



## MUNICIPAL DIRECTORY

## FREEDOM OF INFORMATION ACT

### Pursuant to 5 ILCS 140/4 (a)

OAK LAWN PARK DISTRICT  
9400 SOUTH KENTON AVENUE  
OAK LAWN, ILLINOIS 60453

EMAIL: [FOIA@olparks.com](mailto:FOIA@olparks.com)

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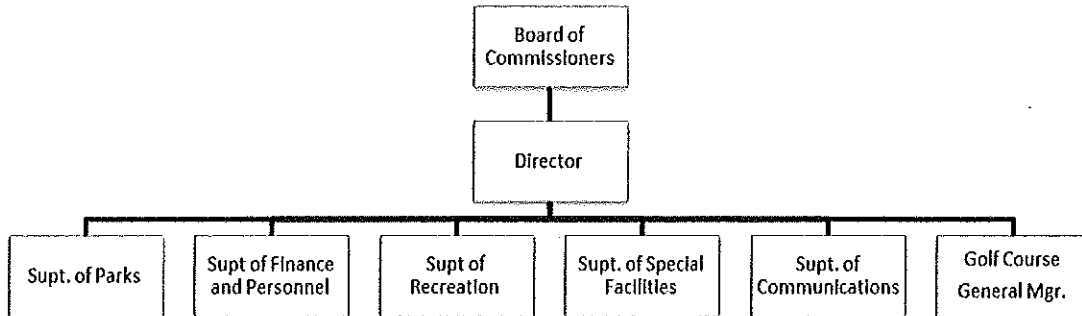
Revised  
June 13, 2017

Oak Lawn Park District  
Annual Organizational Summary  
Pursuant to 5 ILCS 140/4 (a)

## Mission Statement

The Oak Lawn Park District promotes a strong sense of community by providing leisure opportunities and the preservation of natural resources that enhances the quality of life and wellness for everyone.

### Oak Lawn Park District Organizational Structure



- Total Amount of Operational Budget for 2017/2018 (Please note attached)
- Oak Lawn Park District Facility Locations
  - Administration Center 9400 S. Kenton Avenue
  - Ice Arena 9320 S. Kenton Avenue
  - Oak View Community Center 4625 W. 110<sup>th</sup> Street
  - Parks and Maintenance 5501 W. 110<sup>th</sup> St.
  - Racquet Fitness & Gymnastics Center 10444 S. Central Avenue
  - Stony Creek Golf Complex 5810 W. 103rd Street
  - Community Pavilion 9401 S. Oak Park Avenue
- FOIA Officers
  - Maddie Kelly, Executive Director
  - Tracey Lonergan, Executive Assistant
- Employees
  - Full Time @ 55
  - Regular Part Time/Seasonal @ 300-450
- Park Board of Commissioners
  - Donna McCauley, President
  - Gary Callahan, Vice President
  - Lisa Boland, Secretary
  - Jim Buschbach, Commissioner
  - Mary Pat Coughlin, Commissioner
- Oak Lawn Park District Committees:
  - Committees will be duly assigned and/or appointed at the direction of the President of the Board of Commissioners

- Methods Whereby Public May Request Information and Public Records:
  - Any person may request public records of the Oak Lawn Park District. A written request may be submitted to the Oak Lawn Park District by mail, email, fax, or in person delivery. You may also fill out the "Request for public Records Form" which may be obtained from the Administration office located at 9400 S. Kenton Avenue, Oak Lawn, Illinois.
  - Requests shall be made to the FOIA officers at this address: (9400 S. Kenton Avenue, Oak Lawn, Illinois), If you desire that any records be certified, you must indicate that in your request and specify which records must be certified. Requests will only be accepted during regular business hours from 8:30 a.m. to 5:00 p.m.
  - Please note that the Oak Lawn Park District will not accept requests for information verbally.
  - After the first 50 pages, the charge for black and white, letter or legal sized copies is .15 per page. The first 50 pages are free. A person requesting records need not state the purpose of the request.

## Oak Lawn Park District

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REQUEST FOR PUBLIC RECORDS

The undersigned hereby requests of the Oak Lawn Park District a copy of the public record(s) hereinafter described, this \_\_\_\_\_ day of

DESCRIPTION OF REQUESTED RECORDS:

Please indicate if you wish to inspect the above captioned records or wish a copy of them:

\_\_\_\_\_ Inspection    \_\_\_\_\_ Copy    \_\_\_\_\_ Both

Do you wish to have copies certified?

\_\_\_\_\_  
Requestor (optional)

\_\_\_\_\_  
Street Address (optional)

\_\_\_\_\_  
City      State      Zip (optional)

\_\_\_\_\_  
Telephone (optional)

FOR OFFICE USE ONLY:

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Date Received

Date Response Due

Notations:

**ORDINANCE NO. 10417**

**ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**OAK LAWN PARK DISTRICT**

**FOR THE FISCAL YEAR BEGINNING MAY 1, 2017  
AND ENDING APRIL 30, 2018**

BE IT ORDAINED BY THE OAK LAWN PARK DISTRICT OF THE COUNTY OF COOK  
AND THE STATE OF ILLINOIS:

SECTION 1: That the fiscal year of the OAK LAWN PARK DISTRICT, Cook County, Illinois, be and the same is hereby fixed and declared to be from **May 1, 2017** to **April 30, 2018** inclusive.

SECTION 2: That the following under their respective headings are (A) the BUDGET: and (B) the APPROPRIATION of the OAK LAWN PARK DISTRICT for the fiscal year beginning **May 1, 2017**, and ending **April 30, 2018**, and are for each object money set forth and are to defray all necessary expenses and liabilities of said Park District for said fiscal year ; and that said sums of money are deemed necessary by the Board of Commissioners of said Park District to defray said expenses and liabilities.

SECTION 3: That as part of the annual budget, the OAK LAWN PARK DISTRICT for the fiscal year beginning **May 1, 2017** and ending **April 30, 2018**, is as stated:

»» That the estimated fund balance on hand at the beginning of the fiscal year in all accounts is.....	\$3,891,968
»» That the estimated revenues expected to be received during the fiscal year from all sources is.....	14,974,746
»» That the estimated expenditures contemplated for the fiscal year are.....	18,586,393
»» That the estimated fund balance expected to be on hand at the end of the fiscal year is.....	280,320
»» That the estimated amount of property taxes to be received by the Oak Lawn Park District during the fiscal year is.....	\$5,981,468

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Corporate Fund  
For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<b>2017 / 2018</b>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax	\$1,628,510	
Rentals	96,000	
Business	26,000	
Total Revenues	<u>\$1,750,510</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Salaries & wages	\$608,022	\$668,824
Staff benefits, taxes and development	134,598	148,058
Purchased services	16,600	18,260
Materials & supplies	9,800	10,780
Utilities	35,700	39,270
Equipment	55,350	60,885
Fund transfer - out	500,000	550,000
ISF charges	474,252	521,678
Total Expenditures	<u>\$1,834,322</u>	<u>\$2,017,755</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$688,106
Total Estimated Revenue	\$1,750,510	
Total Estimated Expenditures	1,834,322	<u>(83,812)</u>
Estimated Funds Balance at April 30, 2018		<u>\$604,293</u>

*Prepared by Oak Lawn Park District Finance Department*



Oak Lawn Park District  
 Risk & Insurance Fund Budget  
 For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<u>2017 / 2018</u>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax	\$172,762	
Business	4,664	
Total Revenues	<u>\$177,426</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Salaries & wages	\$23,452	\$25,797
Staff benefits, taxes and development	301	331
Purchased services	112,896	124,186
Total Expenditures	<u>\$136,649</u>	<u>\$150,314</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$434,965
Total Estimated Revenue	\$177,426	
Total Estimated Expenditures	136,649	<u>40,777</u>
Estimated Funds Balance at April 30, 2018		<u>\$475,742</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Retirement Fund Budget  
For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<b>2017 / 2018</b>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax	\$377,556	
Business	759	
Total Revenues	<u>\$378,315</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Staff benefits, taxes and development	355,119	390,631
Total Expenditures	<u>\$355,119</u>	<u>\$ 390,631</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$78,807
Total Estimated Revenue	\$378,315	
Total Estimated Expenditures	355,119	<u>23,196</u>
Estimated Funds Balance at April 30, 2018		<u>\$102,003</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
 Audit Fund Budget  
 For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<u>2017 / 2018</u>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax	\$20,138	
Business	272	
Total Revenues	<u>\$20,410</u>	
		<u>Appropriation</u>
<b>» <u>Estimated Expenditures</u></b>		
Purchased services	17,750	19,525
Total Expenditures	<u>\$17,750</u>	<u>\$19,525</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$37,719
Total Estimated Revenue	\$20,410	
Total Estimated Expenditures	17,750	<u>2,660</u>
Estimated Funds Balance at April 30, 2018		<u>\$40,379</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Recreation Fund Budget  
For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<b>2017 / 2018</b>	
<b>» <u>Estimated Revenue</u></b>	<b><u>Budget</u></b>	
Property Tax	\$1,215,391	
Programs	2,042,710	
Fees & Admissions	241,150	
Rentals	293,100	
Business	108,324	
Total Revenues	<b><u>\$3,900,675</u></b>	
<b>» <u>Estimated Expenditures</u></b>		<b><u>Appropriation</u></b>
Salaries & wages	\$1,777,962	\$1,955,759
Staff benefits, taxes and development	81,068	89,174
Purchased services	337,221	370,943
Materials & supplies	393,322	432,654
Utilities	246,700	271,370
Equipment	109,200	120,120
ISF charges	768,430	845,273
Total Expenditures	<b><u>\$3,713,902</u></b>	<b><u>\$4,085,292</u></b>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$362,120
Total Estimated Revenue	\$3,900,675	
Total Estimated Expenditures	3,713,902	<u>186,773</u>
Estimated Funds Balance at April 30, 2018		<b><u>\$548,893</u></b>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Special Recreation Fund Budget  
For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<u>2017 / 2018</u>	
<u>» Estimated Revenue</u>	<u>Budget</u>	
Property Tax	\$387,357	
Programs	95,300	
Business	31,263	
Total Revenues	<u>\$513,920</u>	
		<u>Appropriation</u>
<u>» Estimated Expenditures</u>		
Salaries & wages	\$204,223	\$ 224,646
Staff benefits, taxes and development	23,941	26,335
Purchased services	21,685	23,854
Materials & supplies	58,400	64,240
Utilities	17,600	19,360
Equipment	54,000	59,400
Fund transfer - out	670,000	737,000
ISF charges	20,721	22,793
Total Expenditures	<u>\$1,070,571</u>	<u>\$ 1,177,628</u>
<u>» Fund Balance Recap</u>		
Estimated Funds Balance at April 30, 2017		\$657,144
Total Estimated Revenue	\$513,920	
Total Estimated Expenditures	1,070,571	<u>(556,650)</u>
Estimated Funds Balance at April 30, 2018		<u>\$100,493</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Museum Fund Budget  
For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<b>2017 / 2018</b>	
<b>» <u>Estimated Revenue</u></b>	<b><u>Budget</u></b>	
Property Tax	\$128,246	
Programs	34,000	
Fees & Admissions	183,246	
Rentals	3,500	
Retail	5,400	
Business	6,653	
 Total Revenues	 <u><u>\$361,045</u></u>	
 <b>» <u>Estimated Expenditures</u></b>		<b><u>Appropriation</u></b>
Salaries & wages	\$89,215	\$98,137
Staff benefits, taxes and development	9,171	10,088
Purchased services	154,200	169,620
Materials & supplies	44,600	49,060
Utilities	2,100	2,310
Equipment	14,000	15,400
ISF charges	24,445	26,889
 Total Expenditures	 <u><u>\$337,731</u></u>	 <u><u>\$371,504</u></u>
 <b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$267,245
Total Estimated Revenue	\$361,045	
Total Estimated Expenditures	337,731	<u>23,314</u>
Estimated Funds Balance at April 30, 2018		<u><u>\$290,559</u></u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
 Internal Service Communications Fund Budget  
 For the Fiscal Year Ended April 30, 2018

**Internal Service Fund**

	<u>2017 / 2018</u>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
ISF credits	456,217	
Total Revenues	<u>\$456,217</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Salaries & wages	\$195,252	\$ 214,777
Staff benefits, taxes and development	71,002	78,102
Purchased services	100,545	110,599
Materials & supplies	7,350	8,085
Equipment	82,069	90,276
Total Expenditures	<u>\$456,217</u>	<u>\$ 501,839</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$0
Total Estimated Revenue	\$456,217	
Total Estimated Expenditures	456,217	<u>-</u>
Estimated Funds Balance at April 30, 2018		<u>\$0</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Internal Service Maintenance Fund Budget  
For the Fiscal Year Ended April 30, 2018

**Internal Service Fund Type**

	<b>2017 / 2018</b>	
<b>» <u>Estimated Revenue</u></b>	<b>Budget</b>	
ISF credits	1,464,034	
Total Revenues	<b>\$1,464,034</b>	
<b>» <u>Estimated Expenditures</u></b>		<b>Appropriation</b>
Salaries & wages	\$813,714	\$ 895,086
Staff benefits, taxes and development	243,178	267,496
Purchased services	116,332	127,965
Materials & supplies	151,900	167,090
Utilities	37,200	40,920
Equipment	76,100	83,710
Depreciation	25,610	28,171
Total Expenditures	<b>\$1,464,034</b>	<b>\$ 1,610,438</b>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$0
Total Estimated Revenue	\$1,464,034	
Total Estimated Expenditures	1,464,034	-
Estimated Funds Balance at April 30, 2018		<b>\$0</b>

*Prepared by Oak Lawn Park District Finance Department*



Oak Lawn Park District  
 Capital Projects Fund Budget  
 For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<u>2017 / 2018</u>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Business	16,041	
Bond Proceeds	1,993,000	
Grant proceeds	155,000	
Fund transfers - in	1,080,000	
Total Revenues	<u>\$3,244,041</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Debt service	1,117,340	1,229,074
Capital Projects	5,156,077	5,671,684
Total Expenditures	<u>\$6,273,417</u>	<u>\$ 6,900,758</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$4,691,896
Total Estimated Revenue	\$3,244,041	
Total Estimated Expenditures	6,273,417	<u>(3,029,375)</u>
Estimated Funds Balance at April 30, 2018		<u>\$1,662,520</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Debt Service Fund Budget  
For the Fiscal Year Ended April 30, 2018

**Governmental Type Fund**

	<b>2017 / 2018</b>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax	\$2,051,508	
Business	6,387	
Total Revenues	<u>\$2,057,895</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Debt service	2,298,351	2,528,186
Total Expenditures	<u>\$2,298,351</u>	<u>\$ 2,528,186</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$363,742
Total Estimated Revenue	\$2,057,895	
Total Estimated Expenditures	2,298,351	<u>(240,457)</u>
Estimated Funds Balance at April 30, 2018		<u>\$123,285</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Golf Fund Budget  
For the Fiscal Year Ended April 30, 2018

**Enterprise Type Fund**

	<u>2017 / 2018</u>
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>
Fees & Admissions	\$634,900
Rentals	173,400
Retail	326,500
Business	1,400
 Total Revenues	 <u><u>\$1,136,200</u></u>

**» Estimated Expenditures**

		Appropriation
Salaries & wages	\$405,966	\$446,563
Staff benefits, taxes and development	101,212	111,333
Purchased services	74,658	82,124
Materials & supplies	214,850	236,335
Utilities	65,500	72,050
Equipment	69,600	76,560
Depreciation	144,250	158,675
ISF charges	93,614	102,975
Fixed assets to be capitalized	114,930	126,423
 Total Expenditures	 <u><u>\$1,169,650</u></u>	 <u><u>\$1,286,615</u></u>

**» Fund Balance Recap**

Estimated Funds Balance at April 30, 2017		(\$2,363,574)
Total Estimated Revenue	\$1,136,200	
Total Estimated Expenditures	1,169,650	<u>(33,450)</u>
Estimated Funds Balance at April 30, 2018		<u><u>(\$2,397,024)</u></u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
Ice Arena Fund Budget  
For the Fiscal Year Ended April 30, 2018

**Enterprise Type Fund**

	<u>2017 / 2018</u>	
<b>» <u>Estimated Revenue</u></b>	<u>Budget</u>	
Property Tax		
Programs	\$236,577	
Fees & Admissions	117,400	
Rentals	522,689	
Retail	38,356	
Business	14,906	
Total Revenues	<u>\$929,927</u>	
<b>» <u>Estimated Expenditures</u></b>		<u>Appropriation</u>
Salaries & wages	\$308,507	\$ 339,358
Staff benefits, taxes and development	68,894	75,783
Purchased services	67,710	74,481
Materials & supplies	46,882	51,571
Utilities	145,000	159,500
Equipment	16,933	18,626
Depreciation	175,000	192,500
ISF charges	81,396	89,536
Fixed assets to be capitalized	242,255	266,481
Total Expenditures	<u>\$910,323</u>	<u>\$ 1,001,355</u>
<b>» <u>Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		(\$1,548,627)
Total Estimated Revenue	\$929,927	
Total Estimated Expenditures	910,323	19,605
Estimated Funds Balance at April 30, 2018		<u>(\$1,529,022)</u>

*Prepared by Oak Lawn Park District Finance Department*

Oak Lawn Park District  
 Racquet Center Fund Budget  
 For the Fiscal Year Ended April 30, 2018

**Enterprise Type Fund**

	<u>2017 / 2018</u>	
<b><u>» Estimated Revenue</u></b>	<u>Budget</u>	
Programs	\$1,279,221	
Fees & Admissions	117,080	
Rentals	141,000	
Retail	30,000	
Business	17,081	
Fund transfers - in	90,000	
 Total Revenues	 <u>\$1,674,382</u>	
 <b><u>» Estimated Expenditures</u></b>		<u>Appropriation</u>
Salaries & wages	\$830,015	\$913,017
Staff benefits, taxes and development	192,982	212,280
Purchased services	75,722	83,294
Materials & supplies	68,500	75,350
Utilities	98,300	108,130
Equipment	175,400	192,940
Depreciation	83,000	91,300
ISF charges	114,689	126,158
Fixed assets to be capitalized	121,334	133,467
 Total Expenditures	 <u>\$1,638,608</u>	 <u>\$1,802,469</u>
 <b><u>» Fund Balance Recap</u></b>		
Estimated Funds Balance at April 30, 2017		\$239,706
Total Estimated Revenue	\$1,674,382	
Total Estimated Expenditures	1,638,608	<u>35,774</u>
Estimated Funds Balance at April 30, 2018		<u>\$275,479</u>

*Prepared by Oak Lawn Park District Finance Department*

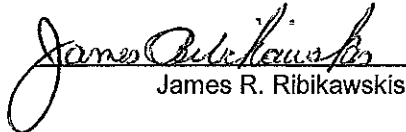
OAK LAWN PARK DISTRICT

CERTIFICATE OF TREASURER AS TO ESTIMATE OF REVENUES BY SOURCE  
ANTICIPATED TO BE RECEIVED DURING THE FISCAL YEAR BEGINNING  
MAY 1, 2017, AND ENDING APRIL 30, 2018. PURSUANT TO 162 OF THE REVENUE  
ACT OF 1939.

The undersigned James Ribikawskis, the treasurer of the Oak Lawn Park District,  
does hereby certify the estimate of revenues by source anticipated to be received  
by the Oak Lawn Park District of Cook County, Illinois in the fiscal year beginning  
**MAY 1, 2017, AND ENDING APRIL 30, 2018**, as follows:

Property Tax	\$5,981,468
Programs	3,687,808
Fees & Admissions	1,293,776
Rentals	1,229,689
Retail	400,256
Business	233,750
Grant proceeds	155,000
Total Revenue	<u>\$14,974,746</u>

The above is certified this 10th day of April, 2017

  
James R. Ribikawskis

The above was filed with the County Clerk of Cook County on  
this \_\_\_\_\_ day of April, 2017