

NOTICE OF MEETING
TUESDAY, December 17, 2013
6:00 p.m.

Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035

REGULAR MEETING AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADDITIONS TO THE AGENDA**
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA**
- V. CONSENT AGENDA**
 - A. Minutes from November 19 Board Meeting**
 - B. Minutes from December 3 Workshop Meeting**
 - C. Bills and Payroll in the amount of \$1,423,472.83**
 - D. 2014 Tree & Stump Removal Bid**
 - E. Demolition Professional Engineering Services Agreement**
- VI. UNFINISHED BUSINESS**
 - A. 2013 Tax Levy Ordinance 13-14**
- VII. TREASURER'S REPORT**
- VIII. NEW BUSINESS**
 - A. Purchasing Policy Amendments**
 - B. Director Report**
- IX. COMMISSIONER/COMMITTEE REPORT**
- X. OPEN TO PUBLIC TO ADDRESS BOARD**
- XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section (c)6 – the setting of a price for sale or lease of property owned by the District; Section (c) 8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section (c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. ACTION FROM CLOSED SESSION IF ANY**
- XIII. ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Liza McElroy, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
NOVEMBER 19, 2013**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park, was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:05 p.m. by President Meyers.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, President Meyers

Staff Present: Executive Director McElroy, Director Becker, Director Stumpf, Director Baker, Director Behlow, Director Donahue, Asst. Director Malartsik, Asst. Director Romes, Associate Project Manager Mary Gardocki

Guests: Residents Janet Bernstein, Lane Young, Steve Dry, and Councilman Alyssa Knobel, City of Highland Park

ADDITIONS/CHANGES TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON AGENDA - None

No public comment

CONSENT AGENDA

Minutes from October 22 Board Meeting; Minutes from November 5 Workshop Meeting; Minutes from November 5 Special Meeting; Minutes from November 6 Special Meeting; Bills and Payroll in the amount of \$1,240,628.72; Purchase of Capital Equipment - Riding Mowers in the amount of \$41,935.93; Purchase of Capital Equipment Vehicles in the amount \$127,883.00; Amendment to the Investment Policy

Motion was made by Commissioner Flores Weisskopf, seconded by Commissioner Ruttenberg to accept the Consent Agenda.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, President Meyers

Nay: None

Motion carried.

UNFINISHED BUSINESS

Truth in Taxation Resolution

The Treasurer's Report was moved in order to precede the Truth in Taxation Public Hearing. Director Becker presented an overview of the Park District's tax levy history since 2009 explaining that four years ago, the Board made a conscious decision to reduce taxes by 12.7% and has held that reduced rate for the past three years. The Finance Committee recommended that the Board approve a tax levy of \$10,388,432 for 2013, an increase of \$640,905. This increase is based on a 1.7% CPI increase in its "capped funds," and levying four cents of EAV for the Special Recreation Fund and will mean that a homeowner of a \$450,000 home will pay an additional \$24 per year. President Meyers noted that the additional funding is needed to meet federal ADA facility requirements and to keep up with the rate of inflation. As required by law, when the Truth in Taxation Resolution indicates an increase to the estimated tax levy greater than 5%, a public hearing must be held.

Treasurer's Report

Director Becker presented an overview of the revenues and expenses by fund noting that gymnastics, indoor tennis, West Ridge activities, and golf are outperforming their revenue budgets.

Director Becker made note of the inclusion of a new investment analysis report per the Board's request. President Meyers thanked Director Becker for the statement and requested that it also include the investment's effective year of maturity.

Truth in Taxation Public Hearing

President Meyers opened the Truth in Taxation Public Hearing and asked if there were any citizens in attendance that would like to speak to the 2013 Truth in Taxation Resolution. There were none.

President Meyers asked if there were any Commissioners who would like to comment on the Resolution. Commissioner Bernstein commented that even with the increase, taxes levied are less than they were in 2009 and that the decision has been well vetted by the Board.

President Meyers asked Executive Director McElroy if any written communication was received relative to the proposed budget. There was no communication received.

President Meyers asked for a motion to close the hearing. Commissioner Bernstein so moved. Vice President Kaplan seconded the motion. The public hearing was closed.

Truth in Taxation Resolution 13-19

President Meyers called for a motion to approve the Truth in Taxation Resolution 13-19. Commissioner Bernstein moved to approve. Commissioner Flores-Weisskopf seconded.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, President Meyers

Nay: None

Motion carried.

NEW BUSINESS

Falcon Hockey Club Report

Falcons Hockey Club representative Steve Dry presented an overview of the organization stating that although they serve the surrounding communities, the majority of their participants reside in Highland Park. He complimented Centennial Ice Arena, the Falcon's home ice, and expressed his appreciation for the attentiveness of the staff and the quality of the ice. Dry stressed that a second sheet of ice would allow them to expand their program.

2014 Board Meeting Calendar

Executive Director Liza McElroy presented a list of Park Board meeting dates with Workshop Board Meetings generally held on the second Tuesday and Regular Board Meetings on the fourth Tuesday of each month.

Vice President Kaplan made a motion to approve the 2014 Board Meeting calendar.
Commissioner Bernstein seconded.

Motion carried.

COMMISSIONER/COMMITTEE REPORT

Executive Director McElroy reported that by law the Park District is required to post signs stating that concealed weapons are prohibited in parks and facilities and that the signs are currently being installed.

Upcoming special events include:

Summer Camp Open House at the Recreation Center on November 23 from 9am-Noon.

Thanksgiving Day Public Skate at Centennial Ice Arena from 7:30-9pm.

Polar Express December 7 & 14 leaving from the Metra Station.

Sunset Valley Golf Advisory Committee will meet November 20.

Commissioner Bernstein reported on the Athletics Advisory Committee stating that there was much discussion on football and how to prevent injury. He was pleased that the Park District staff is proactive in safety protocols. He noted that a number of people on the committee expressed a need for an indoor field house or complex.

Commissioner Flores Weisskopf noted that the tennis teams at Deer Creek have been having a great time competing and that there is a wish list for more courts and paddle ball.

Commissioner Bernstein reported that the Centennial Ice Arena Advisory Committee has expressed facility needs. President Meyers noted that all will be considered in the master planning process.

OPEN TO PUBLIC TO ADDRESS THE BOARD

There was no public comment.

CLOSED SESSION

Motion was made by Commissioner Ruttenberg, seconded by Vice President Kaplan, to adjourn into Closed Session for discussion of Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in Section 2.06 of the Act; Section 2(c)29 – for discussions between internal or external auditors and the Board.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, President Meyers
Nay: None
Abstain: None
Absent: None

Motion carried.

Meeting was adjourned into Closed Session at 7:33 p.m.

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
DECEMBER 3, 2013**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park, was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:05 p.m. by President Meyers.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, President Meyers

Staff Present: Executive Director McElroy, Director Becker, Director Stumpf, Director Baker, Director Behlow, Director Donahue, Asst. Director Malartsik, Asst. Director Romes, Superintendent Green, Project Manager Gardocki, and Manager Scheve

Guests: Residents Janet Bernstein, David Sogin, Councilman Alyssa Knobel, City of Highland Park, and SmithgroupJJR representatives Paul Weise and Patrick Brawley

ADDITIONS/CHANGES TO THE AGENDA – There were no changes

2013 TAX LEVY ORDINANCE 13-14

Director Becker presented an overview of the November 19, 2013 passage of the Truth in Taxation Resolution which indicated that the levy for 2013 (2014 tax year) would be \$10,388,432.

Director Becker reviewed the draft ordinance of which \$4,100,000 is allocated for General Corporate purposes; \$5,412,250 for Recreation purposes, and \$876,182 for Special Recreation purposes. He reminded the Board that even with the proposed 6.6% increase in the tax levy, taxes are still lower than they were four years ago.

Commissioner Weisskopf asked what the 6.6% increase would mean to an average homeowner. Director Becker stated that the owner of a \$450,000 home would pay an additional \$24 per year. President Meyers directed staff to prepare the tax levy presentation for vote at the December 17 Board Meeting.

CENTRAL PARK STAIRS

Director Stumpf introduced Paul Weise and Patrick Brawley of the design and engineering firm SmithgroupJJR who presented revised draft plans and cost estimates for the proposed Central

Park Bluff Staircase project. The footprint of the project was altered based on comments received at the October workshop meeting. Paul Weise explained the revised plan and cost estimates which included extending the stairs and incorporating wood handrails into the design.

In response to previously stated concerns on the location of the staircase terminus, Weise presented an alternative design that would extend the stair farther north and would result in one extra pier and 75' of additional stairs. Materials were discussed, and the addition of wood handrails to the aluminum and steel design would add cost to the project as well.

Following Board discussion on cost reduction possibilities, President Meyers directed staff to review and revise the current construction criteria and work with SmithgroupJJR to reduce the cost of the project and look at alternate path options.

President Meyers called a recess at 7:10 p.m. The Board Meeting was called back to order at 7:16 p.m.

GREENPRINT 2024 UPDATE

Associate Project Manager Mary Gardocki presented an overview of the GreenPrint 2024 master planning process. Manager Gardocki revisited the expectations of the product and the Lakota Group and explained that the programming piece is necessary for the plan's completion. PDHP staff will work with the Lakota Group and consultants to compile a draft that will be presented to the Board for discussion and analysis. The draft is expected to be completed by the end of the year.

NOVA HP AGREEMENTS

Executive Director McElroy reviewed a draft agreement with District 113 and NOVA HP which was presented at the October Workshop Meeting. The agreement establishes NOVA HP as a Park District affiliate and allows for the use of equipment and facilities of the School District to be used by NOVA HP as a Park District affiliate. Executive Director McElroy recommended that the Board approve the Intergovernmental Agreement with District 113 to provide space for the NOVA HP program, and that the Board approve the Affiliate Agreement between the Park District of Highland Park and NOVA HP at the December Park Board meeting. President Meyers directed Executive Director McElroy to meet with NOVA HP's David Small prior to the December meeting.

ROSEWOOD UPDATE- Continued to next meeting

EMERALD ASH BORER UPDATE

Director Baker and Golf Course Superintendent Green presented an overview of the removal of trees affected by the Emerald Ash Borer (EAB). Director Baker reported that 212 ash trees have been removed in the parks this year. At Sunset Valley Golf Course 178 are marked to come down during the winter, 50-70 are being watched, and 25-40 are currently being treated. Superintendent Green classified the EAB as the worst pest ever to hit the US.

Director Baker reported that the Park District has completed a joint bid for tree removal with the City of Highland Park that could result in a 23% savings.

President Meyers directed staff to be aware of potential uses for the larger logs such as the benches that were constructed at Heller Nature Center's Wander Woods. Baker also reported that 280 trees have been planted this year in replacement.

REVIEW OF VOUCHERS

Director Becker called attention to the different format of the voucher list noting that it is not as cumbersome. There were no questions.

OPEN TO PUBLIC TO ADDRESS BOARD

Resident David Sogin commended the Park Board for their decision on the Central Park Stairs.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein moved to adjourn. Vice President Kaplan seconded.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, President Meyers

Nay: None

Abstain: None

Absent: None

Motion carried.

Meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Liza McElroy, Secretary



To: Executive Director/Board of Commissioners

From: Director of Finance

Date: December 17, 2013

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written November 15, 2013 through December 12, 2013 to be presented to the Board for approval on December 17, 2013.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
November 22, 2013	\$ 97,026.41
December 12, 2013	\$ 393,959.44
Bank Drafts	\$ 163,334.00
P-Card	\$ 176,319.94
TOTAL	\$ 830,639.79

PAYROLL DISBURSEMENTS

November 29, 2013	\$ 301,942.65
December 13, 2013	\$ 290,890.39
TOTAL	\$ 592,833.04
GRAND TOTAL	\$ 1,423,472.83

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 12-17-13 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____

Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT00116 - 2013-11-22 3

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	11/07/2013	Bank Draft	0.00	176,319.94	DFT0000154
<u>100813</u>	Invoice	11/07/2013	P-Card Import	0.00	176,319.94	
11188	ILLINOIS DEPT. OF REVENUE	11/19/2013	Bank Draft	0.00	288.00	DFT0000156
<u>112213</u>	Invoice	11/22/2013	October 2013	0.00	288.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	176,607.94
EFT's	0	0	0.00	0.00
	2	2	0.00	176,607.94

Check Register

Packet: APPKT00116-2013-11-22 3

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	11/15/2013	Bank Draft	0.00	9,247.78	DFT0000155
<u>ICMA 457 11151</u>	Invoice	11/15/2013	Wire Transfer ICMA 457 Deferred Comp	0.00	9,247.78	
10058	AFLAC	11/18/2013	Bank Draft	0.00	1,446.51	DFT0000157
<u>AFLAC 111813</u>	Invoice	11/18/2013	AFLAC 11/18/13	0.00	1,446.51	
12825	ICMA RETIREMENT TRUST #705568	11/15/2013	Bank Draft	0.00	70.00	DFT0000158
<u>ICMA Roth 11151</u>	Invoice	11/15/2013	Wire Transfer ICMA Roth	0.00	70.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	10,764.29
EFT's	0	0	0.00	0.00
	3	3	0.00	10,764.29

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	5	5	0.00	187,372.23
EFT's	0	0	0.00	0.00
	5	5	0.00	187,372.23

Fund Summary

Fund	Name	Period	Amount
98	PAYROLL POOLED CASH FUND	11/2013	10,764.29
99	POOLED CASH FUND	11/2013	176,607.94
			187,372.23



Park District of Highland Park, IL

Check Register

Packet: APPKT00120 - 2013-11-22 7

By Check Number

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
10034 <u>13607-3</u>	ABSOLUTE HOME IMPROVEMENTS Invoice	11/22/2013 11/18/2013	Regular Cia Generator	0.00 0.00	7,665.00 7,665.00	174190
10049 <u>428082985</u>	ADP, INC. Invoice	11/22/2013 11/15/2013	Regular Autopay II Processing 11/08/13	0.00 0.00	5,392.03 5,392.03	174191
10062 <u>846396</u>	AIR COMFORT CORP Invoice	11/22/2013 09/11/2013	Regular Cia cooling tower project	0.00 0.00	39,565.52 39,565.52	174192
10088 <u>111113</u>	ALICIA O'CONNOR Invoice	11/22/2013 11/11/2013	Regular 11/6/13 Professional Services	0.00 0.00	390.00 390.00	174193
13696 <u>111913</u>	ANIMAL QUEST ENTERTAINMENT IN Invoice	11/22/2013 11/19/2013	Regular 02/01/14 event deposit	0.00 0.00	50.00 50.00	174194
10221 <u>112213</u>	AUDE WILKINS-PETTY CASH Invoice	11/22/2013 11/22/2013	Regular Ski rental petty cash	0.00 0.00	300.00 300.00	174195
10305 <u>22827</u>	BLECK ENGINEERING COMPANY, INC Invoice	11/22/2013 10/31/2013	Regular Rosewood Beach Professional Services	0.00 0.00	190.00 190.00	174196
10378 <u>1010-7653-0000</u>	CALL ONE Invoice	11/22/2013 11/15/2013	Regular November/December 2013	0.00 0.00	4,535.54 4,535.54	174197
10536 <u>877110056007</u>	COMCAST Invoice	11/22/2013 11/08/2013	Regular RCHP:Service TV	0.00 0.00	91.42 91.42	174198
10720 <u>251</u>	DIRK URBAN Invoice	11/22/2013 11/06/2013	Regular Beach Pavilion graphics	0.00 0.00	7,700.00 7,700.00	174199
13672 <u>1396345</u>	DONNA ORSI Invoice	11/22/2013 11/15/2013	Regular REFUND	0.00 0.00	151.00 151.00	174200
11011 <u>10109</u>	GRANT BOYLE Invoice	11/22/2013 11/20/2013	Regular Photography fee	0.00 0.00	1,595.00 1,595.00	174201
11104 <u>090213fin</u>	HIGHLAND PARK COUNTRY CLUB Invoice	11/22/2013 09/02/2013	Regular Utilities Aug/Sept/Oct 2013	0.00 0.00	16,577.46 16,577.46	174202
13691 <u>1399842</u>	JAY ZAYER Invoice	11/22/2013 11/21/2013	Regular REFUND	0.00 0.00	91.00 91.00	174203
13692 <u>1395787</u>	JULIE MOSS Invoice	11/22/2013 11/14/2013	Regular REFUND	0.00 0.00	226.00 226.00	174204
11797 <u>275834</u>	MIDCO Invoice	11/22/2013 11/12/2013	Regular 12/2013-11/2014 Maint Agreement	0.00 0.00	6,115.40 6,115.40	174205
11926 <u>1500065572572</u> <u>1500065576835</u>	NORTH SHORE GAS Invoice Invoice	11/22/2013 10/11/2013 10/11/2013	Regular RCHP Aquatic Park NSG 0179425	0.00 0.00 0.00	1,556.64 6.34 1,550.30	174206
13697 <u>111413</u>	PACK 31 Invoice	11/22/2013 11/14/2013	Regular First aid kits	0.00 0.00	40.00 40.00	174207
12063 <u>111813</u>	PIERO'S PIZZA, INC. Invoice	11/22/2013 11/18/2013	Regular Supplies	0.00 0.00	1,252.65 1,252.65	174208
12129	PURCHASE POWER	11/22/2013	Regular	0.00	2,500.00	174209

Check Register

Packet: APPKT00120-2013-11-22 7

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>8000909005165</u>	Invoice	11/15/2013	Aug/Sept/Oct 2013 postage	0.00	2,500.00	
12208	RICOH AMERICAS CORP	11/22/2013	Regular	0.00	269.00	174210
<u>5000639744</u>	Invoice	11/09/2013	Ricoh 11/06/13 - 12/05/13	0.00	269.00	
12211	RICOH USA, INC	11/22/2013	Regular	0.00	388.75	174211
<u>5028287615</u>	Invoice	11/11/2013	Ricoh 10/11/13 - 11/10/13	0.00	388.75	
13673	STEVE KATZ	11/22/2013	Regular	0.00	192.00	174212
<u>1399853</u>	Invoice	11/21/2013	REFUND	0.00	192.00	
13694	TRACY LOEWENTHAL	11/22/2013	Regular	0.00	117.00	174213
<u>1395708</u>	Invoice	11/14/2013	REFUND	0.00	117.00	
13695	YOO MI HAHN	11/22/2013	Regular	0.00	75.00	174214
<u>1397559</u>	Invoice	11/19/2013	REFUND	0.00	75.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	26	25	0.00	97,026.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	26	25	0.00	97,026.41

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	11/2013	97,026.41
			<u>97,026.41</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT00124 - 2013-12-09 4

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11177	ILL MUNICIPAL RETIREMENT FUND	11/29/2013	Bank Draft	0.00	141,443.41	DFT0000167
<u>IMRF November</u>	Invoice	11/29/2013	IMRF 11/29/13	0.00	141,443.41	
11161	ICMA RETIREMENT TRUST #302037	11/29/2013	Bank Draft	0.00	10,768.30	DFT0000168
<u>ICMA 457 11291</u>	Invoice	11/29/2013	Wire Transfer ICMA 457 Deferred Comp	0.00	10,768.30	
12825	ICMA RETIREMENT TRUST #705568	11/29/2013	Bank Draft	0.00	70.00	DFT0000169
<u>ICMA Roth 11291</u>	Invoice	11/29/2013	Wire Transfer ICMA Roth	0.00	70.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	152,281.71
EFT's	0	0	0.00	0.00
	<u>3</u>	<u>3</u>	<u>0.00</u>	<u>152,281.71</u>

Fund Summary

Fund	Name	Period	Amount
98	PAYROLL POOLED CASH FUND	11/2013	152,281.71
			<hr/> 152,281.71



Park District of Highland Park, IL

Check Register

Packet: APPKT00128 - 2013-12-12 1

By Check Number

Vendor Number Payable #	Vendor Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
10006	3301-NCPERS - IL IMRF	12/12/2013	Regular	0.00	80.00	174215
<u>112213</u>	Invoice	11/22/2013	NCPERS Group Life Insurance	0.00	80.00	
10034	ABSOLUTE HOME IMPROVEMENTS	12/12/2013	Regular	0.00	3,605.00	174216
<u>13606-1</u>	Invoice	09/09/2013	RCHP	0.00	3,605.00	
10034	ABSOLUTE HOME IMPROVEMENTS	12/12/2013	Regular	0.00	36,176.50	174217
<u>13609-2</u>	Invoice	11/26/2013	Sherwood Park renovation	0.00	36,176.50	
10049	ADP, INC.	12/12/2013	Regular	0.00	3,708.77	174218
<u>428406814</u>	Invoice	11/22/2013	ADP HR/BENEFITS SOLUTION	0.00	3,708.77	
10049	ADP, INC.	12/12/2013	Regular	0.00	521.75	174219
<u>428677235</u>	Invoice	11/29/2013	Autopay II Processing 11/22/13	0.00	521.75	
10055	AEREX PEST CONTROL	12/12/2013	Regular	0.00	57.00	174220
<u>936875</u>	Invoice	12/11/2013	Service	0.00	57.00	
13715	ALISHA LEVIN	12/12/2013	Regular	0.00	75.00	174221
<u>1407056</u>	Invoice	12/11/2013	Refund	0.00	75.00	
10091	ALL STAR SPORTS	12/12/2013	Regular	0.00	765.00	174222
<u>136228</u>	Invoice	12/10/2013	Instruction classes fall 2013	0.00	765.00	
13716	AMY BLOOM	12/12/2013	Regular	0.00	261.00	174223
<u>1402358</u>	Invoice	12/11/2013	Refund	0.00	261.00	
10215	AT GROUP, INC.	12/12/2013	Regular	0.00	4,039.60	174224
<u>505</u>	Invoice	11/30/2013	Proj Mgmt Serv Rosewood Beach	0.00	4,039.60	
13642	BEST LIGHTS, INC	12/12/2013	Regular	0.00	53,508.00	174225
<u>5764</u>	Invoice	12/02/2013	Lighting fixtures & accessories	0.00	53,508.00	
10305	BLECK ENGINEERING COMPANY, INC	12/12/2013	Regular	0.00	1,175.35	174226
<u>22853</u>	Invoice	12/11/2013	Professional services 11/15/13-11/30/13	0.00	517.50	
<u>22854</u>	Invoice	12/10/2013	Rosewood Beach professional services	0.00	657.85	
10420	CENTERPOINT ENERGY SERVICES	12/12/2013	Regular	0.00	3,130.91	174227
<u>4677941</u>	Invoice	11/25/2013	West Ridge Center	0.00	1,777.45	
<u>4677951</u>	Invoice	11/25/2013	RCHP	0.00	919.24	
<u>4677971</u>	Invoice	11/25/2013	Deer Creek Courts	0.00	434.22	
10448	CHICAGO FIRE JUNIORS NORTH SC	12/12/2013	Regular	0.00	280.00	174228
<u>112013</u>	Invoice	11/20/2013	Fall 2013 soccer clinic fee	0.00	280.00	
10473	CHICAGOLAND PAVING	12/12/2013	Regular	0.00	25,070.00	174229
<u>132502-F</u>	Invoice	12/11/2013	2013 Asphalt Project	0.00	25,070.00	
10535	COMCAST	12/12/2013	Regular	0.00	134.85	174230
<u>877110056032</u>	Invoice	11/22/2013	ADMIN:Cable/Internet	0.00	134.85	
10535	COMCAST	12/12/2013	Regular	0.00	31.89	174231
<u>877110056000</u>	Invoice	11/20/2013	Service TV	0.00	31.89	
10535	COMCAST	12/12/2013	Regular	0.00	82.96	174232
<u>8771100560000</u>	Invoice	11/20/2013	Centennial Ice Arena:Service TV	0.00	82.96	
10535	COMCAST	12/12/2013	Regular	0.00	134.85	174233

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>877110056021</u>	Invoice	12/10/2013	SVGC:Service WIFI	0.00	134.85	
10535	COMCAST	12/12/2013	Regular	0.00	40.44	174234
<u>877110056002</u>	Invoice	11/20/2013	SVGC:Service TV	0.00	40.44	
10535	COMCAST	12/12/2013	Regular	0.00	139.85	174235
<u>877110056021</u>	Invoice	12/11/2013	Centennial Ice Arena:Service WIFI	0.00	139.85	
10535	COMCAST	12/12/2013	Regular	0.00	134.85	174236
<u>877110056021</u>	Invoice	12/11/2013	Deer Creek Courts:Service WIFI	0.00	134.85	
10537	COMED	12/12/2013	Regular	0.00	179.88	174237
<u>1310498019</u>	Invoice	12/10/2013	2501 Sheridan Rd	0.00	64.66	
<u>1821106004</u>	Invoice	11/27/2013	1377 Deer Creek Pkwy(Fink Ballfield)	0.00	79.06	
<u>1898688000</u>	Invoice	12/10/2013	Ravine Dr Sec Apt	0.00	19.10	
<u>1982062001</u>	Invoice	12/10/2013	Laurel Ave Bandstand	0.00	17.06	
10581	CRAFTWOOD LUMBER	12/12/2013	Regular	0.00	118.55	174238
<u>764</u>	Invoice	12/09/2013	Supplies	0.00	118.55	
10613	DAN HEUSER	12/12/2013	Regular	0.00	120.00	174239
<u>111913</u>	Invoice	11/19/2013	11/19/13 Professional fee	0.00	120.00	
10726	DK ORGANICS, LLC.	12/12/2013	Regular	0.00	119.60	174240
<u>2-62133</u>	Invoice	11/22/2013	Superfine	0.00	119.60	
10954	GARY KANTOR	12/12/2013	Regular	0.00	120.60	174241
<u>111413</u>	Invoice	11/14/2013	November 2013 class fee	0.00	120.60	
11143	HOWARD ROBINS	12/12/2013	Regular	0.00	120.00	174242
<u>120213</u>	Invoice	12/02/2013	3 hrs. 9/21/13-12/1/13	0.00	120.00	
11165	IDLEWOOD ELECTRIC SUPPLY INC.	12/12/2013	Regular	0.00	1,250.00	174243
<u>66675</u>	Invoice	09/16/2013	Equipment repair	0.00	1,250.00	
11184	ILLINOIS DEPT OF AGRICULTURE	12/12/2013	Regular	0.00	20.00	174244
<u>LC0970037000 8</u>	Invoice	11/13/2013	Pesticide license - Brian Green	0.00	20.00	
11184	ILLINOIS DEPT OF AGRICULTURE	12/12/2013	Regular	0.00	15.00	174245
<u>LC0970037000 3</u>	Invoice	11/13/2013	Pesticide License - Rodrigo Gonzalez	0.00	15.00	
11190	ILLINOIS KIDS WRESTLING FED	12/12/2013	Regular	0.00	140.00	174246
<u>111813</u>	Invoice	11/18/2013	Club charter fee	0.00	140.00	
11199	IMAGES ALIVE, LTD	12/12/2013	Regular	0.00	2,247.66	174247
<u>10980</u>	Invoice	08/22/2013	15 monogramed shirts	0.00	357.95	
<u>11112</u>	Invoice	11/18/2013	225 blankets - Polar Express event	0.00	1,889.71	
11216	INTEGRYS ENERGY SERVICES INC.	12/12/2013	Regular	0.00	12,041.25	174248
<u>33976759</u>	Invoice	11/19/2013	1390 Sunset Rd	0.00	1,348.58	
<u>34243711</u>	Invoice	12/10/2013	2821 Ridge Rd (Heller Nature Center)	0.00	1,080.45	
<u>34243778</u>	Invoice	11/26/2013	636 Ridge Rd(West Ridge Center)	0.00	2,266.74	
<u>34243785</u>	Invoice	11/26/2013	West Ridge Ballfield	0.00	79.65	
<u>34243808</u>	Invoice	11/26/2013	Egandale Sec Light at Boating Beach	0.00	44.51	
<u>34243877</u>	Invoice	12/10/2013	3452 Krenn Ave	0.00	28.77	
<u>34301527</u>	Invoice	12/10/2013	1801 Sunset Rd	0.00	964.04	
<u>34301532</u>	Invoice	12/10/2013	Fink Park, Maint Barn, Indoor Tennis	0.00	4,953.98	
<u>34301537</u>	Invoice	11/27/2013	Navigation Light, Boat Ramp Bldg	0.00	15.03	
<u>34301538</u>	Invoice	11/27/2013	Yacht Club	0.00	318.71	
<u>34301544</u>	Invoice	12/10/2013	Ravine Dr Sec Apt	0.00	28.11	
<u>34301571</u>	Invoice	11/27/2013	Lincoln Ave Ballfield	0.00	15.54	
<u>34301575</u>	Invoice	11/27/2013	Rosewood Park	0.00	24.74	
<u>34301606</u>	Invoice	11/27/2013	Hidden Creek Aqua Park	0.00	844.23	
<u>34301628</u>	Invoice	12/10/2013	Jenson Park	0.00	28.17	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
13602	JEFF SCHWARZ	12/12/2013	Regular	0.00	1,210.00	174249
<u>120413</u>	Invoice	12/04/2013	Officials fee - Adult flag football	0.00	1,210.00	
13717	JULIE ACKERMANN	12/12/2013	Regular	0.00	180.57	174250
<u>1405652</u>	Invoice	12/11/2013	Refund	0.00	44.17	
<u>1405653</u>	Invoice	12/11/2013	Refund	0.00	44.17	
<u>1405654</u>	Invoice	12/11/2013	Refund	0.00	44.17	
<u>1405655</u>	Invoice	12/11/2013	Refund	0.00	44.17	
<u>1405656</u>	Invoice	12/11/2013	Refund	0.00	3.89	
11427	K H KIM TAEKWONDO	12/12/2013	Regular	0.00	7,107.10	174251
<u>112613</u>	Invoice	11/26/2013	Fall 2013 class fee	0.00	7,107.10	
13718	KAREN PAIGE	12/12/2013	Regular	0.00	50.00	174252
<u>1407063</u>	Invoice	12/11/2013	Refund	0.00	50.00	
13713	KENNETH H DENBERG	12/12/2013	Regular	0.00	1,570.00	174253
<u>120413</u>	Invoice	12/04/2013	19 Centennial Bond coupons redeemed	0.00	1,570.00	
11694	MARK TULLOSS	12/12/2013	Regular	0.00	1,200.00	174254
<u>112013</u>	Invoice	11/20/2013	11/03/13 Special Event - professional fee	0.00	1,200.00	
11860	MUTUAL ACE HARDWARE	12/12/2013	Regular	0.00	195.30	174255
<u>1191</u>	Invoice	11/30/2013	Supplies	0.00	195.30	
13719	NORTH SHORE ACADEMY	12/12/2013	Regular	0.00	45.00	174256
<u>1405651</u>	Invoice	12/11/2013	Refund	0.00	45.00	
13604	NORTH SHORE GAS	12/12/2013	Regular	0.00	1,572.64	174257
<u>1500006145242</u>	Invoice	12/10/2013	1377 Clavey Rd	0.00	139.63	
<u>1500006974753</u>	Invoice	12/10/2013	1390 Sunset Rd	0.00	183.89	
<u>1500021101775</u>	Invoice	12/10/2013	2900 Trail Way, Cunniff Park Shelter	0.00	124.36	
<u>1500026370346</u>	Invoice	12/10/2013	3100 Trail Way	0.00	114.52	
<u>1500026370947</u>	Invoice	11/25/2013	Aquatic Park NSG 0310037	0.00	167.83	
<u>3500006317294</u>	Invoice	11/25/2013	1240 Fredrickson	0.00	311.17	
<u>5500006974488</u>	Invoice	12/10/2013	Sunset Rd N of Bldg	0.00	216.38	
<u>8500027164093</u>	Invoice	12/10/2013	1390 Sunset Rd Maint Bldg	0.00	171.27	
<u>8500006974564</u>	Invoice	11/25/2013	1390 Sunset Rd	0.00	143.59	
11998	PARK DISTRICT RISK MGMT AGCY	12/12/2013	Regular	0.00	106,902.34	174258
<u>113013</u>	Invoice	11/30/2013	Health Invoice	0.00	106,902.34	
11998	PARK DISTRICT RISK MGMT AGCY	12/12/2013	Regular	0.00	26,903.84	174259
<u>133</u>	Invoice	11/30/2013	Property/Liability/Workers Comp/Empl	0.00	26,903.84	
13720	PAUL MOREHEAD	12/12/2013	Regular	0.00	50.00	174260
<u>1407057</u>	Invoice	12/11/2013	Refund	0.00	50.00	
12124	PROSPECT ATHLETIC BOOSTERS	12/12/2013	Regular	0.00	750.00	174261
<u>111313</u>	Invoice	11/13/2013	Registration fee 02/16/2014 tournament	0.00	750.00	
12157	RAY AMIDEI	12/12/2013	Regular	0.00	280.00	174262
<u>120913</u>	Invoice	12/11/2013	Staff CPR/AED training	0.00	280.00	
12208	RICOH AMERICAS CORP	12/12/2013	Regular	0.00	2,134.70	174263
<u>5000704978</u>	Invoice	12/11/2013	Ricoh 11/30/13 - 12/30/13	0.00	2,134.70	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	52.42	174264
<u>5028443160</u>	Invoice	12/10/2013	Ricoh 10/29/13-11/28/13	0.00	52.42	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	55.86	174265
<u>5028443158</u>	Invoice	12/10/2013	Ricoh 10/29/13-11/28/13	0.00	55.86	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	1,054.91	174266
<u>5028385401</u>	Invoice	12/10/2013	Ricoh 10/24/13-11/23/13	0.00	1,054.91	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	149.36	174267
<u>5028455804</u>	Invoice	12/10/2013	Ricoh 10/30/13-11/29/13	0.00	149.36	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	213.52	174268
<u>5028363432</u>	Invoice	12/10/2013	Ricoh 10/20/13-11/19/13	0.00	213.52	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	248.57	174269
<u>5028442437</u>	Invoice	12/10/2013	Ricoh 10/24/13-11/23/13	0.00	248.57	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	9.58	174270
<u>5028443159</u>	Invoice	12/10/2013	Ricoh 10/29/13-11/28/13	0.00	9.58	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	74.98	174271
<u>5028601473</u>	Invoice	12/11/2013	Ricoh 11/04/13-12/03/13	0.00	74.98	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	125.73	174272
<u>5028385322</u>	Invoice	12/10/2013	Ricoh 10/23/13-11/22/13	0.00	125.73	
12211	RICOH USA, INC	12/12/2013	Regular	0.00	175.73	174273
<u>5028363431</u>	Invoice	12/10/2013	Ricoh 10/20/13-11/19/13	0.00	175.73	
13721	ROLAND DUBOSQ	12/12/2013	Regular	0.00	218.50	174274
<u>1402336</u>	Invoice	12/11/2013	Refund	0.00	218.50	
12254	RONDOUT SERVICE CENTER	12/12/2013	Regular	0.00	163.50	174275
<u>3281</u>	Invoice	12/10/2013	Safety stickers	0.00	140.00	
<u>8416</u>	Invoice	11/29/2013	Safety stickers	0.00	23.50	
12393	SMITHGROUP JJR	12/12/2013	Regular	0.00	144.09	174276
<u>0098221</u>	Invoice	12/10/2013	Professional Services 08/31/13-09/27/13	0.00	144.09	
12440	STATE FIRE MARSHALL	12/12/2013	Regular	0.00	70.00	174277
<u>9505024</u>	Invoice	12/10/2013	Boiler inspection	0.00	70.00	
13722	STEPHANIE FRANKE	12/12/2013	Regular	0.00	5.50	174278
<u>1406132</u>	Invoice	12/11/2013	Refund	0.00	2.75	
<u>1406133</u>	Invoice	12/11/2013	Refund	0.00	2.75	
12467	STEVE OLSON PRINTING & DESIGN	12/12/2013	Regular	0.00	512.00	174279
<u>8117</u>	Invoice	12/10/2013	Trifold brochures - rentals/parties	0.00	399.00	
<u>8900</u>	Invoice	12/10/2013	Business cards	0.00	113.00	
12493	SUNSET FOOD MART INC	12/12/2013	Regular	0.00	64.36	174280
<u>16200</u>	Invoice	12/10/2013	Supplies	0.00	64.36	
12517	TARGET BANK	12/12/2013	Regular	0.00	367.83	174281
<u>00028951204</u>	Invoice	12/10/2013	Supplies	0.00	367.83	
12517	TARGET BANK	12/12/2013	Regular	0.00	316.40	174282
<u>00028951205</u>	Invoice	12/10/2013	Supplies	0.00	316.40	
12703	UW/NORTH SHORE/HIGHLAND PK/I	12/12/2013	Regular	0.00	120.00	174283
<u>112713</u>	Invoice	12/10/2013	United Way	0.00	120.00	
13723	VALERIE GAINES	12/12/2013	Regular	0.00	50.00	174284
<u>1402314</u>	Invoice	12/11/2013	Refund	0.00	50.00	
13724	VERNA BOUSIS	12/12/2013	Regular	0.00	50.00	174285
<u>1402316</u>	Invoice	12/11/2013	Refund	0.00	50.00	
13714	VERNON HILLS ATHLETIC ASSOCIATI	12/12/2013	Regular	0.00	1,285.00	174286
<u>111913</u>	Invoice	12/10/2013	2014 Baseball tournament fees	0.00	1,285.00	
12724	VISION INTERNET PROVIDERS, INC	12/12/2013	Regular	0.00	200.00	174287
<u>25931</u>	Invoice	12/10/2013	Website hosting - November 2013	0.00	200.00	
12732	W.B. OLSON, INC.	12/12/2013	Regular	0.00	87,034.00	174288

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>3932</u>	Invoice	12/10/2013	Rosewood Beach Development	0.00	87,034.00	
12794	WORKPLACE SOLUTIONS, LLC	12/12/2013	Regular	0.00	1,400.00	174289
<u>INV3101</u>	Invoice	12/10/2013	Professional services	0.00	1,400.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	111	75	0.00	393,959.44
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	111	75	0.00	393,959.44

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	12/2013	393,959.44
			<hr/> 393,959.44



MEMORANDUM

To: Board of Park Commissioners

From: Director Baker

Date: December 11, 2013

Re: **RECOMMENDATION: 2014 UNIT PRICE TREE & STUMP
REMOVAL BID**

C: Executive Director McElroy

On November 27th, 2013 the Park District and City of Highland Park participated in a joint bid request, receiving five submittals for the 2014 Unit Price Tree & Stump Removal bid. This proposal request specifies removal of dead, diseased, or hazardous trees along with stump grinding. The proposed contract is based on a per inch cost of 4 tree class sizes. Estimated quantities were used for bidding purposes. Removals will be on an as needed basis throughout the year.

The capital budget established for EAB removals in 2014 is \$115,000. Staff is requesting approval of the proposal from Sawvell Tree Service, Inc., not to exceed the capital budget amount for tree removals. Sawvell Tree Service, Inc. is the current contractor for the City of Highland Park.

A bid summary table is attached for your review.

City of Highland Park, Illinois Department of Public Works**2014 Unit Price Tree & Stump Removal - Bid Tabulation**

Bid Opening: November 27, 2013 at 11:00 a.m. Attended by: Lorraine Bush (847-926-1189), Joe O'Neill

Five bids received

Park District of Highland Park

Item #	Sawvell Tree Service, Inc Mundelein, IL		Landscape Concepts Management Inc Grayslake		Nels Johnson Tree Experts, Inc Evanston, IL		Trees R Us, Inc Wauconda, IL		Clean Cut Tree Service, Inc Grayslake, IL	
	Unit Price	Estimated Cost	Unit Price	Estimated Cost	Unit Price	Estimated Cost	Unit Price	Estimated Cost	Unit Price	Estimated Cost
1	\$6.00	\$3,000.00	\$10.00	\$5,000.00	\$6.00	\$3,000.00	\$15.00	\$7,500.00	\$18.00	\$9,000.00
2	\$9.00	\$7,200.00	\$13.50	\$10,800.00	\$12.00	\$9,600.00	\$19.00	\$15,200.00	\$25.00	\$20,000.00
3	\$14.50	\$14,500.00	\$18.50	\$18,500.00	\$18.00	\$18,000.00	\$34.00	\$34,000.00	\$34.00	\$34,000.00
4	\$15.00	\$4,500.00	\$24.00	\$7,200.00	\$20.00	\$6,000.00	\$38.00	\$11,400.00	\$39.00	\$11,700.00
TOTAL		\$29,200.00		\$41,500.00		\$36,600.00		\$68,100.00		\$74,700.00



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf, Manager Gardocki

Date: December 17, 2013

Re: **DEMOLITION OF MILLARD PARK SEWAGE TREATMENT BUILDING
PROJECT: PROFESSIONAL ENGINEERING SERVICES AGREEMENT**

C: Executive Director McElroy

Background and Discussion

In July 2013, the Historic Preservation Commission granted the District a 'termination of the demolition' delay on the structure at 15 Ravine Drive. This finding states that further time is not anticipated to avoid demolition of the structure. As such, the District met with the City to determine next steps. Because the structure is within the Lakefront Overlay Zone, the demolition application must be processed through the Natural Resource Commission and City Council. To meet the application and code requirements, civil and technical professional services are required

The District has very recently obtained verbal and/or written permit clearance from all State agencies and can proceed with all preparations for the demolition.

The attached agreement with Bleck Engineering represents civil and technical professional services required for the demolition of the Millard Park Sewage Treatment Building. The contract is for an amount not to exceed \$31,550 plus reimbursable expenses not to exceed \$750.

Bleck Engineering has served the District very well during past projects and is familiar with the City of Highland Park's processes and requirements. We look forward to working with them once again.

Recommendation

Grant Executive Director McElroy authorization to officiate this proposed Professional Service Agreement.



MEMORANDUM

To: Board of Commissioners

From: Elliott Becker, Finance Director

C: Liza McElroy, Executive Director

Date: December 17, 2013

Re: **Ordinance 13-14, 2013 Tax Levy**

On November 19, 2013, the Park Board passed the Truth in Taxation Resolution for the 2013 tax levy (2014 taxes). By law, the Park District must wait for 28 days to officially pass the 2013 tax levy ordinance to formalize the estimated levy described in the resolution.

Attached to this memorandum is the levy which exactly reflects the estimated resolution. Upon passage of the resolution, staff will deliver an executed copy to the County so that it may be recorded by the legal deadline of the last Tuesday of the year which in 2013 falls on December 31.

The 2013 tax levy ordinance represents the District's request for property taxes and reflects an increase of 6.6% from the 2012 property taxes collected and is based on a CPI increase of 1.7% for those funds which are under the property tax cap and four cents per \$100 of Equalized Assessed Valuation for the Special Recreation Fund.

Recommendation: Staff requests that the Board pass Ordinance 13-14, Tax Levy ordinance for 2013 representing the District's request for property taxes to be received in 2014. The amount of the levy is ten million three hundred eighty-eight thousand, four hundred thirty-two dollars (\$10,388,432).

#13-14

AN ORDINANCE FOR THE LEVY OF TAXES FOR THE PARK DISTRICT OF HIGHLAND PARK FOR 2013

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT
OF HIGHLAND PARK, COUNTY OF LAKE AND STATE OF ILLINOIS, AS FOLLOWS:**

SECTION 1: That the sum of Ten Million Three Hundred Eighty-Eight Thousand Four Hundred Thirty-Two dollars (\$10,388,432) being the total amount required to be raised by taxation for the year 2013 by the Park District of Highland Park, Illinois for all corporate purposes of said Park District and for purposes of providing for the Corporate Fund, a Recreation Fund, and a Handicapped Recreation Fund be and the same is hereby levied upon all taxable property within said Park District of Highland Park subject to taxation for said year in the amounts and for the uses and purposes itemized below:

- I. The amount to be raised by Tax Levy for Corporate Purposes: (Authority Sec. 5-1 Park District Code)

Salaries	\$2,038,505
Contractual Services	765,429
Utilities	73,020
Materials and Supplies	276,798
Insurance	521,564
Maintenance and Landscaping	70,990
Maintenance	276,798
Pension	<u>76,896</u>

Total Levy for Corporate Fund \$4,100,000

- II. The amount to be raised by Tax Levy for Recreation Purposes:

- A) Recreation Fund: (Authority Sec. 5-2a Park District Code)

Salaries and Wages	\$2,728,806
Contractual Services	977,384
Utilities	462,482
Materials and Supplies	350,483
Maintenance and Landscape	255,874
Insurance	<u>637,221</u>

Total Levy for Recreation Fund \$5,412,250

III. The amount to be raised by Tax Levy for Handicapped Recreation Purposes:
(Authority Sec. 5-8 Park District Code)

District's share of expenses
providing recreational programs
for the handicapped under a joint
agreement with the members of the
North Suburban Special Recreation
Association \$ 359,032
Capital Outlay \$ 517,150

**Total Levy for Handicapped
Recreation Fund \$ 876,182**

TOTAL AMOUNT LEVIED \$ 10,388,432

SUMMARY

Total Tax Levy for General Corporate Purposes: \$ 4,100,000

Total Tax Levy for Recreation Purposes: \$ 5,412,250

Total Tax Levy for Handicapped Recreation Purposes: \$ 876,182

Total Amount Levied \$ 10,388,432

SECTION 2. That the total amount of Ten Million Three Hundred Eighty-Eight thousand, four hundred thirty-two dollars (\$10,388,432) itemized as aforesaid, be, and the same is hereby levied on all property subject to taxation within the Park District of Highland Park according to the value of said property as the same is assessed and equalized for State and County purposes for the year 2013.

SECTION 3. That there is hereby certified to the County Clerk of Lake County, Illinois, the several sums aforesaid constituting Ten Million Three Hundred Eighty-Eight Thousand Four Hundred Thirty-Two Dollars which said total amount the said Park District of Highland Park requires to be raised by taxation for the year 2013 of said Park District, and the Secretary of said District is hereby ordered and directed to file with the County Clerk of said County on or before the time required by law, a certified copy of this Ordinance, along with the certificate of the Park District's presiding officer pertaining to compliance with the Truth in Taxation Law.

STATE OF ILLINOIS)) SS
COUNTY OF LAKE)

CERTIFICATION

I, LIZA MCELROY, the duly qualified and acting Secretary of the Park District of Highland Park and the keeper of the Official records thereof,

DO HEREBY CERTIFY, that the attached Ordinance is a true, correct and compared copy of an Ordinance entitled "An Ordinance for the levy of Taxes for the Park District of Highland Park for the Year 2013," which was duly passed by the Board of Park Commissioners of the Park District of Highland Park at a regularly convened meeting held on the 17th day of December, A.D., 2013.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 17th day of December, A.D., 2013.

Liza McElroy, Secretary
Board of Park Commissioners
Park District of Highland Park

CERTIFICATE OF PRESIDING OFFICER

I, SCOTT MEYERS, hereby certify that I am the duly elected President of the Board of Park Commissioners of the Park District of Highland Park, Highland Park, Lake County, Illinois, and that as such President, I am the current presiding officer of the corporate authority of said Park District.

I further certify that the attached copy of an ordinance levying and assessing taxes of the Park District of Highland Park for the year 2013 was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of The Truth in Taxation Law ("LAW").

The notice and hearing requirements of Sections 18-70 through 18-85 of the Law are applicable.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and current presiding officer of the Board of Park Commissioners of the Park District of Highland Park of Highland Park, Illinois this 17th day of December, 2013.

Scott Meyers, President
Board of Park Commissioners
Park District of Highland Park



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2013

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
100 - PROGRAMS	344,269.74	213,478.11	2,088,935.34	1,707,824.88	381,110.46	2,561,737.00	350,191.22	2,154,265.61
110 - CAMPS	0.00	116,171.59	1,274,371.40	929,372.72	344,998.68	1,394,059.00	0.00	1,313,396.28
120 - LESSONS	19,182.75	29,877.83	261,747.26	239,022.64	22,724.62	358,534.00	23,452.66	229,118.87
130 - SPECIAL EVENTS	518.00	9,471.65	64,645.93	75,773.20	-11,127.27	113,660.00	1,512.00	66,983.11
410 - TAX	64,840.87	822,556.41	9,663,748.81	6,580,451.28	3,083,297.53	9,870,677.00	63,885.00	9,602,442.53
420 - FEES & CHARGES	55,467.55	109,150.00	1,077,271.03	873,200.00	204,071.03	1,309,800.00	48,735.13	1,121,807.60
440 - MEMBERSHIPS	109,718.98	124,008.33	1,011,809.49	992,066.64	19,742.85	1,488,100.00	105,720.46	1,012,915.77
450 - RENTALS	107,217.75	102,415.85	838,826.54	819,326.80	19,499.74	1,228,990.00	88,640.57	787,692.63
460 - MERCHANDISING	6,496.28	8,326.92	64,970.85	66,615.36	-1,644.51	99,923.00	6,766.98	60,306.29
470 - INTEREST INCOME	83.05	10,491.67	31,231.57	83,933.36	-52,701.79	125,900.00	10,712.60	98,001.71
480 - MISCELLANEOUS INCOME	10,397.54	112,062.73	326,143.69	896,501.84	-570,358.15	1,344,753.00	8,284.15	166,340.37
510 - OTHER INCOME	0.00	166.67	327,423.90	1,333.36	326,090.54	2,000.00	0.00	2,368.00
520 - BOND/DEBT PROCEEDS	0.00	746,250.00	8,755,000.00	5,970,000.00	2,785,000.00	8,955,000.00	0.00	0.00
Total Revenue:	718,192.51	2,404,427.76	25,786,125.81	19,235,422.08	6,550,703.73	28,853,133.00	707,900.77	16,615,638.77
Expense								
100 - PROGRAMS	162,903.91	134,778.50	969,986.45	1,078,228.00	108,241.55	1,617,342.50	163,941.42	912,751.52
110 - CAMPS	-1.75	62,614.70	690,191.92	500,917.60	-189,274.32	751,377.00	0.00	677,671.54
120 - LESSONS	13,631.11	8,162.50	71,895.76	65,300.00	-6,595.76	97,950.00	14,429.23	72,967.63
130 - SPECIAL EVENTS	12,292.97	15,903.89	155,118.60	127,231.12	-27,887.48	190,847.00	7,554.19	135,125.91
610 - SALARIES & WAGES	757,208.52	590,801.87	4,480,023.83	4,726,414.96	246,391.13	7,089,621.40	677,959.90	4,081,675.63
620 - CONTRACTUAL SERVICES	94,103.06	276,966.85	1,994,924.44	2,215,734.80	220,810.36	3,323,602.00	113,984.58	1,802,582.84
630 - INSURANCE	607.03	151,588.23	1,107,787.01	1,212,705.84	104,918.83	1,819,059.00	146,122.14	1,272,443.56
640 - MATERIALS & SUPPLIES	51,298.89	53,857.95	412,811.56	430,863.60	18,052.04	646,295.00	28,000.99	465,690.11
650 - MAINTENANCE & LANDSCAPING CONTRACTS	31,128.60	35,283.52	228,115.91	282,268.16	54,152.25	423,402.00	14,941.29	163,762.16
660 - UTILITIES	42,263.64	61,643.93	385,651.74	493,151.44	107,499.70	739,727.00	38,583.12	408,116.64
670 - PENSION CONTRIBUTIONS	160,265.46	130,896.57	970,580.76	1,047,172.56	76,591.80	1,570,758.93	171,613.79	1,044,649.62
680 - COST OF GOODS SOLD	2,792.14	3,228.59	28,063.10	25,828.72	-2,234.38	38,743.00	2,794.21	34,652.75
710 - DEBT RETIREMENT	0.00	140,618.75	419,207.52	1,124,950.00	705,742.48	1,687,425.00	0.00	0.00
720 - CAPITAL OUTLAY	27,627.96	723,446.63	4,858,459.81	5,787,573.04	929,113.23	8,681,360.00	154,591.87	1,166,259.51
Total Expense:	1,356,121.54	2,389,792.48	16,772,818.41	19,118,339.84	2,345,521.43	28,677,509.83	1,534,516.73	12,238,349.42
Report Total:	-637,929.03	14,635.28	9,013,307.40	117,082.24	8,896,225.16	175,623.17	-826,615.96	4,377,289.35



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2013

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Fund: 01 - GENERAL CORPORATE								
Revenue								
410 - TAX	37,301.71	480,544.41	5,608,473.11	3,844,355.28	1,764,117.83	5,766,533.00	29,293.61	4,458,375.34
420 - FEES & CHARGES	6,747.95	2,575.00	30,090.03	20,600.00	9,490.03	30,900.00	1,090.00	36,978.00
460 - MERCHANDISING	24.01	16.67	213.55	133.36	80.19	200.00	0.00	215.77
470 - INTEREST INCOME	232.98	75.00	-3,381.90	600.00	-3,981.90	900.00	4,445.66	43,125.81
480 - MISCELLANEOUS INCOME	2,435.36	594.99	27,092.26	4,759.92	22,332.34	7,140.00	1,500.00	76,629.23
Total Revenue:	46,742.01	483,806.07	5,662,487.05	3,870,448.56	1,792,038.49	5,805,673.00	36,329.27	4,615,324.15
Expense								
610 - SALARIES & WAGES	268,242.08	214,314.52	1,526,508.06	1,714,516.16	188,008.10	2,571,774.00	257,236.22	1,463,576.08
620 - CONTRACTUAL SERVICES	21,961.59	87,274.73	518,820.60	698,197.84	179,377.24	1,047,297.00	39,901.31	524,979.80
630 - INSURANCE	607.03	75,224.99	601,277.37	601,799.92	522.55	902,700.00	80,746.15	676,020.69
640 - MATERIALS & SUPPLIES	9,919.60	22,075.16	160,140.03	176,601.28	16,461.25	264,902.00	9,563.49	194,245.19
650 - MAINTENANCE & LANDSCAPING CONTRACTS	7,112.81	11,139.34	69,883.02	89,114.72	19,231.70	133,672.00	3,922.95	34,044.18
660 - UTILITIES	10,807.66	8,345.26	54,767.79	66,762.08	11,994.29	100,143.00	3,952.37	50,737.02
670 - PENSION CONTRIBUTIONS	125,291.46	89,868.09	747,362.83	718,944.72	-28,418.11	1,078,417.00	123,737.36	729,845.79
Total Expense:	443,942.23	508,242.09	3,678,759.70	4,065,936.72	387,177.02	6,098,905.00	519,059.85	3,673,448.75
Total Fund: 01 - GENERAL CORPORATE:	-397,200.22	-24,436.02	1,983,727.35	-195,488.16	2,179,215.51	-293,232.00	-482,730.58	941,875.40
Report Total:	-397,200.22	-24,436.02	1,983,727.35	-195,488.16	2,179,215.51	-293,232.00	-482,730.58	941,875.40

The General Fund is the general operating fund of the District. It accounts for all revenues and expenditures of the District which are not accounted for in other Funds. This fund accounts for administrative, planning, and park expenditures.

Fund Balance 3/31/13 \$1,142,711

Year to Date Surplus \$1,983,727

Fund Balance 11/30/13 \$3,126,438

The District received approximately \$38,000 in tax revenues in this fund and has collected \$5.6 million to date.

There were no significant and unanticipated expenditures in November.



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2013

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Fund: 25 - SPECIAL RECREATION								
Revenue								
410 - TAX	2,622.78	31,691.42	376,216.73	253,531.36	122,685.37	380,297.00	4,362.88	648,801.28
470 - INTEREST INCOME	202.70	0.00	205.66	0.00	205.66	0.00	0.00	0.00
Total Revenue:	2,825.48	31,691.42	376,422.39	253,531.36	122,891.03	380,297.00	4,362.88	648,801.28
Expense								
620 - CONTRACTUAL SERVICES	0.00	62,717.34	423,359.63	501,738.72	78,379.09	752,608.00	6,500.00	427,639.47
750 - TRANSFERS OUT	0.00	50,750.00	0.00	406,000.00	406,000.00	609,000.00	0.00	0.00
Total Expense:	0.00	113,467.34	423,359.63	907,738.72	484,379.09	1,361,608.00	6,500.00	427,639.47
Total Fund: 25 - SPECIAL RECREATION:	2,825.48	-81,775.92	-46,937.24	-654,207.36	607,270.12	-981,311.00	-2,137.12	221,161.81
Report Total:	2,825.48	-81,775.92	-46,937.24	-654,207.36	607,270.12	-981,311.00	-2,137.12	221,161.81

The Special Recreation Fund is used to account for revenues derived from a specific annual property tax levy and expenditures of these monies to the Northern Suburban Special Recreation Association for recreation services for the disabled. It also funds all ADA Projects.

Fund Balance 3/31/13 \$748,862

Indicated Deficit \$ 46,937

Fund Balance 11/30/13 \$701,925

There was no significant activity in this fund.



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2013

Typ...	Month		Year To Date			Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)	Annual Budget	Month	YTD
Fund: 29 - RECREATION								
Revenue								
410 - TAX	24,916.38	310,320.58	3,679,058.97	2,482,564.64	1,196,494.33	3,723,847.00	30,228.51	4,495,265.91
420 - FEES & CHARGES	48,719.60	106,575.00	1,047,181.00	852,600.00	194,581.00	1,278,900.00	47,645.13	1,084,829.60
440 - MEMBERSHIPS	109,718.98	124,008.33	1,011,809.49	992,066.64	19,742.85	1,488,100.00	105,720.46	1,012,915.77
450 - RENTALS	107,217.75	102,415.85	838,826.54	819,326.80	19,499.74	1,228,990.00	88,640.57	787,692.63
460 - MERCHANDISING	6,472.27	8,310.25	64,757.30	66,482.00	-1,724.70	99,723.00	6,766.98	60,090.52
470 - INTEREST INCOME	2,557.94	4,166.67	6,414.68	33,333.36	-26,918.68	50,000.00	6,266.94	54,875.90
480 - MISCELLANEOUS INCOME	7,962.18	4,801.08	82,941.32	38,408.64	44,532.68	57,613.00	6,784.15	56,117.16
491 - RECREATION PROGRAM FEES	363,970.49	368,999.18	3,689,699.93	2,951,993.44	737,706.49	4,427,990.00	375,155.88	3,763,763.87
500 - OTHER	-0.03	166.67	3,899.56	1,333.36	2,566.20	2,000.00	0.00	2,368.00
Total Revenue:	671,535.56	1,029,763.61	10,424,588.79	8,238,108.88	2,186,479.91	12,357,163.00	667,208.62	11,317,919.36
Expense								
610 - SALARIES & WAGES	491,274.15	376,487.35	2,955,823.48	3,011,898.80	56,075.32	4,517,847.40	420,723.68	2,618,099.55
620 - CONTRACTUAL SERVICES	60,948.47	105,501.62	653,893.59	844,012.96	190,119.37	1,266,019.00	61,929.30	772,702.76
630 - INSURANCE	0.00	76,363.24	506,509.64	610,905.92	104,396.28	916,359.00	65,375.99	596,422.87
640 - MATERIALS & SUPPLIES	41,379.29	31,782.79	252,671.53	254,262.32	1,590.79	381,393.00	18,437.50	271,444.92
650 - MAINTENANCE & LANDSCAPING CONTRACTS	24,015.79	24,144.18	158,232.89	193,153.44	34,920.55	289,730.00	11,018.34	129,717.98
660 - UTILITIES	31,455.98	53,298.67	330,883.95	426,389.36	95,505.41	639,584.00	34,630.75	357,379.62
670 - PENSION CONTRIBUTIONS	34,974.00	41,028.48	223,217.93	328,227.84	105,009.91	492,341.93	47,876.43	314,803.83
680 - COST OF GOODS SOLD	2,792.14	3,228.59	28,063.10	25,828.72	-2,234.38	38,743.00	2,794.21	34,652.75
691 - RECREATION PROGRAM FEES	182,032.24	221,459.59	1,875,563.73	1,771,676.72	-103,887.01	2,657,516.50	185,924.84	1,798,516.60
720 - CAPITAL OUTLAY	-299.00	11,241.66	44,249.78	89,933.28	45,683.50	134,900.00	0.00	69,001.74
Total Expense:	868,573.06	944,536.17	7,029,109.62	7,556,289.36	527,179.74	11,334,433.83	848,711.04	6,962,742.62
Total Fund: 29 - RECREATION:	-197,037.50	85,227.44	3,395,479.17	681,819.52	2,713,659.65	1,022,729.17	-181,502.42	4,355,176.74
Report Total:	-197,037.50	85,227.44	3,395,479.17	681,819.52	2,713,659.65	1,022,729.17	-181,502.42	4,355,176.74

The Recreation Fund is used to account for the operations of the facilities and programs. Financing is provided primarily from an annual property tax levy and from fees charged for programs and activities.

Fund Balance 3/31/13 \$4,617,200

Year To Date Surplus \$3,395,479

Fund Balance 11/30/13 \$8,012,679

Notes to the Financial Statements
Recreation Fund
For Period Ending November 30, 2013

Programs and Facilities

1. Youth Art programs has shown a year over year increase to its bottom line of nearly 59% and has already exceeded the annual budget.
2. Overall, the West Ridge Center, which includes a large percentage of administrative costs for the facility and its administrative staff, has reduced total costs by 14% with respect to its non-program activity.
3. Through November the Ice Rink shows a surplus of \$160,393 as it enters its busy season. This represents an improvement of 16% or \$22,104 year over year. Rentals, which exceed the prior year by \$40,000 is the primary reason for the improvement.
4. Cumulatively, the Recreation Center of Highland Park shows a surplus through November of \$41,093.56 as compared to a deficit through November in 2012 of \$143,947.10, an improvement of \$185,000. Fees and memberships alone exceed the prior year by \$83,000.
5. Through November, the surplus for tennis operation is \$357,500.



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2013

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Fund: 60 - DEBT SERVICE								
Revenue								
470 - INTEREST INCOME	1,644.32	0.00	15,920.44	0.00	15,920.44	0.00	0.00	0.00
500 - OTHER	0.00	817,574.50	9,078,523.90	6,540,596.00	2,537,927.90	9,810,894.00	0.00	0.00
Total Revenue:	1,644.32	817,574.50	9,094,444.34	6,540,596.00	2,553,848.34	9,810,894.00	0.00	0.00
Expense								
710 - DEBT RETIREMENT	0.00	140,618.75	419,207.52	1,124,950.00	705,742.48	1,687,425.00	0.00	0.00
Total Expense:	0.00	140,618.75	419,207.52	1,124,950.00	705,742.48	1,687,425.00	0.00	0.00
Total Fund: 60 - DEBT SERVICE:	1,644.32	676,955.75	8,675,236.82	5,415,646.00	3,259,590.82	8,123,469.00	0.00	0.00
Report Total:	1,644.32	676,955.75	8,675,236.82	5,415,646.00	3,259,590.82	8,123,469.00	0.00	0.00

The Debt Service Fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest.

Fund Balance 3/31/13 \$ 340,537

Year to Date Surplus \$8,675,237

Fund Balance 11/30/13 \$9,015,774

Interest of \$15,920 earned year to date was not budgeted for as the timing of the spend down of debt proceeds could not be determined.

In December, the District will pay nearly \$1.5 million in principal and interest payments on its existing debt.



Park District of Highland Park, IL

Income Statement

Current Period Ending 11/30/2013

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Fund: 70 - CAPITAL PROJECTS								
Revenue								
470 - INTEREST INCOME	-4,554.89	6,250.00	12,072.69	50,000.00	-37,927.31	75,000.00	0.00	0.00
480 - MISCELLANEOUS INCOME	0.00	106,666.66	216,110.11	853,333.28	-637,223.17	1,280,000.00	0.00	33,593.98
500 - OTHER	0.00	50,750.00	0.00	406,000.00	-406,000.00	609,000.00	0.00	15,425,660.00
Total Revenue:	-4,554.89	163,666.66	228,182.80	1,309,333.28	-1,081,150.48	1,964,000.00	0.00	15,459,253.98
Expense								
620 - CONTRACTUAL SERVICES	18,893.00	21,473.16	406,900.62	171,785.28	-235,115.34	257,678.00	5,653.97	77,260.81
720 - CAPITAL OUTLAY	27,926.96	712,204.97	4,814,647.35	5,697,639.76	882,992.41	8,546,460.00	154,591.87	1,097,257.77
750 - TRANSFERS OUT	0.00	71,324.50	0.00	570,596.00	570,596.00	855,894.00	0.00	0.00
Total Expense:	46,819.96	805,002.63	5,221,547.97	6,440,021.04	1,218,473.07	9,660,032.00	160,245.84	1,174,518.58
Total Fund: 70 - CAPITAL PROJECTS:	-51,374.85	-641,335.97	-4,993,365.17	-5,130,687.76	137,322.59	-7,696,032.00	-160,245.84	14,284,735.40
Report Total:	-51,374.85	-641,335.97	-4,993,365.17	-5,130,687.76	137,322.59	-7,696,032.00	-160,245.84	14,284,735.40

The Capital Projects Fund is used to account for financial resources acquired through bond issues and excess surpluses in the operating funds per the District's Fund Balance Policy. These resources are to be used for improvements to existing park facilities and maintenance supplies and staff for the general upkeep of all parks within the District.

Fund Balance 3/31/13 \$11,235,296

Year to Date Deficit \$ 4,902,235

Fund Balance 11/30/13 \$ 6,333,061

Capital Purchases in the Month of December were primarily for Rosewood (\$20,000) and the Sherwood Park Renovation (\$36,176).

Park District of Highland Park
Investment Schedule
November 1, 2013

Security	Type	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Interest
Washington Trust Co Westerly RI	CD	11/28/13	0.50%	0.50%	246,000.00	246,000.00	246,000.00	94.36
Cobiz Bank DBA	CD	12/3/13	0.40%	0.40%	248,500.00	248,500.00	248,500.00	81.70
The Huntington National Bank	CD	12/16/13	0.60%	0.60%	248,000.00	248,000.00	248,000.00	122.30
First Bank of Puerto Rico	CD	12/16/13	0.70%	0.70%	249,000.00	249,000.00	249,000.00	143.26
Uniontown	Treasury	12/17/13	1.89%	1.89%	505,000.00	501,370.13	500,000.00	776.71
Fifth Third Bank Cincinnati OH	CD	12/20/13	0.35%	0.35%	247,000.00	247,000.00	247,000.00	71.05
American Express	CD	12/23/13	0.75%	0.77%	256,850.00	251,230.45	250,000.00	154.11
Morgan Stanley	CD	12/26/13	0.70%	0.72%	262,264.36	252,190.06	250,000.00	143.84
Doral Bank San Juan PR	CD	12/30/13	0.65%	0.65%	248,000.00	248,000.00	248,000.00	132.49
Illinois State Bond	Treasury	1/1/14	0.81%	0.81%	313,000.00	300,806.22	300,000.00	199.73
CIT Bank SLC Ut	CD	1/31/14	1.00%	1.00%	249,000.00	249,000.00	249,000.00	204.66
Manchester Water & Sewer	Treasury	2/1/14	0.60%	0.60%	512,039.70	507,925.20	505,000.00	249.04
IDB Bank NY	CD	2/3/14	0.39%	0.39%	248,400.00	248,400.00	248,400.00	79.62
OneWest Bank CA	CD	2/27/14	0.55%	0.55%	249,000.00	249,000.00	249,000.00	112.56
East West Bank Bellevue WA	CD	3/7/14	0.70%	0.70%	246,500.00	246,500.00	246,500.00	141.82
Wintrust Securities Max Safe	CD	3/9/14	0.75%	0.75%	1,250,000.00	1,250,000.00	1,250,000.00	770.55
BMW Bank N. America	CD	3/10/14	0.65%	0.65%	200,000.00	200,000.00	200,000.00	106.85
Discover Bank Greenwood Del	CD	3/14/14	0.65%	0.65%	248,000.00	248,000.00	248,000.00	132.49
Gloucester City NJ	Treasury	3/17/14	0.90%	0.90%	501,630.00	500,933.41	500,000.00	369.86
Wintrust Securities Max Safe	CD	3/23/14	0.75%	0.75%	500,000.00	500,000.00	500,000.00	308.22
Bank Leumi NY NY	CD	3/24/14	0.50%	0.50%	241,600.00	241,600.00	246,000.00	101.10
Ally Bank	CD	3/28/14	0.65%	0.65%	248,753.16	248,934.75	249,000.00	133.03
Private Bank MI	CD	4/2/14	0.79%	0.79%	246,900.00	246,900.00	246,900.00	160.32
Wintrust Securities Max Safe	CD	4/3/14	0.75%	0.75%	750,000.00	750,000.00	750,000.00	462.33
GE Capital Retail UT	CD	4/7/14	0.75%	0.70%	249,239.17	(29.70)	249,000.00	153.49
Goldman Sachs Bank	CD	4/11/14	0.70%	0.70%	248,000.00	248,000.00	248,000.00	142.68
Compass Bank Birmingham AL	CD	6/2/14	0.80%	0.90%	249,000.00	249,000.00	249,000.00	163.73
Plainscapital Bank Dallas TX	CD	6/12/14	0.75%	0.75%	249,200.00	249,200.00	249,200.00	153.62
Bank of China NY	CD	6/12/14	0.35%	0.35%	248,000.00	248,000.00	248,000.00	71.34
Sovereign Bank	CD	7/18/14	0.34%	0.34%	247,509.83	247,877.48	248,000.00	69.30
Sallie Mae Bank Murray UT	CD	8/15/14	0.90%	0.90%	248,000.00	248,000.00	248,000.00	183.45
Safra National Bank NY	CD	8/28/14	0.30%	0.30%	248,743.09	248,882.30	249,000.00	61.40
Sonabank Warrenton VA	CD	9/4/14	0.30%	0.30%	248,300.00	248,300.00	248,300.00	61.22
Rockford B&TC	CD	12/9/14	0.95%	0.95%	248,500.00	248,500.00	248,500.00	194.03

Park District of Highland Park
Investment Schedule
November 1, 2013

Security	Type	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Interest
Illinois State Bond	Treasury	6/1/15	1.85%	1.85%	333,818.10	326,761.26	315,000.00	478.97
Synovus Bank Columbus GA	CD	6/19/15	0.50%	0.50%	248,000.00	248,000.00	248,000.00	101.92
Merrick Bank South Jordan UT	CD	6/22/15	0.50%	0.50%	249,000.00	249,000.00	249,000.00	102.33
Pulaski County VA	Treasury	6/27/15	0.85%	0.85%	220,825.00	220,685.20	220,000.00	153.70
California School District	Treasury	7/1/15	2.12%	2.12%	213,095.20	211,523.77	200,000.00	348.49
University of Washington	Treasury	7/1/15	0.55%	0.55%	529,730.00	524,848.56	500,000.00	226.03
Gibraltar Private Bank FL	CD	9/25/14	0.80%	0.80%	249,000.00	249,000.00	249,000.00	163.73
Far East National Bank CA	CD	6/6/14	0.61%	0.61%	249,300.00	249,300.00	249,300.00	124.99
Bank of West San Francisco CA	CD	6/18/14	0.55%	0.55%	249,000.00	249,000.00	249,000.00	112.56
Bank of Baroda NY	CD	9/12/14	0.50%	0.50%	248,000.00	248,000.00	248,000.00	101.92
Enterprise Bank	CD	9/19/14	0.35%	0.35%	248,000.00	248,000.00	248,000.00	71.34
Enerbank	CD	9/19/14	0.40%	0.40%	248,000.00	248,000.00	248,000.00	81.53
Point Pleasant	Treasury	9/24/14	0.65%	0.65%	503,048.61	502,875.00	500,000.00	268.36
Carteret NJ Redev Agy	Treasury	9/25/14	0.65%	0.65%	201,160.00	201,104.44	200,000.00	107.01
E Rochester NY	Treasury	10/10/14	0.55%	0.55%	302,085.00	302,085.00	300,000.00	135.86
GE Capital Bank	CD	10/4/13	0.55%	0.55%	249,000.00	249,000.00	249,000.00	112.56
Bank Hapoalim	CD	10/15/14	0.45%	0.45%	248,000.00	248,000.00	248,000.00	91.73
Barclays Bank DE	CD	1/12/15	0.51%	0.51%	202,479.00	202,479.00	200,000.00	83.84
Bridgewater Bank	CD	3/25/15	0.65%	0.65%	247,900.00	247,900.00	247,900.00	132.44
Comenity Capital Bank Salt Lk Cty	CD	4/7/15	0.45%	0.45%	249,000.00	249,000.00	249,000.00	92.10
Key Bank Nat'l Assn OH	CD	2/6/15	0.44%	0.45%	240,216.00	240,216.00	240,000.00	86.79
The Jacksonville Bank FL	CD	2/23/15	0.50%	0.50%	69,170.00	69,170.00	68,000.00	27.95
							15,679,600.00	8,573.78

**PARK DISTRICT OF HIGHLAND PARK
INVESTMENT SUMMARY
FOR THE MONTH ENDING NOVEMBER 2013**

TYPE	MATURITY	INSTITUTION	FACE AMOUNT	AVERAGE RATE *
MONEY MARKET	CURRENT	US BANK/IL FUNDS	128,379	0.037%
MONEY MARKET	CURRENT	IPDLAF	1,332,533	0.020%
MONEY MARKET	CURRENT	IMET	1,738,167	0.330%
MONEY MARKET	CURRENT	IMET-Debt Certificate	5,969,150	0.330%
MONEY MARKET	CURRENT	WINTRUST	21,083	
MONEY MARKET	CURRENT	RAYMOND-JAMES	169	
CD	0 - 1 YEAR	IPDLAF	248,000	0.350%
CD	0 - 1 YEAR	FIRST EMPIRE	249,000	0.550%
CD	0 - 1 YEAR	PMA	498,500	0.680%
CD	0 - 1 YEAR	MULTI-BANK	1,488,000	0.430%
CD	0 - 1 YEAR	RAYMOND-JAMES	497,000	0.525%
CD	1 YEAR - 2 YEARS	FIRST EMPIRE	1,241,000	0.700%
CD	1 YEAR - 2 YEARS	GREAT EASTERN	249,000	1.000%
CD	1 YEAR - 2 YEARS	PMA	2,730,000	0.540%
CD	1 YEAR - 2 YEARS	WAYNE HUMMER	500,000	0.730%
CD	OVER 2 YEARS	RAYMOND-JAMES	449,000	0.450%
CD	OVER 2 YEARS	FIRST EMPIRE	746,000	0.770%
CD	OVER 2 YEARS	PMA	495,000	0.600%
CD	OVER 2 YEARS	MULTI-BANK	508,000	0.510%
MAX-SAFE CD	OVER 2 YEARS	WINTRUST	2,500,000	0.750%
TREASURIES/ AGENCIES/GO BOND	0-3 YEARS	First Empire	4,040,000	1.210%
			<u>25,627,981</u>	

*NOTE: All rates are net of applicable fees



MEMORANDUM

To: Board of Park Commissioners

From: Directors Stumpf and Becker

Date: December 9, 2013

Re: **AMENDMENTS TO PURCHASING POLICY**

Cc: Executive Director McElroy

Background

House Bill 1404/ Public Act 97-0216 was signed into law and became effective August 12. The bill aligns the surety bond requirements for local government construction contracts with those of the State and results in savings to municipalities on smaller construction projects. Under prior law, local government contractors were required to post performance bonds on construction contracts as small as \$5,000. Performance bonds have become more expensive and this cost is passed down to units of local government. Other, smaller contractors were often excluded from bidding because of difficulty in obtaining these bonds.

House Bill 1404/ Public Act 97-0216 will help alleviate some of these costs and also lower bid prices through increased competition by allowing units of local government to choose to waive performance bond requirements on projects that are \$50,000 or less, which is the current standard for State construction projects.

Amending the Park District Policy to reflect this law will give the District the option to waive performance bond requirements on select projects of smaller scale and limited scope. The amended Act is provided on the following page:

HB1404

(30 ILCS 550/1) (from Ch. 29, par. 15)

Sec. 1. Except as otherwise provided by this Act, all officials, boards, commissions, or agents of this State, or of any political subdivision thereof, in making contracts for public work of any kind costing over \$50,000 to be performed for the State, or of any political subdivision thereof, ~~and all officials, boards, commissions, or agents of any political subdivision of this State in making contracts for public work of any kind costing over \$5,000 to be performed for the political subdivision~~, shall require every contractor for the work to furnish, supply and deliver a bond to the State, or to the political subdivision thereof entering into the contract, as the case may be, with good and sufficient sureties.

As is required by law, the Purchasing policy also addresses the fact that all contracts are signed by the Board of Commissioners. However, as is typically the case, the Board has the authority to designate a member of the District to sign contracts on its behalf. Since the policy was passed, the District has strictly followed this procedure. However, many of the contracts the District has with vendors are very small for such things as performers for special events, etc. This has proven to be inefficient. Staff is recommending the following change to the section on contracts (changes highlighted).

Contracts: The Board is responsible for signing all contracts. However, it also has the authority to designate a member of the District to sign contracts or amendments to contracts on behalf of the District. *The Board has designated the Executive Director to sign all contracts. However, in the interest of efficiency, the Executive Director has designated that contracts less than \$10,000 may be signed by the appropriate Department Head. Contracts in excess of \$10,000 must be executed by the Executive Director.*

Requested Action:

Approve the below text amendments (highlighted) to the District Purchasing Policy thereby authorizing the Park District of Highland Park to follow State policy concerning construction surety bond requirements and to simplify the Contract approval process.

PURCHASING POLICY

Purchases of \$5,000 to \$19,999.99

1. The Executive Director has the authority to approve the purchase of budgeted items under \$20,000.
2. A minimum of three written quotes should be obtained. Solicitation of these quotes including all specifications of item(s) desired to be purchased should be made using the Request for Proposals--Standard Template. (Be advised that per state statute, Contractors are required to provide surety bonds (performance and payment) for all contracts for labor and materials to improve Park District facilities that are ~~\$5,000~~ **\$50,000** or more, and this is set forth in the Request for Proposals Template. **Staff discretion should be used on this requirement for projects of lesser value and bonds should be required for most projects**

where subcontractors are employed. Consult with the Director of Finance or Planning)

Contracts: The Board is responsible for signing all contracts. However, it also has the authority to designate a member of the District to sign contracts or amendments to contracts on behalf of the District. **The Board has designated the Executive Director to sign all contracts.**

However, in the interest of efficiency, the Executive Director has designated that all contracts less than \$10,000 may be signed by the appropriate Department Head. Contracts in excess of \$10,000 must be executed by the Executive Director.

EXECUTIVE DIRECTOR'S MONTHLY

DECEMBER 13, 2013

UPCOMING MEETINGS AND DATES

- Monday, December 16, 2013 / 6:30 p.m. / Recreation Center of Highland Park / Advisory Meeting
- Tuesday, December 17, 2013 / 6:00 p.m. / West Ridge Center / Regular Meeting

FACILITIES

▪ DEER CREEK

DCC -Total Registration Numbers - Adult Group Lessons

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Fall	238	250	235

DCC -Total Registration Numbers - Junior Group Lessons

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Fall	426	517	414

DCC -Total Fall Registration	664	767	649
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Memberships	587	594	656
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Memberships have increased by 9%; family memberships by 20% and individual by 45%.
23% of our tennis members are non-residents (in classes its 7% and with PCT its 37%).

News & Events:

- New Tennis lights will be installed between Dec. 21st-Jan.6th, along with a light control system.
- The Tennis Advisory committee met this past month with positive feedback regarding the renovation and programs.
- We added a new Member Benefit: Video Analysis, which is available during private lessons to improve stroke production.
- New program offerings: Table tennis and baton twirling are slowing growing

▪ CENTENNIAL ICE ARENA

Gymnastics Late Fall Session Enrollment

	2011	2012	2013
Adult/Child	113	99	85
Preschool	123	145	124
Youth	164	204	181
TOTAL	400	448	390

Skating Late Fall Enrollment

	2011	2012	2013
Adults	16	16	19
Adult/Child	14	13	3
Preschool	83	65	78
Youth	215	184	189
Hockey	146	110	136
TOTAL	474	388	425

News & Events:

- The Wally Kormylo Classic Tournament was held by the Falcons Hockey Association on Wednesday, November 27-Sunday, December 1.
- The Winter Exhibition will be held on December 14 from 4:00-7:00pm. The exhibition features figure skaters from Centennial skating programs skating to music of their choice. The event is free to watch, so come join us.
- WinterFest is scheduled for Saturday, January 11, 3:30-6pm at Centennial. There will be an open gym, open skate, free lessons, live reindeer, carriage rides and more.

Marketing & Promotions:

- Centennial e-newsletter is scheduled to be sent via email each month with upcoming news. This month we will be highlighting the Ice Show since registration runs December 2-13, as well as upcoming events.

▪ SUNSET VALLEY GOLF COURSE

Total Rounds comparison 2011 to 2013

	<u>2011</u>	<u>2012</u>	<u>2013</u>
April	1,481	1,678	1,489
May	2,748	4,399	3,550
June	4,952	5,796	4,545
July	5,121	5,304	5,487
August	5,483	5,559	6,007
September	3,805	4,063	4,060
October	2,319	2,061	2,048
November	849	1,144	535
December	672	694	
January	531	468	
February	596	0	
March	2,300	467	
Total	30,857	31,633	27,721

Round breakdown for pass holder rounds

	<u>2011</u>	<u>2012</u>	<u>2013</u>
April	660	724	596
May	1,233	1,498	1,196
June	1,818	1,843	1,441

July	1,706	1,520	1,555
August	2,027	1,941	1,972
September	1,675	1,514	1,337
October	1,065	843	810
November	445	516	219
December	0	0	
January	0	0	
February	0	0	
March	429	106	
Total	11058	10505	9126

Round breakdown for greens fee players

	<u>2011</u>	<u>2012</u>	<u>2013</u>
April	821	954	893
May	1,515	2,901	2,354
June	3,134	3,953	3,104
July	3,415	3,784	3,932
August	3,456	3,618	4,035
September	2,130	2,549	2,723
October	1,254	1,218	1,238
November	404	628	316
December	672	694	
January	531	468	
February	596	0	
March	1,871	360	
Total	19799	21127	18595

News & Events:

- Unseasonably cold weather with rain slowed our rounds numbers.
- Sunset Valley staff attended Camp Open House event.
- Working on gift card part of website.

■ RECREATION CENTER OF HIGHLAND PARK

	2013	2012	Difference
Annual	1,587	1,419	168
Non Annual	83	90	-7
North Shore Health Grants	52	72	-20
TOTAL MEMBERSHIPS	1,722	1,581	141
	2013	2012	Difference
Fitness/Aquatic Punch Passes Sold	53	37	16
	2013	2012	Difference
New Annual Memberships	67	39	28

ACTIVE MEMBERS

	2013	2012	Difference
Annual	2,723	2,473	250
Non Annual	83	90	-7
North Shore Health Grants	104	149	-45
TOTAL MEMBERS	2,910	2,712	198

KID FIT

	2013	2012	Difference
Kid-Fit Memberships	51	41	10
Kid-Fit Members	106	106	0
Kid-Fit Punch Passes Sold	13	15	-2

MEMBER USAGE

	2013	2012	Difference
Membership Usage Fitness	11,509	10,765	744
Membership Usage Aquatics	2,000	1,768	232
Kid Fit Usage	794	855	-61
Personal Training Usage	556	580	-24
Group Exercise Usage/Class	13.6	13.1	0.5
Water Aerobics Usage/class	16.2	13.2	3.0

PERSONAL TRAINING*

	2013	2012	Difference
Fitness- Units	306.5	355	-48.5
Private Swim Lessons**	93	169	-76
Master Swim Training Units	36.5	41.5	-5

PROGRAMS/RENTALS

	2013	2012	Difference
Learn to Swim	376	321	55
Rental Bookings	56.5	56	0.5

News & Events:

- *Personal Training and Master Swim reported in units sold- 1 hour session= 1.0 unit.
- **Private Swim reported as lessons sold.
- Group Exercise average increases versus last month due to senior offerings and new fall offerings gaining more popularity and becoming more established.
- RCHP saw growth in all membership categories in November, with exception of Limited (decreased by 1); Individual Annual Memberships increased +10 from October.
- Couples increased +6 from October; students increased +9 from October.
- Member and Day pass utilization up across the board, with a very strong Thanksgiving week.

- Day Pass purchases up 46% during Thanksgiving week 2013 versus 2012.
- Personal Training utilization and units down versus 2012 but up versus October. With the recent hiring of two new part time trainers, we should see the trend be more consistent with the prior year in the upcoming months.
- Current Aquatic lesson trends have seen a decrease in private lessons because more individuals are signing up for Learn-to-Swim classes.

▪ **HELLER**

Heller Nature Center November School Programs

	November 2012	November 2013
In-District Schools	0	2
Out-of-District Schools	12	5
TOTAL	12	7

Heller Nature Center November Adult and Family Programs

	November 2012	November 2013
Number of Programs	9	7
Number of Participants	138	94

Heller Nature Center November Scout and Custom Programs

	November 2012	November 2013
Number of Programs	6	4
Number of Participants	97	83

News & Events:

- Offered new Hunger Games Training Camp where ages 9 to 13 learned archery, fire building and orienteering , then watched the Hunger Games movie. Response for this program was excellent and the participant maximum was expanded to accommodate as many individuals as possible.
- Offered new Make Your Own Mead program where participants learned how to make honey wine and sampled mead made from Heller Honey.
- Staff is currently working with Emily Oaks Nature Center in Skokie and the Highland Park Nature Resources Commission to offer a nature-themed documentary series this winter. Films will be shown at Heller Nature Center, Emily Oaks Nature Center and the Highland Park Library.
- Staff is working on the spring brochure copy and plan to offer a new “Youth Outdoor Adventure Club” series for pre-teens. Programs will include zip lining, fishing, tree climbing and a number of volunteer workdays to enhance Wander Woods for pre-teens. Staff is also working with the Recreation Center of Highland Park and the Lake Cook Chapter of the Illinois Audubon Society to increase the number of programs offered for seniors this spring.

▪ **HIDDEN CREEK AQUAPARK**

Marketing & Promotions:

- Will begin Marketing and Promotions again in February for Early Bird Membership sales.

▪ **PARK AVENUE**

News & Events:

- The City has given the Park District access to the boat ramp and yacht club June 1st, 2014, at the earliest.

▪ **GENERAL**

- West Ridge Winter programs will begin after the holidays on January 6, 2014. Program registration opened on November 20.

▪

Program	Winter 2013 (as of 12/3/12)	Winter 201 (as of 12/6/13)
Early Childhood/Kindergarten	352	278
Art/Music	93	93
Dance	91	103
Martial Arts	31	29
Variety & Special Events	35	57
KinderExpress	56	62
Total	658	622

- Adult Ceramics participants created stoneware pieces using Raku glazes and firing techniques. They are currently on display just outside the studio at West Ridge Center.
- Polar Express train rides had 411 participants compared to 399 last year.
- During winter break, 1st-5th graders can celebrate the winter season in “Swimming, Sports, and More”, “Art Explosion”, and “Laser Tag and More” one-day programs. Currently there are 20 kids registered.
- Participant surveys for all West Ridge programs will be emailed the week of December 16.
- Early Childhood teachers were observed this fall in effort to consistently evaluate services and assist in making future plans for the program and facility needs.
- With growing competition and changing demographics, an emphasis was placed on the ‘WOW’ factor for Early Childhood programming. Each program created their own WOW factor including transforming a classroom into a human maze, having Highland Park Fire Fighters visit, and creating a real Thanksgiving feast.

▪ **ATHLETICS**

Program	2012 #'s	2013 #'s	Difference
Men's Arena Flag Football	6	8	2
Boys Travel House League (Gr. 5 & 6)	73	53	-20
Jr. High Basketball League	21	12	-9
NBA All Stars	50	59	9
Boys NCAA	37	42	5
Girls NCAA	28	18	-10

Girls Travel House League	31	19	-12
Little Dribblers	8	17	9
Intro to Wrestling	16	13	-3
Little Giants Wrestling Club	12	13	1
Lacrosse Clinic	0	8	8
Giants Softball Fast Pitch Program	26	23	-3
Total	308	285	-23

News & Events:

- Boys Travel House League is down, possibly due to the program days being changed from Monday/Thursdays to Monday/Saturdays, so the league could play against other Park District House League Basketball programs that meet during the same time.
- The NBA All Stars House League program is up due to the fee being reduced and with the success of the NBA All Star Experience clinic in the fall.
- The Girls Travel House league program is down due to a good portion of the girls participating in the Girls 5th and 6th grade Elite basketball programs.
- The Girls NCAA program is down due to the 3rd grade level having low numbers as are the 1st and 2nd graders.
- Little Dribblers program is up due to the price being lowered and staff establishing a better repore with the players.
- The Lacrosse clinic is new this year, and is being run by the Highland Park High School Varsity Lacrosse Program.

■ PARKS

- EAB (Emerald Ash Borer) trees continue to be identified and removed.
- Completed installation of sled hill and outdoor ice rink components.
- Expect to begin making outdoor ice this month.
- Winter Dog Park at the HP Golf learning Center is set up and open for the season.
- Closed down the Moraine Beach Dog Park for the winter.
- Setting up holiday lighting at facilities.
- Working on cable and equipment installations for I.T. Department and security upgrades.