

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

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

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

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

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

SECTION 3. GENERAL LIABILITY INSURANCE

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

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

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

SECTION 4. INDEMNITY

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

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

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

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2024 (the “*Term*”). The parties may extend the Term of this Agreement one or more times for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

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

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

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

Notices and communications shall be addressed and delivered as follows:

If to Ascension:

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

If to the Park District:

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

With copies to:

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

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

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

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

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

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

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

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

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

Park District of Oak Park

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

The Catholic Bishop of Chicago

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

Acknowledged by:

Father Carl Morello
Ascension Parish

APPENDIX A

SHARED FACILITIES AND SUPPORTING SERVICES

Park District of Oak Park Facilities and Services

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

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

Soccer Field: Soccer field for school soccer program

Park District will:
Line fields and provide goals for games
Attempt to accommodate changes to the identified schedule and dates based upon availability.

Ascension will:
Examine playfield and equipment before use to assure safe conditions
Report poor conditions to the Park District
Communication to participants of the Carry In – Carry Out program to reduce waste in the parks.
Communication regarding weather conditions to their coaches/participants/volunteers.

Ascension School Facilities and Services

Ascension Gymnasium
TBD

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

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

Ascension will:
Provide a location to temporarily store sports equipment
Cover any staffing and associated fees to help Park District patrons gain facility access or to monitor facility
Attempt to accommodate changes to the identified schedule and dates based upon availability.

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

THIS AGREEMENT (the “*Agreement*”) is made and entered into as of January 1, 2024 (the “*Effective Date*”) between the Park District of Oak Park, an Illinois park district, (the “*Park District*”) and St. Giles Parish and School of the Catholic Bishop of Chicago, an Illinois corporation (“*St. Giles*”);

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

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

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

SECTION 1. SHARED FACILITIES AND SERVICES

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

SECTION 2. USE OF SHARED FACILITIES

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

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

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

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

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

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

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

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

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

SECTION 3. GENERAL LIABILITY INSURANCE

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

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

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

SECTION 4. INDEMNITY

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

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

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

SECTION 5. GENERAL PROVISIONS

A. Term. This Agreement is a term commencing on the Effective Date and expiring on December 31, 2024 (the “*Term*”). The parties may extend the Term of this Agreement one or more times for a total length of time not exceeding two additional years by signing a written determination to do so at any time before the expiration of the current Term.

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

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

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

Notices and communications shall be addressed and delivered as follows:

If to St. Giles:

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

If to the Park District:

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

With copies to:

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

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

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

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

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

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

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

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

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

Park District of Oak Park

By: _____
Printed name: _____
Title: _____

The Catholic Bishop of Chicago

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

Acknowledged by:

Rev. Carl Morello, Pastor
St. Giles Parish

APPENDIX A

SHARED FACILITIES AND SUPPORTING SERVICES

Park District Facilities and Services

August – October:

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

The Park District will:

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

St. Giles will:

- Examine playfield and equipment before use to assure safe conditions.
- Report poor conditions before a field is used.
- Support and communicate to their participants of the Carry In-Carry Out program to reduce waste in the parks.

St. Giles Facilities and Services

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



Memo

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

From: Jan Arnold, Executive Director

Date: December 15, 2023

Re: Longfellow Master Plan Update



Statement

The Longfellow Park Master Plan was originally developed in 2007, following the passing of the Renew Our Parks referendum. Updates to the sports field were made in 2014 after an update meeting with the community in March 2014. Park District policy requires that each park master plan be reviewed at least once every ten years.

Discussion

Planning Resources Inc. created the Longfellow Park Master Plan through a series of focus groups and community meetings. Phase I improvements were completed in 2009. They also handled the update meetings and improvements in 2014.

The Park District once again engaged Planning Resources Inc. (PRI) to assist in facilitating the Longfellow Park master plan review that was held on Wednesday, October 4 via Teams. There were 38 community members who attended the community meeting to review the existing master plan and provide feedback for the proposed Phase III improvements. The presentation deck and recording of the meeting were also placed on the Park District website for residents to view if they were not able to attend in person.

Planning Resources Inc. will provide an updated Phase III to the Longfellow Park Master Plan at the December 7, Committee of the Whole Meeting. Phase III improvements include redevelopment of the tennis courts as well as updating the playground and splash pad amenities.

The Park District has \$1.8M allocated in its Capital Improvement Plan over 2025-2027.

Conclusion

The Parks and Planning Committee recommend the approval of the updated Longfellow Master Plan as presented.

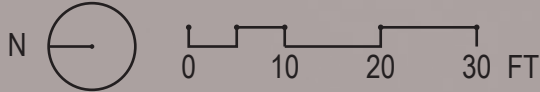
Attachments: Longfellow Master Plan Phase III

Longfellow Park
Park District of Oak Park
Concept Plan Enlargement



ADAMS AVE

S CYULER AVE

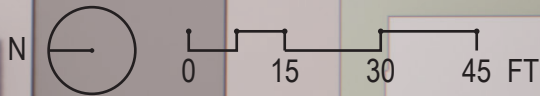


Longfellow Park
Park District of Oak Park
Concept Plan Enlargement



ADAMS AVE

S CYULER AVE



Longfellow Park
Park District of Oak Park
Perspective 1



Longfellow Park
Park District of Oak Park
Perspective 2



Longfellow Park
Park District of Oak Park
Perspective 3



Longfellow Park
Park District of Oak Park
Perspective 4





Memo

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

From: Jan Arnold, Executive Director

Date: December 15, 2023

Re: Fox Master Plan Update



Statement

The Fox Park Master Plan was originally developed in 2007 and an update was handled in 2014. Park District policy requires that each park master plan be reviewed at least once every ten years.

Discussion

Planning Resources Inc. was hired in 2005, to create the Fox Park Master Plan which was developed through a series of focus groups and community meetings. Phase I improvements were completed at Fox Park in 2009.

The PDOP engaged Planning Resources Inc. to assist in facilitating the master plan review for Fox Park in 2014 and oversee the improvement completed in 2014.

Since the master plan was completed in 2014, staff handled the 2023 master plan review. A community meeting was held via Teams on Wednesday, November 2. There were 28 community members who attended the meeting. The Park District also posted the presentation deck and the recorded meeting for other residents to view.

Based on the feedback received, staff are recommending playground updates and changes in 2026. Two of the recommendations from 2014 resurface again regarding swing location and desire for additional shade. Some individuals in attendance shared concern for safety accessing via crossing Oak Park Avenue to reach the park and they have been encouraged to reach out to the Village. Some individuals representing Oak Park Youth Baseball Softball asked the Park District to consider adding synthetic turf and sports field lights. Staff do not believe that Fox is the correct location for these types of amenities. Additionally, the 2012 Sport Field Study identified the need for three synthetic turf surfaces in Oak Park and in partnership with D97, the Park District has invested in four fields to support field use needs.

The 2024-2028 CIP has \$600,000 allocation in 2026 for Fox Park playground improvements.

Conclusion

The Parks and Recreation Committee recommends approval of the Fox Park Master Plan for updating the playground. The cost of the surface are not included in the pricing and would be purchased via joint purchase agreement for approximately \$100K.

Attachments: Fox Park Master Plan playground with cost



Fox Park Playground - BIG KIDS





Fox Park Playground – SMALL KIDS

landscape
structures

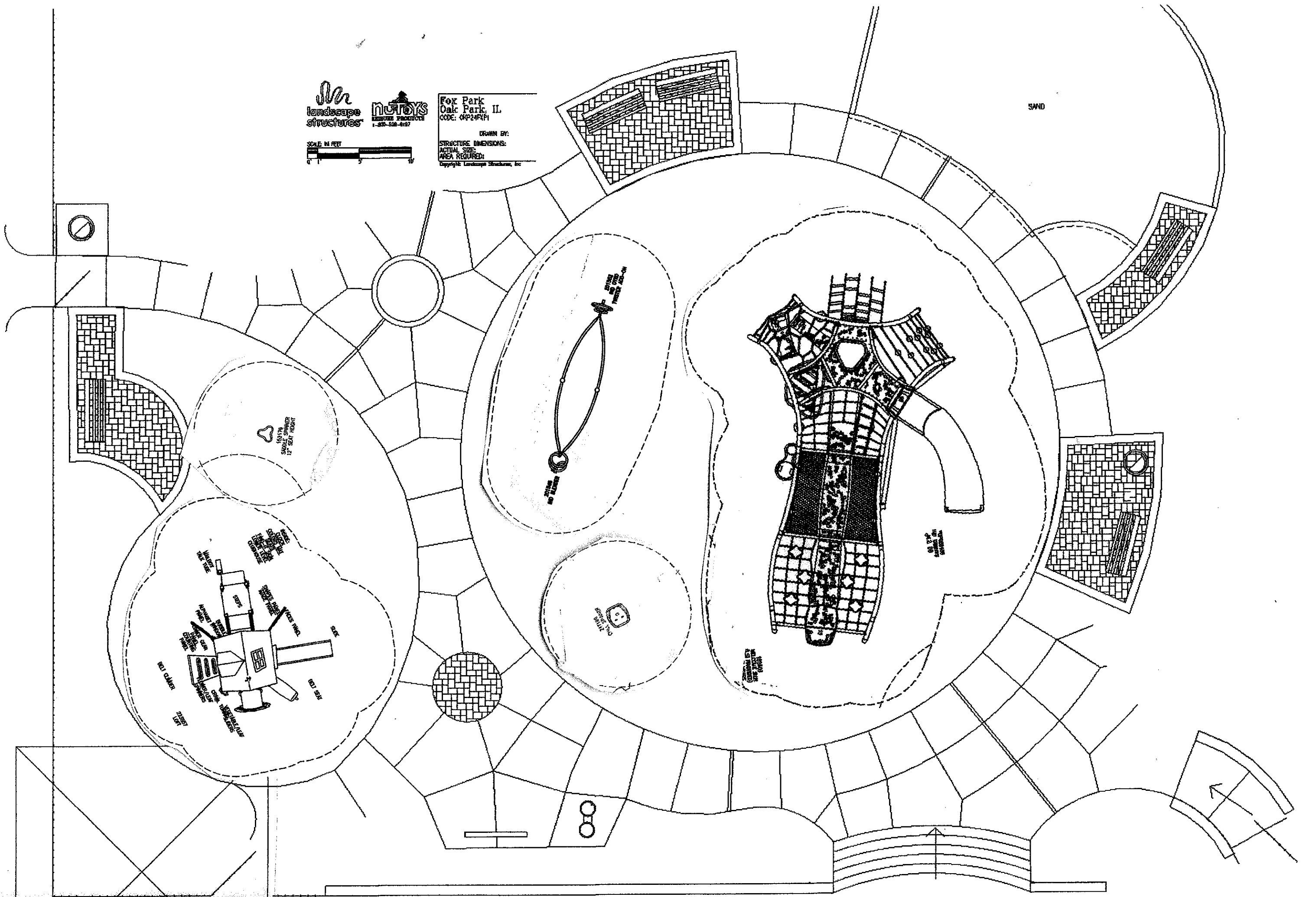
NUVOYS
NATURE PRODUCTS
1-800-528-4187

Fox Park
Oak Park, IL
CODE: OXP24RPH

DRAWN BY:
STRUCTURE DIMENSIONS:
ACTUAL SIZE:
AREA REQUIRED:
Copyright: Landscape Structures, Inc.

SCALE IN FEET
0 1 5 10

SAND





Box 7075
Westchester, IL 60154
708-579-9055
708-579-0109 (fax)
1-800-526-6197

November 25, 2023

FOX PARK
OPTION 1
OAK PARK, IL
SMARTPLAY/PLAYBOOSTER

<u>QTY.</u>	<u>NO.</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>PRICE</u>
Smart Play 2-5				
1	223857A	Loft DB ¹ includes: Alphabet Panel Belt Climber Belt Seat Bubble Window Clock Colors Mat Counting Panel Crawl Tunnel Faces Panel Find-It Sign Flower Gear Panel Flower/Leaf Spinners Image Panel Lower Level Clubhouse Mailbox Talk Tube Seats Shapes Panel Slide Vegetable/Leaf Sliders		\$ 21,270
1	182503A	Welcome Sign (LSI Provided) Ages 2-5 years Direct Bury		-
Quantis 5-12				
1	CP028459	QUANTIS M.2 DB Original master design		\$ 94,500
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury		-
ALSO:				
1	201548A	Blender Spinner Steel Posts and DB Only1		3,765
1	201552A	Gyro Twister Spinner Add-On DB Only1		2,340
1	152179A	Saddle Spinner DB 16"Height		1,245
1	247189A	Chill Spinner DB		2,495
SUBTOTAL				\$ 9,845
EQUIPMENT TOTAL				\$ 125,615

8% CONTRACT DISCOUNT	(10,049)
SHIPPING	7,950
TOTAL	<u>\$ 123,516</u>

Additional Work	
EQUIPMENT INSTALLATION	\$ 50,246
REMOVAL & DISPOSAL OF EXISTING EQUIPMENT	2,500
EXCAVATION & GRAVEL COMPACTION FOR TURF	12,500
Total Cost of the Project	<u>\$ 188,762</u>

OKP23FOX1-RB

Memo

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

From: Jan R. Arnold, Executive Director

Date: December 15, 2023

Re: PDOP/Township IGA – Bus Use



Statement

In 2017 the Park District entered an IGA to help both agencies meet their transportation needs. The agreement is expiring, and both parties have reviewed current needs and have a new IGA.

Discussion

Back in 2017, Gavin explained that they have a shortage of bus stock during the daytime hours for client transportation. Staff discussed required times of day that the Township would desire use of the PDOP buses to accommodate their high demands from residents for transportation services to ensure their request would not negatively impact Park District programs. The Township provides shuttle service to doctor appointments, haircuts, grocery runs, etc. for seniors 60 years and older in Oak Park and River Forest. Township staff shared that usage is approximately 90% of Oak Park and 10% of River Forest. The Park District has utilized the Township's drivers to pick up children after school and transport them to several of our after-school locations. The Park District is currently hiring drivers to take this service over. However, we would like to utilize the Township as backup drives on the rare occasion we may need assistance.

The attached IGA outlines the conditions for shared use of transportation. Some of the language has changed from 2017 based on the larger use of PDOP buses than anticipated, which now includes a fee for each day PDOP's bus is utilized. Additionally, instead of a flat month fee from PDOP to the Township for transportation the agreement has a set amount for each day transportation is provided for our participants.

Recommendation

The Finance and Adminstion Committee recommends approved of the IGA for a term of one year, with two additional year extensions. The extension would be executed if both parties still have a need for the shared transportation.

Attachment: Township/PDOP Transportation IGA

PARK DISTRICT OF OAK PARK
AGREEMENT WITH OAK PARK TOWNSHIP
FOR USE OF BUSES FOR TRANSPORTATION SERVICES
FOR TOWNSHIP RESIDENTS

THIS AGREEMENT (the “*Agreement*”) is entered into as of January 1, 2024 (the “*Effective Date*”) between the Park District of Oak Park, an Illinois park district, (the “*Park District*”) and Oak Park Township, Illinois, an Illinois unit of local government (the “*Township*”);

WHEREAS, the Township provides social services to senior citizens, youth and their families, persons with disabilities, and persons with financial difficulties; and

WHEREAS, the Township collaborates with River Forest Township in providing senior services; and

WHEREAS, among the Township services is transportation for its clients—particularly senior citizens—to local and nearby grocery stores, hair salons, doctors’ offices, and other businesses (“*Bus Services*”); and

WHEREAS, the Township Bus Services are provided to Oak Park residents and to River Forest residents who make up a small percentage of the users of the Bus Services; and

WHEREAS, the Township has more requests for Bus Services than it can accommodate with the buses it owns, and therefore the Township desires to use Park District buses from time to time for Bus Services; and

WHEREAS, the Park District has two buses that are used as shuttles for afterschool, teen activities, day camps, senior trips, etc. (the “*Shuttle Buses*”); and

WHEREAS, the Park District is willing to provide the Shuttle Buses for the Township’s Bus Services on the terms provided in this Agreement;

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

Section 1. Township Use of Shuttles Buses

A. Permission to Use Shuttle Buses. The Park District will allow the Township to use the two Shuttle Buses for daytime Bus Services in compliance with the terms of this Agreement.

B. Township Providing Pick up and Drop off of Students from D97 School Locations to PDOP Facilities for Aftercare. On pre-arranged days that Park District staff are unable to provide pick up and drop off of students for aftercare, the Township will pick the students up and deliver to Park District facilities. The Park District will pay \$25 per day per bus. The Park District will provide the Township with the names of the students being transported as well as providing a Park District staff member on the bus. In accordance with all applicable laws, the Township will

not share or distribute and must keep confidential all information, including names, relating to students provided to it by the Park District.

C. Calendar Quarter Schedules. The Township will have use of the Shuttle Buses based on bus schedules established each calendar quarter by the Park District in collaboration with the Township (“*Bus Schedule*”). A Bus Schedule may be updated or revised by the Park District and Township at any time. All scheduled use of the bus needs to be made a minimum of 24 hours in advance for the use of the bus.

D. Priority Use by Park District. The Park District always has priority of use of the Shuttle Buses. The Park District may unilaterally revise a Bus Schedule to accommodate changes in Park District operations or scheduled activities. The Park District will endeavor to minimize conflicts that a revision may create to previously scheduled activities of the Township, and the Park District will give the Township notice of a revision as soon as practicable. In addition, the Park District may use the Shuttle Buses at any time in the case of an emergency or in response to a matter of urgency, as determined by the Park District in its sole discretion.

Section 2. Township Reimbursements

The Township will reimburse the Park District for costs of maintenance of the Shuttle Buses by payment for miles driven for Township purposes at the mileage rates established by the U.S. General Services Administration. The Township will pay \$25 per day per Shuttle Bus for use in addition to Township staff replacing the gas used for Township business. The Township must log the Shuttle Bus miles driven for Township purposes. The Park District will provide the Township monthly invoices for the reimbursement payments which must be paid by the Township within 30 days of receipt.

Section 3. Qualifications of Drivers

Each driver of the Shuttle Buses must be approved by the Park District in writing in advance of driving a Shuttle Bus. To qualify for approval, a driver must have a valid Illinois commercial driver’s license and must submit to a background check conducted by the Park District. No person with a violation involving alcoholic liquor within the past five years will be approved by the Park District. The Park District may disqualify any driver immediately for any violation of law or for unsafe or otherwise inappropriate behavior or actions. The decision to disqualify a driver will be in the sole and absolute discretion of the Park District.

Section 4. Township Communications and Reports.

The Township must contact the Park District immediately by telephone in the case of an accident, mishap, violation, injury, or other similar or notable occurrence (each an “*Event*”). The Township must gather data regarding, and create a record of, an Event to the fullest extent practicable. At the Park District’s request, the Township must provide a written report on the Event.

Section 5. General Liability Insurance

A. General Standard. The Township must maintain its standard insurance coverage including commercial general liability insurance applicable to its Bus Services and specifically including bodily injury, personal injury and property damage with limits of not less than \$2,000,000 per occurrence, written on an occurrence basis and naming and endorsing the Park District as an additional insured.

B. Certificate of Insurance; Notice. The Township must furnish the Park District with a certificate of insurance and an endorsement of the Park District as an additional insured.

Section 6. Township Indemnification of Park District

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

Section 7. General Provisions

A. Term. This Agreement is for a term commencing on the Effective Date and expiring on December 31, 2024 (the “Term”). The parties may extend the Term twice, in two-year increments each, for a total length of four additional years, by written approval of their corporate authorities.

B. Assignment Prohibited. The Township may not assign any right, privilege, duty, or responsibility established in this Agreement at any time except only with the prior written consent of the Park District.

C. Termination. Either party may terminate this Agreement on 15 days written notice to the other party. The Park District will reasonably endeavor to provide notice to the Township sufficient to minimize hardship related to Bus Services already scheduled, In the event of grossly negligent or willful actions in violation of law, regulations, standards, or provisions of this Agreement, the Park District may termination the agreement immediately.

D. Notice. The Township's first notice to the Park District under Section 4 of this agreement must be by telephone to the number provided by the Park District below. Any other notice or communication under this Agreement must be in writing and delivered (i) personally, (ii) by a reputable overnight courier, or (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Notices are deemed received on the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt.

Notices and communications shall be addressed and delivered as follows:

If to the Township:

Oak Park Township
c/o Supervisor
105 South Oak Park Avenue
Oak Park, Illinois 60302
(708) 383-8005

If to the Park District:

Park District of Oak Park
c/o Executive Director
218 Madison Street
Oak Park, Illinois 60302
(708) 725-2020

E. Entire Agreement. This Agreement is the sole and entire agreement between the parties as to the matters stated in this Agreement.

F. Amendments. Except for the updates or revisions to schedules provided in Subsection 1C of this Agreement, this Agreement may not be amended or modified in any way except in writing and approved and executed by the Park District and the Township.

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

H. No Agency or Partnership. Nothing in this Agreement may be deemed or construed to create the relationship of principal and agent, partnership, joint venture, or any association between the parties other than the sharing the Shuttle Buses as specifically provided in this Agreement.

I. Governing Laws. This Agreement will be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

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

Park District of Oak Park

By: _____

Printed name: _____

Title: _____

Oak Park Township

By: _____

Printed name: _____

Title: _____

Memo

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

From: Jan Arnold, Executive Director

Date: November 28, 2023

Re: D97 Intergovernmental Agreement



Statement

There has been a tradition of excellent cooperation between Elementary School District 97 and the Park District of Oak Park and we desire to continue and to enhance that tradition. In order to best continue this tradition of cooperation, the Intergovernmental Partnering Agreement has been revised with reviewing by both the legal counsels for the School District and the Park District. The Intergovernmental Agreement (IGA) between the Park District of Oak Park and Oak Park Elementary School District 97 is a Joint Agreement for shared use of facilities and cooperative planning.

Although the stated missions of the Park District and District 97 have varied focuses, public investment in our facilities creates a mutually beneficial environment in which to provide quality recreation and education for all the residents of our Districts, which is demonstrated by many joint improvements on D97's school grounds.

Discussion

Staff from each District met to review and update the new IGA. The only change to the agreement was the length of the agreement. D97 requested to change to an 18-month agreement for this time versus the past 5-year agreement to allow D97 time to get staff on board to review all of their IGAs to have consistency.

The Intergovernmental Agreement is an effort to strive to afford every opportunity within financial limits to plan, acquire, develop, operate, coordinate, use, and maintain open spaces, recreational, and educational resources, and to provide leadership for the responsible and responsive use of community resources.

Conclusion

The Finance and Administration Committee recommends the Board of Commissioners approve the attached D97/PDOP Intergovernmental Agreement for shared use of facilities and cooperative planning for the time period of January 1, 2024-June 30, 2025.

Attached: D97/PDOP IGA Jan 2024 – June 2025

**AN INTERGOVERNMENTAL AGREEMENT
CONTINUING A PARTNERSHIP RELATIONSHIP
BETWEEN THE PARK DISTRICT OF OAK PARK
AND OAK PARK ELEMENTARY SCHOOL DISTRICT 97
FOR SHARED USE OF FACILITIES
AND COOPERATIVE PLANNING**

approved December 2023

INTRODUCTION

Best Interests of Constituents

School and park areas and public facilities represent a major capital investment, and current demands and taxing capacity emphasize the urgency more than ever for planning and using these facilities for the maximum benefit of the community. Public schools, facilities, parks, and other public open space belong to the people. Because they have coterminous boundaries, it is in the best interests of the Park District of Oak Park, an Illinois park district organized and existing pursuant to the Illinois Park District Code, (the “*Park District*”) and Oak Park Elementary School District 97, a public school district organized and existing pursuant to the laws of the State of Illinois, (“*District 97*”) and their constituents that they work together to coordinate, integrate, and consolidate the planning, acquisition, development, and general operation of public facilities when basic functions are compatible and a public benefit may be derived. There has been a tradition of excellent cooperation between the Districts, and District 97 and the Park District desire to continue, and to enhance, that tradition.

Mission of the Park District of Oak Park

The mission of the Park District is, “In partnership with the community we enrich lives by providing meaningful experiences through programs, parks, and facilities.” The Park District’s vision is “to strive to exceed the needs of our diverse community with a collaborative and innovative approach.” The Park District’s values are: Partnerships, Responsible Leadership, Integrity, Innovation, and Sustainability.

Mission of Oak Park Elementary School District 97

The mission of District 97 is, “to guarantee that each student achieves optimal intellectual growth while developing socially, emotionally, and physically through a system distinguished by: exemplary instruction focused on each student; commitment to the needs of a diverse population; meaningful partnerships with families and the community; celebrations of the power art, music, and language; and confident students challenged to be educational risk-takers.” District 97’s vision is to be “nationally recognized for preparing students to pursue college and career opportunities through purposeful and respectful learning experiences.”

General Statement of Agreement

Although the stated missions of the Park District and District 97 have varied focuses, public investment in our facilities creates a mutually beneficial environment in which to provide quality recreation and education for all the residents of our districts. Therefore the Park District and District 97 strive to afford every opportunity within financial limits to plan, acquire, develop, operate, coordinate, use, and maintain open spaces, recreational, and educational resources, and to provide leadership for the responsible and responsive use of community resources.

The Park District's Board of Commissioners and District 97's Board of Education agree that, through joint efforts, both the Park District and District 97 can contribute to greater public service without relinquishing their separate identities or any of their governing responsibilities. The respective Boards and administrative staff will, therefore, endeavor to follow a policy for the reciprocal planning, acquisition, development, operation, joint planning and maintenance of facilities, programs, and services.

Statement Regarding Park Facilities, Programs, and Services

The Park District Board and the District 97 Board have established that joint planning, acquisition, development, operation, and maintenance of school and park facilities, programs, and services helps the Park District and District 97 achieve optimum public benefit through the responsible use of public facilities and their respective missions.

This agreement necessarily must be flexible; it cannot be considered absolute, but instead must be understood as a frame of reference for evaluation of specific proposals and recommendations as they become available or are explored by the community. The standards set forth in the following Partnership Agreement are intended as a framework for implementing the joint planning concepts while retaining the essential freedom of decision and action of both bodies.

The Districts agree that it is mutually beneficial for them to work together when a Park District and or District 97 facility is being planned. The Districts acknowledge that it will not always be possible for both Districts to undertake renovations or redevelopment of their facilities on a site at the same time, but the Districts agree that cooperation between them on matters of ownership, planning, design, renovation, investment, or redevelopment, and use of sites, when possible, will best and most efficiently serve their constituents. Through coordinated planning, design, and work on renovation, joint planning, or development, the Districts desire to achieve economies of scale and minimization of disruption in the use of their facilities. To that end the Districts will consult fully with each other on their capital plans.

AGREEMENT

THIS AGREEMENT (“*Agreement*”) is made and entered into as of January 1, 2024, (the “*Effective Date*”) for a term of 18 months by and between the Park District and District 97 pursuant to the authority granted to the Districts by Article 10, Section 7 of the Illinois Constitution and the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*

SECTION 1. SHARED RESOURCES

A. The facilities of the Park District and District 97 set forth in Appendix A attached to and by this reference incorporated into this Agreement is hereby designated as the “*Shared Facilities*.” The Park District and District 97, by written agreement, may modify the list of Shared Facilities from time to time without formal amendment of this Agreement. Throughout this Agreement, a property or building owned or controlled by District 97 will be referred to as a “*District 97 Facility*” and a property or building owned or controlled by the Park District will be referred to as a “*Park District Facility*.”

B. Joint Purchasing When Financially and Operationally Beneficial. As opportunities become available, the staffs of both Districts are encouraged to investigate and, if financially and operationally feasible and mutually beneficial, cooperate in the joint purchasing of materials, equipment, and supplies in order to procure the best pricing.

C. Benefits of Combined Skills. The staffs of each District have particular experience, skills, training, and expertise regarding parks and recreation facilities and programs. One of the goals of the cooperative efforts described in this Agreement is for each District to benefit from the experiences, skills, training, and expertise of the staffs of both Districts.

SECTION 2. USE OF SHARED FACILITIES

A. Primary Contact Persons. The Superintendent of Schools and the Executive Director of the Park District will serve as the primary contacts for the Districts. Each District may designate a different administrative level staff person to be its primary contact by written notice to the other District.

B. Joint District Scheduling and Management Committee. The Park District and District 97 shall establish a Joint District Scheduling Committee comprised of members of the Districts’ staffs. The Scheduling Committee shall meet at least three times each year in “*Seasonal Scheduling Meetings*” as follows: (1) On the last day of February for Fall programs, (2) on the last day of September for Winter and Spring programs, and (3) on the last day of November for Summer programs. The Districts may change the day of a meeting by agreement in writing reached far enough in advance of the meeting to leave ample time for Committee members to adjust their schedules.

C. Facility Use Requests. Requests by one District to use the Shared Facilities of the other District must be made in person to that District’s primary contact person. Requests

typically should be made in advance of or at the relevant Seasonal Scheduling Meeting. A request may include, in addition to the use of the Shared Facility, the use of semi-permanent installations and equipment such as gymnastics equipment, scoreboards, volleyball standards, multi-purpose mats, and similar equipment. Unless the use of materials, equipment, or supplies is specified in a request and approved by the host District, the host District may assume that the guest District will provide the materials, equipment, and supplies it needs for its events and programs. A school principal or District 97's primary contact must sign a District 97 request, and the Superintendent of Recreation or the Park District's primary contact must sign a Park District request.

D. Responses to Requests. Each District shall endeavor to respond promptly in writing to a request and in all cases within 14 calendar days after receipt of the request unless extraordinary circumstances prevent it.

E. Priority of Use in Cases of Conflict. A Park District function or Park District-affiliated function will have priority use of a Park District Facility in the case of a conflict with a District 97 function. District 97 and District 97-affiliated organizations will have next priority of use of Park District Facility. Similarly, a District 97 function or a District 97-affiliated function will have priority use of a District 97 Facility in the case of a conflict with a Park District function. The Park District will have next priority of use of District 97 Facility. However, a District shall not be required to release the identity of the parties to the Potential Property Transaction.

F. Access. The Park District typically will have access to a District facility one hour after school concludes for outdoor spaces and two hours after school concludes for indoor spaces. Notwithstanding the foregoing, the Park District will continue to permit District 97's elementary and middle school fields during non-school hours. The term "affiliate" means, for the Park District, an organization with which the Park District has a continuing written agreement. The term "affiliate" means, for District 97, a District 97 parent-teacher organization or an organization with which District 97 has a continuing written affiliation agreement. The Districts' affiliates are listed in Appendix C.

G. Notice of Scheduling Changes; Changes or Cancellation of Approved Functions. Both Districts must provide notice at least 14 days in advance when changes are necessary to scheduled uses of space. Notwithstanding the priority of use provisions in Subsection 2.E, the host District may not cancel or postpone an approved event or program of the guest District without that other District's consent. However, in the event of an emergency, either District may cancel an approved event or program.

H. Compliance with Policies, Ordinances, and Procedures. The guest District and its staff, participants, and spectators must strive to comply with the host District's rules, policies, and operating procedures relating to conduct and use of the Shared Facility or of the host District's facilities generally, except with the written consent of the host District.

I. Clean-Up of Debris. The guest District must clean up all trash, litter, and debris generated as a direct result of the guest District's event or program.

J. Reasonable Care. The guest District must always exercise reasonable care to prevent damage to, or unusual wear and tear to, any element of the host District's Shared Facility, regardless of whether it is an indoor or outdoor facility.

K. General Maintenance; Walk-Through Inspections; Repairs. The Districts will handle maintenance, damage, and wear-and-tear matters as follows:

1. General Maintenance Responsibility. Each District shall undertake all normal and routine maintenance of its own facilities at no cost to the other District.
2. Walk-Through Inspections. Before a guest District uses an indoor facility, the Districts will conduct a walk-through inspection to identify the existing conditions of the facility. The Districts also will conduct a walk-through inspection at the conclusion of the use to determine if the facility has been damaged or subjected to unusual wear and tear.
3. Repairs. For damages caused by the guest District either (a) will repair the facility promptly at its expense at a time and in the manner agreed to by the host District or (b) will pay the labor and materials costs for the host District to repair the facility.

L. Park District Payment of Maintenance Fee. Except as provided in Subsection 2.N.2, the Park District shall pay District 97 \$1.00 per indoor-activity hour as a maintenance fee for the purpose of defraying some of the costs of minimal repairs and replacement to District 97's Shared Facilities. The Park District shall pay the maintenance fee twice each year, on June 1 and December 1. Each payment must be accompanied by a log showing the number of activity hours for which payment is made.

M. Hall Monitors for Certain Park District Uses. If District 97 determines that hall monitors are required for a Park District use of a District 97 Facility, then the Park District must provide hall monitors at no cost to District 97. District 97 may determine that, in its reasonable judgment, District 97 hall monitors must be used for a particular Park District event or program. In that case, the Park District must pay for those monitors at a rate not greater than the permanent custodian floater rate established annually by District 97 as of September 1.

N. Park District Reimbursement of District 97 Direct Costs.

1. General. The Park District shall pay District 97 for all staffing and equipment costs incurred by District 97 in conjunction with the Park District's use of a District 97 Facility. At the request of the Park District, District 97 must promptly provide the estimated cost related to an event or program.
2. Custodial Services. The Park District is not required to pay the maintenance fee described in Subsection 2.L when the Park District uses a District 97 Facility for which routine custodial services are provided by District 97 custodial staff.

Instead, the Park District must pay District 97 for all custodial services rendered for the Park District event or program beyond the routine services. The cost of those additional services will be calculated based on District 97's current pay scale, including any overtime for custodians who work more than 40 hours in the relevant week. District 97 will advise the Park District in writing and in advance of all such potential charges.

O. District 97 Reimbursement of Park District Direct Costs.

1. General. District 97 shall pay the Park District for all staffing and equipment costs incurred by the Park District in conjunction with District 97's use of a Park District Facility. At the request of District 97, the Park District must promptly provide the estimated cost related to an event or program.
2. Custodial Services. When District 97 uses a Park District Facility for which routine custodial services are provided by Park District staff, District 97 must pay the Park District for all custodial services rendered for the District 97 event or program beyond the routine services. The cost of those additional services will be calculated based on Park District's current pay scale, including any overtime for staff members who work more than 40 hours in the relevant week. The Park District will advise the District 97 in writing and in advance of all such potential charges.

P. Responsibility for Own Personnel, Volunteers, and Other Agents. Each District is be fully and solely responsible for its own employees, volunteers, contracted services, and other agents including without limitation responsibility for their supervision, direction, compensation, insurance, risk, liability, and claims.

SECTION 3. COOPERATIVE PLANNING OF SHARED FACILITIES

A. Communications Generally. The Districts agree that good communication and the exchange of information and expertise in planning and executing capital development projects ("*Capital Projects*") will help assure that community resources are maximized in meeting the needs of the public.

B. Joint District Long-Term Planning Committee. The Park District and District 97 shall maintain a Joint District Long-Term Planning Committee comprised of the Executive Director of the Park District, the Superintendent of Schools, two board members from each District, and other staff members as assigned. The Planning Committee shall annually review the Capital Projects of each District that may have impacts on the other District and advise the Districts whether through joint planning efforts the public benefits of those Capital Projects have been maximized and whether those Capital Projects have been planned and scheduled to the extent possible to minimize the impact of those Capital Projects on each District and its programs.

C. Cooperative Planning of Projects with Impact. The Districts intend to undertake cooperative planning efforts when either District is considering a Capital Project that may have an impact on the other District such as a playground, hard surface area, walkway or trail, parking lot, re-grading of a site for a new facility, a building expansion, an interior remodeling, a drainage improvement, a storm water detention and retention facility, or any other facility expansion or outdoor-site project that would have any similar impact. In any of those instances, the planning District shall endeavor to invite the other District to send a representative to planning and review meetings related to that Capital Project. The invited District may choose its representative, who need not be a member of either the Joint District Scheduling Committee or the Joint District Long-Term Planning Committee.

D. Site-Specific Letter Agreements. The Districts, in order to best define an appropriate working relationship for a particular project, may enter into a site-specific letter agreement through their chief administrative officials for that project. The letter agreement may set forth processes, timetables, standards, and other agreeable provisions for cooperative planning, design, and work on that project.

E. Consultation about Property Transfers. When a District is considering the sale or lease of its property, or the purchase or lease of another's property (a "*Potential Property Transaction*"), that considering District will advise the other District (confidentially if appropriate) of the consideration of that Potential Property Transaction reasonably in advance of any proposed action by the considering District, so that the other District may consider and discuss any opportunities the Potential Property Transaction may create. The intent of this Subsection is to create the opportunity for the Districts to discuss how they may expand programs and facilities to their mutual benefit.

SECTION 4. INSURANCE

A. General Standard. District 97 and the Park District each shall provide its standard insurance coverage for its facilities. Each District shall be responsible for procuring any additional insurance coverage it desires for its events and programs using the facilities, materials, equipment, or supplies of the other District.

B. Commercial General Liability Insurance. District 97 and the Park District each shall keep in force at all times during the term of this Agreement commercial general liability insurance specifically including bodily injury, personal injury and property damage with limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming District 97 and the Park District and each of their officials, officers, employees, volunteers, and agents as additional insured through execution of Additional Insured Endorsement 2026 or its equivalent.

C. Certificates of Insurance; Notice. District 97 and the Park District each shall furnish to the other certificates of the insurance and coverage in place as required in this Section, which certificates shall include the requirement of a 90-day notice of any cancellation or any reduction in limits.

SECTION 5. INDEMNITY

A. Indemnity by Park District. The Park District shall indemnify, defend, and save and hold harmless District 97 and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a District 97 Facility that arises out of any act or omission of the Park District, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. District 97 agrees that, in the event any claim is asserted or any action brought to recover any such damage, District 97 shall give immediate notice thereof in writing to the Park District and shall cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action shall be performed and concluded by the Park District. District 97 agrees to notify the Park District in writing by delivery to the Park District within five business days and by telephone immediately after District 97 receives any such complaint or claim. The delivery of written notification shall include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by District 97. District 97 shall indemnify, defend, and save and hold harmless the Park District and its officers, officials, volunteers, employees, and agents from any and all liability, damage, cost, expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others on a Park District Facility that arises out of any act or omission of District 97, including its officials, officers, employees, volunteers, agents, invitees, guests, and patrons. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District shall give immediate notice thereof in writing to District 97 and shall cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action shall be performed and concluded by District 97. The Park District agrees to notify District 97 in writing by delivery to District 97 within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification shall include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

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

SECTION 6. ADDITIONAL AGREEMENTS AND OBLIGATIONS

The Districts have established certain additional agreements and obligations. Those additional agreements and obligations are set forth in Appendix B attached to and by this reference incorporated into this Agreement. The Districts, by written agreement, may modify the additional agreements and obligations from time to time without formal amendment of this Agreement.

SECTION 7. ANNUAL JOINT MEETING

In January of each year of this Agreement, the Executive Director of the Park District and the Superintendent of Schools for District 97 shall hold a joint meeting to discuss matters of mutual interest and concern.

SECTION 8. GENERAL PROVISIONS

A. Term. This Agreement shall be for a 18 months commencing on the Effective Date and expiring on June 30, 2025 (the "Term").

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

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

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

Notices and communications shall be addressed and delivered as follows:

If to District 97:

Oak Park Elementary School District 97
c/o Superintendent of Schools
970 Madison Street
Oak Park, Illinois 60302

If to the Park District:

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

E. Entire Agreement. This Agreement constitutes the entire agreement between the parties and supersedes any and all prior agreements and negotiations between the parties, whether written or oral, relating to the subject matter of this Agreement.

F. Amendments and Modifications. Except as specifically provided in this Agreement for Attachments A and B, this Agreement may not be amended or modified in any way except in writing and approved and executed by District 97 and the Park District.

G. No Waiver, Enforcement. The failure by a party to insist on strict performance of any covenant, warranty, or condition or to enforce any of its rights under this Agreement in any one or more instances shall not be construed as a waiver in any subsequent instance of any such covenant, warranty, condition, or rights, but the same shall be and remain in full force and effect.

H. No Third-Party Beneficiaries. This Agreement is entered into solely for the benefit of the Park District and District 97, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity other than the Park District and District 97 or to acknowledge, establish, or impose any legal duty to any third party.

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

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

The Park District of Oak Park

**Board of Education of
Oak Park Elementary School District 97**

By: _____

By: _____

Name: _____

Name: _____

Its: _____

Its: _____

APPENDIX A

SHARED FACILITIES

Park District of Oak Park Parks and Facilities

- 1. Andersen Park and Center**
824 North Hayes Avenue, at Division.
- 2. Austin Gardens**
1100 Ontario Street.
- 3. Barrie Center**
1011 Lombard Avenue.
- 4. Barrie Park**
127 Garfield Street.
- 5. Carroll Park and Center**
1125 South Kenilworth Avenue.
- 6. Community Recreation Center**
229 Madison Street.
- 7. Elizabeth F. Cheney Mansion**
220 North Euclid Avenue.
- 8. Conservatory & Conservatory Center**
615 Garfield Street.
- 9. Dole Learning Center**
255 Augusta Street.
- 10. Euclid Square**
705 West Fillmore Street.
- 11. Field Park and Center**
935 Woodbine, at Division.
- 12. Fox Park and Center**
640 South Oak Park Avenue.
- 13. Gymnastics and Recreation Center**
21 Lake Street.

- 14. Lindberg Park**
On Greenfield Avenue between Marion and Woodbine.
- 15. Longfellow Park and Center**
610 South Ridgeland Avenue.
- 16. Maple Park**
1105 South Maple Street, at Harlem Avenue.
- 17. Mills Park and Pleasant Home**
217 South Home Avenue.
- 18. John L. Hedges Administrative Center**
218 Madison Street.
- 19. Randolph Park**
At the intersection of Grove Avenue and Randolph Street.
- 20. Rehm Pool and Park**
515 Garfield Street
- 21. Ridgeland Common Pool, Park, and Ice Rink**
415 Lake Street, at Ridgeland Avenue.
- 22. Scoville Park**
800 Lake Street, at Oak Park Avenue.
- 23. Stevenson Park and Center**
49 Lake Street.
- 24. Taylor Park**
400 West Division Street, at Ridgeland Avenue.
- 25. Wenonah Park**
At the intersection of Wenonah and Harrison Streets.

Oak Park Elementary District 97 Schools

- A. Beye School**
230 North Cuyler Avenue.
- B. Gwendolyn Brooks Middle School**
916 Washington Boulevard.
- C. Hatch School**
1000 North Ridgeland Avenue.
- D. Holmes School**
508 North Kenilworth Avenue, at Chicago Avenue.
- E. Irving School**
125 South Cuyler Avenue.
- F. Lincoln School**
1111 South Grove Avenue.
- G. Longfellow School**
715 Highland Avenue, at Jackson Boulevard.
- H. Mann School**
921 North Kenilworth Avenue, at Division Street.
- I. Percy Julian Middle School**
416 South Ridgeland Avenue.
- K. Whittier School**
715 North Harvey Avenue.

APPENDIX B

ADDITIONAL AGREEMENTS AND OBLIGATIONS

A. Park District Program Information. District 97 shall permit the Park District to send and receive communications pertaining to Park District programs through District 97's mail delivery service. District 97 shall not be liable to the Park District for any errors, delays, omissions, or other failures in the handling or transmission of any such communications.

B. Certain Maintenance. The Park District shall bear the costs associated with turf maintenance at Lincoln School (on the west side) adjacent to Carroll Park and at Mann School (on the west side) adjacent to Field Park. The Park District shall not bear any costs associated with planting, installation, construction, and repair of any horticultural improvements at these locations.

C. Joint Efforts Seeking Funding. The Park District and District 97 agree to consider filing applications for state and federal funding to finance projects of mutual interest.

D. Joint Development of Playgrounds. The Park District and District 97 agree to consider jointly developing playground on school property whenever this is economically feasible and mutually beneficial. Whether financially participating or not, the Park District is available to act as a planning consultant on all proposed playground and tot lot development contemplated by District 97.

E. Park District Resident Rates Apply. All Park District programs conducted at District 97 facilities shall be offered to District 97 residents at Park District resident rates.

APPENDIX C

AFFILIATES

PARK DISTRICT:

1. American Youth Soccer Organization (AYSO)
2. Oak Park Youth Baseball/Softball (OPYB/S)
3. Chicago Edge Soccer Club (Chicago Edge)
4. Oak Park/River Forest Pony Baseball (Pony Baseball)
5. Windmills Softball (Windmills)
6. Huskie Youth Football
7. Oak Park River Forest High School
8. Fenwick High School
9. St. Giles School
10. Ascension School
11. Friends of the Oak Park Conservatory (FOPCON)
12. Festival Theatre

DISTRICT 97:

1. Parent Teacher Organizations
2. Hephzibah
3. Oak Park Education Foundation
4. The Collaboration for Early Childhood Care and Education

PARK DISTRICT OF OAK PARK

ORDINANCE NO. 2023-12-20

AN ORDINANCE AUTHORIZING DISPOSAL OF PERSONAL PROPERTY
OWNED BY THE PARK DISTRICT OF OAK PARK

WHEREAS, in the opinion of the Park District of Oak Park, it is no longer necessary, useful, or in the best interests of the Park District to retain ownership of the personal property described in this Ordinance; and

WHEREAS, it has been determined by the President and the Board of Commissioners of the Park District of Oak Park to dispose of said personal property in the manner described in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and 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 President and Board of Commissioners.

Section 2. Disposal of Surplus Property. The President and Board of Commissioners find that the personal property described in Exhibit A attached to this Ordinance and by this reference incorporated into this Ordinance (the “Surplus Property”) is no longer necessary or useful to the Park District, and thus the Executive Director of the Park District is hereby authorized to direct the sale or disposal of the Surplus Property in the manner most appropriate to the Park District. The Surplus Property shall be sold or disposed of in “as is” condition.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this 21st day of December 2023.

AYES:

NAYS:

ABSENT:

APPROVED this 21st day of December 2023.

By: _____
Kassie Porreca, Park Board President

ATTEST:

Sandy Lentz, Secretary

(See Other Side)

DESCRIPTION OF SURPLUS PROPERTY

- | | |
|----|--|
| 1 | DeWalt 12" Compound Mitre Saw |
| 1 | Spinning - Spinner Shift Bike |
| 11 | Star Trac - Spinner NXT |
| 1 | Speaker Podium |
| 1 | Toro Snow Blower model 38584 Serial# 280009508 |



Executive Director's Report

From the desk of Jan Arnold

Friday, December 15, 2023

1. **Upcoming Board Meetings** – The Regular Board Meeting is scheduled for Thursday, December 21, 2023, at 7:30pm. The Committee of the Whole Meeting is scheduled for Thursday, January 11, 2024, at 7:30pm. All meetings will take place at the John Hedges Administrative Center. At the end of my report, there are some events you may consider stopping by.
2. **Winter Parking** – As a reminder for PDOP staff to follow the Village's odd/even parking for 2 or more inches of snow. You must park on the even numbered address side of the street on even number days (east and north sides of street) and on the odd numbered address side of the street on odd number days (west and south sides of street). Additionally, for Parks and Planning staff required to arrive early (4-6am) on snow removal days they will be allowed to park in the Village Hall parking lot on those days since they cannot park on the street per Village Ordinance until 6am.
3. **IAPD/IPRA Soaring to New Heights Conference** – The conference will run from January 25-27, 2024, at Hyatt Regency Chicago. All board members will be in attendance this year.
4. **Community Service Awards** – The Community Service Award is awarded for recognition of ongoing support, outstanding contributions of time, money, services, volunteer work or the advancement of parks and recreation. Honorees might include a non-member employee, a group, an organization, an individual, an elected official, governing body, local business, church, or school district. Four awardees have been identified for the award this year and the ceremony will take place at the February Regular Board Meeting.
5. **Outdoor Ice Rinks** – Staff plan to install the rink boards on Longfellow Park tennis courts as soon as the weather looks like it is changing to winter. We are waiting on Taylor until the weather forecast shows sustained freezing temperatures.
6. **228-230 Madison Parking Lot** – Innovation Landscaping (General Contractor), Terra Engineering (Civil Engineer). After multiple bids dating back to Fall of 2022, the Park District awarded a contract with Innovation Landscaping for the work. Site construction fencing was put up on May 10 and layout work began on May 12. The parking lot work is completed with only minor punch changes left to complete. Lighting is installed and we expect to have the lot opened by October 1. The EV stations have been opened to the community the end of November. They are being used by community members. The charge rate currently is \$.25 which covers the cost of energy and the annual subscription.

- 7. Barrie Park Improvements** – Innovation Landscaping (General Contractor), Terra Engineering (Landscape Architect). The Park District purchased the playground and playground surfacing materials earlier this year in a separate contract to not only save the agency on cost, but also order things early enough to not impact our schedule. A contract was signed with Innovation in early May and a pre-construction meeting was held on May 17. Site fencing started on May 30 on the park side of the project and Kids Around the World were on-site to remove the playground so that it can be re-purposed in a country of need on May 31. All site demolition has been completed on the park side of the project. New ADA ramps and sidewalk are completed on the south end of the project with more site concrete ongoing this month. The playground arrived on September 9th and installation has started for the main playground. The smaller playground work at the center has taken place and reopened on October 27. Playground grass safety surfacing has started on the larger playground as well as work on the nature play areas. Playground opened on November 29. It is being well received by the community. An official ribbon cutting will take place in Spring 2024.
- 8. Tax Efficiency Task Force** – The Park Board held its first of three meetings on September 7. The discussion centered around strategic plan, administrative policies, scholarships, etc. The next meeting will be held February 8th and will focus on partnership agreements, IGAs and our volunteer program. The third meeting will be held on April 4th and will review our CIP, budget, and accreditations.

Calendar of Events**December 21, 2023 – Regular Board Meeting, Hedges Administrative Center, 7:30pm****January 11, 2024 – Committee of Whole Meeting, Hedges Administrative Center, 7:30pm**

Please visit the PDOP Website for online activities and programming



December 2023

ADMINISTRATION AND FINANCE

Mitch Bowlin, Director of Finance

- Facility report card visits have been scheduled to complete the 2023 Facility Report Card.
- Finance staff are preparing for the 2023 audit and complying with the new GASB standards on subscription-based IT agreements.
- Finance staff are reviewing 2023 W-2s, 1095s, 1099s, and 1098s to ensure the District meets all of its tax reporting requirements for the end of the fiscal year.
- All tax and budget ordinances for fiscal year 2024 have been filed with Cook County.
- Finance staff are preparing the District's submission for the 2024 GFOA Distinguished Budget Presentation award.

Ann Marie Buczek, Communication and Community Engagement Manager

- Work has commenced on the Spring/Summer Program Guide, which will be delivered to homes the second Saturday in March.
- A new postcard designed to capitalize on New Year's resolutions and share the 2024 Scholarship Applications will be delivered to Oak Park residents near the end of December.
- Data collection for the Community Survey from the random sample has wrapped up. In total, we received almost 600 responses. The survey is now open to the public and will remain open until mid-December. Study results will be presented to the Board at the January meeting.
- Melissa Penney will join the Marketing & Communication team as the new Digital Content Specialist in early December. We are excited to welcome her to the team.
- Coordinated with Visit Oak Park to schedule a television appearance on *Fox in the Morning* to promote the Winter Greens Market. The purpose of this promotion was to expand reach of the Market. Patti Staley did a wonderful job promoting the Market and noted that the Conservatory received several inquiries following the segment.

Scott Sekulich, Registration and Customer Support Manager

- Total scholarships used in the month of November were \$3,426.30
- 27 dog park memberships were purchased in November.
- Black Friday Sales results included:
 - 25 Ultimate Fitness Memberships for months January/February
 - 24 Fitness class 10 packs
 - 131 Seasonal Rink Passes
 - 55 Annual Rink Passes

Paula Bickel, Director of Human Resources

- Actively recruiting for a FT General Maintenance Worker
- Dan Stark, new Training & Innovation Specialist started November 13, 2023
- Hired Full-Time Digital Content Specialist
- Joe Marrotta and Desire Hines conducted several onboarding/benefit/safety sessions with new staff members
- Desiree Hine conducted Customer Service Training
- Joe Marrotta completed monthly facility and AED inspections
- Attended job fair at Northeastern Illinois University
- Completed Open Enrollment process for Full-Time Employees
- Risk Manager attended the staff safety snow meeting/training
- Desiree Hines attended Career Pathways meeting
- Trained 14 employees in First Aid Certification and CPR/AED training
- Trained 10 sessions of Infant CPR for CRC Staff
- Safety Action Committee members attended PDRMA's Risk Management Institute
- Successfully awarded for two PDRMA safety grants totaling \$2,500
- Transported migrants to various locations
- Paula participated in the DEI Committee Meeting
- Joe and Paula attended the IPRA Administrative & Finance Sectional Meeting and training on Mental Health and FMLA/ADA

PARKS AND PLANNING**Chris Lindgren, Superintendent of Parks and Planning**

- EV charging stations have been installed in the parking lot at 228 Madison and it is now open to the public.
- The elevator modernization project is complete at 218 Madison, inspection is set for Dec 14th for final approval from the State.
- Park benches were built, stained, and installed at Barrie Park.
- Staff built and installed the concrete picnic tables at Barrie Park.
- Holiday lights were installed at Cheney, Mills, Taylor and Scoville Park.
- HVAC Filters were changed at all centers.
- All exterior restrooms, cisterns, irrigation systems and water fountains were winterized.
- Batting cages at Lindberg Park were taken down and stored for the winter.
- All player bench shades were removed from the ballfields.
- The landscape team has been mulching leaves in the parks and doing Fall seeding throughout the system.

HISTORIC PROPERTIES**Susan Crane, Historical Properties & Special Events Manager****Cheney:**

- We finished up the bulk of our private events the Saturdays in November and hosted WSSRA's annual Falling for our Stars Fundraiser on Friday November 10th. They had a great turn out of about 100 guests enjoying a casino theme and a classic crooner entertainment.

- Our programming for November was very popular with continued full sessions in both adult and teen cooking classes as well as we started some of our Holiday adult events with some local partners with great participation. We ran for the first time a Fairies and Tutus party with a local vendor assisting in the creatin of tutus and Cheney turned into a magic place. The event was sold out and we will run again in Spring/Summer when we can utilize the outdoor space.
- Future rentals for weddings continue to be coming in and we are running about 50% of planned revenue.

Pleasant:

- Festival Theater continued their residency at Pleasant Home for performances of Seagulls through Sunday November 19th. The production was critically well received.
- We did manage to run a family event with Barbie coming to Pleasant Home in early November and did finish up with a ceremony and private rental as well.
- Pleasant Home Foundation held their Candlelight Concert on Saturday November 25th and Sunday November 26th. The event was not sold out, but well attended on Saturday.

Community Events:

- We held our annual Pumpkin Smash at Barrie Park on Saturday November 4th. While the sled hill was not available for the actual toss, staff had games and activities to encourage patrons to “toss” the pumpkins into the compost receptacle. We had about 200 people in attendance as it was a pretty warm afternoon. The Village confirmed we composted over 2 tons of pumpkins!

Patti Staley, Director of Horticulture and Conservatory Operations

- The Conservatory welcomed 2,324 visitors during the month of November.
- Free Story time at the Conservatory, Wednesdays 39 registered participants, 13 bilingual story time.
- 4 rentals, 4 children’s birthday party package, 3 photo shoots.
- Free Toddler Exploration Time with 43 registered participants
- 4 tours with 131 participants
- Sold out Winter Wreaths class with 20 participants.
- Volunteer appreciation event with a sneak peak of the Conservatory’s Candlelight walk was held on November 30th with 187 volunteers.

SPECIAL FACILITIES***Bill Hamilton, Superintendent of Special Facilities*****Special Facilities – Administration**

- Bill Moreth attended Facilities Engineering Management School, offered through the Office of Professional Development at North Carolina State University. The is a Certificate Program consisting of three one-week programs covering all areas of facilities operations, maintenance and preventative maintenance for pumps, motors, HVAC, roofing, facility envelope, OSHA Safety Training and many other topics. The separate week-long programs are offered each year at different parts of the year and can be taken in any order. Bill will have taken the first course this

December, the next course in the fall of 2024 and the final course in March of 2025. The course is concluded with each participant doing a presentation on the facilities and programs that they operate and maintain and how the course subject matter has been implemented or will be implemented to make improvements in their organization's care of facilities and assets.

Special Facilities – Maintenance

- Winterization of pools and dog parks has been completed. New this year A contractor, Stifl Plumbing was hired to winterize the Rehm Pool Bathhouse. Stifl currently performs this service for the Forest Park Pool. One of the benefits is that they guarantee their work. When they put the plumbing back together next spring and start up the systems, they will repair any breaks in plumbing if they occur.
- Staff is working on refinishing gutter grates at Ridgeland Common. Grates are ten feet long made from fiberglass, with an anti-slip surface. The surface breaks down over time and staff must refinish them. It is a multi-step process starting with removal from the pool, grinding the old surface material off, cleaning with a special solvent, priming and recoating with an epoxy paint with an antiskid aggregate mixed in with the paint. Staff complete ten to twenty panels a year, which maintains the condition of all the grates over a four-year period.
- Staff will also be refinishing the RCRC wading pool play feature pipes, also using epoxy paint in an aerosol form.
- Lindsey and Associates has been hired and will conduct concrete testing of pool surfaces at Ridgeland Common and Rehm Pool to determine what areas need replacement or repairs in the coming years. A scope of work will be determined. The work will be bid, with the first repairs taking place in the fall of 2024. At Rehm the repairs will be focused on the main pool as the diving well will be removed as part of the Phase One Rehm Master Plan.
- Staff is working to schedule required Five Year Fire Suppression System Inspections at Ridgeland Common and The Gymnastics and Recreation Center. This work consists of assessing the internal condition of both wet and dry system pipes. This work will be completed in December.
- The rear gutter along the south wall of the Gymnastics and Recreation Center is scheduled to be replaced by Metal Masters. Over the years, the weight of ice and snow have caused the steel gutters to collapse around the down spots, interfering with complete water run off from the gutters which exacerbates the problem. The new gutter will have additional support brackets that should eliminate this from happening again.

Kayla Lindgren, Program & Operations Manager

Aquatics

- Interviews for Summer 2024 Aquatic Leadership began November 21. An in water practical was added to the interview process that includes rescue and interpersonal skills.
- All summer 2024 positions have opened and we will be sending an email out the week of December 4 to encourage last years team to reapply.
- Fall swim lessons have been going swimmingly, outside a pipe breaking at Fenwick that resulted in a cancelled lesson. Cameron has been working very closely with the staff and is happy to see all the instructors begin to develop teaching styles while delivering the Starfish curriculum.

Ice Arena

- 193 people attended “Skate Your Turkey Off” on November 22, featuring a 7ft turkey on the ice!
- 322 people attended the “Holiday Skate,” featuring games and activities.
- “Hruby Skates” have extended to a Ages 40+ Skate to a 65+ skate that allows for a more enjoyable game for some of our most experienced players and added a 3 ice time for this group. The Hruby Skates fill day time ice that would otherwise be under-utilized.
- We sold 153 seasonal rink passes during the Black Friday sale.
- Our Synchro teams are preparing for the competition season, including Harmonized Holiday Skate, Synchronized Skating Competition, which is being put together by Abby and Cathy, attracting teams from across the Chicagoland area on December 17.

Customer Service

- Customer Service serviced 67 phone calls in November with an average talk time of 2 minutes. This was definitely a slower month before holiday events, camps and winter programs.
- Keely is working with Scott to move dog park registrations to an online process which in return will hopefully result in accurate paperwork turned in the first time, and a process that Customer Service will be able to handle in their day to day rather being a function Keely has to do herself.

Keith Kerrigan, Program & Operations Manager**Gymnastics**

- The GRC held a showcase for the students in our Accelerated Girls class, which is designed for students who have the potential to join team gymnastics in the but are not yet ready to compete. Our Accelerated Girls were eager to show off what they’ve learned!
- The first wave of Winter 2024 registrations began with priority registration for students who will be continuing in the same class.
- The GRC did not run its regular classes and was closed entirely on the 23rd and 24th for Thanksgiving. We held our popular holiday week Preschool Playtimes and Open Gyms, all but one of which reached maximum enrollments!
- The second wave of Winter 2024 registrations began, this time assigning class placements to students who are moving up to the next class level or who need to change to a different day and time

RECREATION**Joe Lilly, Program Manager****After School/Teens/Preschool/ECE/Arts/Special Interest/Active Adults/Adventure/Nature****Arts/Active Adults:**

- Nutcracker is scheduled for Dec 16th at Fenwick. We have sold 144 tickets so far.
- Active Adult holiday party is scheduled for Dec 8th at Cheney Mansion and is currently at capacity

Afterschool/Teens:

- New Supervisor for Dole Center afterschool has been hired. Her name is Lanh Fleming
- Teen nights took place on Dec 2nd with 59 participants

Nature/Adventure:

- Birdseed Ornament workshop is scheduled for Dec 16th
- Archery continues to be popular and classes remain at capacity

Early Childhood:

- Preschool picture day took place in November
- Indoor Playground is open for the season and is currently at 118 members
- Indoor playground held specialty holiday hours the week of December 4th.

Camps:

- Winter Break camps are scheduled to start Dec 22
- Summer camp positions have been posted for the 2024 season
- First group interview for summer camp positions will take place on Jan 4

Chad Drufke, Program Manager**CRC**

- As of December 4, we have 3,910 paid monthly memberships, an increase of 360 memberships from November. We also have 3,537 free track memberships.
- As of November 3, we have 983 youth registered for the afterschool program which is an increase of 67 participants from November.
- The CRC playzone will have a winter wonderland as their holiday decorations for December.
- Staff is currently working with a bank representative to hold classes in the spring at the CRC on balancing a checkbook, home purchase, personal finances, etc.
- A CRC staff meeting was held in late November where staff was reminded of certain protocols and also were able to communicate any pain points they may have experienced so that we can improve as a team.

Sports/Martial Arts/Facility Attendants

- The youth basketball coaches meeting and player draft will take place on Saturday, December 9th at the CRC. The league will start up in January after the holiday break. 488 youth are enrolled in the basketball league.

- A new women's volleyball program started in early November on Friday nights at the CRC. Twelve women are enrolled in the program.
- The grade 3-8 pre-season basketball league offering will take place in November and December. The program gives the players a chance to warm up and work on their skills before the winter league starts in January. We have a total of 210 participants enrolled for the pre-season basketball offering.
- Belt testing will take place for karate and taekwondo students in the month of December. Students look forward to showcasing their learned skills and advancing their belt level.
- A facility attendant staff meeting took place in late November at the CRC. Staff were reminded of certain protocols and also discussed increase of shifts in January with the addition of school hall monitoring.

Memo

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

From: Miriam Armstrong, Finance Manager

Cc: Jan Arnold, Executive Director;
Mitch Bowlin, Director of Finance

Date: December 11, 2023

Re: November 2023 Revenue Expense Report



Statement

Attached with this memo are the Revenue and Expense summary charts and reports. The 2023 Budget vs Actual chart shows total year-to-date (YTD) operating revenues, expenses, and net income compared to the YTD Budget. The Month Actual - 3 Year Comparison chart compares the month's actuals against the actuals for November 2021 and November 2022.

Excluding property tax revenue and intergovernmental income, operating revenue remains at approximately 7% above budget YTD. We have now received 69% of expected Property Tax revenue so far this year, due to the County delaying revenues until November. This variance is strictly a timing issue with the County, and funds are now starting to come in. Intergovernmental income is significantly higher than the budget primarily due to \$4 million received from the government for the CRC. Including the property tax receipt delay, and the substantial intergovernmental income, the District is working at approximately 14% above expected revenue.

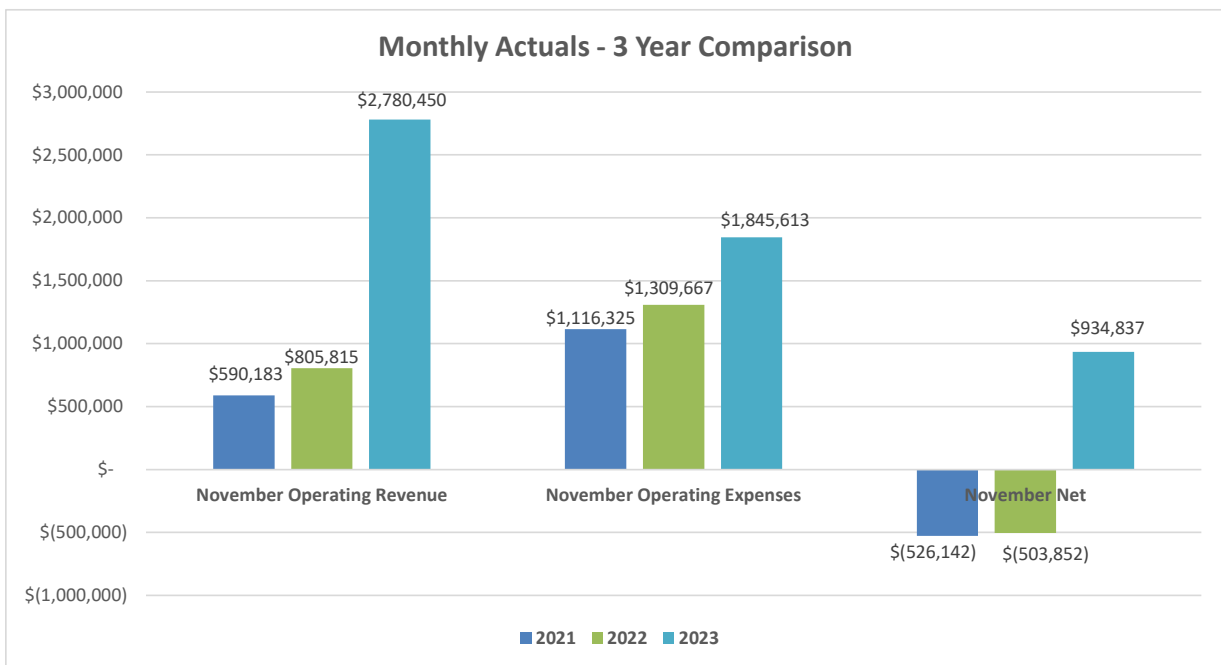
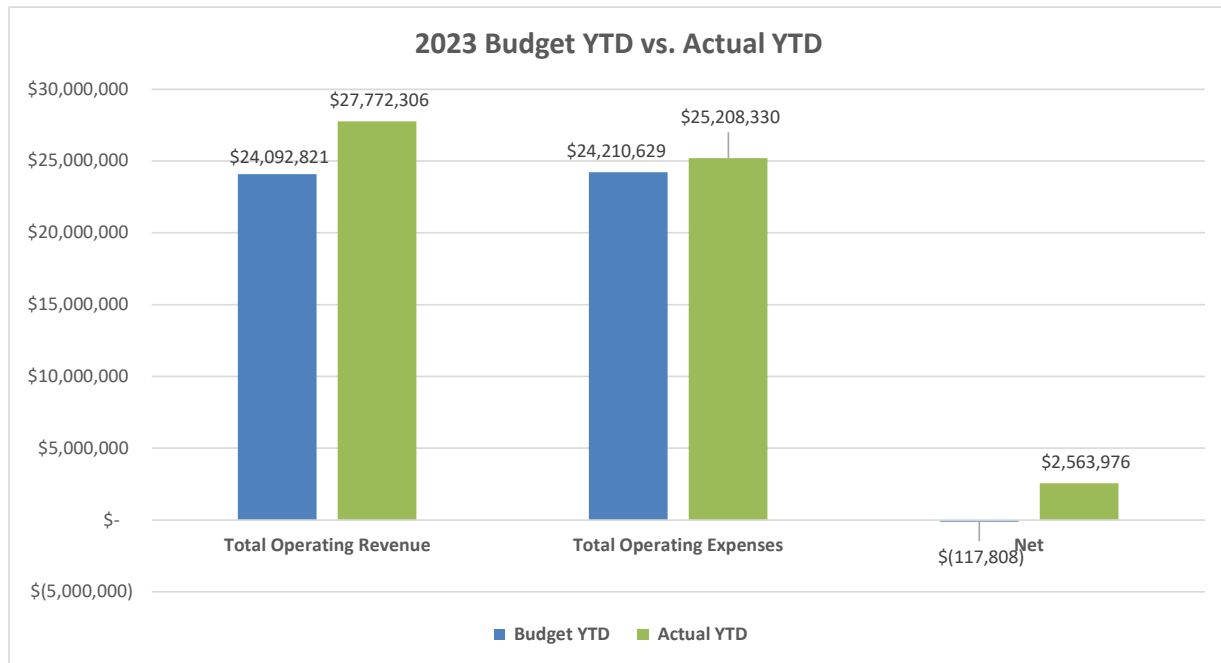
Expenses are below budget in all categories except capital projects, which is above budget by 54%. This amount is above our working budget and is due to timing issues related to the CRC between the 2022 and 2023 fiscal years. The overage was taken into consideration with the appropriation ordinance, and it is not expected that an amendment will need to be made.

The November Revenue Expense Reports highlights the following departments and programs which have performed better than budget:

- Martial arts programs
- Youth sports leagues
- Adult volleyball leagues
- Active adult programs
- Performing arts
- Early childhood classes
- Learn to swim
- Pool camp and rink camp
- Drop-in hockey and youth hockey
- Ice rink birthday parties
- Learn to skate
- Rink special events
- Preschool and recreational gymnastics classes
- Cheney adult programs, kids cooking, and family events


Attached: November 2023 Expense/Revenue Report

Revenue and Expense Summary Charts - November 2023





November 2023 Revenue and Expense Report - by Fund



PARK DISTRICT

of OAK PARK

	Operating Funds															
	Corporate	IMRF	Liability	Audit	Recreation	Museum	Special Rec	Special Facilities	Capital Projects	Historic Properties	November Total	Budget YTD	Actual YTD	Prior YTD		
Taxes	\$ 917,725	\$ 26,830	\$ 50,053	\$ 3,783	\$ 802,344	\$ 11,279	\$ 72,844	\$ -	\$ -	\$ -	\$ 1,884,858	\$ 11,290,787	\$ 7,773,202	\$ 5,867,062		
Fees and Charges	\$ 20,098	\$ -	\$ -	\$ -	\$ 88,695	\$ -	\$ -	\$ 78,423	\$ -	\$ 15,622	\$ 202,837	\$ 2,370,310	\$ 2,409,455	\$ 1,856,168		
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 319,000	\$ 6,430,520	\$ 809,587		
Miscellaneous Income	\$ 56,335	\$ -	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 2,746	\$ -	\$ -	\$ 59,582	\$ 112,333	\$ 775,043	\$ 342,019		
Sponsorship & Donations	\$ 724	\$ -	\$ -	\$ -	\$ 297	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,021	\$ 147,943	\$ 79,773	\$ 1,665,581		
Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 294,340	\$ -	\$ 294,340	\$ 3,237,744	\$ 3,237,744	\$ 2,812,451		
Program Revenue	\$ 1,193	\$ -	\$ -	\$ -	\$ 177,439	\$ -	\$ -	\$ 153,414	\$ -	\$ 5,766	\$ 337,812	\$ 6,614,705	\$ 7,066,570	\$ 6,169,321		
Total Revenue	\$ 996,075	\$ 26,830	\$ 50,553	\$ 3,783	\$ 1,068,775	\$ 11,279	\$ 72,844	\$ 234,583	\$ 294,340	\$ 21,387	\$ 2,780,450	\$ 24,092,821	\$ 27,772,306	\$ 19,522,188		
Wages	\$ 191,251	\$ -	\$ 5,246	\$ -	\$ 217,665	\$ -	\$ 3,647	\$ 116,725	\$ -	\$ 18,274	\$ 552,807	\$ 7,682,684	\$ 6,973,366	\$ 5,864,340		
Contractual Services	\$ 83,744	\$ -	\$ 529	\$ -	\$ 78,030	\$ 142	\$ -	\$ 27,751	\$ -	\$ 11,028	\$ 201,224	\$ 3,677,343	\$ 3,149,133	\$ 2,811,315		
Materials and Supplies	\$ 35,216	\$ -	\$ 388	\$ -	\$ 14,974	\$ -	\$ -	\$ 18,986	\$ -	\$ 1,532	\$ 71,096	\$ 970,118	\$ 846,258	\$ 645,359		
Benefits	\$ 39,875	\$ 15,561	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,436	\$ 827,076	\$ 700,831	\$ 684,553		
Miscellaneous Expense	\$ 8,339	\$ -	\$ -	\$ -	\$ 9,186	\$ -	\$ -	\$ 4,816	\$ -	\$ 10	\$ 22,351	\$ 518,233	\$ 345,175	\$ 270,175		
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 426,200	\$ 426,200	\$ 454,758		
Utilities	\$ 39,323	\$ -	\$ -	\$ -	\$ 2,385	\$ -	\$ -	\$ 24,134	\$ -	\$ 2,080	\$ 67,922	\$ 755,753	\$ 635,614	\$ 724,168		
Other Financing Uses	\$ 94,482	\$ -	\$ -	\$ -	\$ 246,012	\$ -	\$ -	\$ 23,307	\$ -	\$ 12,260	\$ 376,060	\$ 4,177,585	\$ 4,136,662	\$ 3,735,815		
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 498,717	\$ -	\$ 498,717	\$ 5,175,636	\$ 7,995,090	\$ 9,628,883		
Total Expense	\$ 492,230	\$ 15,561	\$ 6,162	\$ -	\$ 568,252	\$ 142	\$ 3,647	\$ 215,719	\$ 498,717	\$ 45,183	\$ 1,845,613	\$ 24,210,629	\$ 25,208,330	\$ 24,819,366		
Net	\$ 503,845	\$ 11,269	\$ 44,390	\$ 3,783	\$ 500,523	\$ 11,137	\$ 69,197	\$ 18,865	\$ (204,377)	\$ (23,796)	\$ 934,837	\$ (117,808)	\$ 2,563,976	\$ (5,297,178)		
	Non- Operating Funds															
	Health Insurance	November Total	Budget YTD	Actual YTD	Prior YTD											
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -											
Fees and Charges	\$ 13,227.72	\$ 13,228	\$ 164,502	\$ 146,941	\$ 128,056											
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -											
Miscellaneous Income	\$ -	\$ -	\$ 10,000	\$ -	\$ 6,010											
Sponsorship & Donations	\$ -	\$ -	\$ -	\$ -	\$ -											
Other Financing Sources	\$ 81,720	\$ 81,720	\$ 939,843	\$ 898,918	\$ 923,364											
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -											
Total Revenue	\$ 94,948	\$ 94,948	\$ 1,114,345	\$ 1,045,859	\$ 1,057,430											
Wages	\$ -	\$ -	\$ -	\$ -	\$ -											
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -											
Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -											
Benefits	\$ 89,940	\$ 89,940	\$ 1,008,456	\$ 917,978	\$ 795,789											
Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -											
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -											
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -											
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -											
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -											
Total Expense	\$ 89,940	\$ 89,940	\$ 1,008,456	\$ 917,978	\$ 795,789											
Net	\$ 5,008	\$ 5,008	\$ 105,889	\$ 127,882	\$ 261,641											

November 2023 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

		November-23	Budget YTD	Actual YTD	Prior YTD
<u>Operating Funds</u>					
Corporate Fund					
10-00- Administration					
	Revenue	\$974,060	\$5,822,138	\$4,947,517	\$3,487,941
	Expense	(\$208,574)	(\$3,231,854)	(\$2,704,645)	(\$2,278,892)
	Net	\$765,486	\$2,590,284	\$2,242,872	\$1,209,048
10-35- Conservatory					
	Revenue	\$21,875	\$143,450	\$146,352	\$161,306
	Expense	(\$40,693)	(\$413,470)	(\$357,091)	(\$358,764)
	Net	(\$18,818)	(\$270,020)	(\$210,738)	(\$197,458)
10-50- Parks and Planning					
	Revenue	\$140	\$168,036	\$207,461	\$206,835
	Expense	(\$242,964)	(\$2,769,395)	(\$2,518,694)	(\$2,125,437)
	Net	(\$242,824)	(\$2,601,359)	(\$2,311,233)	(\$1,918,602)
Total Corporate					
	Revenue	\$93,231	\$5,976,922	\$4,155,262	\$3,604,108
	Expense	(\$649,337)	(\$5,272,347)	(\$4,568,384)	(\$3,895,931)
	Net	\$503,845	(\$281,096)	(\$279,099)	(\$907,011)
IMRF Fund					
15-00-					
	Revenue	\$26,830	\$160,653	\$110,646	\$109,492
	Expense	(\$15,561)	(\$207,653)	(\$184,965)	(\$239,832)
	Net	\$11,269	(\$47,000)	(\$74,318)	(\$130,340)
Liability Fund					
16-00-					
	Revenue	\$50,553	\$299,710	\$208,074	\$155,801
	Expense	(\$6,162)	(\$274,167)	(\$221,628)	(\$169,145)
	Net	\$44,390	\$25,543	(\$13,554)	(\$13,344)
Audit Fund					
17-00-					
	Revenue	\$3,783	\$22,652	\$15,601	\$11,775
	Expense	\$0	(\$29,015)	(\$22,600)	(\$20,660)
	Net	\$3,783	(\$6,363)	(\$6,999)	(\$8,885)
Recreation Fund					
20-00- Administration					
	Revenues	\$802,641	\$4,840,929	\$3,319,286	\$2,532,579
	Expense	(\$317,230)	(\$4,206,341)	(\$3,970,401)	(\$3,963,024)
	Net	\$485,411	\$634,589	(\$651,115)	(\$1,430,445)

November 2023 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

	November-23	Budget YTD	Actual YTD	Prior YTD
20-05- Communications				
Revenue	\$0	\$52,800	\$16,988	\$81,220
Expense	(\$29,205)	(\$408,583)	(\$396,865)	(\$381,094)
Net	(\$29,205)	(\$355,783)	(\$379,877)	(\$299,874)
20-51- Customer Service				
Revenues	\$0	\$0	\$0	\$0
Expense	(\$25,406)	(\$300,842)	(\$265,169)	(\$215,306)
Net	(\$25,406)	(\$300,842)	(\$265,169)	(\$215,306)
20-25- Fitness				
Revenue	\$17,599	\$217,842	\$241,672	\$218,836
Expense	(\$6,278)	(\$135,217)	(\$158,618)	(\$116,601)
Net	\$11,321	\$82,624	\$83,054	\$102,235
20-26- Youth Athletics				
Revenue	\$12,730	\$1,088,160	\$1,177,581	\$1,091,559
Expense	(\$30,949)	(\$618,812)	(\$568,646)	(\$569,173)
Net	(\$18,219)	\$469,348	\$608,936	\$522,386
20-27- Adult Athletics				
Revenue	\$1,542	\$156,478	\$162,855	\$129,925
Expense	(\$4,344)	(\$73,541)	(\$60,485)	(\$54,350)
Net	(\$2,803)	\$82,937	\$102,370	\$75,575
20-28- CRC				
Revenue	\$88,695	\$440,005	\$502,550	\$0
Expense	(\$40,259)	(\$337,054)	(\$241,741)	\$0
Net	\$48,436	\$102,951	\$260,809	\$0
20-61- Community Programs				
Revenue	\$105,367	\$2,102,116	\$2,111,888	\$1,841,568
Expense	(\$77,517)	(\$1,161,792)	(\$1,028,424)	(\$887,189)
Net	\$27,850	\$940,324	\$1,083,464	\$954,379
20-62- Fine Arts				
Revenue	\$9,180	\$671,691	\$749,362	\$688,315
Expense	(\$13,758)	(\$352,386)	(\$354,165)	(\$315,594)
Net	(\$4,578)	\$319,305	\$395,197	\$372,721

November 2023 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

		November-23	Budget YTD	Actual YTD	Prior YTD
20-63- Early Childhood					
	Revenue	\$31,021	\$327,581	\$300,620	\$278,735
	Expense	(\$23,306)	(\$201,738)	(\$153,989)	(\$150,836)
	Net	\$7,715	\$125,842	\$146,630	\$127,899
Total Recreation					
	Revenue	\$1,068,775	\$9,897,601	\$8,582,802	\$6,862,736
	Expense	(\$568,252)	(\$7,796,307)	(\$7,198,504)	(\$6,653,167)
	Net	\$500,523	\$2,101,295	\$1,384,298	\$209,570
Museum Fund					
21-00-					
	Revenue	\$11,279	\$67,536	\$46,514	\$190,982
	Expense	(\$142)	(\$95,425)	(\$11,482)	(\$20,940)
	Net	\$11,137	(\$27,889)	\$35,032	\$170,042
Special Recreation Fund					
22-00-					
	Revenue	\$72,844	\$440,679	\$300,411	\$226,745
	Expense	(\$3,647)	(\$553,813)	(\$474,456)	(\$427,804)
	Net	\$69,197	(\$113,135)	(\$174,045)	(\$201,059)
Special Facilities Fund					
25-00- Administration					
	Revenue	\$0	\$11,904	\$7,517	\$13,512
	Expense	(\$44,531)	(\$603,084)	(\$507,652)	(\$352,901)
	Net	(\$44,531)	(\$591,180)	(\$500,135)	(\$339,389)
25-19- Pools					
	Revenue	\$1,702	\$1,165,743	\$1,138,075	\$1,001,357
	Expense	(\$8,278)	(\$575,231)	(\$630,152)	(\$466,867)
	Net	(\$6,577)	\$590,512	\$507,923	\$534,490
25-20- Rink					
	Revenue	\$86,030	\$1,205,701	\$1,297,659	\$1,103,048
	Expense	(\$33,978)	(\$427,215)	(\$407,852)	(\$300,573)
	Net	\$52,052	\$778,486	\$889,808	\$802,475

November 2023 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

		November-23	Budget YTD	Actual YTD	Prior YTD
25-24- Gymnastics					
	Revenue	\$144,747	\$1,041,512	\$1,158,616	\$1,066,566
	Expense	(\$50,087)	(\$689,577)	(\$616,553)	(\$559,929)
	Net	\$94,660	\$351,935	\$542,063	\$506,637
25-50- Maintenance					
	Revenue	\$2,105	\$3,264	\$4,908	\$11,778
	Expense	(\$78,845)	(\$990,698)	(\$920,705)	(\$960,498)
	Net	(\$76,740)	(\$987,434)	(\$915,797)	(\$948,719)
Total Special Facilities					
	Revenue	\$234,583	\$3,428,124	\$3,606,776	\$3,196,261
	Expense	(\$215,719)	(\$3,285,805)	(\$3,082,913)	(\$2,640,767)
	Net	\$18,865	\$142,319	\$523,862	\$555,494
Capital Projects Fund					
70-xx-					
	Revenue	\$294,340	\$3,237,744	\$9,211,959	\$4,553,253
	Expense	(\$498,717)	(\$5,175,636)	(\$7,995,090)	(\$9,628,883)
	Net	(\$204,377)	(\$1,937,892)	\$1,216,868	(\$5,075,631)
Historic Properties Fund					
85-00-					
	Revenue	\$21,387	\$404,499	\$388,193	\$359,060
	Expense	(\$45,183)	(\$378,089)	(\$436,263)	(\$255,076)
	Net	(\$23,796)	\$26,410	(\$48,070)	\$103,984
<u>Non-Operating Funds</u>					
Health Insurance Fund					
50-00-					
	Revenue	\$94,948	\$1,114,345	\$1,045,859	\$1,057,430
	Expense	(\$89,940)	(\$1,008,456)	(\$917,978)	(\$795,789)
	Net	\$5,008	\$105,889	\$127,882	\$261,641



Memo

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

From: Mitch Bowlin, Finance Director

CC: Jan Arnold, Executive Director

Date: December 15, 2023

Re: 5 Year Strategic Comprehensive Master Plan



Statement

The Park District's current 10-year Comprehensive Master Plan and 3-year Strategic Plan both conclude on December 31, 2024. Instead of constructing two plans in 2024, the staff recommend one combined 5-Year Strategic Comprehensive Master Plan.

Discussion

The District issued a request for proposal for professional services on a 5-Year Strategic Comprehensive Master plan and received two responses. The senior leadership team then reviewed the proposals, and all agreed on 110% as the best firm for this project. There were three calls with 110% and one of the subcontractors for clarifications on the original proposal, and staff are now presenting an agreement not to exceed \$167,522.

The work for this contract will begin in January 2024 and conclude in November 2024 with a presentation of a final product to the Park Board. Over the course of the year there will be multiple meetings with staff, community members, and key stakeholders to gather input and shape the District's plans for the next five years.

Conclusion

The Finance and Administration Committee recommends the Park Board review and approve the contract with 110% for an amount not to exceed \$167,522.

Attachment: 110% RFP Response