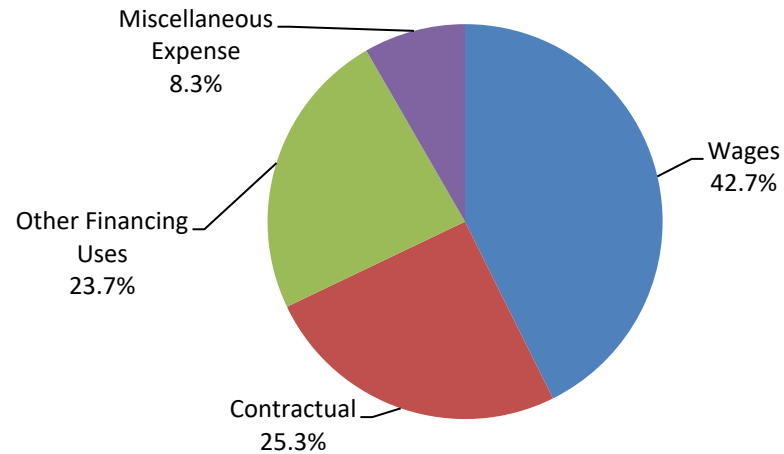
1. Purchase an address/email list of residents who represent Oak Park's under resourced community and use to send a postcard aimed at increasing Financial Assistance participation by 5% by December 2024.
Performance Measure: Scholarship recipients
2. Purchase event sponsorships and sustainable giveaways for distribution at four (4) community events including the Chamber of Commerce Health & Wellness Fair, Farmer's Market, Celebrating Seniors and one TBD by December 2024.
Performance Measure: Households served
3. Increase the number of households served in PDOP programs to 38% by December 31, 2024.
Performance Measure: Households served
4. Conduct four focus groups, two with Park District participants and two groups with non-Park District participants, from a random sample of community members to explore quantitative findings from the 2023 Community Survey.
Performance Measure: Households served

Communications & Marketing

Historical Analysis



2024 Expense Distribution



Communications & Marketing
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Sponsorship & Donations	\$1,800	\$8,450	\$76,295	\$28,380	\$54,300
Total Revenue	\$1,800	\$8,450	\$76,295	\$28,380	\$54,300
Wages	\$191,666	\$104,830	\$174,677	\$214,900	\$237,214
Contractual	\$77,512	\$87,423	\$112,683	\$121,475	\$140,440
Miscellaneous Expense	\$27,076	\$142,858	\$71,252	\$80,233	\$132,059
Other Financing Uses*	\$30,081	\$52,521	\$59,787	\$39,117	\$46,378
Total Expenses	\$326,335	\$387,631	\$418,398	\$455,725	\$556,091
Net	(\$324,535)	(\$379,181)	(\$342,104)	(\$427,345)	(\$501,791)

*Other Financing Uses: Employee Health Insurance Transfer

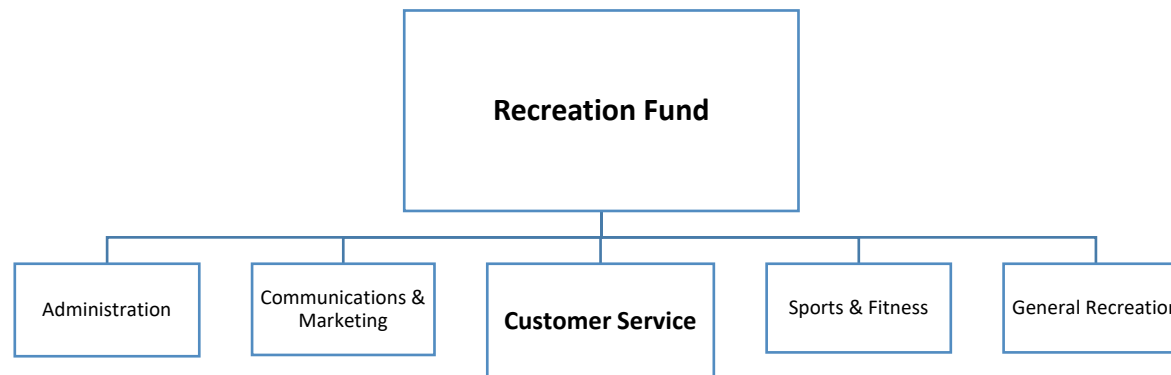
CUSTOMER SERVICE

Statement of Service

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

Description

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



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

Customer Service**2023 RESULTS***Accomplished:*

- ✓ Established a seasonal service call report utilizing 3CX to identify the number of serviced calls, abandoned calls, average wait time, and average talking time, used to schedule customer service staff accordingly to the convenience of the community.
- ✓ Established and implemented an improved photography system to take photographs for account members that are required for memberships/passes, which is also be used as a general pass for facilities such as the Community Recreation Center.
- ✓ Hired and trained a minimum of 5 additional part-time, non-IMRF staff members to offer customer service at the CRC 7 days per week.

In Progress/Delayed:

- Redesign customer service desks at GRC and Ridgeland Common to be more welcoming and engaging to the public by February 28, 2023.
 - This goal has been changed to only redesign Skate Shop at Ridgeland Common, goal should be complete in 2023.
- Contract with an outside consultant to provide customer service training to all customer service staff by March 1, 2023.
 - This has pivoted to an internal task. Staff have provided the first phase of training to all staff. Customer service training will continue for the rest of the year and into 2024.

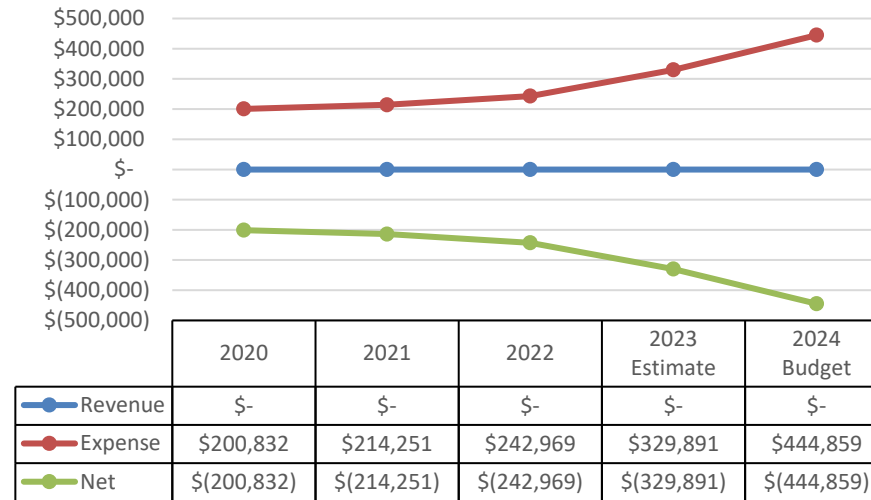
**CRC Opening**

2024 GOALS**Staff Excellence**

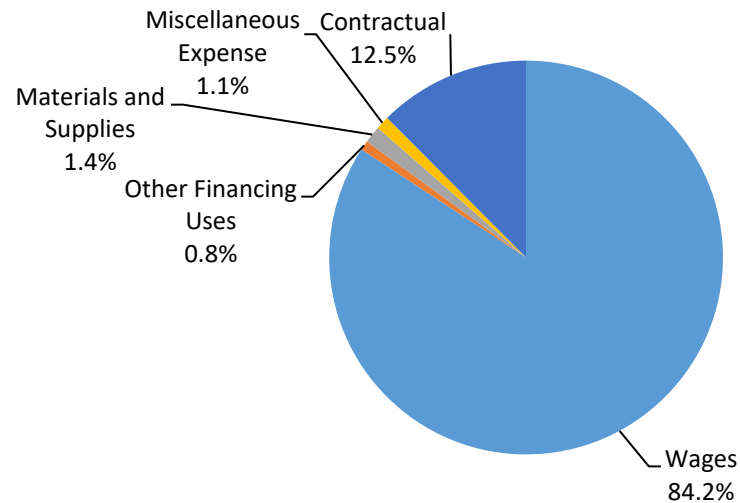
1. Offer a minimum of six customer service trainings by December 31, 2024.
Performance Measure: Customer satisfaction survey
2. Create a well-rounded Guest Services Department by increasing their range of duties to include Ridgeland Common Room Rentals, Birthday Parties and Dog Park Pass Sales by December 31, 2024.
Performance Measure: Customer satisfaction survey
3. Increase the customer service satisfaction score by December 31, 2024.
Performance Measure: Customer satisfaction survey
4. Improve facility opening staff levels utilizing Guest Services Staff to open RCRC in the early morning rather than Supervisors, reducing our reliance on Supervisors, a position that has been difficult to fill for 4 years, by December 31, 2024.
Performance Measure: Variance between actual and budgeted amounts
5. Install bilingual signage/QR codes at all three customer service locations by April 1, 2024.
Performance Measure: Customer satisfaction survey

Customer Service

Historical Analysis



2024 Expense Distribution



Customer Service
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Miscellaneous Revenue	\$0	\$0	\$0	\$0	\$0
Total Revenue	\$0	\$0	\$0	\$0	\$0
Wages	\$163,424	\$173,458	\$199,708	\$302,307	\$374,776
Contractual	\$0	\$0	\$0	\$1,500	\$3,500
Materials and Supplies	\$2,249	\$1,784	\$4,170	\$4,937	\$6,261
Miscellaneous Expense	\$3,279	\$277	\$557	\$2,814	\$4,864
Other Financing Uses*	\$31,881	\$38,731	\$38,534	\$18,333	\$55,458
Total Expenses	\$200,832	\$214,251	\$242,969	\$329,891	\$444,859
Net	(\$200,832)	(\$214,251)	(\$242,969)	(\$329,891)	(\$444,859)

*Other Financing Uses: Employee Health Insurance Transfer

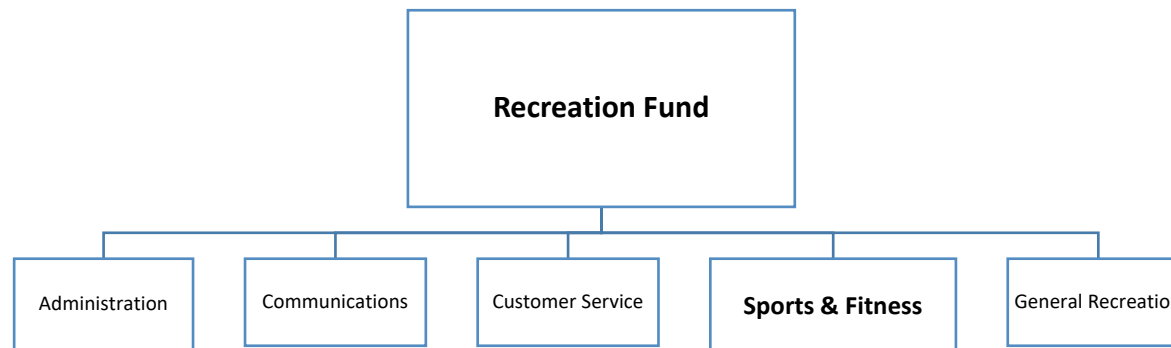
SPORTS & FITNESS

Statement of Service

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

Description

This area includes programs for all ages with an emphasis on healthy living and sports skill development. This area includes fitness programs, youth sports, and adult sports. The fitness programming area is responsible for all general fitness, adult dance, and health programs for youth, adults and active adults. The youth athletics includes youth sports programs, leagues and camps, as well as tennis programs. The adult athletics provides athletic opportunities for those 18 years or older in the form of competitive and recreational team league play, drop-in play and individual instruction. Starting in 2023, the new Community Recreation Center will open, and will provide a gymnasium, a fitness facility, and indoor walking track, and a multi-generational community center to serve our diverse population including our growing senior population.



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

Sports & Fitness**2023 RESULTS***Accomplished:*

- ✓ Offered a partnered adult ultimate Frisbee program with a total of 58 participants.
- ✓ Expanded upon the existing grade 1-2 basketball league by increasing the number of participants by 37.
- ✓ Increased total fitness group exercise online bookings by 5%.

In progress/delayed:

- ✓ Offer a child nutrition program that will have a minimum of 20 participants by November 1st.
 - Staff met with the contact for this program in July and are working out details for fall 2023 rollout.



CRC Gymnasium

2024 GOALS***Community & Customer Focused***

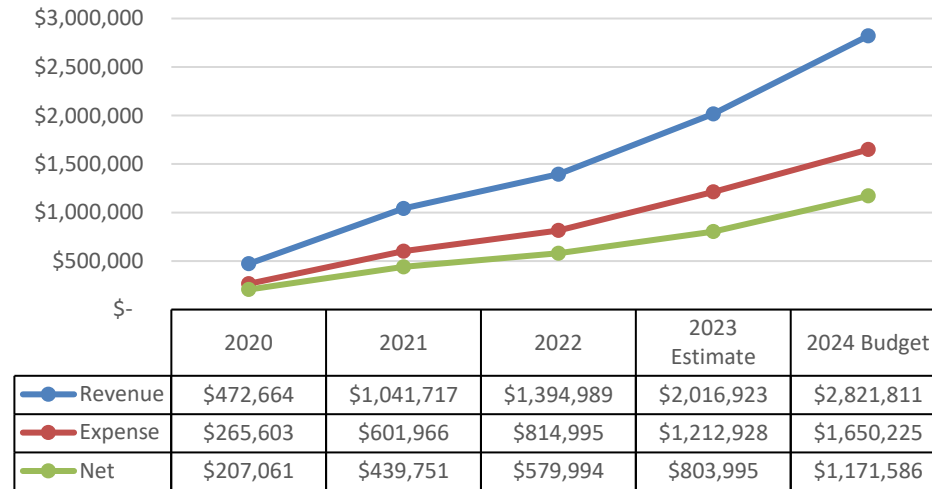
1. To offer a minimum of 4 fit challenges for the members at the CRC with a minimum of 100 participants by December 31, 2024.
Performance Measure: Customer satisfaction surveys
2. To implement an art therapy program to serve at least 50 youth by December 31, 2024.
Performance Measure: Youth served
3. To serve at least 840 youth with after school program at the CRC by December 31, 2024
Performance Measure: Youth served
4. To create and implement a youth track and field program at OPRFHS that would have a minimum of 20 participants by September 1, 2024.
Performance Measure: Youth participation
5. To expand the 2023 adult volleyball league by 33% in 2024 by September 1, 2024.
Performance Measure: Adult participation
6. Increase Unlimited Fitness Class Memberships to 200 memberships by December 1, 2024.
Performance Measure: Percentage of the community served

Financial Strength

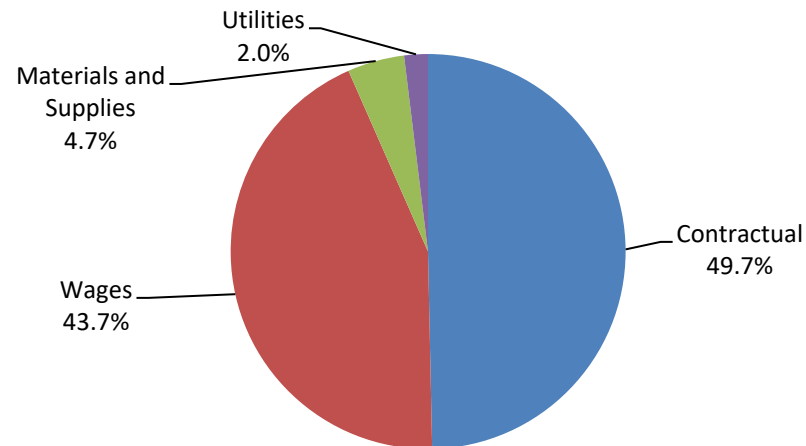
1. To increase December 2023 CRC paid memberships to a minimum of 3,500 adult memberships and a minimum of 500 under 18 memberships by December 1, 2024.
Performance Measure: Households served

Sports & Fitness

Historical Data



2024 Expense Distribution



Sports & Fitness
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Fees and Charges	\$0	\$0	\$0	\$500,000	\$1,160,670
Rentals	\$0	\$0	\$0	\$0	\$600
Sponsorships & Donations	\$0	\$0	\$0	\$50,000	\$100,000
Program Revenue	\$472,664	\$1,041,717	\$1,394,989	\$1,466,923	\$1,560,541
Total Revenue	\$472,664	\$1,041,717	\$1,394,989	\$2,016,923	\$2,821,811
Wages	\$48,287	\$117,151	\$153,847	\$460,952	\$819,614
Contractual	\$208,787	\$459,822	\$627,869	\$658,753	\$721,533
Materials and Supplies	\$8,529	\$24,994	\$33,279	\$77,973	\$76,879
Utilities	\$0	\$0	\$0	\$15,250	\$32,200
Total Expenses	\$265,603	\$601,966	\$814,995	\$1,212,928	\$1,650,225
Net	\$207,061	\$439,751	\$579,994	\$803,995	\$1,171,586

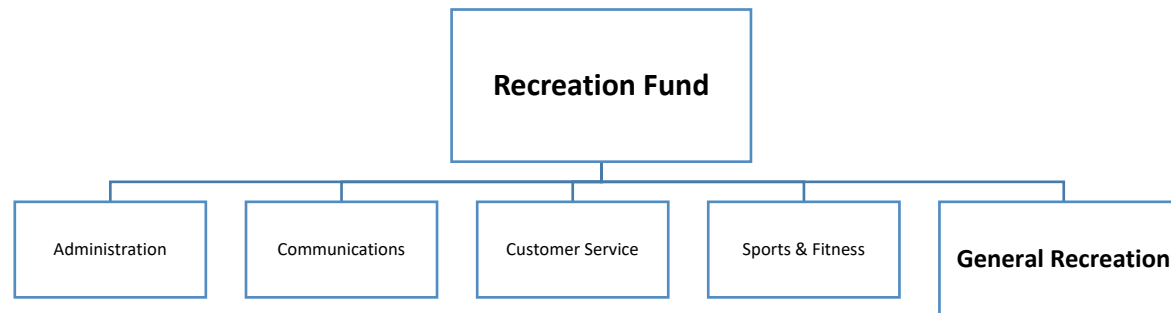
GENERAL RECREATION

Statement of Service

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

Description

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



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

General Recreation**2023 RESULTS***In Progress:*

- ✓ Expand E-sports offerings by offering 10 birthday parties and offering an adult E-sports League with a minimum of 15 participants by December 31, 2023.
 - We have booked 11 esports birthday parties, 4 have run so far with 7 planned for the remainder of the summer and early Fall. We have 8 planned adult esports leagues planned.
- ✓ Revitalize indoor playground budget by selling 35 memberships by December 31, 2023.
 - 29 memberships were sold in early 2023. With the Fall season opening, we will be able to meet this goal.
- ✓ Increase Nature/Adventure programming participation by 10% by December 31, 2023.
 - This goal is still in progress
- ✓ Increased Active Adult program participation by 5% by December 31, 2023 through a variety of program offerings.
 - Active Adult participation is currently 74% higher than participation at this point in 2022.
- ✓ Implement Teen Nights at the CRC serving a minimum of 300 participants by December 31, 2023.
 - One Teen Night has been run with a total of 41 participants. Three more Teen Nights are scheduled.

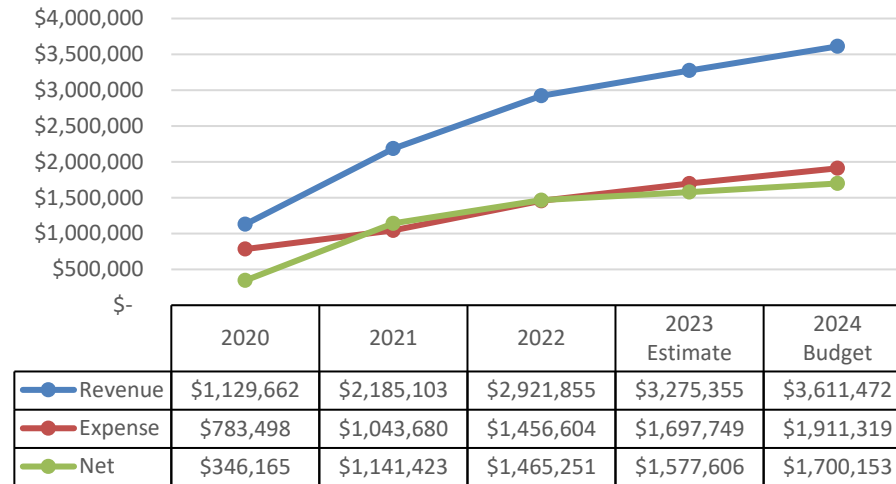
**Arts & Crafts**

General Recreation**2024 GOALS****Customer & Community Focused**

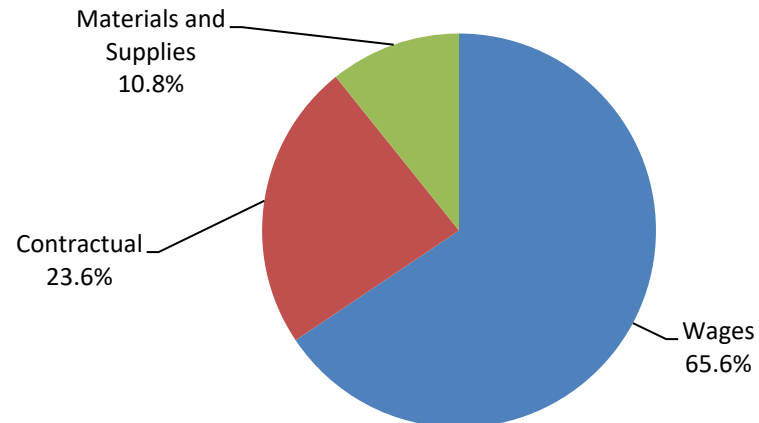
1. Reach 425 Active Adult Members by December 1st, 2024.
Performance Measure: Active adult participation
2. Revitalize Preschool Budget by increasing enrichment class participants to 725 December 31, 2024.
Performance Measure: Youth served
3. Boost Teen Adventure Club by offering a minimum of 6 adventure trips with 8 participants by December 31, 2024.
Performance Measure: Teen participation

General Recreation

Historical Data



2024 Expense Distribution



General Recreation

Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Program Revenue	\$1,129,662	\$2,185,103	\$2,921,855	\$3,275,355	\$3,611,472
Total Revenue	\$1,129,662	\$2,185,103	\$2,921,855	\$3,275,355	\$3,611,472
Wages	\$607,419	\$733,174	\$895,476	\$1,060,636	\$1,253,628
Contractual	\$104,940	\$249,223	\$426,795	\$454,999	\$451,803
Materials and Supplies	\$71,139	\$61,283	\$134,333	\$182,115	\$205,888
Total Expenses	\$783,498	\$1,043,680	\$1,456,604	\$1,697,749	\$1,911,319
Net	\$346,165	\$1,141,423	\$1,465,251	\$1,577,606	\$1,700,153

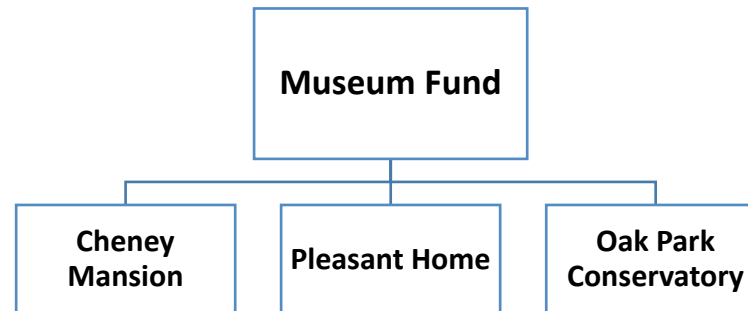
MUSEUM FUND

Description

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

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

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



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

Museum Fund**2023 RESULTS***In Progress:*

- The Museum Fund is projected to end at a 232% fund balance.

2024 GOALS***Financial Strength***

1. Continue to focus on getting the Museum Fund's fund balance within the 75% fund balance target by December 31, 2028, with an ending fund balance of 82% by December 31, 2024.

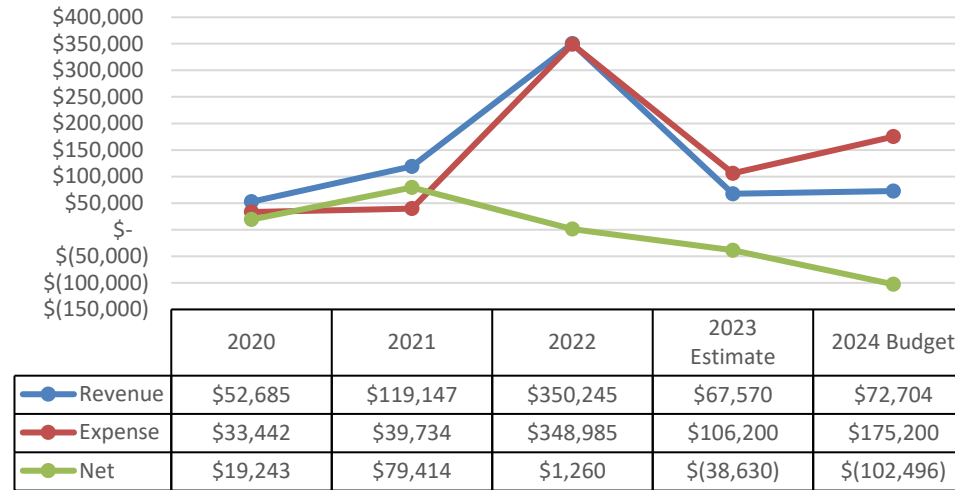
Performance Measure: Fund balance



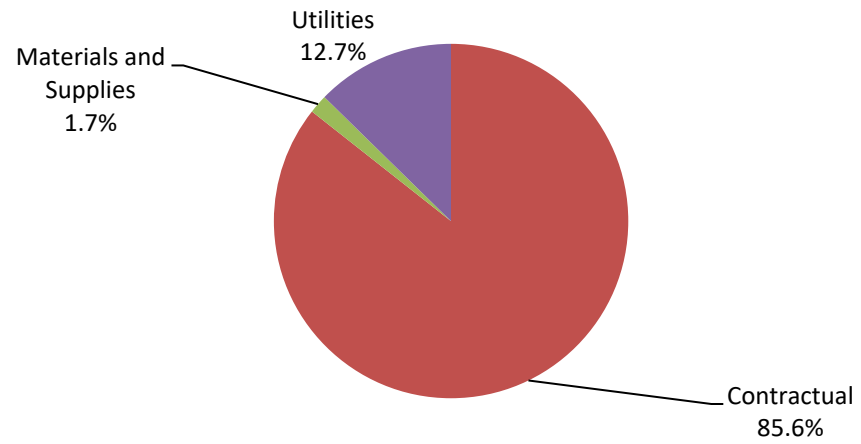
Pleasant Home

Museum Fund

Historical Data

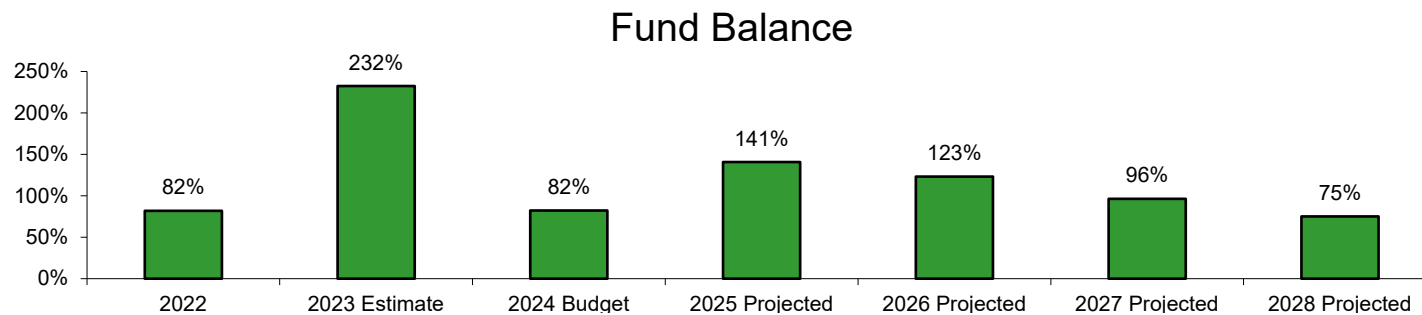


2024 Expense Distribution



**Museum Fund
Budget Detail**

	2022	2023 Estimate	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Tax Receipts	\$350,245	\$67,570	\$72,704	\$75,612	\$77,881	\$79,828	\$81,823
Total Revenue	\$350,245	\$67,570	\$72,704	\$75,612	\$77,881	\$79,828	\$81,823
Wages	\$463.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$323,371	\$85,000	\$150,000	\$65,000	\$65,000	\$70,000	\$71,000
Materials and Supplies	\$0	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Utilities	\$25,151	\$18,200	\$22,200	\$23,310	\$24,476	\$25,699	\$26,984
Total Expenses	\$348,985	\$106,200	\$175,200	\$91,310	\$92,476	\$98,699	\$100,984
Net	\$1,260	(\$38,630)	(\$102,496)	(\$15,698)	(\$14,595)	(\$18,872)	(\$19,161)
Fund Balance	\$285,276	\$246,646	\$144,150	\$128,452	\$113,857	\$94,985	\$75,824
	82%	232%	82%	141%	123%	96%	75%
\$ Amount Above Policy Minimum	\$23,537	\$166,996	\$12,750	\$59,970	\$44,501	\$20,961	\$86



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

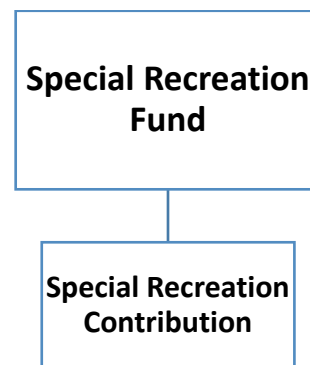
SPECIAL RECREATION FUND

Description

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

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

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



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

Special Recreation Fund

2023 RESULTS

In Progress:

- The fund is projecting a 61% fund balance at year end

2023 GOALS

Financial Strength

1. Continue to focus on getting the Special Recreation Fund's fund balance within the 25% fund balance target by December 31, 2028, with an ending fund balance of 29% by December 31, 2024.

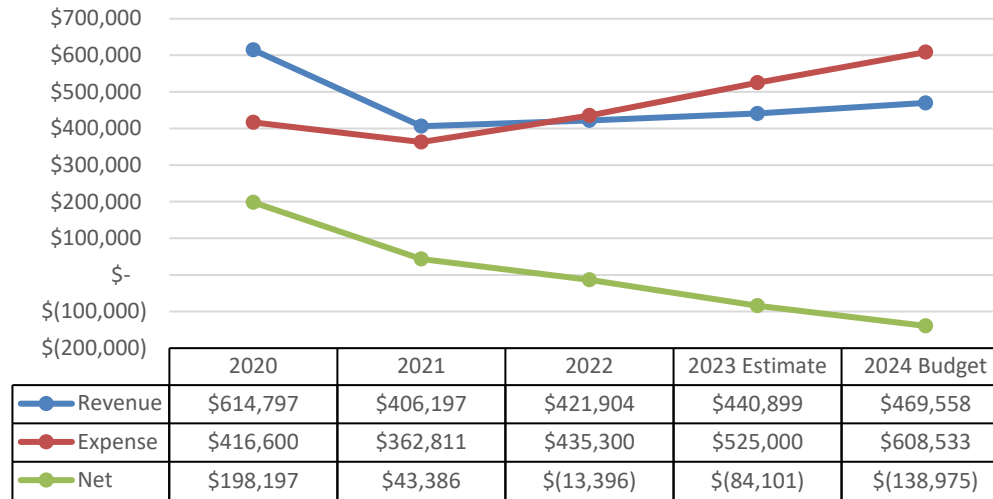
Performance Measure: Fund balance



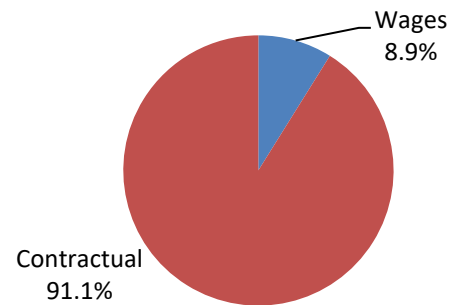
The CRC gymnasium and walking track

Special Recreation Fund

Historical Data

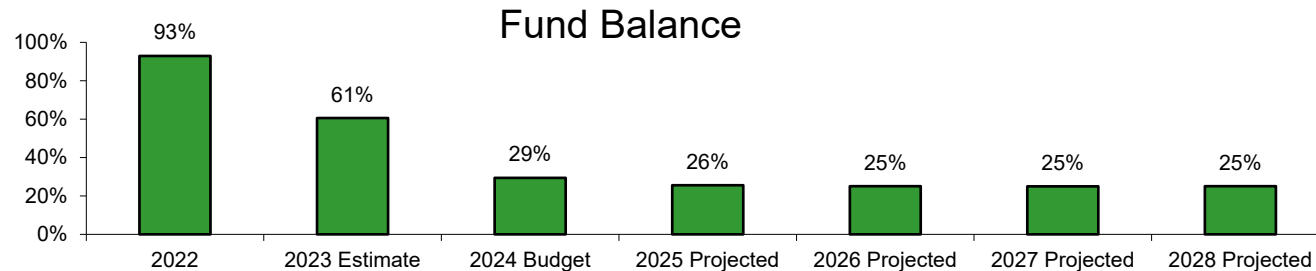


2024 Expense Distribution



Special Recreation Fund
Budget Detail

	2022	2023 Estimate	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Tax Receipts	\$421,904	\$440,899	\$469,558	\$538,340	\$589,491	\$545,228	\$563,858
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$0	\$0	\$0	\$0	\$0	\$65,000	\$65,000
Total Revenue	\$421,904	\$440,899	\$469,558	\$538,340	\$589,491	\$610,228	\$628,858
Wages	\$2,695.35	\$50,000.00	\$54,031.25	\$55,652.19	\$57,321.75	\$59,041.41	\$60,812.65
Contractual	\$432,605	\$475,000	\$554,502	\$571,137	\$588,271	\$605,919	\$624,097
Total Expenses	\$432,605	\$525,000	\$608,533	\$571,137	\$588,271	\$605,919	\$624,097
Net	(\$10,700)	(\$84,101)	(\$138,975)	(\$32,797)	\$1,219	\$4,308	\$4,762
Fund Balance	\$401,926	\$317,825	\$178,850	\$146,053	\$147,272	\$151,581	\$156,342
	93%	61%	29%	26%	25%	25%	25%



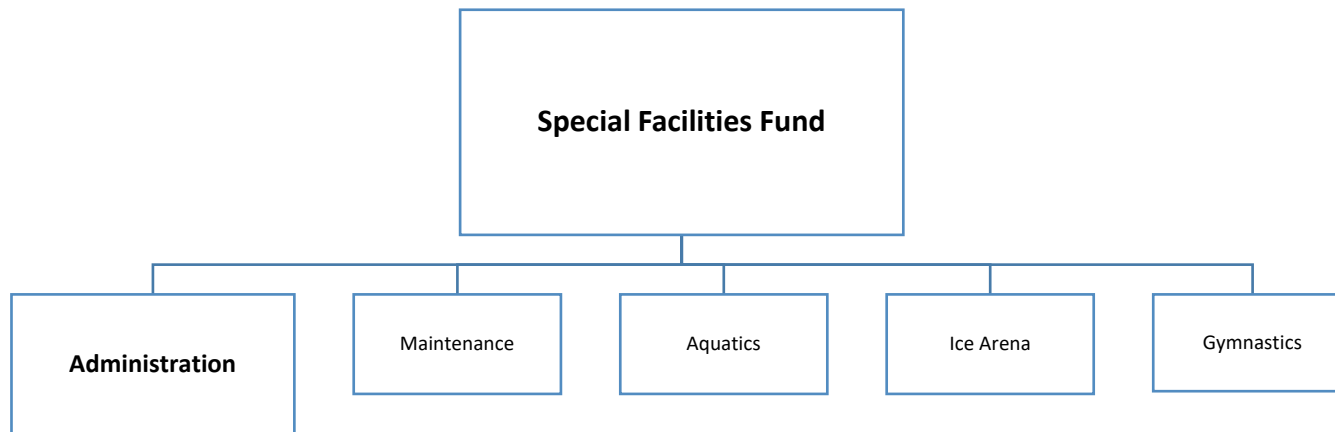
Special Facilities Administration

Statement of Service

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

Description

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



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

Special Facilities Administration**2023 RESULTS***Accomplished:*

- ✓ Competitively sought proposals for vending services provided at the Gymnastics and Recreation Center, the Ridgeland Common Recreation Complex, Rehm Pool, and the Community Recreation center to improve the overall selection, healthy options, and timely service.

In Progress/Delayed:

- Conduct a comprehensive aquatics, rink, and gymnastics pricing study to compare the District's pricing structure against regional competitors by April 1, 2023.
 - This goal is started and will be completed by August 2023.

2024 GOALS***Quality Infrastructure Management***

1. Transfer \$200,000 to the capital budget

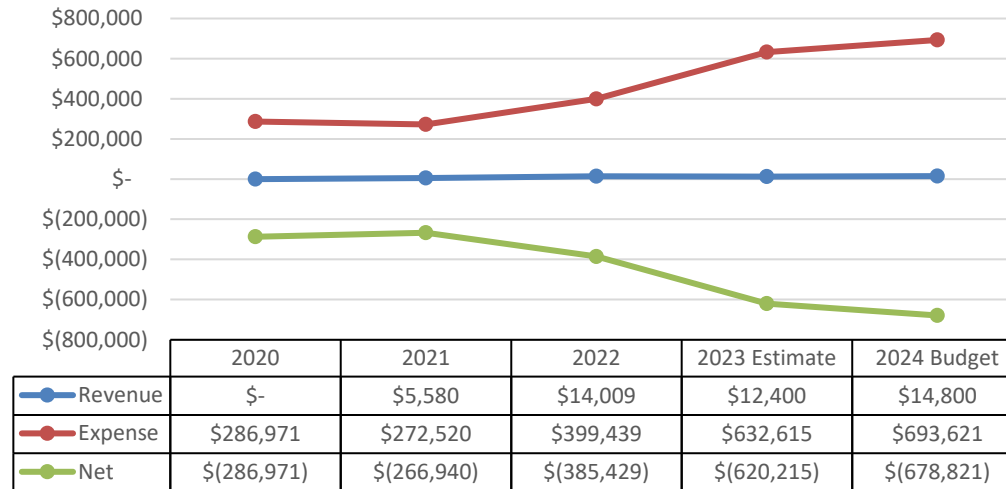
Performance Measure: Fund Balances



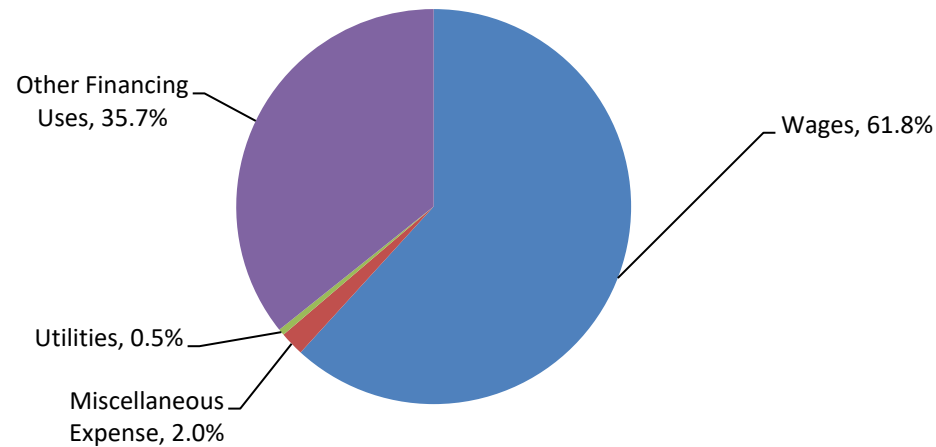
CRC Gymnasium

Special Facilities Administration

Historical Analysis



2024 Expense Distribution



Special Facilities Administration
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Fees & Charges	\$0	\$5,580	\$0	\$0	\$0
Miscellaneous	\$0	\$0	\$14,009	\$12,400	\$14,800
Total Revenue	\$0	\$5,580	\$14,009	\$12,400	\$14,800
Wages	\$279,563	\$264,659	\$358,408	\$377,000	\$428,512
Miscellaneous Expense	\$4,778	\$4,161	\$6,481	\$8,315	\$13,790
Utilities	\$2,631	\$3,700	\$4,098	\$2,900	\$3,600
Other Financing Uses*	\$0	\$0	\$30,452	\$244,400	\$247,719
Total Expenses	\$286,973	\$272,520	\$399,439	\$632,615	\$693,621
Net	(\$286,973)	(\$266,940)	(\$385,429)	(\$620,215)	(\$678,821)

*Other Financing Uses: Employee Health Insurance Transfer, Capital Projects Contribution

Special Facilities Maintenance

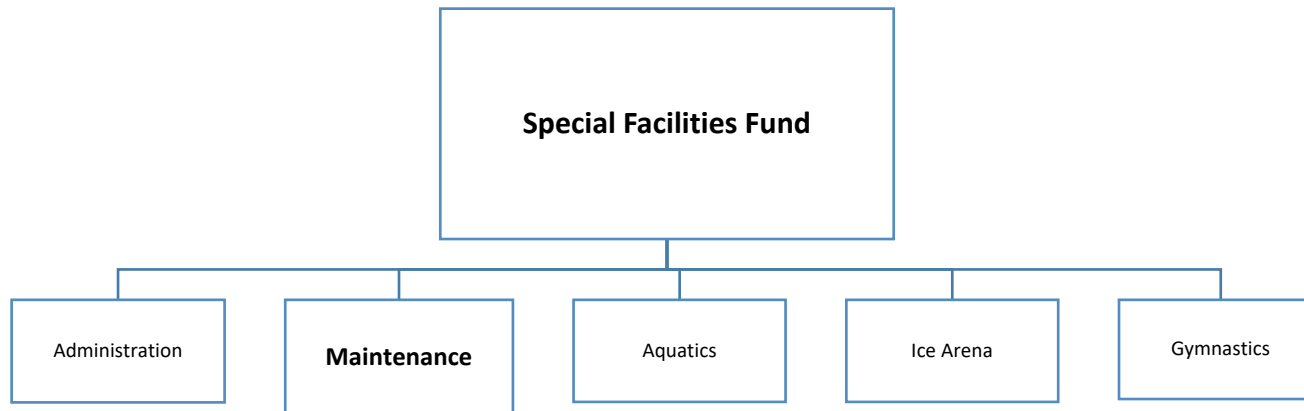
Statement of Service

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

Description

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

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



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

Special Facilities Maintenance

2023 RESULTS

Accomplished:

- ✓ Installed two emergency exits at Rehm Pool (one on northeast side and one on north west side) to improve pool egress.
- ✓ Replaced Rehm Pool failing zero edge floor inlets with up to-date functional inlets, improving pool circulation and ease of winterization, and reducing risk of failure.
- ✓ Graduate 3 staff members through Certified Pool Operator training by April 30, 2023.

In Progress/Delayed:

- Install new surge protection on 11 pieces of critical equipment at Ridgeland Common by May 31, 2023 to eliminate loss due to power surges.
 - This goal is not on schedule, but is in process and will be completed prior to December 31, 2023.



Employee Using Treadmill in New Fitness Center



2024 GOALS

Organizational Excellence

1. Introduce easily differentiated recycling and trash receptacles and bilingual signage at Rehm Pool and Ridgeland Common Recreation Center by January 31, 2024.
Performance Measure: Waste cost
2. Install operational valve to provide remote access to compressor and chemical controllers providing live data and alarm pushing capabilities by March 1, 2024.
Performance Measure: Accident/incident reports

Quality Infrastructure Management

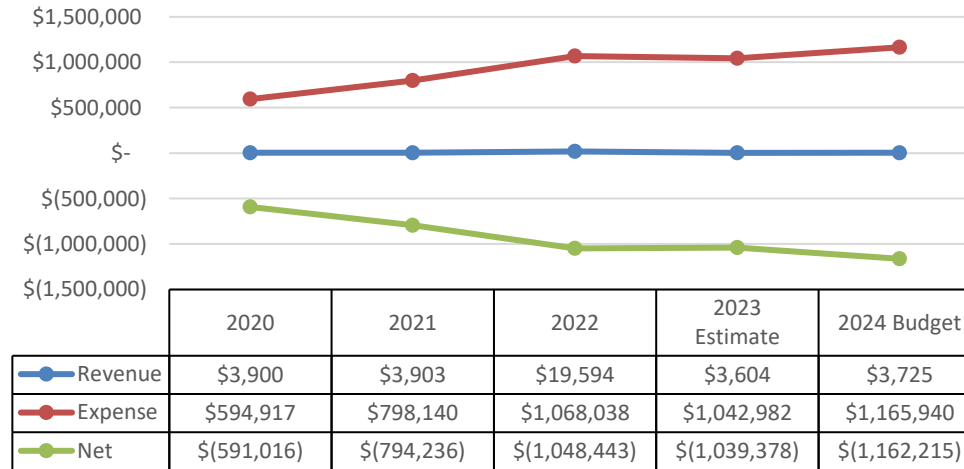
1. Replace Rehm wading pool pump and motor, competitively pricing and installing by March 31, 2024.
Performance Measure: Facility report card scores
2. Install high-quality, stainless-steel valve and deck shut off capability at Ridgeland Common Recreation Center to improve flood control by March 1, 2024.
Performance Measure: Facility report card scores

Staff Excellence

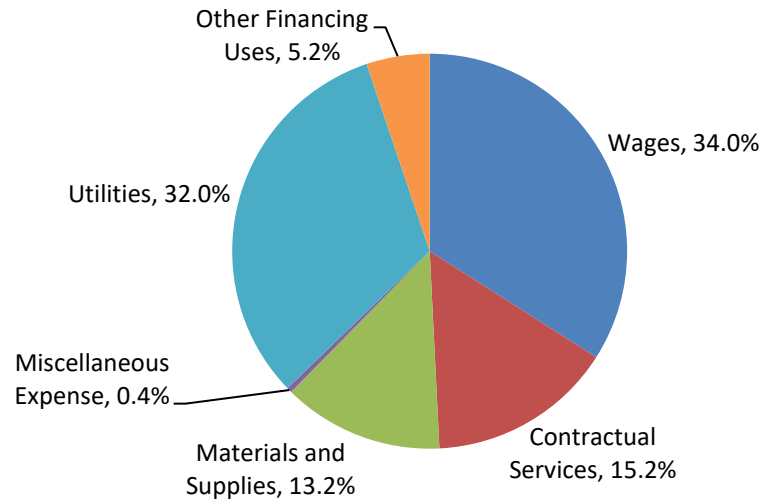
1. Hire 3-4 part-time custodial positions to improve facility cleanliness by February 28, 2024.
Performance Measure: Facility report card scores

Special Facilities Maintenance

Historical Data



2024 Expense Distribution



Special Facilities Maintenance
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Fees and Charges	\$2,890	\$3,873	\$3,753	\$3,400	\$3,600
Miscellaneous Revenue	\$1,010	\$31	\$15,841	\$204	\$125
Total Revenue	\$3,900	\$3,903	\$19,594	\$3,604	\$3,725
Wages	\$225,591	\$290,339	\$359,019	\$365,000	\$396,771
Contractual Services	\$137,410	\$92,075	\$131,938	\$145,070	\$177,060
Materials and Supplies	\$30,457	\$102,663	\$125,324	\$146,016	\$153,426
Miscellaneous Expense	\$116	\$0	\$379	\$3,050	\$4,924
Utilities	\$201,343	\$313,063	\$387,372	\$359,000	\$373,500
Other Financing Uses*	\$0	\$0	\$64,005	\$24,846	\$60,259
Total Expenses	\$594,917	\$798,140	\$1,068,038	\$1,042,982	\$1,165,940
Net	(\$591,016)	(\$794,236)	(\$1,048,443)	(\$1,039,378)	(\$1,162,215)

*Other Financing Uses: Employee Health Insurance Transfer

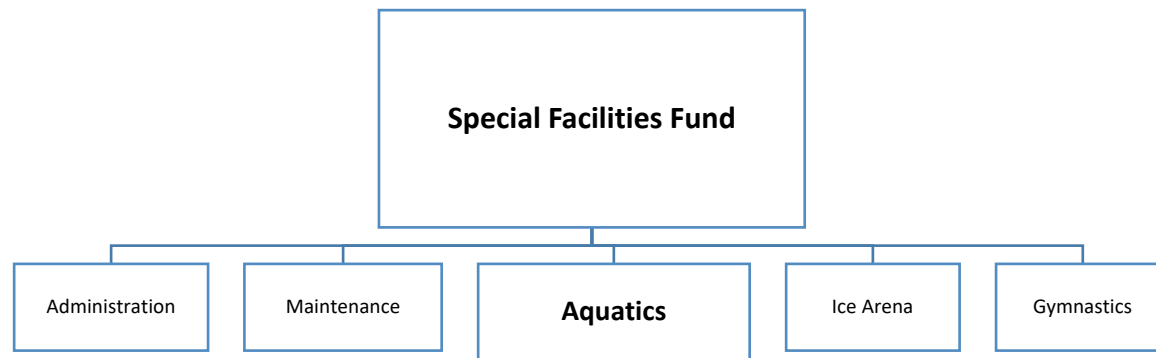
Aquatics

Statement of Service

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

Description

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



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

Aquatics

2023 RESULTS

Accomplished:

- ✓ Implemented a new swim focused camp with a minimum of 36 participants per week.
- ✓ Delivered four two-week lifeguard camps for 18 participants at each session.
- ✓ Ran a water safety day for camps.
- ✓ Ran nine aqua fitness classes per week with a 10-15 participants in each class.



Rehm Pool



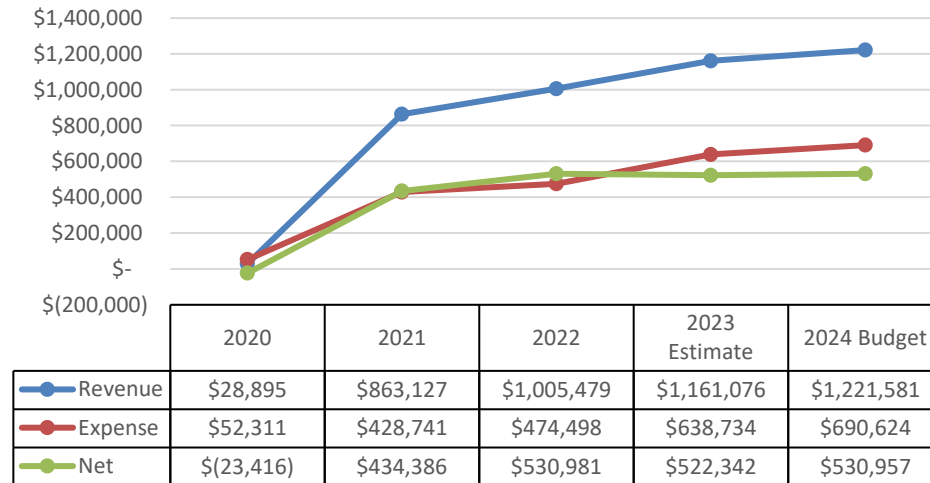
2024 GOALS

Customer & Community Focused

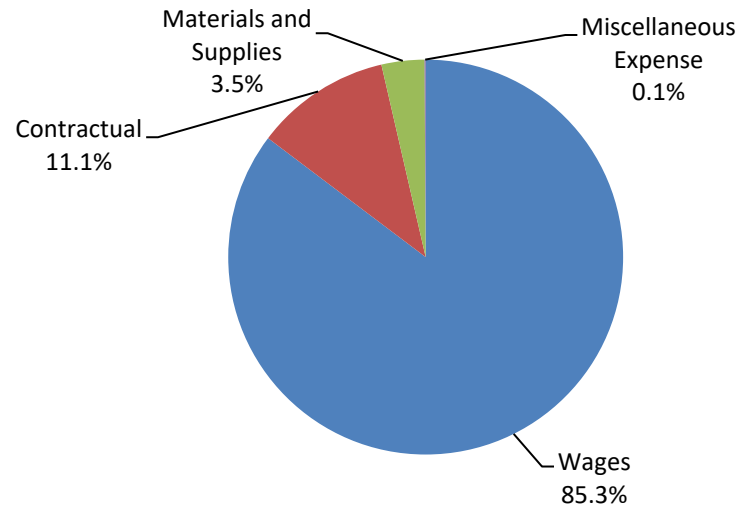
1. Increase summer swim lesson participation 10% (150 participants) over 2023 participation by August 2, 2024.
Performance Measure: Percentage youth engagement
2. Hold a pool passholder appreciation day at Ridgeland Pool, popping up an event with inner tube water polo, wibits, log rolling events throughout the day, serving at least 800 passholder and passholder guests by July 30, 2024.
Performance Measure: Increase in passholder numbers
3. Offer one teen pool event with a minimum of 150 teens by August 31, 2024.
Performance Measure: Percentage teen engagement

Aquatics

Historical Analysis



2024 Expense Distribution



Aquatics
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Fees & Charges	\$901	\$662,786	\$827,826	\$854,874	\$916,025
Rentals	\$0	\$25,888	\$26,084	\$21,920	\$21,210
Miscellaneous Revenue	\$2,028	\$205	\$10,623	\$15,360	\$15,760
Program Revenue	\$25,967	\$174,248	\$140,946	\$268,922	\$268,586
Total Revenue	\$28,895	\$863,127	\$1,005,479	\$1,161,076	\$1,221,581
Wages	\$12,428	\$384,428	\$401,355	\$543,000	\$589,012
Contractual Services	\$21,081	\$33,448	\$49,738	\$73,834	\$76,708
Materials and Supplies	\$18,802	\$10,292	\$23,313	\$21,400	\$24,304
Miscellaneous Expense	\$0	\$574	\$93	\$500	\$600
Total Expenses	\$52,311	\$428,741	\$474,498	\$638,734	\$690,624
Net	(\$23,416)	\$434,386	\$530,981	\$522,342	\$530,957

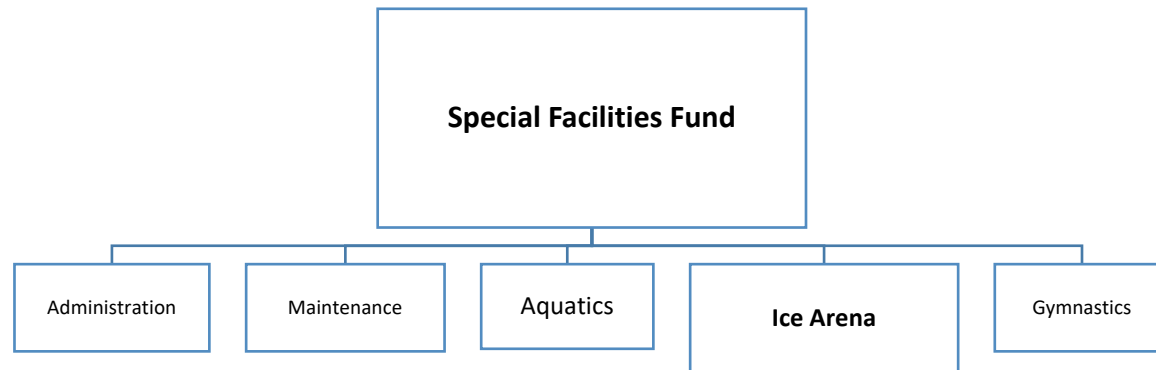
Ice Arena

Statement of Service

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

Description

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



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

Ice Arena**2023 RESULTS***Accomplished:*

- ✓ We have grown Ice Bears participation from 6 to 8 Fall/Winter teams.
- ✓ Launched a new off-ice training program for 39 learn to skate students, with two more sessions to come this year.

In Progress/Delayed:

- Increase number of rink passes sold by 30% from 2022 numbers by December 31, 2023.
 - We are currently at 25% of increase in rink passes from 2022, we expect this goal to be met by December 31 and additionally are running a Black Friday Sale for rink passes to assist with the sales.



Youth Ice Hockey Player



2024 GOALS

Community & Customer Focused

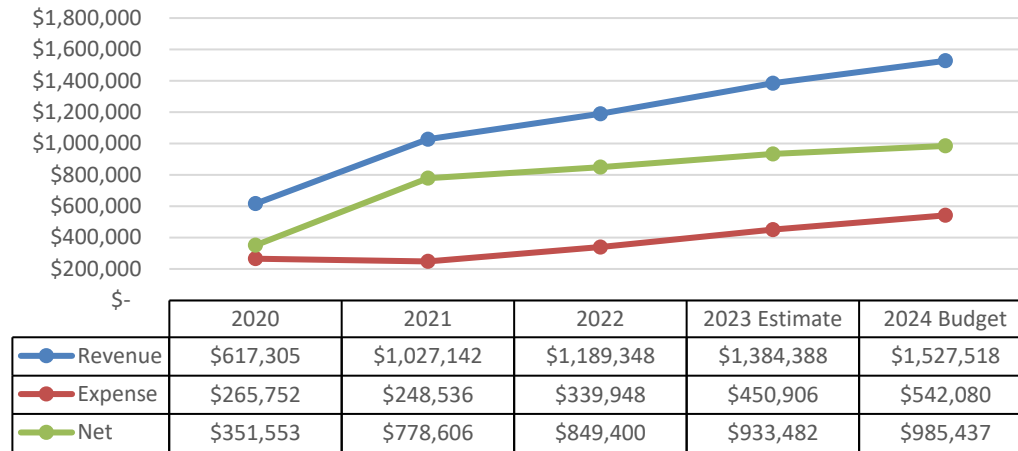
1. Increase public skate attendance by 10% over 2023 numbers by December 31, 2024.
Performance Measure: Increase in facility visits
2. Increase learn to skate participation in the fall/winter sessions by 12% over 2023 participation numbers by December 31, 2024.
Performance Measure: Program registration data

Organizational Excellence

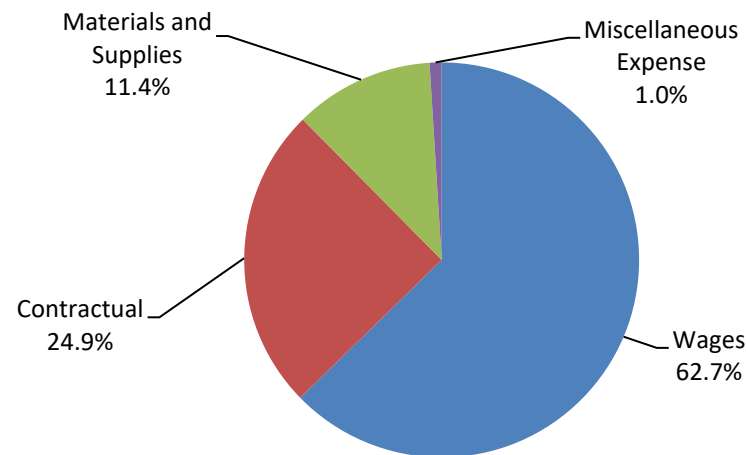
1. Improve quality of rental skate inventory by replacing 50 pairs of skates by March 1, 2024.
Performance Measure: Facility visits (public skate and lessons)

Ice Arena

Historical Analysis



2024 Expense Distribution



Ice Arena
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Fees & Charges	\$61,911	\$136,465	\$188,216	\$224,665	\$251,425
Rental Income	\$154,447	\$261,720	\$202,874	\$236,823	\$253,910
Miscellaneous Revenue	\$5,077	\$1,691	\$5,094	\$6,500	\$7,350
Program Revenue	\$395,870	\$627,265	\$793,164	\$916,400	\$1,014,833
Total Revenue	\$617,305	\$1,027,142	\$1,189,348	\$1,384,388	\$1,527,518
Wages	\$178,993	\$202,720	\$246,723	\$272,120	\$339,896
Contractual Services	\$47,729	\$35,254	\$61,389	\$124,011	\$134,865
Materials and Supplies	\$37,340	\$9,946	\$29,081	\$50,750	\$61,997
Miscellaneous Expense	\$1,690	\$616	\$2,755	\$4,025	\$5,323
Total Expenses	\$265,752	\$248,536	\$339,948	\$450,906	\$542,080
Net	\$351,553	\$778,606	\$849,400	\$933,482	\$985,437

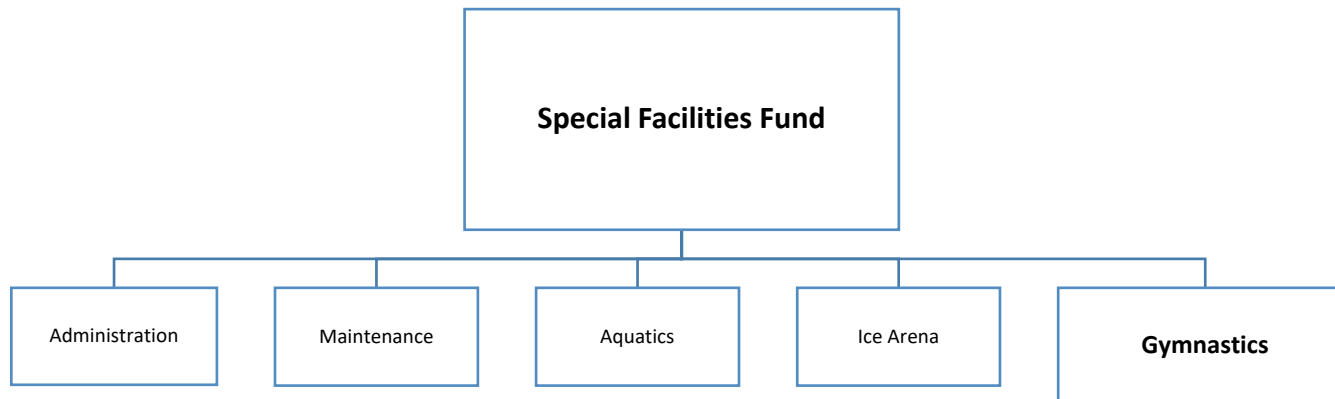
Gymnastics

Statement of Service

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

Description

The Oak Park Gymnastics Center offers gymnastics-based classes for participants aged two through high school, including recreation programs, summer camp, preschool open gym, a recreational competition team and a competitive team program.



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

Gymnastics

2023 RESULTS

Accomplished:

- ✓ We have purchased all equipment needs for 2023 following the equipment replacement plant model as well as additional Ninja equipment.
- ✓ Implemented a private coaching program for full-time and part-time gymnastics coaches.

In Progress/Delayed:

- Schedule at least twenty Family Open Gym options with a minimum of 60 participants by December 31, 2023.
 - As of June 28th, the GRC has held 14 Family Open Gyms with 4 sessions with at least 60 participants.
- Bring back gymnastics mini-sessions effective fall session on Tuesday, Friday and Sunday for Gym Kids 1, Gym Kids 2, Beginner Boys and Beginner 1 Girls classes fall of 2023.
 - Mini sessions are in place and are being programmed for Fall 2023 registration. Mini sessions are already listed on the schedule and will be in the program guide as well. The 1st mini session was held Tuesday August 22nd, 2023, the 2nd mini session's registration was completed on September 1st, and the 3rd mini session will open for registrations on October 1st.



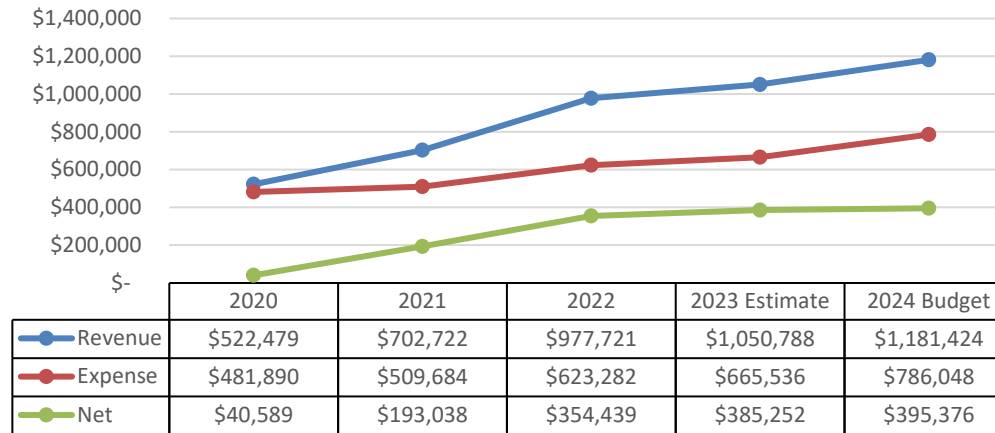
Gymnast at the GRC

2024 GOALS**Staff Excellence**

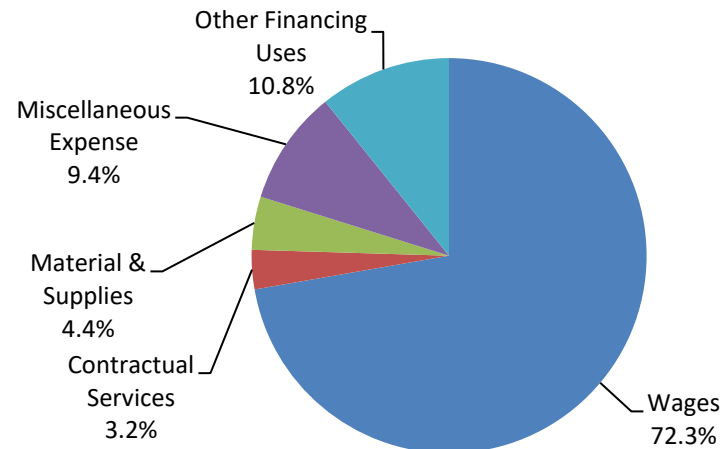
1. Create, organize, and promote 8 gymnastics field trips for surrounding Oak Park Day Care, Preschools, and Elementary schools designed for children who cannot attend regular gym programming due to time or other constraints by December 31, 2024.
Performance Measure: Households served
2. Market, schedule, and host 12 “Parents Night Out” events once a month on Friday evenings from 6pm-10pm, the 12th of which will be hosted before December 31, 2024.
Performance Measure: Households served
3. Expand collection of ninja equipment to increase program participation by a minimum of 20% by December 31, 2024.
Performance Measure: Program registrations
4. Offer a tumbling cheer program by December 31, 2024.
Performance Measure: Households served

Gymnastics

Historical Data



2024 Expense Distribution



Gymnastics
Budget Detail

	2020	2021	2022	2023 Estimate	2024 Budget
Fees and Charges	\$33,406	\$61,504	\$90,449	\$131,912	\$142,520
Rentals	\$8,543	\$7,403	\$42,009	\$45,000	\$47,200
Miscellaneous Revenue	\$5,215	\$6,116	\$11,324	\$0	\$0
Program Revenue	\$475,316	\$627,699	\$833,939	\$873,876	\$991,704
Total Revenue	\$522,479	\$702,722	\$977,721	\$1,050,788	\$1,181,424
Wages	\$392,190	\$429,967	\$454,403	\$491,859	\$567,979
Contractual Services	\$28,463	\$31,798	\$40,351	\$24,100	\$25,300
Material & Supplies	\$22,841	\$20,263	\$30,160	\$32,998	\$34,242
Miscellaneous Expense	\$38,396	\$27,656	\$16,827	\$61,740	\$73,727
Other Financing Uses*	\$0	\$0	\$81,541	\$54,838	\$84,800
Total Expenses	\$481,890	\$509,684	\$623,282	\$665,536	\$786,048
Net	\$40,589	\$193,038	\$354,439	\$385,252	\$395,376

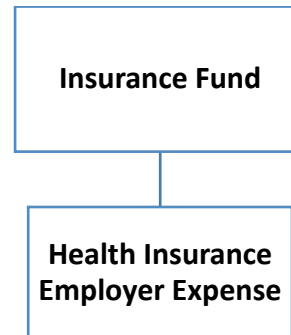
*Other Financing Uses: Employee Health Insurance Transfer

INSURANCE FUND

Description

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

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



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

Insurance Fund**2023 RESULTS***In Progress:*

- ✓ The Health Insurance fund is projected to end with a 37% fund balance.

2024 GOALS***Financial Strength***

1. Continue to focus on getting the Health Insurance Fund's fund balance within the 25% fund balance target by December 31, 2028, with an ending fund balance of 38% by December 31, 2024.

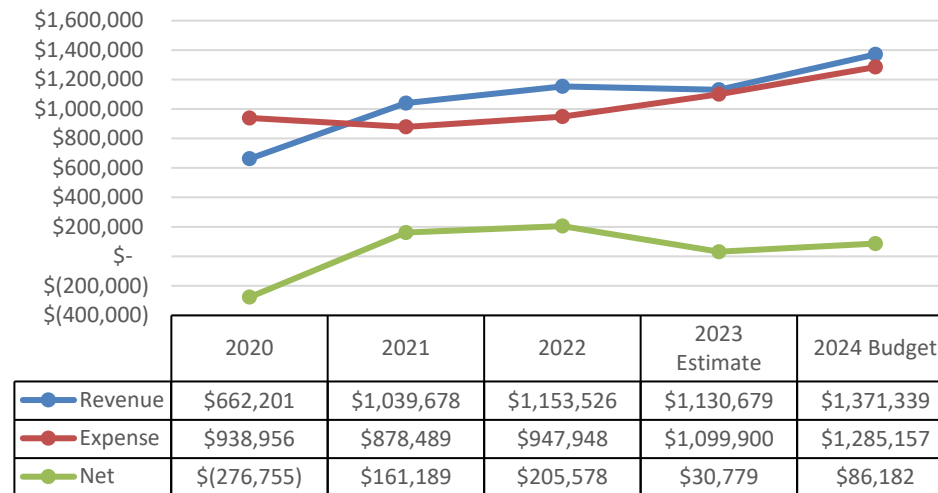
Performance Measure: Fund balance



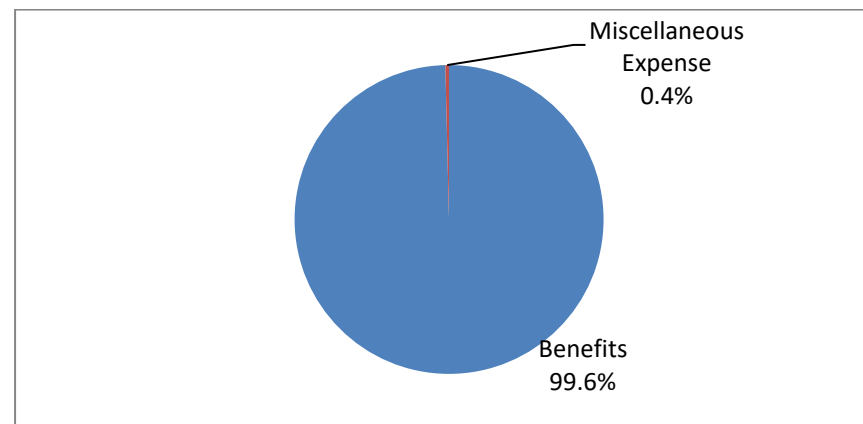
The CRC multi-purpose room and entrance

Insurance Fund

Historical Data

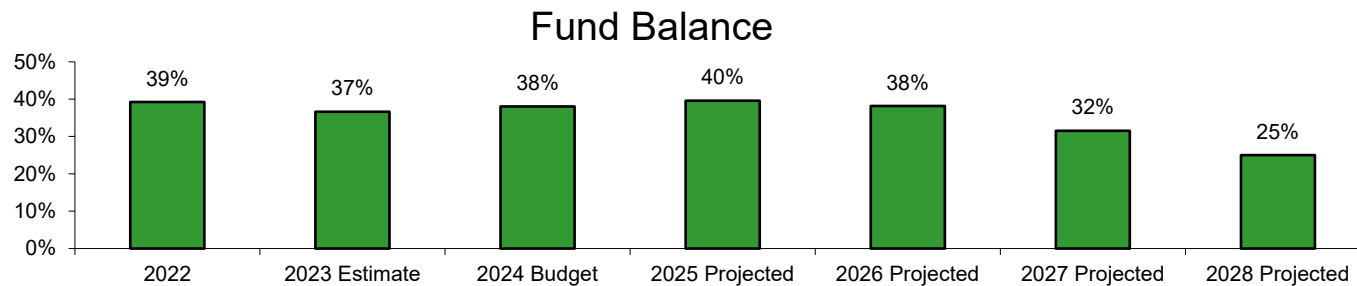


2024 Expense Distribution



Insurance Fund
Budget Detail

	2022	2023 Estimate	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Fees and Charges	\$140,210	\$150,000	\$198,432	\$204,385	\$210,517	\$216,832	\$223,337
Miscellaneous Revenue	\$6,010	\$0	\$0	\$0	\$0	\$0	\$0
Other Financing Sources	\$1,007,306	\$980,679	\$1,172,907	\$1,208,094	\$1,244,337	\$1,244,167	\$1,302,151
Total Revenue	\$1,153,526	\$1,130,679	\$1,371,339	\$1,412,479	\$1,454,854	\$1,460,999	\$1,525,488
Benefits	\$947,948	\$1,099,900	\$1,280,157	\$1,356,966	\$1,438,384	\$1,524,687	\$1,600,922
Miscellaneous Expense	\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Total Expenses	\$947,948	\$1,099,900	\$1,285,157	\$1,361,966	\$1,443,384	\$1,529,687	\$1,605,922
Net	\$205,578	\$30,779	\$86,182	\$50,513	\$11,469	(\$68,688)	(\$80,434)
Fund Balance	\$371,660	\$402,439	\$488,621	\$539,134	\$550,603	\$481,915	\$401,481
	39%	37%	38%	40%	38%	32%	25%



CAPITAL PROJECTS FUND

Description

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

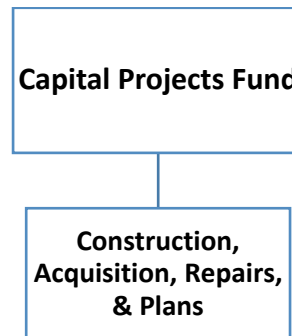
The Capital Projects Fund accounts for purchases and construction expenditures related to the acquisition and improvement of major capital facilities and equipment. Every year the Capital Improvement Plan (CIP) is updated projecting capital costs for the next 5 years. In 2023, the CIP was updated and projects included in the 2024 budget contain previously allocated projects.

The proposed budget includes \$3.7 million in expenditures. Capital improvements continue to be processed and implemented throughout the District, as highlighted below:

- 5-year Comprehensive and Strategic Plan
- Updates at Rehm Pool, Cheney, and the Conservatory
- Tennis Court Improvements at Scoville and Lindberg Parks
- Fleet upgrades

Per capita spending for capital improvements can be a useful tool to compare the investment being made in the capital infrastructure of the District to other park districts. The following chart shows the District's per capita spending from the Capital Projects Fund for 2022-2028.

	<u>2022</u>	<u>2023</u> <u>Estimated</u>	<u>2024</u> <u>Budgeted</u>	<u>2025</u> <u>Projected</u>	<u>2026</u> <u>Projected</u>	<u>2027</u> <u>Projected</u>	<u>2028</u> <u>Projected</u>
Capital Project Expense	\$15,879,874	\$9,164,294	\$3,667,540	\$8,297,540	\$5,370,000	\$5,470,000	\$2,985,000
Per Capita Amount	\$291	\$168	\$67	\$152	\$98	\$100	\$55



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

Capital Projects Fund

2023 RESULTS

In Progress:

- Implementation of 2023 projects from the 2023-2027 Capital Improvement Plan by December 31, 2023.
 - All projects are on track to be completed by end of year.

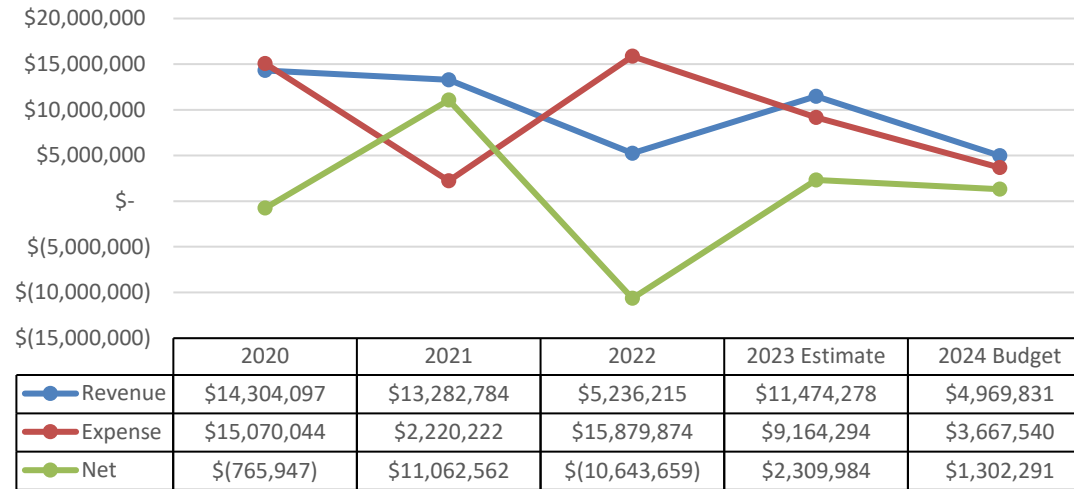
2024 GOALS

Quality Infrastructure Management

1. Implementation of 2024 projects from the 2024-2028 Capital Improvement Plan by December 31, 2024.
Performance Measure: Beginning and/or completing all 2024 projects identified in the CIP by December 31, 2024.

Capital Projects Fund

Historical Data

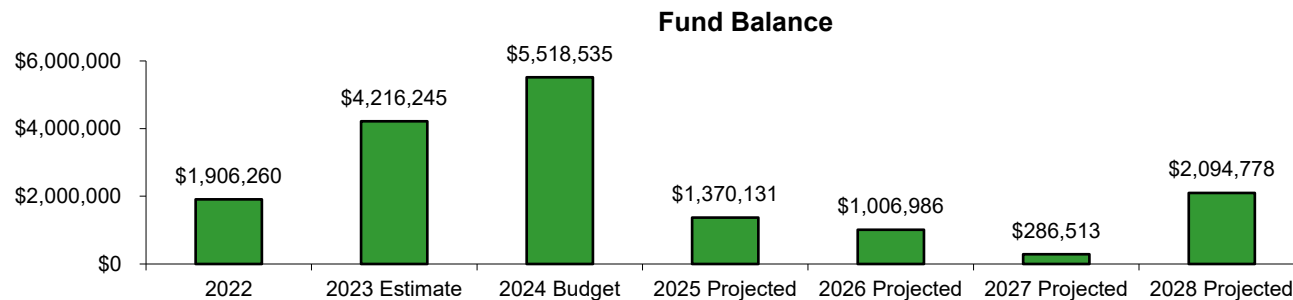


2024 Expense Distribution

100% Capital Projects

Capital Projects Fund
Budget Detail

	2022	2023 Estimate	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Intergovernmental	\$621,500	\$6,942,194	\$861,463	\$0	\$300,000	\$0	\$0
Miscellaneous Revenue	\$1,000	\$0	\$0	\$0	\$0	\$0	\$0
Donations	\$1,545,587	\$1,000,000	\$15,000	\$0	\$0	\$0	\$0
Property Tax Contribution	\$1,459,128	\$1,532,084	\$1,593,368	\$1,649,136	\$1,706,855	\$1,749,527	\$1,793,265
Debt Proceeds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Operating Funds' Transfers	\$1,609,000	\$2,000,000	\$2,500,000	\$2,500,000	\$3,000,000	\$3,000,000	\$3,000,000
Total Revenue	\$5,236,215	\$11,474,278	\$4,969,831	\$4,149,136	\$5,006,855	\$4,749,527	\$4,793,265
Property Acquisition	\$0	\$0	\$0	\$0	\$200,000	\$200,000	\$200,000
ADA/Surveys	\$3,013	\$140,000	\$375,000	\$75,000	\$75,000	\$75,000	\$75,000
Nonsite Specific	\$26,717	\$50,000	\$370,000	\$50,000	\$650,000	\$100,000	\$450,000
Vehicle/Equipment/Tech	\$39,938	\$140,000	\$115,000	\$240,000	\$320,000	\$240,000	\$350,000
Park/Master Improvements	\$15,810,206	\$8,834,294	\$2,750,000	\$7,875,000	\$4,065,000	\$4,795,000	\$1,850,000
RC (2011,12,13 Bonds)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
BG/Admin (2013 Bond)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Community Recreation Center	\$0	\$0	\$57,540	\$57,540	\$60,000	\$60,000	\$60,000
Total Expenses	\$15,879,874	\$9,164,294	\$3,667,540	\$8,297,540	\$5,170,000	\$5,270,000	\$2,785,000
Net	(\$10,643,659)	\$2,309,984	\$1,302,291	(\$4,148,404)	(\$163,145)	(\$520,473)	\$2,008,265
Fund Balance	\$1,906,260	\$4,216,245	\$5,518,535	\$1,370,131	\$1,006,986	\$286,513	\$2,094,778
Fund Balance with Property Acquisition	\$1,906,260	\$4,216,245	\$5,518,535	\$1,370,131	\$1,206,986	\$686,513	\$2,694,778



HISTORIC PROPERTIES OPERATIONS FUND

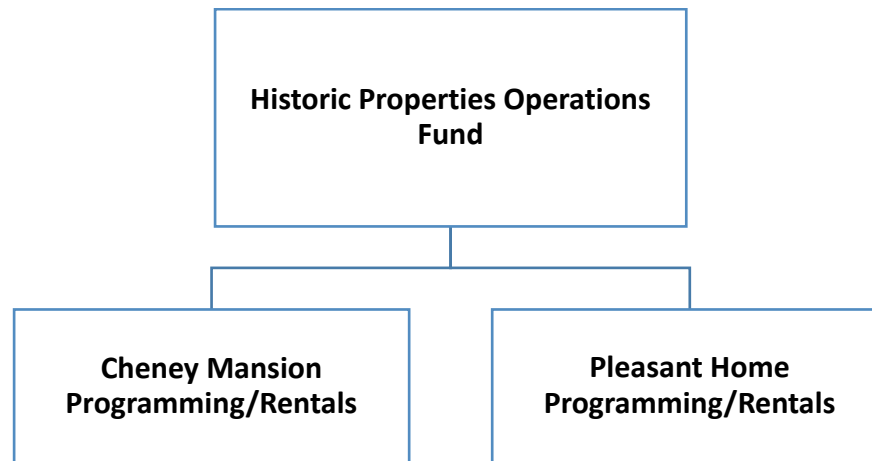
Statement of Service

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

Description

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

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



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

Historic Properties Operations Fund**2023 RESULTS***Accomplished:*

- ✓ Increased total wedding revenue by 3% over 2022 totals.
- ✓ Implemented a themed event week in partnership with other program supervisors for Summer 2023.

In Progress/Delayed:

- Increase total special and corporate event revenue by 5% over 2022 totals by December 31, 2023.
 - Through August, combined special/corporate revenue is \$66,955. 2023 combined budget is \$82,000.
- Increase program revenue at Cheney and Pleasant Home by 5% over 2022 totals by December 31, 2023.
 - Through August combined program revenue is \$76,370. 2023 combined budget is \$86,924.



A Wedding at Cheney Mansion



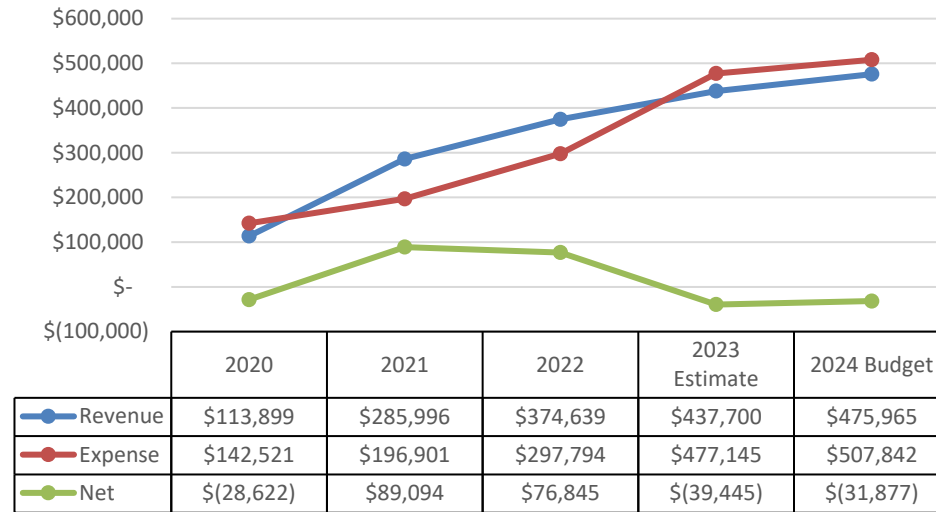
2024 GOALS

Financial Strength

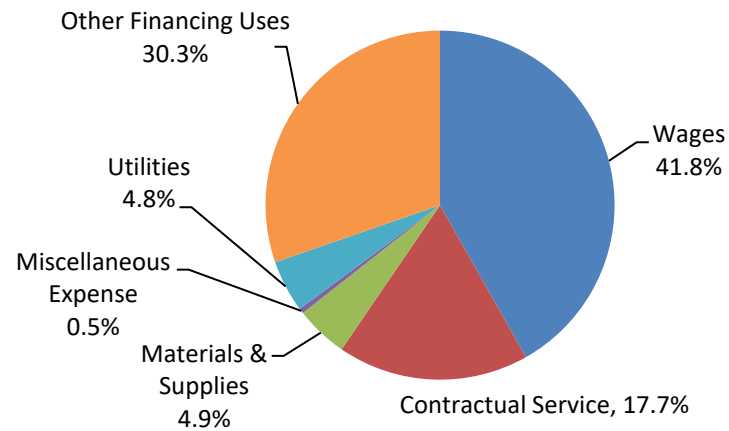
1. Increase total wedding revenue by 3% over 2022 totals by December 31, 2024
Performance Measure: Facility usage
2. Increase Corporate rental revenue by 10% over 2023 totals by December 31, 2024
Performance Measure: Facility usage
3. Achieve \$100,000 in program revenue by December 31, 2024.
Performance Measure: Percentage of households served

Historic Properties Operations Fund

Historic Analysis

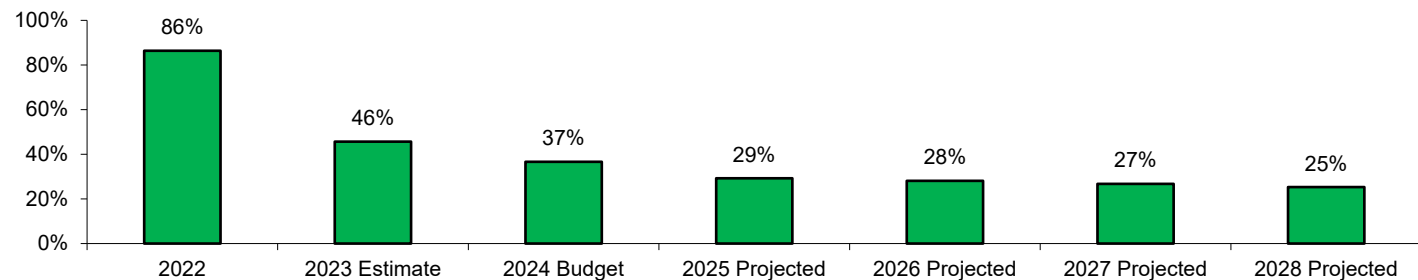


2024 Expense Distribution



Historic Properties Operations Fund
Budget Detail

	2022	2023 Estimate	2024 Budget	2025 Projected	2026 Projected	2027 Projected	2028 Projected
Fees and Charges	\$21,700	\$20,100	\$18,100	\$18,643	\$19,202	\$19,778	\$20,372
Rental Income	\$274,266	\$304,450	\$323,650	\$333,360	\$343,360	\$353,661	\$364,271
Program Revenue	\$78,673	\$113,150	\$134,215	\$138,241	\$142,389	\$146,660	\$151,451
Total Revenues	\$374,639	\$437,700	\$475,965	\$490,244	\$504,951	\$520,100	\$536,094
Wages	\$187,671	\$198,785	\$212,402	\$218,774	\$225,337	\$232,097	\$239,060
Contractual Service	\$60,013	\$82,150	\$89,936	\$92,634	\$95,413	\$98,275	\$101,224
Materials & Supplies	\$25,151	\$22,780	\$24,710	\$25,451	\$26,215	\$27,001	\$27,811
Miscellaneous Expense	\$779	\$2,915	\$2,414	\$2,486	\$2,561	\$2,638	\$2,717
Utilities	\$24,180	\$23,400	\$24,500	\$25,235	\$25,992	\$26,772	\$27,575
Other Financing Uses	\$0	\$147,115	\$153,880	\$158,496	\$138,251	\$137,399	\$141,521
Total Expenses	\$297,794	\$477,145	\$507,842	\$523,077	\$513,770	\$524,183	\$539,908
Net	\$76,845	(\$39,445)	(\$31,877)	(\$32,833)	(\$8,818)	(\$4,083)	(\$3,814)
Fund Balance	\$257,285	\$217,840	\$185,963	\$153,130	\$144,312	\$140,229	\$136,414
	86%	46%	37%	29%	28%	27%	25%
\$ Amount Above Policy Minimum	\$182,837	\$98,554	\$59,003	\$22,361	\$15,869	\$9,183	\$1,437

Fund Balance




Memo

2023 Tax Year Levy – Abatement Ordinance for 2019/2020 Bond



Memo

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

From: Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: October 21, 2023

Re: 2023 Tax Year Levy – Abatement Ordinance for 2019 Bond 2023-11-02



Statement

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

Discussion

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

The amount to be abated for the 2023 tax year, collected on the tax bills issued in 2024, is \$301,400. The alternative source of revenue used to pay the debt service for the 2019 bond issue is the recreation levy component of the District's general property tax levy.

Recommendation

Staff recommends the 2023 Tax Levy Abatement Ordinance 2023-11-02 for the 2019 Bond be approved.

Attachment: Abatement Ordinance 2019 for Bond 2023-11-02

**Park District of Oak Park
Ordinance No. 2023-11-02**

AN ORDINANCE abating the taxes heretofore levied for the year 2023 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019, of the Park District of Oak Park, Cook County, Illinois.

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

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

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2023 to pay the principal of and interest on the Bonds be abated in its entirety;

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2023 in the Ordinance, namely three hundred and one thousand four hundred dollars (\$301,400), is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2023 in its entirety in accordance with the provisions hereof.

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

Adopted by roll call vote November 16, 2023.

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

By: _____
Kassie Porreca, Park Board President

ATTEST:

Sandy Lentz, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of the Ordinance No. 2023-11-02 entitled:

AN ORDINANCE abating the taxes heretofore levied for the year 2023 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019, of the Park District of Oak Park, Cook County, Illinois.

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District of Oak Park, held at Oak Park, Illinois, in said District at 7:30 p.m. on the 16th day of November, 2023.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the said Park District at Oak Park, Illinois, this 16th day of November, 2023.

November 16, 2023

Sandy Lentz, Secretary
Board of Park Commissioners

(SEAL)



Memo

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

From: Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: October 21, 2023

Re: 2023 Tax Year Levy – Abatement Ordinance for 2020 Bond 2023-11-02



Statement

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

Discussion

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

The amount to be abated for the 2023 tax year, collected on the tax bills issued in 2024, is \$1,596,250. The alternative source of revenue used to pay the debt service for the 2020 bond issue is the recreation levy component of the District's general property tax levy.

Recommendation

Staff recommends the 2023 Tax Levy Abatement Ordinance 2023-11-02 for the 2020 Bond be approved.

Attachment: Abatement Ordinance for 2020 Bond 2023-11-03

**Park District of Oak Park
Ordinance No. 2023-11-03**

AN ORDINANCE abating the taxes heretofore levied for the year 2023 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020, of the Park District of Oak Park, Cook County, Illinois.

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

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

WHEREAS, it is necessary and in the best interests of the District that the tax heretofore levied for the year 2023 to pay the principal of and interest on the Bonds be abated in its entirety;

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

Section 1. Abatement of Tax. The tax heretofore levied for the year 2023 in the Ordinance, namely one million five hundred and ninety six thousand two hundred and fifty dollars (\$1,596,250), is hereby abated in its entirety.

Section 2. Filing of Ordinance. Forthwith upon the adoption of this ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerk of Cook County, Illinois, and it shall be the duty of said County Clerk to abate said tax levied for the year 2023 in its entirety in accordance with the provisions hereof.

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

Adopted by roll call vote November 16, 2023.

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

By: _____
Kassie Porreca, Park Board President

ATTEST:

Sandy Lentz, Secretary

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

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

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of the Ordinance No. 2023-11-02 entitled:

AN ORDINANCE abating the taxes heretofore levied for the year 2023 to pay debt service on the General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020, of the Park District of Oak Park, Cook County, Illinois.

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District of Oak Park, held at Oak Park, Illinois, in said District at 7:30 p.m. on the 16th day of November, 2023.

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

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of the said Park District at Oak Park, Illinois, this 16th day of November, 2023.

November 16, 2023

Sandy Lentz, Secretary
Board of Park Commissioners

(SEAL)



Memo

Budget and Appropriation Ordinance 2024



Memo

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

From: Mitch Bowlin, Director of Finance

CC: Jan Arnold, Executive Director

Date: October 21, 2023

Re: 2024 Budget and Appropriation Ordinance 2023-11-04



Statement

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

Discussion

A public hearing is required to be held prior to approval of the B & A. This notice must be published in a newspaper of local circulation at least seven days before the public hearing. The public hearing notice will be published in the November 8 edition of the Wednesday Journal and the public hearing will be held November 16.

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

Recommendation

Staff recommends approving the Budget & Appropriation Ordinance 2023-11-04.

Attachment: 2024 Budget and Appropriation Ordinance 2023-11-04

**PARK DISTRICT OF OAK PARK
ORDINANCE NO. 2024-11-04**

COMBINED ANNUAL BUDGET AND APPROPRIATION ORDINANCE
OF THE PARK DISTRICT OF OAK PARK
FOR FISCAL YEAR BEGINNING JANUARY 1, 2024,
AND ENDING DECEMBER 31, 2024

WHEREAS, the Board of Commissioners of the Park District of Oak Park has determined the sums of money deemed necessary to defray all necessary expenses and liabilities of the Park District for the fiscal year beginning January 1, 2024, and ending December 31, 2024 (the “2024 *Fiscal Year*”) and such sums of money are appropriated by this Ordinance; and

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

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

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

Section 2. Adoption of Budget and Specifying Appropriations. The Board of Commissioners hereby adopts the Budget for the 2024 Fiscal Year and hereby specifies the objects and purposes for which appropriations are made for the 2024 Fiscal Year as set forth in Exhibit A attached to and by this reference incorporated into this Ordinance.

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

certified public accounting firm, the payments to a special recreation association being the West Suburban Recreation Association, and the payment of health insurance, as herein before specified, all in order to defray all necessary expenses and liabilities of the Park District for the 2024 Fiscal Year.

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

- (1) That cash on hand estimated at the beginning of the 2024 Fiscal Year is \$25,557,637.
- (2) That the estimated cash expected to be received during the fiscal year from all sources of \$30,614,291.
- (3) That the estimated expenditures contemplated for the fiscal year are \$29,901,775.
- (4) That the estimated cash expected to be on hand at the end of the fiscal year is \$26,270,153.
- (5) That the estimated amount of taxes to be received during the year is \$11,992,022.

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

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

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

PASSED: this 16th day of November 2023.

AYES: _____

NAYS: _____

ABSTAIN: _____

ABSENT: _____

APPROVED this 16th day of November 2023.

By: _____
Kassie Porreca, President
Board of Commissioners

ATTEST:

By: _____
Sandy Lentz, Secretary
Board of Commissioners

STATE OF ILLINOIS)
) SS.
COUNTY OF COOK)

SECRETARY’S CERTIFICATE

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

I also certify that the foregoing ordinance is a true and correct copy of the “BUDGET AND APPROPRIATION ORDINANCE FOR THE 2024 FISCAL YEAR” of the Park District of Oak Park, adopted at a duly called Regular Meeting of the Board of Commissioners of the Park District of Oak Park held at Oak Park, Illinois, within the Park District of Oak Park, at 7:30 p.m. on the 16th day of November 2023.

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

November 16, 2023

Sandy Lentz, Secretary
Board of Park Commissioners

(SEAL)

ATTACHMENT A
To the Budget and Appropriation Ordinance
For Fiscal Year January 1, 2024 to December 31, 2024

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
EXPENDITURE SUMMARY		
Corporate Fund	\$ 7,089,881	8,153,363
I.M.R.F. Fund	\$ 225,000	258,750
Liability Fund	\$ 434,436	499,601
Audit Fund	\$ 33,400	38,410
Recreation Fund	\$ 11,996,474	13,795,944
Museum Fund	\$ 175,200	201,480
Special Recreation Fund	\$ 608,533	699,813
Special Facilities Fund	\$ 3,878,313	4,460,061
Insurance Fund	\$ 1,285,157	1,477,930
Capital Projects Fund	\$ 3,667,540	4,969,830
Cheney Mansion Fund	\$ 507,842	584,018
TOTAL BUDGET & APPROPRIATION	\$ 29,901,776	35,139,201

I. CORPORATE FUND

ADMINISTRATION

Salaries and Wages	\$ 1,244,230	1,430,865
Legal Services	\$ 78,500	90,275
Architectural Services	\$ 5,000	5,750
Legal Publications	\$ 1,500	1,725
Office Equipment Service	\$ 2,500	2,875
Computer (IT) Services	\$ 417,506	480,132
Township Interventionist	\$ 14,200	16,330
Copy and Printing - Internal	\$ 90,000	103,500
Postage and Delivery	\$ 4,000	4,600
Contractual Services-Other	\$ 211,000	242,650
Bank Service Charge	\$ 12,900	14,835
Office Expense	\$ 12,000	13,800
Uniforms	\$ 12,000	13,800
Supplies-Other	\$ 1,100	1,265
Office Equipment	\$ 1,000	1,150
Computer Equipment	\$ 79,500	91,425
FICA Employer Expense	\$ 730,000	839,500
Employee Recognition	\$ 18,000	20,700
Conference and Training	\$ 69,500	79,925
Dues and Subscriptions	\$ 20,701	23,806
Employee Travel Reimbursement	\$ 500	575
Administrative Expense	\$ 6,645	7,642
Director Expense	\$ 900	1,035
Board Expense	\$ 15,100	17,365
Recruitment	\$ 16,000	18,400
Telecommunications	\$ 108,000	124,200
Health Insurance Transfer	\$ 284,456	327,124
Fund Transfer Out	\$ -	-
TOTAL ADMINISTRATION	\$ 3,456,738	3,975,248

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
<u>CONSERVATORY</u>		
Salaries and Wages	\$ 198,765	228,580
Property Repair	\$ 5,000	5,750
Fleet Service	\$ 6,000	6,900
Custodial Services	\$ 10,100	11,615
Contractual Services - Other	\$ 20,000	23,000
Equipment - Rental	\$ -	-
Bank Service Charges	\$ 3,700	4,255
Uniforms	\$ 2,690	3,094
Supplies - Cleaning and Household	\$ 750	863
Supplies - Building Materials	\$ 7,000	8,050
Miscellaneous Supplies	\$ 2,300	2,645
Animal Care	\$ 1,400	1,610
Supplies - Horticultural Control	\$ 7,000	8,050
Furnishings	\$ 2,000	2,300
Gift Shop Material	\$ 29,200	33,580
Conservatory Special Events	\$ 12,000	13,800
Birthday Party Supplies	\$ 2,700	3,105
Employee Recognition	\$ 600	690
Conference and Training	\$ 5,500	6,325
Dues and Subscriptions	\$ 3,087	3,550
Employee Travel Reimbursement	\$ 500	575
Gift Shop Sales Tax	\$ 3,500	4,025
Electricity	\$ 8,800	10,120
Natural Gas	\$ 28,000	32,200
Water	\$ 6,000	6,900
Health Insurance Transfer	\$ 73,182	84,159
TOTAL CONSERVATORY	\$ 439,774	505,740

<u>PARKS & PLANNING</u>		
Salaries and Wages	\$ 1,627,411	1,871,523
Copying & Printing- External	\$ 4,200	4,830
Property Repair	\$ 333,225	383,209
Fleet Service	\$ 78,000	89,700
Landscaping Service	\$ 94,500	108,675
Custodial Services	\$ 84,260	96,899
Scavenger Service	\$ 27,800	31,970
Portable Restrooms	\$ 7,200	8,280
Sports Field Improvements	\$ 85,375	98,181
Equipment-Rental	\$ 5,525	6,354
Bank Service Fees	\$ 2,000	2,300
Uniforms	\$ 7,940	9,131
Supplies-Parks	\$ 95,800	110,170
Supplies- Cleaning & Household	\$ 34,200	39,330
Supplies- Building Materials	\$ 99,000	113,850
Equipment	\$ 61,850	71,128
Employee Recognition	\$ 1,500	1,725
Conference & Training	\$ 15,500	17,825
Dues and Subscriptions	\$ 3,742	4,303
Employee Travel Reimbursement	\$ 800	920
Electricity	\$ 65,000	74,750

	Budget (in \$)	Appropriation (in \$)
Natural Gas	\$ 35,000	40,250
Telecommunications	\$ 5,000	5,750
Water	\$ 116,500	133,975
Health Insurance Transfer	\$ 302,042	347,348
TOTAL BUILDINGS & GROUNDS	\$ 3,193,370	3,672,376
II. <u>I.M.R.F. FUND</u>		
IMRF Employer Expense	\$ 225,000	258,750
TOTAL I.M.R.F. FUND	\$ 225,000	258,750
III. <u>LIABILITY FUND</u>		
Salaries and Wages	\$ 70,904	81,540
Insurance Deductibles	\$ 2,500	2,875
Worker's Compensation	\$ 69,098	79,463
Property	\$ 105,979	121,876
Employment Practices	\$ 17,464	20,084
Liability	\$ 49,765	57,230
Employee Screenings	\$ 30,000	34,500
Risk Care Management	\$ 67,226	77,309
Conference and Training	\$ 11,500	13,225
Unemployment Expense	\$ 10,000	11,500
TOTAL LIABILITY FUND	\$ 434,436	499,601
IV. <u>AUDIT FUND</u>		
Contractual Services - Other	\$ 33,400	38,410
TOTAL AUDIT FUND	\$ 33,400	38,410
V. <u>RECREATION FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	\$ 1,062,297	1,221,642
Property Repair	\$ 1,000	1,150
Fleet Service	\$ 3,500	4,025
Contractual Services - Other	\$ 46,470	53,441
Supplies - Other	\$ 1,000	1,150
Furnishings	\$ 500	575
Conference and Training	\$ 14,500	16,675
Continuing Education	\$ -	-
Dues and Subscriptions	\$ 7,460	8,579
Employee Travel Reimbursement	\$ 1,500	1,725
Non-Resident Fee Expense	\$ 5,000	5,750
Scholarship - Township	\$ 8,000	9,200
Scholarship - PDOP	\$ 220,000	253,000
Bond Payment - Principal	\$ 1,270,000	1,460,500
Bond Payment - Interest	\$ 792,650	911,548
Telecommunications	\$ 38,000	43,700
Fund Transfer Out	\$ 2,200,000	2,530,000
Capital Projects Contribution	\$ 1,593,368	1,832,373
Health Insurance Transfer	\$ 164,734	189,444
TOTAL ADMINISTRATION	\$ 7,429,979	8,544,476
<u>COMMUNICATIONS</u>		

	Budget (in \$)	Appropriation (in \$)
Salaries and Wages	\$ 237,214	272,796
Copy and Printing - External	\$ 56,060	64,469
Brochure	\$ 80,380	92,437
Bank Service Charge	\$ 4,000	4,600
Marketing	\$ 75,330	86,630
Advertising	\$ 51,965	59,760
Conference and Training	\$ 4,500	5,175
Dues and Subscriptions	\$ 264	304
Health Insurance Transfer	\$ 46,378	53,335
TOTAL COMMUNICATIONS	\$ 556,091	639,505
<u>CUSTOMER SERVICE</u>		
Salaries and Wages	\$ 374,776	430,993
Copy and Printing - External	\$ 3,500	4,025
Office Expense	\$ 3,261	3,750
Uniforms	\$ 3,000	3,450
Employee Recognition	\$ 400	460
Conference & Training	\$ 4,000	4,600
Dues and Subscriptions	\$ 264	304
Employee Travel Reimbursement	\$ 200	230
Health Insurance Transfer	\$ 55,458	63,777
TOTAL CUSTOMER SERVICE	\$ 444,859	511,588
<u>FITNESS PROGRAMS</u>		
Program Wages	\$ 57,916	66,604
Bank Service Charge	\$ 6,900	7,935
Program Contractual Expense	\$ 110,877	127,509
Program Supplies	\$ 2,350	2,703
TOTAL FITNESS	\$ 178,043	204,750
<u>YOUTH ATHLETICS</u>		
Program Wages	\$ 117,571	135,206
Bank Service Charge	\$ 43,100	49,565
Program Contractual Expense	\$ 467,497	537,621
Program Supplies	\$ 46,888	53,921
TOTAL YOUTH ATHLETICS	\$ 675,055	776,314
<u>ADULT ATHLETICS</u>		
Program Wages	\$ 20,813	23,934
Bank Service Charge	\$ 4,100	4,715
Program Contractual Expense	\$ 27,859	32,038
Program Supplies	\$ 13,766	15,830
TOTAL ADULT ATHLETICS	\$ 66,537	76,517

	Budget (in \$)	Appropriation (in \$)
<u>COMMUNITY RECREATION CENTER</u>		
Salaries and Wages	\$ 623,314	716,811
Program Contractual Expense	\$ 61,200	70,380
Program Supplies	\$ 17,875	20,556
Utilities	\$ 32,200	37,030
TOTAL COMMUNITY RECREATION CENTER	\$ 734,589	844,777
<u>COMMUNITY PROGRAMS</u>		
Program Wages	\$ 800,378	920,435
Bank Service Charge	\$ 53,200	61,180
Program Contractual Expense	\$ 317,576	365,212
Program Supplies	\$ 147,467	169,587
TOTAL SPECIAL INTEREST PROGRAMS	\$ 1,318,621	1,516,414
<u>FINE ARTS</u>		
Program Wages	\$ 252,303	290,149
Bank Service Charge	\$ 31,500	36,225
Program Contractual Expense	\$ 48,247	55,484
Program Supplies	\$ 44,960	51,704
TOTAL SPECIAL EVENTS & ARTS	\$ 377,010	433,562
<u>EARLY CHILDHOOD AND CAMPS</u>		
Program Wages	\$ 200,947	231,089
Bank Service Charge	\$ 320	368
Program Contractual Expenses	\$ 960	1,104
Program Supplies	\$ 13,461	15,480
TOTAL EARLY CHILDHOOD PROGRAMS	\$ 215,688	248,041
VI. <u>MUSEUM FUND</u>		
Salaries and Wages	\$ -	-
Property Repair	\$ 150,000	172,500
Contractual Services - Other	\$ -	-
Program Contractual Expenses	\$ -	-
Supplies - Cleaning and Household	\$ -	-
Supplies - Building Materials	\$ 3,000	3,450
Program Supplies	\$ -	-
Pleasant Home Electricity	\$ 12,000	13,800
Pleasant Home Natural Gas	\$ 7,500	8,625
PH Security Monitoring	\$ 200	230
Pleasant Home Water	\$ 2,500	2,875
TOTAL MUSEUM FUND	\$ 175,200	201,480
VII. <u>SPECIAL RECREATION FUND</u>		
Salaries and Wages	\$ 54,031	62,136
Special Rec Contribution	\$ 554,502	637,677
TOTAL SPECIAL RECREATION FUND	\$ 608,533	699,813
VIII. <u>SPECIAL FACILITIES FUND</u>		
<u>ADMINISTRATION</u>		
Salaries and Wages	\$ 428,512	492,789
Conference and Training	\$ 11,500	13,225

	Budget (in \$)	Appropriation (in \$)
Dues and Subscriptions	\$ 1,890	2,174
Employee Travel Reimbursement	\$ 400	460
Telecommunications	\$ 3,600	4,140
Health Insurance Transfer	\$ 47,719	54,877
Special Recreation Transfer	\$ -	-
Capital Projects Contribution	\$ 200,000	230,000
TOTAL ADMINISTRATION	\$ 693,621	797,664

MAINTENANCE

Salaries and Wages	\$ 396,771	456,287
Property Repair - Pool	\$ 58,900	67,735
Property Repair - Rink	\$ 48,800	56,120
Property Repair - GRC	\$ 27,800	31,970
Fleet Service - Pool	\$ 1,600	1,840
Fleet Service - Rink	\$ 8,920	10,258
Contractual Services- Other - GRC	\$ 5,915	6,802
Contractual Services- Other - Pool	\$ 6,263	7,202
Contractual Services- Other - Rink	\$ 6,858	7,886
Custodial Services - GRC	\$ 2,250	2,588
Equipment-Maintenance - Pool	\$ 1,275	1,466
Equipment-Maintenance - Rink	\$ 1,550	1,783
Equipment Rental GRC	\$ 1,200	1,380
Equipment Rental Pool	\$ 3,300	3,795
Equipment Rental Rink	\$ 2,300	2,645
Bank Service Charges	\$ 130	150
Alarm Services - GRC	\$ -	-
Uniforms	\$ 3,150	3,623
Supplies-Cleaning & Household - Pool	\$ 6,609	7,600
Supplies- Building Materials - Pool	\$ 16,846	19,373
Supplies-Cleaning & Household - Rink	\$ 6,255	7,193
Supplies- Building Materials - Rink	\$ 20,185	23,213
Supplies-Cleaning & Household - GRC	\$ 3,454	3,972
Supplies- Building Materials - GRC	\$ 5,755	6,618
Misc. Supplies - Dog Parks	\$ 8,880	10,212
Fuels and Lubricants	\$ 3,240	3,726
Chemicals	\$ 49,605	57,046
Building Improvements - Pool	\$ 5,800	6,670
Building Improvements - GRC	\$ 5,000	5,750
Equipment-Other - Pool	\$ 17,147	19,719
Equipment-Other - GRC	\$ 1,500	1,725
Conference and Training	\$ 4,160	4,784
Dues and Subscriptions	\$ 464	534
Employee Travel Reimbursement	\$ 300	345
Rehm Electricity	\$ 22,000	25,300
Ridgeland Electricity	\$ 165,000	189,750
Gymnastics Electricity	\$ 20,000	23,000
Rehm Natural Gas	\$ 22,000	25,300
Ridgeland Natural Gas	\$ 50,000	57,500
Gymnastics Natural Gas	\$ 9,000	10,350
Rehm Water	\$ 47,500	54,625
Ridgeland Water	\$ 36,000	41,400

	Budget (in \$)	Appropriation (in \$)
Gymnastics Water	\$ 2,000	2,300
Health Insurance Transfer	\$ 60,259	69,298
TOTAL MAINTENANCE	\$ 1,165,940	1,340,831
<u>AQUATICS PROGRAMS</u>		
Program Wages	\$ 589,012	677,364
Program Contractual Expense	\$ 19,808	22,779
Bank Service Charges	\$ 56,900	65,435
Uniforms	\$ 12,502	14,377
Program Supplies	\$ 11,802	13,573
Employee Recognition	\$ 600	690
TOTAL AQUATICS PROGRAMS	\$ 690,624	794,218
<u>ICE ARENA PROGRAMS</u>		
Program Wages	\$ 339,896	390,881
Bank Service Charges	\$ 36,100	41,515
Program Contractual Expense	\$ 98,766	113,581
Uniforms	\$ 4,886	5,618
Employee Recognition	\$ 600	690
Program Supplies	\$ 61,834	71,109
TOTAL ICE ARENA MAINTENANCE	\$ 542,081	623,393
<u>GYMNASTICS</u>		
Program Wages	\$ 567,979	653,176
Bank Service Charges	\$ 25,000	28,750
Program Contractual Expense	\$ 300	345
Uniforms	\$ 1,439	1,654
Pro Shop Supplies	\$ 9,000	10,350
Program Supplies	\$ 23,804	27,374
Booster Club Expense	\$ 65,520	75,348
Employee Recognition	\$ 600	690
Conference and Training	\$ 4,500	5,175
Dues and Subscriptions	\$ 2,511	2,888
Employee Travel Reimbursement	\$ 200	230
Sales Tax	\$ 396	455
Gym Fund Raising Improvements	\$ -	-
Health Insurance Transfer	\$ 84,800	97,520
TOTAL GYMNASTICS	\$ 786,048	903,955
IX. <u>INSURANCE FUND</u>		
Health Insurance - PPO	\$ 927,947	1,067,139
Health Insurance - HMO	\$ 265,330	305,129
Life Insurance	\$ 4,000	4,600
Dental Insurance	\$ 55,425	63,739
Employee Assistance Program	\$ 1,900	2,185
Health Insurance - Opt Out	\$ 7,200	8,280
Health Insurance - Retirees	\$ -	-
Vision Insurance	\$ 18,355	21,109
Employee Wellness Program	\$ 5,000	5,750
TOTAL INSURANCE FUND	\$ 1,285,157	1,477,930

	<u>Budget (in \$)</u>	<u>Appropriation (in \$)</u>
X. CAPITAL PROJECT FUND		
Property Acquisition	\$ -	752,159
Property Repairs and Rehab	\$ 370,000	425,500
Vehicle and Equipment Program	\$ 65,000	74,750
Technology Improvements	\$ 50,000	57,500
Surveys - Studies	\$ 375,000	431,250
Anderson Site Plan	\$ 25,000	28,750
Barrie Building Improvements	\$ 75,000	86,250
Field Site Plan	\$ 200,000	230,000
Stevenson Park Improvements	\$ 30,000	34,500
Ridgeland Common Building Improvements	\$ 125,000	143,750
Rehm Master Plan Improvements	\$ 750,000	862,500
GRC Building Improvements	\$ 75,000	86,250
Dole Building Improvements	\$ 350,000	402,500
Conservatory Building Improvements	\$ 280,000	322,000
Scoville Park Improvements	\$ 140,000	161,000
Lindberg Park Improvements	\$ 200,000	230,000
CRC Master Plan Improvements	\$ 57,540	66,171
Admin Center Building Improvements	\$ 200,000	230,000
Cheney Building Improvements	\$ 300,000	345,000
TOTAL CAPITAL PROJECTS FUND	\$ 3,667,540	4,969,830
XI. HISTORIC PROPERTIES OPERATIONS FUND		
Salaries and Wages	\$ 212,402	244,262
Property Repair	\$ 14,355	16,508
Custodial Services	\$ 1,995	2,294
Contractual Services - Other	\$ 1,536	1,766
Bank Service Charge	\$ 23,600	27,140
Program Contractual Expense	\$ 48,450	55,718
Uniforms	\$ 875	1,006
Supplies- Cleaning& Household	\$ 3,760	4,324
Supplies- Building Materials	\$ 4,240	4,876
Program Supplies	\$ 15,835	18,210
Conference and Training	\$ 2,000	2,300
Dues and Subscriptions	\$ 264	304
Employee Travel Reimbursement	\$ 150	173
Cheney Electricity	\$ 8,500	9,775
Cheney Natural Gas	\$ 8,500	9,775
Cheney Water	\$ 7,500	8,625
Health Insurance Transfer	\$ 53,880	61,962
Capital Transfer	\$ 100,000	115,000
TOTAL HISTORIC PROPERTIES OPERATIONS FUND	\$ 507,842	584,018



Memo

Credentials Certificate for the IAPD Annual Meeting



Memo



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

From: Jan Arnold, Executive Director

Date: October 27, 2023

Re: Credentials Certificate for the IAPD Annual Meeting

Statement

On a yearly basis, the IAPD hosts its annual meeting in conjunction with the IAPD/IPRA Soaring to New Heights Conference. The conference will be held on January 25-27, 2024.

Discussion

IAPD will hold the Annual Meeting on Saturday, January 27, 2024, at 3:30pm. All member agencies must pass the attached resolution on credentials and return it to the IAPD Office in order to ensure delegates can vote at the Annual Meeting.

Recommendation

Staff recommend that the Board designate a commissioner to attend the Annual Meeting as well as three alternates.

Attachment: Credentials Certificate



TO: ALL MEMBER DISTRICTS

FROM: Peter M. Murphy, President/CEO

DATE: October 5, 2023

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held on January 25-27, 2024.

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

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

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

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

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 27, 2024 at 3:30 p.m.

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

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

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

CREDENTIALS CERTIFICATE

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

_____ held at

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

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 27, 2024 at 3:30 p.m.:**

Email

Delegate: _____

1st Alternate: _____

2nd Alternate: _____

3rd Alternate:

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

Affix Seal:

Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to:

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



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 5, 2023
RE: **RESOLUTIONS**

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

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

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 28, 2023) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 13, 2023) to the Annual Business Meeting.

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

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

NOTE: All resolutions must be received in the Association's office no later than November 28, 2023.



TO: ALL MEMBER DISTRICTS
FROM: Peter M. Murphy, President/CEO
DATE: October 5, 2023
RE: **RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 28, 2023 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 13, 2023) in advance of the Annual Business Meeting. For your information, we list the following section of the Association's Constitutional By-Laws:

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

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

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

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

NOTE: November 28, 2023 is the deadline for all changes and/or amendments to be received in the Association's office.



Memo

Personnel Policy Manual Update



Memo

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

From: Jan Arnold, Executive Director

Date: October 27, 2023

Re: Personnel Policy Manual Review



Statement

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

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Personnel Policy Manual must be reviewed on an annual basis. This year staff reviewed the manual and has made legal language requirement changes as well as the following:

POL.P.01.10 - Introductory Employment Period Policy

- Added: Full-time employees may use eligible personal days immediately after date of hire.

POL.S.05.16 - Wellness Policy

- Added: Full-time and part-time employees are offered a free membership at our fitness center.

Recommendation

Staff recommends that the Board approved the attached updated Personnel Policy Manual.

Attachment: Personnel Policy Manual updated Oct. 2023



Memo

Administrative and Board Policy Manuals Update

Memo

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

From: Jan Arnold, Executive Director

Date: October 27, 2023

Re: Administrative and Board Policy Manual Review



Statement

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

Discussion

As part of the CAPRA Award application and keeping in line with good practices, the Administration Policy Manual and Board Policy Manual must be reviewed on an annual basis. This year staff reviewed the manuals and has made legal language requirement changes as well as the following:

POL.A.01.05 – Disaster Recovery Policy

- Added the Disaster Recovery Policy which was approved by the Board at the Regular Board Meeting on October 19, 2023. The Disaster Recovery Policy is a matter of industry best practice in order to maintain Cyber Liability Coverage through PDRMA.

POL.A.04.02 - Fund Balance

- Under Section B. Fund Balances Over 30% added – For the Corporate and Recreation Funds the upper limit of the fund balance target is 50%. Above 50% the capital transfers from the fund in question will be increased to bring the fund balance below 50% within three years.

POL.A.07.03 – Scholarships

- Household Annual Incomes have been updated.

POL.A.8.02 - Social Diversity, Equity, and Inclusion Policy

- Renamed the policy to Social Diversity, Equity, and Inclusion Policy

POL.B.03.15 Intergovernmental and Civic Cooperation

- Removed Memorial Trust Committee in section (b) Relationships with Particular Groups.

Staff also made updates to title changes.

Recommendation

Staff recommends that the Board approved the attached updated Administrative and Board Policy Manuals.

Attachment: Administrative and Board Policy Manuals updated Oct. 2023



Memo

Safety Manual Update

Memo

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

From: Jan Arnold, Executive Director

Date: October 27, 2023

Re: Safety Manual Review



Statement

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

Discussion

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

POL.S.04.08 - Hazardous Materials

- Added the PDOP website for the SDS information.

POL.S.04.09 - Responding to Scene of a Crime

- Added information to contact police to remove drugs.

POL.S.08.03 - Blood Borne Pathogens and Infectious Diseases

- Refined that proper procedures will be conducted while disposing of needles, sharps, drugs, and blood.

Recommendation

Staff recommends that the Board approve the attached updated Safety Manual.

Attachment: Safety Manual updated Oct. 2023



Memo

Crisis Management Plan Update



Memo

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

From: Jan Arnold, Executive Director

Date: October 27, 2023

Re: Crisis Management Plan Review



Statement

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

Discussion

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

Recommendation

Staff recommends that the Board approve the attached Crisis Management & Communication Plan.

Attachment: Crisis Management & Communication Plan