



PARK DISTRICT OF OAK PARK
Regular Park Board Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois 60302
Thursday, March 13, 2025, 7:30pm

AGENDA

- I. Call to Order/Roll Call**
- II. Approval of Agenda**
- III. Visitor/Public Comment**
Each person is limited to three minutes. The Board sets a limit of 30 minutes for public comments.
- IV. Consent Agenda**
 - A. Cash and Investment Summary***
 - B. Warrants and Bills***
 - C. Minutes***
 - D. Acceptance of Executive Director's Review and Contract Extension**
 - E. Approval of IPRA Environmental Report Card***
- V. Staff Reports**
 - A. Executive Director's Report***
 - B. Updates and Information***
 - C. Revenue/Expense Status Reports***
- VI. Old Business**
 - A. Recreation and Facility Program Committee – Commissioner Lentz**
 - 1. WSSRA Annual Report Update
 - B. Parks and Planning Committee – Commissioner Worley-Hood**
 - 1. Annual Historic Properties Operations Report*
 - 2. Approval of Field Park Playground Professional Services Contract*
 - C. Administration and Finance Committee – Commissioner Wick**
- VII. New Business**
- VIII. Commissioner's Comments**
 - Commissioner Lentz
 - Commissioner Wick
 - Commissioner Wollmuth
 - Commissioner Worley-Hood
 - President Porreca
- IX. Closed Session**
- X. Adjournment**

Information attached. | **Information to be provided at/prior to the meeting. | **Update/Recap – verbal report to be provided at the meeting, no materials attached.*



Cash and Investment Summary

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org



PARK DISTRICT
of OAK PARK

CASH AND INVESTMENT SUMMARY- February 2025

	Byline	IPDLAF	CD's	PMA - iPRIME	IMET	Feb-25 TOTAL	Jan-25 TOTAL
General Fund							
10 - Corporate	1,233,143	25,095	2,307,659	1,005,670	1,424,487	5,996,054	4,667,234
Special Revenue Funds							
15 - IMRF	4,199	1,603	-	-	139,283	145,085	116,697
16 - Liability	2,073	8,965	-	-	512,875	523,913	466,645
17 - Audit	3,405	237	-	-	30,426	34,069	31,490
20 - Recreation	(530,743)	4,979	-	3,000,000	3,017,998	5,492,234	5,060,370
21 - Museum	25,736	1,220	-	-	160,620	187,576	186,250
22 - Special Recreation	2,221	17,121	-	-	358,423	377,765	309,780
25 - Special Facilities	(135,318)	3,288	-	410,370	1,561,879	1,840,219	1,908,713
85 - Cheney Mansion	(21,663)	462	-	-	421,742	400,541	407,348
Capital Funds							
70 - Capital Projects	699,523	78,051	-	123,417	6,543,739	7,444,729	7,097,109
Total Cash Available to District	1,282,576	141,020	2,307,659	4,539,457	14,171,473	22,442,184	20,251,636
Distribution %:	5.72%	0.63%	10.28%	20.23%	63.15%	100.00%	100.00%
Other Funds							
50 - Health Insurance Fund	205,833	345	-	-	884,986	1,091,164	977,943
x - Memorial Trust	21,784	-	-	-	-	21,784	21,784
xx - Working Cash	-	-	-	-	-	-	-
Total Cash Across All Funds	1,510,192	141,365	2,307,659	4,539,457	15,056,459	23,555,132	21,251,363



**PARK DISTRICT
of OAK PARK**

Park District of Oak Park
Cash Status Report
As of February 28, 2025

Operating Accounts

Byline Bank	2.024%	\$	1,813,381
iPrime Liquid Money Market	4.235%	\$	4,571,615
Illinois Metropolitan Investment Fund	4.250%	\$	15,056,459
Illinois Park District Liquid Asset Fund Account	4.324%	\$	<u>141,365</u>

Operating Investment Accounts

iPrime Term Series	4.392% due 12/12/25	\$	239,400
Affinity Bank	4.132% due 2/18/26	\$	239,900
NexBank	4.143% due 2/18/26	\$	240,000
Solera National Bank	4.184% due 2/18/26	\$	239,800
Wells Fargo Bank	5.124% due 3/6/25	\$	248,450
iPrime Term Series	5.188% due 3/14/25	\$	200,000
Vibrant Credit Union	5.164% due 8/28/25	\$	226,050
Bank Hapoalim B.M.	4.923% due 8/28/25	\$	227,450
Cornerstone Bank	5.112% due 8/28/25	\$	226,250
Discover Bank	4.957% due 9/5/25	\$	<u>243,653</u>

\$ 23,913,773

Working Solvency **\$ 23,913,773**

2024 Solvency **\$ 23,794,886**



Warrants and Bills

Park District of Oak Park
Voucher List for the Month of February
Presented to the Board of
Commissioners At their Meeting on
March 13, 2025

AP ACCOUNT DISTRIBUTION BY ACCOUNT

Park District Of Oak Park

Check Dates 02/01/2025 To 02/28/2025; Pay Dates 02/01/2025 To 02/28/2025

FY 2025

Both Accruals And Non Accruals

Open & Paid Vouchers

Check Run 0 To 2147483647

PO Number 0 To 2147483647; PO Refr Number 0 To 2147483647

R = Reference PO Number

Voucher Number	Vendor	PO Number	Check Number	Pay Date/Check Date	Amount (\$)
10 CORPORATE FUND					
10-00-21-20109 IMRF WITHHOLDING					
62160	IMRF ILL MUNICIPAL RETIREMENT FUND		59734	02/21/2025	59,130.81
62160	IMRF ILL MUNICIPAL RETIREMENT FUND		59734	02/21/2025	718.65
10-00-21-20109 IMRF WITHHOLDING Subtotal					\$59,849.46
10-00-21-20111 HEALTH INSURANCE SECTION 125					
62153	PDRMA PDRMA		59744	02/21/2025	16,828.60
10-00-21-20111 HEALTH INSURANCE SECTION 125 Subtotal					\$16,828.60
10-00-21-20114 UNION DUES					
62190	SEIU SEIU LOCAL 73		59774	02/28/2025	343.42
62190	SEIU SEIU LOCAL 73		59774	02/28/2025	358.94
62190	SEIU SEIU LOCAL 73		59774	02/28/2025	10.00
10-00-21-20114 UNION DUES Subtotal					\$712.36
10-00-21-20117 AFLAC SECTION 125					
62129	AFLAC AFLAC ATTN: REMITTANCE PROCESSING		59685	02/14/2025	561.96
10-00-21-20117 AFLAC SECTION 125 Subtotal					\$561.96
10-00-21-20118 AFLAC					
62129	AFLAC AFLAC ATTN: REMITTANCE PROCESSING		59685	02/14/2025	441.36
10-00-21-20118 AFLAC Subtotal					\$441.36
10-00-21-20119 I LIFE					
62132	NCPERS NCPERS GROUP LIFE INSURANCE		59702	02/14/2025	6.00
62132	NCPERS NCPERS GROUP LIFE INSURANCE		59702	02/14/2025	6.00
10-00-21-20119 I LIFE Subtotal					\$12.00
10-00-21-20120 ICMA WITHHELD					
62131	ICMA MISSIONSQUARE RETIREMENT		59698	02/14/2025	2,809.64
62189	ICMA MISSIONSQUARE RETIREMENT		59764	02/28/2025	2,717.51
10-00-21-20120 ICMA WITHHELD Subtotal					\$5,527.15
10-00-21-20131 ICMA ROTH IRA WITHHELD					
62131	ICMA MISSIONSQUARE RETIREMENT		59698	02/14/2025	240.30
62189	ICMA MISSIONSQUARE RETIREMENT		59764	02/28/2025	241.30
10-00-21-20131 ICMA ROTH IRA WITHHELD Subtotal					\$481.60
10-00-21-20132 BRIGHT START PROGRAM					
62130	BRIGHTSTA BRIGHT START COLLEGE SAVINGS PROGRAM		59689	02/14/2025	50.00
62188	BRIGHTSTA BRIGHT START COLLEGE SAVINGS PROGRAM		59751	02/28/2025	50.00
10-00-21-20132 BRIGHT START PROGRAM Subtotal					\$100.00
10-00-52-00200 LEGAL COUNSEL					
62128	ELROD ELROD FRIEDMAN LLP	20250201	59694	02/14/2025	1,037.00
62146	LANER LANER MUCHIN , LTD	20250219	59736	02/21/2025	57.00
10-00-52-00200 LEGAL COUNSEL Subtotal					\$1,094.00
10-00-52-00203 OFFICE EQUIPMENT SERVICE					
62155	PITNEYBOW PITNEY BOWES	20250216	59747	02/21/2025	441.99

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10-00-52-00203 OFFICE EQUIPMENT SERVICE					
62156	PITNEY PITNEY BOWES GLOBAL FINANCIAL SERVICES	20250225	59746	02/21/2025	144.15
62156	PITNEY PITNEY BOWES GLOBAL FINANCIAL SERVICES	20250225	59746	02/21/2025	144.15
10-00-52-00203 OFFICE EQUIPMENT SERVICE Subtotal					\$730.29
10-00-52-00204 COMPUTER (IT) SERVICE					
62063	NOVEN NOVENTECH, INC	20230123	59667	02/07/2025	310.00
62063	NOVEN NOVENTECH, INC	20230123	59667	02/07/2025	85.00
62063	NOVEN NOVENTECH, INC	20230123	59667	02/07/2025	11,626.50
62064	NOVEN NOVENTECH, INC	20230124	59667	02/07/2025	2,444.16
62134	NOVEN NOVENTECH, INC		59682	02/12/2025	2,160.00 A
62134	NOVEN NOVENTECH, INC		59682	02/12/2025	1,282.50 A
62134	NOVEN NOVENTECH, INC		59682	02/12/2025	1,282.50 A
62134	NOVEN NOVENTECH, INC		59682	02/12/2025	1,282.50 A
62134	NOVEN NOVENTECH, INC		59682	02/12/2025	2,362.50 A
62134	NOVEN NOVENTECH, INC		59682	02/12/2025	1,282.50 A
10-00-52-00204 COMPUTER (IT) SERVICE Subtotal					\$24,118.16
10-00-52-00208 COPYING AND PRINTING- INTERNAL					
62053	FORPRI FOREST PRINTING CO. INC.	20250112	59656	02/07/2025	775.30
62142	IMPACT IMPACT NETWORKING LLC	20250224	59733	02/21/2025	92.00
62191	IMPACT IMPACT NETWORKING LLC	20250251	59765	02/28/2025	1,598.41
10-00-52-00208 COPYING AND PRINTING- INTERNAL Subtotal					\$2,465.71
10-00-52-00299 CONTRACTUAL SERVICES - OTHER					
62119	PICKENS PICKENS-KANE BUSINESS SERVICES	20250197	59707	02/14/2025	85.00
62133	PAYCOM PAYCOM PAYROLL, LLC		59705	02/14/2025	6,437.28
62185	PAYCOM PAYCOM PAYROLL, LLC		59773	02/28/2025	5,527.45
10-00-52-00299 CONTRACTUAL SERVICES - OTHER Subtotal					\$12,049.73
10-00-53-00300 OFFICE EXPENSE					
62074	WAREHOUS WAREHOUSE DIRECT OFFICE	20250173	59678	02/07/2025	435.00
62089	ABLE ABLE PRINTING SERVICE, INC.	20250198	59684	02/14/2025	237.04
62120	PITNEYBOW PITNEY BOWES	20250199	59708	02/14/2025	255.60
10-00-53-00300 OFFICE EXPENSE Subtotal					\$927.64
10-00-56-00610 DUES AND SUBSCRIPTIONS					
62143	JJKELLER JJ KELLER & ASSOCIATES	20250220	59735	02/21/2025	823.52
10-00-56-00610 DUES AND SUBSCRIPTIONS Subtotal					\$823.52
10-00-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT					
62164	CURTIN SUSAN CURTIN		59755	02/28/2025	36.40
10-00-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT Subtotal					\$36.40
10-00-58-00820 TELECOMMUNICATIONS					
62192	VERI VERIZON	20250252	59778	02/28/2025	2,629.24
10-00-58-00820 TELECOMMUNICATIONS Subtotal					\$2,629.24
10-35-52-00260 PROPERTY REPAIR					
62058	ILLI ILLINI POWER PRODUCTS COMPANY	20250157	59660	02/07/2025	485.00

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10-35-52-00260 PROPERTY REPAIR Subtotal					\$485.00
10-35-53-00340 SUPPLIES-HORTICULTURAL CONTROL					
62137	CARHOR CARLIN HORTICULTURAL	20250221	59726	02/21/2025	39.97
10-35-53-00340 SUPPLIES-HORTICULTURAL CONTROL Subtotal					\$39.97
10-35-56-11100 GIFT SHOP - SALES TAX					
62135	ILLTAX ILLINOIS DEPT. OF REVENUE		59724	02/13/2025	86.00
10-35-56-11100 GIFT SHOP - SALES TAX Subtotal					\$86.00
10-35-58-00810 NATURAL GAS					
62048	CNE CONSTELLATION NEWENERGY - GAS DIVISION	20230125	59649	02/07/2025	1,048.14 A
62115	NICOR NICOR GAS	20230134	59703	02/14/2025	1,370.86
10-35-58-00810 NATURAL GAS Subtotal					\$2,419.00
10-50-52-00260 PROPERTY REPAIR					
62057	ILLST ILLINOIS OFFICE OF THE STATE FIRE MARSHA	20250155	59661	02/07/2025	770.00
62065	PEER PEERLESS ENTERPRISES, INC.	20250151	59671	02/07/2025	925.00 A
62067	PROARC PRO-ARC ELECTRICAL CONSTRUCTION COMPA	20250150	59673	02/07/2025	1,120.00
62091	ALLTYPES ALL TYPES ELEVATORS, INC.	20250183	59687	02/14/2025	210.00
62092	ALLTYPES ALL TYPES ELEVATORS, INC.	20250196	59687	02/14/2025	257.00
62093	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20250195	59688	02/14/2025	175.00
62123	SPANNUTH SPANNUTH BOILER COMPANY INC.	20250184	59710	02/14/2025	160.00
62124	TRANE TRANE PARTS CENTER	20250193	59712	02/14/2025	1,294.00
62136	ALADDEC ALARM DETECTION SYSTEMS, INC.	20250212	59725	02/21/2025	2,670.24
62139	HMWITTCO H.M. WITT & CO.	20250210	59731	02/21/2025	160.00
10-50-52-00260 PROPERTY REPAIR Subtotal					\$7,741.24
10-50-52-00270 LANDSCAPING SERVICE					
62050	ESRI ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE	20250119	59654	02/07/2025	2,434.00
10-50-52-00270 LANDSCAPING SERVICE Subtotal					\$2,434.00
10-50-52-00280 SCAVENGER SERVICE					
62080	LRS LAKESHORE RECYCLING SYSTEMS, LLC	20250176	59663	02/07/2025	753.31
62145	LRS LAKESHORE RECYCLING SYSTEMS, LLC	20250205	59738	02/21/2025	1,801.50
10-50-52-00280 SCAVENGER SERVICE Subtotal					\$2,554.81
10-50-53-00310 SUPPLIES-PARKS					
62073	WOODEN GLENN WOODEN		59680	02/07/2025	7.41
62102	GRAINGER GRAINGER, INC.	20250191	59697	02/14/2025	695.98
62106	MIDWEST MIDWEST TRADING HORTICULTURAL SUPPLIE	20250189	59701	02/14/2025	4,049.22
62137	CARHOR CARLIN HORTICULTURAL	20250221	59726	02/21/2025	334.57
62141	HORST HORST DISTRIBUTING INC	20250208	59732	02/21/2025	410.40
10-50-53-00310 SUPPLIES-PARKS Subtotal					\$5,497.58
10-50-53-00311 SUPPLIES- CLEANING & HOUSEHOLD					
62071	WAREHOUS WAREHOUSE DIRECT OFFICE	20250156	59678	02/07/2025	201.39
10-50-53-00311 SUPPLIES- CLEANING & HOUSEHOLD Subtotal					\$201.39
10-50-53-00313 SUPPLIES - BUILDING MATERIALS					
62148	MCMASTER MCMASTER-CARR SUPPLY CO.	20250211	59739	02/21/2025	42.16

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10-50-53-00313 SUPPLIES - BUILDING MATERIALS Subtotal					\$42.16
10-50-56-00610 DUES AND SUBSCRIPTIONS					
62056	ILLDPTAG ILLINOIS DEPT OF AGRICULTURE	20250152	59659	02/07/2025	120.00
62090	ALCHEMER ALCHEMER LLC	20250190	59686	02/14/2025	400.00
10-50-56-00610 DUES AND SUBSCRIPTIONS Subtotal					\$520.00
10-50-58-00800 ELECTRICITY					
62095	COMED COMED	20230087	59692	02/14/2025	1,153.04
62097	COMED COMED	20230129	59692	02/14/2025	100.56
62176	COMED2 ComEd	20250245	59754	02/28/2025	11,558.39
10-50-58-00800 ELECTRICITY Subtotal					\$12,811.99
10-50-58-00810 NATURAL GAS					
62062	NICOR NICOR GAS	20230091	59666	02/07/2025	882.04
62081	NICOR NICOR GAS	20230103	59666	02/07/2025	540.95
62082	NICOR NICOR GAS	20230101	59666	02/07/2025	186.74
62083	NICOR NICOR GAS	20230096	59666	02/07/2025	493.50
62107	NICOR NICOR GAS	20230090	59703	02/14/2025	61.39
62108	NICOR NICOR GAS	20230093	59703	02/14/2025	1,047.43
62109	NICOR NICOR GAS	20230094	59703	02/14/2025	835.08
62111	NICOR NICOR GAS	20230097	59703	02/14/2025	314.29
62112	NICOR NICOR GAS	20230102	59703	02/14/2025	789.67
10-50-58-00810 NATURAL GAS Subtotal					\$5,151.09
Fund 10 Subtotal					\$169,373.41
16 LIABILITY					
16-00-52-00510 WORKERS' COMPENSATION					
62118	PDRMA PDRMA	20250200	59706	02/14/2025	26,283.30 A
16-00-52-00510 WORKERS' COMPENSATION Subtotal					\$26,283.30
16-00-52-00511 PROPERTY					
62118	PDRMA PDRMA	20250200	59706	02/14/2025	50,976.24 A
16-00-52-00511 PROPERTY Subtotal					\$50,976.24
16-00-52-00512 EMPLOYMENT PRACTICES					
62118	PDRMA PDRMA	20250200	59706	02/14/2025	8,865.78 A
16-00-52-00512 EMPLOYMENT PRACTICES Subtotal					\$8,865.78
16-00-52-00513 LIABILITY					
62118	PDRMA PDRMA	20250200	59706	02/14/2025	29,004.48 A
16-00-52-00513 LIABILITY Subtotal					\$29,004.48
16-00-52-00514 EMPLOYEE SCREENINGS					
62154	PHYSICIAN PHYSICIANS IMMEDIATE CARE CHICAGO LLC	20250218	59745	02/21/2025	414.00
16-00-52-00514 EMPLOYEE SCREENINGS Subtotal					\$414.00
Fund 16 Subtotal					\$115,543.80
20 RECREATION					
20-00-21-20135 REFUNDS DUE					

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20-00-21-20135 REFUNDS DUE					
62144	KULLER ERIN KULLER		59729	02/21/2025	1,083.00
62149	MATHISE ELISA MATHIS		59727	02/21/2025	55.00
20-00-21-20135 REFUNDS DUE Subtotal					\$1,138.00
20-00-56-00605 CONFERENCE AND TRAINING					
62105	MCCARTHY MAUREEN MCCARTHY		59700	02/14/2025	44.60
62105	MCCARTHY MAUREEN MCCARTHY		59700	02/14/2025	54.90
62105	MCCARTHY MAUREEN MCCARTHY		59700	02/14/2025	45.53
62105	MCCARTHY MAUREEN MCCARTHY		59700	02/14/2025	30.94
62163	COFFMAN ERIN COFFMAN		59753	02/28/2025	18.97
62163	COFFMAN ERIN COFFMAN		59753	02/28/2025	25.95
20-00-56-00605 CONFERENCE AND TRAINING Subtotal					\$220.89
20-00-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT					
62059	KUREKNATA NATALIE KUREK		59665	02/07/2025	65.66
62060	KUREKNATA NATALIE KUREK		59665	02/07/2025	70.75
20-00-56-00615 EMPLOYEE TRAVEL REIMBURSEMENT Subtotal					\$136.41
20-05-52-00209 Copying and Printing - External					
62045	CARDINAL CARDINAL COLORPRINT PRINTING CORP	20250135	59648	02/07/2025	1,700.00
62046	CARDINAL CARDINAL COLORPRINT PRINTING CORP	20250136	59648	02/07/2025	2,900.00
20-05-52-00209 Copying and Printing - External Subtotal					\$4,600.00
20-05-56-00225 Advertising					
62151	OPRFHOCK OPRF HIGH SCHOOL HOCKEY CLUB	20250203	59742	02/21/2025	200.00
20-05-56-00225 Advertising Subtotal					\$200.00
20-26-52-13750 YOUTH SPORTS LEAGUES					
62152	PANEK BRIAN W. PANEK	20250207	59743	02/21/2025	4,048.00
20-26-52-13750 YOUTH SPORTS LEAGUES Subtotal					\$4,048.00
20-26-52-13860 YOUTH SPORTS DAY CAMPS					
62126	WINTHUN WINDY CITY THUNDERBOLTS	20250188	59713	02/14/2025	630.00
20-26-52-13860 YOUTH SPORTS DAY CAMPS Subtotal					\$630.00
20-26-52-13870 YOUTH SPORTS CLINICS					
62177	ULTIMATEN ULTIMATE NINJAS ELMHURST	20250227	59777	02/28/2025	3,105.00
20-26-52-13870 YOUTH SPORTS CLINICS Subtotal					\$3,105.00
20-27-52-13585 ADULT SPORTS PROGRAMS					
62068	QUI QUICKSCORES.COM	20250149	59674	02/07/2025	101.50
20-27-52-13585 ADULT SPORTS PROGRAMS Subtotal					\$101.50
20-27-53-13680 ADULT TENNIS					
62094	BSNSPORT BSN SPORT INC	20250187	59690	02/14/2025	57.95
20-27-53-13680 ADULT TENNIS Subtotal					\$57.95
20-51-53-00300 OFFICE EXPENSE					
62087	PLASTIC PLASTIC CARD SOLUTIONS INC.	20250181	59672	02/07/2025	1,476.98
20-51-53-00300 OFFICE EXPENSE Subtotal					\$1,476.98

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20-61-52-12030 COMMUNITY DAY CAMPS					
62183	FIRSTSTUD FIRST STUDENT, INC	20250248	59760	02/28/2025	708.00
20-61-52-12030 COMMUNITY DAY CAMPS Subtotal					\$708.00
20-61-52-12340 SPECIAL INTEREST PROGRAMS					
62088	312MAGIC 312 MAGIC LLC	20250186	59683	02/14/2025	77.50
62100	CHESS FAMBRO MANAGEMENT LLC	20250182	59691	02/14/2025	525.00
20-61-52-12340 SPECIAL INTEREST PROGRAMS Subtotal					\$602.50
20-61-53-12010 COMMUNITY SPECIAL EVENTS					
62138	EPICOUT EPIC OUTDOOR CINEMA, LLC.	20250222	59728	02/21/2025	12,588.00
20-61-53-12010 COMMUNITY SPECIAL EVENTS Subtotal					\$12,588.00
20-62-52-12390 ARTS & CRAFTS					
62079	HUMPHREYT TARA HUMPHREY	20250178	59657	02/07/2025	400.00
62162	CHGOKILN CHICAGO KILN SERVICE	20250229	59752	02/28/2025	320.00
20-62-52-12390 ARTS & CRAFTS Subtotal					\$720.00
20-62-53-12390 ARTS & CRAFTS					
62061	LUTHERELA ELAINE LUTHER		59653	02/07/2025	40.82
20-62-53-12390 ARTS & CRAFTS Subtotal					\$40.82
Fund 20 Subtotal					\$30,374.05
25 SPECIAL FACILITIES					
25-19-52-00259 GUARD TRAINING & EVALUATION					
62104	ELLIS J. ELLIS & ASSOCIATES, INC.	20250120	59693	02/14/2025	1,700.00
25-19-52-00259 GUARD TRAINING & EVALUATION Subtotal					\$1,700.00
25-19-52-11600 LEARN TO SWIM					
62122	STARFISH STARFISH AQUATICS INSTITUTE, LLC	20250154	59711	02/14/2025	1,859.00
25-19-52-11600 LEARN TO SWIM Subtotal					\$1,859.00
25-20-52-11965 TRAVEL HOCKEY					
62042	AHAOFF AHAI OFFICIATING COMMITTEE	20250153	59646	02/07/2025	2,152.00
62117	NWHL NWHL TREASURER C/O JACK WOOD	20250179	59704	02/14/2025	7,450.00
25-20-52-11965 TRAVEL HOCKEY Subtotal					\$9,602.00
25-24-53-00425 GYMNASTICS EQUIPMENT					
62147	LEVEL10 LEVEL 10 GYMNASTICS SUPPLY	20250214	59737	02/21/2025	2,240.80
25-24-53-00425 GYMNASTICS EQUIPMENT Subtotal					\$2,240.80
25-24-56-00050 BOOSTER CLUB EXPENSE					
62125	WINSTEADF FRANCIS WINSTEAD		59696	02/14/2025	35.10
62125	WINSTEADF FRANCIS WINSTEAD		59696	02/14/2025	13.89
62125	WINSTEADF FRANCIS WINSTEAD		59696	02/14/2025	37.48
62158	WCIGYMNAS WCI GYMNASTICS EVENTS	20250215	59750	02/21/2025	2,900.00
62165	MENDEZ TAMARA MENDEZ		59769	02/28/2025	69.68
62166	MENDEZ TAMARA MENDEZ		59769	02/28/2025	36.96
62166	MENDEZ TAMARA MENDEZ		59769	02/28/2025	387.36
62167	GYMXCAL GYMNASTICS X-CALIBUR, INC.	20250231	59761	02/28/2025	735.00

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25-24-56-00050 BOOSTER CLUB EXPENSE					
62184	WINSTEADN NIKKO WINSTEAD		59770	02/28/2025	4.51
62184	WINSTEADN NIKKO WINSTEAD		59770	02/28/2025	11.27
62184	WINSTEADN NIKKO WINSTEAD		59770	02/28/2025	31.62
62184	WINSTEADN NIKKO WINSTEAD		59770	02/28/2025	25.00
62184	WINSTEADN NIKKO WINSTEAD		59770	02/28/2025	38.00
62186	ENERGYM ENERGYM GYMNASTICS	20250250	59759	02/28/2025	460.00
62187	LIBERTY LIBERTYVILLE GYMNASTICS ACADEMY	20250249	59767	02/28/2025	420.00
25-24-56-00050 BOOSTER CLUB EXPENSE Subtotal					\$5,205.87
25-24-56-00675 SALES TAX					
62135	ILLTAX ILLINOIS DEPT. OF REVENUE		59724	02/13/2025	27.00
25-24-56-00675 SALES TAX Subtotal					\$27.00
25-28-52-13428 CRC CONTRACTUAL					
62044	BAKERMABE MABEL BAKER	20250163	59664	02/07/2025	100.00
62051	FALAISE OLIVIA KATELYN FALAISE	20250160	59669	02/07/2025	100.00
62054	HARBERC CYRUS HARBER	20250159	59651	02/07/2025	100.00
62055	HARBER WILLOW HARBER	20250158	59679	02/07/2025	100.00
62066	PRINCE JOSIAH F PRINCE	20250164	59662	02/07/2025	100.00
62069	SIMMONSO OMAURI SIMMONS	20250165	59670	02/07/2025	100.00
62070	WALLACES SEVEN WALLACE	20250161	59676	02/07/2025	100.00
62072	ZOTALISK IAN A. KIMBALL-ZOTALIS	20250162	59658	02/07/2025	100.00
62168	BAKERMABE MABEL BAKER		59768	02/28/2025	100.00
62169	FALAISE OLIVIA KATELYN FALAISE		59771	02/28/2025	100.00
62170	HARBERC CYRUS HARBER		59756	02/28/2025	100.00
62171	HARBER WILLOW HARBER		59779	02/28/2025	100.00
62172	PRINCE JOSIAH F PRINCE		59766	02/28/2025	100.00
62173	SIMMONSO OMAURI SIMMONS		59772	02/28/2025	100.00
62174	WALLACES SEVEN WALLACE		59775	02/28/2025	100.00
62175	ZOTALISK IAN A. KIMBALL-ZOTALIS		59763	02/28/2025	100.00
25-28-52-13428 CRC CONTRACTUAL Subtotal					\$1,600.00
25-28-58-00800 CRC ELECTRICITY					
62047	COMED COMED	20231002	59650	02/07/2025	2,611.80
25-28-58-00800 CRC ELECTRICITY Subtotal					\$2,611.80
25-50-52-00261 PROPERTY REPAIR - POOL					
62043	ALADDEC ALARM DETECTION SYSTEMS, INC.	20250148	59647	02/07/2025	1,712.88 A
25-50-52-00261 PROPERTY REPAIR - POOL Subtotal					\$1,712.88
25-50-52-00262 PROPERTY REPAIR - RINK					
62043	ALADDEC ALARM DETECTION SYSTEMS, INC.	20250148	59647	02/07/2025	1,712.88 A
62101	FEMORAN F.E. MORAN INC MECHANICAL SERVICES	20250185	59695	02/14/2025	2,995.00
25-50-52-00262 PROPERTY REPAIR - RINK Subtotal					\$4,707.88
25-50-52-00263 PROPERTY REPAIR - GRC					
62140	HAYES HAYES MECHANICAL LLC	20250209	59730	02/21/2025	667.50
25-50-52-00263 PROPERTY REPAIR - GRC Subtotal					\$667.50

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25-50-52-00267 FLEET SERVICE - RINK					
62085	R&R R&R SPECIALTIES OF WISCONSIN, INC.	20250177	59675	02/07/2025	182.85
25-50-52-00267 FLEET SERVICE - RINK Subtotal					\$182.85
25-50-52-00416 POOL EQUIPMENT RENTAL					
62150	OLEARYS O'LEARY'S CONTRACTORS EQUIPMENT & SUPF	20250217	59741	02/21/2025	422.00 A
25-50-52-00416 POOL EQUIPMENT RENTAL Subtotal					\$422.00
25-50-53-00316 SUPPLIES - BUILDING MATERIALS - RIN					
62103	GRAINGER GRAINGER, INC.	20250194	59697	02/14/2025	42.54
25-50-53-00316 SUPPLIES - BUILDING MATERIALS - RIN Subtotal					\$42.54
25-50-58-00801 REHM ELECTRICITY					
62099	COMED COMED	20230137	59692	02/14/2025	673.57
25-50-58-00801 REHM ELECTRICITY Subtotal					\$673.57
25-50-58-00803 GYMNASTICS ELECTRICITY					
62098	COMED COMED	20230130	59692	02/14/2025	1,904.81
25-50-58-00803 GYMNASTICS ELECTRICITY Subtotal					\$1,904.81
25-50-58-00811 REHM NATURAL GAS					
62048	CNE CONSTELLATION NEWENERGY - GAS DIVISION	20230125	59649	02/07/2025	430.67 A
62110	NICOR NICOR GAS	20230095	59703	02/14/2025	353.82
25-50-58-00811 REHM NATURAL GAS Subtotal					\$784.49
25-50-58-00812 RIDGELAND NATURAL GAS					
62113	NICOR NICOR GAS	20230131	59703	02/14/2025	2,817.71
25-50-58-00812 RIDGELAND NATURAL GAS Subtotal					\$2,817.71
25-50-58-00813 GYMNASTICS NATURAL GAS					
62114	NICOR NICOR GAS	20230132	59703	02/14/2025	1,099.79
25-50-58-00813 GYMNASTICS NATURAL GAS Subtotal					\$1,099.79
Fund 25 Subtotal					\$39,862.49
50 INSURANCE FUND					
50-00-21-20112 LIFE INSURANCE 125 K					
62153	PDRMA PDRMA		59744	02/21/2025	1,331.20
50-00-21-20112 LIFE INSURANCE 125 K Subtotal					\$1,331.20
50-00-55-00550 HEALTH INSURANCE - PPO					
62153	PDRMA PDRMA		59744	02/21/2025	444.46
62153	PDRMA PDRMA		59744	02/21/2025	70,133.47
50-00-55-00550 HEALTH INSURANCE - PPO Subtotal					\$70,577.93
50-00-55-00551 HEALTH INSURANCE - HMO					
62153	PDRMA PDRMA		59744	02/21/2025	18,581.88
50-00-55-00551 HEALTH INSURANCE - HMO Subtotal					\$18,581.88
50-00-55-00552 LIFE INSURANCE					
62153	PDRMA PDRMA		59744	02/21/2025	318.41
50-00-55-00552 LIFE INSURANCE Subtotal					\$318.41

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50-00-55-00553 DENTAL INSURANCE					
62153	PDRMA PDRMA		59744	02/21/2025	3,779.01
50-00-55-00553 DENTAL INSURANCE Subtotal					\$3,779.01
50-00-55-00554 EMPLOYEE ASSISTANCE PROGRAM					
62153	PDRMA PDRMA		59744	02/21/2025	114.75
50-00-55-00554 EMPLOYEE ASSISTANCE PROGRAM Subtotal					\$114.75
50-00-55-00557 VISION INSURANCE					
62153	PDRMA PDRMA		59744	02/21/2025	1,140.50
50-00-55-00557 VISION INSURANCE Subtotal					\$1,140.50
Fund 50 Subtotal					\$95,843.68
70 CAPITAL PROJECTS					
70-00-72-70420 SURVEYS - STUDIES					
62041	100%INC. 110% INC.	20250168	59645	02/07/2025	3,680.00
70-00-72-70420 SURVEYS - STUDIES Subtotal					\$3,680.00
70-11-72-70100 ANDERSEN SITE PLAN					
62121	PLANNING PLANNING RESOURCES, INC.	20250192	59709	02/14/2025	3,200.00
70-11-72-70100 ANDERSEN SITE PLAN Subtotal					\$3,200.00
70-12-72-70250 BARRIE PARK IMPROVEMENTS					
62075	TERR TERRA ENGINEERING LTD.	20250174	59677	02/07/2025	6,720.00 A
70-12-72-70250 BARRIE PARK IMPROVEMENTS Subtotal					\$6,720.00
70-14-72-70150 FIELD MASTER PLAN IMPROVEMENTS					
62049	DRUCKER DRUCKER WARNER ASSOCIATES, INC.	20250166	59652	02/07/2025	14,000.00 A
62161	TERR TERRA ENGINEERING LTD.	20250228	59748	02/21/2025	4,665.00
70-14-72-70150 FIELD MASTER PLAN IMPROVEMENTS Subtotal					\$18,665.00
70-79-72-70150 CRC MASTER PLAN IMPROVEMENTS					
62052	FIRSTEAGL FIRST EAGLE BANK	20250167	59655	02/07/2025	3,614.67
62127	KS STATEB KS STATEBANK	20250202	59699	02/14/2025	1,180.00
70-79-72-70150 CRC MASTER PLAN IMPROVEMENTS Subtotal					\$4,794.67
70-85-72-70200 CHENEY BUILDING IMPROVEMENTS					
62084	NUSSBAUM MARK E. NUSSBAUM	20250175	59668	02/07/2025	1,600.00
70-85-72-70200 CHENEY BUILDING IMPROVEMENTS Subtotal					\$1,600.00
Fund 70 Subtotal					\$38,659.67
85 CHENEY MANSION					
85-00-52-00275 CHENEY CUSTODIAL SERVICES					
62157	UNIFIRST UNIFIRST CORPORATION	20250206	59749	02/21/2025	175.69
62157	UNIFIRST UNIFIRST CORPORATION	20250206	59749	02/21/2025	184.92
85-00-52-00275 CHENEY CUSTODIAL SERVICES Subtotal					\$360.61
85-00-52-00299 CHENEY CONTRACTUAL SVC - OTHER					
62076	HUMPHREYT TARA HUMPHREY	20250169	59657	02/07/2025	150.00
62077	HUMPHREYT TARA HUMPHREY	20250170	59657	02/07/2025	180.00
62078	HUMPHREYT TARA HUMPHREY	20250171	59657	02/07/2025	375.00

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85-00-52-00299 CHENEY CONTRACTUAL SVC - OTHER Subtotal					\$705.00
85-00-52-11135 CHENEY KIDS COOKING					
62178	HUMPHREYT TARA HUMPHREY	20250233	59762	02/28/2025	420.00
85-00-52-11135 CHENEY KIDS COOKING Subtotal					\$420.00
85-00-52-11185 CHENEY ADULT PROGRAMS					
62086	ZEEMAN TERRY ZEEMAN	20250172	59681	02/07/2025	2,453.00
62178	HUMPHREYT TARA HUMPHREY	20250233	59762	02/28/2025	150.00
62179	PEREZD DELIA PEREZ	20250232	59757	02/28/2025	150.00
62180	THORNTON MICHAEL B. THORNTON	20250235	59776	02/28/2025	300.00
62182	ZEEMAN TERRY ZEEMAN	20250234	59780	02/28/2025	200.00
85-00-52-11185 CHENEY ADULT PROGRAMS Subtotal					\$3,253.00
85-00-52-12020 CHENEY FAMILY EVENTS					
62180	THORNTON MICHAEL B. THORNTON	20250235	59776	02/28/2025	200.00
85-00-52-12020 CHENEY FAMILY EVENTS Subtotal					\$200.00
85-00-58-00800 ELECTRICITY					
62096	COMED COMED	20230089	59692	02/14/2025	103.05
85-00-58-00800 ELECTRICITY Subtotal					\$103.05
85-00-58-00810 NATURAL GAS					
62116	NICOR NICOR GAS	20230140	59703	02/14/2025	1,196.92
62159	NICOR NICOR GAS	20250226	59740	02/21/2025	20.19
85-00-58-00810 NATURAL GAS Subtotal					\$1,217.11
85-21-52-11185 PH ADULT PROGRAMS					
62181	WOLKOWICZ DENNIS WOLKOWICZ	20250236	59758	02/28/2025	225.00
85-21-52-11185 PH ADULT PROGRAMS Subtotal					\$225.00
Fund 85 Subtotal					\$6,483.77
GRAND TOTAL					\$496,140.87

Merchant	Date	Account Number	Debit Amount
MURF.AI	01/11/2025	10-00-52-00204	\$ 228.00
GGLEAP REGULAR	01/16/2025	10-00-52-00204	\$ 70.00
Basecamp	01/28/2025	10-00-52-00204	\$ 35.00
ACTIVITY MESSENGER	01/29/2025	10-00-52-00204	\$ 150.34
Adobe	01/31/2025	10-00-52-00204	\$ 809.80
ALARM DETECTION SYSTEM	01/02/2025	10-00-52-00299	\$ 1,151.34
ALARM DETECTION SYSTEM	01/02/2025	10-00-52-00299	\$ 148.92
ALARM DETECTION SYSTEM	01/02/2025	10-00-52-00299	\$ 396.12
ALARM DETECTION SYSTEM	01/02/2025	10-00-52-00299	\$ 656.28
ALARM DETECTION SYSTEM	01/02/2025	10-00-52-00299	\$ 279.66
ALARM DETECTION SYSTEM	01/02/2025	10-00-52-00299	\$ 1,638.75
ALARM DETECTION SYSTEM	01/04/2025	10-00-52-00299	\$ 586.74
AMAZON RETAIL	01/17/2025	10-00-53-00300	\$ 13.83
AMAZON MKTPLACE PMTS	01/07/2025	10-00-53-00399	\$ 12.99
AMAZON MKTPLACE PMTS	01/07/2025	10-00-53-00399	\$ 53.62
MEDIFY AIR	01/18/2025	10-00-53-00399	\$ 92.06
AMAZON MARKETPLACE	01/07/2025	10-00-53-00400	\$ 16.12
AMAZON MARKETPLACE	01/07/2025	10-00-53-00400	\$ 62.95
AMAZON RETAIL	01/08/2025	10-00-53-00400	\$ 54.34
Amazon	01/09/2025	10-00-53-00400	\$ 17.49
Amazon	01/10/2025	10-00-53-00400	\$ 8.60
AMAZON MARKETPLACE	01/11/2025	10-00-53-00400	\$ 69.14
AMAZON MARKETPLACE	01/12/2025	10-00-53-00400	\$ 19.78
AMAZON RETAIL	01/14/2025	10-00-53-00400	\$ 84.99
OFFICE DEPOT #3244	01/17/2025	10-00-53-00400	\$ 94.13
AMAZON MARKETPLACE	01/22/2025	10-00-53-00400	\$ 86.97
AMAZON MARKETPLACE	01/25/2025	10-00-53-00400	\$ 4.19
AMAZON MARKETPLACE	01/25/2025	10-00-53-00400	\$ 56.85
AMAZON MARKETPLACE	01/27/2025	10-00-53-00400	\$ 89.65
AMAZON RETAIL	01/29/2025	10-00-53-00400	\$ 33.25
NOVENTECH, INC	01/01/2025	10-00-53-00405	\$ 212.00
NOVENTECH, INC	01/08/2025	10-00-53-00405	\$ 266.00
NOVENTECH, INC	01/23/2025	10-00-53-00405	\$ 914.00
NOVENTECH, INC	01/28/2025	10-00-53-00405	\$ 381.99
ANYPROMO.COM	01/07/2025	10-00-56-00600	\$ 164.50
NRPA OPERATING	01/01/2025	10-00-56-00605	\$ 175.00
SPOTHERO 844-356-8054	01/16/2025	10-00-56-00605	\$ 86.98
ILLINOIS ASSOCIATION O	01/16/2025	10-00-56-00605	\$ 60.00
IUBL CONFERENCE WEB	01/18/2025	10-00-56-00605	\$ 470.00
SPOTHERO 844-356-8054	01/22/2025	10-00-56-00605	\$ 111.83
IPRA* IL	01/22/2025	10-00-56-00605	\$ 300.00
SPOTHERO 844-356-8054	01/23/2025	10-00-56-00605	\$ 71.91
SPOTHERO 844-356-8054 C	01/24/2025	10-00-56-00605	\$ (111.83)
HALSTED STREET DELI 23	01/24/2025	10-00-56-00605	\$ 15.69
DunkinDonuts/BaskinRobins	01/24/2025	10-00-56-00605	\$ 5.36
GIFTSHOPHYATTREGENCYCH	01/24/2025	10-00-56-00605	\$ 8.54

GIFTSHOPHYATTREGENCYCH	01/24/2025	10-00-56-00605	\$	24.37
Uber	01/24/2025	10-00-56-00605	\$	51.63
Potbelly	01/25/2025	10-00-56-00605	\$	20.65
BLACKWOOD BBQ - IL	01/25/2025	10-00-56-00605	\$	19.60
233 MARKET	01/25/2025	10-00-56-00605	\$	5.99
Hyatt Hotels	01/25/2025	10-00-56-00605	\$	3.74
PALM CHICAGO	01/25/2025	10-00-56-00605	\$	139.89
Hyatt Hotels	01/25/2025	10-00-56-00605	\$	7.96
Hyatt Hotels	01/25/2025	10-00-56-00605	\$	1.23
Uber	01/25/2025	10-00-56-00605	\$	12.88
McDonald's	01/25/2025	10-00-56-00605	\$	7.46
Potbelly	01/25/2025	10-00-56-00605	\$	16.63
LABRIOLA - CHICAGO	01/26/2025	10-00-56-00605	\$	1,414.44
GIFTSHOPHYATTREGENCYCH	01/26/2025	10-00-56-00605	\$	8.27
Hyatt Hotels	01/26/2025	10-00-56-00605	\$	8.69
Hyatt Hotels	01/26/2025	10-00-56-00605	\$	9.08
Burrito Beach	01/26/2025	10-00-56-00605	\$	13.16
Jimmy Johns	01/26/2025	10-00-56-00605	\$	14.18
Jimmy Johns	01/26/2025	10-00-56-00605	\$	11.26
Dunkin'	01/26/2025	10-00-56-00605	\$	4.67
Swissotel	01/27/2025	10-00-56-00605	\$	312.30
GIFTSHOPHYATTREGENCYCH	01/27/2025	10-00-56-00605	\$	10.20
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	370.96
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	399.26
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	363.84
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	399.26
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	5.53
Hyatt Hotels	01/27/2025	10-00-56-00605	\$	10.84
Uber	01/27/2025	10-00-56-00605	\$	39.27
RBT BURRITO BEACH EASYS	01/27/2025	10-00-56-00605	\$	(0.53)
RBT POTBELLY #10 EASYS	01/27/2025	10-00-56-00605	\$	(0.67)
RBT POTBELLY #10 EASYS	01/27/2025	10-00-56-00605	\$	(0.83)
LES MILLS US TRADING	01/15/2025	10-00-56-00610	\$	336.00
ZOOM.COM 888-799-9666	01/21/2025	10-00-56-00610	\$	39.50
CHICAGO TRIB SUBSCRIPT	01/29/2025	10-00-56-00610	\$	27.72
CHICAGO TRIB SUBSCRIPT	01/14/2025	10-00-56-00620	\$	48.51
PETE S FRESH MARKET #1	01/16/2025	10-00-56-00620	\$	202.01
PANERA BREAD #600788	01/17/2025	10-00-56-00620	\$	67.19
United States Postal Service	01/28/2025	10-00-56-00622	\$	8.75
4imprint	01/08/2025	10-00-56-00655	\$	2,849.44
ILIPRA.ORG	01/08/2025	10-00-56-00655	\$	465.00
ILIPRA.ORG	01/08/2025	10-00-56-00655	\$	465.00
ILLINOIS GOVERNMENT FI	01/13/2025	10-00-56-00655	\$	400.00
Twilio	01/01/2025	10-00-58-00820	\$	490.08

Comcast	01/03/2025	10-00-58-00820	\$	154.90
Comcast	01/14/2025	10-00-58-00820	\$	202.90
Comcast	01/20/2025	10-00-58-00820	\$	212.85
STATUSFY.COM	01/23/2025	10-00-58-00820	\$	399.00
Comcast	01/26/2025	10-00-58-00820	\$	8,398.75
ALARM DETECTION SYSTEM	01/02/2025	10-35-52-00299	\$	1,318.26
Comcast	01/16/2025	10-35-52-00299	\$	202.90
VESTIS SERVICES LLCDS	01/19/2025	10-35-53-00301	\$	195.08
AMAZON MKTPLACE PMTS	01/31/2025	10-35-53-00301	\$	27.98
AMAZON MKTPLACE PMTS	01/31/2025	10-35-53-00311	\$	11.79
Amazon	01/09/2025	10-35-53-00313	\$	138.22
AMAZON MARKETPLACE	01/09/2025	10-35-53-00313	\$	26.99
HUDValseed	01/09/2025	10-35-53-11100	\$	876.21
KENNICOTT BROTHERS	01/25/2025	10-35-53-11100	\$	159.21
MIDWEST TROPICALS	01/30/2025	10-35-53-11100	\$	620.46
Hobby-Lobby	01/31/2025	10-35-53-11100	\$	62.66
Amazon	01/30/2025	10-35-53-14400	\$	78.97
Amazon	01/31/2025	10-35-56-00605	\$	54.68
VILLAGE OF OAK PARK	01/10/2025	10-35-58-00830	\$	537.22
IL TOLLWAY-WEB	01/17/2025	10-50-52-00265	\$	18.80
CONNECT	01/30/2025	10-50-52-00265	\$	836.00
GERMANIA SEED COMPANY	01/07/2025	10-50-53-00310	\$	61.15
Amazon	01/08/2025	10-50-53-00310	\$	39.20
Amazon	01/09/2025	10-50-53-00310	\$	50.96
GREENHOUSE MEGASTORE	01/23/2025	10-50-53-00310	\$	353.60
Amazon	01/15/2025	10-50-53-00311	\$	193.96
THE HOME DEPOT #1903	01/01/2025	10-50-53-00313	\$	568.75
SHERWIN-WILLIAMS701787	01/03/2025	10-50-53-00313	\$	206.60
SUPPLYHOUSE.COM	01/04/2025	10-50-53-00313	\$	642.33
BERL'S COMMERCIAL SUPP	01/07/2025	10-50-53-00313	\$	273.45
FENCESCREEN LLC	01/07/2025	10-50-53-00313	\$	155.76
SCHAUER HARDWARE 3357	01/08/2025	10-50-53-00313	\$	143.98
SHERWIN-WILLIAMS701787	01/09/2025	10-50-53-00313	\$	220.70
SHERWIN-WILLIAMS701787	01/09/2025	10-50-53-00313	\$	41.95
AMAZON MKTPLACE PMTS	01/09/2025	10-50-53-00313	\$	62.49
AMAZON MKTPLACE PMTS	01/09/2025	10-50-53-00313	\$	71.92
SOUTH SIDE CONTROL SUP	01/10/2025	10-50-53-00313	\$	10.81
THE HOME DEPOT #1903	01/10/2025	10-50-53-00313	\$	129.23
SUPPLYHOUSE.COM	01/10/2025	10-50-53-00313	\$	369.28
AMAZON MKTPLACE PMTS	01/10/2025	10-50-53-00313	\$	459.42
SOUTH SIDE CONTROL SUP	01/11/2025	10-50-53-00313	\$	191.39
THE HOME DEPOT #1903	01/11/2025	10-50-53-00313	\$	42.97
ARROW LOCKSMITH SERV	01/11/2025	10-50-53-00313	\$	26.40
SCHAUER HARDWARE 3357	01/18/2025	10-50-53-00313	\$	21.58
GLOBALINDUSTRIALEQ	01/18/2025	10-50-53-00313	\$	50.85
GEM ELECTRIC SUPPLY W	01/23/2025	10-50-53-00313	\$	27.51
SIGN EXPRESS / FEL	01/25/2025	10-50-53-00313	\$	220.00

SCHAUER HARDWARE 3357	01/28/2025	10-50-53-00313	\$	12.57
SIGN EXPRESS / FEL	01/30/2025	10-50-53-00313	\$	61.00
SCHAUER HARDWARE 3357	01/30/2025	10-50-53-00313	\$	70.15
SHERWIN-WILLIAMS701787	01/31/2025	10-50-53-00313	\$	29.95
Home Depot	01/31/2025	10-50-53-00313	\$	39.98
ILLINOIS ASSOCIATION O	01/04/2025	10-50-56-00605	\$	455.00
ILLINOIS ASSOCIATION O	01/15/2025	10-50-56-00605	\$	385.00
SPOTHERO 844-356-8054	01/23/2025	10-50-56-00605	\$	56.55
Dunkin'	01/24/2025	10-50-56-00605	\$	3.01
JUST SALAD - ILLI	01/24/2025	10-50-56-00605	\$	20.02
Hyatt Hotels	01/25/2025	10-50-56-00605	\$	4.08
Hyatt Hotels	01/25/2025	10-50-56-00605	\$	13.41
SPOTHERO 844-356-8054	01/25/2025	10-50-56-00605	\$	20.64
Burrito Beach	01/25/2025	10-50-56-00605	\$	14.84
Jimmy Johns	01/25/2025	10-50-56-00605	\$	12.30
Dunkin'	01/25/2025	10-50-56-00605	\$	3.01
Hyatt Hotels	01/26/2025	10-50-56-00605	\$	13.80
Hyatt Hotels	01/26/2025	10-50-56-00605	\$	16.65
Hyatt Hotels	01/26/2025	10-50-56-00605	\$	4.19
Hyatt Hotels	01/26/2025	10-50-56-00605	\$	21.79
Jimmy Johns	01/26/2025	10-50-56-00605	\$	14.52
Dunkin'	01/26/2025	10-50-56-00605	\$	3.01
Hyatt Hotels	01/27/2025	10-50-56-00605	\$	156.13
Hyatt Hotels	01/27/2025	10-50-56-00605	\$	23.52
Hyatt Hotels	01/27/2025	10-50-56-00605	\$	8.83
Hyatt Hotels	01/27/2025	10-50-56-00605	\$	19.31
RBT BURRITO BEACH EASYS	01/27/2025	10-50-56-00605	\$	(0.59)
Hyatt Hotels	01/28/2025	10-50-56-00605	\$	370.96
NRPA OPERATING	01/07/2025	10-50-56-00610	\$	70.00
SPOTHERO 844-356-8054	01/22/2025	10-50-56-00615	\$	24.32
SPOTHERO 844-356-8054	01/22/2025	10-50-56-00615	\$	54.46
PELICAN WIRELESS	01/09/2025	10-50-58-00820	\$	113.62
PELICAN DATA PLAN	01/23/2025	10-50-58-00820	\$	105.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	31.06
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	17.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	31.06
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	17.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	17.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	17.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	73.24
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	17.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	11.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	17.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	11.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	11.00
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	31.06
VILLAGE OF OAK PARK	01/10/2025	10-50-58-00830	\$	11.00

EMERALD LOOP BAR	01/25/2025	20-00-56-00605	\$	38.65
HALSTED STREET DELI 23	01/25/2025	20-00-56-00605	\$	14.62
HALSTED STREET DELI 23	01/25/2025	20-00-56-00605	\$	14.51
HALSTED STREET DELI 23	01/25/2025	20-00-56-00605	\$	19.08
Hyatt Hotels	01/25/2025	20-00-56-00605	\$	294.86
Hyatt Hotels	01/25/2025	20-00-56-00605	\$	16.64
MINGHIN CUISINE	01/25/2025	20-00-56-00605	\$	239.58
McDonald's	01/25/2025	20-00-56-00605	\$	8.03
Dunkin'	01/25/2025	20-00-56-00605	\$	7.45
Potbelly	01/25/2025	20-00-56-00605	\$	15.06
JUST SALAD - ILLI	01/26/2025	20-00-56-00605	\$	14.52
Hyatt Hotels	01/26/2025	20-00-56-00605	\$	12.28
Hyatt Hotels	01/26/2025	20-00-56-00605	\$	19.54
Hyatt Hotels	01/26/2025	20-00-56-00605	\$	12.24
Hyatt Hotels	01/26/2025	20-00-56-00605	\$	11.72
Hyatt Hotels	01/26/2025	20-00-56-00605	\$	160.89
Hyatt Hotels	01/26/2025	20-00-56-00605	\$	9.81
Hyatt Hotels	01/26/2025	20-00-56-00605	\$	11.86
McDonald's	01/26/2025	20-00-56-00605	\$	9.69
McDonald's	01/26/2025	20-00-56-00605	\$	7.48
Dunkin'	01/26/2025	20-00-56-00605	\$	11.36
Dunkin'	01/26/2025	20-00-56-00605	\$	5.12
LAZ Parking	01/26/2025	20-00-56-00605	\$	116.00
Potbelly	01/27/2025	20-00-56-00605	\$	16.28
Potbelly	01/27/2025	20-00-56-00605	\$	25.89
72821 - GRANT PARK	01/27/2025	20-00-56-00605	\$	157.00
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	58.70
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	370.96
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	15.74
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	17.87
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	16.42
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	9.83
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-00-56-00605	\$	127.84
RBT POTBELLY #10 EASYSYSA	01/27/2025	20-00-56-00605	\$	(0.60)
RBT POTBELLY #10 EASYSYSA	01/29/2025	20-00-56-00605	\$	(1.04)
RBT POTBELLY #10 EASYSYSA	01/29/2025	20-00-56-00605	\$	(0.65)
AMAZON MARKETPLACE	01/04/2025	20-00-56-09999	\$	87.45
SIGN EXPRESS / FEL	01/08/2025	20-05-52-00209	\$	48.00
UBERFLIP	01/03/2025	20-05-52-00221	\$	20.13
ISSUU	01/22/2025	20-05-52-00221	\$	2,259.00
ISSUU 8444778800 CA	01/24/2025	20-05-52-00221	\$	(2,259.00)

ISSUU	01/24/2025	20-05-52-00221	\$	252.00
CRHCHG87Z2	01/01/2025	20-05-56-00222	\$	49.25
CONSTANTCONTACT.CO	01/03/2025	20-05-56-00222	\$	3,318.00
SIGN EXPRESS / FEL	01/08/2025	20-05-56-00222	\$	94.50
SIGN EXPRESS / FEL	01/09/2025	20-05-56-00222	\$	190.00
Dropbox	01/11/2025	20-05-56-00222	\$	540.00
SIGN EXPRESS / FEL	01/15/2025	20-05-56-00222	\$	94.50
SIGN EXPRESS / FEL	01/16/2025	20-05-56-00222	\$	84.00
SIGN EXPRESS / FEL	01/22/2025	20-05-56-00222	\$	95.00
SPROUT SOCIAL, INC	01/25/2025	20-05-56-00222	\$	1,271.16
HERE COMES THE GUIDE	01/03/2025	20-05-56-00225	\$	1,080.00
HERE COMES THE GUIDE	01/03/2025	20-05-56-00225	\$	1,080.00
HERE COMES THE GUIDE	01/03/2025	20-05-56-00225	\$	1,080.00
JUST SALAD - ILLI	01/24/2025	20-05-56-00605	\$	23.07
Potbelly	01/25/2025	20-05-56-00605	\$	17.98
Starbucks	01/26/2025	20-05-56-00605	\$	10.72
JUST SALAD - ILLI	01/26/2025	20-05-56-00605	\$	16.75
Hyatt Hotels	01/26/2025	20-05-56-00605	\$	6.26
Jimmy Johns	01/26/2025	20-05-56-00605	\$	14.96
Hyatt Hotels	01/27/2025	20-05-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-05-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-05-56-00605	\$	18.22
RBT POTBELLY #10 EASYSYSA	01/27/2025	20-05-56-00605	\$	(0.72)
OPRF CHAMBER	01/30/2025	20-05-56-00605	\$	35.00
Amazon	01/09/2025	20-25-53-13050	\$	6.99
Amazon	01/14/2025	20-25-53-13050	\$	122.78
Walmart	01/09/2025	20-26-53-13750	\$	45.23
AMAZON RETAIL	01/10/2025	20-51-53-00300	\$	130.89
AMAZON MARKETPLACE	01/10/2025	20-51-53-00300	\$	362.67
4imprint	01/23/2025	20-51-53-00300	\$	441.34
IPRA* IL	01/03/2025	20-51-56-00605	\$	160.00
Hyatt Hotels	01/26/2025	20-51-56-00605	\$	18.16
Uber	01/26/2025	20-51-56-00605	\$	60.69
Hyatt Hotels	01/27/2025	20-51-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	20-51-56-00605	\$	30.98
Hyatt Hotels	01/27/2025	20-51-56-00605	\$	16.48
Uber	01/24/2025	20-51-56-00615	\$	54.88
Uber	01/26/2025	20-51-56-00615	\$	8.00
Sky Zone Elmhurst	01/04/2025	20-61-52-12030	\$	1,070.00
ENCHANTED CASTLE POS	01/04/2025	20-61-52-12030	\$	588.47
TRITON COLLEGE-SWIPE	01/09/2025	20-61-52-12030	\$	171.50
HOLLYWOOD BLVD	01/10/2025	20-61-52-12030	\$	800.00
Bowlero River Grove	01/14/2025	20-61-52-12030	\$	420.73
Sky Zone Elmhurst	01/16/2025	20-61-52-12030	\$	100.00
Sky Zone Elmhurst	01/16/2025	20-61-52-12030	\$	101.00
Sky Zone Elmhurst	01/16/2025	20-61-52-12030	\$	102.00
Sky Zone Elmhurst	01/16/2025	20-61-52-12030	\$	103.00

Bowlero River Grove	01/19/2025	20-61-52-12030	\$	406.22
SAFARI LAND	01/30/2025	20-61-52-12030	\$	278.00
FUN EXPRESS	01/26/2025	20-61-53-12010	\$	67.01
Amazon	01/09/2025	20-61-53-12030	\$	10.27
AMAZON MARKETPLACE	01/18/2025	20-61-53-12030	\$	46.56
AMAZON RETAIL	01/18/2025	20-61-53-12030	\$	54.10
CANVA* I04402-66929737	01/21/2025	20-61-53-12030	\$	15.00
BILLY BRICKS OAK P	01/29/2025	20-61-53-12030	\$	66.53
AMAZON MARKETPLACE	01/05/2025	20-61-53-12040	\$	7.99
Dollar Tree	01/05/2025	20-61-53-12040	\$	40.00
AMAZON MARKETPLACE	01/05/2025	20-61-53-12040	\$	214.81
AMAZON RETAIL	01/07/2025	20-61-53-12040	\$	14.99
AMAZON MARKETPLACE	01/07/2025	20-61-53-12040	\$	118.88
TARGET T-2781	01/07/2025	20-61-53-12040	\$	81.92
AMAZON MARKETPLACE	01/08/2025	20-61-53-12040	\$	172.48
Costco	01/09/2025	20-61-53-12040	\$	2,240.18
Jewel Osco	01/10/2025	20-61-53-12040	\$	21.57
AMAZON MARKETPLACE	01/14/2025	20-61-53-12040	\$	59.52
AMAZON MARKETPLACE	01/16/2025	20-61-53-12040	\$	73.26
AMAZON MARKETPLACE	01/16/2025	20-61-53-12040	\$	28.12
TARGET T-1924	01/18/2025	20-61-53-12040	\$	12.26
AMAZON MARKETPLACE	01/20/2025	20-61-53-12040	\$	9.99
AMAZON MARKETPLACE	01/22/2025	20-61-53-12040	\$	7.99
TARGET T-1924	01/23/2025	20-61-53-12040	\$	29.57
AMAZON MARKETPLACE	01/23/2025	20-61-53-12040	\$	25.00
Jewel Osco	01/24/2025	20-61-53-12040	\$	23.55
AMAZON RETAIL	01/28/2025	20-61-53-12040	\$	13.00
TARGET STORE T-3447	01/31/2025	20-61-53-12040	\$	11.78
TARGET T-0837	01/31/2025	20-61-53-12040	\$	174.64
TARGET T-0837	01/03/2025	20-61-53-12060	\$	49.98
AMAZON RETAIL	01/07/2025	20-61-53-12060	\$	59.80
AMAZON MARKETPLACE	01/07/2025	20-61-53-12060	\$	9.99
Jewel Osco	01/12/2025	20-61-53-12060	\$	44.34
SAFE SITTER INC	01/15/2025	20-61-53-12060	\$	297.00
Walgreens	01/19/2025	20-61-53-12060	\$	36.86
SALERNO'S PIZZA & PAST	01/20/2025	20-61-53-12060	\$	72.11
AMAZON MKTPLACE PMTS	01/04/2025	20-61-53-12350	\$	16.99
AMAZON MKTPLACE PMTS	01/06/2025	20-61-53-12350	\$	28.30
AMAZON MKTPLACE PMTS	01/07/2025	20-61-53-12350	\$	16.97
Amazon	01/10/2025	20-61-53-12350	\$	59.98
Michaels	01/11/2025	20-61-53-12350	\$	75.30
Dollar Tree	01/11/2025	20-61-53-12350	\$	5.00
Amazon	01/14/2025	20-61-53-12350	\$	83.20
Etsy.com	01/16/2025	20-61-53-12350	\$	64.24
FRESH THYME #108	01/18/2025	20-61-53-12350	\$	13.67
AMAZON MKTPLACE PMTS	01/22/2025	20-61-53-12350	\$	74.18
SP CHALK ACADEMY	01/26/2025	20-61-53-12350	\$	4.99

US MASTERS SWIMMING	01/23/2025	25-19-52-11600	\$	75.00
STUFFED SAFARI	01/30/2025	25-19-53-11930	\$	40.00
STUFFED SAFARI	01/30/2025	25-20-53-11930	\$	41.36
Walmart	01/28/2025	25-20-53-11950	\$	33.75
NATIONAL CENTER SAFETY	01/08/2025	25-20-53-11965	\$	30.00
4imprint	01/09/2025	25-20-53-11965	\$	264.47
AMAZON MKTPLACE PMTS	01/15/2025	25-20-53-11980	\$	15.88
AMAZON MKTPLACE PMTS	01/18/2025	25-20-53-11980	\$	23.07
ZC8PQ5EK2	01/22/2025	25-20-53-11980	\$	6.59
AMAZON MKTPLACE PMTS	01/23/2025	25-20-53-11980	\$	29.97
Walmart	01/18/2025	25-20-53-11985	\$	65.16
WRISTBAND.COM	01/30/2025	25-20-53-11990	\$	1,001.00
Amazon	01/09/2025	25-20-56-00646	\$	50.70
ARROW SPORTS GROUP INC	01/16/2025	25-20-56-00646	\$	194.01
AMAZON MKTPLACE PMTS	01/21/2025	25-20-56-00646	\$	95.99
NORBERT'S ATHLETIC	01/30/2025	25-24-53-00425	\$	2,906.00
TUMBL TRAK	01/31/2025	25-24-53-00425	\$	1,499.99
AMAZON MKTPLACE PMTS	01/06/2025	25-24-53-11250	\$	9.89
Amazon Prime	01/09/2025	25-24-53-11260	\$	14.99
Etsy.com	01/17/2025	25-24-53-11270	\$	124.42
AMAZON MKTPLACE PMTS	01/29/2025	25-24-53-11270	\$	125.99
M AND M SPORTS SCE	01/17/2025	25-24-53-11360	\$	707.25
SLICE*CUZZOSPASTAPIZZA	01/23/2025	25-24-53-11360	\$	82.22
PETE S FRESH MARKET #1	01/03/2025	25-24-53-11930	\$	15.98
M AND M SPORTS SCE	01/17/2025	25-24-53-11930	\$	261.35
SHARONCO INC	01/10/2025	25-24-56-00050	\$	272.00
GKELITE 6109211469 PA	01/15/2025	25-24-56-00050	\$	(23.00)
VISITMILWA* 2025 MIDWE	01/17/2025	25-24-56-00050	\$	12.00
M AND M SPORTS SCE	01/17/2025	25-24-56-00050	\$	86.36
Hilton	01/23/2025	25-24-56-00050	\$	114.30
Hilton	01/30/2025	25-24-56-00050	\$	157.77
UNKNOWN	01/15/2025	25-24-56-00605	\$	535.00
JUST SALAD - ILLI	01/24/2025	25-24-56-00605	\$	17.08
JUST SALAD - ILLI	01/24/2025	25-24-56-00605	\$	16.97
Potbelly	01/25/2025	25-24-56-00605	\$	10.59
Hyatt Hotels	01/26/2025	25-24-56-00605	\$	11.34
Hyatt Hotels	01/26/2025	25-24-56-00605	\$	5.31
Dunkin'	01/26/2025	25-24-56-00605	\$	5.58
Hyatt Hotels	01/27/2025	25-24-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	25-24-56-00605	\$	312.26
Hyatt Hotels	01/27/2025	25-24-56-00605	\$	10.20
Hyatt Hotels	01/27/2025	25-24-56-00605	\$	19.56
RBT POTBELLY #10 EASYS	01/27/2025	25-24-56-00605	\$	(0.42)
AMAZON MARKETPLACE	01/09/2025	25-28-53-13428	\$	45.99
AMAZON MARKETPLACE	01/10/2025	25-28-53-13428	\$	153.45
AMAZON MARKETPLACE	01/19/2025	25-28-53-13428	\$	18.94
AMAZON MARKETPLACE	01/20/2025	25-28-53-13428	\$	236.77

AMAZON MKTPLACE PMTS	01/23/2025	25-28-53-13450	\$	178.12
Comcast	01/12/2025	25-28-58-00820	\$	162.90
Comcast	01/24/2025	25-28-58-00820	\$	601.72
Comcast	01/24/2025	25-28-58-00820	\$	240.65
VILLAGE OF OAK PARK	01/10/2025	25-28-58-00830	\$	365.56
VESTIS SERVICES LLCDS 8	01/04/2025	25-50-53-00301	\$	88.75
VESTIS SERVICES LLCDS	01/09/2025	25-50-53-00301	\$	354.93
KULLY SUPPLY	01/10/2025	25-50-53-00314	\$	463.00
SCHAUER HARDWARE 3357	01/11/2025	25-50-53-00314	\$	18.56
AMAZON MKTPLACE PMTS	01/07/2025	25-50-53-00316	\$	23.99
Amazon	01/13/2025	25-50-53-00316	\$	28.48
SHERWIN-WILLIAMS701787	01/16/2025	25-50-53-00316	\$	253.85
KEEN EDGE COMPANY INC	01/24/2025	25-50-53-00316	\$	178.00
SHERWIN-WILLIAMS701787	01/29/2025	25-50-53-00316	\$	101.12
MCMMASTER-C	01/30/2025	25-50-53-00316	\$	447.23
SHERWIN-WILLIAMS701787	01/03/2025	25-50-53-00415	\$	307.52
SCHAUER HARDWARE 3357	01/15/2025	25-50-53-00415	\$	83.68
SHERWIN-WILLIAMS701787	01/31/2025	25-50-53-00415	\$	132.72
		SUBTOTAL FOR FUND 25	\$	15,565.81

ALARM DETECTION SYSTEM	01/02/2025	85-00-52-00299	\$	124.93
Spotify	01/03/2025	85-00-52-00299	\$	10.00
Comcast	01/03/2025	85-00-52-00299	\$	192.90
Comcast	01/08/2025	85-00-52-00299	\$	202.90
Comcast	01/18/2025	85-00-52-00299	\$	202.90
OTC BRANDS 800-2280475	01/03/2025	85-00-52-11155	\$	(14.95)
CATERED BY DESIGN	01/04/2025	85-00-52-11185	\$	20.00
PETE S FRESH MARKET #1	01/24/2025	85-00-52-11185	\$	59.38
ANFORA WINE MERCHA	01/25/2025	85-00-52-11185	\$	392.55
PREMIER CATERING AND E	01/30/2025	85-00-52-11185	\$	929.43
FAIRYTALEEN	01/18/2025	85-00-52-12020	\$	360.00
PETE'S FRESH MARKE	01/20/2025	85-00-52-12020	\$	61.34
Amazon	01/21/2025	85-00-52-12020	\$	29.85
AMAZON MARKETPLACE	01/21/2025	85-00-52-12020	\$	170.14
FUN EXPRESS	01/23/2025	85-00-52-12020	\$	86.33
FUN EXPRESS	01/23/2025	85-00-52-12020	\$	49.99
Etsy.com	01/24/2025	85-00-52-12020	\$	1.93
FAIRYTALEEN	01/24/2025	85-00-52-12020	\$	235.00
FAIRYTALEEN	01/24/2025	85-00-52-12020	\$	40.00
Etsy.com	01/24/2025	85-00-52-12020	\$	4.00
PETE S FRESH MARKET #1	01/24/2025	85-00-52-12020	\$	100.00
Party City	01/25/2025	85-00-52-12020	\$	78.30
Amazon	01/26/2025	85-00-52-12020	\$	84.84
Amazon	01/29/2025	85-00-52-12020	\$	46.69
TARGET T-3270	01/25/2025	85-00-53-00313	\$	14.56
PETE S FRESH MARKET #1	01/25/2025	85-00-53-00313	\$	7.87

AMAZON MARKETPLACE	01/26/2025	85-00-53-11145	\$	33.69
Potbelly	01/12/2025	85-00-56-00605	\$	374.62
RBT POTBELLY EASYSAVING	01/14/2025	85-00-56-00605	\$	(14.98)
Spotify	01/03/2025	85-21-52-00299	\$	9.99
THE OTHER SIDE INV	01/25/2025	85-21-52-11185	\$	1,060.00
Amazon	01/06/2025	85-21-52-12020	\$	16.64
OTC BRANDS INC	01/08/2025	85-21-52-12020	\$	117.62
STARSHIP RESTAURAN	01/09/2025	85-21-52-12020	\$	287.50
AMAZON MARKETPLACE	01/09/2025	85-21-52-12020	\$	12.79
STARSHIP RESTAURAN	01/10/2025	85-21-52-12020	\$	325.25
TARGET T-2081	01/10/2025	85-21-52-12020	\$	105.11
Amazon	01/06/2025	85-21-53-00313	\$	53.99
		SUSTOTAL FOR FUND 85	\$	5,873.10

	P-card Expenses	Other Expenditure
Corporate Fund	\$44,256.86	\$169,373.41
IMRF Fund	\$ -	\$ -
Liability Fund	\$1,506.71	\$115,543.80
Audit Fund	\$ -	\$ -
Recreation Fund	\$26,531.25	\$30,374.05
Museum Fund	\$ -	
Special Recreation Fund	\$ -	
Special Facilities Fund	\$15,565.81	\$39,862.49
Insurance Fund	\$ -	\$95,843.68
Capital Projects	\$ -	\$38,659.67
Cheney Mansion Fund	\$5,873.10	\$6,483.77
Memorial Trust	\$ -	
Subtotals	\$ 93,733.73	\$ 496,140.87
	Total	\$ 589,874.60

To the Executive Director,

The Payment of the above listed accounts has been approved by the Board of
Commissioners at their meeting held March 13, 2025
And you are hereby authorized to pay them from the appropriate funds.

(Treasurer)

(Secretary)

Commissioner



Minutes

**Park District of Oak Park
Committee of the Whole Meeting
John Hedges Administrative Center
218 Madison Street, Oak Park, Illinois 60302**

Thursday, February 6, 2025

Minutes

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

I. ROLL CALL

Present: Commissioners Lentz, Wick, Wollmuth, and Worley-Hood

Absent: President Porreca

Park District Staff Present: Jan Arnold, Executive Director; Chris Lindgren, Deputy Director of Properties & Planning; Mitch Bowlin, Director of Business Operations; Maureen McCarthy, Deputy Director of Recreation; Bill Hamilton, Superintendent of Parks & Facilities; Mike Baiardo, Superintendent of Special Facilities; and Edith Wood, Executive Assistant

II. PUBLIC COMMENT – None

III. PARKS AND PLANNING COMMITTEE

- A. Carroll Park/Center Master Plan Update – Executive Director Arnold noted that a community meeting was held on September 18, 2024, to discuss potential improvements for the park/center. Suggestions included adding more shaded areas. The current Master Plan has been updated to reflect these suggestions. **This item will be brought before the Board on the consent agenda at the February Regular Board Meeting.**
- B. Professional Services for Longfellow Park Improvements – Executive Director Arnold noted that the most recent park master plan was completed in December 2023, based on feedback from the community meeting in October 2023. Suggestions included updating the playground, adding a dedicated pickleball area, and improving the splash pad. Planning Resources, Inc., the landscape architect for the 2017 renovations, also assisted with the master plan updates in 2023. Staff are now working with Planning Resources, Inc. to develop a proposal for professional services for the park improvements, with a recommendation to be presented for the Board's consideration and approval at the February Regular Board Meeting. **This item will be brought before the Board on the regular agenda at the February Regular Board Meeting.**
- C. Andersen Park Improvements Construction Contract Update – Executive Director Arnold reminded the Board that they had approved the design contract with Planning Resources, Inc. in December 2022 to create the drawings, specifications, and construction services for the park improvements at Andersen. The project was delayed due to budgetary impacts from the pandemic. Staff will open the bidding process on February 11 for the construction project and will present a recommendation to the Board for consideration and approval at the February Regular Board

Meeting. **This item will be brought before the Board on the regular agenda at the February Regular Board Meeting.**

- D. Cheney Mansion Geothermal Wells Project Update – Executive Director Arnold noted that an infrastructure assessment of Cheney Mansion was conducted in 2017, identifying the need for HVAC replacement. To support the district’s electrification goals, staff are planning to install a geothermal HVAC system. The project will be phased, with geothermal wells installed first, followed by the remainder of the HVAC system. This phased approach will help minimize disruptions to programming and weddings. Staff will open bidding for the well installation project on February 7 and will present a recommendation to the Board for consideration and approval at the February Regular Board Meeting. **This item will be brought before the Board on the regular agenda at the February Regular Board Meeting.**

IV. ADMINISTRATION AND FINANCE COMMITTEE

- A. Park District Citizen Committee Approval – Executive Director Arnold noted that there are currently only 12 members on the committee. Daniel Crane has expressed interest in joining the PDCC. Daniel lives closest to Ridgeland Commons and Taylor Park. He is looking to provide input on programming for adults, identifying opportunities for underserved segments, and to provide feedback as a long-time resident. Daniel attended the January PDCC meeting and expressed their desire to join the committee. **This item will be brought before the Board on the consent agenda at the February Regular Board Meeting.**

V. RECREATION AND FACILITY PROGRAM COMMITTEE

- A. Bus Transportation Bid – Executive Director Arnold noted that due to the significant number of vehicles needed for transportation and the resulting costs, staff found it more efficient to contract a single company. Staff went out to bid on January 10. One bid was received from Safeway Transportation Services Corp. Safeway submitted a bid for \$58 per hour, with a minimum of 3 hours for field trips during the school year and summer camp trips. Performance will also be evaluated annually. Staff have worked with Safeway in the past and have been satisfied with their service. **This item will be brought before the Board on the regular agenda at the February Regular Board Meeting.**

VI. NEW BUSINESS

- A. Indoor Pool Concept Study – Executive Director Arnold reminded the Board that in 2023, aQuity conducted a Community Survey, which included a question asking residents if they were in favor of an indoor pool, knowing it would require a tax increase. Of the responses received, 69% supported the idea. Based on these results, staff believe that additional information needs to be gathered and shared with the community, including estimates for construction and operating costs. Staff will work with Perkins+Will to create a concept study. Once completed, the results of the study will be presented to the Board for a decision on whether and when to propose a referendum to the community for a tax rate increase to fund the project. Staff are requesting approval for the Indoor Pool Concept Study with Perkins+Will, in an amount not to exceed \$44,500. **This item will be brought before the Board on the regular agenda at the February Regular Board Meeting.**

VII. CLOSED SESSION – None

VIII. ADJOURNMENT

At 8:26pm, the Committee of the Whole meeting was adjourned. **The motion was passed with a voice vote of 4:0.**

Secretary
Board of Park Commissioners

March 13, 2025

Date

President
Board of Park Commissioners

March 13, 2025

Date

**Park District of Oak Park
Regular Park Board Meeting
John Hedges Administrative Center
218 Madison Street
Oak Park, Illinois 60302**

Thursday, February 20, 2025

Minutes

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

I. ROLL CALL

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

Park District Staff Present: Jan Arnold, Executive Director; Chad Drufke, Program & Operations Manager; Joe Lilly, Program Manager; Maureen McCarthy, Deputy Director of Recreation; Mitch Bowlin, Director of Business Operations; Mike Baiardo, Superintendent of Special Facilities; and Edith Wood, Executive Assistant.

II. APPROVAL OF AGENDA

The motion was passed by a roll call vote of 5:0

III. VISITOR/PUBLIC – None

IV. CONSENT AGENDA

A motion was made by Commissioner Wick and seconded by Commissioner Lentz to approve the Cash and Investment Summary and Warrants and Bills for the month of January 2025; approval of the Minutes from the Committee of the Whole Meeting January 16, 2025), and Regular Board Meeting (January 30, 2025); approval of the Carroll Park Master Plan Update; approval for the appointment of Daniel Crane as a member of the Park District Citizen Committee to serve a three-year term; and approval of Disposal Ordinance 2025-02-14. **The motion was passed by a roll call vote of 5:0.**

V. STAFF REPORTS

A. Executive Director's Report – In addition to the Executive Director's Report (which is included in the Board Packet), Executive Director Arnold noted that the Spring/Summer program guide will be available online in March with registration opening on March 8 for residents and March 15 for non-residents. The sled hill at Barrie Park has been actively used over the winter. The Ice Show will be held from March 14 through the 16. In addition, staff are working on finalizing the Gold Medal application.

B. Updates and Information – Written report included in the Board Packet.

C. Revenue/Expense Status Reports – No questions asked.



VI. OLD BUSINESS

A. Administration and Finance Committee

1. 2024 PDOP Annual Report – A copy of the 2024 Annual Report has been shared with the Board which highlights accomplishments in 2024. In addition, a copy of the Annual Report will also be made available in the Spring/Summer program guide.
2. Approval of Indoor Pool Concept Study – Executive Director Arnold reminded the Board that based on the results of the 2023 Community Survey, a large support for an indoor pool was received by the community. As such, staff believe that additional information needs to be gathered and shared with the community, including estimates for construction and operating costs. Staff will work with Perkins+Will to create a concept study. In addition, staff will also be visiting other locations to gather input on the operation costs to run an indoor pool. Once completed, the results of the study will be presented to the Board for a decision on whether and when to propose a referendum to the community for a tax rate increase to fund the project. A motion was made by Commissioner Wick, and seconded by Commissioner Wollmuth to approve the authorization for Executive Director Arnold to sign a contact with Perkins+Will in an amount not to exceed \$44,500 for the Indoor Pool Concept Study. **The motion was passed by a roll call vote of 5:0.**

B. Parks and Planning Committee

1. Approval of Professional Services for Longfellow Park Improvements – Executive Director Arnold noted that the most recent park master plan was completed in December 2023. Updates to Longfellow Park include updating the playground, adding a dedicated pickleball area, and improving the splash pad. Staff worked with Planning Resources, Inc. to develop a proposal for professional services for the park improvements. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wick to approve the contract with Planning Resources, Inc. for an amount not to exceed \$259,850 and to give the Executive Director permission to sign the contract. **The motion was passed by a roll call vote of 5:0.**
2. Approval of Andersen Park Improvement Construction Contract – Executive Director Arnold reminded the Board that they had approved the design contract with Planning Resources, Inc. in December 2022 to create the drawings, specifications, and construction services for the park improvements at Andersen. Staff went out to bid on January 28 with six bids received. After reviewing the bids, staff identified Hacienda Landscaping, Inc. to be the lowest and most responsible bidder. Staff have previously worked with Hacienda with great success. Hacienda included three bid alternated, totaling \$590,591.50. Staff are also recommending a contingency of \$45,000, bringing the total to \$635,591.50, which allows for the purchase of all necessary equipment while staying within the project budget. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wick to approve the contract with Hacienda Landscaping, Inc. for an amount not to exceed \$635,591.50 for the Andersen Park Improvements Project and authorize the Executive Director to sign the contract. **The motion was passed by a roll call vote of 5:0.**
3. Approval of Andersen Park Improvements Playground & Splash Pad Purchase – Executive Director Arnold noted, as part of the Andersen Park Improvements there are some items that will be directly purchase by staff. These items include playground pieces and splash pad features as well as playground safety turf surfacing (further discussed below). These items have been competitively bid through Sourcewell Contracts (to save on costs). The purchase includes



playground components from Landscape Structures, Inc. for \$158,075 and splash pad design and components for \$88,504. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wick to approve the contract with Landscape Structures, Inc. for an amount not to exceed \$246,579.00 for the playground and splash pad purchase and authorize the Executive Director to sign the contract. **The motion was passed by a roll call vote of 5:0.**

4. Approval of Andersen Park Improvements Playground Grass Purchase – In addition to the Playground and Splash Pad purchase previously noted, staff also worked with Sourcewell Contracts for a competitive bid for the safety turf grass surfacing. The safety turf grass surfacing will be purchased from ForeverLawn Chicago, LLC for \$116,014.87. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wollmuth to approve the contract with ForeverLawn Chicago, LLC. for an amount not to exceed \$116,014.87 for the playground grass purchase and allow the Executive Director to sign the contract. **The motion was passed by a roll call vote of 5:0.**
5. Approval of Cheney Mansion Geothermal Wells Project – Executive Director Arnold reminded the Board that the Geothermal Wells Project will be phased out with the installation of the wells occurring first, followed by the installation of the remaining of the system at a later date to avoid conflicts with programming and weddings. Staff went out to bid on January 15 and one bid was received. Advanced Geothermal was the sole bidder and has done two geothermal installations with the Park District with favorable results. Although the bid did come in slightly higher than anticipated, feedback is that the cost has risen due to labor and material costs increasing significantly over the last few years. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wollmuth to approve the contract with Advanced Geothermal Plumbing & Heating, LLC in an amount not to exceed \$350,000 and allow the Executive Director to sign the contract. **The motion was passed by a roll call vote of 5:0.**

C. Recreation and Facility Program Committee

1. Annual Recreation Report – The Recreation and Special Facilities departments provided a joint annual update to the Board on Park District programming. Chad Druke gave an update on fitness, martial arts, and sports programming. Overall, 2024 showed positive results with increased participation in volleyball. A new sponsorship was also secured for tennis programming. The women's basketball league also saw growth in 2024, which was great to see. A decrease was noted in co-ed softball and soccer, prompting staff to rework these programs and introduce a men's league. The CRC entered its second year with over 10,000 memberships, and goals for 2025 include strategies to increase membership retention.

Joe Lilly provided the Board with updates on Nature and Adventure, Active Adult, and Early Childhood programming. Nature and Adventure programming saw record-high participation, largely due to the opening of the Austin Gardens Environmental Education Center. Active Adult programming continues to grow, although there has been a dip in Early Childhood half-day programming. For 2025, staff will be replacing Active Adult with the Lifelong Learners program and will place increased focus on Austin Gardens due to its popularity.

Mike Baiardo updated the Board on Customer Service, aquatics, and ice rink programming. In 2024, staff reorganized the customer service area for greater efficiency, including moving dog park registrations online. A warmer summer is hoped for, as pool participation dipped last year. Ice



programming continues to grow and has received positive feedback. One change that has been well-received is including skate rentals as part of the ice rink pass cost.

Keith Kerrigan provided the Board with an update from Gymnastics. Although there was a decrease in participation (down 900), this is due to changes in program registration. These changes have resulted in more regular patrons using the facility, as opposed to those who purchase memberships but don't participate as frequently. Staff are working to increase preschool playtime and will collaborate with marketing to raise awareness. Additionally, staff plan to expand camp programs for 2025.

Maureen McCarthy also reported that in 2024, 93,000 registrations were made for programming, and 368 households received Financial Assistance. The Board was pleased to hear the updates and the goals for 2025.

2. Approval of Bus Transportation Contract – Executive Director Arnold noted that due to the significant number of vehicles needed for transportation and the resulting costs, staff found it more efficient to contract a single company. Staff went out to bid on January 10. One bid was received from Safeway Transportation Services Corp. Safeway submitted a bid for \$58 per hour, with a minimum of 3 hours for field trips during the school year and summer camp trips. Performance will also be evaluated annually. Staff have worked with Safeway in the past and have been satisfied with their service. A motion was made by Commissioner Lentz, and seconded by Commissioner Wollmuth to approve a contract with Safeway Transportation Services for bus service from March 1, 2025 – February 28, 2026 (one full year) with the option to renew based on performance for two additional years. **The motion was passed by a roll call vote of 5:0.**

VII. NEW BUSINESS – None

VIII. COMMISSIONER'S COMMENTS

Commissioner Wollmuth: Commissioner Wollmuth attended his committee meetings.

Commissioner Lentz: Commissioner Lentz noted that it was nice to have great weather for the ice rink.

Commissioner Wick: Commissioner Wick attended Winter Fest and thought that this new location was great. Also saw that the ice rink was packed.

Commissioner Worley-Hood: Commissioner Worley-Hood will be attending the WSSRA Legislative Lunch at Cheney Mansion next Friday.

President Porreca: President Porreca attended the Board Commissioner Candidate Information meeting on Monday. President Porreca along with other government organization and entities were at Unity Temple to emphasize Oak Park's commitment to inclusivity.

IX. CLOSED SESSION

At 8:48pm, a motion was made by Commissioner Wick and seconded by Commissioner Lentz to convene into closed session for the discussion of performance of a specific employee of the Park District. **The motion was passed with a roll call vote of 5:0.**

At 9:15pm, a motion was made by Commissioner Wollmuth and seconded by Commissioner Wick to adjourn the Closed Session and to resume the Regular Board Meeting. **The motion was passed by a voice vote of 5:0.**

X. ADJOURNMENT

At 9:15pm, a motion was made by Commissioner Wick and seconded by Commissioner Lentz to adjourn the Regular Board Meeting. **The motion was passed by a voice vote of 5:0.**

Secretary
Board of Park Commissioners

March 13, 2025

Date

President
Board of Park Commissioners

March 13, 2025

Date



Approval of IPRA Environmental Report Card

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org



Introduction to IPRA's Environmental Report Card



Thank you for taking an interest in the Illinois Park and Recreation Association's (IPRA) Environmental Report Card. The Report Card was created by the Environmental Committee to help park agencies across Illinois assess their environmental impact and stewardship.

As park agencies, we often are the first responders of sustainability, managing green space and natural areas within our communities. Managing these resources and greening our operations is important to ensure we are good stewards of the environment. This Report Card can help!

Use the Report Card to work within your organization and assess the sustainability of your operations and policies—i.e., how 'green' are you? Find out what you are doing, what you are not doing, and most importantly what you can do in the future. There may be multiple departments within your organization that will need to give input. Ideally, one staff person should coordinate filling in the Report Card with other staff assisting. Separate the Report Card into its seven sections, and give each section to the appropriate staff that supervise the area(s) that relate to their section.

Get input from your organization's leadership team or board members, and explain the benefits of collecting this data using the Report Card. You can't manage what you can't measure, and this Report Card will help you assess your environmental impact. It will help you quantify environmental initiatives or green practices that may be important when applying for grant funding. And it can help identify areas for further assessment that impact your organization's budget such as energy efficiency improvements.

Completion of the Environmental Report Card is one of the requirements an agency needs to meet when applying for IPRA's Distinguished Park and Recreation Accreditation. The Environmental Committee's recommendation to agencies that have utilized the first Report Card (developed in 2006) is to continue using it when it comes time to reevaluate your management and operations. This way you are comparing apples to apples in assessing your improvement. If your agency wants to use Report Card II, utilize it as a secondary evaluative tool instead. Because it is more detailed and digs deeper into your sustainability practices, it is useful but does not compare well to the first Report Card. The second Report Card's purpose is similar to Report Card I in that it is meant for agencies to use who have not assessed themselves yet.

Once you have completed the Report Card, you have taken a great step to benchmark your agency for future progress. Know that you are not alone! The IPRA Environmental Committee meets monthly and is comprised of dedicated green-minded professionals from a variety of park agencies. Let us know how we can help or how you want to get involved.

The Environmental Committee can be reached through the IPRA website: <http://www.ilipra.org>

Good luck!

Report Card History

There are now three versions of the Report Card. The first Report Card was developed in 2006 in response to IPRA members asking whether there was a tool available so agencies could evaluate their management and operations in relation to environmental protection. Report Card I provides a general scoring and grading system out of a total of 100 possible points to help agencies better assess their strengths and weaknesses.

The second and third Report Cards, developed in 2011 and 2016, are updated versions as new tools and information developed in sustainability efforts. There are more possibilities to consider when answering the questions in each successive revision. As a result, versions II and III provide a more nuanced picture of an agency's sustainability efforts. Because the total possible points are more than 100, the scoring system changed to percentages rather than points. The grading system to assess your agency is still the same.

Environmental Report Card III
 For Park & Recreation Agencies
 Revised January 19, 2017

INSTRUCTIONS: This is a self-evaluative tool. Please look over each category and determine who within the agency would best be able to answer the questions related to that category. Some questions are repeated in different sections. All questions require a simple "YES" or "NO" response. All "YES" responses receive 1 point, unless indicated at the end of the question. A "NO" response receives no points on that question. A "N/A" response receives no points on that question and does not affect your total points because the question does not pertain to your agency or its practices (i.e. Special Recreation Associations filling out the evaluative report card). Tally up total points earned against total points possible for each section with out the "N/A" questions.

GENERAL		YES	NO	N/A	POINTS
1.	Does your agency have an environmental policy/plan or guidelines that help it become more environmentally responsible? (2 points)	<input checked="" type="checkbox"/>			2
	a. Is this policy/plan or set of guidelines/initiatives approved by the board? If you answer YES to item 1a, proceed to questions 2, 3 and 5. If you answer NO, proceed to questions 4 and 5.	<input checked="" type="checkbox"/>			1
2.	Do full time and/or part time staff members receive an orientation and/or training in regard to your agency's environmental policy/plan?	<input checked="" type="checkbox"/>			1
3.	Has your agency established a staff-led Environmental Committee or 'Green Team' to encourage implementation of environmental efforts by all staff?	<input checked="" type="checkbox"/>			1
	a. Does your Environmental Committee or 'Green Team' review and update board-approved policies/initiatives?	<input checked="" type="checkbox"/>			1
4.	Does your agency make (or has your agency made) use of IPRA's Model Environmental Policy and/or Environmental Toolkit?				0

TOTAL POINTS 6

ADMINISTRATION AND FINANCE		YES	NO	N/A	POINTS
1.	Does your agency dedicate funds in its annual operations budget to support achievement of environmental goals? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Recycling		<input type="checkbox"/>		
	Energy Audits		<input type="checkbox"/>		
	Natural Areas Maintenance/Management		<input type="checkbox"/>		
	Natural Areas Restoration/Re-creation		<input type="checkbox"/>		
	Native Landscaping		<input type="checkbox"/>		
	Storm Water Best Management Practices		<input type="checkbox"/>		
	Environmentally Friendly Purchasing		<input type="checkbox"/>		
	Alternative Fuel and/or Hybrid Vehicles		<input type="checkbox"/>		
	Energy Conservation		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown				5	

ADMINISTRATION AND FINANCE CONTINUED		YES	NO	N/A	POINTS
2.	In the last 5 years, has your agency dedicated capital funding towards environmental initiatives? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Natural Area Restoration/Re-creation		<input checked="" type="checkbox"/>		
	Natural Area Public Access		<input type="checkbox"/>		
	Nature Program Facilities		<input checked="" type="checkbox"/>		
	Energy Conservation (ex: lighting, heating/cooling efficiency upgrades)		<input checked="" type="checkbox"/>		
	Permeable Pavement		<input type="checkbox"/>		
	Rain Gardens		<input checked="" type="checkbox"/>		
	Bio-Swales		<input checked="" type="checkbox"/>		
	Alternative Energy Systems		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
3.	In the past 5 years, has your agency applied for grants to fund environmental goals/initiatives (i.e. recycling, environmental education, natural areas restoration, natural areas acquisition, alternative fuel use, energy conservation, etc.)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency use a set of guidelines (EPA's Environmentally Preferred Products {EPP} program, Green Seal.org or similar) to assist in purchasing decisions of environmentally preferred products and services?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency make conscious efforts within all departments or have written criteria to purchase products that include the following. (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Minimal Packaging		<input checked="" type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input type="checkbox"/>		
	Energy Star Rated Appliances		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			

ADMINISTRATION AND FINANCE CONTINUED		YES	NO	N/A	POINTS
6.	Does your agency seek to identify and purchase from vendors of environmentally friendly products through the US Communities or similar program? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
7.	When seeking proposals for professional services, does your agency request environmental references/qualifications as part of the RFP process (i.e. is the firm to be selected 'green,' or if an A/E or LA firm do they have LEED AP's on staff)?	<input checked="" type="checkbox"/>			1
	a. Does your agency ask bidders to provide a Statement of Sustainability to ensure bidders are also incorporating sustainability into their firm's practices, policies and procedures related to waste minimization, energy efficiency, water efficiency, staff and education.			<input checked="" type="checkbox"/>	0
		YES	NO	N/A	POINTS
8.	Are procedures in place to measure the impacts of environmental goals/initiatives? (e.g. cost savings, energy savings, waste reduction)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency collaborate with other agencies/organizations on environmental efforts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency promote public awareness of its sustainability efforts?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

23

FACILITY MANAGEMENT & MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency provide opportunities for staff to recycle waste products in office areas, lunchrooms, work areas, etc.?	<input checked="" type="checkbox"/>			1
	a. Are staff encouraged to recycle via policies, training, memoranda and notices?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency provide opportunities for patrons to recycle waste products in public areas including lobbies, classrooms, facilities, etc.?	<input checked="" type="checkbox"/>			1
	a. Are patrons encouraged to recycle via education, policies, promotion and signage?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Are recycling containers paired with waste containers, visibly well marked and easy to locate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Are outside concessionaires required to minimize the use of disposable products? (2 points) (e.g. use of bio-compostable utensils, serving items, containers or packaging, reusable utensils or beverage containers)			<input checked="" type="checkbox"/>	0
	a. Are outside concessionaires required to offer recycling for patrons?			<input checked="" type="checkbox"/>	0
		YES	NO	N/A	POINTS
5.	Does your agency encourage the use of electronic communication to conserve paper?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Is staff encouraged to use duplexing or double-sided copying of documents?	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
		YES	NO	N/A	POINTS
7.	When contracting printing vendors or purchasing from vendors, does your agency specify:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3
	a. Paper for printing needs that is free of chlorine-bleaching in its manufacturing?	<input checked="" type="checkbox"/>			
	b. Paper that contains 30% or more post consumer recycled content?	<input checked="" type="checkbox"/>			
	c. Other: Please List	<input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
8.	Do restrooms and locker rooms have water saving devices (low flow showers and toilets, and motion activated faucets)? Check only one.				5
	a. Are at least 50% of fixtures low flow or motion activated?				
	b. Are at least 75% of fixtures low flow or motion activated?				
	c. Are 100% of fixtures low flow or motion activated	<input checked="" type="checkbox"/>			
		YES	NO	N/A	POINTS
9.	Do restrooms and locker rooms have hand dryers in lieu of paper towels?	<input checked="" type="checkbox"/>			1
	a. Do 100% of your restrooms/locker rooms have hand dryers?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency conduct energy audits?	<input checked="" type="checkbox"/>			1
	a. Following audits, does your agency make changes?	<input checked="" type="checkbox"/>			1
	b. After making changes, does your agency record differences in impact?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONTINUED		YES	NO	N/A	POINTS
11.	Is energy-efficient lighting used (compact fluorescents, T-8 fluorescents or LEDs)?	<input checked="" type="checkbox"/>			1
	a. Are 100% of new or replacement lighting needs energy-efficient?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
12.	Are lights, fans or other electric devices where appropriate, on motion activated occupancy sensors or timers?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
13.	Are staff instructed to turn off all electronics and unplug charging devices at the end of the day?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
14.	Is energy efficiency included as a specification when purchasing/replacing major appliances (i.e. EPA Energy Star rating)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
15.	Are hot water heaters and hot water pipes insulated?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
16.	Are on-demand/tankless hot water heaters utilized where appropriate?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
17.	Do facility HVAC systems included energy-saving features such as min./max. settings to reduce use during down time, interior recycling, regular cleaning and efficiency inspections, etc.?	<input checked="" type="checkbox"/>			1
	a. Are particulate filters (with MERV8 rating or better) used in HVAC systems?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
18.	Does your agency promote the use of environmentally-friendly, low toxicity and/or fragrance free cleaning products that meet Green Seal, LEED or other standards? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
19.	Does your agency seek to minimize the use of petroleum-based cleaners, solvents and inks?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
20.	To improve and protect indoor air quality does your agency seek to purchase low VOCs (volatile organic compounds) products?	<input checked="" type="checkbox"/>			1
	a. Does your agency seek to purchase carpets that meet Carpet and Rug Institute Green Label or other standards?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
21.	Does your agency consider the use of sustainable, reclaimed and/or local materials when remodeling/renovating facilities?	<input checked="" type="checkbox"/>			1
	a. Are building materials removed during remodeling/renovation reclaimed or recycled?	<input checked="" type="checkbox"/>			1

FACILITY MANAGEMENT & MAINTENANCE CONTINUED		YES	NO	N/A	POINTS
22.	Does your agency properly dispose of/recycle any of the following per Material Safety Data Sheets (MSDS) or manufacturer's labels? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Energy Efficient Lighting		<input checked="" type="checkbox"/>		
	Batteries		<input checked="" type="checkbox"/>		
	Electronics		<input checked="" type="checkbox"/>		
	Ink and Toner Cartridges		<input checked="" type="checkbox"/>		
	Paints		<input checked="" type="checkbox"/>		
	Cleaning Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
23.	Does your agency have an integrated pest management program in place to reduce the use of toxic pesticides within facilities? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
24.	Does your agency make use of alternative energy systems to provide energy and/or conserve energy, such as passive or active solar systems, wind energy, or geo-thermal energy at any of your facilities? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Passive Solar		<input checked="" type="checkbox"/>		
	Active Solar		<input checked="" type="checkbox"/>		
	Wind Energy		<input type="checkbox"/>		
	Geo-Thermal		<input checked="" type="checkbox"/>		
	Green Roof		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
25.	Does your agency actively train and/or support staff training in sustainable management practices (green cleaning, energy efficiency, etc)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
26.	Does your agency purchase energy through a green energy provider?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

49

FLEET MANAGEMENT AND MAINTENANCE		YES	NO	N/A	POINTS
1.	Does your agency perform regular engine tune-ups and scheduled preventative maintenance of motorized vehicles and equipment?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	If you perform regular maintenance, does your agency recycle and/or properly dispose of all vehicle fluids and engine parts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency properly use, store and dispose of hazardous materials according to Material Safety Data Sheets (MSDS) and/or manufacturers labels, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency have a safety policy and training procedures in place regarding the handling of hazardous waste?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency provide the appropriate work environment with appropriate ventilation and safety gear for employees when handling hazardous materials, as required by law?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Does your agency have a program to conserve fuel and energy with respect to fleet operations (e.g. mileage/fuel efficiency tracking, no idling policy for staff)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency actively fund or apply for grants that promote and provide the means for the use of clean energy (i.e. bio-diesel, liquid propane/LPG, compressed Natural gas/CN, use of electric utility or golf carts, etc.)? (2 points)	<input checked="" type="checkbox"/>			2
		YES	NO	N/A	POINTS
8.	As part of your Equipment Asset Program, what percentage of your total fleet has been replaced with alternative fuel and/or hybrid vehicles? <i>Check only one.</i>				2
0% - 0 points					
1-10% - 1 point					
11-20% - 2 points			<input checked="" type="checkbox"/>		
21-30% - 3 points					
30-50% - 4 points					
>50% - 5 points					
		YES	NO	N/A	POINTS
9.	Does your agency limit the use and refueling of, or not use at all, gas powered equipment and vehicles during ozone action days or when the Air Quality Index exceeds 100 (orange coded days) or higher?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

11

PARKS & NATURAL RESOURCES MANAGEMENT		YES	NO	N/A	POINTS
1.	Does your agency have natural resource management plans in place for District natural areas?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
2.	Does your agency dedicate funds in its annual operations budget for natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input checked="" type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input type="checkbox"/>		
	Integrated Pest Management Program (to reduce pesticide use w/in parks)		<input checked="" type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
3.	Does your agency actively apply for grants to fund natural resource best management practices? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas		<input type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Exotic Species		<input type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input checked="" type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input checked="" type="checkbox"/>		
	Integrated Pest Management Program (to reduce the use of pesticides w/in parks)		<input type="checkbox"/>		
	Alternative/Biological Pest Control Practices in lieu of traditional chemical solutions		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
4.	Does your agency take precautions or protective measures during and after construction/development to protect soils in existing landscapes?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency use low environmental impact snow melt products (i.e. beet juice, calcium magnesium acetate)?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency modify application rates to limit/reduce the impact on surrounding areas?				

PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED		YES	NO	N/A	POINTS
6.	Has your agency phased out the use of coal tar based asphalt sealants and started the use of less toxic eco-friendly alternatives?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
7.	Does your agency try to reduce the use of fertilizers and pesticides in parks by: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Utilization of drought and disease resistant native plant species			<input checked="" type="checkbox"/>	
	Elimination of mowing in some areas			<input checked="" type="checkbox"/>	
	Reduction of the number of applications or using a single-application product			<input checked="" type="checkbox"/>	
	Use of Integrated Pest Management (IPM)			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
8.	Does your agency provide a no-mow buffer of native vegetation around water bodies to: (1 point for each checked below, with a maximum of 3 points) Check all that apply	<input checked="" type="checkbox"/>			
	Reduce Erosion			<input checked="" type="checkbox"/>	
	Reduce Non-Point Source Pollution			<input checked="" type="checkbox"/>	
	Deter Canada Geese			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
9.	Is landscaping around facilities designed with energy conservation in mind? (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Windbreaks/buffers			<input checked="" type="checkbox"/>	
	Shade Trees Along Southern Exposures of Buildings			<input checked="" type="checkbox"/>	
	Shade Trees Around Paved Areas			<input checked="" type="checkbox"/>	
	Drought Tolerant Native Plants			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
10.	Does your agency incorporate native plantings into the landscape at: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Administrative Offices			<input checked="" type="checkbox"/>	
	Recreational Building Facilities			<input checked="" type="checkbox"/>	
	Aquatic Facilities			<input checked="" type="checkbox"/>	
	Maintenance Facilities			<input checked="" type="checkbox"/>	
	Active Use Park Landscapes (i.e. sign beds, entry areas, parking lot islands, beds around playgrounds and shelters)			<input checked="" type="checkbox"/>	
	Golf Courses			<input type="checkbox"/>	
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
11.	Does your agency post no idling signage in designated areas for frequently used drop off & pick up areas for program participants?	<input type="checkbox"/>			0
		YES	NO	N/A	POINTS
12.	Is your agency responsive to private landowner activities that impact your agency's natural resource best management practices? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Encroachment			<input checked="" type="checkbox"/>	
	Illegal Dumping			<input checked="" type="checkbox"/>	
	Other: Please List			<input checked="" type="checkbox"/>	
	TOTAL NUMBER CHECKED	3			

PARKS & NATURAL RESOURCES MANAGEMENT CONTINUED		YES	NO	N/A	POINTS
13.	Does your agency properly dispose of any of the following per Material Safety Data Sheets (MSDS), manufacturer's labels or other authority's regulations? (1 point for each checked, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Fertilizers		<input checked="" type="checkbox"/>		
	Pesticides		<input checked="" type="checkbox"/>		
	Excavated material		<input checked="" type="checkbox"/>		
	Construction material		<input checked="" type="checkbox"/>		
	Other hazardous materials: Please List <small>Paints and Stains</small>		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED			5	
		YES	NO	N/A	POINTS
14.	Does your agency distribute/have available resources to explain natural resource best management practices?	<input checked="" type="checkbox"/>			1

TOTAL POINTS 39

PLANNING & OPEN SPACE PRESERVATION		YES	NO	N/A	POINTS
1.	Does your agency seek to acquire any of the following types of natural resource areas? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Remnant Prairies				
	Wetlands				
	Rivers, Streams, Tributaries				
	Ponds/Lakes				
	Floodplains				
	Greenways/Corridors			✓	
	Woodlands				
	Other: Please List				
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown			1	
		YES	NO	N/A	POINTS
2.	For the above natural resource areas checked, are they identified to be acquired for any of the following reasons? (1 point for each checked below, with a maximum of 5 points) check all that apply	<input checked="" type="checkbox"/>			
	Protect/Provide Habitats			✓	
	Increase Biodiversity			✓	
	Improve Water Quality			✓	
	Control Exotic Species			✓	
	Erosion Control			✓	
	Other: Please List Recreation and public access, climate mitigation			✓	
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown			5	
		YES	NO	N/A	POINTS
3.	Does your agency include natural resource best management practices when developing plans for park property?(1 point for each checked below, w/ a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Restoration of Natural Areas				
	Re-creation of Natural Areas			✓	
	Control Invasive Species				
	Increase Biodiversity/Wildlife Habitat			✓	
	Native Landscaping			✓	
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)			✓	
	Improve Water Quality				
	Proscribed Burning			✓	
	Bank Stabilization				
	Sediment & Erosion Control				
	Other: Please List				
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown			5	

PLANNING & OPEN SPACE PRESERVATION CONTINUED		YES	NO	N/A	POINTS
4.	Does your agency actively apply for grants to fund natural resource best management practices and projects? (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Restoration of Natural Areas		<input type="checkbox"/>		
	Re-creation of Natural Areas		<input checked="" type="checkbox"/>		
	Control Invasive Species		<input checked="" type="checkbox"/>		
	Increase Biodiversity/Wildlife Habitat		<input checked="" type="checkbox"/>		
	Native Landscaping		<input checked="" type="checkbox"/>		
	Storm water Best Management Practices (bio-swales, rain gardens, permeable paving)		<input checked="" type="checkbox"/>		
	Improve Water Quality		<input type="checkbox"/>		
	Proscribed Burning		<input type="checkbox"/>		
	Bank Stabilization		<input type="checkbox"/>		
	Sediment & Erosion Control		<input type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
5.	Does your agency provide access for the public to recreate in natural/preserved areas by means of (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Boardwalks		<input checked="" type="checkbox"/>		
	Trails		<input checked="" type="checkbox"/>		
	Fishing Piers		<input checked="" type="checkbox"/>		
	Viewing Platforms		<input checked="" type="checkbox"/>		
	Canoe/kayak launches		<input checked="" type="checkbox"/>		
	Other: Please List Climbing areas, beach access points		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			
		YES	NO	N/A	POINTS
6.	Does your agency increase public awareness of natural/preserved areas with: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Interpretive Signs		<input checked="" type="checkbox"/>		
	Educational Brochures/Pamphlets		<input checked="" type="checkbox"/>		
	Educational Posters		<input type="checkbox"/>		
	Agency Program Brochure		<input checked="" type="checkbox"/>		
	Website		<input checked="" type="checkbox"/>		
	Events/Programs		<input checked="" type="checkbox"/>		
	Public Meetings		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED Must Manually Select Number from Dropdown	5			

PLANNING & OPEN SPACE PRESERVATION CONTINUED		YES	NO	N/A	POINTS
7.	Does your agency create/maintain relationships with any of the following to ensure community-supported protection of open spaces: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Other Government Agencies		<input checked="" type="checkbox"/>		
	Not-for-Profit Organizations		<input checked="" type="checkbox"/>		
	Private Landowners		<input checked="" type="checkbox"/>		
	Other: Please List Faith based organizations - Interfaith Green Network		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
8.	Does your agency partner with organizations and/or local developers in order to provide information on living around natural resource areas or manmade detention/retention sites?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
9.	Does your agency's planning and maintenance departments work together to incorporate natural resource best management practices into traditional park and building facility site plans?	<input checked="" type="checkbox"/>			1

TOTAL POINTS

32

PROGRAMMING		YES	NO	N/A	POINTS
1.	Does your agency own and operate a nature center?	<input checked="" type="checkbox"/>			1
	a. If you answered NO, does your agency provide on-going nature education or nature interpretive programming?				
		YES	NO	N/A	POINTS
2.	Does your agency partner to provide nature programming (e.g. Audubon Society, local garden clubs, Master Gardeners, conservation organizations, soil and water conservation districts, extension services, etc.)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
3.	Does your agency provide programs regarding sustainable living (e.g. native or organic gardening, low environmental impact, composting, bee keeping)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
4.	Does your agency proactively educate residents regarding wildlife issues and ways to avoid conflicts?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
5.	Does your agency inform the community of sustainable landscape options that would help resolve issues? (i.e. algal blooms in ponds and excessive goose droppings on lawns)	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
6.	Do staff members consider any of the following "green" criteria when preparing for programs and purchasing program supplies? (1 point for each checked below, with a maximum of 5 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Minimal Packaging		<input checked="" type="checkbox"/>		
	Recycled and Recyclable Content		<input checked="" type="checkbox"/>		
	Renewable Resource Content		<input checked="" type="checkbox"/>		
	Minimum 30% Post Consumer Materials		<input checked="" type="checkbox"/>		
	Low VOC Furnishings, Paints, etc.		<input checked="" type="checkbox"/>		
	Low Toxicity Cleaning Products		<input checked="" type="checkbox"/>		
	Locally Produced Materials/Products		<input checked="" type="checkbox"/>		
	Other: Please List		<input type="checkbox"/>		
	TOTAL NUMBER CHECKED	5			
		YES	NO	N/A	POINTS
7.	Does your agency clearly communicate its waste reduction and recycling expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List PACT partners		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	5			

Check this box to clear this page

PROGRAMMING CONTINUED		YES	NO	N/A	POINTS
8.	Does your agency have and/or support a volunteer program to aid in the following? (1 point for each checked below, with a maximum of 3 points) Check all that apply.	<input checked="" type="checkbox"/>			
	Land Stewardship		<input checked="" type="checkbox"/>		
	Environmental Education		<input checked="" type="checkbox"/>		
	Other: Please List		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	3			
		YES	NO	N/A	POINTS
9.	Are program staff provided training and encouragement from supervisors in energy and resource conservation (e.g. thermostat settings, lights, recycling, etc.)?	<input checked="" type="checkbox"/>			1
		YES	NO	N/A	POINTS
10.	Does your agency actively fund and/or apply for grants to support: (1 point for each checked below, with a maximum of 4 points) Check all that apply	<input checked="" type="checkbox"/>			
	Environmental Programs		<input checked="" type="checkbox"/>		
	Interpretive Initiatives (i.e. signage, brochures, displays, etc.)		<input checked="" type="checkbox"/>		
	Nature Play Areas		<input checked="" type="checkbox"/>		
	Other: Please List		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	4			
		YES	NO	N/A	POINTS
11.	Does your agency clearly communicate its energy conservation expectations for: (1 point for each checked below, with a maximum of 5 points) Check all that apply	<input checked="" type="checkbox"/>			
	Facility Rentals		<input checked="" type="checkbox"/>		
	Special Events		<input checked="" type="checkbox"/>		
	Program Participants / Facility Users		<input checked="" type="checkbox"/>		
	Contracted Vendors / Program Instructors		<input checked="" type="checkbox"/>		
	Other: Please List PACT partners		<input checked="" type="checkbox"/>		
	TOTAL NUMBER CHECKED	5			

TOTAL POINTS	28
GRAND TOTAL OF ALL THE SECTIONS COMBINED	188
TOTAL POSSIBLE POINTS	
PERCENTAGE	93%

GRAND TOTAL POINT REVIEW

There are 202 total possible points. The percentage calculated should exclude all sections you marked not applicable. Divide your points earned by the total point eligible to find your percentage score.

90% - 100% Your agency is an environmental leader in the field and has reason to be proud.

70% - 90% Your agency is doing a very good job, and should keep up the good work. Look at those questions for which you answered NO, and develop strategies to address them.

50% - 70% Your agency is doing a good job, and certainly more than most public agencies. Look at those questions for which you answered NO, and develop a strategy to address those.

30% - 50% Your agency is doing OK, and should be proud of what it has accomplished, but still has much to work on.

30% or less Your agency has no where to go but up in terms of improving its environmental practices.

FINAL QUESTION – Does your agency have a representative on IPRA's Environmental Committee? YES or NO

Patti Staley, Director of Horticulture
Signature

2/26/2025
Date

Board review and approval for Distinguished Park and Recreation Accreditation

_____ Date



Executive Director's Report

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org



Executive Director's Report

From the desk of Jan Arnold

Friday, March 7, 2025

1. **Upcoming Board Meetings** – The Regular Board Meeting is scheduled for Thursday, March 13, 2025, at 7:30pm. The Committee of the Whole Meeting is scheduled for Thursday, April 3, 2025, 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. **Spring/Summer Brochure** – The brochure was released online on February 28. Brochures will also be delivered to Oak Park residents on March 1-3. **Program registration starts March 8 for residents and March 15 for non-residents.**
3. **Summer Job Openings** – We are currently recruiting for summer part-time positions. If you know of any good candidates, please refer them to <https://pdop.org/jobs/summer-jobs/> on our website.
4. **Shamrock Scavenger Hunt** – From March 1-16, join the hunt to find shamrocks that the leprechaun scattered around the Conservatory! Prizes will be awarded to those that find all seven lucky shamrocks hidden among our plants. Living shamrocks will also be available for sale.
5. **Maple Sugar Festival** – The festival will take place at Austin Gardens on Sunday March 9, from 11am-1pm. Learn how to identify and tap a maple tree, including drilling and setting the tap. Then, we'll simmer the sap over a fire to make syrup and maple candy! Plus, enjoy maple-themed activities in the Austin Gardens Nature Center!
6. **Legislative Breakfast** – The Annual Breakfast/Brunch was co-hosted this year by WSSRA and PDOP. The event was held on Friday, February 28th at Cheney Mansion. Approximately 60 individuals from over 13 Park Districts gathered with Senate President Don Harmon, Eileen Lynch and Representative Camille Lilly. IAPD staff reviewed the upcoming Legislative Platform which includes getting legislation to prevent OSLAD funds from being swept for unintended uses. Kassie, Jake, Chris and Sandy all attended along with five staff members.
7. **Legislative Day in Springfield** – The annual IAPD Legislative Conference will be held on Wednesday, April 30, 2025, at the Crowne Plaza, Springfield, IL. This conference provides a great opportunity to discuss the importance of parks, recreation and conservation with our legislators as well as developing our relationships, fine-tuning advocacy skills, and pursuing funding opportunities, and much more.
8. **CAPRA** – The Park District has submitted its renewal application for the CAPRA National Accreditation process. CAPRA requires agencies to meet or exceed approximately 150 national standards to achieve this distinction. The Park District has been given the review dates of May 5-9, 2025, which will be virtual.
9. **Outdoor Ice Rinks** – The Longfellow ice rink was successfully installed and filled. We opened the rink on January 8 and has remained open with the current temps. Taylor ice rink was set up and opened on January 20. Temperatures have fluctuated this winter and fortunately we were able to sustain both ice rinks for the community this winter. With the recent warm up in temps we will be taking down the ice rinks.



- 10. Andersen Park Improvements** – Bid specifications were released on Monday, January 20 for the Andersen Park improvements that will take place this summer. Bids were received on February 11 and a contract was awarded to Hacienda Landscaping at the Park Board Meeting on Thursday, February 20. A pre-construction site meeting is scheduled for March 3, and we are looking to start construction on April 1. Banners are being posted at the park to alert playground users.
- 11. Rehm Pool Project** – The Park District hired Perkins & Will (PW) to complete a Rehm Pool Master plan in 2023. In the Spring of 2024, the Park District sought competitive bids and awarded the contract to Crossroad Construction. Work on the pool began in September with the removal of the existing structure and filling in the hole. Due to multiple IDPH changes and additional comments, the project was on hold in early October awaiting the required permit. We received the IDPH permit on November 7 and notified the project team as soon as we received it from IDPH. The contractor has been working on areas that are outside of the scope of licensing, but the permit delay did cost the project about 30 days that we will need to be working through to get the project completed on time. Staff have been in close contact with the contractor to find as many opportunities to make up time as we can. The critical path work has re-started on the new pumphouse building with foundations, footings and masonry walls completed. The main pool filter has been craned into place and framing has started on the pump house roof. The piping under the pool shell is completed and inspected with the main pool footings and the pool bottom concrete has been completed. Work has started on the pool walls with all forms installed on February 28. The walls will be poured out by March 7 and crews will then be stripping forms later in the week. Piping will be ongoing in the pump house along with weathering in the building. Once walls are stripped of forms, some of the backfill work will start to get to grade. The ComEd transformer install will be completed in mid-March with final power and new switchgear going in the existing main pump room.
- 12. Cheney Mansion Master Plan** – A virtual master plan update meeting will be held on Wednesday, April 2nd at 7pm. Jan and Chris will be leading the meeting.
- 13. Cheney Mansion Geothermal Project** – Bid specifications were released on January 15 with bids received on February 7. A pre-bid conference was held on January 22 at Cheney Mansion for contractors to ask questions and learn about the project. A contract was awarded to Advanced Geothermal at the February 20 Regular Board Meeting. The drawings show 16 vertical wells drilled in the north open space and will be brought into the basement of the mansion. This work is set to take place from mid-March through mid-May. The remaining HVAC work will be bid in summer for a November start once the major events are over to minimize the impact on programming.
- 14. Irving School Turf Field** – PDOP is working with D97 on the replacement of the turf this summer on Irving School. The field will need to be closed for 4-6 weeks to get the project completed. An update will be provided once D97 is able to approve 50% of the funding.

Calendar of Events

Monday, Wednesday, and Fridays of each month – Drop-in Nature Center Hour, AGEEC, 12pm

Jan. 24 – March 31, 2025 – Winter Seed Sale, Oak Park Conservatory, 8am-5pm

March 13, 2025 – Regular Board Meeting, Hedges Administrative Center, 7:30pm

March 21, 2025 – Spring Break Silent Disco, RCRC, 6:30pm

March 29 – April 27, 2025 – Annual Plant Sale, Oak Park Conservatory

April 3, 2025 – Committee of the Whole Meeting, Hedges Administrative Center, 7:30pm

Please visit the PDOP Website for online activities and programming.



Updates and Information

Park District of Oak Park

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MARCH 2025

Updates & Information

BUSINESS OPERATIONS

Finance

Mitch Bowlin, Director of Business Operations

- Audit fieldwork was completed during the week of February 24.
- Staff are finalizing the GFOA Distinguished Budget Award application.
- The Cook County Tax Abatement Resolution has been filed for FY2024.
- The final list of Statement of Economic Interest filers has been submitted to the County. Filings are due by May 1. Please monitor your Park District email account for the filing notice.
- The District has received funds for the first installment of the FY2025 tax levy.
- Scott Sekulich and Mitch Bowlin will be in Montreal, Canada, from March 17 to 19, visiting the Amilia office to discuss product development with their staff.
- The District has signed and returned the OSLAD grant agreement for Longfellow Park.

Marketing & Communications

Ann Marie Buczek, Director of Marketing & Community Engagement

- Developed marketing and communication materials to support spring/summer program registration, spring events, and more.
- Continued developing the Gold Medal application in preparation for the March submission.
- Welcomed Michelle Valle-Flores to the Marketing Team as our new Graphic Designer.
- Preparing materials to host the Chamber of Commerce Business Afterhours, scheduled for March 11.
- Developed and presented the 2025 Social Media Marketing Strategy for the Oak Park Conservatory.
- Created marketing plans to support upcoming construction projects, including the Cheney Mansion Geothermal project, Andersen Park renovation, and Rehm Pool diving well.
- Ann Marie attended IPRA's Safe Zone conversation on DEIB and recommended this training to staff.
- Secured \$3,150 from Petite Smiles and Battistoni & Beam for facility advertising and event sponsorships.

Guest Services

Scott Sekulich, Registration and Customer Support Manager

- Thus far, around 390 financial assistance applications have been submitted for 2025.
- \$30,163 in scholarship funds were used in February 2025.
- 23 dog park renewals were purchased in February, with 3 of them being non-residents.
- Summer camp registration went well, with nearly 7,400 activity registrations in the first 10 minutes. Currently, there are 9,980 registrations across 2,350 children and 1,705 different families.

Human Resources

Paula Bickel, Director of Human Resources & Risk Management

- Actively recruiting for the Full-Time General Maintenance Worker, Finance Manager, and Facilities Operations Supervisor positions.
- Trained staff members in New Hire Orientation, Customer Service, First Aid and CPR/AED, and Recognizing & Responding to Microaggressions.
- Conducted a Full-Time Benefits Orientation session.
- Continued working on upgrading the camera systems.
- Staff attended job fairs at Mount Carmel High School, OPRF High School, St. Patrick High School, and Northern Illinois University (NIU).
- Staff participated in professional development training, including Supervisory Skills, Mastering the Art of Influence, and Playground Maintenance Technician courses.
- Creating training roadmap plans for supervisory-level staff and above.
- Staff attended Wellness Committee, Career Pathways Committee, and Safety Action Committee meetings.
- Completed facilities inspections.
- The Safety Action Committee performed Hazard Hunters at various PDOP locations.
- Delivered Park Code Ordinance blue books to the Oak Park Police for staff distribution.
- Kicked off PDRMA's 2025 Loss Control Review with Senior Leadership and the key Maintenance Manager.

PARKS AND PROPERTIES

Maintenance & Operations

Chris Lindgren, Deputy Director of Properties & Planning

- **Parks**
 - Staff worked diligently to keep the outdoor ice rinks at Longfellow and Taylor Park skateable, providing a longer outdoor ice-skating season for the community compared to recent years. By the last week of February, warmer weather brought the season to an end.
 - Staff have been preparing equipment for the upcoming mowing season.
 - Holiday lights in the parks were turned off on March 1, and staff are now in the process of removing them for the season.
- **Facilities**
 - Staff completed playground inspections.
 - Accurate Fire conducted the annual required fire extinguisher inspections at all Park District locations. Fire extinguishers were inspected, replaced as necessary, and tagged.
- **Special Facilities**
 - Staff began cleaning up leaf and tree debris at Rehm Pool that accumulated over the fall and winter. The maintenance team has also started grinding and preparing the railings for painting.
 - Staff have been working on obtaining competitive quotes for pool equipment at Rehm Pool, including an automatic pool vacuum, low-profile guard chairs, deck chairs, and a portable aquatic lift.

- Staff have prepared for the annual ice show scheduled for March 14, 15, and 16. Setup was planned for March 7, with the maintenance and operations teams collaborating to ready the facility for the show and guests.
- The Ridgeland Skate Shop Improvement Project was set to go out to bid on March 5. Staff is confident that this project, which was delayed for a year, will attract bidders.
- **PACT**
 - Finalized schedules have been sent to Partner, Associate, and Companion members. Scheduling has now opened to Tenant groups.
 - The spring session will begin in mid-March.

Historic Properties

Susan Crane, Historical Properties & Special Events Manager

- **Cheney Mansion**
 - February is our second quiet month before private rentals and programming really pick up in March. However, it also brings a busy week of Valentine's events. Teens were busy cooking sweets in the Cheney kitchen, and our popular Valentine Dinner Dance had 55 guests enjoying an evening of dinner, dance instruction, open dancing, and a rose at the end of the night! We wrapped up the week with a family Valentine Dance Party, featuring a glow-in-the-dark theme!
 - Oak Park Festival Theater held auditions at Cheney Mansion for their 50th season, with 300 actors participating. Callbacks were held at the end of the month as they prepare for a busy summer at Austin Gardens.
 - Appointments for future rentals were brisk in February, and 18% of those appointments resulted in bookings within the same month.
- **Pleasant Home**
 - Valentine's week at Pleasant was delightful, featuring our Victorian Valentine's Tea with 45 participants. We also hosted our Valentine Silent Movie, and at the end of the month, about 12 people joined us for Yoga Brunch.
 - We hosted a private event, and appointments at Pleasant were also brisk.
 - Our docents were available for free tours on Sunday, February 2, and every Thursday. However, the colder weather kept traffic light, especially at the beginning of the month.
- **Community Events**
 - The Summer Concerts in the Park Committee met at the beginning of the month and selected the lineup of bands for the summer, with dates being confirmed.
 - Winter Fest took place for the first time at Longfellow Park, and we made great use of the outdoor ice rink! The Ice Bears, Oakie, and Parker were on hand to inspire people to get on the ice. We provided free skate rentals, and many first-time skaters gave it a try. A big thanks to Oakie and Parker for assisting those first-timers. The event also featured ice fishing, hot chocolate, and games inside Longfellow. The rink, playground, and activities proved to be a great draw for families looking to get out of the house. Parking was easy, and we plan to hold the event at Longfellow again next year, especially if the rink is open.

Oak Park Conservatory

Patti Staley, Director of Horticulture and Conservatory Operations

- The Conservatory welcomed 2,573 visitors in February.
- Hosted 3 rentals, 3 photo shoots, and 2 children's birthday party packages.
- Storytime had 27 participants.
- Toddler Exploration Time had 58 participants.
- The Lunar New Year event was held at the Conservatory in partnership with Brookfield Zoo, Lycée Chicago, Early Childhood Collaboration, and the library. The event attracted 355 people and featured live snakes from Brookfield Zoo, cultural crafts and activities, a Book Bike with Lunar New Year books, and dragon dancers in the Rubinstein Garden.
- The Orchid Lecture had 100 participants.
- The Plant Help Desk at the Conservatory assisted 7 people with plant-related needs.
- The horticulture team assessed and pruned 494 trees under 10" in diameter across 6 parks for dormant winter pruning. Dormant winter pruning continues into the winter months by our contracted tree company for trees over 10" in diameter.

RECREATION

Ridgeland Common Recreation Complex

Mike Baiardo, Superintendent of Special Facilities

- **Aquatics**
 - Staff are working on summer training dates for pool leadership, lifeguards, and facility-specific training for lifeguards, cashiers, swim lesson instructors, and emergency action plans, with all pool staff combined.
 - A total of 94 lifeguards have been hired tentatively before passing the certification course for Summer 2025. Of those, 64 lifeguards, including leadership staff, are returning, and approximately 30 new applicants have been invited to the swim test.
 - Pool passes for the 2025 Summer Season are now on sale, with a total of 826 passes purchased by February 10.
- **Ice Arena**
 - As of February 10, the following Rink Passes were sold for 2025: 52 Rink/Pool Combo Passes and 25 Rink Passes.
 - The next rink special event is scheduled for Valentine's Day, February 14, from 6:25 to 8:15 pm. The event, which is geared toward all ages, will feature a scavenger hunt, craft activities, and a word jumble.
 - The annual Ice Show is scheduled for March 14 at 6:00 pm, March 15 at 1:30 pm and 6:00 pm, and March 16 at 1:30 pm. A total of 230 registrations have been received for the Ice Show's performances. This year's theme is Adventures on Ice. Staff are finishing choreography for the numbers/pieces. Setup for the Ice Show will take place on March 7, followed by dress rehearsals on March 11 and 12.
- **Customer Service**
 - Actively interviewing candidates for one Guest Services staff position to fill an early morning shift vacancy.

- Resident Summer Camp registration went smoothly. Staff noted that most calls were from participants looking to switch camps or adjust their registrations after signing up for multiple sessions.
- In addition to monthly meetings, staff have introduced a seasonal tool: an informative newsletter that provides guest service representatives with season-specific information not included in the program guide. The Guest Services Supervisor is collaborating with managers to provide this information.

Gymnastics & Recreation Center

Keith Kerrigan, Program & Operations Manager

- The Winter 2025 class session began on Monday, January 6.
- Starting with the Winter session, the GRC has added an additional weekly Preschool Playtime to its regular schedule on Thursday mornings.
- The GRC was closed on Monday, January 20, in observance of Martin Luther King Jr. Day.
- Parents Night Out served 21 out of 30 participants for the month of January.
- The Boys and Girls competitive teams participated in the Windy City Gymnastics competition at Navy Pier, as well as the King Arthur competition, with many participants earning awards.

General Recreation

Joe Lilly, Program Manager

- **Camps**
 - Summer camp registration took place earlier last month, and we are currently at 9,899 total registrations for the summer.
 - Our final group interview of the season for camp counselors is scheduled for March 22nd.
- **Afterschool/Teens**
 - The teen event "Pizza My Heart" took place over Valentine's Day weekend and was at capacity.
 - The Afterschool program is gearing up for spring and preparing the facilities for Spring Break Camp.
- **Early Childhood Education**
 - An open house for our preschool classes is scheduled for March 31st at the Carroll Center.
 - The indoor playground has sold 124 memberships so far this season.
- **Arts/Lifelong Learners**
 - "Active Adults" has officially been renamed to Lifelong Learners, effective with the Spring Program Guide.
 - Pour Paint art classes continue to be popular.
 - Our youth dance classes continue to fill up, with waitlists in place.
- **Nature/Adventure**
 - Weekday classes at Austin Gardens continue to grow, especially our homeschool science classes.
 - We held two teen adventure trips in early March: skiing and maple syrup tapping.

Community Recreation Center**Chad Drufke, Program Manager**

- **CRC**
 - As of March 3, we have 5,902 paid monthly CRC memberships, along with 3,956 free track memberships and 1,064 free CRC afterschool memberships. In total, we have 10,992 CRC memberships, both free and paid.
 - In late February, we offered a Mental Health Wellness seminar in partnership with NAMI. The seminar, titled Mental Health 101, covered the basics of mental health and mental health conditions.

- **Sports/Martial Arts**
 - The grades 3-8 youth basketball league will have their post-season tournament in early March, culminating with the championship games for each level, which will be played on the main court at OPRFHS.
 - We were awarded the NRPA Million Coaches Grant for our youth sports leagues. This grant will provide in-person and virtual training from the Positive Coaching Alliance for our youth sports league volunteer coaches this year.
 - We will offer two sports partnership camps this spring break: the Chicago Edge Soccer Camp and the Elmhurst Ultimate Ninja Warrior Camp.
 - Peyton Rapier and Chad Drufke attended the KNPE/Sport Management Career Fair at Northern Illinois University in late February, where we spoke with sports management students about potential candidates for our summer sports internship.



Revenue/Expense Status Reports

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org

Memo

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

From: Mitch Bowlin, Director of Business Operations

CC: Jan Arnold, Executive Director

Date: March 7, 2025

Re: February 2025 Revenue Expense Report



Statement

Attached with this memo are the Revenue and Expense summary charts and reports. The 2025 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 February 2023 and February 2024.

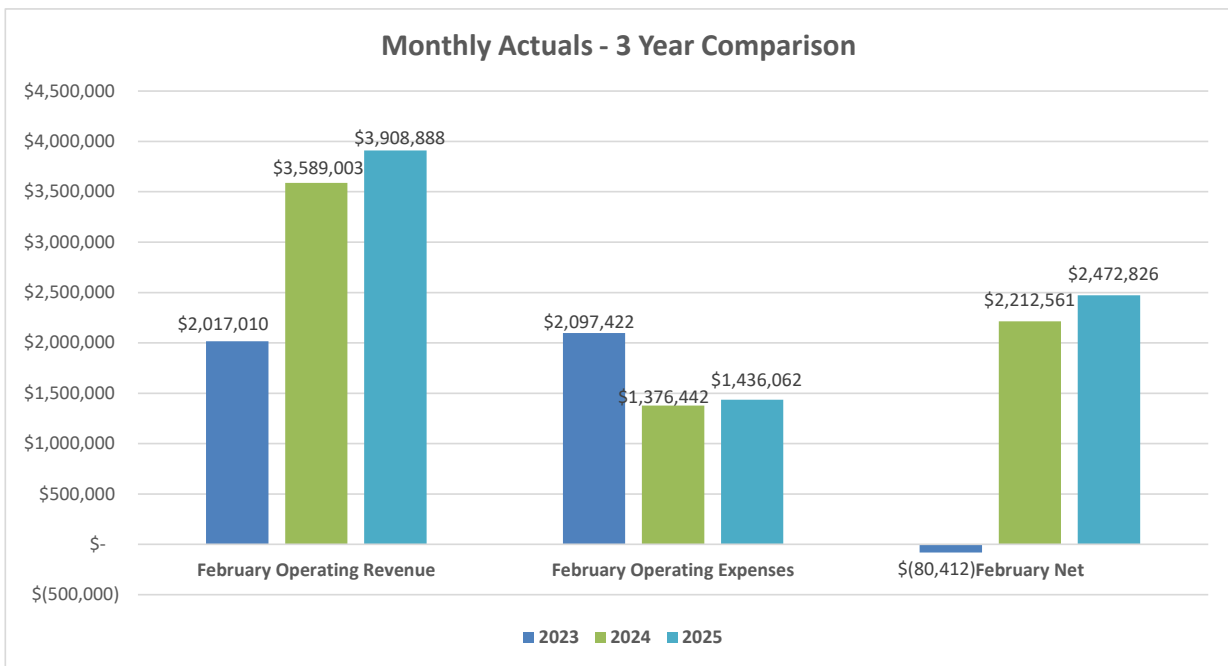
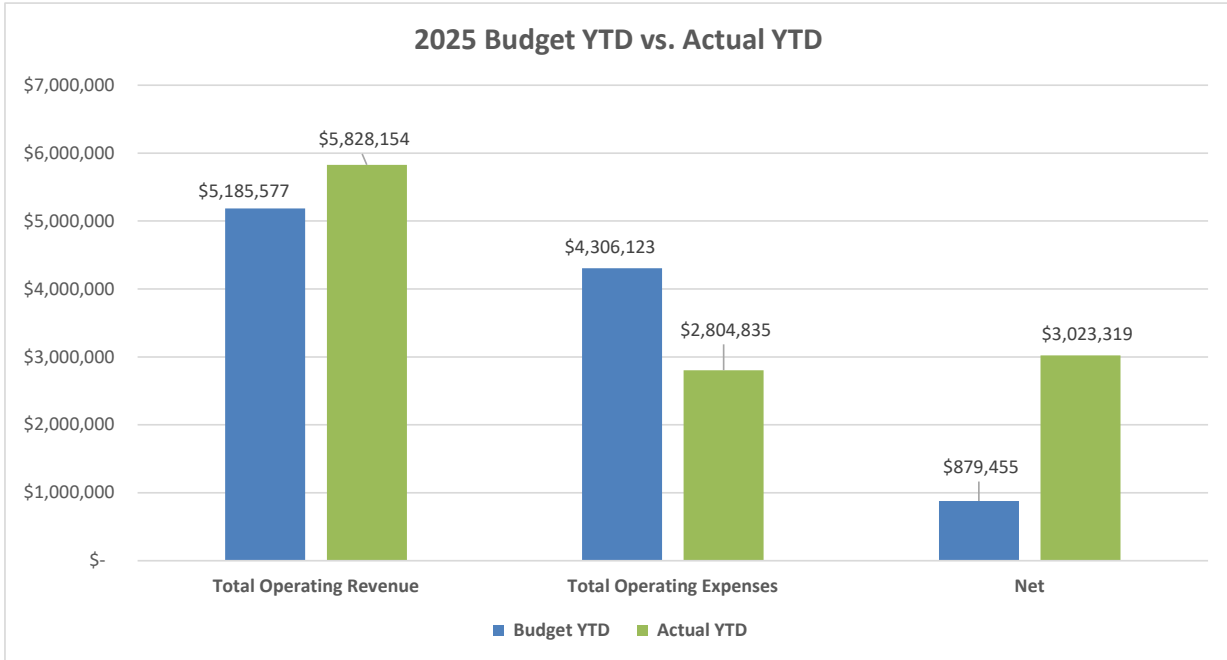
Operating revenues for February are 12% over YTD budget expectations and 11% over prior YTD. These budget variances are driven primarily by earlier than expected tax revenues from the County, and higher levels of interest income due to current interest rates. Fees and charges are 32% over budget mainly due to timing of CRC membership payments. Since payments are run at the end of the month for the next month, there are two payments recognized in January whereas the budget was split up evenly with one payment per month for twelve months. The dollar value of this variance will remain until December, however the percentage will close as more rentals and pass sales occur throughout the year. Program revenue in the Ice Rink and Gymnastics budgets are both below YTD Budget due to timing variances based on customers taking payment plan options for the registrations. These numbers will be made up by June as registration for both camps are strong.

Operating expenses for February 35% under YTD budget and 32% over prior YTD. The primary driver for the variance between actual and budget is timing of expenses in the Capital Fund – these variances will decrease as the year progresses. An additional item to note is that YTD actuals in the utility lines are over YTD budget expectations by over \$40,000. This is due to a quicker processing time for bills through our new P-Card system. To date there is no concern that utilities will exceed budget by that magnitude for the year. The variance is due to timing between estimated budget splits and actual processing time.

As a reminder there were some significant changes to the fund structure for the 2025 Budget. Full Time Special Facilities Maintenance employees are now coded under Parks and Planning in the Corporate Fund, all CRC activity was moved to the Special Facilities Fund, fitness programming is now reported under General Recreation, and the Corporate fund has a monthly transfer to the Capital Fund.

Attached: February 2025 Revenue/Expense Report

Revenue and Expense Summary Charts - February 2025





February 2025 Revenue and Expense Report - by Fund

	<u>Operating Funds</u>										February Total	Budget YTD	Actual YTD	Prior YTD
	Corporate	IMRF	Liability	Audit	Recreation	Museum	Special Rec	Special Facilities	Capital Projects	Historic Properties				
Taxes	\$ 815,096	\$ 28,387	\$ 57,172	\$ 2,578	\$ 700,597	\$ 4,726	\$ 67,986	\$ -	\$ -	\$ -	\$ 1,676,544	\$ 1,251,120	\$ 1,676,544	\$ 1,281,094
Fees and Charges	\$ 14,133	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 253,912	\$ -	\$ 39,500	\$ 307,545	\$ 511,610	\$ 676,067	\$ 567,276
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,000	\$ 34,694
Miscellaneous Income	\$ 63,202	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,695	\$ -	\$ -	\$ 68,897	\$ 79,691	\$ 142,075	\$ 150,876
Sponsorship & Donations	\$ 512	\$ -	\$ -	\$ -	\$ 2,798	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,310	\$ 41,458	\$ 31,248	\$ 13,915
Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 347,620	\$ -	\$ 347,620	\$ 695,240	\$ 695,241	\$ 682,228
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ 1,185,929	\$ -	\$ -	\$ 308,616	\$ -	\$ 10,426	\$ 1,504,971	\$ 2,572,457	\$ 2,572,286	\$ 2,499,969
Total Revenue	\$ 892,944	\$ 28,387	\$ 57,172	\$ 2,578	\$ 1,889,324	\$ 4,726	\$ 67,986	\$ 568,223	\$ 347,620	\$ 49,926	\$ 3,908,888	\$ 5,185,577	\$ 5,828,154	\$ 5,243,509
Wages	\$ 214,780	\$ -	\$ 5,621	\$ -	\$ 200,506	\$ -	\$ 2,253	\$ 161,516	\$ -	\$ 16,178	\$ 600,856	\$ 1,349,980	\$ 1,115,126	\$ 837,357
Contractual Services	\$ 75,542	\$ -	\$ 1,160	\$ -	\$ 29,126	\$ -	\$ -	\$ 18,856	\$ -	\$ 9,638	\$ 134,322	\$ 618,804	\$ 332,287	\$ 209,520
Materials and Supplies	\$ 16,401	\$ -	\$ 760	\$ -	\$ 21,028	\$ -	\$ -	\$ 12,520	\$ -	\$ 110	\$ 50,819	\$ 333,033	\$ 73,025	\$ 43,058
Benefits	\$ 44,369	\$ 16,204	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,573	\$ 179,300	\$ 147,944	\$ 109,812
Miscellaneous Expense	\$ 15,148	\$ -	\$ -	\$ -	\$ 45,922	\$ -	\$ -	\$ 8,763	\$ -	\$ 360	\$ 70,193	\$ 171,386	\$ 137,638	\$ 130,709
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utilities	\$ 35,248	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,010	\$ -	\$ 1,320	\$ 47,579	\$ 9,061	\$ 50,265	\$ 26,094
Other Financing Uses	\$ 105,981	\$ -	\$ -	\$ -	\$ 265,512	\$ -	\$ -	\$ 70,129	\$ -	\$ 12,158	\$ 453,780	\$ 907,560	\$ 907,560	\$ 877,713
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,940	\$ -	\$ 17,940	\$ 737,000	\$ 40,990	\$ (106,395)
Total Expense	\$ 507,470	\$ 16,204	\$ 7,542	\$ -	\$ 562,094	\$ -	\$ 2,253	\$ 282,796	\$ 17,940	\$ 39,763	\$ 1,436,062	\$ 4,306,123	\$ 2,804,835	\$ 2,127,868
Net	\$ 385,474	\$ 12,183	\$ 49,630	\$ 2,578	\$ 1,327,230	\$ 4,726	\$ 65,732	\$ 285,427	\$ 329,681	\$ 10,163	\$ 2,472,826	\$ 879,455	\$ 3,023,319	\$ 3,115,642
	<u>Non-Operating Funds</u>													
	<u>Health</u>	<u>February</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>Prior YTD</u>									
	<u>Insurance</u>	<u>Total</u>												
Taxes	\$ -	\$ -	\$ -	\$ -	\$ -									
Fees and Charges	\$ 15,713	\$ 15,713	\$ 36,056	\$ 31,622	\$ 30,805									
Intergovernmental	\$ -	\$ -	\$ -	\$ -	\$ -									
Miscellaneous Income	\$ -	\$ -	\$ -	\$ 1,204	\$ 1,204									
Sponsorship & Donations	\$ -	\$ -	\$ -	\$ -	\$ -									
Other Financing Sources	\$ 106,160	\$ 106,160	\$ 212,319	\$ 212,319	\$ 195,485									
Program Revenue	\$ -	\$ -	\$ -	\$ -	\$ -									
Total Revenue	\$ 121,872	\$ 121,872	\$ 248,375	\$ 245,145	\$ 227,493									
Wages	\$ -	\$ -	\$ -	\$ -	\$ -									
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -									
Materials and Supplies	\$ -	\$ -	\$ -	\$ -	\$ -									
Benefits	\$ 110,542	\$ 110,542	\$ 249,459	\$ 214,640	\$ 122,707									
Miscellaneous Expense	\$ -	\$ -	\$ -	\$ -	\$ -									
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -									
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -									
Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -									
Capital Projects	\$ -	\$ -	\$ -	\$ -	\$ -									
Total Expense	\$ 110,542	\$ 110,542	\$ 249,459	\$ 214,640	\$ 122,707									
Net	\$ 11,330	\$ 11,330	\$ (1,083)	\$ 30,506	\$ 104,786									

February 2025 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

	<u>February-25</u>	<u>Budget YTD</u>	<u>Actual YTD</u>	<u>Prior YTD</u>
<u>Operating Funds</u>				
Corporate Fund				
10-00- Administration				
Revenue	\$878,298	\$710,599	\$984,623	\$807,914
Expense	(\$273,743)	(\$652,656)	(\$542,775)	(\$281,552)
Net	\$604,555	\$57,943	\$441,848	\$526,362
10-35- Conservatory				
Revenue	\$14,211	\$25,831	\$24,024	\$22,217
Expense	(\$30,775)	(\$76,079)	(\$57,616)	(\$22,829)
Net	(\$16,564)	(\$50,249)	(\$33,592)	(\$611)
10-50- Parks and Planning				
Revenue	\$436	\$9,815	\$2,177	\$35,736
Expense	(\$202,952)	(\$462,400)	(\$375,729)	(\$287,173)
Net	(\$202,516)	(\$452,586)	(\$373,552)	(\$251,437)
Total Corporate				
Revenue	\$892,946	\$746,244	\$1,010,824	\$865,867
Expense	(\$507,470)	(\$1,191,136)	(\$976,120)	(\$591,553)
Net	\$385,476	(\$444,892)	\$34,704	\$274,314
IMRF Fund				
15-00-				
Revenue	\$28,387	\$21,184	\$28,387	\$18,236
Expense	(\$16,204)	(\$44,856)	(\$40,656)	(\$29,707)
Net	\$12,183	(\$23,672)	(\$12,268)	(\$11,472)
Liability Fund				
16-00-				
Revenue	\$57,172	\$43,248	\$57,172	\$35,126
Expense	(\$7,542)	(\$221,116)	(\$14,383)	(\$8,904)
Net	\$49,630	(\$177,868)	\$42,789	\$26,221
Audit Fund				
17-00-				
Revenue	\$2,578	\$1,924	\$2,578	\$3,346
Expense	\$0	\$2,490	\$0	(\$910)
Net	\$2,578	\$4,414	\$2,578	\$2,436
Recreation Fund				
20-00- Administration				
Revenues	\$701,245	\$530,998	\$701,493	\$545,721
Expense	(\$377,837)	(\$749,090)	(\$729,293)	(\$810,903)
Net	\$323,408	(\$218,092)	(\$27,800)	(\$265,181)

February 2025 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

	February-25	Budget YTD	Actual YTD	Prior YTD
20-05- Communications				
Revenue	\$2,150	\$28,150	\$29,142	\$11,440
Expense	(\$35,448)	(\$100,915)	(\$53,949)	(\$42,633)
Net	(\$33,298)	(\$72,765)	(\$24,807)	(\$31,193)
20-51- Customer Service				
Revenues	\$0	\$0	\$0	\$0
Expense	(\$32,038)	(\$67,135)	(\$57,852)	(\$46,419)
Net	(\$32,038)	(\$67,135)	(\$57,852)	(\$46,419)
20-25- Fitness				
Revenue	\$0	\$0	\$0	\$58,218
Expense	\$0	\$0	\$0	(\$7,162)
Net	\$0	\$0	\$0	\$51,056
20-26- Youth Athletics				
Revenue	\$306,432	\$462,340	\$483,764	\$465,340
Expense	(\$11,190)	(\$29,309)	(\$14,338)	(\$17,464)
Net	\$295,242	\$433,031	\$469,427	\$447,876
20-27- Adult Athletics				
Revenue	\$23,230	\$32,980	\$32,484	\$27,065
Expense	(\$166)	(\$5,694)	(\$166)	(\$957)
Net	\$23,064	\$27,286	\$32,318	\$26,108
20-28- CRC				
Revenue	\$0	\$0	\$0	\$225,771
Expense	\$0	\$0	\$0	(\$57,223)
Net	\$0	\$0	\$0	\$168,548
20-61- Community Programs				
Revenue	\$594,625	\$910,806	\$973,650	\$876,718
Expense	(\$80,561)	(\$169,549)	(\$129,218)	(\$71,204)
Net	\$514,064	\$741,257	\$844,433	\$805,515
20-62- Fine Arts				
Revenue	\$234,436	\$252,242	\$289,340	\$303,120
Expense	(\$8,179)	(\$26,854)	(\$11,959)	(\$16,278)
Net	\$226,258	\$225,389	\$277,380	\$286,842

February 2025 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

	February-25	Budget YTD	Actual YTD	Prior YTD
20-63- Early Childhood				
Revenue	\$27,205	\$58,808	\$80,858	\$90,429
Expense	(\$16,544)	(\$32,410)	(\$27,397)	(\$25,829)
Net	\$10,661	\$26,398	\$53,461	\$64,600
Total Recreation				
Revenue	\$1,889,324	\$2,276,324	\$2,590,731	\$2,603,823
Expense	(\$561,964)	(\$1,180,955)	(\$1,024,172)	(\$1,096,072)
Net	\$1,327,360	\$1,095,369	\$1,566,559	\$1,507,751
Museum Fund				
21-00-				
Revenue	\$4,726	\$3,527	\$4,726	\$7,666
Expense	\$0	(\$10,183)	\$0	\$80
Net	\$4,726	(\$6,656)	\$4,726	\$7,746
Special Recreation Fund				
22-00-				
Revenue	\$67,986	\$50,734	\$67,986	\$49,511
Expense	(\$2,253)	(\$150,338)	(\$110,224)	(\$109,783)
Net	\$65,732	(\$99,604)	(\$42,238)	(\$60,273)
Special Facilities Fund				
25-00- Administration				
Revenue	\$0	\$2,960	\$0	\$6,194
Expense	(\$83,627)	(\$182,485)	(\$167,292)	(\$88,034)
Net	(\$83,627)	(\$179,525)	(\$167,292)	(\$81,840)
25-19- Pools				
Revenue	\$132,636	\$154,429	\$174,920	\$144,564
Expense	(\$10,029)	(\$31,529)	(\$15,377)	(\$12,248)
Net	\$122,607	\$122,900	\$159,542	\$132,316
25-20- Rink				
Revenue	\$185,855	\$479,856	\$393,655	\$440,916
Expense	(\$35,351)	(\$100,967)	(\$56,518)	(\$45,091)
Net	\$150,504	\$378,889	\$337,137	\$395,825

February 2025 Summarized Revenue Expense Report



PARK DISTRICT of OAK PARK

	February-25	Budget YTD	Actual YTD	Prior YTD
25-24- Gymnastics				
Revenue	\$125,596	\$410,814	\$352,175	\$282,895
Expense	(\$62,863)	(\$122,715)	(\$131,533)	(\$123,325)
Net	\$62,733	\$288,099	\$220,643	\$159,571
25-28- CRC				
Revenue	\$123,946	\$251,504	\$352,820	\$0
Expense	(\$61,337)	(\$173,568)	(\$112,355)	\$0
Net	\$62,610	\$77,936	\$240,465	\$0
25-50- Maintenance				
Revenue	\$190	\$213	\$300	\$400
Expense	(\$29,589)	(\$88,088)	(\$48,507)	(\$78,679)
Net	(\$29,399)	(\$87,875)	(\$48,207)	(\$78,279)
Total Special Facilities				
Revenue	\$568,223	\$1,299,776	\$1,273,870	\$874,969
Expense	(\$282,796)	(\$699,352)	(\$531,582)	(\$347,376)
Net	\$285,427	\$600,424	\$742,288	\$527,593
Capital Projects Fund				
70-xx- Revenue	\$347,620	\$695,240	\$695,241	\$682,595
Expense	(\$17,940)	(\$737,000)	(\$40,990)	\$106,028
Net	\$329,681	(\$41,760)	\$654,250	\$788,623
Historic Properties Fund				
85-00- Revenue	\$49,926	\$47,375	\$95,959	\$102,738
Expense	(\$39,763)	(\$67,864)	(\$67,106)	(\$50,036)
Net	\$10,163	(\$20,489)	\$28,853	\$52,702
<u>Non-Operating Funds</u>				
Health Insurance Fund				
50-00- Revenue	\$121,872	\$248,375	\$245,145	\$227,493
Expense	(\$110,542)	(\$250,292)	(\$214,640)	(\$122,707)
Net	\$11,330	(\$1,917)	\$30,506	\$104,786



Annual Historic Properties Operations Report

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org

Memo

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

From: Susan Crane, Historic Properties & Special Events Manager

CC: Jan Arnold, Executive Director

Date: March 4, 2025

Re: Annual Historic Properties Operations Report



Statement

The attached Historic Properties Facility Operations Report summarizes 2024 events, programs, and community activities at Cheney Mansion and Pleasant Home.

Discussion

Included in the report are revenue and expense statistics and comparisons to 2023 actuals for the combined properties of Cheney Mansion and Pleasant Home

Conclusion

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

Attached: 2024 Historic Properties Operations Report



2024 Historic Properties Operations Report

HISTORIC HOMES MISSION STATEMENT

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

PLEASANT  HOME
Beauty & Architecture that is distinctly Oak Park

CHENEY  MANSION
Distinctive Charm, Inspiring Setting

Cheney Mansion

- Cheney Mansion was designed and completed between 1911 and 1913 by Charles E. White Jr. The home had three owners before the Park District took possession in 1985. No funding was designated for its support.
- Over the last thirty-nine years, the home has been the site for weddings, private and corporate events, fundraisers, and film shoots.
- The Park District also hosts programs and special events at Cheney to provide the community with activities for people of all ages and interests.

Pleasant Home

- Pleasant Home was built in 1897 and designed by architect George W Maher, is one of the earliest examples of Prairie-style architecture in the country.
- Pleasant Home was listed on the National Register of Historic Places in 1972. In 1996 the National Park Service made Pleasant Home a National Historic Landmark.
- This 30-room architectural gem is a showcase of 19th-century craftsmanship and artistry, with rich custom woodwork throughout the location, extraordinary art glass windows, a massive fireplace, intricate woodcarvings, and tile work. Pleasant Home is a distinctive venue for weddings, private celebrations, corporate events, fundraisers, and Park District special events.



REVENUE

Revenue for both homes are collected from four sources:

- Rentals
- Preferred caterer fees
- Coach house rental at Cheney Mansion
- Recreational programs

RENTALS

- Cheney Mansion Capacity is 150-170 Indoor Seated/225 Cocktail style. Pleasant Home Capacity is 100 guests.
- A seasonal tent is installed on the patio at Cheney from April through October.
- Latest end time for events is 11pm.
- Staff strictly adhere to outdoor music cut off times of 10 pm Fridays and Saturdays, and 9 pm on Sundays.
- Both locations have workable kitchen equipment for caterer use.

CATERERS

- Shared list for both locations with 8 caterers on our preferred list.
- Reviewed annually by Manager.
- Annual fee is \$2000.

COACH HOUSE

- Managed by Oak Park Residence Corporation/Housing Forward as a residential facility.
- Monthly rent is \$2130.

PROGRAMS

- Planned as family and adult focused events.
- Partner with other Recreation areas and local partners to offer programming at the homes.

STAFFING

DAILY OPERATIONS

- In 2024, Cheney Mansion and Pleasant home was managed by one full-time Manager of Operations, one full-time Event Coordinator, part-time Event Supervisors, and part-time Event Attendants.
- The Manager, Coordinator, and Supervisors book the events and work with the clients and caterers on execution, as well as provide guidance during events for event attendants. They also work and plan adult and family programs at both homes, give tours, and maintain client communications.
- We also maintain a staff of part-time Event Attendants to work events at both properties as well as the large community events for the Park District.

EVENT MANAGEMENT

- Depending upon the size of an event, the part time Supervisor, Event Coordinator, or Manager are the lead for the event and two to four Event Attendants are scheduled.
- Independent catering staff sets up and breaks down for food and beverage service for private events.
- Historic Properties Staff facilitate and set up ceremonies, work with independent caterers, clients and outside vendors for successful execution of timelines. Historic Properties Staff also handle regular custodial duties and cleaning requirements for the homes, as well as provide additional support for other community events and programs.

CONTRACTUAL

- In 2024, as we continued our initiative to make both properties cultural destinations. To achieve this, we parented with the Oak Park River Forest Symphony, Animal Care League, Oak Park Festival Theater, and local entertainers.
- With our many nonprofit partnerships, revenue from events is shared to help these organizations.



2024 CHENEY MANSION HIGHLIGHTS

- The number of private rental events held at Cheney in 2024 was 98, up 12% from 2023. Weddings and non-weddings increased, and we saw a slight uptick in corporate rentals.
- Programs in 2024 are where we continue to see year after year increases. Revenue from PDOP hosted programs and events at Cheney increased 24% from 2023.
 - We added a Bridgerton Event for 21+ complete with string quartet, dance lessons, and full costumes.
 - We also tested a new partnership with Fitzgerald's Nightclub for a Holiday event which was a huge success.
 - Cooking for teens and adults continues to be popular. As such, we added another 2-week session to our summer teen camp. Our chef also led themed cooking classes and dinners such as Dia de Los Muertos and the Lunar New Year.
 - New programming with Carnivore Oak Park has been added. In addition, Oak Park Festival Theater hosted a New Works evening.
 - Partnerships with local businesses are a win for all entities involved.
- Family Programs continue to be very strong throughout the year.
- Themed events around the holidays continue to be close to or at capacity.
- Cheney was fully tuckpointed later in the year after our major outdoor events.

2024 PLEASANT HOME HIGHLIGHTS

- The number of private rentals events held at Pleasant Home in 2024 was 41, flat to 2023. Event rental revenue however increased by 26%
 - Special Rentals picked up the shortfall we initially saw in weddings with the exit of Pleasant Home Foundation.
- Program revenue in 2024 increased at Pleasant Home more than double the revenue from 2023.
 - Oak Park River Forest Symphony and Oak Park Festival Theater both ran programming in Winter and Spring pulling from their audiences.
 - Family themed events, that fit the ambiance of the home continue to be tested.
 - We added the Santa Trolley to our Holiday Events at Pleasant. Both Sundays were at capacity and were able to serve an additional 480 patrons at this popular event.
 - Family Events continued to be strong this year with a Victorian Valentine Tea, Bunny Bingo, a Percy Jackson Event, and Fancy Nancy.
- The Docent Program saw great numbers with the addition of free tours one Sunday a month and marketing efforts to ensure the public knew the home was still open. We had over 1000 visitors in 2024.
 - Docents also curated a new self guided tour book with photos in which PDOP's marketing department created. We also had a QR code available for people to download on their phones while touring.



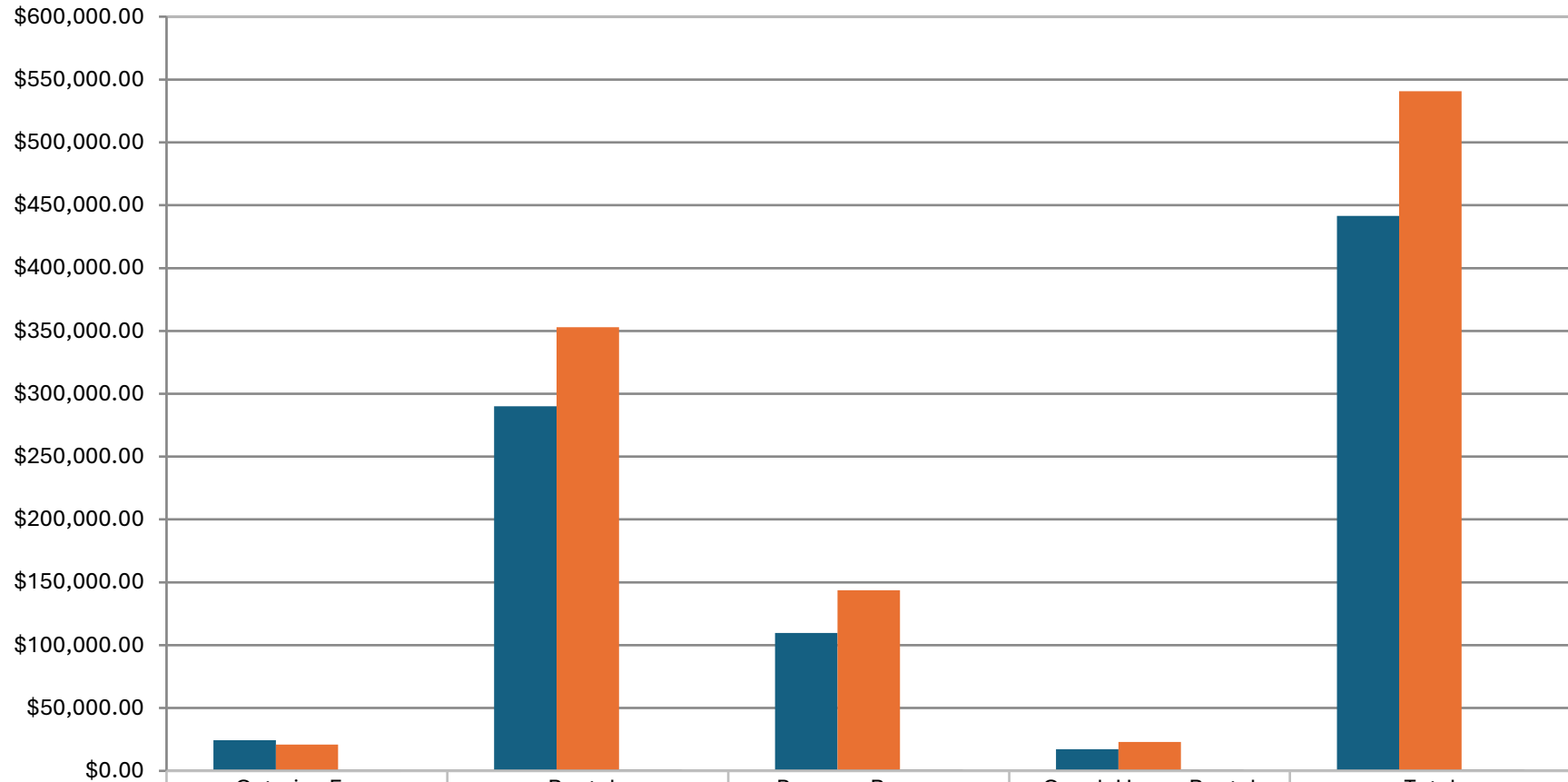
2024 Historic Homes Revenue Comparison

Combined revenue for the homes increased in 2024:

Program revenue continues to increase through partnerships and offerings.

Rental revenue increased in both locations since 2023 in weddings and special rentals.

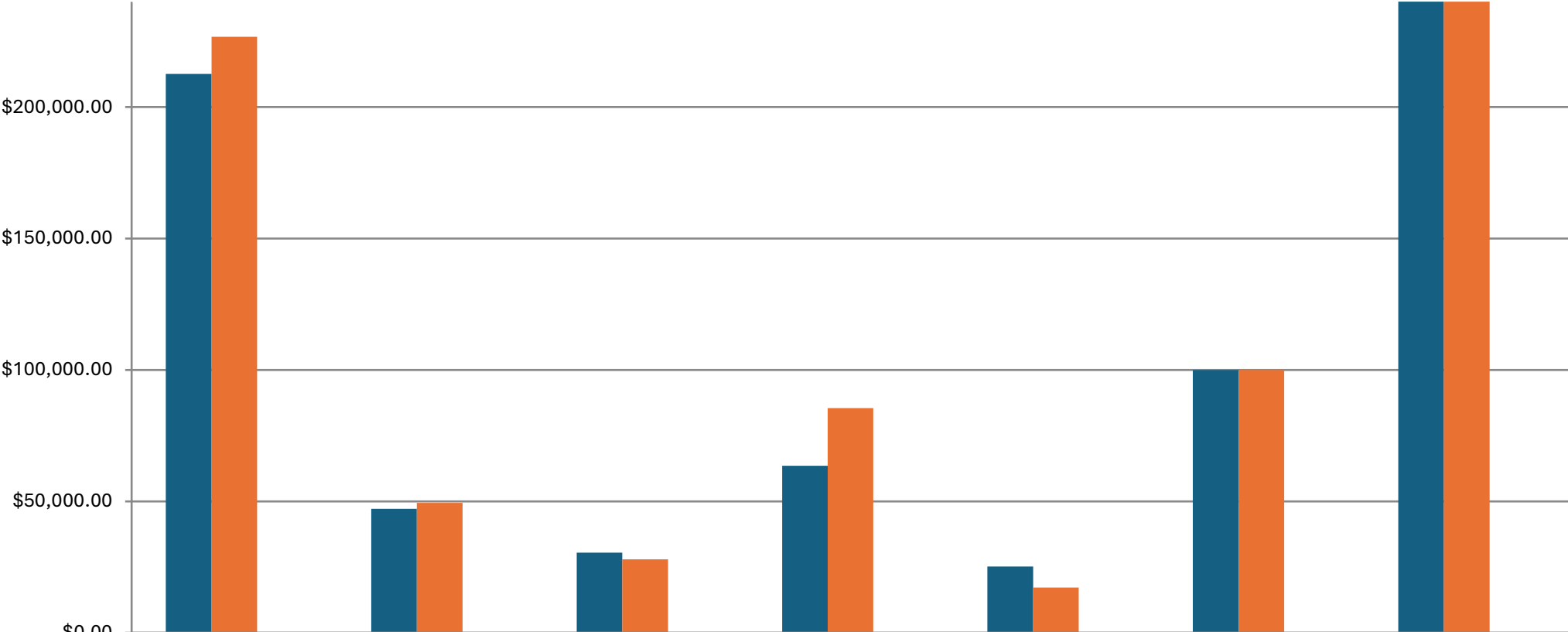
Had a full year of rental in the Coach House from Housing Forward.



■ 2023 Combined Actual		\$24,400.00	\$290,055.00	\$109,679.00	\$17,292.00	\$441,426.00
■ 2024 Combined Actual		\$21,000.00	\$352,897.00	\$143,656.00	\$23,037.00	\$540,590.00
■ % change from	2023 v 2024	-14%	18%	24%	25%	18%

2024 Historic Homes Expense Comparison

Combined expenses for 2024 increased slightly.
 Second year of Capital Fund Contribution.
 Contractual activities attributed to the overall increase in programming.
 Re-purposed many existing supplies for programming.
 Continue to benefit in utilities at Pleasant Home with the Geothermal System.



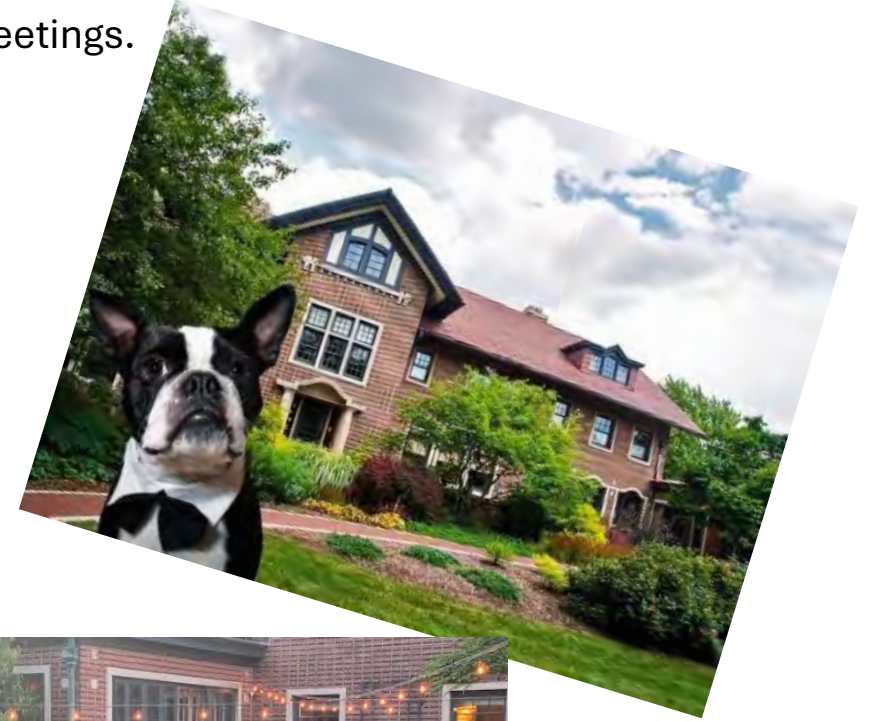
	Wages	Benefits	Utilities	Contractual Services	Materials & Supplies	Capital Fund Contribution	Total
■ 2023 Combined Expenses	\$212,598	\$47,115	\$30,524	\$63,548	\$25,258	\$100,000	\$479,043
■ 2024 Combined Expenses	\$226,725	\$49,390	\$27,966	\$85,504	\$17,181	\$100,000	\$506,766
■ % Change from 2023 v 2024	6%	5%	-9%	35%	-32%	0%	5%

PARK DISTRICT AND COMMUNITY PARTNERS

In 2024 Cheney Mansion and Pleasant Home were consistently being used by other Park District of Oak Park departments for programs, meetings, and events. Our community partners such as WSSRA, WSCAE, OPRFHS, The Village of Oak Park, Animal Care League, Oak Park River Forest Garden Club, Oak Park Area Art Council, Oak Park Festival Theater, and Oak Park River Forest Chamber of Commerce all utilized both facilities for fundraisers, shows, and meetings.

Partnerships and programs that were offered in 2024 include:

- Outdoor Yoga and Funday Sunday Yoga Brunch
- Dinner Dance Events with PDOP Instructors
- WSSRA – Sensory Friendly Holiday Events
- WSCAE Annual Spring Art Show
- The Symphony of Oak Park and River Forest Performances
- Oak Park River Forest Garden Club – Monthly Meetings and Lectures
- Oak Park Area Arts Council – Annual Board Meeting
- Oak Park River Forest Chamber of Commerce – Spotlight Awards
- Animal Care League – Yappy Hour
- Oak Park Festival Theater New Works Readings



WHAT'S AHEAD FOR 2025?

- The start of the installation of the Geothermal Heat and Air System at Cheney Mansion early Spring, and then again from November through early 2026.
- Hosting the Chamber of Commerce After Hours Event at Pleasant Home in March to showcase both locations for meeting/event rentals.
- Rentals continue to be strong, and we will continue to maximize the open times at both locations for larger and smaller rental opportunities.
- Creation of a new Tea Party Rental tier for private rentals.
- Expanding the partnership with Fitzgerald's Nightclub for offerings every quarter.
- Curate an Art Event at Cheney Mansion with the Oak Park Area Arts Council.
- A focused effort to recruit more docents for Pleasant Home.
 - Recruiting at Active Adult Events
 - Recruit during monthly Garden Club Meetings at Cheney
 - Develop additional strategies with the Marketing Department
- Continuing to focus on creative partnerships with local organizations for programming.
- Create new branding with Marketing for 21+ events at Cheney Mansion and Pleasant
- Continue to refine and develop creative Family Programs relevant with trends both in popular culture and literary trends.
- Installation of an electric commercial oven at Pleasant Home.



Approval of Field Park Playground Professional Services Contract

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org

Memo

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

From: Jan Arnold, Executive Director

Date: March 7, 2025

Re: Professional Services for Field Park Improvements



Statement

Acquired in 1916, the park is named after children’s author Eugene Field and includes a center originally designed by John S. Van Bergen. The center has been significantly modified over the years. Woodbine Avenue between Berkshire and Division was vacated by the Village in 1960, to expand the park and connect it to the Mann School grounds, creating roughly five acres of total open space.

The original Field Park master plan was created in 2006 and initial improvements began in August 2007 and completed in August 2008 included: new playground equipment, a bocce court, splash pad, shelter, new walkways, renovated and expanded baseball and soccer fields, a new vehicular drop off near the Center. Irrigation was added in 2013, to the sports fields. In 2014, the District reviewed the master plan for Field Park and Center with the community. The District added an underground cistern in 2017, to capture the water from the splash pad and reuse through the irrigation system on the fields. In 2018, the playground surface was replaced as well as a natural planting area was installed.

The Field Center was identified in 2006 that the facility would eventually be phased out. The Center was slated for decommissioning in the PDOP's 2015-2024 ten-year master plan, after nearly 100 years of service. However, due to significantly increased demand for childcare, the need for an expansion became clear. As a result, the District held a design competition for the renovation or replacement of Field Center. Architects submitted proposals unanimously, and an eight-member volunteer committee ultimately selected Patrick Brown of ORG, Inc. as the winner. The new center location kicked off the full park’s master planning process.

Discussion

Altamanu was the landscape architect for the renovations in 2014 and assisted the Park District of Oak Park with the master plan meeting and final documents in 2023. With Altamanu closing their business, the Park District reached out to Terra Engineering Ltd. to lead the 2024 Master Plan Review.

The 2025-2029 CIP has \$1,000,000 allocated to the cost for professional services and playground improvements at Field Park. The attached fee proposal of \$122,500 plus up to \$6,000 in reimbursables was submitted by Terra Engineering Ltd and including the preparation of landscape architectural and engineering construction documents, accompanying project details and specifications, bid and permit assistance, and site observation of the construction phase of the project. The project is expected to be bid in September 2025, construction to begin in April 2026 and final completion of the project is anticipated by September 2026.

Conclusion

The Parks and Planning Committee recommend the Park Board approve the contract with Terra Engineering Ltd. for an amount not to exceed \$128,500 and to give the Executive Director permission to sign the contract.

Attachment: Field Park A & E proposal for professional services

February 17, 2025

Ms. Jan R. Arnold
 Executive Director
 Park District of Oak Park
 218 Madison Street
 Oak Park, IL 60302
 O: (708) 725-2020
 E: jan.arnold@pdop.org

Re: Field Park, 938 Division St, Oak Park, IL 60304
 Proposal for Professional Services: Landscape Architecture, Civil & Electrical Engineering

Dear Jan,

Thank you for teaming with us on this project; we appreciate the opportunity to continue our collaboration into this next phase. Per your request, we provide the following proposal to the Park District of Oak Park (PDOP) (“Client”) for the landscape architecture, civil engineering, and electrical engineering services associated with the renovation of the Field Park play area (excluding engineering scope for Field Center Building). The scope includes completing the selected site plan approved by the PDOP Board, design development, construction documentation, and construction administration services at Field Park. TERRA Engineering will serve as the prime consultant, coordinating work for planned improvements of the play area and overall park landscape. We understand planned improvements include a creative playground, water feature, pathway connections, earth sculpting, baseball dugouts, pathway lighting, grading/drainage, water/storm services, general landscape, and tree preservation. We will also coordinate closely with ORG Architects on planned improvements associated with the new Field Center Building. The image below serves as a reference for the site work to be included.



This fee proposal is based on your request for proposal (RFP) received on January 30, 2025, our conversations thereafter, the documentation provided to date, our research to date concerning the subject property, and our understanding of codes in effect as of this date. A specific list of the scope of work and anticipated deliverables is listed below.

SCOPE OF WORK/ANTICIPATED DELIVERABLES

A. Schematic Design (completed)

- i. Prepare alternate site location concept plan for building and play features master plan for approval of the PDOP Board.
- ii. Coordination with design and park district staff.
- iii. Assist with additional public engagement meetings.

B. Design Development

- i. Attend virtual coordination meetings (4 included) and conduct coordination with Project Team via phone and e-mail.
- ii. Assist in the acquisition of geotechnical engineering and sewer televising, if necessary.
- iii. Request, review and evaluate existing information associated with the subject area as provided by Park District and municipality such as: as-builts, geotechnical reports, surveys, utility information and previous design, permit and construction documents of the area.
- iv. Review codes and ordinances in effect of the site.
- v. Evaluate the site's geotechnical and environmental reports (prepared by others) to assess the impacts of the underlying soils suitability for stormwater infiltration measures and impacts to the site due to the potential presence of contaminated soil.
- vi. Evaluate project development scope for conformance with MWRD's WMO. Evaluate the local release rate and provide recommendations for stormwater drainage facility solutions.
- vii. Conduct a public charrette workshop with local neighborhood children to create a vision for the playground equipment.
- viii. Prepare alternative playground concepts for review with PDOP staff.
- ix. Prepare a progress landscape / site plan showing new playground, tree protection, proposed trees, berms, landscape planting, and site furnishings.
- x. Conduct an analysis of the site plan for compliance with the zoning ordinance for the Village of Oak Park.
- xi. Develop a preliminary planting palette listing specific species and sizes of trees, shrubs, and perennial and ground cover plantings.
- xii. Coordinate plantings with PDOP.
- xiii. Coordinate playground equipment and layout with PDOP.
- xiv. Coordinate lighting strategy with PDOP.
- xv. Conduct a site visit to review and evaluate the existing electrical distribution system against the project's proposed conditions.
- xvi. Begin to engineer the proposed electrical demolition and design, including the electrical provisions and locations of electrical equipment and lighting.
- xvii. Coordinate with lighting vendor(s) to prepare photometrics analysis of new lighting.
- xviii. Begin to engineer the demolition of site features in conflict with proposed site construction.
- xix. Begin to engineer the site's grading and drainage.
- xx. Begin to engineer the site's at-grade paving improvements.
- xxi. Begin to engineer a new stormwater drainage facility with supporting calculations.
- xxii. Coordinate with Village to identify point(s) of service for water and sanitary and gather pressure and flow data on water main(s) from them.
- xxiii. Begin to engineer the wet utilities (storm water) and coordinate the location of other utilities.
- xxiv. Develop a cost opinion for the construction based on the refined design development plan.
- xxv. Prepare and Provide Deliverables
 - a. Plan Documents
 - b. Progress Stormwater Management Calculations
 - c. Opinion of Probable Construction Cost
 - d. AutoCAD Files (upon receipt of signed waiver)
- xxvi. Attend one review meeting at the end of the milestone to review and coordinate comments received to deliverables.

C. Construction Documentation

- i. Attend coordination meetings (6 included) and conduct coordination with Project Team via phone and e-mail.
- ii. Prepare a final landscape plan showing tree protection, proposed trees and landscape planting, playground and site furnishings.
- iii. Develop a planting schedule listing specific species and sizes of trees, shrubs, perennials, and ground cover plantings.
- iv. Finalize the design of the electrical removal plans as may be required for clarity of contractor's scope of work. Finalize engineering of the proposed electrical design, including the electrical provisions and locations of electrical equipment and lighting. Coordinate with lighting vendors to conduct final photometric analysis.
- v. Finalize coordination with PDOP, Village agencies, and the design team regarding utility services.
- vi. Finalize engineering of the site's demolition, erosion control, at-grade paving, grading, drainage, stormwater management facility and storm/water services.
- vii. Prepare a site stormwater operations & maintenance plan as is required by code.
- viii. Develop a cost opinion for the construction at each milestone deliverable.
- ix. Prepare and Provide Deliverables at three milestones – 60/90/100%.
 - a. Plan Documents
 - b. Technical Specifications
 - c. Progress Stormwater Management Calculations
 - d. Opinion of Probable Construction Cost
 - e. AutoCAD Files (upon receipt of signed waiver)
- x. Attend one, review meeting at the end of the milestone to review and coordinate comments received to deliverables.
- xi. Permit Assistance
 - a. Prepare and furnish Civil Engineering plan documents and stormwater calculations/exhibits/report and permit application forms (assistance from Park District/Municipality/Contractor required) to assist in the permit submission to only the following agencies if required:
 - (a) Village of Oak Park
 - (b) Metropolitan Water Reclamation District of Greater Chicago (MWRDGC)
 - b. Review and respond to reviewer comments and incorporate agreed upon changes into the documents.

D. Bid Assistance

- i. Prepare and Provide Deliverables for use in the bidding process:
 - a. Plan Documents
 - b. Technical Specifications
 - c. AutoCAD Files (upon receipt of signed waiver)
- ii. Attend one, virtual pre-bid meeting
- iii. Respond to bidders' questions and modify documents as required to respond.
- iv. Review tabular bids and provide a recommendation of award to PDOP.

E. Construction Administration (4 months)

- i. Attend pre-construction meeting (1 included) to review construction schedule.
- ii. Prepare and Provide Deliverables
 - a. Issue for Construction Plan Documents
 - b. Technical Specifications
 - c. AutoCAD Files (upon receipt of signed waiver)
- iii. Attend weekly, OAC meetings (16 included)
- iv. Conduct coordination with Project Team via phone and e-mail.
- v. Review submittals and shop drawings requested in the technical specifications.
- vi. Review and respond to RFI's as requested.
- vii. Issue interpretations or clarifications of the documents when requested by the PDOP or the Contractor
- viii. Review and sign-off on the contractor's payment applications, waivers and SOVs.
- ix. Visit the site at intervals appropriate to the stage of the contractor's operations once per week to review and make recommendations on the layout, quality, and adherence to the original design intent. We anticipate construction to be completed within a four-month period equating to an approximate sixteen (16) visits total. The construction progress review services will not include supervision of the contractors, their procedures, nor construction safety, or any other related programs.
- x. Conduct a punch list review of the engineering construction and prepare recommendations regarding the Contractor's request for acceptance of substantial completion.

F. Close Out/ Post Completion / Warranty Phase

- i. Conduct a walk-through of the project and prepare recommendations regarding the Contractor's request for acceptance of final completion.
- ii. Review surveyed as-built documentation prepared by Contractor for conformance with construction documentation and remit to governing stormwater authority per their requirements and for their review and approval.
- iii. Review warranty and close-out information; remit to contractor for compilation into close-out package to be remitted to PDOP.
- iv. Prepare and deliver record documentation of design deliverables.
- v. Conduct warranty walkthrough at 11 months after substantial completion.
- vi. Issue warranty punch list of materials to be replaced.

LIMIT OF SERVICES/ASSUMPTIONS

1. A proposal for the following will be provided if requested as these items are currently excluded:
 - A. Surveying
 - B. Underground Utility Locating (GPR)
 - C. Sewer televising
 - D. Traffic Engineering, including:
 - i. Traffic Studies
 - ii. Maintenance of Traffic (MOT)
 - E. Civil Engineering items:
 - i. Public Utility design and utility relocations
 - ii. Earthwork Quantities
 - iii. Pump Design
 - iv. Hydraulic Modeling of municipal infrastructure assumed herein to have capacity to serve.
 - F. Landscape Architecture items:
 - i. Color Rendered Plans or Perspectives
 - ii. Automated Irrigation Design
 - iii. Tree Tagging
 - iv. Trash Enclosure
 - G. Electrical Engineering items:
 - i. Athletic Field Lighting
 - ii. New Utility Service (and Coordination)
 - iii. (Emergency/Standby) Generator
 - iv. Uninterruptible Power Supply
 - v. Communications Design
 - vi. Security Design
 - vii. Lightning Protection
 - viii. (Provisions for) Electric Vehicle Charging
 - ix. Photovoltaic Power Panels
 - H. Structural Engineering, including:
 - i. Site Lighting/Furnishes
 - ii. Retaining/Site Walls
 - iii. Buildings
 - I. Bid Quantities / Pay Items
 - J. Geotechnical/Environmental Engineering & Testing (by PDOP)
 - K. LEED or other "green" accreditation and/or design
 - L. Multi-phase design or construction plans
 - M. Site Logistics Planning
 - N. Permitting through Highway Department(s)
 - O. MWRD Earthwork Permit
 - P. Discharge of Stormwater to Waters
2. This scope of work is based on documents available as of this date.
3. TERRA includes the engineering of site water, lighting, and storm services for the project. Routings for other utility services will be located on the plans for coordination purposes; the routings, and sizing/design for these utilities will be provided by others.
4. Site storm and water engineering begins five feet beyond buildings edge.

5. The fees herein do not include permitting fees as may be required.
6. No work beyond the limits shown, except for connection to utilities within 50' of the site limits, is included in the scope as outlined above.
7. This scope of work does not include manufacturing as-builts, but the review and approval of as-builts as provided by the contractor upon completion of site works.
8. Additional meetings attended and site visits conducted beyond the scope of services shall be billed on a time/material basis in accordance with hourly fee schedule.

CLIENT SHALL PROVIDE AND TERRA MAY RELY ON THE ACCURACY OF THE FOLLOWING:

1. Documentation on the existing site that provides adequate representation of the existing conditions. Our field visits are only to review this documentation represents the as-built conditions and not to do extensive field verification or verification of concealed conditions.
2. A topographic survey with 3D, digital, topographic underground utility information, in .pdf and .dwg formats (should TERRA not perform the survey). The surveyor’s point file should also be provided to us.
3. Modifications or changes to the site plan once design development drawings have been approved by Park District will result in extra services.
4. Geotechnical report outlining soil profiles, water table, pavement/earthwork recommendations, etc.
5. Environmental report with Soil Management Plan [SMP] outlining soil characteristics and EPA requirements for soil management.
6. Access to the site.
7. Contact information for design team as required to facilitate scope of work.

SCHEDULE

Upon agreement on scope of work and receipt of signed fee proposal, TERRA will commence with scope of work. We understand that bid services will be complete by August 2025; construction administration by September 2026, and close out services by November 2026. Adjustments/extensions to schedule or the additional of milestone deliverables may result in additional services.

COMPENSATION

TERRA offers the above services at the lump sum fees outlined below, hourly only if noted. Reimbursable expenses for items such reproductions, postage, consultants, and document retrieval are in addition to fees for professional services as indicated below and will be invoiced at cost+10%; an estimate has been provided.

1. Schematic Design	\$5,000.00
2. Design Development	\$32,600.00
3. Construction Documentation	\$54,000.00
4. Bid Assistance	\$6,000.00
5. Construction Administration	\$21,250.00
6. Close Out	\$4,000.00
7. Reimbursable Expenses \$6,000.00 (Estimated)	
a. Miscellaneous	as spent
b. As-Built Survey	as spent (hourly)
8. TOTAL = \$122,850.00 + Reimbursable Expenses	

ADDITIONAL SERVICES

Changes to completed documents due to revised input or direction, change of project limits or scope and preparation of additional drawings shall be invoiced as an Additional Service. Work will not be performed without your expressed, written consent. Estimates for additional services will be provided upon your request.

ACCEPTANCE

This proposal, with the signature of the appropriate personnel, constitutes acceptance of fee and terms as stated herein. Please return one copy of the signed proposal to me as authorization to begin work. In the absence of an executed proposal, upon your request for services and the commencement of work, we will proceed in accordance with this proposal, inclusive of scope, fee, terms and conditions and assume your agreement to same.

If you have questions or need clarification on the above, please do not hesitate to call. We look forward to working with you on this project and appreciate you including us on your team.

Sincerely yours,

TERRA ENGINEERING, LTD.



Keven L. Graham, FASLA, PLA
Senior Landscape Architect, TERRA Engineering

Cc: Jamil Bou-Saab, PE, Executive Vice President – TERRA
Jennifer Draper, ASLA, Landscape Architect - TERRA
Danielle Kowalewski, Site Development Dept. Mgr. – TERRA
John Helfrich, PE, Sr. Project Manager - TERRA

<p><u>ACCEPTED BY</u></p> <p>Date: _____</p> <p>Printed Name: _____</p> <p>Signed Name: _____</p> <p>Title: _____</p>
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BILLING AND PAYMENT

Billing and payment shall be in accordance with the fee proposal as noted in the Compensation schedule of this proposal. Scope of services under a fixed fee basis shall be billed upon fulfillment and/or percentage of the completed task. Scope of services under a time and material basis shall be billed per unit rate as services are performed.

1. Timing/Format
 - A. Invoices shall be submitted monthly for Services completed at the time of billing and are due upon receipt, unless negotiated otherwise with Terra Engineering. Invoices shall be considered past due if not paid within 30 calendar days of the due date. Such invoices shall be prepared in a form supported by documentation as Client may reasonably require.
 - B. If payment in full is not received by TERRA Engineering within 30 calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent of the past due amount per month, which shall be calculated from the invoice due date.
 - C. If the Client fails to make payments within 30 calendar days of due date or otherwise is in breach of this Agreement, TERRA Engineering may suspend performance of services upon seven (7) calendar days' notice to the Client. TERRA Engineering shall have no liability whatsoever to the Client for any costs or damages as a result of suspension caused by any breach of this Agreement by the Client. Upon payment in full by the Client, TERRA Engineering shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for TERRA Engineering to resume performance.
2. Billing Records
 - A. TERRA Engineering shall maintain accounting records of its costs in accordance with generally accepted practices. Access to such records will be provided during normal business hours with reasonable notice during the term of this Agreement and for 3 years after completion.

STANDARD TERMS AND CONDITIONS

1. STANDARD OF CARE: Services shall be performed in accordance with the standard of professional practice ordinarily exercised by the applicable profession at the time and within the locality where the services are performed. No warranty or guarantee, express or implied is provided, including warranties or guarantees contained in any uniform commercial code
2. CHANGE OF SCOPE. The scope of Services set forth in this Agreement is based on facts known at the time of execution of this Agreement, including, if applicable, information supplied by TERRA Engineering and Client. TERRA Engineering will promptly notify Client of any perceived changes of scope in writing and the parties shall negotiate modifications to this Agreement.
3. DELAYS. If events beyond the control of TERRA Engineering, including, but not limited to, fire, flood, explosion, riot, strike, war, process shutdown, act of God or the public enemy, and act or regulation of any government agency, result in delay to any schedule established in this Agreement, such schedule shall be extended for a period equal to the delay. In the event such delay exceeds 90 days, TERRA Engineering shall be entitled to an equitable adjustment in compensation and extension of time.
4. TERMINATION/SUSPENSION. Either party may terminate this Agreement upon 30 days written notice to the other party in the event of substantial failure by the other party to perform in accordance with its obligations under this Agreement through no fault of the terminating party. Client shall pay TERRA Engineering for all Services, including profit relating thereto, rendered prior to termination, plus any expenses of termination.
5. REUSE OF INSTRUMENTS OF SERVICE. All reports, drawings, specifications, computer data, field data notes and other documents prepared by TERRA Engineering as instruments of service shall remain the property of TERRA Engineering. TERRA Engineering shall retain all common law, statutory and other reserved rights, including the copyright thereto. Reuse of any instruments of service including electronic media, for any purpose other than that for which such documents or deliverables were originally prepared, or alteration of such documents or deliverables without written authorization or adaptation by TERRA Engineering for the specific purpose intended, shall be at Client's sole risk.
6. ELECTRONIC MEDIA. Electronic files furnished by either party shall be subject to an acceptance period of 30 days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files. In the event of a conflict between the signed construction documents prepared by TERRA Engineering and electronic files, the signed or sealed hard-copy construction documents shall govern. Under no circumstances shall delivery of electronic files for use by Client be deemed a sale by TERRA Engineering and TERRA Engineering makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall TERRA Engineering be liable for indirect or consequential damages as a result of the Client's use or reuse of the electronic files.

7. **OPINIONS OF CONSTRUCTION COST.** Any opinion of construction costs prepared by TERRA Engineering is supplied for the general guidance of the Client only. Since TERRA Engineering has no control over competitive bidding or market conditions, TERRA Engineering cannot guarantee the accuracy of such opinions as compared to contract bids or actual costs to Client.
8. **SAFETY.** TERRA Engineering shall establish and maintain programs and procedures for the safety of its employees. TERRA Engineering specifically disclaims any authority or responsibility for general job site safety and safety of persons other than TERRA Engineering employees.
9. **RELATIONSHIP WITH CONTRACTORS.** TERRA Engineering shall serve as Client's professional representative for the Services and may make recommendations to Client concerning actions relating to Client's contractors, but TERRA Engineering specifically disclaims any authority to direct or supervise the means, methods, techniques, sequences or procedures of construction selected by Client's contractors.
10. **THIRD PARTY CLAIMS:** This Agreement does not create any right or benefit for parties other than TERRA Engineering and Client.
11. **MODIFICATION.** This Agreement, upon execution by both parties hereto, can be modified only by a written instrument signed by both parties.
12. **PROPRIETARY INFORMATION.** Information relating to the Project, unless in the public domain, shall be kept confidential by TERRA Engineering and shall not be made available to third parties without written consent of Client, unless so required by court order.
13. **INSURANCE.** TERRA Engineering will maintain insurance coverage for Professional, Comprehensive General, Automobile, Worker's Compensation and Employer's Liability in amounts in accordance with legal, and TERRA Engineering business requirements. Certificates evidencing such coverage will be provided to Client upon request. For projects involving construction, Client agrees to require its construction contractor, if any, to include TERRA Engineering as an additional insured on its commercial general liability policy relating to the Project, and such coverages shall be primary.
14. **INDEMNITIES.** TERRA Engineering agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by TERRA Engineering's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom TERRA Engineering is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless TERRA Engineering, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and that of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor TERRA Engineering shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
15. **LIMITATIONS OF LIABILITY.** No employee or agent of TERRA Engineering shall have individual liability to Client. Client agrees that, to the fullest extent permitted by law, TERRA Engineering's total liability to Client for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to the Project or this Agreement from any causes including, but not limited to, TERRA Engineering's negligence, error, omissions, strict liability, or breach of contract shall not exceed the total compensation covered by TERRA Engineering's professional liability insurance.
16. **ACCESS.** Client shall provide TERRA Engineering safe access to the project site necessary for the performance of the services.
17. **ASSIGNMENT.** The rights and obligations of this Agreement cannot be assigned by either party without written permission of the other party. This Agreement shall be binding upon and insure to the benefit of any permitted assigns.
18. **HAZARDOUS MATERIALS.** TERRA Engineering and TERRA Engineering's consultants shall have no responsibility for discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. If required by law, the client shall accomplish all necessary inspections and testing to determine the type and extent, if any, of hazardous materials at the project site. Prior to the start of services, or at the earliest time such information is learned, it shall be the duty of the Client to advise TERRA Engineering (in writing) of any known or suspected hazardous materials. Removal and proper disposal of all hazardous materials shall be the responsibility of the Client.
19. **REMODELING AND RENOVATION.** For TERRA Engineering's services provided to assist the Client in making changes to an existing facility, the Client shall furnish documentation and information upon which TERRA Engineering may rely for its accuracy and completeness. Unless specifically authorized or confirmed in writing by the Client, TERRA Engineering shall

not be required to perform, or have others perform, destructive testing or to investigate concealed or unknown conditions. The Client shall indemnify and hold harmless TERRA Engineering, TERRA Engineering's consultants, and their employees from and against claims, damages, losses and expenses which arise as a result of documentation and information furnished by the Client.

20. **CLIENT'S CONSULTANTS.** Contracts between the Client and other consultants retained by Client for the Project shall require the consultants to coordinate their drawings and other instruments of service with those of TERRA Engineering and to advise TERRA Engineering of any potential conflict. TERRA Engineering shall have no responsibility for the components of the project designed by the Client's consultants. The Client shall indemnify and hold harmless TERRA Engineering, TERRA Engineering's consultants and their employees from and against claims, damages, losses and expenses arising out of services performed for this project by other consultants of the Client.
21. **NO WAIVER.** No waiver by either party of any default by the other party in the performance of any particular section of this Agreement shall invalidate another section of this Agreement or operate as a waiver of any future default, whether like or different in character.
22. **SEVERABILITY.** The various terms, provisions and covenants herein contained shall be deemed to be separate and severable, and the invalidity or unenforceability of any of them shall not affect or impair the validity or enforceability of the remainder.
23. **STATUTE OF LIMITATION.** To the fullest extent permitted by law, parties agree that, except for claims for indemnification, the time period for bringing claims under this Agreement shall expire one year after Project Completion.
24. **DISPUTE RESOLUTION.** If TERRA Engineering employs counsel for advice or other representation: (i) with respect to this Agreement, (ii) to represent TERRA Engineering in any litigation, contest, dispute, suit or proceeding (whether instituted by TERRA Engineering, Client or any other party) in any way or respect relating to this Agreement, or (iii) to enforce Client's obligations there under, then, in any of the foregoing events, all of the reasonable attorneys' fees arising from such services and all expenses, costs and charges in any way or respect arising in connection therewith or relating thereto shall be paid by Client to TERRA Engineering on demand.

SCHEDULE OF HOURLY BILLING RATES:

LABOR CLASSIFICATION	2025	2026	2027	2028	2029
Principal	\$400	\$416	\$433	\$450	\$468
Senior Project Manager	\$351	\$365	\$380	\$395	\$411
Project Manager	\$245	\$254	\$264	\$275	\$286
Senior Project Engineer	\$201	\$209	\$217	\$226	\$235
Project Engineer	\$172	\$179	\$186	\$194	\$202
Design Engineer	\$132	\$137	\$143	\$148	\$154
Senior Technician	\$134	\$139	\$145	\$150	\$156
IT - CADD Manager	\$126	\$131	\$136	\$142	\$147
IT Manager	\$132	\$137	\$142	\$148	\$154
Technician	\$106	\$111	\$115	\$120	\$124
Senior Electrical Engineer	\$243	\$253	\$263	\$273	\$284
Senior Project Designer - Elec	\$195	\$203	\$211	\$219	\$228
Electrical Engineer	\$141	\$147	\$153	\$159	\$165
Senior Structural Engineer	\$255	\$265	\$276	\$287	\$298
Structural Design Engineer	\$122	\$127	\$132	\$137	\$143
Senior Project Manager - Site	\$209	\$217	\$226	\$235	\$244
Project Manager - Site	\$180	\$187	\$195	\$203	\$211
Senior Project Engineer - Site	\$199	\$207	\$216	\$224	\$233
Project Engineer - Site	\$141	\$147	\$153	\$159	\$165
Senior Project Designer	\$141	\$147	\$153	\$159	\$165
Design Engineer - Site	\$123	\$128	\$133	\$139	\$144
Senior Landscape Architect	\$214	\$222	\$231	\$241	\$250
Project Manager - Landscape	\$151	\$157	\$163	\$170	\$177
Landscape Designer	\$105	\$109	\$114	\$118	\$123
Professional Land Surveyor	\$185	\$192	\$200	\$208	\$216
Surveyor	\$154	\$160	\$167	\$173	\$180
Senior GIS Analyst	\$146	\$151	\$157	\$164	\$170
Senior Resident Engineer	\$238	\$248	\$258	\$268	\$279
Senior Documentation Engineer	\$192	\$199	\$207	\$215	\$224
Documentation Engineer	\$142	\$147	\$153	\$159	\$166
Senior Construction Inspector	\$195	\$202	\$211	\$219	\$228
Construction Inspector	\$134	\$140	\$145	\$151	\$157
Construction Engineer	\$122	\$127	\$132	\$137	\$143
Traffic Engineer	\$116	\$121	\$126	\$131	\$136
Senior Traffic Technician	\$131	\$137	\$142	\$148	\$154
Traffic Technician	\$64	\$66	\$69	\$72	\$74
Intern	\$88	\$92	\$95	\$99	\$103
Business Administrator	\$172	\$179	\$186	\$194	\$202
Administrative Assistant	\$111	\$116	\$120	\$125	\$130