

**NOTICE OF MEETING**  
**Tuesday, January 28, 2020**

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

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**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 December 3, 2019 Workshop Meeting
  - B. Minutes from December 12, 2019 Regular Board Meeting
  - C. Approval of Updated Alcohol and Drug Abuse Policy
  - D. Approval of Updated Illinois Victims' Economic Security and Safety Act Policy
  - E. Approval of the Beach Management Plan Grant Agreement
  - F. Approval of the Extension to Tolling Agreement
  - G. Approval of Resolution 2020-01 to Amend the Fiscal Year 2020 Operating Budget
  - H. Approval of Resolution 2020-02 Authorizing a Contract for Procurement of the Hidden Creek AquaPark Pool Filtration System
  - I. Approval of Ordinance 2020-01 Approving an Amendment to the Park District of Highland Park Non-Discrimination and Anti-Harassment Policy
  - J. Bills and Payroll in the amount of \$4,568,341.17
- VI. UNFINISHED BUSINESS
  - A. Ordinance 2020-02 An Ordinance providing for the issue of not to exceed \$7,250,000 General Obligation Limited Tax Park Bonds, Series 2020, of the Park District of Highland Park, Lake County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.
- VII. TREASURER'S REPORT
- VIII. NEW BUSINESS
  - A. Parks Foundation Update
  - B. Director's Report
    - a. Government Finance Officers Association's (GFOA) Award
    - b. Distinguished Agency Award
    - c. IAPD / IPRA Award
    - d. Bond Rating Award
  - C. Board Comments
- IX. OPEN TO PUBLIC TO ADDRESS BOARD
- X. 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 2(c)6 – the setting of

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a price for sale or lease of property owned by the District; Section 2(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 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. Possible action by the Board on items discussed in closed session.

### **XI. ACTION FROM CLOSED SESSION IF ANY**

### **XII. ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, 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 WORKSHOP MEETING  
DECEMBER 3, 2019**

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

The meeting was called to order at 6:04 p.m. by President Kaplan.

**ROLL CALL**

**Present:** Commissioner Grossberg, Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

**Absent:** Commissioner Flores Weisskopf arrived at 6:05 p.m.

**Staff Present:** Executive Director Romes; Director Smith, Director Peters; Interim Director Becker; Peters; Assistant Director Maliszewski, Assistant Director Henriques; Director Carr; Director Gogola; Manager Schwartz; Supervisor Rendler; Executive Coordinator Hejnowski

**CLOSED SESSION**

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein to adjourn into Closed Session for discussion of 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 – for discussions between internal or external auditors and the Board.

**ROLL CALL:**

**Aye:** Commissioner Grossberg, Vice President Ruttenberg, Commissioner Flores Weisskopf, Commissioner Bernstein, President Kaplan

**Nay:** None

**Absent:** None

**Abstain:** None

Motion Carried

Meeting was adjourned into closed session at 6:06 p.m.

Meeting was reconvened into open session at 6:49 p.m.

**ACTION FROM CLOSED SESSION IF ANY**

President Kaplan reported that the Board met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including a 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.

No action was taken.

**OPEN PUBLIC TO ADDRESS THE BOARD**

**Park Avenue Statement**

President Kaplan explained that if someone from the public would like to speak, they must sign in and come to the microphone. President Kaplan reviewed the rules for public comment.

Peter Mordini, 1853 Sheahen Court, Highland Park

Mr. Mordini would like to see a commitment from the Park District of Highland Park and offered to donate \$1000 toward getting the issues resolved at Park Avenue Boating Facility. He is a power boater and fisherman.

Paul Nellis, 266 Walker Avenue, Highland Park

Mr. Nellis feels there is a misunderstanding regarding who uses the boat launch. He explained that it is not just for power boaters but sail boats as well. Mr. Nellis feels that the launch should not be self-funded. He feels that safety is paramount.

Josh Holleb, 1475 Sheridan Road, Highland Park

He has been a power boater for five years, and he also sails. Mr. Holleb wants to preserve the ramp. He would like to see the boating fees increased a bit to fund the work. Mr. Holleb feels that Park Avenue Beach is an asset to the community and will bring in revenue.

David Mecklenberger, 1180 Hilary Lane, Highland Park

Mr. Mecklenberger explained that the barge is part of the infrastructure of Highland Park. He was rescued off the ramp in 1972 and has been sailing ever since that time.

Lindsey Burkun, 1240 Park Avenue West, #332, Highland Park

Ms. Burkun uses the facility but does not own a boat. She feels that Park Avenue Beach is a selling point for people looking to move to Highland Park.

Laura Santucci, 1419 Glencoe Avenue, Highland Park

Ms. Santucci is surprised at the Board for not acting on this problem. She wanted to know why the money which was budgeted for this project was removed.

Leslie Berish, 111 Vine Avenue, Highland Park

Ms. Berish just bought two pair of jets skis that she can no longer use at Park Avenue Beach. She would like to see this area of Highland Park become more of a gateway to the City and

presently it is not.

Sally Martin, 232 Green Bay Road, Highland Park

Ms. Martin said that her family saved the lives of a family of four. She has also helped paddle boaters. She explained that towns along the lake are expected to offer certain amenities. She recommended selling additional passes, like day passes which could bring more money into the downtown area.

Stephanie Swinski, 580 Hillside Drive, Highland Park

Ms. Swinski discussed the safety component of the boat launch.

Daniel Hirsh, 276 Walker Avenue, Highland Park

Mr. Hirsh stated that he felt the Park District will be making two mistakes if the boat launch is not repaired/replaced. There is a business component and a personal component. He asked the Park District to stop waffling on the issue and put the job out to bid again.

David Sogin, 292 Wade Avenue, Highland Park

Mr. Sogin explained that a properly engineered structure must be built. He asked if the District has received any natural resources grants. He stated that the grant would be due the middle of January.

Jean Sogin, 292 Wade Avenue, Highland Park

Ms. Sogin agreed with her husband and recalled teaching youth sailing for School District 113 with Vice President Ruttenberg years ago.

Frances Peszek, 146 Towers Keep, Highland Park

Ms. Peszek stated that IDNR has another fund available for 2.5 million dollars and the deadline is 1/17/20. She asked the Park District of Highland Park if they would apply for this grant.

Aria Peszek, 146 Towers Keep, Highland Park

Ms. Peszek said she learned all types of water sports because of the boat launch and she feels it needs to be preserved.

James Martin, 232 Green Bay Road, Highland Park

He has had four rescues in his family this year. He was there when the kayaker died. They always check on the kayakers now. The ramp should be made wider and more money should be charged for bigger boats. Yearly passes should be sold. The District should apply for the grant.

Cristiane Unseth, 440 Broadview Avenue, Highland Park

Ms. Unseth said it's not about the numbers at Park Avenue Beach, but all about the community there. She wants to look toward the future for the children to use and enjoy Park Avenue Beach.

Laura Knapp, 700 College, Highland Park

Ms. Knapp is the new commodore at the North Shore Yacht Club. She is dedicated to working

with the Park District of Highland Park to try to find funding solutions for the barge. Ms. Knapp asked if another boating task force could be organized.

Steve Knapp, 700 College,

Mr. Knapp expressed that he feels there is a lack of communication between the Park District and the City. He wanted to know how many people will need to speak up for the new barge. He said that the District would have to look at some long-term spending and stressed better communication with the City.

Ofer Meged, 957 Green Bay Road, Highland Park

Mr. Meged shared that the southern parking lot is collapsing. He stated that the boat launch is the protector for the entire area. He feels that Homeland Security should be involved in this process.

Elizabeth Riesche, 808 Chestnut St. Deerfield

If there is no barge, there is no Park Avenue Beach.

Mira Zell, 2140 Grange Avenue, Highland Park

Ms. Zell uses her friend's boat and has her boating license.

Ries Kolenas, 1268 Lynn Terrace, Highland Park

Ms. Kolenas does not own a boat and said that the boat launch is not just for Highland Park residents.

Nesa Sweet, 400 Park Avenue, Highland Park

Ms. Sweet stated that the community at the beach affects the community of Highland Park. She stated that a vibrant beachfront community is important.

Michelle Kolenas, 1268 Lynn Terrace, Highland Park

Ms. Kolenas expressed that her daughter has really benefitted from spending time at Park Avenue Beach. She said that if there was no boat launch her children will lose an important piece of Highland Park.

Commissioner Bernstein has other commitments and left the meeting at 7:37 p.m.

President Kaplan called for a five-minute recess.

The Meeting reconvened at 8:03 p.m.

**ADDITIONS TO THE AGENDA** - None

**RESOLUTION 19-07 TEMPORARY CONSTRUCTION EASEMENT**

Director Smith reported that Albion Jacobs Highland Park, LLC will be constructing a residential building at 1850 Green Bay Road. This development borders Sunset Woods Park and will

require some work on a portion of Sunset Woods Park. This work includes demolition of the Firehouse Activity Center, replacement of an existing stormwater pipe, connecting to existing sanitary sewer, rerouting of a watermain and improvements to an existing pedestrian path. In addition, Albion Jacobs has requested permission to place a construction trailer and stage equipment and materials on this portion of Sunset Woods Park. In order to allow for these activities to occur on Park District property, a Temporary Construction Easement must be granted. Albion Jacobs will reimburse the Park District for restoration work to establish native plantings in the work area. Additionally, Albion Jacobs will reimburse the Park District for natural areas restoration in the adjacent wooded area.

Director Smith stated that changes have been made to the document. President Kaplan asked Director Smith if he agrees with the resolution and he confirmed he does and that the District has been working with legal counsel.

Staff will recommend the Park Board of Commissioners approve Resolution 19-07 To Grant A Temporary Construction Easement to Albion Jacobs at the December 12 Park Board meeting

### **PLATFORM TENNIS**

Executive Director Romes presented an overview of the locations which were vetted for the possible District platform tennis sites. Possible sites include: Sunset Woods Park, Sunset Valley Golf Club, Danny Cunniff Park, Deer Creek Racquet Club and the Golf Learning Center.

Executive Director Romes stated that he and staff toured Winnetka, Wilmette and Glenview Park District platform tennis venues. The configuration of said paddle courts would include courts with heaters and lights, warming house with a bar, tables, chairs, restrooms, and fireplace. These facilities can cost upwards of 1 million dollars to construct.

Executive Director Romes shared that there are pros and cons to each site. The sites which are in a floodplain will cost more to construct and Sunset Woods Park is not in a floodplain. It has good synergy with the tennis courts there, and there are already lights. It is centrally located in town. This site would require building a new hub and facilities.

Executive Director Romes explained that Sunset Valley Golf Club has synergy with golf and there is access to lights. There is no warming hut, but the club house is there. Cons include limited parking and neighbors close to the facility. There are three locations at Danny Cunniff Park. 1) The south side is next to the current fieldhouse which could be renovated. It is located on a flood plain. 2) The central location has new pickle ball and tennis courts. This area is also located in a flood plain. There is a hut there and not a lot of homes close by. 3) The north area has a parking lot, an underutilized athletic shelter and would not affect the athletic fields. It is also in a flood plain.

Deer Creek Racquet Club is in a flood plain and parking is limited.

The Golf Learning Center would allow for year-round use and has synergy with golf. There are space issues and parking will need to be added.

Vice President Ruttenberg asked about the cost to install four courts in a non-flood plain. Executive Director Romes stated that staff will get a breakdown of costs and detailed estimates. Executive Director Romes stated that the thought was to build four courts and possibly expand to six courts. Vice President Ruttenberg asked if renovated Sunset Woods Park would be less than 1 million. Commissioner Grossberg stated that the warming house should be adjacent to the courts. Vice President Ruttenberg shared that staff should look at the least cost option which may not be the most desirable location. He stated that the Board will need to see more definitive costs. Vice President Ruttenberg stated that there is a family who wants to help the District enhance Sunset Park. He asked if the skate park was still being utilized.

**SMILE GRANT-IN-AID-SCHOLARSHIP LIMITS**

The Park District of Highland Park has administered and supported the SMILE Grant-In-Aid program since 1992. For almost three decades, these scholarships have provided recreational opportunities to Highland Park families in need of financial assistance. Through the generous support of community residents and businesses, and the Parks Foundation of Highland Park, the District provided approximately \$75,000 in scholarship funds to 64 resident households in 2019, who in turn were able to participate in 91 programs and 75 memberships. Below is a summary of the past three years of scholarship activity:

	<b>2017</b>	<b>2018</b>	<b>2019 (Projected Year End)</b>
Scholarship Funds	\$126,150	\$101,536	\$74,707
Households	90	88	64
Programs	161	164	91
Memberships	106	134	75

Scholarships are awarded based on community need and cover either 50% or 100% of program fees. The maximum award amount is determined by family size, ranging from \$800 for an individual, to \$2,400 for a family of four or more.

Scholarship maximums were last adjusted in 2012 to provide additional financial support to SMILE Grant-In-Aid families. The cost of living continues to rise, as do Park District program fees. Today’s scholarship award does not cover as much as it did in the past. Out-of-pocket expenses for Park District camps have risen more than 35% since 2012.

<b>Camp</b>	<b>2012 Program Fee</b>	<b>2019 Program Fee</b>	<b>Variance</b>
Junior Crew – 7 weeks no bus	\$1,754	\$2,369	+ 35%
Trekkers – 4 weeks with bus	\$1,844	\$2,494	+ 35%
Camp Sunshine – MWF 7 weeks	\$762	\$1138	+ 49%

As a result of program fee inflation, staff recommends the maximum scholarship limit be increased to provide additional financial support for SMILE Grant-In-Aid families. Below is the current and proposed scholarship limit.

<b>Family Size</b>	<b>Current Scholarship Limit</b>	<b>Proposed Scholarship Limit</b>
Individual	\$800	\$1000
Family of 2	\$1600	\$2000
Family of 3	\$2000	\$2500
Family of 4+	\$2400	\$3000

President Kaplan asked Supervisor Rendler why fewer scholarships are being awarded now. Supervisor Rendler explained that it is due to the state of the current economy and that the community is aging and there are less children in the community now. Vice President Ruttenberg asked if the program would apply to seniors who might be in need. Supervisor Rendler stated that it does. Commissioner Grossberg asked if the District is considering a change in the formula for the level of need. Supervisor Rendler stated that standard poverty guidelines are used. Vice President Ruttenberg wanted to know if a family needs more than the subsidy can the District accommodate that. Executive Director Romes stated that our current policy limits the maximum amount.

Executive Director Romes explained that patrons must qualify through the standards for Grant-In-Aid. If patrons are on the borderline or close for GIA, the District will work with the family to ensure they are able to participate in the program. However, he further stated that how much aid is available to a family in a calendar year is not negotiable. Commissioner Flores Weisskopf shared that it's more important than ever to support expenses for all families and Vice President Ruttenberg agreed. The Board discussed the need to provide funding comparisons from other Districts.

### **POLICE CONTRACT**

Executive Director Romes shared that Park District has had a formalized agreement with the Highland Park Police Department since 1978. The agreement has provided a wide range of services to the District. While these services have evolved, a few highlights of the current agreement include the following:

- Dedicated weekend Community Policing Assistants (CPA) at Rosewood Beach and Park Avenue Boating Facility, during the summer months.
- CPA's to monitor parks in the summer, and close park bathrooms at the end of the night.
- Police daily, year-round, opening and closing of District gates at a variety of lakefront and park locations.
- A dedicated Police liaison to the District.
- Monitoring and safeguarding District Special Events.
- Enforcement of District Ordinances

The fee for the agreement has increased 3% each year. Executive Director Romes shared that in 2014 the District reevaluated its agreement with the Police Department and made some changes which brought the cost down. President Ruttenberg requested that staff review the services in the agreement to see what can be done to reduce the fee. Executive Director Romes explained that by eliminating the opening and closing of gates at some of the facilities by the police department will bring down the cost of the contract. The Park District could assume that responsibility.

Commissioner Grossberg asked if the District was getting value for the money being spent. Executive Director Romes reiterated that doing away with the gate opening and closing will reduce the cost to the Park District.

Past agreements between the Highland Park Police Department and Park District have been reviewed by Park District Staff and renewed annually in April. The current agreement was set to expire at the end of December in effort to move renewal dates to the calendar year. Going forward, staff will be the requesting approval of a Police Contract from the Park Board of Commissioners.

### **CENTENNIAL ICE ARENA COMPRESSOR REPLACEMENT**

Manager Schwartz reported that the Park District released a Request for Qualifications (RFQ) for Engineering Services on November 11, 2019 to hire an engineering firm to evaluate the existing ice refrigeration system, guide the Park District on options for replacement, and design a replacement ice refrigeration system. The replacement of the compressor is prompted by the upcoming discontinuation of the R-22 refrigerant that is used by the current compressor system.

Manager Schwartz stated that on November 21, 2019 the Park District received Statements of Qualifications from two firms. Vice President Ruttenberg asked about the cost for engineering. Manager Schwartz stated that the District is currently in negotiations with the firm and will report at the December 12 Park Board Meeting what that dollar amount is. Vice President Ruttenberg asked Manager Schwartz if she had an ideal of what that number will be. Assistant Director Maliszewski stated that the construction cost would be somewhere between \$800,000-\$1,000,000 and the engineering cost would run somewhere between \$60,000-\$100,000.

### **ROSEWOOD BEACH**

Director Smith shared that the sand nourishment project at Rosewood Beach is now complete and that 9,600 cubic yards of sand was placed on the beach. The Interpretive and Swim Coves had material placed due to threat to structures. These issues were mitigated by adding torpedo and birdseye sand.

Director Smith reported that SmithGroup will continue to explore options for longer term solutions and will report back at the next Workshop Meeting. The three options that have previously been discussed are: Underwater weir, Reduced gap and some sort of revetment along the Boardwalk. Director Smith closed by saying that since the material has been placed, there have been a few storms and things look good at Rosewood.

### **COMMUNITY PARK AT THE RCHP – PROPERTY NAME RECOMMENDATION**

Director Gogola stated that in accordance with the Park District's GreenPrint 2024 Master Plan capital initiative to convert the recently acquired 100-acre property adjacent to the Recreation Center of Highland Park to a unique, passive recreation area, staff was tasked with creating a new name for the property. The property is currently referred to as Community Park at the Recreation Center of Highland Park.

An important component when considering the naming of this newly acquired property is to comply with District's Naming Policy by creating a name that best serves the interest of the community and ensures a worthy and enduring legacy for the District's park and recreation system including:

- To ensure that parks, buildings and facilities are easily identified and located
- To ensure that names will engender a strong public image and have public support

Director Gogola explained that a definer and descriptor are used to define and differentiate. In this case, the definer was meadow or preserve. The descriptors discussed were, East Fork Meadow and The Preserve of Highland Park. She stated that there will be four entities at this location, and they each need to be a part of the new name. Director Gogola shared that the committee is recommending the Preserve of Highland Park. President Kaplan said he liked the name. Vice President Ruttenberg asked what the City was going to call the Senior Center and asked if the Park District should ask the City if they had any ideas for naming the new park. Vice President Ruttenberg wanted to know how the Preserve of Highland Park will fit in with the Recreation Center of Highland Park. Vice President Ruttenberg stated that the Openlands Lakefront Preserve might be in conflict or cause some confusion with the name The Preserve of Highland Park. Commissioner Flores Weisskopf stated that she would like to hear what Commissioner Bernstein has to say about the naming.

Director Gogola shared that the Board will be asked to discuss and consider the recommended name. Section 4.02.2 of the Park District of Highland Park Policy & Procedure Manual authorizes the naming of a Park District facility or park by the affirmative vote of a four-fifths majority of the Board of Commissioners after discussion and a wait of at least sixty days before voting. The Park Board's approval for naming this park would occur at the February 18, 2020 Regular Board Meeting.

### **ORDINANCE 19-09 TAX LEVY**

On November 12, 2019 the Park Board passed the Truth in Taxation Resolution for the 2019 tax levy (2020 collections). By law, the District must wait for 20 days to officially pass the 2019 tax levy ordinance to formalize the estimated levy described in the resolution. No changes have been made since the Board approved the resolution.

The 2019 tax levy ordinance represents the District's request for property taxes and reflects an increase of 4.58% from the 2018 property taxes collected during 2019 and is based on a CPI increase of 1.9% for those funds which are under the property tax cap and four cents per \$100 Equalized Assessed Valuation for the Special Recreation Fund. This levy focuses on capturing new growth within the District. The levy request, exclusive of debt service, totals \$12,032,280 (twelve million, thirty-two thousand, two hundred eighty dollars).

Upon passage of the ordinance at December's Board meeting, staff will deliver an executed copy to Lake County so that it may be recorded by legal deadline of the last Tuesday of the year.

Workshop Meeting Minutes  
December 3, 2019

As the Truth in Taxation Resolution for the 2019 tax levy has stood for at least 20 days, the District recommends approval from the Park Board of Commissioners at the December 12 Board Meeting of the 2019 tax levy ordinance and formalize the estimated tax levy.

**REVIEW OF VOUCHERS**

Director Peters presented the vouchers for checks written November 7, 2019 through November 25, 2019 for an amount totaling \$668,372.71. There were no questions from the Board. Vice President Ruttenberg reviewed the vouchers and had no further questions.

**ADJOURNMENT**

There being no further business, a motion was made by Vice President Ruttenberg and seconded by Commissioner Grossberg and approved by unanimous vote. The Board Meeting adjourned at 9:27 p.m.

Respectfully submitted,

Brian Romes, Secretary

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
DECEMBER 12, 2019**

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

The meeting was called to order at 6:00 p.m. by Vice President Ruttenberg

**Roll Call:**

**Present:** Commissioner Bernstein, Commissioner Grossberg, Vice President Ruttenberg

**Absent:** President Kaplan; Commissioner Flores Weisskopf

**Staff Present:** Executive Director Romes; Director Smith; Director Voss; Director Gogola; Interim Director Becker; Director Peters; Assistant Director Maliszewski; Assistant Director Henriques; Coordinator Hejnowski; Director Carr; Manager Schwartz

Commissioner Flores Weisskopf arrived at 6:01 p.m.

Motion was made by Commissioner Bernstein, seconded by Commissioner Flores Weisskopf to allow President Kaplan to participate via phone during closed session at 6:04 p.m.

**Roll Call:**

**Aye:** Commissioner Grossberg, Vice President Ruttenberg, Commissioner Flores Weisskopf, Commissioner Bernstein

**Nay:** None

**Absent:** President Kaplan

**Abstain:** None

Motion Carried

**CLOSED SESSION**

Motion was made by Commissioner Bernstein, seconded by Commissioner Grossberg 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 Grossberg, Vice President Ruttenberg, Commissioner Flores  
Weisskopf, Commissioner Bernstein  
**Nay:** None  
**Absent:** President Kaplan  
**Abstain:** None

Motion Carried

Meeting was adjourned into closed session at 6:02 p.m.

Meeting was reconvened into open session at 6:45 p.m.

President Kaplan arrived at 6:45 p.m.

**ACTION FROM CLOSED SESSION IF ANY**

President Kaplan reported that the Board met in Closed Session under 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 for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

No action was taken

**ADDITIONS TO THE AGENDA** – None

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

President Kaplan explained that if someone from the public would like to speak, they must sign in and come to the microphone. President Kaplan reviewed the rules for public comment.

Laura Knapp, 700 College Place, Highland Park

Ms. Knapp is the North Shore Yacht Club Commodore. Ms. Knapp stated that a Task Force

composed of Park District, City and North Shore Yacht Club members be formed.

Garrett Flynn, 365 North Deere Park, Highland Park

Mr. Flynn stated that the number of boaters is inaccurate as each pass represents the one person's name on the pass and not the family members and friends who also use that same pass. He stated that there are commercial opportunities to be generated by having the boat launch.

Margaret Cook, 320 Whistler Road, Highland Park

Ms. Cook stated that she moved to Highland Park from Winnetka because of the North Shore Yacht Club.

David Multak, 1111 Crofton Avenue, Highland Park

Mr. Multak shared that this issue is not just a boating issue, but it's a recreational asset for the community.

David Sogin, 1092 Wade Street, Highland Park

Mr. Sogin stated, "What the lake takes away it sometimes gives back." He stated that he appreciates that the Park District is putting together a Task Force.

Peter Mordini, 1853 Sheahan Court, Highland Park

Mr. Mordini shared that regarding the barge, the sand will erode but a concrete and steel structure will not.

Daniel Hirsh, 276 Walker Avenue, Highland Park

Mr. Hirsch stated that it is time to revisit everything. He shared that he remembers a time when the launch facility was packed. He feels that adding sheet pile would last for 30 plus years.

Laura Santucci, 1419 Glencoe Avenue, Highland Park

Ms. Santucci came to the meeting to show her support.

Liz Reschi, 808 Chestnut Street, Deerfield

Ms. Reschi shared a statement made by Commissioner Grossberg in 2017 regarding Park Avenue. She asked him to email her to further their communication regarding this issue.

### **CONSENT AGENDA**

Minutes of November 5, 2019 Workshop Meeting; Minutes from November 12, 2019 Board Meeting; Approval of 2020 IAPD/IPRA Conference Attendance; Approval of Policy 6.02 Grant-In-Aid; Approval of Centennial Ice Arena Compressor Replacement Engineering Services Agreement; Bills and Payroll in the amount of \$1,745,803.13.

President Kaplan asked that Item D Resolution 19-07 To Grant a Temporary Construction Easement to Albion Jacobs be removed from the Consent Agenda.

Motion was made by Commissioner Bernstein to approve items A, B, C, E, F, G on the Consent Agenda seconded by Vice President Ruttenberg.

**Roll Call:**

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

**Motion Carried**

Commissioner Bernstein recused himself at 7:05 p.m. for the vote on item D, Resolution 19-07 To Grant a Temporary Construction Easement to Albion Jacobs.

Motion was made by Vice President Ruttenberg, seconded by Commissioner Grossberg to approve Item D, Resolution 19-07 To Grant a Temporary Construction Easement of Albion Jacobs.

**Roll Call:**

**Aye:** Commissioner Grossberg, Vice President Ruttenberg, Commissioner Flores  
Weisskopf; President Kaplan  
**Nay:** None  
**Absent:** Commissioner Bernstein  
**Abstain:** None

Motion Carried

Commissioner Bernstein returned to the meeting at 7:10 p.m.

**UNFINISHED BUSINESS**

**A. Park Avenue**

Executive Director Romes presented an update regarding a meeting held on December 5 with Park District Staff, Commissioner Bernstein, Vice President Ruttenberg, City Manager Neukirch, City Councilman Bloomberg, City Councilman Stolberg, and members of the North Shore Yacht

Club to discuss the Park Avenue Boating facility. The focus of this meeting was the potential repair or replacement of the barge and discussion regarding the recently released grant from the Illinois Department of Resource (IDNR), known as the Park and Recreational Facility Construction (PARC) Grant.

Executive Director Romes shared that if selected as a grant recipient, the award covers up to 75% of the project cost with a maximum of \$2.5 million available to be awarded. The application for Park Avenue has a variety of challenges, mainly the requirement of an active 20-year lease agreement with the City of Highland Park for Park Avenue. Executive Director Romes stated that Park District staff met with City Staff on Tuesday, December 10 to discuss the terms and the logistical concerns associated with the grant. These issues include parking and site access restrictions. The application deadline is January 21, 2020.

Park District Staff had a phone meeting with IDNR staff on Wednesday, December 11 to clarify the District's eligibility and the chances of being awarded the PARC Grant. It was discussed that the Park District is not an ideal candidate for this grant, but does meet the necessary criteria to apply, if the Park District and the City approve a non-revocable 20-year lease agreement that does not restrict access to the site. Also, up for consideration for the PARC Grant is renovations and improvements to Centennial Ice Arena. IDNR Staff shared that if the District submits two applications this will not decrease the chances of the District receiving an award. However, the District can only be awarded for one project so both applications will compete against each other. Executive Director Romes stated that regarding the Park Avenue Grant application, the recommended solution is to replace the barge with a structure that will allow a pedestrian walkway and an adjacent floating dock. The cost of the improvement project is estimated to be around \$1.4 million. The structure has a 65 – 70-year service life.

Executive Director Romes reported that the Park District has agreed to participate in a working group with members of the North Shore Yacht Club. The purpose of this group is to recommend site improvements and funding options if the District does not receive the grant from IDNR. The first meeting is scheduled for Monday, December 16 at 8:00 a.m. The goal of this meeting is to develop and evaluate site improvement options and funding opportunities for Park Avenue. The group will work with SmithGroup to assure all options are consistent with new information regarding site conditions, which includes unpredictable weather patterns and high lake levels.

To summarize next steps, Executive Director Romes and staff recommend:

- The District applies for the IDNR Grant application unless there is opposition from the Park Board.
- 1 – 2 Park Board Liaisons participate in the working group with Park District of Highland Park Staff and the North Shore Yacht Club.
- Continue to work with SmithGroup. SmithGroup will present updated options in January.
- Continue to work with corporate council, Ancel Glink, who will draft a new lease agreement with the City for Park Avenue.

- The District will request approval from the Park Board for the lease agreement with the City of Highland Park prior to January 21, 2020 so the District can meet the necessary criteria to submit the grant application.

President Kaplan asked if the District plans on utilizing members of the Park Avenue Boating Community to assist in the grant application process. Executive Director Romes stated he does not feel a need to incorporate the boating community, since staff is fully committed to completing both applications for Centennial Ice Arena and Park Avenue. There will be a follow-up meeting in January to get approval from the Board for the Lease Agreement with the City.

President Kaplan asked Commissioner Bernstein if he was willing to be a liaison. Commissioner Bernstein stated that he is willing to be a liaison if the District is not guaranteeing anything will happen, but will explore options, and recommend a plan. Vice President Ruttenberg stated that he would like to be a liaison under those same conditions.

Executive Director Romes stated that there is a small percentage of outdoor facilities that receive the PARC grant but due to the substantial amount of money which can be awarded staff recommend the District apply for the grant.

Vice President Ruttenberg stated that he has a long history with Park Avenue Beach, but he cannot sanction moving forward with the grant. He stated that there is only a six-month period for sailing/boating which roughly estimated to around 4000 touches or experiences. Whereas Centennial Ice Arena has 20 times that number of touches. Vice President Ruttenberg does not want the District to compete against itself for available fund by submitting two applications to the PARC Grant. He recommends the District submit one application for the Centennial Ice Arena improvements.

Commissioner Grossberg asserted that he is pro-task force, but he does not feel the District should apply for this grant for Park Avenue since the chances of an award are slim and in order to apply it would be necessary for the District to renew a 20-year irrevocable agreement with the City. Commissioner Grossberg shared that he agrees with Vice President Ruttenberg.

Commissioner Flores Weisskopf stated that if the District applies and gets the grant, it will not cover 100% of what it looks like the District would want to spend. Commissioner Flores Weisskopf asked how the District will not get stuck footing the bill.

Vice President Ruttenberg asked if the City of Highland Park could apply for the grant for Park Avenue Beach freeing the Park District's grant application up for the improvements at Centennial Ice Arena.

President Kaplan stated that the District should move forward with the grant.

Commissioner Flores Weisskopf stated that she is not alright with the District getting the grant and then having to figure out how to contribute after the fact. She stated that a plan is needed to show where the District will fall short of funds and how the boaters will help cover those costs.

President Kaplan stated the deadline to apply for this grant is January 21, 2020 so a decision does not have to be made until mid-January. This would give Commissioner Bernstein and Vice President Ruttenberg time to meet with the task force and time for the Finance Committee to work on the numbers.

Executive Director Romes stated that staff is asking for direction. He reminded the Board and staff that the next meeting is January 14, 2020.

Commissioner Bernstein stated that it is counter intuitive to submit competing grants, but this is a one in five-year opportunity. The District must determine if it is practical to operate a boat launch in this location. Commissioner Bernstein shared that the District should proceed with the grant application, conditioned upon the recommendations presented by the experts at the January 14 Workshop Meeting.

Commissioner Grossberg suggested that the District possibly get another consulting group to get a second opinion. He feels that more experts are required to decide how the District should move forward with this project.

Commissioner Bernstein stated that experts advised the District if nothing was done at Park Avenue Beach, the District is looking at a five-year shelf life

Commissioner Grossberg stated an additional issue is the water treatment plant. The District does not own the land it is his opinion that the City of Highland Park could make those necessary repairs. Commissioner Grossberg asserted that the City has a role and should share in the improvement costs. He recommends the District meet with the City.

Commissioner Bernstein stated that the Board should take a poll on the following items:

- Direct staff to proceed with the grant
- Look into a task force to investigate alternative options in conjunction with the District's partners.

Vice President Ruttenberg asked if the District should renew its lease with the City.

Councilman Stolberg addressed the Commissioner's points and stated he was disappointed. Councilman Stolberg said that, in his opinion, the City would not apply for the grant. He shared that recreation is not a core mission of the City. The City investigated if there is a need for the barge for fire and rescue missions and determined they could launch from a crane. He stated that the fire department can operate without the use of the barge. Councilman Stolberg

stated the District has been operating without a lease with the City for 20 years. The City brought up the idea of selling the property to the Park District. Councilman Stolberg recommended the District apply for the grant and pay for the barge.

Commissioner Flores Weisskopf reported disappointment in the City's lack of intergovernmental collaboration, specifically Councilman Stolberg's decision to vote against the City applying for the grant. She further stated that the District would like to help the boater's cause, but the District can't afford to cover both projects.

Councilman Stolberg stated that he thought the City was not eligible for a grant.

Vice President Ruttenberg and Executive Director Romes stated that the City is eligible.

President Kaplan shared that the following issues must be addressed:

- Will two Board member liaisons act on the working group?
- Vice President Ruttenberg and Commissioner Bernstein stated they will act as Board Liaisons for the working group.
- Should Park District Staff moving forward and applying for the PARC Grant for Park Ave and Centennial?

Vice President Ruttenberg objects to applying for the grant for Park Avenue stating it conflicts with Centennial's chances of being awarded grant dollars.

Commissioner Grossberg objects to the grant application for Park Avenue.

Commissioner Flores Weisskopf objects, stating she would like the District to apply for Centennial's improvements and wants the City to step up and apply for Park Avenue.

President Kaplan supports the District applying for the grant for Park Avenue and Centennial.

Commissioner Bernstein supports the District applying for the grant for Park Avenue and Centennial.

President Kaplan stated that the consensus is 3/2, therefore the Park Board does not advise staff submit a PARC Grant application for Park Avenue site repairs.

Executive Director Romes asked if staff are getting direction to work with corporate council to draft an agreement with the city?

Commissioner Bernstein asked if there are other grant opportunities in the spring for which the District can apply?

Executive Director Romes shared that there are a variety of opportunities, specifically the OSLAD grant which, has a focus on outdoor facility renovations.

Commissioner Bernstein stated that he and Vice President Ruttenberg will work the finance committee to develop other opportunities for funding based on a recommendation from the working group.

President Kaplan asked, with respect to the lease agreement with the City, if District does nothing, would the lease would roll over for another year?

Executive Director Romes said yes.

President Kaplan said that the District should let the lease roll over.

Executive Director Romes asked if SmithGroup should look at other repair options.

Commissioner Bernstein suggested the working group meet prior to the January 14 Workshop Meeting since Margaret Boshek of SmithGroup will be speaking at the meeting.

Executive Director Romes stated that the first working group meeting is Monday December 16 at 8:00 a.m.

President Kaplan confirmed the Park Board of Commissioners agree and the District has a plan.

## **PUBLIC HEARING ON THE 2020 BUDGET**

### **A. Approval of Ordinance 19-09 – Tax Levy 2019**

President Kaplan thanked Interim Director Becker for his work the past six months.

Director Peters reviewed that on November 12, 2019, the Park Board passed the Truth in Taxation Resolution for the 2019 tax levy (2020 collections). By law, the Park District must wait 20 days to officially pass the 2019 tax levy ordinance to formalize the estimated levy described in the resolution.

Director Peters shared that the 2019 Tax Levy Ordinance represents the District's request for property taxes and reflects an increase of 4.58% from the 2018 property taxes collected during 2019 and is based on a CPI increase of 1.9% for those funds which are under the property tax cap and four cents per \$100 of Equalized Assessed Valuation for the Special Recreation Fund. This levy focuses on capturing new growth within the District.

Staff requests that the Board pass Ordinance 19-09, tax levy ordinance for 2019 representing the District's request for property taxes to be received in 2020. The amount of the levy is \$12,032,280 (twelve million, thirty-two thousand, two hundred eighty dollars), exclusive of debt service.

Motion was made by Vice President Ruttenberg and seconded by Commissioner Bernstein to approve Ordinance 19-09 – 2019 Tax Levy.

**Roll Call:**

**Aye:** Commissioner Grossberg, Vice President Ruttenberg, Commissioner Flores Weisskopf; Commissioner Bernstein; President Kaplan  
**Nay:** None  
**Absent:** None  
**Abstain:** None

Motion Carried

**B. Approval of Ordinance 19-10 – 2020 Combined Budget & Appropriation**

Director Peters reported that the 2019 proposed budget was presented to the Finance Committee on October 25, 2019, and after some recommended changes, presented to the Park Board at the November 5 workshop. At that time, the Park Board provided consensus to make the draft budget document available to the Public for thirty days. The budget was available at West Ridge Center, the Recreation Center of Highland Park, the Highland Park Public Library, and the District's website. In accordance with the Park District Code, notification of tonight's hearing, which was held at the beginning of this meeting, was posted in the Highland Park News on Thursday, December 5, 2019.

The proposed budget for fiscal year 2020 includes operating revenues of \$22,715,898, additional revenues of \$1,725,326 and total estimated expenditures (district-wide) of \$30,480,423 resulting in an anticipated deficit, prior to debt issuance, of \$6,039,199. This is a planned use of reserves for capital projects related to master planning. The proposed budget also includes a debt issuance of \$7.1 million resulting in a surplus of \$1,060,801.

Staff requests that the Board pass the 2020 Budget and Appropriation Ordinance 19-10 for the fiscal year ending December 31, 2020.

Motion was made by Vice President Ruttenberg and seconded by Commissioner Bernstein to approve Ordinance 19-10, 2020 Combined Budget and Appropriation for the period beginning January 1, 2020 -December 31, 2020.

**Roll Call:**

**Aye:** Commissioner Grossberg, Vice President Ruttenberg, Commissioner Flores Weisskopf; Commissioner Bernstein; President Kaplan  
**Nay:** None  
**Absent:** None  
**Abstain:** None

Motion Carried

**C. Approval of Centennial Ice Arena (CIA) Compressor Replacement Engineering Service Agreement**

Manager Schwartz reported that the Park District released a Request for Qualifications (RFQ) for Engineering Services on November 11, 2019 to hire an engineering firm to evaluate the existing ice refrigeration system, guide the Park District on options for replacement, and design a replacement ice refrigeration system. The replacement of the compressor is prompted by the upcoming discontinuation of the R-22 refrigerant that is used by the current compressor system.

On November 21, 2019, the Park District received Statements of Qualifications from two firms. Staff selected I.B. Storey US Inc based on the qualifications listed below.

- Specialize in ice rink engineering
- Experience with permitting process and US agencies
- Proposed a replacement approach specifically tailored to the Centennial Ice Arena
- Emphasis on sustainability and heat recovery
- Include performance measurement into scope

**Financial Impact**

	<b>Budgeted Amount</b>	<b>Contract Amount</b>
Engineering	\$100,000	\$84,000

Manager Schwartz recommended that the Park Board of Commissioners accept the negotiated price with I.B. Storey US Inc and authorize the Executive Director to enter into a contract in the total amount of \$84,000 with I.B. Storey US Inc.

Motion was made by Commissioner Bernstein and seconded by Vice President Ruttenberg to approve the Centennial Ice Arena Compressor Replacement Engineering Services Agreement.

**Roll Call:**

**Aye:** Commissioner Grossberg, Vice President Ruttenberg, Commissioner Flores Weisskopf; Commissioner Bernstein; President Kaplan  
**Nay:** None  
**Absent:** None  
**Abstain:** None

Motion Carried

### **TREASURER’S REPORT**

Director Peters reported that as of November 30, the District is showing a surplus of \$5 million in excess of the District’s anticipated deficit of over \$4 million dollars. In December the District paid nearly \$3 million dollars in debt services. On December 31 that surplus will be reduced by at least \$3 million. Director Peters noted that the property taxes came in at about \$250,000 less than budgeted. The District did not include budgeting for new properties to come on the tax rolls. Director Peters stated that there should not be an issue in 2020. Director Peters reported on one last breaking item. The District was involved in a settlement with IMET and should be in receipt of \$134,000 by the end of this fiscal year as a result of that settlement.

### **NEW BUSINESS**

#### **A. Hidden Creek AquaPark Filtration System**

Director Carr reported that the Hidden Creek AquaPark pool water filtration system has been servicing the pool for 22 seasons. Recent performance of the filters, along with an inspection of the internal filtration system indicates that it is nearing the end of its useful life. Useful life of filtration system varies but is typically between 20-25 years. Director Carr reported the replacement of the current sand filtration system includes engineering, replacement of circulation pumps and valves and upgrading the system controller.

Director Carr shared that the Park District has retained W-T Group for the new system engineering and design work. W-T Group has extensive background in the aquatic engineering and design field, and they have previous experience in working with the Hidden Creek filtration system and designing the current controller. W-T Group recently provided similar services to the Vernon Hills Park District with the replacement of their filtration system. Staff contacted Vernon Hills Park District for a reference on their work and received a positive review.

The replacement of the current pool water filtration system is budgeted in the 2020 Park District Capital Plan in the amount of \$405,000. Design and Engineering services costs for W-T Group are \$18,500. These costs were budgeted in the 2019 Capital Plan in the amount of \$20,000.

The project timeline is as follows:

December 2019 – Engineer design development.

January 2020 – Project update with recommended approval of the sand filtration system replacement and equipment.

February - March 2020 – Construction documents, IDPH permitting, installation bidding.

April 2020- Demolition and installation.

Early May 2020 – System testing and Hidden Creek opening preparations.

May 31, 2020 – Hidden Creek AquaPark opens.

### **B. Parks Foundation Update**

Mr. Bob Bernstein, President of the Parks Foundation, presented a year in review for the Foundation. The Parks Foundation has 11 active members, with six additional members possibly joining in 2020. The Champions Banquet was a huge success. The Foundation estimates \$52,000 raised for SMILE Grant-In-Aid. A program to teach grade school children to swim had 23 students in the program this past year. There is a capital campaign to fund the Youth Development Center at Sunset Valley Golf Course, which is 2/3 of the way funded. \$25,000-\$30,000 is still needed to fully fund this project. Mr. Bernstein stated that construction documents are currently in development. The Parks Foundation is hoping to fund the program and offer scholarships to at risk youth. Mr. Bernstein discussed a possible after school gymnastics program in conjunction with Oak Terrace School at School District 112. Commissioner Grossberg asked that the Foundation make sure to not step on the toes of any existing programs. Commissioner Grossberg thanked Mr. Bernstein for all his hard work and efforts on behalf of the Parks Foundation.

### **C. Director's Report**

Executive Director Romes reviewed some of the programs occurring throughout the Park District. January 12 Heller Nature Center will be holding Yoga and Tea from 6:30-8:30 a.m., \$25.00 per person. The Martin Luther King Day of service will be held January 20 at the Recreation Center of Highland Park from 10:00 a.m. – 1:30 p.m. This is a free event for the entire community.

Executive Director Romes thanked Director Smith for his work on the Distinguished Agency Accreditation Award. The award will be presented to the Park District of Highland Park at the January 24 IPRA/IAPD Conference Luncheon. Executive Director Romes thanked Interim Director Becker for his work at the Park District these past six months.

### **D. Board Comments - None**

### **OPEN TO THE PUBLIC TO ADDRESS BOARD**

David Sogin, 1092 Wade Street, Highland Park

Mr. Sogin stated that his wife Jean Sogin is offering to help write a grant for the work at Park Avenue Beach. He shared that it is his opinion that the application for two grants would not be competing for a grant award. He stated that the community worked hard to find ways to creatively finance the barge project and that the Park District has not supported the community's efforts.

**ADJOURNMENT**

A motion was made by Commissioner Grossberg and seconded by Vice President Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 8:38 p.m.

Respectfully submitted,

Brian Romes, Secretary



# Memorandum

**To:** Park Board of Commissioners  
**From:** Donna Dunn, Director of Human Resources & Risk Management  
Brian Romes, Executive Director  
**Date:** January 28, 2020  
**Subject:** Updated Alcohol and Drug Policy

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## **Summary**

The Alcohol and Drug Policy has been updated to address the new Cannabis Regulation and Tax Act, and is attached for the Park Board's review. Areas highlighted in yellow have been updated or added to the existing policy, per recommended language from PDRMA and review by Ancel Glink.

The updated Alcohol and Drug Policy, Alcohol and Drug Policy for CDL Employees, and Consent Form will replace the following sections of the Employee Personnel Policy Manual:

- Section 3.9 – Drug and Alcohol Testing
- Section 3.10 – Drug Testing for Operation of Commercial Motor Vehicles
- Section 9.3 – Drug and Alcohol Use
- Appendix C – Alcohol and Drug Abuse Policy
- Sections of Appendix D – Fleet Safety Policy

## **Recommendation**

**Staff recommends approval from the Park Board of Commissioners of the updated Alcohol and Drug Policy.**

## **Alcohol and Drug Abuse Policy**

### **PURPOSE**

The District has implemented an Alcohol and Drug Abuse Policy (the "Policy") in response to overwhelming evidence that alcohol and drug abuse has a detrimental impact on employees' health, job performance, safety, and efficiency. Because District employees operate, supervise and maintain parks, facilities, programs, and equipment for use by members of the public and perform services that may have a direct effect on the health and safety of members of the public and fellow employees, the District wishes to maximize the health and safety of its patrons and employees.

This Policy also expresses the District's desire to satisfy the requirements of the federal and state Drug Free Workplace Acts (41 U.S.C.A. § 701, *et seq.*, and 30 ILCS 580/1, *et seq.*). In accordance with these statutes and concerns, the District has resolved to maintain a drug free workplace.

The purpose of this Policy is to inform employees of the District's investigation, treatment and disciplinary policy relating to alcohol and drugs. As such, all District employees will abide by its terms, as well as all applicable laws. As with all policies in this Manual, this Policy is subject to periodic addition, modification or deletion.

This Policy does not replace any of the provisions or requirements of the District's Alcohol and Drug Testing for Operation of Commercial Motor Vehicles Policy for positions that require a Commercial Driver's License (CDL). District employees who operate District commercial motor vehicles and possess a CDL have special responsibilities necessitated by the fact that they operate vehicles that require additional skill and attentiveness over that of non-commercial motor vehicles. As part of its continuing commitment to safety and to comply with federal law, the District has established an Alcohol and Drug Testing for Operation of Commercial Motor Vehicle Policy for District positions that require a CDL (see Alcohol and Drug Procedures for CDL Employees that follows). Both the District and the federal government recognize it is important to establish programs to help prevent accidents and injuries resulting from the misuse of alcohol or use of controlled substances by drivers of commercial motor vehicles. The Alcohol and Drug Procedures for CDL Employees are in addition to and supplements and complements rather than supersedes all other District policies, rules, procedures, and practices, including, without limitation, this Alcohol and Drug Abuse Policy. However, for persons to whom the Alcohol and Drug Procedures for CDL Employees applies, in the event of any conflict between any of the provisions of the Alcohol and Drug Procedures for CDL Employees and the provisions of any other District policy, rule, procedure or practice, the provisions of the Alcohol and Drug Procedures for CDL Employees will control.

### **ACTS PROHIBITED**

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, medical marijuana, and alcohol, is prohibited on District property, during any on-call period or while acting on behalf of the District.

### **DEFINITIONS**

For purposes of this Policy, the following definitions apply:

1. "Alcohol" means any substance containing any form of alcohol, including but not limited to ethanol, methanol, propanol, and isopropanol.

2. "Cannabis" is defined as provided in the Cannabis Control Act (720 ILCS 550/1, *et seq.*), which provisions are specifically incorporated in this Policy by reference.
3. "Controlled Substance" means a controlled substance in schedules I through V of section 812 of Title 21 of the United States Code, which provisions are specifically incorporated in this Policy by reference.
4. "Criminal Drug Statute" means a criminal statute involving the manufacture, distribution, dispensation, possession or use of any controlled substance or cannabis.
5. "Director" is the Executive Director of the Park District of Highland Park.
6. "District Property" means any building, gym, pool, office, common area, open space, vehicle, parking lot or other area owned, leased, managed, used or controlled by the Park District of Highland Park. District Property also includes property used by District patrons while on District-sponsored events or field trips or property of others when presence thereon by the District employee is related to employment with the District.
7. "Drugs" mean Prescription/OTC Drugs and controlled substances, including cannabis and medical marijuana.
8. "Medical Facility" means any physician, laboratory, clinic, hospital or other similar entity.
9. "On Call" means the employee is scheduled with at least 24 hours' notice by the District to be on standby or otherwise responsible for performing tasks related to his or her employment either at the District's premises or other previously designated location by his or her employer or supervisor to perform a work-related task.
10. "Policy" means this Alcohol and Drug Abuse Policy.
11. "Possess" means to have either in or on an employee's person, personal effects, desk, files or other similar areas.
12. "Prescription/OTC Drugs" means prescription drugs (including medical marijuana) and over-the-counter ("OTC") drugs obtained legally and being used in the manner and for the purpose for which they were prescribed or manufactured.
13. "Public Safety Responsibility" means a safety-sensitive position in which the nature of the employee's duties is such that impaired perception, reaction time or judgment may place the employee or members of the public or other employees at risk of serious bodily harm, or the employee is responsible for the administration or enforcement of alcohol/drug policies. As examples and not by way of limitation, employees with public safety responsibility may include lifeguards; non-CDL employees who drive District vehicles; employees who operate heavy machinery; employees who handle hazardous or toxic materials or substances of any kind; and similar positions.
14. "Under the Influence" or "impaired" means the employee is affected by alcohol or drugs in any determinable manner. A determination of being under the influence can be established by a professional opinion, scientifically valid test, layperson's opinion or the statement of a witness. For cannabis, this determination will be made based on whether the employee manifests while working or on-call specific, articulable symptoms of decreased or lessened performance of the duties or tasks of the employee's job position, including symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property or personal injury; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.

## **VOLUNTARY TREATMENT**

It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to disciplinary action or violations of policies, rules of conduct or performance standards. The District will not discipline an employee who voluntarily seeks treatment for a substance abuse problem if the employee is not in violation of the District's drug and alcohol policy or other policies, rules of conduct and standards. Seeking such assistance will not be a defense for violating the District's Alcohol and Drug Abuse policy, nor will it excuse or limit the employee's obligation to meet the District's policies, rules of conduct and standards including, but not limited to, those regarding attendance, job performance and safe and sober behavior on the job. The District encourages those employees who suffer from alcohol or drug abuse to consult voluntarily with District management and/or the District's Employee Assistance Program ("EAP") and undergo appropriate medical treatment. Participation in such treatment will be at the employee's expense, although some of these expenses may be covered under the employee's group health plan. Please see the Human Resources Department for details. District management will attempt to keep such voluntary discussions and medical treatment confidential in accordance with this Policy.

## **SCREENING AND TESTING**

**Pre-employment Testing.** The District may require applicants whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in other any Public Safety Responsibility to be drug screened or tested on a conditional post-offer, pre-employment basis as part of its hiring process. However, pre-employment testing will not include testing for alcohol or cannabis, absent a federal, state or local law requiring the District to do so.

**Reasonable Suspicion Testing.** The District will require screening or testing of an employee when that employee exhibits conduct or behavior that raises a reasonable suspicion the employee is under the influence of or is impaired by drugs or alcohol. (See Definition of "Under the Influence" or "impaired" above.) The supervisor(s) who observes or receives information about the conduct or behavior that led to the request for reasonable suspicion testing, within a reasonable timeframe of observing or learning about the behavior or conduct, will document the objective, articulable signs of reasonable suspicion on a form provided by the District.

**Random Testing.** The District may require random screening or testing of employees whose job functions require them to operate or maintain vehicles or machinery, handle hazardous or toxic materials or substances of any kind or engage in any other Public Safety Responsibility.

**Post-accident or Post-incident Testing.** The District may require the screening or testing of any employee following a workplace accident or injury that results in property damage to District or third-party property, personal injury to another employee or third-party, or any personal injury to the employee himself or herself where the circumstances raise a reasonable suspicion that impairment may have played a role in the injury. When an accident or incident occurs, the District will send all employees who may have contributed to the accident or injury for post-accident or post-incident testing, not just the employee injured (unless he or she was the only person who contributed to the accident or injury).

**Post-rehabilitation Program Testing.** The District may require screening or testing of an employee during and after participation in an alcohol or drug counseling or rehabilitation program to ensure compliance with the recommended treatment and conditions of continued employment.

**The Testing Process.** A medical facility selected by the District at the District's expense will conduct drug or alcohol screening or testing. The screening or testing may require an analysis of the employee's breath, urine, saliva and/or blood or such similar substance as the medical facility may recommend. Employees who undergo alcohol or drug screening or testing will have the opportunity, prior to the collection of a specimen or other testing, to disclose the use of prescription/OTC drugs, including medical marijuana, and to explain the circumstance of their use. If an initial test is positive, the facility will conduct a second test from the same sample. A confirmed positive drug and/or alcohol test may result in disciplinary action, up to and including discharge.

**Opportunity to Contest.** After the District receives a confirmed, positive drug or alcohol test and/or information indicating that the employee manifests specific, articulable symptoms that demonstrate impairment or being under the influence, the employee will have a reasonable opportunity to contest the basis of the District's determination. However, any the District will make a final decision at its sole and exclusive discretion.

**Consent Forms Required.** The District requires each employee to sign a consent form, a copy of which is included with this Policy. The District will require prospective employees applying for positions that require a CDL or pre-employment drug testing to sign a consent form prior to taking the pre-employment drug screening.

The District may also require each employee and prospective employee to sign a separate consent form requested by the medical facility conducting the screening or testing. Refusal to sign any requested consent form will result in non-hire or disciplinary action up to and including dismissal, as deemed appropriate by the District, in its sole discretion, under the circumstances.

## **TREATMENT**

If the medical facility recommends treatment, the District may, depending on the circumstances as determined in its sole discretion, give the employee one opportunity to undergo treatment offered by a clinic or trained professional mutually acceptable to the District and employee.

Participation in such treatment will be at the employee's expense. The employee must enter the treatment program within ten (10) days from the time of recommendation of treatment. The District may reinstate the employee provided that the employee submits a statement issued by the medical facility certifying successful completion of the treatment program, that the employee is released to return to work and that the employee agrees to all conditions of reinstatement as determined by the District, which may include, but is not limited to, future alcohol and/or drug testing.

## **USE OF PRESCRIPTION/OTC DRUGS**

Any employee who operates or maintains a vehicle or machinery handles hazardous materials or substances of any kind or has any other Public Safety Responsibility and who has taken a prescription/OTC drug (including medical marijuana) must report the use of such prescription/OTC drug to his or her immediate supervisor if the prescription/OTC drug may cause drowsiness or if it may alter judgment, perception or reaction time. While the District will not penalize an employee solely for his or her status as a registered qualifying patient under the Compassionate Use of Medical Cannabis Program Act or any similar law, any employee who is a registered qualifying patient is nevertheless required to comply with this Policy. The burden is on the employee to ascertain from the employee's doctor or pharmacist whether the prescription/OTC drug may have such a potential side effect or whether the employee may

perform his or her job duties safely while using the prescription/OTC drug. The District will retain the information in a confidential manner and only disclose it to persons who need to know. The employee's immediate supervisor, after conferring with the department head or Director, will decide whether the employee may safely continue to perform the job while using the prescription/OTC drug. Failure to declare the use of such prescription/OTC drugs may be cause for discipline up to and including dismissal.

### **NOTICE OF CONVICTIONS**

Any employee convicted of violating any federal or state criminal drug statute must notify the Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no-contest plea and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Director may subject the employee to disciplinary action, up to and including dismissal.

### **DISCIPLINE/PENALTIES FOR VIOLATION**

1. The District reserves the right to discipline any employee suspected of being impaired by or under the influence of drugs or alcohol during working hours or any on-call period.
2. An employee who reports to work or is found during working on-call hours to be or to have been under the influence of alcohol, controlled substances or cannabis or who manufactures, possesses, uses, sells or dispenses alcohol, controlled substances or cannabis while on District property or while acting on behalf of the District, is convicted of a drug related crime, causes financial or physical damage to the District property, its employees or patrons as the result of alcohol or drug abuse, or fails to report the use of prescription/OTC drugs in accordance with this Policy, will be disciplined in accordance with the Disciplinary Action Section of the District's Personnel Policy Manual. In addition to or in the alternative, depending on the circumstances as determined by the District in its sole discretion, the District may require the employee to successfully complete an alcohol and/or drug abuse counseling or rehabilitation program approved for such purposes by the District and by a federal, state, or local health law enforcement or other appropriate District. An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participation in a treatment program will not protect the employee from disciplinary actions should job performance remains unsatisfactory.
3. In addition to the examples of misconduct that may subject an employee to disciplinary action contained in this Policy and the Manual, the District will discipline an employee up to and including dismissal for the following: (1) if the employee refuses to submit to diagnosis, testing or screening upon request of the District; (2) if the employee tampers in any way with the specimen given to the medical facility for purposes of alcohol or drug screening or testing; (3) if the medical facility recommends treatment and the employee refuses to undergo such treatment; (4) if, while undergoing treatment, the employee fails or refuses to follow the course of treatment; (5) if the employee, during the course of or following treatment, is again under the influence of alcohol or drugs in violation of this Policy; or (6) if the employee fails to notify the Director of a conviction for violating any federal or state

Criminal Drug Statute in accordance with the "Notice of Conviction" section of this policy.

### **INSPECTIONS**

To assure employees comply with the prohibition on manufacturing, distributing, dispensing, possessing or using alcohol, controlled substances or cannabis (including medical marijuana), employees may be subject to inspection as follows:

1. Lockers, desks, files, vehicles, equipment and other containers and property owned or leased by the District and which the District permits an employee to use during employment are and remain the property of the District at all times, and employees have no reasonable expectation of privacy regarding such property. The District does not permit employees to keep controlled substances, cannabis (including medical marijuana) or alcohol in or on such property.
2. Any such property reasonably suspected of having or holding such substances is subject to search by the District.
3. The District will treat any refusal to submit to such an inspection as an act of insubordination, which may result in disciplinary action up to and including dismissal.

### **RECORDS**

The District will maintain medical records relating to alcohol or drug abuse, diagnosis, and treatment confidential and in a medical file separate from the regular personnel files. The District will limit access to those who need to know. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes or the law requires it.

**CONSENT TO DRUG AND/OR ALCOHOL SCREENING OR TESTING**

I hereby voluntarily consent to submit to drug and/or alcohol screening or testing by a physician, clinic, hospital, laboratory or medical facility chosen by the Park District of Highland Park (the "District") at the District's expense to determine if I have alcohol or any controlled substance or cannabis in my system. I hereby consent to the physician, clinic, hospital, laboratory or medical facility taking and analyzing a sample or specimen of my breath, urine, saliva, blood, and other similar substance. I also authorize the physician, clinic, hospital, laboratory or medical facility to disclose his/her/its findings, conclusions and opinions regarding the drug and/or alcohol screening or testing to an District official or a designated representative but to no other person without my written consent. If the results of such testing indicate I have violated the District's Alcohol and Drug Abuse Policy, I understand I will be subject to non-hire or disciplinary action up to and including immediate discharge.

If I test positive for a drug that may be legally prescribed for prescription use (including medical marijuana), I hereby further consent to allow the Medical Review Officer of the medical facility that administered the test to contact my physician or pharmacist to verify my reported use of legally prescribed drugs. I authorize my physician or pharmacist to provide the District or its agents with any current prescription information or physician's letters authorizing the use of any such medicines, which may explain the positive test results, and I will execute any required consent or authorization forms. I understand the legal use of certain prescription or over-the-counter drugs may disqualify me from certain jobs due to safety risks.

I also confirm I will cooperate with any disclosure authorization requirements the physician, clinic, laboratory or medical facility has implemented pursuant to applicable law (including the Health Insurance Portability and Accountability Act of 1996, as amended (HIPAA)), that relate to its ability to disclose findings, conclusions, and opinions, or other protected health information associated with the drug and/or alcohol screening or testing to an District official or a designated representative. I hereby further confirm I will cooperate with any disclosure authorization requirements that my physician or pharmacist implemented pursuant to applicable law (including HIPAA) to allow it to share information with the medical facility or District regarding my reported use of prescription/OTC drugs in accordance with the District's Alcohol and Drug Abuse Policy.

In consideration of my employment or continued employment, I hereby release and agree to hold the District and its elected officials, Commissioners, officers, members and agents harmless against any and all claims, charges or causes of action whatsoever I now have or may have in the future that may arise from this testing or from any investigation or personnel action related to or arising out of any such testing or screening.

I also acknowledge receiving, reading and understanding the District's Alcohol and Drug Abuse Policy. I understand that, in accordance with this policy, failure to execute this document and submit to drug and/or alcohol screening or testing, or failure to report to the District the use of prescription/OTC drugs as required by the policy, may result in non-hire or disciplinary action up to and including termination. I further acknowledge I have read this consent form carefully, and I am signing of my own free will.

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

I agree to the screening or testing       I will not agree to the screening or testing

Employee Name (Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

# **Alcohol and Drug Policy for CDL Employees**

## **DOT DRUG AND ALCOHOL PROCEDURE**

### **Introduction**

To promote public safety and help prevent accidents and injuries, the U.S. Department of Transportation (DOT) instituted regulations that establish a zero-tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by DOT regulations are Marijuana, Cocaine, Opiates, Amphetamines and Phencyclidine (PCP). The following procedures have been developed to implement the DOT regulations found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

### **Adverse Effects of Alcohol and Drug Use**

Unlawful use of drugs and alcohol poses risks. Alcohol and drug abuse can lead to health problems such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers have an increased risk of AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby coworkers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of the ability to reach long-term goals, deal constructively with stress and anxiety or have successful and satisfying friendships and family relationships. Because drug use is unlawful, users ruin lives when they are arrested, jailed or injured by drug-related violence.

Full-time employees may access the confidential Employee Assistance Program (EAP) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's EAP through the employees' immediate supervisor or Human Resources.

### **Affected Employees**

The following employees are subject to these alcohol and drug procedures, restrictions and requirements: All employees required to have a valid CDL driver's license as a condition of employment and operate a commercial vehicle for the Park District of Highland Park. This includes full-time and part-time employees.

The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call-back time. An exception may be made by the Director to exempt an employee from alcohol use restrictions if the employee is attending off-site training and is not expected to return to duty for the remainder of the day.

### **Employee Requirements (382.201 to .215)**

To meet DOT regulations, the District places the following requirements upon affected employees. The Director may make exceptions to these requirements in making temporary work assignments for employees.

- Affected employees will not consume any product containing alcohol or controlled substances while on duty.
- Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect his/her ability to safely perform his/her job).
- Affected employees will not possess any product containing alcohol or controlled substances while on duty.
- Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
- Affected employees must immediately report for testing when so ordered and must cooperate with testing personnel and procedures.
- Affected employees must agree to release testing results to the District and to the substance abuse professional (SAP) and to release the substance abuse professional's report to the District.
- Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

### **Tests Performed**

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

#### ***Alcohol Test***

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
- Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.
- If test results are negative the employee returns to work. Results will be reported to Human Resources.
- If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
- If retest results are negative, the test is reported to Human Resources as negative.
- If retest results are positive, the test results are immediately reported to Human Resources.

#### ***Controlled Substances Test:***

Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.

- Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.

- Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will drink water (up to 24 oz. in two hours) and attempt again.
- Hospital personnel will perform required testing to verify the specimen sample has not been tampered with. The employee returns to work.
- Sample is sent to a lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained, the testing is reported as negative to the medical review officer (MRO) who, in turn, reports negative results to the Director.
- If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the MRO. If negative, the MRO reports a negative result to the District.
- If the results are positive, confirming the presence of one of the five controlled substances, the MRO will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug and will decide if test results are negative or positive. If the MRO cannot reach the employee, he or she will contact Human Resources and ask Human Resources to tell the employee to contact the MRO. If the employee does not contact the MRO within 72 hours, the MRO will determine the test results as positive. The MRO reports to the District test results as positive or negative.
- If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample and can request the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

## **Six Circumstances Under Which Testing Will Be Performed**

### **1. *Pre-employment Testing (382.301, 413)***

Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing are required.

If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.

Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the MRO or SAP, but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.

In addition to submitting to testing, the prospective employee must supply the District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the District in obtaining from each of the previous employer's results of any positive test, SAP's reports and any refusals to test.

### **2. *Random Testing (382.305)***

All affected employees will be placed in a pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.

The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10 percent per year for alcohol and 50 percent per year for illegal drugs.

Every employee in the selection pool has an equal chance of being selected each time a drawing is made.

Selection for testing will be performed on a sufficiently random basis by the Consortium. Employees will not know when testing is complete for the year nor when to anticipate the next selection.

A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.

### **3. *Reasonable Suspicion Testing (382.307)***

When a supervisor has reason to believe an employee has alcohol or controlled substances in his or her system, he or she contacts another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors agree, the employee will be driven to the designated testing facility for alcohol or controlled substances testing as appropriate.

The supervisor's determination must be based upon specific, describable current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.

When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first.)

The employee will be informed of his or her right to consent or refuse testing and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.

The supervisor calls the designated testing facility to advise that the employee will report for testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.

If an employee refuses to submit to a test, he or she will be required to call someone to drive him or her home. If unable to find someone, a cab will be called. The District will pay for the cab with reimbursement by the employee when he or she returns to work. If the employee insists on driving him- or herself, the local police department will be called and notified.

Testing for alcohol reasonable suspicion should be performed within two hours but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to Human Resources for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.

The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.

**4. *Post-accident Testing (382.303)***

A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of the commercial vehicle having contributed to the accident will be tested for both alcohol and controlled substances.

The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.

A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required, or testing has already been performed.

If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not be performed within two hours if such is the case and a record if either testing could not be performed.

**5. *Return to Duty Testing (382.309)***

Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:

- Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or
- Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).

**6. *Follow-up Testing (382.311,.605)***

Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with substance abuse problems will be subject to follow-up testing.

Human Resources will order the affected employee to report immediately for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. Human Resources will advise the SAP of the test results. The duration of surprise testing will continue as long as required by the SAP to a maximum of five years.

At a minimum, six unannounced tests will be required within the first 12 months of return to duty. This minimum must be conducted regardless of whether the SAP deems no more testing is required.

Employee is responsible for all costs associated with follow-up testing.

### **Consequences of failed or refused tests (382.605)**

An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.

The employee selects an SAP. The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of SAPs will be provided to the employee. However, the employee is free to choose any certified SAP.

The employee signs a release allowing Human Resources to release the test results to the SAP and signs a release for the SAP to report back to the District.

The SAP will report back to the District that the employee:

- Does not require any help in dealing with a substance abuse problem – in which case the employee may be returned to full duty.
- That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty or may not return to full duty yet.
- That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.

The employee is responsible for obtaining any counseling or rehabilitation prescribed the SAP and must provide appropriate releases for counseling and rehabilitation professionals to report back to the SAP. Employees are advised that the DOT regs require that the additional counseling and rehabilitation not be performed by any business entity in which the SAP has a financial interest.

When the SAP reports to Human Resources that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:

- Test negative in return to duty alcohol or controlled substances testing (or both tests if indicated by the SAP).
- Continue with any rehabilitation therapy if prescribed by the SAP.
- Test negative in unannounced follow up testing as prescribed by the SAP or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Director.

### **Required Training**

- All affected employees will be informed of the new DOT regs and these policies and procedures to implement the regs.
- All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
- All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and

60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.

- All employees will sign a receipt that they attended the training. The receipt will be kept in District records.



# Memorandum

**To:** Park Board of Commissioners  
**From:** Donna Dunn, Director of Human Resources & Risk Management  
Brian Romes, Executive Director  
**Date:** January 28, 2020  
**Subject:** Updated Illinois Victims' Economic Security and Safety Act (VESSA) Policy

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## **Summary**

Pursuant to revisions to the Illinois Victims' Economic Security and Safety Act, the Park District of Highland Park policy has been updated to include "gender violence" as a protection under the Act and is attached for the Park Board's review. Policy language was recommended by PDRMA and reviewed by Ancel Glink.

The updated Illinois Victims' Economic Security and Safety Act (VESSA) will replace the following sections of the Employee Personnel Policy Manual:

- Section 10.3 – Victims' Economic Security and Safety Act

## **Recommendation**

**Staff recommends approval from the Park Board of Commissioners of the updated Illinois Victims' Economic Security and Safety Act Policy.**

## **ILLINOIS VICTIMS' ECONOMIC SECURITY AND SAFETY ACT:**

### **Introduction**

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act ("VESSA").

VESSA provides employees with up to twelve (12) workweeks of unpaid leave during a twelve (12)-month period to address the consequences of actual or threatened domestic, sexual, or gender violence to themselves or their family or household member who is a victim of actual or threatened domestic, sexual, or gender violence.

### **Basis of Leave**

The District will provide up to twelve (12) weeks of unpaid leave from work on a continuous, intermittent or reduced work schedule basis to an employee who is a victim of actual or threatened domestic, sexual, or gender violence (or who has a family or household member who is a victim of actual or threatened domestic, sexual, or gender violence) to address the violence if the employee is:

- A. seeking medical attention for, or recovering from, physical or psychological injuries caused by actual or threatened domestic, sexual, or gender violence to the employee or the employee's family or household member;
- B. obtaining services from a victim services organization for the employee or the employee's family or household member;
- C. obtaining psychological or other counseling for the employee or the employee's family or household member;
- D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, or gender violence or ensure economic security;  
or
- E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from actual or threatened domestic, sexual, or gender violence.

"Family or household member" means a spouse, civil union partner, parent, son, daughter, and persons jointly residing in the same household whose interests are not adverse to the employee as it relates to the domestic, sexual, or gender violence.

"Parent" means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or daughter. "Son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

### **Period of Leave**

Employee will be entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12)-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

### **Existing Leave**

The employee may use any available paid or unpaid leave (including family, medical, sick, annual, personal, etc.) from employment, in substitution for any period of such leave for an equivalent period of leave.

### **Notice**

The employee will provide the District with at least forty-eight (48) hours' advance notice of the employee's intention to take the leave unless providing such notice is not practicable.

When an unscheduled absence occurs, the District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as fifteen (15) days) provides certification as shown under the next section.

### **Certification**

The District may require the employee to provide certification to the District that:

- A. the employee or the employee's family or household member is a victim of actual or threatened domestic, sexual, or gender violence; and
- B. the leave is for one of the purposes enumerated in the above "Basis" paragraph.
- C. The employee will provide such certification to the District within a reasonable period after the District requests certification.

An employee may satisfy the above certification requirement by providing to the District a **signed and dated statement** of the employee, and upon obtaining such documents the employee will provide:

- A. **documentation** from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing actual or threatened domestic, sexual or gender violence and the effects of the violence;
- B. a **police or court record**; or
- C. **other corroborating evidence**.

### **Confidentiality**

All information provided to the District, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, will be **retained in the strictest confidence by the District**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable law.

### **Restoration to Position**

In general, an employee who takes leave under this policy will be entitled, on return from such leave:

1. to be restored by the District to the position of employment held by the employee when the leave commenced; or
2. to be restored to an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment.

### **Loss of Benefits**

The taking of leave under this policy will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

- the accrual of any seniority or employment benefits during any period of unpaid leave; or
- any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

### **Reporting to the District**

The District may require an employee on leave under this policy to report periodically to the District on the status and intention of the employee to return to work.

### **Maintenance of Health Benefits**

Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, the District will maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

### **Failure to Return from Leave**

The District may recover the premium that the agency paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

1. the employee fails to return from leave under this policy after the period of leave to which the employee is entitled has expired; and
2. the employee fails to return to work for a reason other than: (a) the continuation, recurrence, or onset of actual or threatened domestic, sexual, or gender violence that entitles the employee to leave; (b) the need for other job-protected leave under an applicable law; or (c) other circumstances beyond the control of the employee.

The District may require an employee who claims that the employee is unable to return to work because of a reason described above to provide, within a reasonable period after making the claim, certification to the District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the District:

- a sworn statement of the employee;

- documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professionals from whom the employee has sought assistance in addressing actual or threatened domestic, sexual or gender violence and the effects of that violence;
- a police or court record; or
- other corroborating evidence.

The District will not: (a) fail or refuse to hire, discharge, or harass any individual for exercising their rights under this policy; (b) otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual; or (c) retaliate against an individual in any form or manner for exercising their rights under this policy.

### **Reporting to the District**

In response to an actual or perceived threat of domestic, sexual or gender violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic, sexual or gender violence that occurs at the workplace or in a work-related setting, unless the accommodation would create an undue hardship for the District.



# Memorandum

**To:** Park Board of Commissioners

**From:** Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** January 28, 2020

**Subject:** Beach Management Plan Grant (IDNR Coastal Management Program)

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## Summary

Through ongoing lakefront planning, staff has identified the need for a Beach Management Plan because of the increasing complexity of managing lakefront parks, and the need to protect the beaches for recreational use and natural habitat. The District applied for grant funding through the Illinois Department of Natural Resources Coastal Management Program to support this effort. I am pleased to announce that the District's proposal was selected, and the District will receive funding pending approval of the attached grant agreement.

To develop this plan, the Park District will work with engineers at SmithGroup. Engineers will evaluate existing conditions to develop management recommendations and strategies for Moraine Beach, Millard Beach, Park Avenue Boating Facility, and Rosewood Beach. Each location is unique and will be addressed separately to develop specific actions that are customized to local conditions. The focus of the proposed plan is to develop practical, implementable, and quantifiable strategies to address sources of water quality degradation, habitat creation and protection, universal public access, and long-term resilience honoring the District's mission and vision of environmental stewardship and appreciation of the natural world.

## Financial Impact

The total project cost is \$35,000, half of which is reimbursable by the grant. The District's match is budgeted in the 2020 Capital Plan. The District has until January 2021 to complete the development of this plan.

## Recommendation

Staff recommends approval by the Park Board of Commissioners the attached agreement with the Illinois Department of Natural Resources for acceptance of a Coastal Management Program Grant to develop a Beach Management Plan.

**INTER-GOVERNMENTAL AGREEMENT**



**BETWEEN  
THE STATE OF ILLINOIS, Department of Natural Resources  
AND  
Park District of Highland Park**

The Illinois Department of Natural Resources (Grantor), with its principal office at One Natural Resources Way, Springfield, IL 62702, and Park District of Highland Park (Grantee), with its principal office at 636 Ridge Rd. Highland Park, IL 60035-4361, hereby enter into this Inter-governmental Grant Agreement (Agreement), pursuant to the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* Grantor and Grantee are collectively referred to herein as “Parties” or individually as a “Party.”

**PART ONE – THE UNIFORM TERMS  
RECITALS**

WHEREAS, it is the intent of the Parties to perform consistent with all Exhibits and attachments hereto and pursuant to the duties and responsibilities imposed by Grantor under the laws of the state of Illinois and in accordance with the terms, conditions and provisions hereof.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements contained herein, and for other good and valuable consideration, the value, receipt and sufficiency of which are acknowledged, the Parties hereto agree as follows:

**ARTICLE I  
AWARD AND GRANTEE-SPECIFIC INFORMATION AND CERTIFICATION**

1.1. DUNS Number; SAM Registration; Nature of Entity. Under penalties of perjury, Grantee certifies that 074560814 is Grantee’s correct DUNS number, that 36-6005927 is Grantee’s correct FEIN or Social Security Number, and that Grantee has an active State registration and SAM registration. Grantee is doing business as a (check one):

- |  |   |
|--|---|
| <input type="checkbox"/> Individual                            | <input type="checkbox"/> Pharmacy-Non Corporate   |
| <input type="checkbox"/> Sole Proprietorship                   | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery Corp.                             |
| <input type="checkbox"/> Partnership                           | <input type="checkbox"/> Tax Exempt   |
| <input type="checkbox"/> Corporation (includes Not For Profit) | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Medical Corporation                   | <input type="checkbox"/> P = partnership  |
| <input checked="" type="checkbox"/> Governmental Unit          | <input type="checkbox"/> C = corporation  |
| <input type="checkbox"/> Estate or Trust                       |   |

has not received a payment from the state of Illinois in the last two years, Grantee must submit a W-9 with this Agreement.

1.2. Amount of Agreement. Grant Funds (check one)  shall not exceed or  are estimated to be \$17,500.00, of which \$17,500.00 are federal funds. Grantee agrees to accept Grantor’s payment as specified in the Exhibits and attachments incorporated herein as part of this Agreement.

1.3. Identification Numbers. If applicable, the Federal Award Identification Number (FAIN) is NA19NOS4190089, the federal awarding agency is National Oceanic and Atmospheric Administration, and the Federal Award date is 7/1/2019. If applicable, the Catalog of Federal Domestic Assistance (CFDA) Name is Coastal Zone Administration Awards and Number is 11.419. The Catalog of State Financial Assistance (CSFA) Number is 422-30-0103. The State Award Identification Number is NOAA 19-10.

1.4. Term. This Agreement shall be effective upon full execution and shall expire on 1/30/2021, unless terminated pursuant to this Agreement.

1.5. Certification. Grantee certifies under oath that (1) all representations made in this Agreement are true and correct and (2) all Grant Funds awarded pursuant to this Agreement shall be used only for the purpose(s) described herein. Grantee acknowledges that the Award is made solely upon this certification and that any false statements, misrepresentations, or material omissions shall be the basis for immediate termination of this Agreement and repayment of all Grant Funds.

1.6. Signatures. In witness whereof, the Parties hereto have caused this Agreement to be executed by their duly authorized representatives.

**Illinois Department of Natural Resources**

By: \_\_\_\_\_

Signature of IDNR Director

By: \_\_\_\_\_

Signature of Designee

Date: \_\_\_\_\_

Printed Name: Colleen Callahan

Properties

Printed Title: IDNR Director

Designee

**Park District of Highland Park**

By: \_\_\_\_\_

Signature of Authorized Representative

Date:

\_\_\_\_\_

Printed Name: Brian Kaplan

Printed Title: Park District Board President

E-mail: bkaplan@pdhp.org

By: \_\_\_\_\_

Signature of First Other Approver, if Applicable

Date: \_\_\_\_\_

Printed Name: Brad Colantino

Printed Title: IDNR Chief Fiscal Officer

By: \_\_\_\_\_

Signature of Second Other Approver, if Applicable

Date: \_\_\_\_\_

Printed Name: Renee Snow

Printed Title: IDNR General Counsel

**ARTICLE II  
REQUIRED REPRESENTATIONS**

2.1. Standing and Authority. Grantee warrants that:

(a) Grantee is validly existing and in good standing, if applicable, under the laws of the state in which it was incorporated, organized or created.

(b) Grantee has the requisite power and authority to execute and deliver this Agreement and all documents to be executed by it in connection with this Agreement, to perform its obligations hereunder and to consummate the transactions contemplated hereby.

(c) If Grantee is an agency under the laws of a jurisdiction other than Illinois, Grantee warrants that it is also duly qualified to do business in Illinois and is in good standing with the Illinois Secretary of State.

(d) The execution and delivery of this Agreement, and the other documents to be executed by Grantee in connection with this Agreement, and the performance by Grantee of its obligations hereunder have been duly authorized by all necessary entity action.

(e) This Agreement and all other documents related to this Agreement, including the Uniform Grant Application, the Exhibits and attachments to which Grantee is a party constitute the legal, valid and binding obligations of Grantee enforceable against Grantee in accordance with their respective terms.

2.2. Compliance with Internal Revenue Code. Grantee certifies that it does and will comply with all provisions of the federal Internal Revenue Code (26 USC 1), the Illinois Income Tax Act (35 ILCS 5), and all rules promulgated thereunder, including withholding provisions and timely deposits of employee taxes and unemployment insurance taxes.

2.3. Compliance with Federal Funding Accountability and Transparency Act of 2006. Grantee certifies that it does and will comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (P.L. 109-282) (FFATA) with respect to Federal Awards greater than or equal to \$25,000. A FFATA sub-award report must be filed by the end of the month following the month in which the award was made.

2.4. Compliance with Uniform Grant Rules (2 CFR Part 200). Grantee certifies that it shall adhere to the applicable Uniform Administrative Requirements, Cost Principles, and Audit Requirements, which are published in Title 2, Part 200 of the Code of Federal Regulations, and are incorporated herein by reference. See 44 Ill. Admin. Code 7000.30(b)(1)(A).

2.5. Compliance with Registration Requirements. Grantee and its sub-grantees shall: (i) be registered with the federal SAM; (ii) be in good standing with the Illinois Secretary of State, if applicable; (iii) have a valid DUNS number; and (iv) have successfully completed the annual registration and prequalification through the Grantee Portal. It is Grantee's responsibility to remain current with these registrations and requirements. If Grantee's status with regard to any of these requirements change, or the certifications made in and information provided in the Uniform Grant Application changes, Grantee must notify the Grantor in accordance with ARTICLE XVIII.

**ARTICLE III  
DEFINITIONS**

3.1. Definitions. Capitalized words and phrases used in this Agreement have the following meanings:

“2 CFR Part 200” means the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards published in Title 2, Part 200 of the Code of Federal Regulations.

“Agreement” or “Grant Agreement” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Allocable Costs” means costs allocable to a particular cost objective if the goods or services involved are chargeable or assignable to such cost objective in accordance with relative benefits received or other equitable relationship. Costs allocable to a specific Program may not be shifted to other Programs in order to meet deficiencies caused by overruns or other fund considerations, to avoid restrictions imposed by law or by the terms of this Agreement, or for other reasons of convenience.

“Allowable Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Award” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Budget” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“CFDA” or “Catalog of Federal Domestic Assistance” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Close-out Report” means a report from the Grantee allowing the Grantor to determine whether all applicable administrative actions and required work have been completed, and therefore closeout actions can commence.

“Conflict of Interest” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Consolidated Year-End Financial Report” means a financial information presentation in which the assets, equity, liabilities, and operating accounts of an entity and its subsidiaries are combined (after eliminating all inter-entity transactions) and shown as belonging to a single reporting entity.

“Cost Allocation Plan” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“CSFA” or “Catalog of State Financial Assistance” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Direct Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Disallowed Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“DUNS Number” means a unique nine digit identification number provided by Dun & Bradstreet for each physical location of Grantee’s organization. Assignment of a DUNS Number is mandatory for all organizations seeking an Award from the state of Illinois.

“FAIN” means the Federal Award Identification Number.

“FFATA” or “Federal Funding Accountability and Transparency Act” has the same meaning as in 31 USC 6101; P.L. 110-252.

“Financial Assistance” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Fixed-Rate” has the same meaning as in 44 Ill. Admin. Code Part 7000. “Fixed-Rate” is in contrast to fee-for-service, 44 Ill. Admin. Code Part 7000.

“GAAP” or “Generally Accepted Accounting Principles” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Grant Funds” means the Financial Assistance made available to Grantee through this Agreement.

“Grantee Portal” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Indirect Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Indirect Cost Rate” means a device for determining in a reasonable manner the proportion of indirect costs each Program should bear. It is a ratio (expressed as a percentage) of the Indirect Costs to a Direct Cost base. If reimbursement of Indirect Costs is allowable under an Award, Grantor will not reimburse those Indirect Costs unless Grantee has established an Indirect Cost Rate covering the applicable activities and period of time, unless Indirect Costs are reimbursed at a fixed rate.

“Indirect Cost Rate Proposal” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Net Revenue” means an entity’s total revenue less its operating expenses, interest paid, depreciation, and taxes. “Net Revenue” is synonymous with “Profit.”

“Nonprofit Organization” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Notice of Award” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“OMB” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Prior Approval” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Profit” means an entity’s total revenue less its operating expenses, interest paid, depreciation, and taxes. “Profit” is synonymous with “Net Revenue.”

“Program” means the services to be provided pursuant to this Agreement.

“Program Costs” means all Allowable Costs incurred by Grantee and the value of the contributions made by third parties in accomplishing the objectives of the Award during the Term of this Agreement.

“Program Income” has the same meaning as in 44 Ill. Admin. Code Part 7000.

“Related Parties” has the meaning set forth in Financial Accounting Standards Board (FASB) Accounting Standards Codification (ASC) 850-10-20.

“SAM” means the federal System for Award Management (SAM); which is the federal repository into which an entity must provide information required for the conduct of business as a recipient. 2 CFR 25 Appendix A (1)(C)(1).

“State” means the state of Illinois.

“Term” has the meaning set forth in Paragraph 1.4.

“Unallowable Costs” has the same meaning as in 44 Ill. Admin. Code Part 7000.

#### **ARTICLE IV PAYMENT**

4.1. Availability of Appropriation; Sufficiency of Funds. This Agreement is contingent upon and subject to the availability of sufficient funds. Grantor may terminate or suspend this Agreement, in whole or in part, without penalty or further payment being required, if (i) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the federal funding source, (ii) the Governor or Grantor reserves funds, or (iii) the Governor or Grantor determines that funds will not or may not be available for payment. Grantor shall provide notice, in writing, to Grantee of any such funding failure and its election to terminate or suspend this Agreement as soon as practicable. Any suspension or termination pursuant to this Section will be effective upon the date of the written notice unless otherwise indicated.

4.2. Return of Grant Funds. Any Grant Funds remaining that are not expended or legally obligated by Grantee, including those funds obligated pursuant to ARTICLE XVII, at the end of the Agreement period, or in the case of capital improvement Awards at the end of the time period Grant Funds are available for expenditure or obligation, shall be returned to Grantor within forty-five (45) days. All obligations regarding Grant Funds management shall survive this Agreement’s termination or expiration. See 2 CFR 200.343(d); 2 CFR 200.305(b)(9); 30 ILCS 705/5. A Grantee who is required to reimburse Grant Funds and who enters into a deferred payment plan for the purpose of satisfying a past due debt, shall be required to pay interest on such debt as required by Section 10.2 of the Illinois State Collection Act of 1986. 30 ILCS 210; 44 Ill. Admin. Code 7000.450(c). In addition, as required by 44 Ill. Admin. Code 7000.440(b)(2), unless granted a written extension, Grantee must liquidate all obligations incurred under the Award at the end of the period of performance.

4.3. Cash Management Improvement Act of 1990. Unless notified otherwise in **PART TWO** or **PART THREE**, federal funds received under this Agreement shall be managed in accordance with the Cash Management Improvement Act of 1990 (31 USC 6501 *et seq.*) and any other applicable federal laws or regulations. See 2 CFR 200.305; 44 Ill. Admin. Code Part 7000.

4.4. Payments to Third Parties. Grantee agrees that Grantor shall have no liability to Grantee when Grantor acts in good faith to redirect all or a portion of any Grantee payment to a third party. Grantor will be deemed to have acted in good faith when it is in possession of information that indicates Grantee authorized Grantor to intercept or redirect payments to a third party or when so ordered by a court of competent jurisdiction.

4.5. Modifications to Estimated Amount. If the Agreement amount is established on an estimated basis, then it may be increased by mutual agreement at any time during the Term. Grantor may decrease the estimated amount of this Agreement at any time during the Term if (i) Grantor believes Grantee will not use the funds during the Term, (ii) Grantor believes Grantee has used funds in a manner that was not authorized by this Agreement, (iii) sufficient funds for this Agreement have not been appropriated or otherwise made available to the Grantor by the State or the federal funding source, (iv) the Governor or Grantor reserves funds, or (v) the Governor or Grantor determines that funds will or may not be available for payment. Grantee will be notified, in writing, of any adjustment of the estimated amount of this Agreement. In the event of such reduction, services provided by Grantee under Exhibit A may be reduced accordingly. Grantee shall be paid for work satisfactorily performed prior to the date of the notice regarding adjustment. 2 CFR 200.308.

4.6. Interest.

(a) All interest earned on Grant Funds held by a Grantee shall be treated in accordance with 2 CFR 200.305(b)(9), unless otherwise provided in PART TWO or PART THREE. Any amount due shall be remitted annually in accordance with 2 CFR 200.305(b)(9) or to the Grantor, as applicable.

(b) Grant Funds shall be placed in an insured account, whenever possible, that bears interest, unless exempted under 2 CFR Part 200.305(b)(8).

4.7. Timely Billing Required. Grantee must submit any payment request to Grantor within thirty (30) days of the end of the quarter, unless another billing schedule is specified in PART TWO, PART THREE or Exhibit C. Failure to submit such payment request timely will render the amounts billed an unallowable cost which Grantor cannot reimburse. In the event that Grantee is unable, for good cause, to submit its payment request timely, Grantee shall timely notify Grantor and may request an extension of time to submit the payment request. Grantor's approval of Grantee's request for an extension shall not be unreasonably withheld.

4.8. Certification. Pursuant to 2 CFR 200.415, each invoice and report submitted by Grantee (or sub-grantee) must contain the following certification by an official authorized to legally bind the Grantee (or sub-grantee):

By signing this report [or payment request or both], I certify to the best of my knowledge and belief that the report [or payment request] is true, complete, and accurate; that the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the State or federal pass-through award; and that supporting documentation has been submitted as required by the grant agreement. I acknowledge that approval for any other expenditure described herein shall be considered conditional subject to further review and verification in accordance with the monitoring and records retention provisions of the grant agreement. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812; 30 ILCS 708/120).

**ARTICLE V**  
**SCOPE OF GRANT ACTIVITIES/PURPOSE OF GRANT**

5.1. Scope of Grant Activities/Purpose of Grant. Grantee will conduct the Grant Activities or provide the services as described in the Exhibits and attachments, including **Exhibit A** (Project Description) and **Exhibit B** (Deliverables), incorporated herein and in accordance with all terms and conditions set forth herein and all applicable administrative rules. In addition, the State's Notice of Award is incorporated herein by reference. All Grantor-specific provisions and programmatic reporting required under this Agreement are described in **PART TWO** (The Grantor-Specific Terms). All Project-specific provisions and reporting required under this Agreement are described in **PART THREE**.

5.2. Scope Revisions. Grantee shall obtain Prior Approval from Grantor whenever a Scope revision is necessary for one or more of the reasons enumerated in 2 CFR 200.308. All requests for Scope revisions that require Grantor approval shall be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. See 2 CFR 200.308.

5.3. Specific Conditions. If applicable, specific conditions required after a risk assessment will be included in **Exhibit G**. Grantee shall adhere to the specific conditions listed therein.

**ARTICLE VI**  
**BUDGET**

6.1. Budget. The Budget is a schedule of anticipated grant expenditures that is approved by Grantor for carrying out the purposes of the Award. When Grantee or third parties support a portion of expenses associated with the Award, the Budget includes the non-federal as well as the federal share (and State share if applicable) of grant expenses. The Budget submitted by Grantee at application, or a revised Budget subsequently submitted and approved by Grantor, is considered final and is incorporated herein by reference.

6.2. Budget Revisions. Grantee shall obtain Prior Approval from Grantor whenever a Budget revision is necessary for one or more of the reasons enumerated in 44 Ill. Admin. Code 7000.370(b). All requests for Budget revisions that require Grantor approval shall be signed by Grantee's authorized representative and submitted to Grantor for approval. Expenditure of funds under a requested revision is prohibited and will not be reimbursed if expended before Grantor gives written approval. 2 CFR 200.308.

6.3. Discretionary Line Item Transfers. Unless prohibited from doing so in 2 CFR 200.308, transfers between approved line items may be made without Grantor's approval only if the total amount transferred does not exceed the allowable variance of the greater of either (i) ten percent (10%) of the Budget line item or (ii) one thousand dollars (\$1,000) of the Budget line item. Discretionary line item transfers may not result in an increase to the Budget.

6.4. Non-discretionary Line Item Transfers. Total line item transfers exceeding the allowable variance of the greater of either (i) ten percent (10%) of the Budget line item or (ii) one thousand dollars (\$1,000) of the Budget line item require Grantor approval as set forth in Paragraph 6.2.

6.5. Notification. Within thirty (30) calendar days from the date of receipt of the request for Budget revisions, Grantor will review the request and notify Grantee whether the Budget revision has been approved, denied, or the date upon which a decision will be reached.

**ARTICLE VII  
ALLOWABLE COSTS**

7.1. Allowability of Costs; Cost Allocation Methods. The allowability of costs and cost allocation methods for work performed under this Agreement shall be determined in accordance with 2 CFR 200 Subpart E and Appendices III, IV, and V.

7.2. Indirect Cost Rate Submission.

(a) All Grantees must make an Indirect Cost Rate election in the Grantee Portal, even grantees that do not charge or expect to charge Indirect Costs. 44 Ill. Admin. Code 7000.420(d).

(b) A Grantee must submit an Indirect Cost Rate Proposal in accordance with federal regulations, in a format prescribed by Grantor. For Grantees who have never negotiated an Indirect Cost Rate before, the Indirect Cost Rate Proposal must be submitted for approval no later than three months after the effective date of the Award. For Grantees who have previously negotiated an Indirect Cost Rate, the Indirect Cost Rate Proposal must be submitted for approval within 180 days of the Grantee's fiscal year end, as dictated in the applicable appendices, such as:

- (i) Appendix V and VII to 2 CFR Part 200 governs Indirect Cost Rate Proposals for state and local governments,
- (ii) Appendix III to 2 CFR Part 200 governs Indirect Cost Rate Proposals for public and private institutions of higher education,
- (iii) Appendix IV to 2 CFR Part 200 governs Indirect (F&A) Costs Identification and Assignment, and Rate Determination for Nonprofit Organizations, and
- (iv) Appendix V to Part 200 governs state/Local Governmentwide Central Service Cost Allocation Plans.

(c) A Grantee who has a current, applicable rate negotiated by a cognizant federal agency shall provide to Grantor a copy of its Indirect Cost Rate acceptance letter from the federal government and a copy of all documentation regarding the allocation methodology for costs used to negotiate that rate, e.g., without limitation, the cost policy statement or disclosure narrative statement. Grantor will accept that Indirect Cost Rate, up to any statutory, rule-based or programmatic limit.

7.3. Transfer of Costs. Cost transfers between Grants, whether as a means to compensate for cost overruns or for other reasons, are unallowable. See 2 CFR 200.451.

7.4. Higher Education Cost Principles. The federal cost principles that apply to public and private institutions of higher education are set forth in 2 CFR Part 200 Subpart E and Appendix III.

7.5. Government Cost Principles. The federal cost principles that apply to state, local and federally-recognized Indian tribal governments are set forth in 2 CFR Part 200 Subpart E, Appendix V, and Appendix VII.

7.6. Financial Management Standards. The financial management systems of Grantee must meet the following standards:

(a) **Accounting System.** Grantee organizations must have an accounting system that provides accurate, current, and complete disclosure of all financial transactions related to each state- and federally-funded Program. Accounting records must contain information pertaining to state and federal pass-through awards, authorizations, obligations, unobligated balances, assets, outlays, and income. These records must be maintained on a current basis and balanced at least quarterly. Cash contributions to the Program from third parties must be accounted for in the general ledger with other Grant Funds. Third party in-kind (non-cash) contributions are not required to be recorded in the general ledger, but must be under accounting control, possibly through the use of a memorandum ledger. To comply with 2 CFR 200.305(b)(7)(i) and 30 ILCS 708/520, Grantee shall use reasonable efforts to ensure that funding streams are delineated within Grantee's accounting system. See 2 CFR 200.302.

(b) **Source Documentation.** Accounting records must be supported by such source documentation as canceled checks, bank statements, invoices, paid bills, donor letters, time and attendance records, activity reports, travel reports, contractual and consultant agreements, and subaward documentation. All supporting documentation should be clearly identified with the Award and general ledger accounts which are to be charged or credited.

(i) The documentation standards for salary charges to grants are prescribed by 2 CFR 200.430, and in the cost principles applicable to the entity's organization (Paragraphs 7.4 through 7.5).

(ii) If records do not meet the standards in 2 CFR 200.430, then Grantor may notify Grantee in **PART TWO, PART THREE** or **Exhibit G** of the requirement to submit Personnel activity reports. See 2 CFR 200.430(i)(8). Personnel activity reports shall account on an after-the-fact basis for one hundred percent (100%) of the employee's actual time, separately indicating the time spent on the grant, other grants or projects, vacation or sick leave, and administrative time, if applicable. The reports must be signed by the employee, approved by the appropriate official, and coincide with a pay period. These time records should be used to record the distribution of salary costs to the appropriate accounts no less frequently than quarterly.

(iii) Formal agreements with independent contractors, such as consultants, must include a description of the services to be performed, the period of performance, the fee and method of payment, an itemization of travel and other costs which are chargeable to the agreement, and the signatures of both the contractor and an appropriate official of Grantee.

(iv) If third party in-kind (non-cash) contributions are used for Grant purposes, the valuation of these contributions must be supported with adequate documentation.

(c) **Internal Control.** Effective control and accountability must be maintained for all cash, real and personal property, and other assets. Grantee must adequately safeguard all such property and must provide assurance that it is used solely for authorized purposes. Grantee must also have systems in place that provide reasonable assurance that the information is accurate, allowable, and compliant with the terms and conditions of this Agreement. 2 CFR 200.303.

(d) **Budget Control.** Records of expenditures must be maintained for each Award by the cost categories of the approved Budget (including indirect costs that are charged to the Award), and actual expenditures are to be compared with Budgeted amounts at least quarterly.

(e) **Cash Management.** Requests for advance payment shall be limited to Grantee's immediate cash needs. Grantee must have written procedures to minimize the time elapsing between the receipt and the disbursement of Grant Funds to avoid having excess funds on hand. 2 CFR 200.305.

7.7. **Federal Requirements.** All Awards, whether funded in whole or in part with either federal or State funds, are subject to federal requirements and regulations, including but not limited to 2 CFR Part 200, 44 Ill. Admin. Code 7000.30(b) and the Financial Management Standards in Paragraph 7.6.

7.8. **Profits.** It is not permitted for any person or entity to earn a Profit from an Award. *See, e.g.,* 2 CFR 200.400(g); *see also* 30 ILCS 708/60(a)(7).

7.9. **Management of Program Income.** Grantee is encouraged to earn income to defray program costs where appropriate, subject to 2 CFR 200.307.

#### **ARTICLE VIII REQUIRED CERTIFICATIONS**

8.1. **Certifications.** Grantee shall be responsible for compliance with the enumerated certifications to the extent that the certifications apply to Grantee.

(a) **Bribery.** Grantee certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the state of Illinois, nor made an admission of guilt of such conduct which is a matter of record (30 ILCS 500/50-5).

(b) **Bid Rigging.** Grantee certifies that it has not been barred from contracting with a unit of state or local government as a result of a violation of Paragraph 33E-3 or 33E-4 of the Criminal Code of 1961 (720 ILCS 5/33E-3 or 720 ILCS 5/33E-4, respectively).

(c) **Debt to State.** Grantee certifies that neither it, nor its affiliate(s), is/are barred from receiving an Award because Grantee, or its affiliate(s), is/are delinquent in the payment of any debt to the State, unless Grantee, or its affiliate(s), has/have entered into a deferred payment plan to pay off the debt, and Grantee acknowledges Grantor may declare the Agreement void if the certification is false (30 ILCS 500/50-11).

(d) **Educational Loan.** Grantee certifies that it is not barred from receiving State agreements as a result of default on an educational loan (5 ILCS 385/1 *et seq.*).

(e) **International Boycott.** Grantee certifies that neither it nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provision of the U.S. Export Administration Act of 1979 (50 USC Appendix 2401 *et seq.*) or the regulations of the U.S. Department of Commerce promulgated under that Act (15 CFR Parts 730 through 774).

(f) **Dues and Fees.** Grantee certifies that it is not prohibited from receiving an Award because it pays dues or fees on behalf of its employees or agents, or subsidizes or otherwise reimburses them for payment of their dues or fees to any club which unlawfully discriminates (775 ILCS 25/1 *et seq.*).

(g) **Pro-Children Act.** Grantee certifies that it is in compliance with the Pro-Children Act of 2001 in that it prohibits smoking in any portion of its facility used for the provision of health, day care, early childhood development services, education or library services to children under the age of eighteen (18), which services are supported by federal or state government assistance (except such portions of the

facilities which are used for inpatient substance abuse treatment) (20 USC 7181-7184).

(h) **Drug-Free Work Place.** If Grantee is not an individual, Grantee certifies it will provide a drug free workplace pursuant to the Drug Free Workplace Act. 30 ILCS 580/3. If Grantee is an individual and this Agreement is valued at more than \$5,000, Grantee certifies it shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the performance of the Agreement. 30 ILCS 580/4. Grantee further certifies that it is in compliance with the government-wide requirements for a drug-free workplace as set forth in 41 USC 8102.

(i) **Motor Voter Law.** Grantee certifies that it is in full compliance with the terms and provisions of the National Voter Registration Act of 1993 (52 USC 20501 *et seq.*).

(j) **Clean Air Act and Clean Water Act.** Grantee certifies that it is in compliance with all applicable standards, order or regulations issued pursuant to the Clean Air Act (42 USC §7401 *et seq.*) and the Federal Water Pollution Control Act, as amended (33 USC 1251 *et seq.*).

(k) **Debarment.** Grantee certifies that it is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by any federal department or agency 2 CFR 200.205(a), or by the State (*See* 30 ILCS 708/25(6)(G)).

(l) **Non-procurement Debarment and Suspension.** Grantee certifies that it is in compliance with Subpart C of 2 CFR Part 180 as supplemented by 2 CFR Part 376, Subpart C.

(m) **Grant for the Construction of Fixed Works.** Grantee certifies that all Programs for the construction of fixed works which are financed in whole or in part with funds provided by this Agreement shall be subject to the Prevailing Wage Act (820 ILCS 130/0.01 *et seq.*) unless the provisions of that Act exempt its application. In the construction of the Program, Grantee shall comply with the requirements of the Prevailing Wage Act including, but not limited to, inserting into all contracts for such construction a stipulation to the effect that not less than the prevailing rate of wages as applicable to the Program shall be paid to all laborers, workers, and mechanics performing work under the Award and requiring all bonds of contractors to include a provision as will guarantee the faithful performance of such prevailing wage clause as provided by contract.

(n) **Health Insurance Portability and Accountability Act.** Grantee certifies that it is in compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law No. 104-191, 45 CFR Parts 160, 162 and 164, and the Social Security Act, 42 USC 1320d-2 through 1320d-7, in that it may not use or disclose protected health information other than as permitted or required by law and agrees to use appropriate safeguards to prevent use or disclosure of the protected health information. Grantee shall maintain, for a minimum of six (6) years, all protected health information.

(o) **Criminal Convictions.** Grantee certifies that neither it nor any managerial agent of Grantee has been convicted of a felony under the Sarbanes-Oxley Act of 2002, nor a Class 3 or Class 2 felony under Illinois Securities Law of 1953, or that at least five (5) years have passed since the date of the conviction. Grantee further certifies that it is not barred from receiving an Award under 30 ILCS 500/50-10.5, and acknowledges that Grantor shall declare the Agreement void if this certification is false (30 ILCS 500/50-10.5).

(p) **Forced Labor Act.** Grantee certifies that it complies with the State Prohibition of Goods

from Forced Labor Act, and certifies that no foreign-made equipment, materials, or supplies furnished to the State under this Agreement have been or will be produced in whole or in part by forced labor, convict labor, or indentured labor under penal sanction (30 ILCS 583).

(q) **Illinois Use Tax.** Grantee certifies in accordance with 30 ILCS 500/50-12 that it is not barred from receiving an Award under this Paragraph. Grantee acknowledges that this Agreement may be declared void if this certification is false.

(r) **Environmental Protection Act Violations.** Grantee certifies in accordance with 30 ILCS 500/50-14 that it is not barred from receiving an Award under this Paragraph. Grantee acknowledges that this Agreement may be declared void if this certification is false.

(s) **Goods from Child Labor Act.** Grantee certifies that no foreign-made equipment, materials, or supplies furnished to the State under this Agreement have been produced in whole or in part by the labor of any child under the age of twelve (12) (30 ILCS 584).

(t) **Federal Funding Accountability and Transparency Act of 2006.** Grantee certifies that it is in compliance with the terms and requirements of 31 USC 6101.

#### **ARTICLE IX CRIMINAL DISCLOSURE**

9.1. **Mandatory Criminal Disclosures.** Grantee shall continue to disclose to Grantor all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting this Award. See 30 ILCS 708/40. Additionally, if Grantee receives over \$10 million in total Financial Assistance, funded by either State or federal funds, during the period of this Award, Grantee must maintain the currency of information reported to SAM regarding civil, criminal or administrative proceedings as required by 2 CFR 200.113 and Appendix XII of 2 CFR Part 200, and 30 ILCS 708/40.

#### **ARTICLE X UNLAWFUL DISCRIMINATION**

10.1. **Compliance with Nondiscrimination Laws.** Both Parties, their employees and subcontractors under subcontract made pursuant to this Agreement, remain compliant with all applicable provisions of state and federal laws and regulations pertaining to nondiscrimination, sexual harassment and equal employment opportunity including, but not limited to, the following laws and regulations and all subsequent amendments thereto:

(a) The Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including, without limitation, 44 Ill. Admin. Code Part 750, which is incorporated herein;

(b) The Public Works Employment Discrimination Act (775 ILCS 10/1 *et seq.*);

(c) The United States Civil Rights Act of 1964 (as amended) (42 USC 2000a- and 2000h-6). (See also guidelines to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons [Federal Register: February 18,

2002 (Volume 67, Number 13, Pages 2671-2685));

- (d) Section 504 of the Rehabilitation Act of 1973 (29 USC 794);
- (e) The Americans with Disabilities Act of 1990 (as amended) (42 USC 12101 *et seq.*); and
- (f) The Age Discrimination Act (42 USC 6101 *et seq.*).

## ARTICLE XI LOBBYING

11.1. Improper Influence. Grantee certifies that no Grant Funds have been paid or will be paid by or on behalf of Grantee to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

11.2. Federal Form LLL. If any funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

11.3. Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR Part 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs shall be separately identified in the Program Budget, and thereafter treated as other Unallowable Costs.

11.4. Procurement Lobbying. Grantee warrants and certifies that it and, to the best of its knowledge, its sub-grantees have complied and will comply with Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits Grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State, or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

11.5. Subawards. Grantee must include the language of this ARTICLE XI in the award documents for any subawards made pursuant to this Award at all tiers. All sub-awardees are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee shall forward all disclosures by contractors regarding this certification to Grantor.

11.6. Certification. This certification is a material representation of fact upon which reliance was placed to enter into this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

**ARTICLE XII  
MAINTENANCE AND ACCESSIBILITY OF RECORDS; MONITORING**

12.1. Records Retention. Grantee shall maintain for three (3) years from the date of submission of the final expenditure report, adequate books, all financial records and, supporting documents, statistical records, and all other records pertinent to this Award, adequate to comply with 2 CFR 200.333, unless a different retention period is specified in 2 CFR 200.333 or 44 Ill. Admin. Code §§ 7000.430(a) and (b). If any litigation, claim or audit is started before the expiration of the retention period, the records must be retained until all litigation, claims or audit exceptions involving the records have been resolved and final action taken.

12.2. Accessibility of Records. Grantee, in compliance with 2 CFR 200.336 and 44 Ill. Admin. Code 7000.430(e), shall make books, records, related papers, supporting documentation and personnel relevant to this Agreement available to authorized Grantor representatives, the Illinois Auditor General, Illinois Attorney General, any Executive Inspector General, the Grantor's Inspector General, federal authorities, any person identified in 2 CFR 200.336, and any other person as may be authorized by Grantor (including auditors), by the state of Illinois or by federal statute. Grantee shall cooperate fully in any such audit or inquiry.

12.3. Failure to Maintain Books and Records. Failure to maintain books, records and supporting documentation, as described in this ARTICLE XII, shall establish a presumption in favor of the State for the recovery of any funds paid by the State under this Agreement for which adequate books, records and supporting documentation are not available to support disbursement.

12.4. Monitoring and Access to Information. Grantee must monitor its activities to assure compliance with applicable state and federal requirements and to assure its performance expectations are being achieved. Grantor shall monitor the activities of Grantee to assure compliance with all requirements and performance expectations of the award. Grantee shall timely submit all financial and performance reports, and shall supply, upon Grantor's request, documents and information relevant to the Award. Grantor may make site visits as warranted by program needs. See 2 CFR 200.328 and 200.331. Additional monitoring requirements may be in **PART TWO** or **PART THREE**.

**ARTICLE XIII  
FINANCIAL REPORTING REQUIREMENTS**

13.1. Required Periodic Financial Reports. Grantee agrees to submit financial reports as requested and in the format required by Grantor. Grantee shall file quarterly reports with Grantor describing the expenditure(s) of the funds related thereto, unless more frequent reporting is required by the Grantee pursuant to specific award conditions. 2 CFR 200.207. The first of such reports shall cover the first three months after the Award begins. Quarterly reports must be submitted no later than 30 calendar days following the three month period covered by the report. Additional information regarding required financial reports may be set forth in **Exhibit G**. Failure to submit the required financial reports may cause a delay or suspension of funding. 30 ILCS 705/1 *et seq.*; 2 CFR 207(b)(3) and 200.327. Any report required by 30 ILCS 708/125 may be detailed in **PART TWO** or **PART THREE**.

13.2. Close-out Reports.

- (a) Grantee shall submit a Close-out Report within 60 calendar days following the end of

the period of performance for this Agreement. In the event that this Agreement is terminated prior to the end of the Term, Grantee shall submit a Close-out Report within 60 calendar days of such termination. The format of this Close-out Report shall follow a format prescribed by Grantor. 2 CFR 200.343; 44 Ill. Admin. Code 7000.440(b).

(b) If an audit or review of Grantee occurs and results in adjustments after Grantee submits a Close-out Report, Grantee will submit a new Close-out Report based on audit adjustments, and immediately submit a refund to Grantor, if applicable. 2 CFR 200.344.

13.3. Consolidated Year-End Financial Reports.

(a) This Paragraph 13.3 applies to all Grantees, unless exempted by **PART TWO** or **PART THREE**.

(b) Grantees shall submit Consolidated Year-End Financial Reports, according to the required audit (see Article XV), namely:

- (i) For Grantees required to conduct a single audit (or program-specific audit), within the earlier of (a) 9 months after the Grantee's fiscal year ending on or after June 30, or (b) 30 calendar days following completion of the audit; or
- (ii) For Grantees required to conduct a Financial Statement Audit or for Grantees not required to perform an audit, within 180 days after the Grantee's fiscal year ending on or after June 30.

These deadlines may be extended at the discretion of the Grantor, but only for rare and unusual circumstances such as a natural disaster.

(c) The Consolidated Year-End Financial Report must cover the same period the Audited Financial Statements cover. If no Audited Financial Statements are required, however, then the Consolidated Year-End Financial Report must cover the same period as the Grantee's tax return.

(d) Consolidated Year-End Financial Reports must include an in relation to opinion from the report issuer on the financial statements included in the Consolidated Year-End Financial Report.

(e) Consolidated Year-End Financial Reports shall follow a format prescribed by Grantor.

(f) Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available.

13.4. Effect of Failure to Comply. Failure to comply with reporting requirements shall result in the withholding of funds, the return of improper payments or Unallowable Costs, will be considered a material breach of this Agreement and may be the basis to recover Grant Funds. Grantee's failure to comply with this ARTICLE XIII, ARTICLE XIV, or Article XV. shall be considered prima facie evidence of a breach and may be admitted as such, without further proof, into evidence in an administrative proceeding before Grantor, or in any other legal proceeding. Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for policy and consequences for failure to comply.

**ARTICLE XIV  
PERFORMANCE REPORTING REQUIREMENTS**

14.1. Required Periodic Performance Reports. Grantee agrees to submit Performance Reports as requested and in the format required by Grantor. Performance Measures listed in **Exhibit E** must be reported quarterly, unless otherwise specified in **PART TWO** or **PART THREE**. Unless so specified, the first of such reports shall cover the first three months after the Award begins. If Grantee is not required to report performance quarterly, then Grantee must submit a Performance Report at least annually. Pursuant to 2 CFR 200.207, specific conditions may be imposed requiring Grantee to report more frequently based on the risk assessment or the merit based review of the application. In such cases, Grantor shall notify Grantee of same in **Exhibit G**. Pursuant to 2 CFR 200.328 and 44 Ill. Admin. Code 7000.410(b)(2), periodic Performance Reports shall be submitted no later than 30 calendar days following the period covered by the report. For certain construction-related Awards, such reports may be exempted as identified in **PART TWO** or **PART THREE**. 2 CFR 200.328. Failure to submit such required Performance Reports may cause a delay or suspension of funding. 30 ILCS 705/1 *et seq.*

14.2. Close-out Performance Reports. Grantee agrees to submit a Close-out Performance Report, in the format required by Grantor, within 60 calendar days following the end of the period of performance. See 2 CFR 200.343; 44 Ill. Admin. Code 7000.440(b)(1).

14.3. Content of Performance Reports. Pursuant to 2 CFR 200.328(b)(2) all Performance Reports must include Program qualitative and quantitative information, including a comparison of actual accomplishments to the objectives of the award established for the period; where the accomplishments can be quantified, a computation of the cost if required; performance trend data and analysis if required; and reasons why established goals were not met, if appropriate. Appendices may be used to include additional supportive documentation. Additional content and format guidelines for the Performance Reports will be determined by Grantor contingent on the Award's statutory, regulatory and administrative requirements, and are included in **PART TWO** or **PART THREE** of this Agreement.

14.4. Performance Standards. Grantee shall perform in accordance with the Performance Standards set forth in **Exhibit F**. See 2 CFR 200.301 and 200.210.

**ARTICLE XV  
AUDIT REQUIREMENTS**

15.1. Audits. Grantee shall be subject to the audit requirements contained in the Single Audit Act Amendments of 1996 (31 USC 7501-7507) and Subpart F of 2 CFR Part 200, and the audit rules and policies set forth by the Governor's Office of Management and Budget. See 30 ILCS 708/65(c); 44 Ill. Admin. Code 7000.90.

15.2. Audit Requirements.

(a) Single and Program-Specific Audits. If, during its fiscal year, Grantee expends \$750,000 or more in Federal Awards (direct federal and federal pass-through awards combined), Grantee must have a single audit or program-specific audit conducted for that year as required by 2 CFR 200.501 and other applicable sections of Subpart F of 2 CFR Part 200. The audit report packet must be completed as described in 2 CFR 200.512 (single audit) or 2 CFR 200.507 (program-specific audit), 44 Ill. Admin. Code 7000.90(h)(1) and the current GATA audit manual and submitted to the Federal Audit Clearinghouse, as

required by 2 CFR 200.512. The results of peer and external quality control reviews, management letters, AU-C 265 communications and the Consolidated Year-End Financial Report(s) must be submitted to the Grantee Portal. The due date of all required submissions set forth in this paragraph is the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) nine (9) months after the end of the Grantee's audit period.

(b) Financial Statement Audit. If, during its fiscal year, Grantee expends less than \$750,000 in Federal Awards, Grantee is subject to the following audit requirements:

(i) If, during its fiscal year, Grantee expends \$500,000 or more in Federal and State Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Government Auditing Standards (GAGAS). Grantee may be subject to additional requirements in **PART TWO, PART THREE** or **Exhibit G** based on the Grantee's risk profile.

(ii) If, during its fiscal year, Grantee expends less than \$500,000 in Federal and State Awards, singularly or in any combination, from all sources, but expends \$300,000 or more in Federal and State Awards, singularly or in any combination, from all sources, Grantee must have a financial statement audit conducted in accordance with the Generally Accepted Auditing Standards (GAAS).

(iii) If Grantee is a Local Education Agency (as defined in 34 CFR 77.1), Grantee shall have a financial statement audit conducted in accordance with GAGAS, as required by 23 Ill. Admin. Code 100.110, regardless of the dollar amount of expenditures of Federal and State Awards.

(iv) If Grantee does not meet the requirements in subsections 15.2(b) and 15.2(c)(i-iii) but is required to have a financial statement audit conducted based on other regulatory requirements, Grantee must submit those audits for review.

(v) Grantee must submit its financial statement audit report packet, as set forth in 44 Ill. Admin. Code 7000.90(h)(2) and the current GATA audit manual, to the Grantee Portal within the earlier of (i) 30 calendar days after receipt of the auditor's report(s) or (ii) 6 months after the end of the Grantee's audit period.

15.3. Performance of Audits. For those organizations required to submit an independent audit report, the audit is to be conducted by the Illinois Auditor General, or a Certified Public Accountant or Certified Public Accounting Firm licensed in the state of Illinois or in accordance with Section 5.2 of the Illinois Public Accounting Act (225 ILCS 450/5.2). For all audits required to be performed subject to Generally Accepted Government Auditing standards or Generally Accepted Auditing standards, Grantee shall request and maintain on file a copy of the auditor's most recent peer review report and acceptance letter. Grantee shall follow procedures prescribed by Grantor for the preparation and submission of audit reports and any related documents.

15.4. Delinquent Reports. Notwithstanding anything herein to the contrary, when such reports or statements required under this section are prepared by the Illinois Auditor General, if they are not available by the above-specified due date, they will be provided to Grantor within thirty (30) days of becoming available. Otherwise, Grantee should refer to the State of Illinois Grantee Compliance Enforcement System for the policy and consequences for late reporting. 44 Ill. Admin. Code 7000.80.

**ARTICLE XVI  
TERMINATION; SUSPENSION; NON-COMPLIANCE**

16.1. Termination.

(a) This Agreement may be terminated, in whole or in part, by either Party for any or no reason upon thirty (30) calendar days' prior written notice to the other Party. If terminated by the Grantee, Grantee must include the reasons for such termination, the effective date, and, in the case of a partial termination, the portion to be terminated. If Grantor determines in the case of a partial termination that the reduced or modified portion of the Award will not accomplish the purposes for which the Award was made, Grantor may terminate the Agreement in its entirety. 2 CFR 200.339(a)(4).

(b) This Agreement may be terminated, in whole or in part, by Grantor without advance notice:

(i) Pursuant to a funding failure under Paragraph 4.1;

(ii) If Grantee fails to comply with the terms and conditions of this or any Award, application or proposal, including any applicable rules or regulations, or has made a false representation in connection with the receipt of this or any Grant;

(iii) For cause, which may render the Grantee ineligible for consideration for future grants from the Grantor or other State agencies; or

(iv) If Grantee breaches this Agreement and either (1) fails to cure such breach within 15 calendar days' written notice thereof, or (2) if such cure would require longer than 15 calendar days and the Grantee has failed to commence such cure within 15 calendar days' written notice thereof. In the event that Grantor terminates this Agreement as a result of the breach of the Agreement by Grantee, Grantee shall be paid for work satisfactorily performed prior to the date of termination.

16.2. Suspension. Grantor may suspend this Agreement, in whole or in part, pursuant to a funding failure under Paragraph 4.1 or if the Grantee fails to comply with terms and conditions of this or any Award. If suspension is due to Grantee's failure to comply, Grantor may withhold further payment and prohibit Grantee from incurring additional obligations pending corrective action by Grantee or a decision to terminate this Agreement by Grantor. Grantor may determine to allow necessary and proper costs that Grantee could not reasonably avoid during the period of suspension.

16.3. Non-compliance. If Grantee fails to comply with applicable statutes, regulations or the terms and conditions of this or any Award, Grantor may impose additional conditions on Grantee, as described in 2 CFR 200.207. If Grantor determines that non-compliance cannot be remedied by imposing additional conditions, Grantor may take one or more of the actions described in 2 CFR 200.338. The Parties shall follow all Grantor policies and procedures regarding non-compliance, including, but not limited to, the procedures set forth in the State of Illinois Grantee Compliance Enforcement System. 44 Ill. Admin. Code §§ 7000.80, 7000.260.

16.4. Objection. If Grantor suspends or terminates this Agreement, in whole or in part, for cause, or takes any other action in response to Grantee's non-compliance, Grantee may avail itself of any opportunities to object and challenge such suspension, termination or other action by Grantor in accordance with any applicable processes and procedures, including, but not limited to, the procedures set forth in the State of Illinois Grantee

Compliance Enforcement System. 2 CFR 200.341; 44 Ill. Admin. Code §§ 7000.80, 7000.260.

16.5. Effects of Suspension and Termination.

(a) Grantor may credit Grantee for expenditures incurred in the performance of authorized services under this Agreement prior to the effective date of a suspension or termination.

(b) Grantee shall not incur any costs or obligations that require the use of these Grant Funds after the effective date of a suspension or termination, and shall cancel as many outstanding obligations as possible.

(c) Costs to Grantee resulting from obligations incurred by Grantee during a suspension or after termination of the Agreement are not allowable unless:

(i) Grantor expressly authorizes them in the notice of suspension or termination; and

(ii) The costs result from obligations properly incurred before the effective date of suspension or termination, are not in anticipation of the suspension or termination, and the costs would be allowable if the Agreement was not suspended or terminated. 2 CFR 200.342.

16.6. Close-out of Terminated Agreements. If this Agreement is terminated, in whole or in part, the Parties shall comply with all close-out and post-termination requirements of this Agreement. 2 CFR 200.339(c).

**ARTICLE XVII  
SUBCONTRACTS/SUB-GRANTS**

17.1. Sub-recipients/Delegation. Grantee may not subcontract nor sub-grant any portion of this Agreement nor delegate any duties hereunder without Prior Approval of Grantor. The requirement for Prior Approval is satisfied if the subcontractor or sub-grantee has been identified in the Uniform Grant Application, such as, without limitation, a Project Description, and Grantor has approved.

17.2. Application of Terms. Grantee shall advise any sub-grantee of funds awarded through this Agreement of the requirements imposed on them by federal and state laws and regulations, and the provisions of this Agreement. In all agreements between Grantee and its sub-grantees, Grantee shall insert term(s) that requires that all sub-grantees adhere to the terms of this Agreement.

17.3. Liability as Guaranty. Grantee shall be liable as guarantor for any Grant Funds it lawfully obligates to a sub-grantee or sub-contractor pursuant to Paragraph 17.1 in the event the Grantor determines the funds were either misspent or are being improperly held and the sub-grantee or sub-contractor is insolvent or otherwise fails to return the funds.

**ARTICLE XVIII  
NOTICE OF CHANGE**

18.1. Notice of Change. Grantee shall notify the Grantor if there is a change in Grantee's legal status, federal employer identification number (FEIN), DUNS number, SAM registration status, Related Parties, or address. See 30 ILCS 708/60(a). If the change is anticipated, Grantee shall give thirty (30) days' prior written notice to Grantor. If the change is unanticipated, Grantee shall give notice as soon as practicable thereafter. Grantor reserves the right to take any and all appropriate action as a result of such change(s).

18.2. Failure to Provide Notification. To the extent permitted by Illinois law, Grantee shall hold harmless Grantor for any acts or omissions of Grantor resulting from Grantee's failure to notify Grantor of these changes.

18.3. Notice of Impact. Grantee shall immediately notify Grantor of any event that may have a material impact on Grantee's ability to perform this Agreement.

18.4. Circumstances Affecting Performance; Notice. In the event Grantee becomes a party to any litigation, investigation or transaction that may reasonably be considered to have a material impact on Grantee's ability to perform under this Agreement, Grantee shall notify Grantor, in writing, within five (5) calendar days of determining such litigation or transaction may reasonably be considered to have a material impact on the Grantee's ability to perform under this Agreement.

18.5. Effect of Failure to Provide Notice. Failure to provide the notice described in Paragraph 18.4 shall be grounds for immediate termination of this Agreement and any costs incurred after notice should have been given shall be disallowed.

**ARTICLE XIX  
STRUCTURAL REORGANIZATION**

19.1. Effect of Reorganization. Grantee acknowledges that this Agreement is made by and between Grantor and Grantee, as Grantee is currently organized and constituted. No promise or undertaking made hereunder is an assurance that Grantor agrees to continue this Agreement, or any license related thereto, should Grantee significantly reorganize or otherwise substantially change the character of its corporate structure, business structure or governance structure. Grantee agrees that it will give Grantor prior notice of any such action or changes significantly affecting its overall structure, and will provide any and all reasonable documentation necessary for Grantor to review the proposed transaction including financial records and corporate and shareholder minutes of any corporation which may be involved. This ARTICLE XIX does not require Grantee to report on minor changes in the makeup of its governance structure. Nevertheless, **PART TWO** or **PART THREE** may impose further restrictions. Failure to comply with this ARTICLE XIX shall constitute a material breach of this Agreement.

**ARTICLE XX  
AGREEMENTS WITH OTHER STATE AGENCIES**

20.1. Copies upon Request. Grantee shall, upon request by Grantor, provide Grantor with copies of contracts or other agreements to which Grantee is a party with any other State agency.

**ARTICLE XXI  
CONFLICT OF INTEREST**

21.1. Required Disclosures. Grantee must immediately disclose in writing any potential or actual Conflict of Interest to the Grantor. 2 CFR 200.112 and 44 Ill. Admin. Code 7000.40(b)(3).

21.2. Prohibited Payments. Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person currently holding an elective office in this State including, but not limited to, a seat in the General Assembly. In addition, where the Grantee is not an instrumentality of the State of Illinois, as described in this Paragraph, Grantee agrees that payments made by Grantor under this Agreement will not be used to compensate, directly or indirectly, any person employed by an office or agency of the state of Illinois whose annual compensation is in excess of sixty percent (60%) of the Governor's annual salary, or \$106,447.20 (30 ILCS 500/50-13). An instrumentality of the State of Illinois includes, without limitation, State departments, agencies, boards, and State universities. An instrumentality of the State of Illinois does not include, without limitation, municipalities and units of local government and related entities. 2 CFR 200.64.

21.3. Request for Exemption. Grantee may request written approval from Grantor for an exemption from Paragraph 21.2. Grantee acknowledges that Grantor is under no obligation to provide such exemption and that Grantor may, if an exemption is granted, grant such exemption subject to such additional terms and conditions as Grantor may require.

**ARTICLE XXII  
EQUIPMENT OR PROPERTY**

22.1. Transfer of Equipment. Grantor shall have the right to require that Grantee transfer to Grantor any equipment, including title thereto, purchased in whole or in part with Grantor funds, if Grantor determines that Grantee has not met the conditions of 2 CFR 200.439. Grantor shall notify Grantee in writing should Grantor require the transfer of such equipment. Upon such notification by Grantor, and upon receipt or delivery of such equipment by Grantor, Grantee will be deemed to have transferred the equipment to Grantor as if Grantee had executed a bill of sale therefor.

22.2. Prohibition against Disposition/Encumbrance. The Grantee is prohibited from, and may not sell, transfer, encumber (other than original financing) or otherwise dispose of said equipment, material, or real property during the Grant Term without Prior Approval of Grantor. Any real property acquired using Grant Funds must comply with the requirements of 2 CFR 200.311.

22.3. Equipment and Procurement. Grantee must comply with the uniform standards set forth in 2 CFR 200.310–200.316 governing the management and disposition of property which cost was supported by Grant Funds. Any waiver from such compliance must be granted by either the President's Office of Management and Budget, the Governor's Office of Management and Budget, or both, depending on the source of the Grant Funds used. Additionally, Grantee must comply with the standards set forth in 2 CFR 200.317-200.326 for use in establishing procedures for the procurement of supplies and other expendable property, equipment, real property and other services with Grant Funds. These standards are furnished to ensure that such materials and services are obtained in an effective manner and in compliance with the provisions of applicable federal and state statutes and executive orders.

22.4. Equipment Instructions. Grantee must obtain disposition instructions from Grantor when equipment, purchased in whole or in part with Grant Funds, are no longer needed for their original purpose. Notwithstanding anything to the contrary contained within this Agreement, Grantor may require transfer of any equipment to Grantor or a third party for any reason, including, without limitation, if Grantor terminates the Award or Grantee no longer conducts Award activities. The Grantee shall properly maintain, track, use, store and insure the equipment according to applicable best practices, manufacturer’s guidelines, federal and state laws or rules, and Grantor requirements stated herein.

**ARTICLE XXIII  
PROMOTIONAL MATERIALS; PRIOR NOTIFICATION**

23.1. Publications, Announcements, etc. Use of Grant Funds for promotions is subject to the prohibitions for advertising or public relations costs in 2 CFR 200.421(e). In the event that Grantor funds are used in whole or in part to produce any written publications, announcements, reports, flyers, brochures or other written materials, Grantee shall obtain Prior Approval for the use of those funds (2 CFR 200.467) and agrees to include in these publications, announcements, reports, flyers, brochures and all other such material, the phrase “Funding provided in whole or in part by the [Grantor].” Exceptions to this requirement must be requested, in writing, from Grantor and will be considered authorized only upon written notice thereof to Grantee.

23.2. Prior Notification/Release of Information. Grantee agrees to notify Grantor ten (10) days prior to issuing public announcements or press releases concerning work performed pursuant to this Agreement, or funded in whole or in part by this Agreement, and to cooperate with Grantor in joint or coordinated releases of information.

**ARTICLE XXIV  
INSURANCE**

24.1. Maintenance of Insurance. Grantee shall maintain in full force and effect during the Term of this Agreement casualty and bodily injury insurance, as well as insurance sufficient to cover the replacement cost of any and all real or personal property, or both, purchased or, otherwise acquired, or improved in whole or in part, with funds disbursed pursuant to this Agreement. 2 CFR 200.310. Additional insurance requirements may be detailed in PART TWO or PART THREE.

24.2. Claims. If a claim is submitted for real or personal property, or both, purchased in whole with funds from this Agreement and such claim results in the recovery of money, such money recovered shall be surrendered to Grantor.

**ARTICLE XXV  
LAWSUITS**

25.1. Independent Contractor. Neither Grantee nor any employee or agent of Grantee acquires any employment rights with Grantor by virtue of this Agreement. Grantee will provide the agreed services and achieve the specified results free from the direction or control of Grantor as to the means and methods of performance. Grantee will be required to provide its own equipment and supplies necessary to conduct its business; provided, however, that in the event, for its convenience or otherwise, Grantor makes any such

equipment or supplies available to Grantee, Grantee's use of such equipment or supplies provided by Grantor pursuant to this Agreement shall be strictly limited to official Grantor or state of Illinois business and not for any other purpose, including any personal benefit or gain.

25.2. Liability. Neither Party shall be liable for actions chargeable to the other Party under this Agreement including, but not limited to, the negligent acts and omissions of Party's agents, employees or subcontractors in the performance of their duties as described under this Agreement, unless such liability is imposed by law. This Agreement shall not be construed as seeking to enlarge or diminish any obligation or duty owed by one Party against the other or against a third party.

## ARTICLE XXVI MISCELLANEOUS

26.1. Gift Ban. Grantee is prohibited from giving gifts to State employees pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/10-10) and Executive Order 15-09.

26.2. Access to Internet. Grantee must have Internet access. Internet access may be either dial-up or high-speed. Grantee must maintain, at a minimum, one business e-mail address that will be the primary receiving point for all e-mail correspondence from Grantor. Grantee may list additional e-mail addresses at any time during the Term of this Agreement. The additional addresses may be for a specific department or division of Grantee or for specific employees of Grantee. Grantee must notify Grantor of any e-mail address changes within five (5) business days from the effective date of the change.

26.3. Exhibits and Attachments. **Exhibits A through G, PART TWO, PART THREE**, if applicable, and all other exhibits and attachments hereto are incorporated herein in their entirety.

26.4. Assignment Prohibited. Grantee acknowledges that this Agreement may not be sold, assigned, or transferred in any manner by Grantee, to include an assignment of Grantee's rights to receive payment hereunder, and that any actual or attempted sale, assignment, or transfer by Grantee without the Prior Approval of Grantor in writing shall render this Agreement null, void and of no further effect.

26.5. Amendments. This Agreement may be modified or amended at any time during its Term by mutual consent of the Parties, expressed in writing and signed by the Parties.

26.6. Severability. If any provision of this Agreement is declared invalid, its other provisions shall not be affected thereby.

26.7. No Waiver. No failure of either Party to assert any right or remedy hereunder will act as a waiver of either Party's right to assert such right or remedy at a later time or constitute a course of business upon which either Party may rely for the purpose of denial of such a right or remedy.

26.8. Applicable Law; Claims. This Agreement and all subsequent amendments thereto, if any, shall be governed and construed in accordance with the laws of the state of Illinois. Any claim against Grantor arising out of this Agreement must be filed exclusively with the Illinois Court of Claims. 705 ILCS 505/1 *et seq.* Grantor does not waive sovereign immunity by entering into this Agreement.

26.9. Compliance with Law. This Agreement and Grantee's obligations and services hereunder are

hereby made and must be performed in compliance with all applicable federal and State laws, including, without limitation, federal regulations, State administrative rules, including 44 Ill. Admin. Code 7000, and any and all license requirements or professional certification provisions.

26.10. Compliance with Confidentiality Laws. If applicable, Grantee shall comply with applicable state and federal statutes, federal regulations and Grantor administrative rules regarding confidential records or other information obtained by Grantee concerning persons served under this Agreement. The records and information shall be protected by Grantee from unauthorized disclosure.

26.11. Compliance with Freedom of Information Act. Upon request, Grantee shall make available to Grantor all documents in its possession that Grantor deems necessary to comply with requests made under the Freedom of Information Act. (5 ILCS 140/7(2)).

26.12. Precedence. In the event there is a conflict between this Agreement and any of the exhibits or attachments hereto, this Agreement shall control. In the event there is a conflict between **PART ONE** and **PART TWO** or **PART THREE** of this Agreement, **PART ONE** shall control. In the event there is a conflict between **PART TWO** and **PART THREE** of this Agreement, **PART TWO** shall control. In the event there is a conflict between this Agreement and relevant statute(s) or Administrative Rule(s), the relevant statute(s) or rule(s) shall control.

26.13. Illinois Grant Funds Recovery Act. In the event of a conflict between the Illinois Grant Funds Recovery Act and the Grant Accountability and Transparency Act, the provisions of the Grant Accountability and Transparency Act shall control. 30 ILCS 708/80.

26.14. Headings. Article and other headings contained in this Agreement are for reference purposes only and are not intended to define or limit the scope, extent or intent of this Agreement or any provision hereof.

26.15. Entire Agreement. Grantee and Grantor acknowledge that this Agreement constitutes the entire agreement between them and that no promises, terms, or conditions not recited, incorporated or referenced herein, including prior agreements or oral discussions, shall be binding upon either Grantee or Grantor.

26.16. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be considered to be one and the same agreement, binding on all Parties hereto, notwithstanding that all Parties are not signatories to the same counterpart. Duplicated signatures, signatures transmitted via facsimile, or signatures contained in a Portable Document Format (PDF) document shall be deemed original for all purposes.

26.17. Attorney Fees and Costs. Unless prohibited by law, if Grantor prevails in any proceeding to enforce the terms of this Agreement, including any administrative hearing pursuant to the Grant Funds Recovery Act or the Grant Accountability and Transparency Act, the Grantor has the right to recover reasonable attorneys' fees, costs and expenses associated with such proceedings.

26.18. Continuing Responsibilities. The termination or expiration of this Agreement does not affect: (a) the right of the Grantor to disallow costs and recover funds based on a later audit or other review; (b) the obligation of the Grantee to return any funds due as a result of later refunds, corrections or other transactions, including final indirect cost rate adjustments, including those funds obligated pursuant to ARTICLE XVII; (c) the Consolidated Year-End Financial Report; (d) audit requirements established in ARTICLE XV; (e) property management and disposition requirements established in 2 CFR 200.310 through 2 CFR 200.316 and ARTICLE XXII; or (f) records related requirements pursuant to ARTICLE XII. 44 Ill. Admin. Code 7000.450.

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

**EXHIBIT A**  
**PROJECT DESCRIPTION**

See Attached Application



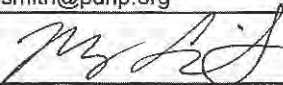
ILLINOIS DEPARTMENT OF NATURAL RESOURCES  
**Coastal Management Program Grants**  
**Full Application**

<b>I. Uniform Application for State of Illinois Grant Assistance</b>		
<b>Agency Completed Section</b>		
1.	Type of Submission	<input type="checkbox"/> Pre-Application <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed / Corrected Application
2.	Type of Application	<input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation (i.e. multiple year grant) <input type="checkbox"/> Revision (modification to initial application)
3.	Date / Time Received by State	
4.	Name of the Awarding State Agency	Illinois Department of Natural Resources
5.	Catalog of State Financial Assistance (CSFA) Number	422-30-0103
6.	CSFA Title	Coastal Management Program
Catalog of Federal Domestic Assistance (CFDA) <input type="checkbox"/> Not applicable (No federal funding)		
7.	CFDA Number	11.419
8.	CFDA Title	Coastal Zone Management Administration Awards
9.	CFDA Number	
10.	CFDA Title	
<b>Funding Opportunity Information</b>		
11.	Funding Opportunity Number	103614
12.	Funding Opportunity Title	Coastal Management Program
Competition Identification <input type="checkbox"/> Not applicable		
13.	Competition Identification Number	2019COASTAL
14.	Competition Identification Title	2019 Coastal Grants

Applicant Completed Section		
<b>Applicant Information</b>		
15.	Legal Name	Park District of Highland Park
16.	Common Name (DBA) **	
17.	Employer / Taxpayer Identification Number (EIN, TIN)	36-6005927
18.	Organizational DUNS number	074560814
19.	SAM Cage Code	SCZG1
20.	Business Address	Street address 636 Ridge Rd. City Highland Park State, County IL, Lake County Zip + 4 60035-4361
<b>Applicant's Organizational Unit [If applicable]</b>		
21.	Department Name **	Parks and Planning Department
22.	Division Name **	
<b>Applicant's Name and Contact Information for Person to be Contacted for <i>Program</i> Matters involving this Application</b>		
23.	First Name	Amalia
24.	Last Name	Schwartz
25.	Suffix **	
26.	Title	Senior Planner
27.	Organizational Affiliation (if different than 15. above) **	
28.	Telephone Number	847-579-4090
29.	Fax Number **	847-681-2266
30.	Email address	aschwartz@pdhp.org
<b>Applicant's Name and Contact Information for Person to be Contacted for <i>Business/Administrative Office</i> Matters involving this Application</b>		
31.	First Name	Amalia
32.	Last Name	Schwartz
33.	Suffix **	
34.	Title	Senior Planner
35.	Organizational Affiliation (if different than 15. above) **	
36.	Telephone Number	847-579-4090
37.	Fax Number **	847-681-2266
38.	Email address	aschwartz@pdhp.org

\*\* Optional

Updated October 2018

Areas Affected		
39.	Areas Affected by the Project (cities, counties, state-wide)	Highland Park, IL Lake County, IL
40.	Legislative and U.S. Congressional Districts of Applicant	Legislative: <u>29th and 58th</u> Congressional: <u>10</u>
41.	Legislative and U.S. Congressional Districts of Program / Project	Legislative: <u>29th and 58th</u> Congressional: <u>10</u>
Applicant's Project		
42.	Descriptive Title of Applicant's Project	Beach Management Plan for Park District of Highland Park's four public lakefront properties.
43.	Proposed Project Term	Start Date: <u>09/02/2019</u> End Date: <u>01/30/2021</u>
44.	Estimated Funding (include all that apply)	<input checked="" type="checkbox"/> Amount Requested from the State: \$ <u>17,500.00</u> <input checked="" type="checkbox"/> Applicant Contribution (e.g., in kind, matching): \$ <u>17,500.00</u> <input type="checkbox"/> Local Contribution: _____ <input type="checkbox"/> Other Source of Contribution: _____ <input type="checkbox"/> Program Income: _____ <p style="text-align: right;">\$ <u>35,000.00</u> Total Amount</p>
<p><b>Applicant Certification:</b></p> <p>By signing this application, I certify (1) to the statements contained in the list of certifications* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <p>(* ) The list of certification and assurances, or an internet site where you may obtain this list is contained in the Notice of Funding Opportunity.</p> <p style="text-align: center;"><input checked="" type="checkbox"/> I agree</p>		
Authorized Representative		
45.	First Name	Jeff
46.	Last Name	Smith
47.	Suffix **	
48.	Title	Assistant Director of Parks and Planning
49.	Telephone Number	847-579-3109
50.	Fax Number **	
51.	Email Address	jsmith@pdhp.org
52.	Signature of Authorized Representative	
53.	Date Signed	<u>5/8/2019</u>

\*\* Optional

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## **IDNR Coastal Management Program Grants**

### **Full Application Project Narrative**

#### **1) Proposed Project Summary:**

The increasingly dynamic lakefront has challenged the existing maintenance protocols for the Park District of Highland Park's four lakefront public parks and created the need for a comprehensive beach management plan. With the support of the IDNR Coastal Management Program, the Park District of Highland Park will develop a comprehensive beach management plan to sustainably guide lakefront maintenance efforts, permitting, operational policy, and capital improvements at each of its four lakefront parks. The Park District will work with engineers at SmithGroup familiar with District lakefront properties. Engineers will evaluate existing conditions to develop management recommendations and strategies. The focus of the proposed plan is to develop practical, implementable, and quantifiable strategies to address sources of water quality degradation, habitat creation & protection, universal public access, and long-term resilience honoring the District's mission and vision of environmental stewardship and appreciation of the natural world.

#### **2) Need/Context:**

##### Need Statement

The Park District owns/manages four public parks along the Illinois Lake Michigan shoreline: Rosewood Beach, Millard Park, Park Avenue Boating Facility, and Moraine Park. The ever-changing and complex lakefront environment poses unique challenges for management; and furthermore, each of the four parks has its own issues, uses, and opportunities. Changes to lake levels and climate impact shoreline stability, public access, and habitat; while, complex permitting processes slow response time for immediate needs. The Park District lacks a comprehensive management plan to strategically and intentionally guide maintenance of these diverse lakefront properties. In recent years, essential infrastructure needs along the lakefront have taken priority in capital funding. With the assistance of the Coastal Management Program, the Park District will leverage existing funds to develop a beach management plan with the goal of protecting these critical economic, environmental, and cultural resources.

##### Current Conditions/Opportunities

##### *Coastal Habitat and Species*

The Park District has worked with federal, state, and local partners to invest substantially in ecological restoration of its lakefront parks. Ravine, bluff, and beach habitats support unique plant, bird, fish, and insect communities. Illinois' threatened and endangered plants such as Sea Rocket, Marram Grass, and Seaside Spurge harbor on the beach and are impacted by sand erosion. More than a dozen species of Lake Michigan fish have been found in the ravine streams. The District celebrates these habitats through a robust environmental education program, citizen science monitoring (COASTS/Plants of Concern/Fish and Bird Survey), interpretive materials, and public programming. Ongoing maintenance is provided by a dedicated Natural Areas program and qualified Parks Department operations. A coordinated plan with strategies to continue to protect these habitats in the face of climate change will ensure continued health of the diverse habitat at the District's lakefront properties.

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### *Public Access, Recreation*

Recent high lake levels with accompanying beach erosion have impacted public access and pose risks for site amenities. Rosewood Beach has experienced erosion in its nature cove and swimming and recreation beaches. Boat launch access at Park Avenue Boating Facility is threatened by high lake levels and beach erosion. Washouts at Millard Park routinely affect pedestrian access to the south beach. These events underscore the need for forward-thinking plans for sand management to ensure that the lakefront properties are open for visitors to enjoy.

Routine maintenance helps protect water quality and the health of the community. Rosewood Beach is the District's only sanctioned guarded swimming beach and is open to the general public. Moraine Park is the District's seasonal off-leash dog beach. While these parks have different needs, planning for innovative best management practices to address factors that contribute to water quality degradation are essential at both to protect the public resource.

### *Coastal Community Resilience*

Climate change including increasing storm intensity and frequency, varying lake levels, and increased temperatures will mean new challenges for lakefront management. Over the years, shoreline protections degrade and may not be adequate for future needs. Habitats, recreational elements, infrastructure, and access paths at the District's public beaches are vulnerable. At Moraine Park, Sanitary District infrastructure is exposed due to wave action. Access paths at Rosewood and Millard Park are threatened by wave action and erosion. Damage caused by frequent intense storms calls for immediate action. To respond quickly, permitting and management strategies must be developed. A beach management plan will explore long-term solutions to address these on-going challenges in the face of climate change.

### Population Served

Highland Park's lakefront draws visitors from all over the region. Through lakefront programming, the Park District's lakefront properties primarily serve Highland Park and Highwood, two of the most diverse communities on the North Shore. The population of the two communities is roughly 36,000. Approximately 17% of that population is non-white or Hispanic. According to North Shore School District (NSSD) 112 records, 27.6% of elementary school families met Federal Guidelines to receive free meals as of 2018. About 11% of children in Highland Park live in households with less than \$25,000 in household income according to the 2013 American Community Survey.

### Existing plans

The proposed beach management plan is a direct response to existing plans and complements ongoing regional planning. In 2015, the Park District Board approved the Green Print 2024 Master Plan. This comprehensive planning effort, led by an outside firm, spanned two years and included extensive community outreach in addition to consultation with staff and partner agencies. The plan recommended an update to the Park District's 2007 Lakefront Master Plan and the creation of a land management plan. In 2018, the Park District board approved the Land Management Plan which recommends the creation of a beach management plan to better manage lakefront property. An update to the District's Lakefront Master Plan is in progress and lakefront maintenance is a priority of the plan. Regionally, the Lake County Storm Water Commission is coordinating a Lake Michigan Watershed Planning effort. The Park District of Highland Park is a partner in this regional effort. The recommendations developed through a Highland Park beach management planning effort can inform regional watershed planning efforts.

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### 3) **Activities and Methods:**

The proposed beach management Plan will be developed with the assistance of an engineering firm familiar with the Park District's beaches. The firm will lead the planning process which will include site analysis at each of the lakefront locations and plan development.

First steps include evaluating existing conditions such as beach use, land use, zoning, habitat, sand management, public access, and parking. Site analysis will take place in the Fall of 2019 and Spring of 2020 as weather permits. As part of this initial site analysis, the project team will solicit public input and expert insights in addition to reviewing related regional plans and relevant requirements of beach management and state and local authorities.

The next major activity is to perform an evaluation of lake and riverine dynamics and erosion control and management which will be used to inform recommended action. The engineering firm will analyze lake levels, wave action, winds, sediment transport potential, stormwater and drainage patterns, historical shoreline change, future erosion potential, and erosion control alternatives.

The information gathered in the first initial steps will guide the development of management recommendations and strategies. The recommendations will be categorized by relationship with the Lake: upland, water's edge, and offshore. Upland recommendations will minimally include signage, access improvements, parking, recreation, facilities, habitat, and drainage. Water's edge recommendations will consider restoration and stabilization, seasonal maintenance, water quality monitoring, and post-storm clean up maintenance and responsibilities. Finally, offshore recommendations are expected to consider habitat opportunities and erosion control structures.

Recognizing that implementation of some recommended actions will require regulatory approval, the project team will identify relevant regulatory bodies (i.e. IDNR, USFWS, USACE, IEPA) that oversee shoreline improvements and identify permit procedures in order to develop realistic timelines and anticipate future needs.

Implementation will be the final activity of the project. The team will focus on implementation strategies such as identifying potential partners and funding mechanisms. The team will plan an appropriate communications approach to increase public awareness and education of the plan and strategies to implement as a community.

A strategic plan specific for each park will provide sustainable techniques to carry out the District's goal to maintain lakefront parks for the enjoyment of patrons and to promote lakefront sustainability and resiliency. The proposed plan will include practical and implementable maintenance and management strategies to address:

- (a) Sources of water quality degradation to decrease the amount of beach closure dates and protect the ecosystem
- (b) Maintenance techniques to keep access paths and beaches open and universally accessible
- (c) Recommendations to proactively plan for increasing coastal hazards to keep the beaches safe for the public and to protect the lakefront parks from further erosion

The Park District's Land Management Plan identified the need for a beach management plan because of the increasing complexity of managing lakefront parks and the need to protect the beaches for

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recreational use and natural habitat. Aligned with the District's mission of environmental stewardship, a beach management plan is an investment to develop strategic, intentional, and educated management methods specific to each park.

#### 4) **Outcomes and Project Impact:**

##### Proposed outcomes

The proposed outcome of this proposal is a beach management plan which will result in immediate actionable efforts and inform future decisions related to the Park District's four waterfront properties. The District will track success in implementation of the plan and will also monitor impacts of the plan as it relates to the three priority areas. The outcomes listed below are measurable and facilitate regular progress evaluation. These outcomes are achievable and important -- with a practical and implementable beach management plan, District staff can strategically and intentionally protect and conserve public lakefront parks.

##### Implementation

Implementation of the proposed beach management plan will be overseen by the Park District's Parks and Planning Department. Throughout the life of the grant, Planning staff will collaborate with the Finance Department to complete reports and payment requests accurately and on time.

Once the plan is approved the first steps will focus on awareness and integration.

- Planning staff to meet with Park management staff to integrate maintenance recommendations into daily routines and quarterly inspections.
- Planning staff will present the plan to all management staff at the District for overall awareness of the agency-wide initiative.
- Staff will develop a system to record and evaluate progress.
- Planning staff will collaborate with the District' Communication Department to make the community aware of the beach management plan and District's efforts at the Lakefront.

Once the initial introduction of the plan is underway, staff will focus on monitoring progress and contacting potential partners and seeking funding.

- Parks and Planning staff will collaborate to monitor and track progress.
- Planning staff will share the beach management plan with local and regional stakeholders and potential partners to discuss opportunities to achieve recommendations from the plan.
- Planning staff will pursue applicable grant opportunities in the plan and seek other funding opportunities.

Keeping the Beach Management Plan relevant.

- Parks and Planning staff meet regularly and will add an agenda item to discuss any relevant topics to the Beach Management Plan at these meetings.
- Planning staff will provide bi-annual progress reports to the Park District Board and Park District leadership.
- Parks and Planning staff will assess progress quarterly and consider in-field adjustments to improve.
- Planning staff will continue to seek funding and work with local and regional partners to improve the Lakefront properties.

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- The District will budget, as necessary and possible, any continued recommended site analysis by the participating engineering firm that cannot be conducted by the District.

Proposed quantifiable metrics

*Coastal Habitat and Species:* Protect vulnerable plant and animal habitat with best management practices for beach maintenance and sand management

- ❖ Monitor populations of beach plant species through Plants of Concern
- ❖ Reduction of habitat destruction and interference by recreational traffic
- ❖ Monitor changes to beach elevations through COASTS program
- ❖ Recognized reduction in amount of litter found on the shorelines and beaches that might affect habitat

*Coastal public access, recreation, and coastal dependent economic development:* Protect public access

- ❖ Reduce number of hours spent in beach repairs to maintain access
- ❖ Identify opportunities to enhance universal accessibility
- ❖ Reduce number of beach closure dates due to water quality

*Coastal Community Resilience:* Identify vulnerable shoreline infrastructure

- ❖ Coordinate with regional efforts for a broader impact and incorporate minimum of two long-range solutions from the proposed Beach Management Plan to other regional plans
- ❖ Determine permitting requirements and funding sources to streamline future project implementation resulting in a faster response time to lakefront needs

**5) Previous Grant Management Experience:**

**1. Project:** Skokie River Woods Public Access Planning

**Funding Source:** ComEd Openlands Green Region Program

The Park District of Highland Park sought funding from the ComEd Openlands Green Region Program to develop an open space plan to increase public access to the Skokie River Woods natural area and improve regional connectivity while protecting the environmental integrity of the newly restored wetland ecosystem found at Skokie River Woods.

The Park District successfully managed and completed the conceptual plans to increase public access to the Skokie River Woods natural area which includes an accessible entrance, pathway, and overlook with educational programming space. The resulting plan also identified connectivity opportunities. The conceptual plans were pivotal tools leading to the purchase of the neighboring 100-acre closed golf course which the District is now converting to a natural passive recreation area. Construction documents are in progress.

Reporting

The grant program required that grant funds be expended within 18 months of its receipt along with a final grant report due within two months of full expenditure of the funds. The report submitted summarized the work accomplished and reported the outcomes achieved.

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Additionally, the grant requires that the District acknowledge the use of the ComEd Green Region Program funds for the project. To achieve this requirement, once constructed, signage will be installed that includes funding sources.

Capacity issues or problems encountered, and lessons learned

The planning process included developing options for connectivity to an adjacent public space (Highland Park Country Club). As negotiations for the purchase of that property were still underway, the planning team had to be adaptive to a longer than expected timeline. However, the master plan process was completed within the grant timeline and the final report approved.

2. **Project:** Permeable Pavers at Rosewood Beach

**Funding Source:** USEPA Shoreline Cities Green Infrastructure

The Park District of Highland Park requested Great Lakes Shoreline Cities funds to install permeable paving in the main parking lot at Rosewood Park beach in Highland Park, Illinois in order to reduce storm water runoff and associated pollutants entering Lake Michigan and a ravine stream that runs through the parking lot and empties into the Lake.

The Park District successfully completed this project, the permeable parking lot was constructed and opened in 2015. As part of the project interpretive signage was installed to educate visitors about the benefits of the parking lot.

Reporting

As a recipient of the USEPA Shorelines Cities Green Infrastructure grant the District agreed to submit bi-annual progress reports that detailed accomplishments to the proposed outputs/outcomes. Reports included an overview of funds expended at the time of the report. At the completion of the project, the District submitted a final report that incorporated project outputs and summarized the project including photos. In addition to performance reports, the District agreed to install a visible sign acknowledging the Great Lakes Restoration Initiative, the image of the sign was included in the final report.

Capacity issues or problems encountered, and lessons learned

By accepting funds, the District would need to comply with the EPA's Disadvantaged Business Enterprise Program during the bidding process. The project was part of a larger US Army Corps GLFR project and the bidding process was managed by the USACE. Before accepting the funds, the District discussed the conflict with the District's assigned EPA Project Officer and appropriate staff to resolve in advance of accepting funds.

3. **Project:** Planning for Millard and Moraine Ravine Habitat Restoration

**Funding Source:** Illinois Department of Natural Resources Illinois Coastal Management Program

The Park District of Highland Park sought funds from the Illinois Coastal Management Program in 2015 to complete engineering designs and planning to stabilize the bluffs with native plants, reduce erosion, reduce total suspended solids (TSS) load to Lake Michigan, improve water quality, and provide habitat for fish spawning along with a hydraulic connection from the Lake to the ravines.

The District successfully managed and completed planning for Millard and Moraine. The resulting plan including a detailed site analysis, a preliminary coastal engineering analysis, formulated and evaluated

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alternatives to meet the project goals, and identified futures steps and recommended additional studies to advance the projects implementation. The planning process assisted in created a strong partnership with the City of Highland Park. Through the planning effort, the District partnered with the City of Highland Park and the Alliance for Great Lakes to host a workshop focused on ravine management best practices where the grant funded conceptual plans were presented. The conceptual plans are critical in the District's search for funding.

#### Reporting

As a recipient, the District agreed to submit quarterly grant performance reports and a final report submitted no later than 31 days following the end of the grant term. The final report described the work completed and an evaluation of the project including accomplishments, challenges, and outcomes.

#### Capacity issues or problems encountered, and lessons learned

The subject matter of the study (ravine restoration) is complex and there are many ways to address the issue. A challenge was to find a good compromise between sound engineering and softer non-traditional ways to ensure safe passage for fish and good aesthetics for the community. The ICMP funding allowed capacity to explore alternatives to address these issues.



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

This form is used to apply to individual State of Illinois discretionary grant programs. Applicants should submit budgets based upon the total estimated costs for the project including all funding sources. Pay attention to applicable program specific instructions, if attached. The applicant organization should refer to 2 CFR 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" cited within these instructions.

**You must consult with your Business Office prior to submitting this form for any award restrictions, limitations or requirements when filling out the narrative and Uniform Budget Template.**

**Section A – Budget Summary**  
STATE OF ILLINOIS FUNDS

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17. Eligible applicants requesting funding for only one year should complete the column under "Year 1." Eligible applicants requesting funding for multi-year grants should complete all applicable columns. **Please read all instructions before completing form.**

**STATE OF ILLINOIS GRANT FUNDS**

Provide a total requested State of Illinois Grant amount for each year in the Revenue portion of Section A. The amount entered in Line (a) will equal the total amount budgeted on Line 18 of Section A.

**BUDGET SUMMARY – STATE OF ILLINOIS FUNDS**

All applicants must complete Section A and provide a break-down by the applicable budget categories shown in lines 1-17.

Line 18: Show the total budget request for each fiscal year for which funding is requested.

*Please use detail worksheet and narrative section for further descriptions and explanations of budgetary line items.*

**Section A (continued) Indirect Cost Information:** *(This information should be completed by the applicant's Business Office).* If the applicant is requesting reimbursement for indirect costs on line 17, the applicant's Business Office must select one of the options listed on the Indirect Cost Information page under Section-A Indirect Cost Information (1-4).

Option (1): The applicant has a Negotiated Indirect Cost Rate Agreement (NICRA) that was approved by the Federal government. A copy of this agreement must be provided to the State of Illinois' Indirect Cost Unit for review and documentation. This NICRA will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".*

**NOTE: The applicant may not have a Federally Negotiated Indirect Cost Rate Agreement. Therefore, in order for the applicant to be reimbursed for Indirect Costs from the State of Illinois, the applicant must either:**

- A) Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from our State Cognizant Agency on an annual basis.
- B) Elect to use the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois Awards.
- C) Use a Restricted Rate designated by programmatic statutory policy. (See Notice of Funding Opportunity for Restricted Rate Programs).



State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE

**Section A – Budget Summary (continued)**

Option (2a): The applicant currently has a Negotiated Indirect Cost Rate Agreement with the State of Illinois that will be accepted by all State of Illinois Agencies up to any statutory, rule-based or programmatic restrictions or limitations. The applicant is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within six (6) months after the close of each fiscal year (2 CFR 200 Appendix IV (C)(2)(c). **Note:** *If this option is selected by the applicant, basic information is required for completion of this section. See bottom of "Section-A Indirect Cost Information".*

Option (2b): The applicant currently does not have a Negotiated Indirect Cost Rate Agreement with the State of Illinois. The applicant must submit its initial Indirect Cost Rate Proposal (ICRP) immediately after the applicant is advised that the State award will be made and, in no event, later than three (3) months after the effective date of the State award (2 CFR 200 Appendix IV (C)(2)(b). The initial ICRP will be sent to the State of Illinois' Indirect Cost Unit. **Note:** *The applicant should check with the State of Illinois awarding Agency for information regarding reimbursement of indirect costs while its proposal is being negotiated.*

Option (3): The applicant elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards (2 CFR 200.414 (c)(4)(f) & (200.68). **Note:** *(The applicant must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.)*

Option (4): If you are applying for a grant under a Restricted Rate Program, indicate whether you are using a restricted indirect cost rate that is included on your approved Indirect Cost Rate Agreement, or whether you are using a restricted indirect cost rate that complies with statutory or programmatic policies. **Note:** *See Notice of State Award for Restricted Rate Programs.*

**Section B – Budget Summary**  
**NON-STATE OF ILLINOIS FUNDS**

NON-STATE OF ILLINOIS FUNDS: If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, the applicant must provide a revenue breakdown of all Non-State of Illinois funds in lines (b)-(d). the total of "Non-State Funds" should equal the amount budgeted on Line 18 of Section B. If a match percentage is required, the amount should be entered in this section.

**BUDGET SUMMARY – NON-STATE OF ILLINOIS FUNDS**

If the applicant is required to provide or volunteers to provide cost-sharing or matching funds or other non-State of Illinois resources to the project, these costs should be shown for each applicable budget category on lines 10-17 of Section B.

Lines 1-17: For each project year, for which matching funds or other contributions are provided, show the total contribution for each applicable budget category.

Line 18: Show the total matching or other contribution for each fiscal year.

***Please see detail worksheet and narrative section for further descriptions and explanations of budgetary line items.***



State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE

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## Section C – Budget Worksheet & Narrative

[Attach separate sheet(s)]

Pay attention to applicable program specific instructions, if attached.

All applicants are required to submit a budget narrative along with Section A and Section B. The budget narrative is sometimes referred to as the budget justification. The narrative serves two purposes: it explains how the costs were estimated and it justifies the need for the cost. The narrative may include tables for clarification purposes. The State of Illinois recommends using the State of Illinois Uniform Budget Template worksheet and narrative guide provided.

1. Provide an itemized budget breakdown, and justification by project year, for each budget category listed in Sections A and B.
2. For non-State of Illinois funds or resources listed in Section B that are used to meet a cost-sharing or matching requirement or provided as a voluntary cost-sharing or matching commitment, you must include:
  - a. The specific costs or contributions by budget category;
  - b. The source of the costs or contributions; and
  - c. In the case of third-party in-kind contributions, a description of how the value was determined for the donated or contributed goods or services.

[Please review cost sharing and matching regulations found in 2 CFR 200.306.]

3. If applicable to this program, provide the rate and base on which fringe benefits are calculated.
4. If the applicant is requesting reimbursement for indirect costs on line 17, this information should be completed by the applicant's Business Office. Specify the estimated amount of the base to which the indirect cost rate is applied and the total indirect expense. Depending on the grant program to which the applicant is applying and/or the applicant's approved Indirect Cost Rate Agreement, some direct cost budget categories in the applicant's grant application budget may not be included in the base and multiplied by your indirect cost rate. Please indicate which costs are included and which costs are excluded from the base to which the indirect cost rate is applied.
5. Provide other explanations or comments you deem necessary.



## State of Illinois UNIFORM GRANT BUDGET TEMPLATE

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Keep in mind the following—

Although the degree of specificity of any budget will vary depending on the nature of the project and State of Illinois agency requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your proposal being funded.

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as concrete and specific as possible in its estimates. Make every effort to be realistic, to estimate costs accurately.
- The budget format should be as clear as possible. It should begin with a budget narrative, which you should write after the entire budget has been prepared.
- Each section of the budget should be in outline form, listing line items under major headings and subheadings.
- Each of the major components should be subtotaled with a grand total at the end.

Your budget should justify all expenses and be consistent with the program narrative:

- Salaries should be comparable to those within the applicant organization.
- If new staff is being hired, additional space and equipment are considered, as necessary.
- If the budget lists an equipment purchase, it is the type allowed by the agency.
- If additional space is rented, the increase in insurance is supported.
- If an indirect cost rate applies to the proposal, the division between direct and indirect costs is not in conflict, and the aggregate budget totals refer directly to the approved formula. Indirect costs are costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project (like the cost of operating and maintaining facilities, depreciation, and administrative salaries).

### §200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.



## State of Illinois UNIFORM GRANT BUDGET TEMPLATE

State Agency: Illinois Department of Natural Resources

Organization Name: Park District of Highland Park

Notice of Funding  
Opportunity (NOFO) Number: 103-614

Data Universal Number System (DUNS) Number (enter numbers only) : 074560814

Catalog of State Financial Assistance (CSFA) Number: 422-30-0103

CSFA Short Description: Coastal Management Program

**Section A: State of Illinois Funds**

Fiscal Year: FY20

REVENUES		Total Revenue
State of Illinois Grant Requested	\$	17,500.00
Budget Expenditure Categories	OMB Uniform Guidance Federal Awards Reference 2 CFR 200	Total Expenditures
1. Personnel (Salary and Wages)	200.430	\$
2. Fringe Benefits	200.431	\$
3. Travel	200.474	\$
4. Equipment	200.439	\$
5. Supplies	200.94	\$
6. Contractual Services and Subawards	200.318 & 200.92	\$ 17,500.00
7. Consultant (Professional Service)	200.459	\$ 0.00
8. Construction		\$ 0.00
9. Occupancy (Rent and Utilities)	200.465	\$ 0.00
10. Research and Development (R&D)	200.87	\$ 0.00
11. Telecommunications		\$ 0.00
12. Training and Education	200.472	\$
13. Direct Administrative Costs	200.413 (c)	\$ 0.00
14. Miscellaneous Costs		\$
15. A. Grant Exclusive Line Item(s)		\$ 0.00
15. B. Grant Exclusive Line Item(s)		\$ 0.00
16. Total Direct Costs (add lines 1-15)	200.413	\$ 17,500.00
17. Total Indirect Costs	200.414	\$
Rate %: <input style="width: 150px;" type="text"/>		
Base: <input style="width: 150px;" type="text"/>		
18. Total Costs State Grant Funds (Lines 16 and 17) <b>MUST EQUAL REVENUE TOTALS ABOVE</b>	\$	17,500.00

Instructions  
found at end of  
document.



### State of Illinois UNIFORM GRANT BUDGET TEMPLATE

Organization Name: Park District of Highland Park

NOFO Number: 103-614

#### SECTION A - Continued - Indirect Cost Rate Information

If your organization is requesting reimbursement for indirect costs on line 17 of the Budget Summary, please select one of the following options

1. Our Organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with our Federal Cognizant Agency. A copy of this agreement will be provided to the State of Illinois' Indirect Cost Unit for review and documentation before reimbursement is allowed. This NICRA will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. **NOTE: (If this option is selected, please, provide basic Negotiated Indirect Cost Rate Agreement in area designated below.)**

Your organization may not have a Federally Negotiated Cost Rate Agreement. Therefore, in order for your organization to be reimbursed for the Indirect Costs from the State of Illinois your organization must either:

- a. Negotiate an Indirect Cost Rate with the State of Illinois' Indirect Cost Unit with guidance from your State Cognizant Agency on an annual basis;
- b. Elect to use the de minimis rate of 10% modified for total direct costs (MTDC) which may be used indefinitely on State of Illinois awards; or
- c. Use a Restricted Rate designated by programmatic or statutory policy (see Notice of Funding Opportunity for Restricted Rate Programs).

2a. Our Organizations currently has a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois that will be accepted by all State of Illinois agencies up to any statutory, rule-based or programmatic restrictions or limitations. Our Organization is required to submit a new Indirect Cost Rate Proposal to the Indirect Cost Unit within 6 months after the close of each fiscal year [2 CFR 200, Appendix IV(C)(2)(c)]. **NOTE: (If this option is selected, please provide basic Indirect Cost Rate information in area designated below.)**

2b. Our Organization currently does not have a Negotiated Indirect Cost Rate Agreement (NICRA) with the State of Illinois. Our organization will submit our initial Indirect Cost Rate Proposal (ICRP) immediately after our Organization is advised that the State award will be made no later than three (3) months after the effective date of the State award [2 CFR 200 Appendix (C)(2)(b)]. The initial ICRP will be sent to the State of Illinois Indirect Cost unit. **Note: (Check with you State of Illinois Agency for information regarding reimbursement of indirect costs while your proposal is being negotiated.)**

3. Our Organization has never received a Negotiated Indirect Cost Rate Agreement from either the Federal government or the State of Illinois and elects to charge the de minimis rate of 10% modified total direct cost (MTDC) which may be used indefinitely on State of Illinois awards [2 CFR 200.414 (C)(4)(f) and 200.68.] **[Note: Your Organization must be eligible, see 2 CFR 200.414 (f), and submit documentation on the calculation of MTDC within your Budget Narrative under Indirect Costs.]**

4. For Restricted Rate Programs, our Organization is using a restricted indirect cost rate that:

- is included as a "Special Indirect Cost Rate" in the NICRA, pursuant to 2 CFR 200 Appendix IV(5); or
- complies with other statutory policies.

The Restricted Indirect Cost Rate is: \_\_\_\_\_ %

5. No reimbursement of Indirect Cost is being requested. (Please consult your program office regarding possible match requirements.)

#### Basic Negotiated Indirect Cost Rate Information (Use only if option 1 or 2(a), above is selected.)

Period Covered by NICRA: From:  To:  Approving Federal or State Agency:

Indirect Cost Rate:  % The Distribution Base Is:



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

Organization Name: Park District of Highland Park

NOFO Number: 103-614

**Section B: Non-State of Illinois Funds**

Fiscal Year: FY20

<b>REVENUES</b>			<b>Total Revenue</b>
Grantee Match Requirement %:	(Agency to Populate)		
b) Cash		\$	17,500.00
c) Non-Cash		\$	
d) other Funding and Contributions		\$	
<b>Total Non-State Funds (lined b through d)</b>		\$	<b>17,500.00</b>
<b>Budget Expenditure Categories</b>	<b>OMB Uniform Guidance Federal Awards Reference 2 CFR 200</b>		<b>Total Expenditures</b>
1. Personnel (Salaries and Wages)	200.430	\$	
2. Fringe Benefits	200.431	\$	
3. Travel	200.474	\$	
4. Equipment	200.439	\$	
5. Supplies	200.94	\$	
6. Contractual Services and Subawards	200.318 & 200.92	\$	17,500.00
7. Consultant (Professional Services)	200.459	\$	0.00
8. Construction		\$	0.00
9. Occupancy (Rent and Utilities)	200.465	\$	0.00
10. Research and Development (R&D)	200.87	\$	0.00
11. Telecommunications		\$	0.00
12. Training and Education	200.472	\$	0.00
13. Direct Administrative Costs	200.413 (c)	\$	0.00
14. Miscellaneous Costs		\$	
15. A. Grant Exclusive Line Item(s)		\$	0.00
15. B. Grant Exclusive Line Item(s)		\$	0.00
16. Total Direct Costs (add lines 1-15)	200.413	\$	17,500.00
17. Total indirect Costs	200.414	\$	
Rate %:	<input type="text"/>		
Base:	<input type="text"/>		
18. Total Costs State Grant Funds (Lines 16 and 17) <b>MUST EQUAL REVENUE TOTALS ABOVE</b>		\$	<b>17,500.00</b>



### State of Illinois UNIFORM GRANT BUDGET TEMPLATE

Organization Name: <u>Park District of Highland Park</u>		NOFO Number: <u>103-614</u>
Data Universal Number System (DUNS) Number (enter numbers only): <u>074560814</u>	Fiscal Year: <u>FY20</u>	
Catalog of State Financial Assistance (CSFA) Number: <u>422-30-0103</u>	CSFA Short Description: <u>Coastal Management Program</u>	

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact could result in the immediate termination of my grant award(s).

Park District of Highland Park Institution/Organization Name:	Park District of Highland Park Institution/Organization Name:
Director of Finance Title (Chief Financial Officer or equivalent):	Interim Executive Director Title (Executive Director or equivalent):
Annette Curtis Printed Name (Chief Financial Officer or equivalent):	Kathy Donahue Printed Name (Executive Director or equivalent):
 Signature (Chief Financial Officer or equivalent):	 Signature (Executive Director or equivalent):
<u>May 7, 2019</u> Date of Execution (Chief Financial Officer):	<u>5/8/19</u> Date of Execution (Executive Director):

Note: The State Awarding Agency may change required signers based on the grantee's organizational structure. The required signers must have the authority to enter onto contractual agreements on the behalf of the organization.



### State of Illinois UNIFORM GRANT BUDGET TEMPLATE

**FFATA Data Collection Form (if needed by agency)**

Under FFATA, all sub-recipients who receive \$30,000 or more must provide the following information for federal reporting. Please fill out the following form accurately and completely.

4-digit extension if applicable:			
Sub-recipient DUNS:		Sub-recipient Parent Company DUNS:	
Sub-recipient Name:			
Sub-recipient DBA Name:			
Sub-recipient Street Address:			
City:	State:	Zip-Code:	Congressional District:
Sub-recipient Principal Place of Performance:			
City:	State:	Zip-Code:	Congressional District:
Contract Number (if known):	Award Amount:	Project Period: From:	Project Period: To:
State of Illinois Awarding Agency and Project Detail Description:			
Under certain circumstances, sub-recipient must provide names and total compensation of its top 5 highly compensated officials. Please answer the following questions and follow the instructions.			
Q1. In your business or organization's previous fiscal year, did your business or organization (including parent organization, all branches and affiliates worldwide) receive (1) 80% or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements and (2) \$25,000,000 or more in annual gross revenue from U.S. federal contracts, subcontracts, loans, grants, subgrants and/or cooperative agreements?			
Yes <input type="checkbox"/> If Yes, must answer Q2 below. No <input type="checkbox"/> If No, you are not required to provide data.			
Q2. Does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Security Exchange Act of 1934 (5 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue code of 1986 (i.e., on IRS Form 990)?			
Yes <input type="checkbox"/> No <input type="checkbox"/> If No, you must provide the data. Please fill out the rest of this form.			
Please provide names and total compensation of the top five officials:			
Name:			Amount:
Name:			Amount:
Name:			Amount:
Name:			Amount:
Name:			Amount:



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**1). Personnel (Salaries and Wages) (2 CFR 200.430)**

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project and length of time working on the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives in the narrative space provided below. Also, provide a justification and description of each position (including vacant positions). Relate each position specifically to program objectives. Personnel cannot exceed 100% of their time on all active projects.

Name	Position	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of Time	Personnel Cost	Add/Delete Row
				%			Add Delete
State Total							
				%			Add Delete
NON-State Total							
Total Personnel							
Personnel Narrative (State):							
Personnel Narrative (Non-State): (i.e. "Match" or "Other Funding")							



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**2). Fringe Benefits (2 CFR 200.431)**

Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in category (1) direct salaries and wages, and only for the percentage of time devoted to the project. Provide the fringe benefit rate used and a clear description of how the computation of fringe benefits was done. Provide both the annual (for multiyear awards) and total. If a fringe benefit rate is not used, show how the fringe benefits were computed for each position. The budget justification should be reflected in the budget description. Elements that comprise fringe benefits should be indicated.

Name	Position(s)	Base	Rate (%)	Fringe Benefit Cost	Add/Delete Rows
			%		Add Delete
State Total					
			%		Add Delete
Non-State Total					
Total Fringe Benefits					

Fringe Benefits Narrative (State):

Fringe Benefits Narrative (Non-State): (i.e. "Match" or "Other Funding")



## State of Illinois UNIFORM GRANT BUDGET TEMPLATE

### 3). Travel (2 CFR 200.474)

Travel should include: origin and destination, estimated costs and type of transportation, number of travelers, related lodging and per diem costs, brief description of the travel involved, its purpose, and explanation of how the proposed travel is necessary for successful completion of the project. In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate source of Travel Policies applied, Applicant or State of Illinois Travel Regulations. NOTE: Dollars requested in the travel category should be for staff travel only. Travel for consultants should be shown in the consultant category along with the consultant's fee. Travel for training participants, advisory committees, review panels and etc., should be itemized the same way as indicated above and placed in the "Miscellaneous" category.

Purpose of Travel/Items	Location	Cost Rate	Basis	Quantity	Number of Trips	Travel Cost	Add/Delete Row
							Add
							Delete
State Total							
							Add
							Delete
NON-State Total							
Total Travel							

Travel Narrative (State):

Travel Narrative (Non-State): (i.e..e "Match" of "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**4). Equipment (2 CFR 200.439)**

Provide justification for the use of each item and relate them to specific program objectives. Provide both the annual (for multiyear awards) and total for equipment. Equipment is defined as an article of tangible personal property that has a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. An applicant organization may classify equipment at a lower dollar value but cannot classify it higher than \$5,000. (Note: Organization's own capitalization policy for classification of equipment can be used). Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Quantity	Cost Per Item	Equipment Cost	Add/Delete Rows
				Add
				Delete
State Total				
				Add
				Delete
Non-State Total				
Total Equipment				

Equipment Narrative (State):

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Equipment Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**5). Supplies (2 CFR 200.94)**

List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	Quantity/Duration	Cost Per Item	Supplies Cost	Add/Delete Rows
				Add
				Delete
State Total				
				Add
				Delete
Non-State Total				
Total Supplies				

Supplies Narrative (State):

Supplies Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**6). Contractual Services (2 CFR 200.318) & Subawards (200.92)**

Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole contracts in excess of \$150,000 (See 2 CFR 200.88). NOTE : this budget category may include **subawards**. Provide separate budgets for each subaward or contract, regardless of the dollar value and indicate the basis for the cost estimates in the narrative. Describe products or services to be obtained and indicate the applicability or necessity of each to the project.

**Please also note the differences between subaward, contract, and contractor (vendor):**

- 1) Subaward (200.92) means an award provided by a pass-through entity to a sub-recipient for the sub-recipient to carry out part of a Federal/State award, including a portion of the scope of work or objectives. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal/State program.
- 2) Contract (200.22) means a legal instrument by which a non-Federal entity purchases property or services needed to carry out the project or program under a Federal award. The term as used in this part does not include a legal instrument, even if the non-Federal entity considers it a contract, when the substance of the transaction meets the definition of a Federal award or subaward.
- 3) "Vendor" or "Contractor" is generally a dealer, distributor or other seller that provides supplies, expendable materials, or data processing services in support of the project activities.

Item	Contractual Services Cost	Add/Delete Rows
Beach Management Planning: Engineering firm costs	\$17,500.00	Add Delete
State Total	\$17,500.00	
Beach Management Planning: Engineering firm costs	\$17,500.00	Add Delete
		Add Delete
Non-State Total	\$17,500.00	
Total Contractual Services	\$35,000.00	

**Contractual Services Narrative (State):**  
Fifty percent of the cost to enter into a contract with SmithGroup to develop practical, implementable and quantifiable strategies which address water quality, habitat retention and growth, and public safety and access for the Park District of Highland Park's four lakefront properties. This includes inventory of existing conditions, evaluation, development of management recommendations and strategies, review regulatory bodies, and implementation strategies.

**Contractual Services Narrative (Non-State): (i.e. "Match" or "Other Funding")**  
Fifty percent of the cost enter into a contract with SmithGroup to develop practical, implementable and quantifiable strategies which address water quality, habitat retention and growth, and public safety and access for the Park District of Highland Park's four lakefront properties. This includes inventory of existing conditions, evaluation, development of management recommendations and strategies, review regulatory bodies, and implementation strategies.



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**7). Consultant Services and Expenses (2 CFR 200.459)**

**Consultant Services (Fees):** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project.

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.) Consultant-- Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions Policy is used.

Consultant Services (Fees)	Services Provided	Fee	Basis	Quantity	Consultant Services (Fee) Cost	Add/Delete Row
						Add Delete
State Total						
						Add Delete
NON-State Total						
Total Consultant Services (Fees)						

Consultant Services Narrative (State):

Consultant Services Narrative (Non-State):

Consultant Expenses - Items	Location	Cost Rate	Basis	Quantity	Number of Trips	Consultant Expenses Cost	Add/Delete Row
							Add Delete
State Total							
							Add Delete
NON-State Total							
Total Consultant Expenses							

Consultant Expenses Narrative (State):

Consultant Expenses Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**8). Construction**

Provide a description of the construction project and an estimate of the costs. As a rule, construction costs are not allowable unless with prior written approval. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category. Estimated construction costs must be supported by documentation including drawings and estimates, formal bids, etc. As with all other costs, follow the specific requirements of the program, the terms and conditions of the award, and applicable regulations.

Purpose	Description of Work	Construction Cost	Add/Delete Rows
			Add
			Delete
	State Total		
			Add
			Delete
	Non-State Total		
	Total Construction		

Construction Narrative (State):

Construction Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**9). Occupancy - Rent and Utilities (2 CFR 200.465)**

List items and descriptions by major type and the basis of the computation. Explain how rental and utility expenses are allocated for distribution as an expense to the program/service. For example, provide the square footage and the cost per square foot rent and utility, and provide a monthly rental and utility cost and how many months to rent. **NOTE:** This budgetary line item is to be used for direct program rent and utilities, all other indirect or administrative occupancy costs should be listed in the indirect expense section of the Budget worksheet and narrative. Maintenance and repair costs may be included here if directly allocated to program.

Description	Quantity	Basis	Cost	Length of Time	Occupancy Cost	Add/Delete Row
						Add
						Delete
State Total						
						Add
						Delete
NON-State Total						
Total Occupancy - Rent and Utilities						

Occupancy - Rent and Utilities Narrative (State):

Occupancy - Rent and Utilities Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**10). Research & Development (R&D) (2 CFR 200.87)**

**Definition:** All research activities, both basic and applied, and all development activities that are performed by non-Federal entities directed toward the production of useful materials, devices, systems, or methods, including design and development of prototypes and processes. Provide a description of the research and development project and an estimate of the costs. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Research and Development Cost	Add/Delete Rows
			Add Delete
State Total			
			Add Delete
Non-State Total			
Total Research and Development			

Research and Development Narrative (State):

Research and Development Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**11). Telecommunications**

List items and descriptions by major type and the basis of the computation. Explain how telecommunication expenses are allocated for distribution as an expense to the program/service. NOTE: This budgetary line item is to be used for direct program telecommunications, all other indirect or administrative telecommunication costs should be listed in the indirect expense section of the Budget worksheet and narrative.

Description	Quantity	Basis	Cost	Length of Time	Telecommunications Cost	Add/Delete Row
						Add
						Delete
State Total						
						Add
						Delete
NON-State Total						
Total Telecommunications						

Telecommunications Narrative (State):

Telecommunications Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**12). Training and Education (2 CFR 200.472)**

Describe the training and education cost associated with employee development. Include rental space for training (if required), training materials, speaker fees, substitute teacher fees, and any other applicable expenses related to the training. When training materials (pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized below.

Description	Quantity	Basis	Cost	Length of Time	Training and Education Cost	Add/Delete Row
						Add
						Delete
State Total						
						Add
						Delete
NON-State Total						
Total Training and Education						

Training and Education Narrative (State):

Training and Education Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**13). Direct Administrative Costs (2 CFR 200.413 (c))**

The salaries of administrative and clerical staff should normally be treated as indirect (F&A) costs. Direct charging of these costs may be appropriate only if all of the following conditions are met: (1) Administrative or clerical services are integral to a project or activity; (2) Individuals involved can be specifically identified with the project or activity; (3) Such costs are explicitly included in the budget or have the prior written approval of the State awarding agency; and (4) The costs are not also recovered as indirect costs.

Name	Position	Salary or Wage	Basis (Yr./Mo./Hr.)	% of Time	Length of Time	Direct Administrative Cost	Add/Delete Row
				%			Add
							Delete
State Total							
				%			Add
							Delete
NON-State Total							
Total Direct Administrative Costs							

Direct Administrative Costs Narrative (State):

Direct Administrative Costs Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**14). Other or Miscellaneous Costs**

This category contains items not included in the previous categories. List items by type of material or nature of expense, break down costs by quantity and cost per unit if applicable, state the necessity of other costs for successful completion of the project and exclude unallowable costs (e.g.. Printing, Memberships & subscriptions, recruiting costs, etc.)

Description	Quantity	Basis	Cost	Length of Time	Other or Miscellaneous Cost	Add/Delete Row
						Add
						Delete
State Total						
						Add
						Delete
NON-State Total						
Total Other or Miscellaneous Costs						

Other or Miscellaneous Costs Narrative (State):

Other or Miscellaneous Costs Narrative (Non-State): (i.e. "Match" or "Other Funding")



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**15). GRANT EXCLUSIVE LINE ITEM**

Grant Exclusive Line Item Description: \_\_\_\_\_

Costs directly related to the service or activity of the program that is an integral line item for budgetary purposes. To use this budgetary line item, an applicant must have Program approval. (Please cite reference per statute for unique costs directly related to the service or activity of the program). (Note: Use columns within table as needed for the item being reported. Leave blank those columns that are not applicable. This table does NOT auto-calculate each line. You must enter the line totals. The table will auto-calculate the State, Non-State, and Total Grant Exclusive Line Item amounts based on your line entries. The State, Non-State and Total Grant Exclusive Line Item amounts will NOT carry forward to the Budget Narrative Summary table. You will have to enter the State and Non-State Totals for ALL Grant Exclusive Line Items in the Budget Narrative Summary table. Use the "Add New Grant Exclusive Line Item" button below to add additional tables as needed.)

Description	Quantity	Basis	Cost	Length of Time	Grant Exclusive Line Item Cost	Add/Delete Row
						Add
						Delete
State Total						
						Add
						Delete
NON-State Total						
Total Grant Exclusive Line Item						

Grant Exclusive Line Item Narrative (State):

Grant Exclusive Line Item Narrative (Non-State): (i.e. "Match" or "Other Funding")

Add New Grant Exclusive Line Item	Delete Grant Exclusive Line Item
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**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**16). Indirect Cost (2 CFR 200.414)**

Provide the most recent indirect cost rate agreement information with the itemized budget. The applicable indirect cost rate(s) negotiated by the organization with the cognizant negotiating agency must be used in computing indirect costs (F&A) for a program budget. The amount for indirect costs should be calculated by applying the current negotiated indirect cost rate(s) to the approved base(s). After the amount of indirect costs is determined for the program, a breakdown of the indirect costs should be provided in the budget worksheet and narrative below.

Description	Base	Rate	Indirect Cost	Add/Delete Rows
				Add
				Delete
State Total				
				Add
				Delete
Non-State Total				
Total Indirect Costs				

Indirect Costs Narrative (State):

Indirect Costs Narrative (Non-State):



**State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE**

**Budget Narrative Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below to the uniform template provided (SECTION A & B). Verify the total costs and the total project costs. Indicate the amount of State requested funds and the amount of non-State funds that will support the project. (Note: The State, Non-State, and Total cost amounts for each line item below are auto-filled based upon the entries in the preceding budget tables 1-14 and 16. The State and Non-State Total amounts from Table 15 above, Grant Exclusive Line Item(s), must be entered into this table by hand due to the possibility of there being more than one Grant Exclusive Line Item table. Once the Grant Exclusive Line Item(s) amounts are entered into this table, the State Request amount, Non-State Amount and the Total Project Costs will be calculated automatically. It is imperative that the summary tables be completed accurately for the Budget Narrative Summary to be accurate.)

Budget Category	State	Non-State	Total
1. Personnel			
2. Fringe Benefits			
3. Travel			
4. Equipment			
5. Supplies			
6. Contractual Services	\$17,500.00	\$17,500.00	\$35,000.00
7. Consultant (Professional Services)			
8. Construction			
9. Occupancy (Rent and Utilities)			
10. Research and Development (R & D)			
11. Telecommunications			
12. Training and Education			
13. Direct Administrative Costs			
14. Other or Miscellaneous Costs			
15. GRANT EXCLUSIVE LINE ITEM(S)			
16. Indirect Costs			
State Request	\$17,500.00		
Non-State Amount		\$17,500.00	
<b>TOTAL PROJECT COSTS</b>			\$35,000.00



State of Illinois  
UNIFORM GRANT BUDGET TEMPLATE

**For State Use Only**

Grantee: Park District of Highland Park Notice of Funding Opportunity (NOFO) Number: 103-614  
Data Universal Number System (DUNS) Number (enter numbers only) : 074560814  
Catalog of State Financial Assistance (CSFA) Number: 422-30-0103 CSFA Short Description: Coastal Management Program  
Fiscal Year(s): FY18

Initial Budget Request Amount: \_\_\_\_\_

Prior Written Approval for Expense Line Item: \_\_\_\_\_

Statutory Limits or Restrictions: \_\_\_\_\_

Checklist: \_\_\_\_\_

Final Budget Amount Approved: \_\_\_\_\_

\_\_\_\_\_  
Program Approval Name Program Approval Signature Date

\_\_\_\_\_  
Fiscal & Administrative Approval Name Fiscal & Administrative Approval Signature Date

Budget Revision Approved: \_\_\_\_\_

\_\_\_\_\_  
Program Approval Name Program Approval Signature Date

\_\_\_\_\_  
Fiscal & Administrative Approval Signature Fiscal & Administrative Approval Signature Date

§200.308 Revision of budget and program plans

(e) The Federal/State awarding agency may, at its option, restrict the transfer of funds among direct cost categories or programs, functions and activities for Federal/State awards in which the Federal/State share of the project exceeds the Simplified Acquisition Threshold and the cumulative amount of such transfers exceeds or is expected to exceed 10 percent or \$1,000 per detail line item, whichever is greater of the total budget as last approved by the Federal/State awarding agency. The Federal/State awarding agency cannot permit a transfer that would cause any Federal/State appropriation to be used for purposes other than those consistent with the appropriation.

# Project Area Map

Project Title: Beach Management Plan for Park District of Highland Park's four public lakefront parks  
Applicant Name: Park District of Highland Park



**EXHIBIT B**  
**DELIVERABLES OR MILESTONES**

EXHIBIT B DELIVERABLES OR MILESTONES

1)Grantee will provide \$17,500.00 in allowable non-federal contributions (cash or in-kind contributions; also called Match, Matching Funds, or Cost-Share Match) over the course of the grant

.2)Grantee will complete the following task outcomes during the grant period.

Task Outcomes: See attached. 3-Timelines and Tasks

### 3- Timeline of Tasks

**Instructions:** List key project tasks and outputs in chronological order. Indicate quarters when work will occur on each.

	<b>Task and Outputs</b>	<b>Oct - Dec 2019</b>	<b>Jan - Mar 2020</b>	<b>Apr - Jun 2020</b>	<b>July- Sep 2020</b>	<b>Oct - Dec 2020</b>	<b>Jan - Mar 2021</b>
1)	Related Planning Effort Integration + Public Input & Expert Interviews	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2)	Inventory of Existing Conditions: Beach Use, Land Use, Development and Zoning, Habitat, Sand Management, and Public Access & Parking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3)	Evaluate Lake and Riverine Dynamics: Lake Levels, Waves, Winds, Sediment Transport Potential, Stormwater & Drainage	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4)	Evaluate Erosion Control & Management: Historical Shoreline Change, Future Erosion Potential, Erosion Control Alternatives Identification	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5)	Review relevant requirements of Beach Management and Authorities: State and Local Authorities with Jurisdiction and Responsibilities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6)	Develop Management Recommendations & Strategies: Upland (Signage, Access Improvements, Parking, Recreation, Facilities, Habitat, Drainage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7)	Develop Management Recs & Strategies (cont): Water's Edge (Restoration & Stabilization, Maintenance, Water Quality Monitoring, Post Storm Cleanup)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8)	Develop Management Recommendations & Strategies (cont): Offshore (Habitat Opportunities, Erosion Control Structures)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9)	Review of regulatory bodies: Identification and Future Positioning	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10)	Implementation: Partnerships, Funding Mechanisms, Communication, Public Awareness and Education, Operations Schedule	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**EXHIBIT C**

**PAYMENT**

Enter specific terms of payment here:

Use the Small Grant Reimbursement Request Form to request reimbursement. Provide backup documentation,  
as described in Part I, Section 7.8 (b). Follow submission instructions in Part III, C.1

Forms are available for download at: <https://www.dnr.illinois.gov/cmp/Pages/Small-Grant-Recipients.aspx>

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**EXHIBIT D**

**CONTACT INFORMATION**

**CONTACT FOR NOTIFICATION:**

Unless specified elsewhere, all notices required or desired to be sent by either Party shall be sent to the persons listed below.

**GRANTOR CONTACT**

Name: Ania Bayers  
Title: Natural Resources Manager  
Address: Coastal Management Program, 160 N  
LaSalle St, Suite S-703, Chicago IL 60601  
Phone: 312-814-6384  
TTY#: 217-782-9175  
Fax#: 312-793-5968  
E-mail Address: [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov)

**GRANTEE CONTACT**

Name: Jeff Smith  
Title: Assistant Director of Parks and Properties  
Address: 636 Ridge Rd. Highland Park, IL  
60035-4361  
Phone: 847-579-3109  
TTY #: \_\_\_\_\_  
Fax #: \_\_\_\_\_  
E-mail Address: [jsmith@pdhp.org](mailto:jsmith@pdhp.org)  
Additional Information: \_\_\_\_\_

**EXHIBIT E**  
**PERFORMANCE MEASURES**

A fillable PDF of this form is available for download at <https://www.dnr.illinois.gov/cmp/Pages/Small-Grant-Recipients.aspx> or fillable online at <https://www.dnr.illinois.gov/cmp/Pages/SmallGrantReporting.aspx>

Follow submission instructions in Part III, C 1. to C.4.

Performance Metrics- **To avoid double-counting, only include data from this reporting period.**

1. Number of Acres restored as part of this grant: \_\_\_\_\_
2. Number of public access sites enhanced as part of this grant: \_\_\_\_\_
3. Number of people who received education or technical training through grant on the following topics.

	<b>Education</b>	<b>Training</b>
Coastal Habitat:	_____	_____
Coastal Hazards:	_____	_____
Public Access:	_____	_____
Government Coordination:	_____	_____
Coastal Dependent Uses:	_____	_____
Coastal Community Development:	_____	_____

4. Did this project accomplish any of the following this reporting period? If yes, specify the name of the municipality/ies where the project was completed. Only include actions that have been completed.

Reduce future damage from coastal storms: \_\_\_\_\_

Increase public awareness of coastal hazards such as storms or shoreline erosion: \_\_\_\_\_

Develop or update a sustainable development plan: \_\_\_\_\_

Develop or update a waterfront development plan: \_\_\_\_\_

Develop or update a runoff management plan: \_\_\_\_\_

Implement an on-the-ground sustainable development project: \_\_\_\_\_

Implement an on-the-ground waterfront development project: \_\_\_\_\_

Implement an on-the-ground runoff management project: \_\_\_\_\_

**EXHIBIT F**  
**PERFORMANCE STANDARDS**

Not applicable.

**EXHIBIT G****SPECIFIC CONDITIONS**

Grantor may remove (or reduce) a Specific Condition included in this **Exhibit G** by providing written notice to the Grantee, in accordance with established procedures for removing a Specific Condition.

The Grantor reviewed the risk posed by the Grantee.

1. The following additional award conditions apply to this grant:
  - a. When requested by Grantor, Grantee shall submit a signed and dated letter that lists and briefly describes the following: 1) new grant management systems, policies, procedures, and controls that have been put in place; 2) grant management trainings attended; and 3) grant management technical assistance received. If Grantee has more than one active grant with Grantor, a single letter shall cover all grants.
  - b. Reimbursement requests are subject to periodic desk reviews of the budget and actual expenses to ensure that costs are compliant with Cost Principles (2 CFR 200.400).
  - c. When requested by Grantor, Grantee shall submit a signed and dated letter that lists and briefly describes policies, procedures, and controls that have been put in place to address this deficiency.
2. The reasons for the risk level:
  - a. Risk Assessment showed that the Grantee is lacking management systems and written policies and procedures for multiple aspects of grants management including but not limited to quality assurance; outcome tracking; documentation of services/goods delivered; safeguarding funds, property and other assets; and management of grant term extensions.
  - b. Risk Assessment showed an increased likelihood of fraud, waste and abuse occurring and not being identified in the normal course of employees' duties, also decreases the likelihood of employees or clients reporting fraud, waste and abuse. Grantee does not have a robust fraud awareness program.
  - c. Risk Assessment showed an increased likelihood of unallowable costs or services, audit findings and questioned costs that would be required to be returned to the state and federal government.
  - d. Grantee only requires training on cost principles and allowability of costs for fiscal staff.
  - e. Risk assessment indicates that the grantee organization does not have procurement policies compliant with 2 CFR 200.310-316.
  - f. Risk assessment indicates that the grantee organization does not have property standards compliant with 2 CFR 200.310-316.
  - g. Risk Assessment indicates that grantee organization's policies and procedures do not include adequate board or governing body oversight, intended to reduce the potential for fraud, waste and abuse.
3. The following action(s) are needed to remove the additional award conditions.
  - a. Grantee must implement new or enhanced systems, mitigating controls, and written policies and procedures.

b. Grantee must implement a fraud awareness program including information on how to report fraud, waste and abuse without fear of retaliation. This program must be compliant with the Illinois Whistleblower Act (740 ILCS 174/).

c. Grantee must implement new or enhanced systems, mitigating controls, and written policies and procedures.

d. Grantee must train all staff with grant administration duties on Cost Principles and allowability of costs (2 CFR 200.400).

e. Grantee must implement written procurement policies that meet the minimum requirements under 2 CFR 200.317-326.

f. Grantee must implement new or enhanced systems, mitigating controls, and written policies and procedures.

30) The governing body or board should be aware of all significant personnel issues.

D. If applicable, additional award conditions will be removed promptly once documentation is received demonstrating that the conditions that prompted them have been corrected.

## **PART TWO – THE GRANTOR-SPECIFIC TERMS**

In addition to the uniform requirements in PART ONE, the Grantor has the following additional requirements for its Grantee:

For this Agreement, the National Oceanic and Atmospheric Administration (NOAA) is the Federal awarding agency, as they awarded this financial assistance agreement to Grantor. The Grantor is the pass-through entity, Grantor's awarding official is listed in Exhibit D and can be contacted at [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov). Grantee is the subaward recipient.

### **Administrative Conditions**

#### **1. EXTENSION OF PROJECT/BUDGET PERIOD EXPIRATION DATE**

If a no cost time extension is necessary to extend the period of availability of funds (budget period), the Grantee must submit a written request to the Grantor, including a justification as to why additional time is needed, revised timelines and milestones, and an estimated date of completion, to Grantor prior to the budget/project period expiration dates. The extension request should be submitted to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov) at least 90 days before the project expiration date.

#### **2. GENERAL TERMS AND CONDITIONS**

The Grantee agrees to comply with the current Department of Commerce Financial Assistance Standard Terms and Conditions available at:

[http://www.osec.doc.gov/oam/grants\\_management/policy/documents/DOC\\_Standard\\_Terms\\_12\\_26\\_2014.pdf](http://www.osec.doc.gov/oam/grants_management/policy/documents/DOC_Standard_Terms_12_26_2014.pdf)

and NOAA Standard Award Conditions available at:

[http://www.habitat.noaa.gov/partners/toolkits/ffo/NOAA\\_Standard\\_Award\\_Conditions\\_2012.pdf](http://www.habitat.noaa.gov/partners/toolkits/ffo/NOAA_Standard_Award_Conditions_2012.pdf). These terms

and conditions are in addition to the assurances and certifications made as part of the award and the terms, conditions or restrictions cited throughout the award.

#### **3. OTHER FEDERAL AWARDS WITH SIMILAR PROGRAMMATIC ACTIVITIES**

The Grantee shall immediately provide written notification to the Department in the event that, subsequent to receipt of this award, other financial assistance is received to support or fund any portion of the scope of work incorporated into this award. The Department will not pay for costs that are funded by other sources.

#### **4. PROHIBITION AGAINST ASSIGNMENT BY THE NON-FEDERAL ENTITY**

The Grantee shall not transfer, pledge, mortgage, or otherwise assign the award, or any interest therein, or any claim arising thereunder, to any party or parties, banks, trust companies, or other financing or financial institutions without the express written approval of the Department and NOAA.

#### **5. DISCLAIMER PROVISIONS**

a. The United States expressly disclaims any and all responsibility or liability to the Grantee or third persons for the actions of the Grantee or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any subaward, contract, or subcontract under this award.

b. The acceptance of this award or any subaward by the Grantee does not in any way constitute an agency relationship between the United States and the Grantee.

#### **6. NON-FEDERAL SHARE/ MATCH**

The non-Federal share (also called Match), whether in cash or in-kind, is to be paid out at the same general rate as the Federal share. Exceptions to this requirement may be granted by the Department based on sufficient

documentation demonstrating previously determined plans for, or later commitment of, cash or in-kind contributions. In any case, the Grantee must meet its cost share commitment over the life of the award; failure to do so may result in the assignment of special award conditions or other further action.

#### **7. COMPETITION AND CODES OF CONDUCT FOR SUBAWARDS**

**a.** The Grantee must be alert to organizational conflicts of interest as well as other practices among subrecipients that may restrict or eliminate competition.

**b.** The Grantee shall maintain written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of subawards. No employee, officer, or agent shall participate in the selection, award, or administration of a subaward supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization in which he/she serves as an officer or which employs or is about to employ any of the parties mentioned in this section, has a financial interest or other interest in the organization selected or to be selected for a subaward. The officers, employees, and agents of the Grantee shall neither solicit nor accept anything of monetary value from subrecipients. However, the Grantee may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct shall provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient.

**c.** A financial interest may include employment, stock ownership, a creditor or debtor relationship, or prospective employment with the organization selected or to be selected for a subaward. An appearance of impairment of objectivity could result from an organizational conflict where, because of other activities or relationships with other persons or entities, a person is unable or potentially unable to render impartial assistance or advice. It could also result from non-financial gain to the individual, such as benefit to reputation or prestige in a professional field.

#### **8. APPLICABILITY OF PROVISIONS TO SUBAWARDS, CONTRACTS, AND SUBCONTRACTS**

**a.** The Grantee shall include the following notice in each request for applications or bids for a subaward, contract, or subcontract, as applicable:

*Applicants/bidders for a lower tier covered transaction (except procurement contracts for goods and services under \$25,000 not requiring the consent of a DOC official) are subject to Subpart C of 2 C.F.R. Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)." In addition, applicants/bidders for a lower tier covered transaction for a subaward, contract, or subcontract greater than \$100,000 of Federal funds at any tier are subject to 15 C.F.R. Part 28, "New Restrictions on Lobbying." Applicants/bidders should familiarize themselves with these provisions, including the certification requirement. Therefore, applications for a lower tier covered transaction must include a Form CD-512, "Certification Regarding Lobbying--Lower Tier Covered Transactions," completed without modification.*

**b. Required subaward and contract provisions:**

**i.** The Grantee shall include a term or condition in all lower tier covered transactions (subawards, contracts, and subcontracts), that the award is subject to Subpart C of 2 C.F.R. Part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)."

**ii.** The Grantee shall include a statement in all lower tier covered transactions (subawards, contracts, and subcontracts) exceeding \$100,000 in Federal funds, that the subaward, contract,

or subcontract is subject to 31 U.S.C § 1352, as implemented at 15 C.F.R. Part 28, “New Restrictions on Lobbying.” The Grantee shall further require the subrecipient, contractor, or subcontractor to submit a completed “Disclosure of Lobbying Activities” (Form SF-LLL) regarding the use of non-Federal funds for lobbying. The Form SF-LLL shall be submitted within 15 days following the end of the calendar quarter in which there occurs any event that requires disclosure or that materially affects the accuracy of the information contained in any disclosure form previously filed. The Form SF-LLL shall be submitted from tier to tier until received by the recipient. The recipient must submit all disclosure forms received, including those that report lobbying activity on its own behalf, to the Grants Officer within 30 days following the end of the calendar quarter.

## 9. ADDITIONAL FEDERAL STATUTORY REQUIREMENTS

### a. Additional Nondiscrimination Statutory Provisions

- i. Title IX of the Education Amendments of 1972 (20 USC1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities;
- ii. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), Grantee must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.
  - A. Parts II and III of E.O. 11246, “Equal Employment Opportunity,” (30 FR 12319, 1965), 2F3 which requires Federally assisted construction contracts to include the nondiscrimination provisions of §§ 202 and 203 of E.O. 11246 and Department of Labor regulations implementing E.O. 11246 (41 C.F.R. § 60-1.4(b), 1991).
  - B. E.O. 13166 (65 FR 50121, 2000), “Improving Access to Services for Persons With Limited English Proficiency,” requiring Federal agencies to examine the services provided, identify any need for services to those with limited English proficiency (LEP), and develop and implement a system to provide those services so LEP persons can have meaningful access to them. The Department of Commerce issued policy guidance on March 24, 2003 (68 FR 14180) to articulate the Title VI prohibition against national origin discrimination affecting LEP persons and to help ensure that non-Federal entities provide meaningful access to their LEP applicants and beneficiaries.

## 10. ADDITIONAL ENVIRONMENTAL AND NATURAL RESOURCES CONSERVATION REQUIREMENTS

### a. Federal environmental and natural resources conservation statutes and authorities:

- i. **The National Environmental Policy Act (42 U.S.C. §§ 4321 *et seq.*).** Non-Federal entities are required to identify to the awarding agency any impact an award will have on the quality of the human environment, and assist the agency in complying with NEPA. Non-Federal entities may also be requested to assist DOC in drafting an environmental assessment or environmental impact statement if DOC determines such documentation is required.
- ii. **The National Historic Preservation Act (16 U.S.C. §§ 470 *et seq.*).** Non-Federal entities are required to identify to the awarding agency any effects the award may have on properties included on or eligible for inclusion on the National Register of Historic Places. Non-Federal entities may also be requested to assist DOC in consulting with State or Tribal Historic

reservation Officers or other applicable interested parties necessary to identify, assess, and resolve adverse effects to historic properties.

- iii. **Executive Order 11988 (“Floodplain Management”) and Executive Order 11990 (“Protection of Wetlands”).** Non-Federal entities must identify proposed actions in Federally defined floodplains and wetlands to enable DOC to make a determination whether there is an alternative to minimize any potential harm.
  - iv. **Clean Air Act.** Non-Federal entities must comply with the provisions of the Clean Air Act (42 U.S.C. §§ 7401 *et seq.*), Clean Water Act (33 U.S.C. §§ 1251 *et seq.*), and E.O. 11738 (38 FR 25161, 1973) (“Providing for administration of the Clean Air Act and the Federal Water Pollution Control Act with respect to Federal contracts, grants or loans”), and shall not use a facility on the Environmental Protection Agency’s (EPA) List of Violating Facilities.
  - v. **The Flood Disaster Protection Act (42 U.S.C. §§ 4002 *et seq.*).** Flood insurance, when available, is required for Federally-assisted construction or acquisition in flood-prone areas.
  - vi. **The Endangered Species Act (16 U.S.C. §§ 1531 *et seq.*).** Non-Federal entities must identify any impact or activities that may involve a threatened or endangered species.
  - vii. **The Coastal Zone Management Act (16 U.S.C. §§ 1451 *et seq.*).** Funded projects must be consistent with a coastal State’s approved management program for the coastal zone.
  - viii. **The Coastal Barriers Resources Act (16 U.S.C. §§ 3501 *et seq.*).** Only in certain circumstances can Federal funding be provided for actions within a Coastal Barrier System.
  - ix. **The Wild and Scenic Rivers Act (16 U.S.C. §§ 1271 *et seq.*).** This Act applies to awards that may affect existing or proposed components of the National Wild and Scenic Rivers system.
  - x. **The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. §§ 300f *et seq.*).** This Act precludes Federal assistance for any project that the EPA determines may contaminate a sole source aquifer so as to threaten public health.
  - xi. **The Resource Conservation and Recovery Act (42 U.S.C. §§ 6901 *et seq.*).** This Act regulates the generation, transportation, treatment, and disposal of hazardous wastes, and also provides that non-Federal entities give preference in their procurement programs to the purchase of recycled products pursuant to EPA guidelines.
  - xii. **The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA, commonly known as Superfund) (42 U.S.C. §§ 9601 *et seq.*) and the Community Environmental Response Facilitation Act (42 U.S.C. § 9601 note *et seq.*).** These requirements address responsibilities related to hazardous substance releases, threatened releases and environmental cleanup. There are also reporting and community involvement requirements designed to ensure disclosure of the release or disposal of regulated substances and cleanup of hazards to state and local emergency responders.
  - xiii. **Executive Order 12898 (“Environmental Justice in Minority Populations and Low Income Populations”).** Federal agencies are required to identify and address the disproportionately high and adverse human health or environmental effects of Federal programs, policies, and activities on low income and minority populations.
- b. **State of Illinois natural resources conservation statutes:**
- i. **Illinois Department of Natural Resources (Conservation Law), 20 ILCS 805** – to accept, receive, expend and administer, including by grant, agreement, or contract, those funds that are made available to the Department from the federal government...in the exercise of its statutory powers and duties and to adopt and enforce rules and regulations necessary to the performance of its statutory duties.
  - ii. **Illinois Interagency Wetland Policy Act of 1989, 20 ILCS 830** – to preserve, enhance, and create wetlands where possible and avoid adverse impacts to wetlands and to increase the quality and

quantity of State’s wetland resources base to promote no overall net loss of the State’s existing wetlands acres or their functional value due to State supported activities.

- iii. **Illinois State Parks Act, 20 ILCS 835** – for care, control, supervision and managing all lands and State parks acquired by the State.
- iv. **Illinois State Park Designation Act, 20 ILCS 840** – for designating certain state areas as state parks, memorials, parkways, boating access areas, recreational areas and conservation areas.
- v. **Illinois Wild and Scenic River Area Act, 10 ILCS 855** – to cooperate with appropriate federal agencies including U.S. Departments of the Interior and Agriculture, in accordance with the provision of the federal Wild and Scenic Rivers Act, 16 U.S.C. Sec 1271 et seq., and to develop a comprehensive state wide outdoor recreational plan for financial assistance under the federal Land and Water Conservation Fund Act of 1965, 16 U.S.C. Sec. 4601 et seq.
- vi. **Illinois Outdoor Recreation Resources Act, 20 ILCS 860** – to participate with Federal assistance programs for the development and planning of outdoor recreation resources and for the acquisition of lands and waters, historically significant properties, and interests therein.
- vii. **Recreational Trails Act of Illinois, 20 ILCS 862** – to develop a comprehensive recreational trails program for the State to promote recreation and conservation.
- viii. **Illinois Conservation Foundation Act, 20 ILCS 880** – to promote, support, assist, and encourage charitable, education, scientific and recreational programs, projects and policies of the Illinois Department of Natural Resources.
- ix. **Illinois Historic Preservation Act, 20 ILCS 341** – to maximize the preservation of historic resources through active use for such historic resources, dissemination of information, providing technical assistance, interpretive programs, and other assistance to person involved in preservation activities.
- x. **Illinois Forest Fire Protection District Act, 425 ILCS 40** – to create and maintain an intensive forest fire protection district system within the State for the purpose of regulating the burning of combustible materials on forest, marsh, field, cutover or other public lands within the State.
- xi. **Illinois Prescribed Burning Act, 525 ILCS 37** – to conduct prescribed burns of forest, grasslands, and wetlands in the State to reduce and control naturally occurring vegetation fuels and to promote ecological, forest, wetland, wildlife management and grassland management programs.
- xii. **Illinois Fish and Aquatic Code, 515 ILCS 5** – to take all measure necessary for the conservation, distribution, introduction, and restoration of aquatic life within the State, any adjoining interstate and any international waters.
- xiii. **Illinois Wildlife Code, 520 ILCS 5** - to manage wildlife and regulate the taking of wildlife in order to provide public recreation and controlling wildlife populations within the State in conjunction with the Illinois Criminal Code, 720 ILCS 5/48 - Animals.
- xiv. **Illinois Endangered Species Protection Act, 520 ILCS 10** – to prohibit the possession, taking, disposal, or transport of specimens or products of animals of plants of species in danger of extinction and statewide extirpation.
- xv. **Illinois Natural Areas Preservation Act, 525 ILCS 30** – to preserve and protect all areas within the State that are expressly designate by law for preservation in their natural condition as value for scientific research, teaching, habitats for rare and vanishing species, historic and natural interest, scenic beauty, natural museums of native landscapes, and contribution to the general environmental quality of the State for the people of present and future generations.

**11. Criminal and Prohibited Activities.** The Copeland “Anti-Kickback” Act (18 U.S.C. § 874), prohibits a person or organization engaged in a Federally-supported project from enticing an employee working on the project from giving up a part of his compensation under an employment contract. The Copeland “Anti-Kickback” Act also applies to contractors and subcontractors pursuant to 40 U.S.C. § 3145.

**12. Foreign Travel.** Each Grantee shall comply with the provisions of the Fly America Act (49 U.S.C. § 40118). The implementing regulations of the Fly America Act are found at 41 C.F.R. §§ 301-10.131 through 301-10.143.

**13. Increasing Seat Belt Use in the United States.** Pursuant to E.O. 13043 (62 FR 19217, 1997), non-Federal entities should encourage employees and contractors to enforce on-the-job seat belt policies and programs when operating company-owned, rented, or personally owned vehicles.

**14. Research Involving Human Subjects.** All proposed research involving human subjects must be conducted in accordance with 15 C.F.R. Part 27, "Protection of Human Subjects." No research involving human subjects is permitted under this award unless expressly authorized by special award condition, or otherwise in writing by IDNR and the NOAA Grants Officer.

**15. Federal Employee Expenses.** Federal agencies are generally barred from accepting funds from a Grantee to pay transportation, travel, or other expenses for any Federal employee. Use of award funds (Federal or non-Federal) or the Grantee's provision of in-kind goods or services, for the purposes of transportation, travel, or any other expenses for any Federal employee may raise appropriation augmentation issues. In addition, DOC policy prohibits the acceptance of gifts, including travel payments for Federal employees, from non-Federal entities or applicants regardless of the source.

**16. Minority Serving Institutions Initiative**

Pursuant to E.O.s 13555 ("White House Initiative on Educational Excellence for Hispanics") (75 FR 65417, 2010), 13592 ("Improving American Indian and Alaska Native Educational Opportunities and Strengthening Tribal Colleges and Universities") (76 FR 76603, 2011), and 13532 ("Promoting Excellence, Innovation, and Sustainability at Historically Black Colleges and Universities") (75 FR 9749, 2010), the Department of Commerce is strongly committed to broadening the participation of minority serving institutions (MSIs) in its financial assistance programs. DOC's goals include achieving full participation of MSIs in order to advance the development of human potential, strengthen the Nation's capacity to provide high-quality education, and increase opportunities for MSIs to participate in and benefit from Federal financial assistance programs. DOC encourages all applicants and non-Federal entities to include meaningful participation of MSIs. Institutions eligible to be considered MSIs are listed on the Department of Education website.

**17. Research Misconduct.** The DOC adopts, and applies to financial assistance awards for research, the "Federal Policy on Research Misconduct" (Federal Policy) issued by the Executive Office of the President's Office of Science and Technology Policy on December 6, 2000 (65 FR 76260).

**18. The Trafficking Victims Protection Act of 2000 (22 U.S.C. § 7104(g)), as amended, and the implementing regulations at 2 C.F.R. Part 175.** The Trafficking Victims Protection Act of 2000 authorizes termination of financial assistance provided to a private entity, without penalty to the Federal Government, if any Grantee engages in certain activities related to trafficking in persons. The Department of Commerce incorporates the following award term required by 2 C.F.R. § 175.15(b). See <http://www.gpo.gov/fdsys/pkg/CFR-2012-title2-vol1/pdf/CFR-2012-title2-vol1-sec175-15.pdf>

**19. Federal Financial Assistance Planning During a Funding Hiatus or Government Shutdown**

This term sets forth initial guidance that will be implemented for Federal assistance awards in the event of a lapse in appropriations, or a government shutdown. The Grants Officer may issue further guidance prior to an anticipated shutdown.

- a. Unless there is an actual rescission of funds for specific grant obligations, non-Federal entities under Federal financial assistance awards for which funds have been obligated generally will be able to continue

to perform and incur allowable expenses under the award during a funding hiatus. Non-Federal entities are advised that ongoing activities by Federal employees involved in grant administration (including payment processing) or similar operational and administrative work cannot continue when there is a funding lapse. Therefore, there may be delays, including payment processing delays, in the event of a shutdown

**PART THREE – THE PROJECT-SPECIFIC TERMS**

In addition to the uniform requirements in **PART ONE** and the Grantor-Specific Terms in **PART TWO**, the Grantor has the following additional requirements for this Project:

**PART THREE – THE PROJECT-SPECIFIC TERMS**

In addition to the uniform requirements in **PART ONE** and the Grantor-Specific Terms in **PART TWO**, the Grantor has the following additional requirements for this Project:

**A. General Programmatic Conditions**

**1. PILOT PROGRAM FOR ENHANCEMENT OF EMPLOYEE WHISTLEBLOWER PROTECTIONS**

The National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. No. 112-239, enacted January 2, 2013 and codified at 41 U.S.C. § 4712) includes a pilot program of whistleblower protection. It applies to all DOC awards, subawards, or contracts under awards issued beginning July 1, 2013 through January 1, 2017. The following term implements that law:

In accordance with 41 U.S.C. § 4712, an employee of a non-Federal entity or contractor under a Federal award or subaward may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of gross mismanagement of a Federal award, subaward, or a contract under a Federal award or subaward, a gross waste of Federal funds, an abuse of authority relating to a Federal award or subaward or contract under a Federal award or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal award, subaward, or contract under a Federal award or subaward. These persons or bodies include:

- a) A Member of Congress or a representative of a committee of Congress.
- b) An Inspector General.
- c) The Government Accountability Office.
- d) A Federal employee responsible for contract or grant oversight or management at the relevant agency.
- e) An authorized official of the Department of Justice or other law enforcement agency.
- f) A court or grand jury.
- g) A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Non-Federal entities and contractors under Federal awards and subawards shall inform their employees in writing of the rights and remedies provided under 41 U.S.C. § 4712, in the predominant native language of the workforce.

**2. SIGNAGE**

For all on-the-ground projects and for those educational projects that include permanent signs, grantees must identify the project and acknowledge this grant on at least one sign located near or at the entrance to the project site as set out in the **Manual for Grantees** (<http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>)

**3. Publications, Videos, and Acknowledgment of Sponsorship**

- a. Publication of results or findings in appropriate professional journals and production of video or other media is encouraged as an important method of recording, reporting and otherwise disseminating information and expanding public access to federally-funded projects (e.g., scientific research).
- b. Grantees may be required to submit a copy of any publication materials, including but not limited to print, recorded, or Internet materials, to the funding agency.

c. All publications, written documents, news articles, TV and radio releases, interviews, websites and personal presentations that relate to this project must credit the Department and the National Oceanic and Atmospheric Administration (NOAA), as set out in the **Manual for Grantees** (<http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>).

**B. Subaward Specific Rules**

Grantee is a subaward recipient and is subject to the following rules:

**1. RISK LEVEL & ADDITIONAL REQUIREMENTS**

Pursuant to 2 CFR 200.207, the Department conducted a risk assessment to determine Grantee’s risk level. Grantee’s individual risk level and any additional conditions are included in this Agreement at Attachment H. At any time during or before the term of this Agreement, the Department may impose additional requirements under 2 CFR 200.207 that reflect the Department’s assessment of the subrecipient’s risk of noncompliance with Federal statutes, regulation and the terms and conditions of the subaward based on the factors described at 2 CFR 200.331(b).

a. Risk factors may include:

- i. Prior experience with same or similar subawards;
- ii. Results of previous audits;
- iii. Whether new or substantially changes personnel or systems, and;
- iv. Extent and results of Federal awarding agency or the Department’s monitoring

b. Examples of additional requirements authorized by 2 CFR 200.207 include:

- i. Requiring payments as reimbursements rather than advanced payments;
- ii. Withholding authority to proceed in the next phase until receipt of the evidence of acceptable performance within a given period of performance;
- iii. Requiring additional, more detailed financial reports;
- iv. Requiring additional project monitoring;
- v. Requiring the non-Federal entity to obtain technical or management assistance, and;

- vi. Establishing additional prior approvals.

## **2. ACCESS TO RECORDS**

In addition to other record access requirements in this Agreement, the Grantee must provide access to subaward records so that the Department and Federal auditors may verify compliance with 2 CFR 200.311 as well as 2 CFR Part 200, Subpart D, Post Federal Award Requirements for Financial and Program Management, and 2 CFR Part 200, Subpart F, Audit Requirements. Examples of records include but are not limited to:

- a. Subrecipient financial statements and reports;
- b. Programmatic reports including information on environmental results; and
- c. Audit findings.

## **C. Reporting Requirements**

### **1. REPORT SUBMISSION INSTRUCTIONS**

Grantee must submit reports via email to [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov) unless otherwise instructed. Physical copies of final report materials must be sent to the following address:

Illinois Department of Natural Resources  
 Coastal Management Program  
 160 N. LaSalle, S-703  
 Chicago, IL 60601  
 Attn: Coastal Grants Program

**PHONE:** 312-814-1405

**EMAIL:** [DNR.CMP@illinois.gov](mailto:DNR.CMP@illinois.gov)

**WEBSITE:** <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>

### **2. FEDERAL EQUIPMENT REPORT**

A Federal Equipment Report Form (which must be completed on the Federal Equipment Report form available at <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>) is due 60 days following the end of the grant term, for all grants that include the purchase of equipment. The Federal Equipment Report will include a description of the item purchased, the model number, serial number, date of purchase, purchase price, current location and the name and telephone number of the individual responsible for each equipment item purchased. Upon request of the Department, the Grantee will make available for inspection by the Department all equipment purchased with funds from this grant.

### **3. PERIODIC PERFORMANCE REPORTS**

The Periodic Performance Reports (See Part I, Article 14.1) are due no later than thirty days after each quarter unless a different schedule is specified in Exhibit H. If a listed due date falls on a state holiday, federal holiday, or weekend, the report due date moves to the first business day after the listed due date. The Periodic Performance Report must be completed on the Periodic Performance Report form available at <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>)

January 30th for the period of October 1 – December 31

April 30th for the period of January 1 – March 31

July 30th for the period of April 1 – June 30

October 30th for the period of July 1 – September 30

#### 4. CLOSE OUT REPORTS AND CLOSEOUT PACKAGES

The Close Out Report, as outlined in Part I, Article 14, is due 60 days following the end of the grant term and must include:

- Periodic Performance Report for the final quarter
- Project Summary Narrative* - This narrative should summarize all work completed as part of this grant-funded project and must include the following:
  - Project Title, Grant Number, and Date you are submitting your report
  - Description of the project scope
  - Discussion of any special considerations or problems encountered, and how they were overcome
  - Results and outcomes of your project
  - Quotes or anecdotes from project participants, public officials, or public meeting attendees
  - Next steps and future use of project results.
  - Brief description for any publications, reports, and datasets and dissemination methods.
  - Link(s) to any websites or social media profiles created as part of your project.
- Photos*
- Electronic and hard copies of all final products*

Closeout reports are one component of the Closeout Package, which must also include

- Periodic Reimbursement Request for the final quarter
- For Habitat Projects: .kmz or shapefile of treated or restored areas
- Remaining Grant Funds Acknowledgement Form* if applicable
- Annual Financial Report* if applicable
- Federal Equipment Report* if applicable

Submission instructions are provided in the Manual for Grantees available at (<http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>).

#### 5. REIMBURSEMENT REQUESTS

**a.** Grantee shall submit Billings and Periodic Financial Reports (see Part I, Article 4.7 and Article 13.1) using the Periodic Reimbursement Request Form (available at <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>). Grantee shall file reports quarterly on the same schedule as Periodic Performance Reports unless a different schedule is specified in Exhibit H, along with copies of all source documentation that provides evidence of expenditures (see Part I, Article 7.8 (b)). Grantee has thirty (30) days after the end of the reporting period in which to submit the request (see Part I, Article 4.7).

**b.** At the termination of the grant, if there are unspent funds, Grantee shall notify the Department in writing that the entirety of the grant was not spent and the amount of funds remaining and must acknowledge that these funds will not be available for reimbursement in the future. Grantee must use the *Remaining Grant Funds Acknowledgement Form*, available at <http://www.dnr.illinois.gov/cmp/pages/granteeinformation.aspx>

**EXTENSION TO TOLLING AGREEMENT**

This Extension to Tolling Agreement is made and entered into as of January 31, 2020, by and between Illinois Metropolitan Investment Fund ("IMET"), on the one hand, and the Park District of Highland Park on the other hand (collectively "the Parties").

The Parties agree that Paragraph 7 of the tolling agreement by and between the Parties dated March 13, 2015 (the "Tolling Agreement") shall be amended to read as follows: "If not terminated earlier as provided in the 30 Day Notice provision of Paragraph 6, the Tolling Agreement shall terminate on January 31, 2021."

All of the other provisions of the Tolling Agreement remain unchanged.

**Illinois Metropolitan Investment Fund**



By: Randall M. Lending  
One of its Attorneys

Dated: 12/11/19

**Park District of Highland Park**

By: \_\_\_\_\_

Dated: \_\_\_\_\_



# Memorandum

**To:** Park Board of Commissioners

**From:** Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

**Date:** January 28, 2020

**Subject:** **Resolution 2020-01 to Amend the Fiscal Year 2020 Operating Budget**

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During preparation for the Park District's bond issuance, it was determined that the budgeted bond proceeds of \$7,100,000 were allocated to the Debt Service Fund and should have been budgeted for in the Capital Fund. As a result, staff recommends an amendment to the 2020 operating budget, to move the \$7,100,000 budgeted bond proceeds from the Debt Service Fund to the Capital Fund. Furthermore, staff recommends the Park Board of Commissioners approve resolution 2020-01 to amend the fiscal year 2020 operating budget. After this Resolution is executed, the Resolution 2020-01 shall be filed in the permanent records of the District.

**PARK DISTRICT OF HIGHLAND PARK  
HIGHLAND PARK, ILLINOIS**

**RESOLUTION 2020-01**

**A RESOLUTION TO AMEND THE FISCAL YEAR 2020 OPERATING BUDGET**

**WHEREAS**, the Park District of Highland Park (the "District") is an Illinois park district organized and operating under the Illinois Park District Code, 70 ILCS 1205/1, et seq. (the "Code"), and all laws supplemental thereto;

**WHEREAS**, the District deems it necessary for the Park District of Highland Park to make an amendment to the 2020 budget, to move the budgeted bond proceeds from the Debt Service Fund to the Capital Fund; and

**WHEREAS** the Board of Park Commissioners approved the 2020 Operating Budget on December 12, 2019; and

**WHEREAS**, the District will amend the budget to reflect the bond proceeds in the Capital Fund, versus the currently approved budget that reflects the proceeds in the Debt Service Fund in error.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Park Commissioners of the Park District of Highland Park, as follows:

**SECTION 1.** The Board of Commissioners hereby amends the fiscal year operating budget for the 2020 Fiscal Year. The bond proceeds in the amount of \$7,100,000 to be moved from the Debt Service Fund to the Capital Fund. The budget amendment is hereby approved for all purposes.

**SECTION 2.** A copy of this Resolution amending the fiscal year 2020 budget shall be attached to the meeting minutes of January 28, 2020.

**SECTION 3.** The President and Secretary of the Board are hereby authorized and directed to execute this Resolution. After this Resolution is executed, an original Resolution shall be filed in the permanent records of the District.

RESOLVED, PASSED AND APPROVED this 28th Day of January 2020, at  
Highland Park, Illinois.

**AYES:** \_\_\_\_\_

\_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED:**

\_\_\_\_\_  
President, Brian Kaplan, President

**ATTEST:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Secretary, Board of Park Commissioners



# Memorandum

**To:** Park Board of Commissioners  
**From:** Mitch Carr, Director of Recreation and Facilities; Brian Romes, Executive Director  
**Date:** January 28, 2020  
**Subject:** **APPROVE RESOLUTION 2020-02 AUTHORIZING A CONTRACT FOR PROCUREMENT OF THE HIDDEN CREEK AQUAPARK POOL FILTRATION SYSTEM**

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## **Background**

The water filtration system at Hidden Creek AquaPark (HCAP) has been servicing the pool for 22 seasons. The recent performance of the filters, along with an inspection of the internal filtration system indicates that the system is nearing the end of its useful life. As a result, staff has been planning for a replacement of the current sand filtration system, circulation pumps, and valves as well as reworking and upgrading the system controller.

## **Summary**

At the January 14, 2020, Board Workshop meeting, staff provided the Park Board of Commissioners an update regarding the equipment options to replace the current pool water filtration system. At that time staff shared data to support its recommendation to replace the current system with a Regenerative Filtration system. Staff presented details regarding the two current manufacturers of Regenerative Filtration systems as well as the rationale on why the Paddock Filtrex system is being recommended. Additionally, staff explained that Halogen Supply Company is the exclusive distributor within the state of Illinois of the recommended equipment (Paddock Filtrex EC2100 filtration system).

## **Budget Impact**

<b>Project Budget</b>	<b>\$425,000</b>
Engineering	(\$18,500)
Equipment (including circulation pumps)	(\$235,000)
Estimated Installation	(\$220,000)
Total Estimated Project Expenses	(\$473,500)
<b>Project Over/Under</b>	<b>(48,500)</b>

**Recommendation**

Staff recommends the Park Board of Commissioners award the purchase contract of pool water filtration system for Hidden Creek AquaPark to Halogen Supply Company, Inc., Chicago, IL in the amount of \$235,000 and approve Resolution 2020-02, Authorizing a Contract for Procurement of the Hidden Creek AquaPark Pool Filtration System.

**PARK DISTRICT OF HIGHLAND PARK  
RESOLUTION No. 2020-02**

**RESOLUTION AUTHORIZING A CONTRACT  
FOR PROCUREMENT OF POOL WATER FILTRATION SYSTEM**

**WHEREAS**, the Park District of Highland Park (“Park District”) is an Illinois Park District governed by the Illinois Park District Code, 70 ILCS 1205/1 et seq. and other applicable laws; and

**WHEREAS**, Section 8-1(c) of the Park District Code governs contracts involving expenditures in excess of \$25,000.00 and generally requires that such contracts be let to the lowest responsible bidder after due advertisement of a competitive bid; and

**WHEREAS**, under the provisions of Section 8-1(c), contracts which by their nature are not adapted to award by competitive bidding are not subject to competitive bidding; and

**WHEREAS**, the Park District is in need of certain materials and work to replace the pool water filtration system at Hidden Creek Aqua Park; (“Project”) and

**WHEREAS**, the original equipment manufacturer of the supplies or equipment needed for the Project operates a geographic-based, exclusive distributorship network that results in procurement of such property not being well-adapted for competitive bidding; and

**WHEREAS**, the Park District’s Board of Park Commissioners (“Board”) finds it to be necessary and in the best interest of the Park District and its residents to award a contract for the Project without competitive bidding;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of the Park District of Highland Park, Lake County, Illinois, as follows:

**SECTION 1.** The recitals set forth above are incorporated into this Resolution as the material legislative findings of the Board as though fully restated herein.

**SECTION 3.** The Board finds and determines that Halogen Supply Company is the exclusive distributor within the state of Illinois of the Paddock Filtrex EC2100 filtration system needed for the Project. The Board finds and determines that for the foregoing reasons the procurement of the pool water filtration system for the Project is not subject to competitive bidding

**SECTION 4.** The Executive Director or his designee is hereby authorized and directed to enter into a contract with Halogen Supply Company in an amount not to exceed \$235,000 to acquire the pool water filtration system necessary for the completion of the Project.

**SECTION 5.** All resolutions and ordinances that conflict with this Resolution are hereby waived to the extent of such conflict.

**PRESENTED** to and **PASSED** by the Park District of Highland Park Board of Park Commissioners, this 28 day of January, 2020.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

APPROVED:

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Secretary



# Memorandum

**To:** Park Board of Commissioners  
**From:** Donna Dunn, Director of Human Resources & Risk Management  
Brian Romes, Executive Director  
**Date:** January 28, 2020  
**Subject:** Ordinance #2020-01: Updated Non-Discrimination and Anti-Harassment Policy

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## **Summary**

The Park District of Highland Park Non-Discrimination and Anti-Harassment Policy has been updated to address amendments to the Workplace Transparency Act and is attached for the Park Board's review. Areas highlighted in yellow have been updated or added to the existing policy, per recommended language from PDRMA and review by Ancel Glink. The Policy now includes additional reporting options, reporting procedures if the complaint is against a Board member, non-employee and third-party harassment procedures, and prohibition of the harassment of non-employees.

Public Act 101-0221 requires units of local governments to adopt an ordinance or resolution amending their existing sexual harassment policies to incorporate a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit. Ordinance #2020-01 is also attached for the Park Board's review.

The updated Non-Discrimination and Anti-Harassment Policy will replace the following sections of the Employee Personnel Policy Manual:

- Section 9.4 – Sexual and Other Unlawful Harassment
- Appendix J – Harassment Policy

## **Recommendation**

**Staff recommends approval from the Park Board of Commissioners of Ordinance #2020-01: Non-Discrimination and Anti-Harassment Policy.**

## **NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

### **Introduction**

The District is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including harassment. Therefore, the District expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.

It is the responsibility of each and every employee, intern, officer, official, commissioner, agent, volunteer, and vendor of the District, as well as anyone using the District's facilities, to refrain from sexual and other harassment. The District will not tolerate sexual or any other type of harassment of or by employees, interns, elected officials, or any other person in an employee's work environment. Actions, words, jokes, or comments based on an individual's actual or perceived gender (including gender identity or expression), sex, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, sexual orientation, civil union partnership, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other legally protected characteristic will not be tolerated.

This policy should not, and may not, be used as a basis for excluding or separating individuals because of his or her actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, from participating in business or work-related social activities or discussions in order to avoid allegations of harassment. The law and policies of the District prohibit disparate treatment based on an individual's actual or perceived gender (including gender identity or expression), sex, sexual orientation, civil union partnership, race, color, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, age, religion, disability, order of protection status, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, or any other protected characteristic, with regard to terms, conditions, privileges and prerequisites of employment. The prohibition against harassment, discrimination, and retaliation are intended to complement and further these policies, not to form the basis of an exception to them.

In addition to this Policy and the agency's EEO Policy, the District provides training on discrimination, harassment and retaliation to its employees at or near the time of hire and annually thereafter.

### **Definitions of Harassment**

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
  - a. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
  - b. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the individual; or
  - c. The harassment has the purpose or effect of interfering with the individual's work performance or creating an environment that is intimidating, hostile, or offensive to the individual.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender or sex. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. **Harassment on the basis of any other protected characteristic** is also strictly prohibited. Under this policy, harassment is unwelcome verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of an individual's actual or perceived race, color, religion, gender (including gender identity or expression), sex, sexual orientation, civil union partnership, age, national origin, citizenship status, ancestry, marital status, veteran status, genetic information, unfavorable discharge from military service or military status, disability, order of protection status, pregnancy, childbirth, or a medical condition related to childbirth or pregnancy, or any other characteristic protected by law, or that of an individual's relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings, business-related social events and any other location where the individual is assigned to perform his or her job duties.

***Note: Any employee/ intern engaging in practices or conduct constituting sexual harassment, discrimination, harassment, or retaliation (as discussed later in this policy) of any kind will be subject to disciplinary action, up to and including discharge.***

### **Retaliation is Prohibited**

The District prohibits retaliation against any individual because he or she reports discrimination, harassment, or retaliation, participates in an investigation of such reports, and/or who files a charge of discrimination, harassment, or retaliation. Retaliation against an individual for reporting harassment, discrimination, or retaliation, for participating in an investigation of a claim of harassment, discrimination, or retaliation, or for filing a charge of discrimination, harassment, or retaliation is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including termination of employment.

In addition to the District's prohibition on retaliation, various state and federal laws prohibit retaliation for reports of discrimination, harassment, or retaliation. For instance, protections against retaliation exist under the Illinois Human Rights Act, and, depending on the circumstances, protections against retaliation may exist under the Illinois Whistleblower Act and/or the State Officials and Employee Ethics Act.

### **Complaint Reporting Procedure**

The District strongly urges the reporting of all incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. This policy applies to all full-time, part-time, temporary, and seasonal employees and interns. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination, or retaliation. Therefore, while no fixed reporting period has been established, the Park District strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

The availability of this reporting procedure does not preclude individuals who believe they are being subjected to harassing, discriminatory, or retaliatory conduct from promptly advising the offender that the offender's behavior is unwelcome and requesting that it be discontinued. However, nothing in this policy will require individuals who believe they are being subjected to harassing, discriminatory, or retaliatory behavior to so advise the offender.

If you experience or witness harassment, discrimination, or retaliation of any kind, you should deal with the incident(s) as directly and firmly as possible by clearly communicating your position to your immediate supervisor, your department head, Human Resources, and/or the Director. You should also document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). Written records such as letters, notes, memos, texts, social media postings, tweets, e-mails, and telephone messages can strengthen documentation. It is not necessary that the discrimination, harassment, or retaliation be directed at you to make a complaint.

- Direct Communications with Offender. If there is harassing, discriminatory, or retaliatory behavior in the workplace, and if you feel comfortable doing so, you should directly and clearly express your objection to the offending person(s) regardless of whether the behavior is directed at you. If you are the harassed individual, and if you feel comfortable doing so, you should also clearly state that the conduct is unwelcome and the offending behavior must stop. However, you are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed below. Further, you are not required to directly confront the person who is the source of your report, question, or complaint if you feel uncomfortable doing so. The initial message may be oral or written, but documentation of the notice should be made. If subsequent messages are needed, they should be put in writing.
- Report to Supervisory and Administrative Personnel: At the same time direct communication is undertaken, or in the event, you feel threatened or intimidated by the offending person, you should promptly report the offending behavior to your immediate supervisor, your Department Head, or Human Resources. If you feel uncomfortable doing so, or if your immediate supervisor and/or Department Head and/or Human Resources are the source of the problem, condones the problem or ignores the problem, please report the conduct directly to the Director. If the Director is the source of the problem, condones the problem, or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board.
- Report to Director/President of the Board: An individual may also report incidents of harassment, discrimination, or retaliation directly to the Director. If your complaint alleges harassment, discrimination, or retaliation by the Director, or if the Director condones the problem or ignores the problem, you should immediately report the incident or incidents in writing directly to the President of the Board.
- Complaint Against a Board Member: If a complaint is made about alleged discrimination, harassment or retaliation by an elected official of the District, such as a Commissioner, the allegations should be reported to the Human Resources Department, the President of the Board, or any other Board member not involved in the alleged discrimination, harassment or retaliation. If a complaint is made against an elected official of the District under this Section, the matter must be referred to the District's legal counsel. The complaint and any investigation into the complaint will be thoroughly investigated by the Human Resources Department (or his or her designee) or an independent attorney or consultant and will be independently reviewed by a committee made up of other Board members who are not the subject of the allegations.

When an allegation of discrimination, harassment, or retaliation is reported, an investigation will be conducted within a prompt period of time and appropriate remedial action will be taken when an allegation is determined to be substantiated. At no time will personnel involved in the alleged discrimination, harassment, or retaliation conduct the investigation.

Nothing in this policy precludes a report of discrimination, harassment, or retaliation to the Illinois Department of Human Rights, which is the State agency responsible for enforcing the

Illinois Human Rights Act, as described in the “Conclusion” section below. Further, the IDHR maintains a hotline for confidential reports of sexual harassment: 877-236-7703.

### **Harassment Allegations Against Non-Employees/Third Parties**

If you make a complaint alleging harassment, discrimination, or retaliation against an agent, vendor, supplier, contractor, volunteer or person using District programs or facilities, the Director (or his or her designee) will promptly investigate the incident(s) and determine the appropriate remedial action if any. The District will take reasonable efforts to protect you from further contact with such persons when warranted or will take other reasonable steps to remediate the situation.

***Important Notice to All Employees: Individuals who have experienced conduct they believe is contractor to this policy have an obligation to take advantage of the complaint reporting procedure.***

### **Harassment Allegations by Elected Officials Against Other Elected Officials**

Alleged harassment by one elected official against another can be reported to the District’s Board President. If the Board President is the person reporting the harassment or is implicated by the allegation, the report can be made to any other District commissioner. If a complaint is made against an elected official of the District by another elected official of the District under this Section, the matter must be referred to the District’s legal counsel. The allegations of the complaint will be thoroughly investigated through an independent review, which may include referring the matter to a qualified, independent attorney or consultant to review and investigate the allegations. Further, if warranted (as determined, where possible, by a committee of the other commissioners who are not the reporting official or the official who is the subject of the complaint), reasonable remedial measures will be taken.

### **Harassment of Non-Employees**

Harassment of non-employees by employees is strictly forbidden and will be subject to discipline, up to and including termination. If a non-employee has a complaint of harassment, the non-employee should notify the Park District’s Human Resources Department. If the Human Resources Department is implicated by the allegation, the report can be made to the Director of the District. If both the Human Resources Department and the Director are implicated by the allegation, the report can be made to the Board President. The allegations of the complaint will be thoroughly investigated by the Human Resources Department, Director, or Board President (or his or her designee) as appropriate and, if warranted, reasonable remedial measures will be taken. For the purposes of this Section, “non-employee” means a person who is not otherwise an employee of the agency and is directly performing services for the employer pursuant to a contract with the employer; it includes contractors and consultants.

### **Responsibility of Supervisors and Witnesses**

Any supervisory or managerial employee who becomes aware of any possible sexual or other harassment, discrimination, and/or retaliation of or by any individual should immediately

advise the Director, and the Director (or his or her designee) will investigate the conduct promptly and take prompt remedial action if the allegations are substantiated.

All individuals are encouraged to report incidents of harassment, discrimination, and retaliation, regardless of who the offender may be or whether or not you are the intended victim.

### **The Investigation**

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The District will make every reasonable effort to conduct an investigation in a responsible and confidential manner. However, it is impossible to guarantee absolute confidentiality, as the District must be able to fully investigate and take prompt remedial action when necessary. The investigation may include individual interviews with the parties involved, and where necessary, with individuals who may have observed the alleged conduct or may have other knowledge relevant to the allegations. The District reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment, discrimination, or retaliation. You must cooperate in any investigation of workplace wrongdoing or risk disciplinary action, up to and including termination of employment.

### **Responsive Action**

After investigation, the District will determine whether a complaint of harassment, discrimination, or retaliation has been substantiated or not based on a review of the facts and circumstances of each situation. Misconduct constituting a violation of this policy (such as engaging in harassment, discrimination, or retaliation), will be dealt with appropriately. Appropriate responsive action for a substantiated complaint may include, by way of example only: training, referral to counseling, and/or disciplinary action (such as warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay or termination of employment), as the District believes appropriate under the circumstances.

### **False and Frivolous Complaints**

Given the possibility of serious consequences for an individual accused of sexual or other harassment, discrimination, or retaliation, complaints made in bad faith or otherwise false and frivolous charges are considered severe misconduct and may result in disciplinary action, up to and including dismissal.

### **Conclusion**

In summary, employees have a right to: be free from unlawful discrimination, harassment or retaliation in the workplace (see this Policy and the agency's EEO Policy); file a charge of discrimination, harassment or retaliation (see this Policy); and obtain reasonable accommodations, such as those based on pregnancy, childbirth, or medical conditions related to pregnancy or childbirth (see the District's ADA Policy and Pregnancy Discrimination Policy).

While we hope to be able to resolve any complaints of discrimination, harassment, or retaliation within the District, we acknowledge your right to contact the Illinois Department of

Human Rights (IDHR) at the James R. Thompson Center, 100 West Randolph Street, Suite 10-100, Chicago, Illinois 60601, about filing a formal complaint. The IDHR also has a reporting hotline, which includes a method for the intake of anonymous phone calls regarding allegations of sexual harassment. If the IDHR determines that there is sufficient evidence of harassment to proceed further, it will file a complaint with the Illinois Human Rights Commission (HRC), located at the same address on the fifth floor. If the IDHR does not complete its investigation within 365 days, you may file a complaint directly with the HRC between the 365th and the 395th day.

**ORDINANCE NO. 2020-01**

**ORDINANCE APPROVING AN AMENDMENT TO THE PARK DISTRICT OF HIGHLAND PARK  
NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

**WHEREAS**, The Illinois General Assembly has enacted Public Act 101-0221, effective August 9, 2019 (the "Act"); and

**WHEREAS**, a portion of the Act requires units of local governments to adopt an ordinance amending their existing sexual harassment policies to incorporate a mechanism for reporting and independent review of allegations of sexual harassment made against an elected official of the governmental unit by another elected official of a governmental unit; and

**WHEREAS**, the Board of Commissioners of the Park District of Highland Park has determined, and hereby declares, that it is necessary and in the best interests of the District and its residents to modify its current sexual harassment policy, in order to ensure full compliance with the Act.

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

**SECTION ONE** The recitals set forth hereinabove shall be and are hereby incorporated in this Section if said recitals were fully set forth herein.

**SECTION TWO:** The Park District of Highland Park hereby amends its Non-Discrimination and Anti-Harassment Policy by removing the current language of the policy and replacing it with the amended language as shown in Exhibit 1, which is attached hereto and made a part thereof.

**SECTION THREE:** Any prior, order, resolution, policy or ordinance of the Park District of Highland Park in conflict with the provisions of this Ordinance, shall be and hereby are, repealed to the extent of such conflict.

**SECTION FOUR:** Should any section, subsection or other provision of this Ordinance for any reason be held invalid or unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole or a part thereof other than the portion declared invalid.

**SECTION FIVE:** This Ordinance shall take effect upon its passage and approval in the manner provided by law.

**PASSED** this 28<sup>th</sup> Day of January 2020.

**VOTE:**

Ayes: \_\_\_\_\_

\_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

Abstentions: \_\_\_\_\_

\_\_\_\_\_  
President of the Board of Commissioners

ATTEST:

\_\_\_\_\_  
Secretary



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator  
Mari-Lynn Peters - Finance Director  
Brian Romes - Executive Director

Date: January 28, 2020

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written December 5, 2019 through January 22, 2020 to be presented to the Board for approval on January 28, 2020.

**BILLS**

<b><u>DATE</u></b>	<b><u>AMOUNT</u></b>
December 12, 2019	\$ 6,311.31
January 1, 2020	\$ 4,327.14
January 9, 2020	\$ 584,427.58
January 22, 2020	\$ 335,446.54
Void Payments	\$ (7,248.00)
Bank Drafts	\$ 2,874,218.77
P-Card	\$ 98,784.99
<b>TOTAL</b>	<b>\$ 3,896,268.33</b>

<b><u>PAYROLL DISBURSEMENTS</u></b>	
December 6, 2019	\$ 305,220.17
December 20, 2019	\$ 366,852.67
<b>TOTAL</b>	<b>\$ 672,072.84</b>

<b>GRAND TOTAL</b>	<b>\$ 4,568,341.17</b>
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**To the Treasurer:**

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 01-28-20 and you are hereby authorized to release the checks from the appropriate funds.

\_\_\_\_\_  
**Finance Committee Member**

ATTEST: \_\_\_\_\_  
**Secretary**



By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
16061	AGUEDA SEMRAD	12/12/2019	Regular	0.00	248.00	184276
<u>778139-1</u>	Invoice	03/15/2019	Refund-Stale check replaced	0.00	248.00	
17591	ALL IN ATHLETICS	12/12/2019	Regular	0.00	200.00	184277
<u>120719</u>	Invoice	12/07/2019	01/19/20 Tournament fee	0.00	200.00	
13604	NORTH SHORE GAS	12/12/2019	Regular	0.00	268.41	184278
<u>0608197647-000</u>	Invoice	12/02/2019	Sunset Rd N of Bldg 10/01/19-11/01/19	0.00	149.92	
<u>0608197647-000</u>	Invoice	12/02/2019	Sunset Rd N of Bldg 11/01/19-12/01/19	0.00	118.49	
12159	RAY LASETER	12/12/2019	Regular	0.00	632.00	184279
<u>120919</u>	Invoice	12/09/2019	League fee for officials January 2020	0.00	632.00	
16239	RICOH USA, INC.	12/12/2019	Regular	0.00	3,337.90	184280
<u>103049147</u>	Invoice	12/06/2019	Ricoh Lease 12/25/19-01/24/20	0.00	3,337.90	
18340	PROSPECT HIGH SCHOOL	12/12/2019	Regular	0.00	1,040.00	184281
<u>12072019</u>	Invoice	12/07/2019	03/07/20-03/08/20 Basketball tourname	0.00	1,040.00	
18340	PROSPECT HIGH SCHOOL	12/12/2019	Regular	0.00	585.00	184282
<u>120719</u>	Invoice	12/07/2019	01/26/20 Basketball tournament fee	0.00	585.00	

**Bank Code AP Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	8	7	0.00	6,311.31
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
	<b>8</b>	<b>7</b>	<b>0.00</b>	<b>6,311.31</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02216 - 20191223 2

By Check Number

Vendor Number	Vendor DBA 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						
11998	PARK DISTRICT RISK MGMT AGCY	01/01/2020	Regular	0.00	4,327.14	184283
<u>01012020</u>	Invoice	01/01/2020	Health Invoice	0.00	4,327.14	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	4,327.14
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
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,327.14</b>



By Check Number

Vendor Number	Vendor DBA 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						
15147	ABC PRINTING COMPANY	01/09/2020	Regular	0.00	289.34	184284
242744	Invoice	12/09/2019	250 Greeting cards	0.00	167.63	
242745	Invoice	12/09/2019	250 Greeting card envelopes	0.00	121.71	
10100	ALLSTAR ASPHALT, INC	01/09/2020	Regular	0.00	37,650.00	184285
4256	Invoice	11/27/2019	2018 Asphalt Project - completed in 2019	0.00	37,650.00	
16342	AMERICAN UNDERGROUND, INC	01/09/2020	Regular	0.00	1,540.00	184286
9074	Invoice	11/30/2019	11/08/19 Service Call-Jet rod serviced sto	0.00	1,540.00	
10149	ANCEL, GLINK, DIAMOND, BUSH,	01/09/2020	Regular	0.00	4,839.34	184287
73305	Invoice	12/06/2019	Professional fees thru November 30, 201	0.00	4,839.34	
10295	BILL HORGAN	01/09/2020	Regular	0.00	99.00	184288
121519	Invoice	12/15/2019	Umpire fees - 3 games	0.00	99.00	
18239	BRINK'S INC	01/09/2020	Regular	0.00	2,579.80	184289
10913195-1	Invoice	11/01/2019	November 2019 #11-a	0.00	1,413.33	
10965859-1	Invoice	12/01/2019	December 2019 #12-a	0.00	1,144.31	
3005169	Invoice	11/30/2019	November 2019 #11-b	0.00	22.16	
18143	CAPITAL DATA, INC	01/09/2020	Regular	0.00	23,570.38	184290
36366-1	Invoice	08/23/2019	VM support & subscription, VM licenses	0.00	18,725.66	
36366-3	Invoice	08/23/2019	Professional services Cisco UCS	0.00	17,144.72	
37282CM	Credit Memo	12/01/2019	Credit	0.00	-12,300.00	
18301	CARDNO INC	01/09/2020	Regular	0.00	7,717.50	184291
285807	Invoice	01/02/2020	HPWood Prof Services Rendered through	0.00	7,717.50	
18379	CDW GOVERNMENT	01/09/2020	Regular	0.00	19,580.00	184292
WCX8451	Invoice	12/16/2019	Office 365 E3 License	0.00	19,580.00	
18341	CHARLES MCCULLOUGH	01/09/2020	Regular	0.00	52.42	184293
1034774	Invoice	12/06/2019	Refund	0.00	52.42	
10441	CHERYL WYSKUP-ELEAZAR	01/09/2020	Regular	0.00	42.44	184294
120819	Invoice	12/08/2019	Judges fees	0.00	42.44	
10446	CHICAGO DIST GOLF ASSOC	01/09/2020	Regular	0.00	280.00	184295
121219	Invoice	12/12/2019	Balance due	0.00	280.00	
14371	CHILDREN'S THEATRE COMPANY	01/09/2020	Regular	0.00	24,309.35	184296
11262019	Invoice	11/26/2019	The Descendants	0.00	655.20	
112619	Invoice	11/26/2019	Fall 2019 Theatre class fee	0.00	16,144.70	
11262019	Invoice	11/26/2019	Fall 2019 Dance class fee	0.00	4,279.60	
120919	Invoice	12/09/2019	2019 After School Program-Hamilton Jam	0.00	3,229.85	
10502	CITY OF HIGHLAND PARK	01/09/2020	Regular	0.00	92,820.00	184297
253480	Invoice	12/13/2019	HPCC Roof Replacement	0.00	92,820.00	
10502	CITY OF HIGHLAND PARK	01/09/2020	Regular	0.00	15,753.16	184298
000573 010120	Invoice	01/01/2020	Water/Sewer 1801 Sunset Rd 10/01/19-1	0.00	1,119.24	
000580 010120	Invoice	01/01/2020	Water/Sewer 1801 Sunset Rd 10/01/19-1	0.00	9.58	
000592 010120	Invoice	01/01/2020	Water/Sewer 1801 Sunset Rd 10/01/19-1	0.00	184.15	
000795 010120	Invoice	01/01/2020	Water/Sewer 1801 Sunset Rd 10/01/19-1	0.00	176.76	
000810 010120	Invoice	01/01/2020	Water/Sewer 2627 St Johns Ave 10/01/19	0.00	32.04	
001725 010120	Invoice	01/01/2020	Water/Sewer O Ravine Dr 10/01/19-12/3	0.00	62.69	

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
002480 010120	Invoice	01/01/2020	Water/Sewer 45 Roger Williams 10/01/19	0.00	318.19	
005210 010120	Invoice	01/01/2020	Water/Sewer 125 Central Ave 10/01/19-1	0.00	403.01	
005211 010120	Invoice	01/01/2020	Water/Sewer 125 Central Ave 10/01/19-1	0.00	655.37	
005221 010120	Invoice	01/01/2020	Water/Sewer 1377 Deer Creek Pkwy 10/0	0.00	350.29	
005222 010120	Invoice	01/01/2020	Water/Sewer 1377 Deer Creek Pkwy 10/0	0.00	294.85	
005246 010120	Invoice	01/01/2020	Water/Sewer 1390 Sunset Rd 10/01/19-1	0.00	475.35	
007491 010120	Invoice	01/01/2020	Water/Sewer 3100 Trail Way 10/01/19-1	0.00	2,214.31	
009806 010120	Invoice	01/01/2020	Water/Sewer 1390 Sunset Rd 10/01/19-1	0.00	538.18	
015005 010120	Invoice	01/01/2020	Water/Sewer 485 Roger Williams Ave 10/	0.00	27.90	
015813 010120	Invoice	01/01/2020	Water/Sewer 405 Prospect Ave 10/01/19	0.00	34.50	
016770 010120	Invoice	01/01/2020	Water/Sewer 1220 Fredrickson Pl 10/01-	0.00	955.95	
016772 010120	Invoice	01/01/2020	Water/Sewer 2205 Skokie Valley Rd 10/0	0.00	959.24	
016883 010120	Invoice	01/01/2020	Water/Sewer 19 St Johns Ave 10/01/19-1	0.00	27.25	
018000 010120	Invoice	01/01/2020	Water/Sewer 1055 St Johns Ave 10/01/19	0.00	34.50	
018647 010120	Invoice	01/01/2020	Water/Sewer 3100 Trail Way 10/01/19-1	0.00	641.99	
018829 010120	Invoice	01/01/2020	Water/Sewer 2501 Sheridan Rd 10/01/19	0.00	307.01	
019308 010120	Invoice	01/01/2020	Water/Sewer 1377 Deer Creek Pkwy 10/0	0.00	294.85	
021030 010120	Invoice	01/01/2020	Water/Sewer 2900 Trail Way 10/01/19-1	0.00	166.80	
022091 010120	Invoice	01/01/2020	Water/Sewer 1301 Hilary Ln 10/01/19-12	0.00	34.50	
024593 010120	Invoice	01/01/2020	Water/Sewer 1755 St Johns Ave 12/1/19-	0.00	8.50	
025539 010120	Invoice	01/01/2020	Water/Sewer 1377 Deer Creek Pkwy 10/0	0.00	479.65	
026141 010120	Invoice	01/01/2020	Water/Sewer 1390 Sunset Rd 10/01/19-1	0.00	4.79	
026407 010120	Invoice	01/01/2020	Water/Sewer 1207 Park Ave West 10/01-	0.00	293.29	
026425 010120	Invoice	01/01/2020	Water/Sewer 31 Park Ave 10/01/19-12/3	0.00	276.70	
026451 010120	Invoice	01/01/2020	Water/Sewer 335 Roger Williams 10/01-1	0.00	25.50	
029312 010120	Invoice	01/01/2020	Water/Sewer 885 Sheridan Rd 10/01/19-	0.00	221.55	
032271 010120	Invoice	01/01/2020	Water/Sewer 1201 Park Ave W 10/01/19-	0.00	887.01	
032272 010120	Invoice	01/01/2020	Water/Sewer 1201 Park Ave W 10/01/19-	0.00	3,237.67	
	**Void**	01/09/2020	Regular	0.00	0.00	184299
	**Void**	01/09/2020	Regular	0.00	0.00	184300
10537	COMMONWEALTH EDISON COMPAI	01/09/2020	Regular	0.00	1,246.82	184301
0203254004 121	Invoice	12/13/2019	HPGLC/Dog Park Lights 11/12/19-12/13/1	0.00	1,246.82	
16896	CONNIE LIPTAK	01/09/2020	Regular	0.00	236.72	184302
120819	Invoice	12/08/2019	Judges fees	0.00	236.72	
16142	CONSTELLATION NEWENERGY INC	01/09/2020	Regular	0.00	8,055.70	184303
16418156101	Invoice	12/26/2019	1201 Park Ave W 11/20/19-12/23/19 #12	0.00	8,055.70	
18374	DEB SMITH	01/09/2020	Regular	0.00	1,060.00	184304
1046783	Invoice	12/19/2019	Refund	0.00	1,060.00	
16143	DORIE CASCIO	01/09/2020	Regular	0.00	43.66	184305
120819	Invoice	12/08/2019	Judges fees	0.00	43.66	
17122	DYNEGY ENERGY SERVICES	01/09/2020	Regular	0.00	22,943.75	184306
331665719121	Invoice	12/30/2019	November-December 2019	0.00	22,943.75	
18375	EBONY WILLIAMS	01/09/2020	Regular	0.00	205.82	184307
1048016	Invoice	12/20/2019	Refund	0.00	205.82	
18364	ELIANA BIGGERS	01/09/2020	Regular	0.00	53.42	184308
120819	Invoice	12/08/2019	Judges fees	0.00	53.42	
17979	ELLIOTT F. BECKER CPA	01/09/2020	Regular	0.00	4,905.00	184309
121519	Invoice	12/15/2019	12/02/19 - 12/13/19	0.00	4,905.00	
17979	ELLIOTT F. BECKER CPA	01/09/2020	Regular	0.00	5,557.50	184310
111719	Invoice	11/17/2019	11/04/19 - 11/15/19	0.00	5,557.50	
17979	ELLIOTT F. BECKER CPA	01/09/2020	Regular	0.00	3,442.50	184311
120119	Invoice	12/01/2019	11/18/19 - 11/29/19	0.00	3,442.50	

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Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
18373 <u>1054580</u>	EMMA KOWALENKO invoice	01/09/2020 12/30/2019	Regular Refund	0.00 0.00	12.90 12.90	184312
17719 <u>2772611</u> <u>2772824</u>	CONSTELLATION NEWENERGY - GAS Invoice Invoice	01/09/2020 12/16/2019 12/16/2019	Regular November 2019 11/01/19-11/30/19	0.00 0.00 0.00	8,224.06 1,442.14 6,781.92	184313
16915 <u>121819</u>	FALCONS HOCKEY ASSOCIATION Invoice	01/09/2020 12/18/2019	Regular Fall 2 2019 Hockey class fee	0.00 0.00	2,003.53 2,003.53	184314
10974 <u>5430.200-10</u>	GEWALT HAMILTON ASSOCIATES IN Invoice	01/09/2020 11/27/2019	Regular PDHP Danny Cunniff Tennis Court Drainag	0.00 0.00	2,748.00 2,748.00	184315
18363 <u>120819</u>	GILBERT SOSA Invoice	01/09/2020 12/08/2019	Regular Judges fees	0.00 0.00	76.22 76.22	184316
17669 <u>120819</u>	HEATHER TAPOROWSKI Invoice	01/09/2020 12/08/2019	Regular Judges fees	0.00 0.00	89.84 89.84	184317
11106 <u>1378</u>	HIGHLAND PARK FIELD HOUSE Invoice	01/09/2020 10/21/2019	Regular Nov/Dec 2019 Rental	0.00 0.00	8,580.00 8,580.00	184318
18376 <u>010820</u>	HIGHLAND PARK HIGH SCHOOL CHC Invoice	01/09/2020 01/08/2020	Regular December 2019 Polar Express Performan	0.00 0.00	200.00 200.00	184319
18372 <u>1051632</u>	HUGO ANAYA Invoice	01/09/2020 12/26/2019	Regular Refund	0.00 0.00	53.00 53.00	184320
10697 <u>01062020</u>	ILLINOIS DEPT OF NATURAL RESOUF Invoice	01/09/2020 01/06/2020	Regular PARC Grant Application Fee	0.00 0.00	300.00 300.00	184321
11194 <u>730</u>	ILLINOIS SHOTOKAN KARATE CLUBS Invoice	01/09/2020 12/11/2019	Regular 2019 Fall class fee	0.00 0.00	4,284.60 4,284.60	184322
18371 <u>76750</u>	JAMERSON & BAUWENS ELECTRICA Invoice	01/09/2020 01/02/2019	Regular Touchscreen replacement	0.00 0.00	2,044.00 2,044.00	184323
16157 <u>1043319</u>	JANICE GEMP Invoice	01/09/2020 12/16/2019	Regular Refund	0.00 0.00	12.58 12.58	184324
15081 <u>121519</u>	JASON HEER Invoice	01/09/2020 12/15/2019	Regular Umpire fees - October 2019	0.00 0.00	65.00 65.00	184325
11338 <u>121519</u>	JOE FIDDLER Invoice	01/09/2020 12/15/2019	Regular Umpire fees - October 2019	0.00 0.00	57.00 57.00	184326
11383 <u>120819</u>	JOLENE RYAN Invoice	01/09/2020 12/08/2019	Regular Judges fees	0.00 0.00	16.24 16.24	184327
18274 <u>1050672</u>	JOSEPH STAMEY Invoice	01/09/2020 12/24/2019	Regular Refund	0.00 0.00	40.00 40.00	184328
11427 <u>120919</u>	K H KIM TAEKWONDO Invoice	01/09/2020 12/09/2019	Regular 2019 Fall class fee	0.00 0.00	5,737.55 5,737.55	184329
11514 <u>12192019</u>	LAKE COUNTY SMC Invoice	01/09/2020 12/19/2019	Regular Permit Application fee-Community Park C	0.00 0.00	3,280.00 3,280.00	184330
11541 <u>576678</u>	LANER MUCHIN, LTD Invoice	01/09/2020 12/01/2019	Regular Professional services thru 11/20/19	0.00 0.00	8,452.50 8,452.50	184331
18366 <u>1043686</u>	LAUREN SENNETT Invoice	01/09/2020 12/16/2019	Regular Refund	0.00 0.00	5.36 5.36	184332
17334 <u>1056868</u>	LEE GIMBEL Invoice	01/09/2020 01/02/2020	Regular Refund	0.00 0.00	12.48 12.48	184333

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18158	MARK SCHNEIDERMAN	01/09/2020	Regular	0.00	65.00	184334
<u>121519</u>	Invoice	12/15/2019	Umpire fees - October 2019	0.00	65.00	
16709	MG MECHANICAL SERVICE	01/09/2020	Regular	0.00	17,700.00	184335
<u>60318</u>	Invoice	11/20/2019	2019 WRC HVAC Replacements	0.00	17,700.00	
16928	E-QUANTUM CONSULTING, LLC	01/09/2020	Regular	0.00	330.00	184336
<u>6059</u>	Invoice	01/01/2020	Electric Consulting Service	0.00	330.00	
14647	MIDWEST FENCING CLUB	01/09/2020	Regular	0.00	1,380.60	184337
<u>38</u>	Invoice	12/11/2019	2019 Fall session 10/04/19-11/01/19	0.00	561.60	
<u>39</u>	Invoice	12/11/2019	2019 Fall session 11/08/19-12/13/19	0.00	819.00	
18320	MINDY GARFINKLE PHOTOGRAPHY	01/09/2020	Regular	0.00	150.00	184338
<u>1034</u>	Invoice	12/23/2019	Photo shoot - Polar Express	0.00	150.00	
17106	MISS CATHY MUSIC INC	01/09/2020	Regular	0.00	3,712.80	184339
<u>121519</u>	Invoice	12/15/2019	2019 Fall class fee	0.00	3,712.80	
17710	MNJ TECHNOLOGIES DIRECT, INC	01/09/2020	Regular	0.00	4,731.74	184340
<u>0003683157</u>	Invoice	08/15/2019	Ceiling extension mount - Conference Ro	0.00	95.83	
<u>0003683936</u>	Invoice	08/20/2019	2 Wireless mice	0.00	51.02	
<u>0003685679</u>	Invoice	08/29/2019	2 Monitors	0.00	288.76	
<u>0003685680</u>	Invoice	08/29/2019	2 cables, Monitor stand	0.00	188.27	
<u>0003689213</u>	Invoice	09/19/2019	Microsoft Visio Lic, Microsoft Software As	0.00	246.71	
<u>0003689575</u>	Invoice	09/20/2019	Microsoft Visio 2019 License	0.00	221.79	
<u>0003701987</u>	Invoice	11/26/2019	1 Lenovo ThinkPad Touchscreen Noteboo	0.00	1,327.48	
<u>0003704632</u>	Invoice	12/12/2019	Lenovo ThinkPad Notebook,2 - 22" Monit	0.00	1,618.16	
<u>0003704633</u>	Invoice	12/12/2019	Lenovo ThinkPad USB-C Dock	0.00	189.74	
<u>0003705629</u>	Invoice	12/18/2019	Lenovo 4 year Warranty	0.00	254.00	
<u>0003706589</u>	Invoice	12/26/2019	2 Viewsonic 22" monitors	0.00	249.98	
14040	MONICA TISCHLER	01/09/2020	Regular	0.00	54.44	184341
<u>120819</u>	Invoice	12/08/2019	Judges fees	0.00	54.44	
10006	NCPERS GROUP LIFE INSURANCE	01/09/2020	Regular	0.00	96.00	184342
<u>3301012020</u>	Invoice	12/13/2019	NCPERS Group Life Insurance	0.00	96.00	
18342	NEIL RUBENSTEIN	01/09/2020	Regular	0.00	58.56	184343
<u>1034775</u>	Invoice	12/06/2019	Refund	0.00	58.56	
13604	NORTH SHORE GAS	01/09/2020	Regular	0.00	412.72	184344
<u>0602405421-000</u>	Invoice	11/18/2019	3100 Trail Way 10/12/19-11/12/19	0.00	103.22	
<u>0602405421-000</u>	Invoice	12/03/2019	Aquatic Park 11/01/19-12/01/19	0.00	309.50	
14914	NORTH SHORE WATER RECLAMATIC	01/09/2020	Regular	0.00	8,449.36	184345
<u>4176744</u>	Invoice	12/14/2019	3420 Krenn Ave 05/20/19-08/19/19 #2	0.00	10.18	
<u>4178377</u>	Invoice	12/14/2019	636 Ridge Rd 05/20/19-08/18/19 #4	0.00	608.47	
<u>4181697</u>	Invoice	12/21/2019	1240 Fredrickson 03/19/19-06/18/19 #2	0.00	83.44	
<u>4182007</u>	Invoice	12/21/2019	0 Central Ave 06/18/19-09/13/19 #2	0.00	8.14	
<u>4182194</u>	Invoice	12/21/2019	1377 Deer Creek Pkwy(Malnt) 06/18/19-0	0.00	54.95	
<u>4182498</u>	Invoice	12/21/2019	1220 Fredrickson Pl 06/18/19-09/13/19 #	0.00	4,922.67	
<u>4184346</u>	Invoice	12/21/2019	Golf Learning Center 06/18/19-09/13/19	0.00	154.66	
<u>4184350</u>	Invoice	12/21/2019	1390 Sunset Rd 06/18/19-09/13/19 #4	0.00	81.40	
<u>4184358</u>	Invoice	12/21/2019	1801 Sunset Rd 06/18/19-09/13/19 #3	0.00	24.42	
<u>4184704</u>	Invoice	12/21/2019	8 Park Ave 06/18/19-09/13/19 #3	0.00	87.51	
<u>4184726</u>	Invoice	12/21/2019	1201 Park Ave W 06/18/19-09/13/19 #4	0.00	1,233.21	
<u>4184892</u>	Invoice	12/21/2019	3100 Trail Way 06/18/19-09/13/19 #4	0.00	830.28	
<u>4184911</u>	Invoice	12/21/2019	2700 Trall Way 06/18/19-09/13/19 #4	0.00	264.55	
<u>4184963</u>	Invoice	12/21/2019	1377 Deer Creek Pkwy 06/18/19-09/13/1	0.00	75.30	
<u>4184965</u>	Invoice	12/21/2019	1390 Sunset Rd 06/18/19-09/13/19 #3	0.00	10.18	
18362	OANA PAVELEA	01/09/2020	Regular	0.00	27.84	184346

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>120819</u>	Invoice	12/08/2019	Judges fees	0.00	27.84	
11998	PARK DISTRICT RISK MGMT AGCY	01/09/2020	Regular	0.00	153,377.26	184347
<u>1219133H</u>	Invoice	12/31/2019	Health Invoice	0.00	153,377.26	
11998	PARK DISTRICT RISK MGMT AGCY	01/09/2020	Regular	0.00	30,269.23	184348
<u>1219133</u>	Invoice	12/31/2019	Property/Liability/Workers Comp/Emp	0.00	30,269.23	
17761	PDC LABORATORIES, INC	01/09/2020	Regular	0.00	2,662.00	184349
<u>19391739</u>	Invoice	10/30/2019	Water lead testing	0.00	2,662.00	
15146	PETER E HERNANDEZ	01/09/2020	Regular	0.00	425.00	184350
<u>0101200042</u>	Invoice	01/01/2020	12/14/19 & 12/15/19 Photo shoots	0.00	425.00	
12211	RICOH USA, INC	01/09/2020	Regular	0.00	1,134.68	184351
<u>5058336436</u>	Invoice	12/17/2019	Copies 11/17/19-12/16/19 #12	0.00	1,134.68	
18369	SHLOMO KARBAL	01/09/2020	Regular	0.00	228.00	184352
<u>102919</u>	Invoice	10/29/2019	Umpire fees - Sept/Oct 2019	0.00	228.00	
12393	SMITHGROUP, INC.	01/09/2020	Regular	0.00	8,322.73	184353
<u>0143309</u>	Invoice	11/26/2019	Professional services 09/28/19-10/25/19	0.00	8,322.73	
18377	SLIP SOLUTIONS OF ILLINOIS	01/09/2020	Regular	0.00	3,300.00	184354
<u>12152019</u>	Invoice	12/15/2019	Non slip floor treatment to pool deck	0.00	3,300.00	
18365	TA'AM TEVA	01/09/2020	Regular	0.00	100.00	184355
<u>1043475</u>	Invoice	12/16/2019	Refund	0.00	100.00	
12440	THE OFFICE OF THE STATE FIRE MAI	01/09/2020	Regular	0.00	140.00	184356
<u>9623173</u>	Invoice	12/02/2019	Boiler Watertube Certificates - West Ridg	0.00	140.00	
17860	SEGAL CONSULTING	01/09/2020	Regular	0.00	2,500.00	184357
<u>373235-15</u>	Invoice	12/18/2019	Professional actuarial services 09/30/19	0.00	2,500.00	
14060	TOTAL PROMOTIONS, INC	01/09/2020	Regular	0.00	1,096.61	184358
<u>1-332182</u>	Invoice	11/30/2019	24 Jackets - Crew Members	0.00	1,096.61	
12703	UNITED WAY OF METRO CHICAGO	01/09/2020	Regular	0.00	14.00	184359
<u>122019</u>	Invoice	12/20/2019	United Way	0.00	14.00	
17590	V3 CONSTRUCTION GROUP LTD	01/09/2020	Regular	0.00	12,215.50	184360
<u>9</u>	Invoice	12/31/2019	HPCC Golf Course Conversion	0.00	12,215.50	
18343	VICTOR PRZYSIEZNY	01/09/2020	Regular	0.00	78.65	184361
<u>1037238</u>	Invoice	12/09/2019	Refund	0.00	78.65	
13788	WATERTECH OF AMERICA, INC	01/09/2020	Regular	0.00	1,976.00	184362
<u>INV0053072</u>	Invoice	10/01/2019	Water treatment Oct/Nov/Dec	0.00	988.00	
<u>INV0054110</u>	Invoice	01/06/2020	Water treatment Jan/Feb/Mar 2020	0.00	988.00	
16823	WELLS FARGO EQUIPMENT FINANCI	01/09/2020	Regular	0.00	1,046.23	184363
<u>5008308499</u>	Invoice	12/04/2019	Walking green's mower lease	0.00	1,046.23	
16823	WELLS FARGO EQUIPMENT FINANCI	01/09/2020	Regular	0.00	515.26	184364
<u>5008308500</u>	Invoice	12/04/2019	Walking green's mower lease	0.00	515.26	
18367	WILLIAM J GRIMM JR	01/09/2020	Regular	0.00	124.00	184365
<u>080519</u>	Invoice	08/05/2019	Umpire fees - July 2019	0.00	124.00	
17515	WINDSTREAM	01/09/2020	Regular	0.00	2,564.89	184366

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>72107777</u>	Invoice	12/22/2019	December 2019	0.00	2,564.89	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	150	81	0.00	584,427.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>150</b>	<b>83</b>	<b>0.00</b>	<b>584,427.58</b>



Park District of Highland Park, IL

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By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<b>Bank Code: AP-AP BANK</b>						
15147 <u>243592</u>	ABC PRINTING COMPANY Invoice	01/22/2020 01/07/2020	Regular 10 Camp easels	0.00 0.00	1,039.00 1,039.00	184367
16396 <u>AEI_0359141</u> <u>AEI_0359143</u>	ACRES GROUP Invoice Invoice	01/22/2020 11/30/2019 11/30/2019	Regular November 2019 Landscape Mowing Servi November 2019 Landscape Maintenance	0.00 0.00 0.00	2,312.94 221.00 2,091.94	184368
18139 <u>16750</u> <u>16992</u> <u>17030</u> <u>17957</u>	AMERICAN BACKFLOW & FIRE PREV Invoice Invoice Invoice Invoice	01/22/2020 11/07/2019 11/14/2019 11/15/2019 12/16/2019	Regular 11/5/19 Service call - Centennial Ice Aren Fire Alarm Panel replace smoke detector- Fire Extinguisher general repairs - Heller Fire Alarm Control Panel general repair -	0.00 0.00 0.00 0.00	1,290.00 300.00 275.00 115.00 600.00	184369
10149 <u>73786</u>	ANCEL, GLINK, DIAMOND, BUSH, Invoice	01/22/2020 01/09/2020	Regular Professional fees thru December 31, 2019	0.00 0.00	2,622.50 2,622.50	184370
15673 <u>011520</u>	BGRA BASEBALL Invoice	01/22/2020 01/15/2020	Regular 05/22/20-05/25/20 Tournament fees	0.00 0.00	1,700.00 1,700.00	184371
18301 <u>284178</u>	CARDNO INC Invoice	01/22/2020 12/05/2019	Regular HPWood Prof Services rendered through	0.00 0.00	7,717.50 7,717.50	184372
10411 <u>121819</u>	CATHY FIORI - PETTY CASH Invoice	01/22/2020 12/18/2019	Regular Petty cash reimbursement	0.00 0.00	105.16 105.16	184373
18379 <u>WGO9417</u>	CDW GOVERNMENT Invoice	01/22/2020 12/30/2019	Regular LVO Thunderbolt Dock	0.00 0.00	265.00 265.00	184374
14971 <u>011120</u>	CHILDREN'S THEATRE COMPANY Invoice	01/22/2020 01/11/2020	Regular Winter 2020 Theatre audition clinic	0.00 0.00	429.00 429.00	184375
18395 <u>1066545</u>	CHRISTINA HAUFE Invoice	01/22/2020 01/10/2020	Regular Refund	0.00 0.00	108.15 108.15	184376
10502 <u>123019</u>	CITY OF HIGHLAND PARK Invoice	01/22/2020 12/30/2019	Regular Oct/Nov/Dec 2019 Food & Bev Tax	0.00 0.00	6.29 6.29	184377
10537 <u>0203254004 011</u>	COMMONWEALTH EDISON COMPAN Invoice	01/22/2020 01/16/2020	Regular HPGLC/Dog Park Lights 12/13/19-01/16/2	0.00 0.00	1,544.30 1,544.30	184378
18393 <u>1</u>	COPENHAVER CONSTRUCTION INC Invoice	01/22/2020 01/07/2020	Regular Community Park Culvert Replacement Pr	0.00 0.00	73,800.00 73,800.00	184379
18260 <u>92903</u>	DAVEY RESOURCE GROUP, INC Invoice	01/22/2020 01/06/2020	Regular Prof Services SRW Invasive Control thru 1	0.00 0.00	4,274.00 4,274.00	184380
17719 <u>2801234</u> <u>2801479</u>	CONSTELLATION NEWENERGY - GAS Invoice Invoice	01/22/2020 01/17/2020 01/17/2020	Regular December 2019 12/01/19-12/31/19	0.00 0.00 0.00	8,282.73 1,589.47 6,693.26	184381
11201 <u>11005</u>	IMPRESSIONS IN STONE Invoice	01/22/2020 01/15/2020	Regular 11 Engraved pavers	0.00 0.00	242.00 242.00	184382
11901 <u>131304</u>	NELS J JOHNSON TREE EXPERT INC Invoice	01/22/2020 01/09/2020	Regular Rosewood Beach tree branch removal-up	0.00 0.00	480.00 480.00	184383
13604 <u>0501145072-000</u>	NORTH SHORE GAS Invoice	01/22/2020 12/17/2019	Regular Deer Creek 11/13/19-12/12/19 #11	0.00 0.00	4,889.52 1,419.25	184384

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Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>0601145072-000</u>	Invoice	12/17/2019	RCHP 11/13/19-12/12/19 #11	0.00	1,285.23	
<u>0601145072-000</u>	Invoice	12/17/2019	1240 Fredrickson Pl 11/12/19-12/12/19 #	0.00	1,097.46	
<u>0602225773-000</u>	Invoice	12/17/2019	1390 Sunset Rd 11/13/19-12/12/19 #11	0.00	235.92	
<u>0602405421-000</u>	Invoice	12/17/2019	2900 Trail Way,Cunniff Prk Shltr 11/13-12	0.00	131.59	
<u>0602405421-000</u>	Invoice	12/17/2019	1377 Clavey Rd 11/13/19-12/12/19 #11	0.00	143.83	
<u>0602405421-000</u>	Invoice	12/17/2019	3100 Trail Way 11/13/19-12/13/19 #11	0.00	127.28	
<u>0608197647-000</u>	Invoice	01/07/2020	Adjustment Sunset Rd N of Bldg 11/01/19	0.00	165.43	
<u>0608197647-000</u>	Invoice	01/07/2020	Sunset Rd N of Bldg 12/02/19-01/01/20 #	0.00	283.53	
11933	NORTH SHORE SCHOOL DIST 112	01/22/2020	Regular	0.00	945.00	184385
<u>011420</u>	Invoice	01/14/2020	1/12/20, 2/02/20, 2/16/20 School facility	0.00	945.00	
11959	NSSRA	01/22/2020	Regular	0.00	162,455.01	184386
<u>341</u>	Invoice	01/06/2020	1st Installment 2020 Member Agency Con	0.00	162,455.01	
18394	PULSE BOXING AND FITNESS	01/22/2020	Regular	0.00	2,288.00	184387
<u>111519</u>	Invoice	11/15/2019	Fall 2019 class fee - Ninja Warrior Trainin	0.00	2,288.00	
16344	PARKS FOUNDATION OF HIGHLAND	01/22/2020	Regular	0.00	5,120.03	184388
<u>010920-1</u>	Credit Memo	01/09/2020	Firecracker 5K refund	0.00	-61.00	
<u>010920-2</u>	Credit Memo	01/09/2020	Smile overpayment 2018	0.00	-234.76	
<u>010920-3</u>	Invoice	01/09/2020	SVGC Brick Donations	0.00	3,986.59	
<u>010920-4</u>	Invoice	01/09/2020	Parks Donation	0.00	1,400.00	
<u>010920-5</u>	Invoice	01/09/2020	General Donation	0.00	29.20	
12159	RAY LASETER	01/22/2020	Regular	0.00	1,416.00	184389
<u>011620</u>	Invoice	01/16/2020	League fee for officials February/March 2	0.00	1,416.00	
16239	RICOH USA, INC.	01/22/2020	Regular	0.00	3,337.90	184390
<u>103156719</u>	Invoice	01/06/2020	Ricoh Lease 01/25/20-02/24/20	0.00	3,337.90	
12264	ROTARY CLUB OF HIGHLAND PARK	01/22/2020	Regular	0.00	277.00	184391
<u>8314</u>	Invoice	01/01/2020	Qtrly dues	0.00	277.00	
18397	RYAN OCHS	01/22/2020	Regular	0.00	165.60	184392
<u>012220</u>	Invoice	01/22/2020	Golf Superintendent Conf - Airfare reimb	0.00	165.60	
17023	SARI ROTHBART	01/22/2020	Regular	0.00	120.00	184393
<u>1071483</u>	Invoice	01/15/2020	Refund	0.00	120.00	
12172	RED WING SHOE COMPANY INC	01/22/2020	Regular	0.00	178.49	184394
<u>979-1-23802</u>	Invoice	11/26/2019	Boots - J. Gonzalez	0.00	178.49	
12357	INCREDIBLE BATS, INC	01/22/2020	Regular	0.00	350.00	184395
<u>020120</u>	Invoice	01/08/2020	02/01/20 Event	0.00	350.00	
12393	SMITHGROUP, INC.	01/22/2020	Regular	0.00	17,457.75	184396
<u>0144107</u>	Invoice	12/30/2019	Professional services 10/26/19-11/29/19	0.00	12,500.25	
<u>0144108</u>	Invoice	12/30/2019	Prof Services 07/27-11/29/19 Beach Coas	0.00	4,957.50	
12493	SUNSET FOOD MART INC	01/22/2020	Regular	0.00	337.70	184397
<u>16200 123119</u>	Invoice	12/31/2019	Supplies	0.00	337.70	
12511	T2 SITE AMENITIES, INCORPORATED	01/22/2020	Regular	0.00	21,943.36	184398
<u>4905</u>	Invoice	12/16/2019	12 Recycling bins	0.00	21,943.36	
12549	THE ATHLETIC EQUIPMENT SOURCE	01/22/2020	Regular	0.00	968.00	184399
<u>32447</u>	Invoice	12/02/2019	Leotards	0.00	968.00	
14137	THE PITNEY BOWES RESERVE ACCOI	01/22/2020	Regular	0.00	2,500.00	184400
<u>47958863 01222</u>	Invoice	01/22/2020	Postage deposit	0.00	2,500.00	
12640	TOWNSHIP HIGH SCHOOL DIST 113	01/22/2020	Regular	0.00	2,331.00	184401
<u>20242</u>	Invoice	01/08/2020	12/08/19 event - Labor and Tech Assistan	0.00	2,331.00	
16823	WELLS FARGO EQUIPMENT FINANCI	01/22/2020	Regular	0.00	515.26	184402

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>5008684840</u>	Invoice	01/02/2020	Walking green's mower lease	0.00	515.26	
16823	WELLS FARGO EQUIPMENT FINANCI	01/22/2020	Regular	0.00	1,046.23	184403
<u>5008684839</u>	Invoice	01/02/2020	Walking green's mower lease	0.00	1,046.23	
17301	WILSON SPORTING GOODS	01/22/2020	Regular	0.00	586.12	184404
<u>4529700828</u>	Invoice	12/04/2019	Tballs	0.00	586.12	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	56	38	0.00	335,446.54
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
	<u>56</u>	<u>38</u>	<u>0.00</u>	<u>335,446.54</u>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02204 - 1210219 1

By Check Number

Vendor Number	Vendor DBA 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						
16061	AGUEDA SEMRAD	04/04/2019	Regular	0.00	-248.00	183117

**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	1	0.00	-248.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>-248.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02232 - 20200108 2

By Check Number

Vendor Number	Vendor DBA 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 10100	ALLSTAR ASPHALT, INC	12/31/2019	Regular	0.00	-7,000.00	182210

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
Volded Checks	0	1	0.00	-7,000.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>0</b>	<b>1</b>	<b>0.00</b>	<b>-7,000.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02208 - 20191212 1

By Check Number

Vendor Number	Vendor DBA 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						
15487	I.D.E.S.	12/12/2019	Bank Draft	0.00	4,020.00	DFT0002425
<u>694000762</u>	Invoice	11/08/2019	Unemployment compensation 3rd qtr 20	0.00	4,020.00	

**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	1	1	0.00	4,020.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>4,020.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02209 - 12122019 7

By Check Number

Vendor Number	Vendor DBA 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	12/12/2019	Bank Draft	0.00	4,246.21	DFT0002426
<u>ICMA 457 12061</u>	Invoice	12/06/2019	Wire Transfer ICMA 457 Deferred Comp	0.00	4,246.21	
12825	ICMA RETIREMENT TRUST #705568	12/12/2019	Bank Draft	0.00	335.00	DFT0002427
<u>ICMA Roth 12061</u>	Invoice	12/06/2019	Wire Transfer ICMA Roth	0.00	335.00	

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
Volded Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	4,581.21
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>4,581.21</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02212 - 20191216 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
10111	AMALGAMATED BANK OF CHICAGO	12/16/2019	Bank Draft	0.00	2,812,531.25	DFT0002428
<u>4944 121519</u>	Invoice	12/13/2019	Debt Series 2012A Refunding	0.00	793,500.00	
<u>5170 121519</u>	Invoice	12/13/2019	Debt Series 2013	0.00	632,281.25	
<u>6069 121519</u>	Invoice	12/13/2019	Tax Park Bonds Series 2016	0.00	582,250.00	
<u>6444 121519</u>	Invoice	12/13/2019	Tax Park Bonds Series 2017	0.00	804,500.00	

**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	4	1	0.00	2,812,531.25
EFT's	0	0	0.00	0.00
	<b>4</b>	<b>1</b>	<b>0.00</b>	<b>2,812,531.25</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02214 - 12172019 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: AP-AP BANK</b>						
11188	ILLINOIS DEPT. OF REVENUE	12/17/2019	Bank Draft	0.00	133.00	DFT0002429
<u>November 2019</u>	Invoice	12/17/2019	November 2019	0.00	133.00	

**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	1	1	0.00	133.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>133.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02221 - 20191226 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	12/26/2019	Bank Draft	0.00	4,270.25	DFT0002443
<u>ICMA 457 12201</u>	Invoice	12/20/2019	Wire Transfer ICMA 457 Deferred Comp	0.00	4,270.25	
12825	ICMA RETIREMENT TRUST #705568	12/26/2019	Bank Draft	0.00	335.00	DFT0002444
<u>ICMA Roth 12201</u>	Invoice	12/20/2019	Wire Transfer ICMA Roth	0.00	335.00	

**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	2	2	0.00	4,605.25
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>4,605.25</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02222 - 20191226 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11177	ILL MUNICIPAL RETIREMENT FUND	12/26/2019	Bank Draft	0.00	36,363.87	DFT0002445
<u>IMRF December</u>	Invoice	12/20/2019	IMRF 12/20/19	0.00	36,363.87	

**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	1	1	0.00	36,363.87
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>36,363.87</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02224 - 20191226 6

By Check Number

Vendor Number	Vendor DBA 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						
10058	AFLAC	12/26/2019	Bank Draft	0.00	929.96	DFT0002446
<u>AFLAC 122019</u>	Invoice	12/20/2019	AFLAC 12/20/19	0.00	929.96	

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	1	1	0.00	929.96
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>929.96</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02228 - 20200106 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	01/06/2020	Bank Draft	0.00	5,495.02	DFT0002447
<u>ICMA 457 01032</u>	Invoice	01/03/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	5,495.02	
12825	ICMA RETIREMENT TRUST #705568	01/06/2020	Bank Draft	0.00	335.00	DFT0002448
<u>ICMA Roth 01032</u>	Invoice	01/03/2020	Wire Transfer ICMA Roth	0.00	335.00	

**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	2	2	0.00	5,830.02
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>5,830.02</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02238 - 01152020 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
11188	ILLINOIS DEPT. OF REVENUE	01/15/2020	Bank Draft	0.00	137.00	DFT0002449
<u>December 2019</u>	Invoice	01/15/2020	December 2019	0.00	137.00	

**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	1	1	0.00	137.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>137.00</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02242 - 20200121 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<b>Bank Code: PAYROLL-PAYROLL BANK</b>						
11161	ICMA RETIREMENT TRUST #302037	01/21/2020	Bank Draft	0.00	4,752.21	DFT0002458
<u>ICMA 457 01172</u>	Invoice	01/17/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	4,752.21	
12825	ICMA RETIREMENT TRUST #705568	01/21/2020	Bank Draft	0.00	335.00	DFT0002459
<u>ICMA Roth 01172</u>	Invoice	01/17/2020	Wire Transfer ICMA Roth	0.00	335.00	

**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	2	2	0.00	5,087.21
EFT's	0	0	0.00	0.00
	<b>2</b>	<b>2</b>	<b>0.00</b>	<b>5,087.21</b>



Park District of Highland Park, IL

# Check Register

Packet: APPKT02218 - 20191223 4

By Check Number

Vendor Number	Vendor DBA 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	12/07/2019	Bank Draft	0.00	98,784.99	DFT0002442
<u>120719</u>	Invoice	12/07/2019	P-Card with PA	0.00	98,784.99	

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	1	1	0.00	98,784.99
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>98,784.99</b>

P-Card Transactions  
11/08/19 - 12/07/19

Vendor Name	Transaction Count	Amount Total
13 NINETY BY OPEN KITC	1	\$300.00
210 TYLER BUSINESS FOR	1	\$135.04
4IMPRINT	1	\$2,729.01
ACT USTA TOURN	3	\$84.00
ACUSHNET BILLTRUST	4	\$1,578.52
AED SUPERSTORE	1	(\$51.04)
AEREX PEST CONTROL SER	1	\$65.00
ALPHA PRIME WIRELESS C	1	\$120.00
AMAZON.COM 082B61PT3 A	1	\$8.44
AMAZON.COM 0C6KS97X3 A	1	\$105.93
AMAZON.COM 3069F4P13 A	1	\$91.96
AMAZON.COM 5U4GX3Z33 A	1	\$11.69
AMAZON.COM AA6J87VW3 A	1	\$295.61
Amazon.com DY2SV09Z3	1	\$40.72
AMAZON.COM HY1JL27E3 A	1	\$42.65
AMAZON.COM IH5DM8T23 A	1	\$12.98
AMAZON.COM K046L2253 A	1	\$6.29
AMAZON.COM SX9TS6IY3 A	1	\$17.92
AMAZON.COM UC0BM33O3 A	1	\$8.16
Amazon.com WN5RA1A13	1	\$23.94
AMAZON.COM WW4655RR3 A	1	\$16.21
AMERICAN FLOOR MATS	1	\$173.11
AMERICAN VAN EQUIPMENT	1	\$59.79
AMS SERVICE FEE 102102	1	\$28.32
AMZN DIGITAL OB55O0SV3	1	\$1.99
AMZN DIGITAL QG7IR9PC3	1	\$2.99
AMZN Mktp US	1	(\$72.32)
AMZN MKTP US 244JR3J43	1	\$34.99
AMZN MKTP US 254KR2GY3	1	\$25.18
AMZN MKTP US 2D2OW9I53	1	\$260.95
AMZN Mktp US 330L00AL3	1	\$40.40
AMZN Mktp US 4E2D07V43	1	\$118.23
AMZN Mktp US 4J1248UO3	1	\$13.92
AMZN MKTP US 5186J1GN3	1	\$64.95
AMZN Mktp US 5M5IA5LX3	1	\$261.92
AMZN Mktp US 765PH9KJ3	1	\$99.99
AMZN Mktp US 7W1Q784E3	1	\$62.91
AMZN MKTP US 808QA5JA3	1	\$42.96
AMZN MKTP US 8P41R79E3	1	\$54.94
AMZN MKTP US AH81H0813	1	\$29.96
AMZN MKTP US AT4R08DV3	1	\$64.78
AMZN MKTP US B35KI83Y3	1	\$51.48
AMZN Mktp US ER03E1003	1	\$66.82
AMZN Mktp US H98X22QC3	1	\$9.37
AMZN Mktp US HG3SP7OD3	1	\$27.42
AMZN Mktp US JF3UE5FY3	1	\$41.36
AMZN MKTP US JY84102A3	1	\$19.08
AMZN Mktp US KO25E7NM3	1	\$10.81
AMZN Mktp US LJ9404QF3	1	\$148.16
AMZN MKTP US N54FJ5XN3	1	\$26.98
AMZN Mktp US OQ2X640V3	1	\$94.89

P-Card Transactions  
11/08/19 - 12/07/19

AMZN Mktp US T93TL4XF3	1	\$25.98
AMZN MKTP US TZ03C9J53	1	\$19.74
AMZN MKTP US X545T2FN3	1	\$68.47
AMZN Mktp US XK4611NM3	1	\$51.48
AMZN Mktp US Y721S6Y23	1	\$44.99
AMZN Mktp US YB7LJ4YH3	1	\$123.54
AMZN MKTP US YO4MF81I3	1	\$35.47
AMZN Mktp US ZI1R75BL3	1	\$37.42
AT&T PREMIER EBIL	1	\$1,244.16
ATT BUS PHONE PMT	1	\$136.54
AVALON PETROLEUM	1	\$6,673.44
BABOLAT VS NORTH AMERI	1	\$696.74
BARNES & NOBLE #2020	2	\$22.94
BHFX #10	2	\$95.00
BLS MAGISTO	1	\$15.00
BLS SOCIOGRAPH97254486	1	\$19.99
BLS SPAMTITAN	1	\$180.00
BSN SPORTS LLC	1	\$2,519.81
CANTEEN COFFEE78052560	2	\$403.95
CERAMIC SUPPLY CHICAGO	1	\$297.95
CERAMIC SUPPLY CHICAGO	1	\$162.50
CHICAGO SKY	1	\$303.00
CITY OF HIGHLAND PARK	1	\$450.00
CKO WWW.ISTOCKPHOTO.C	2	\$358.60
CLEANITSUPPLY.COM	3	\$404.41
CLIFFORD WALD AND COMP	4	\$1,006.25
CLUCKERS CHARCOAL CHIC	3	\$341.63
COMCAST	1	\$12,331.90
COMCAST CHICAGO	1	\$146.85
COMCAST CHICAGO CS 1X	10	\$1,783.70
COMPLIANCESIGNS.COM	1	(\$1.91)
CRAFTWOOD LUMBER & HAR	27	\$1,345.67
CVS/PHARMACY #04787	3	\$32.65
DD/BR #306048	2	\$144.16
DIRECT FITNESS SOLUTIO	1	\$1,890.00
DNH GODADDY.COM	1	\$127.98
DOG WASTE DEPOT	1	\$289.65
DOLLAR TREE	1	\$62.00
DOMESTIC UNIFORM IL	1	\$209.75
DROPBOX NTZGKBZTHGXH	1	\$11.99
DTV DIRECTV SERVICE	3	\$618.92
DUNBAR BANKPAK	1	\$205.04
DUNBAR SECURITY PRODUC	1	(\$12.80)
EMC ELKAY NEXT GEN	1	\$226.00
ESRI	1	\$125.62
EXPRESS PAINT INC	2	\$224.50
EZREGISTER	1	\$46.00
FACEBK 74S73PNWU2	1	\$1.98
FACEBK NY4Q2PNWU2	1	\$100.00
FEDEX 496960617	1	\$26.28
FISH TECH	2	\$17.94
G&O THERMAL SUPPLY	2	\$36.95

P-Card Transactions  
11/08/19 - 12/07/19

GAMETIME	1	\$620.27
GCSAA EIFG	1	\$400.00
GLOBAL SPECIALTIES DIR	1	\$45.00
GOOGLE GSUITE PDHP.ORG	1	\$4.16
GRAINGER	1	\$29.40
GRUBHUBREALURBANBBQHI	1	\$64.57
HEY AND ASSOCIATES INC	1	\$1,387.50
HP CHAMBER OF COMMERCE	1	\$90.00
IDLEWOOD ELECTRIC SUPP	6	\$482.94
IL TOLLWAY-AUTOREPLENI	1	\$20.00
ILLINOIS ASSOC OF PARK	1	\$205.00
ILLINOIS ASSOCIATION O	28	\$9,186.00
INDEED	1	\$181.37
INT IN BULLDOG SECURI	1	\$1,435.00
INT IN SOUND OF MUSIC	2	\$2,939.55
INT IN YOU & COMPANY	1	\$36.00
INTERNATIONAL E-Z UP I	1	\$153.00
INTERNATIONAL TRANSACTION	2	\$1.60
IPRA	2	\$600.00
JEWEL-OSCO	8	\$170.51
JEWEL-OSCO # 3475	1	\$7.00
JIMMY JOHNS - 1032	2	\$42.85
JOANN STORES #2057	3	\$146.80
JOHNSTONE SUPPLY OF VH	2	\$385.16
JORSON AND CARLSON COM	1	\$107.28
KIDDLES, INC.	1	\$598.00
KONE, INC.	8	\$3,036.43
LAKE IL RECORDER	1	\$5.00
LAKESHORE IT SOLUTIONS	1	(\$3,023.19)
LAKESHORE RECYCLING SY	8	\$1,226.77
LAKESIDE GLASS & MIRRO	1	\$47.97
LC WEB PERMITS/LICENSE	1	\$960.00
LEARN TO SKATE USA	1	\$68.00
LIFE FITNESS	1	\$160.00
MAILCHIMP MONTHLY	1	\$285.81
MARATHON SPORTSWEAR	1	\$457.29
MARIANOS #533	1	\$64.43
MARIANOS #542	2	\$30.41
MARK VEND CO.	2	\$338.92
MARKETINGPROFS	1	\$195.00
MARSHALLS #0664	1	\$40.00
MAX'S DELI OF HIGHLAND	1	\$39.22
MENARDS 3327	4	\$347.06
MENONI & MOCOJNI, INC.	8	\$1,657.13
METRA MOBILE	2	\$15.50
MICHAELS STORES 9961	3	\$82.49
MS TEDDY BEAR	1	\$48.95
MUTUAL ACE HARDWARE &	24	\$1,111.21
NAPA AUTO PRTS HIGHLAN	14	\$1,223.49
NORTHSHORE PHYSICIAN	5	\$862.00
OFFICESUPPLY.COM	9	\$1,306.79
PALOS SPORTS	2	\$590.50

P-Card Transactions  
11/08/19 - 12/07/19

PARK DISTRICT OF HIGHL	1	\$1.00
PARTY CITY 1002	2	\$440.50
PARTY CITY 168	1	\$126.79
PAYPAL HOOPAVENTUES	1	\$600.00
PAYPAL MSTEDDYBEAR	1	\$284.45
PELLA ENGRAVING COMP	1	\$272.86
PETCO 1941 63519417	2	\$31.98
PGA MEMBER INFO SRVCS	1	\$2,000.00
PGA OF AMERICA IL SECT	1	\$125.00
PIEROS PIZZA - MOTO	1	\$187.98
QUICKSCORES COM	1	\$56.00
READYREFRESH BY NESTLE	1	\$223.48
RED WING SHOES #712	2	\$319.99
RUSH TRK CTR HUNTLEY	1	\$3,277.21
SAFELITE AUTOGLASS	2	\$268.15
SAMSCLUB #6228	2	\$243.82
SANTO SPORT STORE	7	\$3,743.50
SETON IDENTIFICATION P	1	\$4,302.80
SKILLPATH / NATIONAL	1	\$149.00
SMARTSIGN	1	\$447.27
SMITHEREEN PEST MANAGE	2	\$108.00
SOUTHWEST BINDING & LA	1	\$120.49
SQ SQ TEAM GREEN ENV	1	\$399.50
SQU SQ CHICAGO KILN S	1	\$617.50
SQU SQ FOOD SAFETY AN	1	\$360.00
STAPLES 00116616	5	\$270.03
STEINER ELEC ELK GROVE	1	(\$2.50)
STORYBLOCKS 844.835.27	1	\$149.00
SUNNY CLEANERS	1	\$140.00
TARGET 00011676	1	\$308.67
TARGET 00011684	9	\$716.74
TARGET.COM	1	\$209.97
TEACHERSPAYTEACHERS.CO	1	\$14.90
TEAMSNAP	1	\$49.95
TEE TIME- EZLINKS	1	(\$2,677.25)
TENNISDRILLS.TV SUBSCR	1	\$199.00
THE HOME DEPOT #1926	15	\$1,075.53
THE HOME DEPOT #1941	1	\$108.73
THE HOME DEPOT #1976	1	\$61.03
THE HOME DEPOT 1926	2	\$492.34
THE HOME DEPOT 1941	1	\$304.56
TRADER JOE'S #682 QPS	1	\$6.98
TRIBUNE PUBLISHING COM	1	\$117.09
TRUCKNTOW.COM, INC	1	\$211.39
UA INFLT 01615485395025	1	\$12.99
UA INFLT 01615471781361	1	\$10.99
USPS KIOSK 1636069550	1	\$16.50
UST USTA MEMBERSHIP	1	\$44.00
VILLAGE OF LAKE BLUFF	1	\$8.00
WAL-MART #1489	1	\$77.94
WAL-MART #1735	1	\$4.85
WAL-MART #3893	1	\$9.14

P-Card Transactions  
11/08/19 - 12/07/19

WAREHOUSE DIRECT	21	\$2,912.06
WEB NETWORKSOLUTIONS	1	\$39.99
WHOLESALE IN MOTION	1	\$122.40
WM SUPERCENTER #3893	2	\$94.70
WWW.GIGSALAD.COM	1	\$829.00
WWW.NORTHERNSAFETY.COM	1	\$198.68
YOUR ADVANTAGE II LT	1	\$185.00
<b>TOTAL</b>		<b>\$98,784.99</b>



# Memorandum

**To:** Park Board of Commissioners

**From:** Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

**Date:** January 28, 2020

**Subject:** **Ordinance 2020-02** for General Obligation Limited Tax Park Bonds, Series 2020.

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## **Background**

On February 4, the District is scheduled to issue a not to exceed \$7.25 million bond that will bear interest payable on June 15, and December 15, of each year, with December 15, 2020 as the first interest payment date. Proceeds from the issuance will be used for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on the bonds, and authorizing the sale of the bonds to the purchaser thereof. The final payment of the bonds will be on December 15, 2033.

The Preliminary Official Statement was distributed on January 15, 2020, with Moody's rating of Aaa.

Notification of the sale has been listed in various industry resources, on PMA's web site, and distributed to PMA's extensive purchaser listing. The competitive sales are scheduled for February 4, 2020, at 10:00 a.m.

Highlights of Ordinance 2020-02 General Obligation Limited Tax Park Bonds, Series 2020 are as follows:

- District's authority to issue bonds and use of bond proceeds
- Bond details, amount, principal and interest payments
- Identifies Amalgamated Bank as bond registrar
- Bond Format
- Post issuance compliance
- Tax Levy

## **Recommendation:**

Staff recommends that the Park Board of commissioners approve Ordinance 2020-02 General Obligation Limited Tax Park Bonds, Series 2020.

**ORDINANCE NO. 2020-02**

AN ORDINANCE providing for the issue of not to exceed \$7,250,000 General Obligation Limited Tax Park Bonds, Series 2020, of the Park District of Highland Park, Lake County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

\* \* \*

WHEREAS, the Park District of Highland Park, Lake County, Illinois (the "*District*"), is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto (the "*Act*"); and

WHEREAS, the needs of the District require the expenditure of not less than the sum of \$7,250,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto (the "*Project*"), all in accordance with the preliminary plans and estimate of cost heretofore approved by the Board of Park Commissioners of the District (the "*Board*") and now on file in the office of the Secretary of the Board (the "*Secretary*"); and

WHEREAS, the Board finds that it does not have sufficient funds on hand for the purpose aforesaid, and that the cost thereof will be not less than \$7,250,000, and that it is necessary and for the best interests of the District that it borrow an amount not to exceed \$7,250,000 and issue bonds of the District to evidence the borrowing; and

WHEREAS, pursuant to and in accordance with the provisions of the Bond Issue Notification Act of the State of Illinois, as amended, the President of the Board (the "*President*"), on the 12th day of December, 2019, executed an Order calling a public hearing (the "*Hearing*") for the 14th

day of January, 2020, concerning the intent of the Board to sell bonds in the amount of \$7,250,000 for the Project; and

WHEREAS, notice of the Hearing was given (i) by publication at least once not less than seven (7) nor more than thirty (30) days before the date of the Hearing in the *Highland Park News*, the same being a newspaper of general circulation in the District, and (ii) by posting at least 96 hours before the Hearing a copy of said notice at the principal office of the Board, which notice was continuously available for public review during the entire 96-hour period preceding the Hearing; and

WHEREAS, the Hearing was held on the 14th day of January, 2020, and at the Hearing, the Board explained the reasons for the proposed bond issue and permitted persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits; and

WHEREAS, the Hearing was finally adjourned on the 14th day of January, 2020; and

WHEREAS, the Board does hereby find and determine that it is authorized at this time to issue bonds to the amount of \$7,250,000 for the Project; and

WHEREAS, the Board deems it advisable, necessary and for the best interests of the District that not to exceed \$7,250,000 of the bonds so authorized be issued at this time; and

WHEREAS, the Board does hereby find and determine that (a) said bonds shall be issued as limited bonds under the provisions of the Local Government Debt Reform Act of the State of Illinois, as amended (the "*Debt Reform Act*"), and (b) upon the issuance of the General Obligation Limited Tax Park Bonds, Series 2020, now proposed to be issued, the aggregate outstanding unpaid bonded indebtedness of the District, including said bonds, will not exceed .575% of the total assessed valuation of all taxable property in the District as last equalized and determined, and pursuant to the provisions of the Debt Reform Act and Section 6-4 of the Act, it is not necessary to submit the proposition of issuing said bonds to the voters of the District for approval:

NOW, THEREFORE, Be It Ordained by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, as follows:

*Section 1. Incorporation of Preambles.* The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

*Section 2. Authorization.* It is hereby found and determined that the District has been authorized by law to borrow an amount not to exceed \$7,250,000 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District to said amount, the proceeds of said bonds to be used for the purpose of paying the cost of the Project, and it is necessary and for the best interests of the District that there be issued an amount not to exceed \$7,250,000 of the bonds so authorized.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$7,250,000 for the purpose aforesaid; and that bonds of the District (the “*Bonds*”) shall be issued to said amount and shall be designated “General Obligation Limited Tax Park Bonds, Series 2020.” The Bonds, if issued, shall be dated such date (not later than July 28, 2020) as set forth in the Bond Notification (as hereinafter defined), and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (but no single Bond shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption on December 15 of each of the years (not later than 2034), in the amounts (not exceeding \$1,100,000 per year) and bearing interest at the rates (not exceeding 5.00% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds

is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on June 15 and December 15 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of Amalgamated Bank of Chicago, Chicago, Illinois (the "*Bond Registrar*"), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 1st day of the month of the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States of America at the principal corporate trust office of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary, and shall be countersigned by the manual or facsimile signature of the Treasurer of the Board (the "*Treasurer*"), as they shall determine, and the seal of the District shall be affixed thereto or printed thereon, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. If the Secretary or the Treasurer is unable to perform the duties of his or her respective office, then their duties under this Ordinance shall be performed by the Assistant Secretary or the Assistant Treasurer of the Board, respectively.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Ordinance unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has

been authenticated and delivered under this Ordinance. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners. (a) General.* The District shall cause books (the “*Bond Register*”) for the registration and for the transfer of the Bonds as provided in this Ordinance to be kept at the principal corporate trust office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the principal corporate trust office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of or interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Upon initial issuance, the ownership of each such Bond shall be registered in the Bond Register in the name of Cede & Co., or any successor thereto (“*Cede*”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“*DTC*”). All of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The President, Secretary, Executive Director (the “*Executive Director*”) and Director of Finance of the District (the “*Director of Finance*”) and the Bond Registrar are each authorized to execute and deliver, on behalf of the

District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and

effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 1st day of the month of the applicable interest payment date, the name "Cede" in this Ordinance shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this Ordinance to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal

of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

*Section 5. Redemption.* (a) *Optional Redemption.* All or a portion of the Bonds due on and after the date, if any, specified in the Bond Notification shall be subject to redemption prior to maturity at the option of the District from any available funds, as a whole or in part, and if in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by the Bond Registrar), on the date specified in the Bond Notification (but not later than 10 1/2 years from the date of issuance of the Bonds), and on any date thereafter, at the redemption price of par plus accrued interest to the date fixed for redemption.

(b) *Mandatory Redemption.* The Bonds maturing on the date or dates, if any, indicated in the Bond Notification are subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the redemption date, on December 15 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

The principal amounts of Bonds to be mandatorily redeemed in each year may be reduced through the earlier optional redemption thereof, with any partial optional redemptions of such Bonds credited against future mandatory redemption requirements in such order of the mandatory redemption dates as the District may determine. In addition, on or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(c) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. The District shall, at least forty-five (45) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Bond Registrar) notify the Bond Registrar of such redemption date and of the principal amount and maturity or maturities of Bonds to be redeemed. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

*Section 6. Redemption Procedure.* Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,

- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the principal corporate trust office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Bonds to be redeemed at the option of the District shall have been received by the Bond Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Bond Registrar on or prior to the date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Bonds, and the Bond Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received and that such Bonds will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at

the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

*Section 7. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraph [6] and those paragraphs thereafter that shall be appropriate shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED  
NO. \_\_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

**UNITED STATES OF AMERICA**

**STATE OF ILLINOIS**

**COUNTY OF LAKE**

**PARK DISTRICT OF HIGHLAND PARK**

**GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2020**

See Reverse Side for  
Additional Provisions

Interest                      Maturity                      Dated  
Rate: \_\_\_\_\_%      Date: December 15, 20\_\_      Date: \_\_\_\_\_, 2020      CUSIP 430470 \_\_\_\_\_

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that the Park District of Highland Park, Lake County, Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 15 and December 15 of each year, commencing December 15, 2020, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal corporate trust office of Amalgamated Bank of Chicago, Chicago, Illinois, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown on the registration books of the District

maintained by the Bond Registrar at the close of business on the 1st day of the month of each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity. Although this Bond constitutes a general obligation of the District and no limit exists on the rate of said direct annual tax, the amount of said tax is limited by the provisions of the Property Tax Extension Limitation Law of the State of Illinois, as amended (the "*Law*"). The Law provides that the annual amount of the taxes to be extended to pay the issue of Bonds of which this Bond is one and all other limited bonds (as defined in the Local Government Debt Reform Act of the State of Illinois, as amended) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Law) of the District (the "*Base*"), as more fully described in the proceedings of the District providing for the issue of this Bond. Payments on the Bonds from the Base will be made on a parity with the payments on the outstanding limited bonds heretofore issued by the District. The District is authorized to issue from time to time additional

limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Park District of Highland Park, Lake County, Illinois, by its Board of Park Commissioners, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the President and Secretary of said Board of Park Commissioners, and to be countersigned by the manual or duly authorized facsimile signature of the Treasurer thereof, and has caused the seal of the District to be affixed hereto or printed hereon, all as of the Dated Date identified above.

(SEAL)

\_\_\_\_\_  
President, Board of Park Commissioners

Countersigned:

\_\_\_\_\_  
Secretary, Board of Park Commissioners

\_\_\_\_\_  
Treasurer, Board of Park Commissioners

Date of Authentication: \_\_\_\_\_, 20\_\_

CERTIFICATE  
OF  
AUTHENTICATION

Bond Registrar and Paying Agent:  
Amalgamated Bank of Chicago,  
Chicago, Illinois

This Bond is one of the Bonds described in the within mentioned ordinance and is one of the General Obligation Limited Tax Park Bonds, Series 2020, of the Park District of Highland Park, Lake County, Illinois.

AMALGAMATED BANK OF CHICAGO,  
as Bond Registrar

By \_\_\_\_\_  
Authorized Officer

[Form of Bond - Reverse Side]

**PARK DISTRICT OF HIGHLAND PARK**

**LAKE COUNTY, ILLINOIS**

**GENERAL OBLIGATION LIMITED TAX PARK BOND, SERIES 2020**

[6] This Bond is one of a series of bonds issued by the District for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, pursuant to and in all respects in full compliance with the provisions of the Park District Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by the Board of Park Commissioners of the District by an ordinance duly and properly adopted for that purpose, in all respects as provided by law.

[7] Bonds of the issue of which this Bond is one maturing on and after December 15, 20\_\_, are subject to redemption prior to maturity at the option of the District as a whole, or in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by lot by the Bond Registrar), on December 15, 20\_\_, and on any date thereafter, at the redemption price of par plus accrued interest to the redemption date.

[8] Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to

bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal corporate trust office of the Bond Registrar in Chicago, Illinois, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing ordinance, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$5,000 each or authorized integral multiples thereof. This Bond may be exchanged at the principal corporate trust office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing ordinance. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 1st day of the month of any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

(ASSIGNMENT)

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_  
attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

Dated: \_\_\_\_\_

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 8. Sale of Bonds.* The President and Director of Finance (the “*Designated Representatives*”) are hereby authorized to proceed not later than the 15th day of July, 2020, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Ordinance. The Bonds hereby authorized shall be executed as in this Ordinance provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the Treasurer, and, after authentication thereof by the Bond Registrar, be by the Treasurer delivered to the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being not less than 97% of the principal amount of the Bonds plus accrued interest, if any, to date of delivery. The Purchaser for the Bonds shall be: (a) pursuant to a competitive sale conducted by PMA Securities, LLC, Naperville, Illinois, the District’s financial advisor (“*PMA*”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of The Bond Buyer’s Municipal Marketplace; or (c) in a private placement, (i) a bank or financial

institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Debt Reform Act, or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provided, however*, that the Purchaser as set forth in either (b) or (c) shall be selected only upon receipt by the District of the written recommendation of PMA that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; and *further provided*, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation with PMA if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the “*Bond Notification*”). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject such sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the President, Secretary, Treasurer and any other officers of the District, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including,

without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the “*Purchase Contract*”). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner financially interested directly in his or her own name or indirectly in the name of any other person, association, trust or corporation, in the Purchase Contract.

The use by the Purchaser of any Preliminary Official Statement and any final Official Statement relating to the Bonds (the “*Official Statement*”) is hereby ratified, approved and authorized; the execution and delivery of the Official Statement is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Ordinance, said Preliminary Official Statement, the Official Statement and the Bonds.

*Section 9. Tax Levy.* In order to provide for the collection of a direct annual tax to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are outstanding, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX TO PRODUCE THE SUM OF:
2019	\$ 389,804.18 for interest and principal up to and including December 15, 2020
2020	\$ 390,109.24 for interest and principal
2021	\$ 391,009.24 for interest and principal
2022	\$ 573,409.24 for interest and principal
2023	\$ 606,009.24 for interest and principal
2024	\$ 500,000.00 for interest and principal
2025	\$ 500,000.00 for interest and principal
2026	\$ 800,000.00 for interest and principal

2027	\$1,100,000.00	for interest and principal
2028	\$1,100,000.00	for interest and principal
2029	\$1,100,000.00	for interest and principal
2030	\$1,100,000.00	for interest and principal
2031	\$1,100,000.00	for interest and principal
2032	\$1,100,000.00	for interest and principal
2033	\$ 390,109.24	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, the President, Secretary and Treasurer are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerk of The County of Lake, Illinois (the “*County Clerk*”), in a timely manner to effect such abatement.

*Section 10. Filing of Ordinance.* Forthwith upon the passage of this Ordinance, the Secretary is hereby directed to file a certified copy of this Ordinance with the County Clerk and it shall be the duty of the County Clerk to annually in and for each of the years 2019 to 2033, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for

collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for general park purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general park purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Park Bond and Interest Fund of 2020" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds.

*Section 11. Limitation on Extension; General Obligation Pledge; Additional Obligations.* Notwithstanding any other provision of this Ordinance, the annual amount of the taxes to be extended by the County Clerk to pay the Bonds and all other limited bonds (as defined in the Debt Reform Act) heretofore and hereafter issued by the District shall not exceed the debt service extension base (as defined in the Property Tax Extension Limitation Law of the State of Illinois, as amended) of the District (the "*Base*").

No limit, however, exists on the rate of the direct annual tax levied herein, and the Bonds shall constitute a general obligation of the District.

Payments on the Bonds from the Base will be made on a parity with the payments on the District's outstanding General Obligation Limited Tax Park Bonds, Series 2016, and General Obligation Limited Tax Park Bonds, Series 2017. The District is authorized to issue from time to time additional limited bonds payable from the Base, as permitted by law, and to determine the lien priority of payments to be made from the Base to pay the District's limited bonds.

*Section 12. Use of Bond Proceeds.* Accrued interest, if any, received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. The principal proceeds of the Bonds and any

premium received from the sale of the Bonds are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of paying the cost of the Project, and that portion thereof not needed to pay such costs of issuance is hereby ordered deposited into the Capital Improvement Account of the District (the "*Project Fund*"). At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser on behalf of the District from the proceeds of the Bonds.

*Section 13. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended (the "*Code*"), or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the "*IRS*") of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a "taxpayer" in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President, Secretary and Treasurer, to make such further covenants and

certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 14. Reimbursement.* With respect to expenditures for the Project paid within the 60-day period ending on this date and with respect to which no declaration of intent was previously made, the District hereby declares its intent to reimburse such expenditures and hereby allocates proceeds of the Bonds in the amount indicated in the Treasurer's Receipt to be delivered in connection with the issuance of the Bonds to reimburse said expenditures.

*Section 15. Designation of Issue.* The District hereby designates each of the Bonds as a "qualified tax-exempt obligation" for the purposes and within the meaning of Section 265(b)(3) of the Code.

*Section 16. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 17. Duties of Bond Registrar.* If requested by the Bond Registrar, the President and Secretary are authorized to execute the Bond Registrar's standard form of agreement between

the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

- (a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;
- (b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;
- (c) to give notice of redemption of Bonds as provided herein;
- (d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;
- (e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and
- (f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

*Section 18. Continuing Disclosure Undertaking.* The President is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). When the Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Ordinance, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

*Section 19. Record-Keeping Policy and Post-Issuance Compliance Matters.* On June 28, 2012, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 20. Severability.* If any section, paragraph, clause or provision of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

*Section 21. Repeal.* All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and this Ordinance shall be in full force and effect forthwith upon its adoption.

Adopted January 28, 2020.

---

President, Board of Park Commissioners

Attest:

---

Secretary, Board of Park Commissioners

Park Commissioner \_\_\_\_\_ moved and Park Commissioner \_\_\_\_\_ seconded the motion that said ordinance as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said ordinance.

Upon the roll being called, the following Park Commissioners voted AYE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following Park Commissioners voted NAY: \_\_\_\_\_

Whereupon the President declared the motion carried and said ordinance adopted, approved and signed the same in open meeting and directed the Secretary to record the same in full in the records of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, which was done.

Other business not pertinent to the adoption of said ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

\_\_\_\_\_  
Secretary, Board of Park Commissioners

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF LAKE         )

**CERTIFICATION OF MINUTES AND ORDINANCE**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois (the “Board”), and as such official am the keeper of the records and files of the Board.

I further certify that the foregoing is a full, true and complete transcript of that portion of the minutes of the meeting of the Board held on the 28th day of January, 2020, insofar as the same relates to the adoption of Ordinance No. 2020-02 entitled:

AN ORDINANCE providing for the issue of not to exceed \$7,250,000 General Obligation Limited Tax Park Bonds, Series 2020, of the Park District of Highland Park, Lake County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said ordinance as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and seal of said Park District,  
this 28th day of January, 2020.

---

Secretary, Board of Park Commissioners

(SEAL)

STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF LAKE         )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Lake, Illinois, and as such official I do further certify that on the \_\_\_\_ day of February, 2020, there was filed in my office a duly certified copy of Ordinance No. 2020-02 entitled:

AN ORDINANCE providing for the issue of not to exceed \$7,250,000 General Obligation Limited Tax Park Bonds, Series 2020, of the Park District of Highland Park, Lake County, Illinois, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.

duly adopted by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, on the 28th day of January, 2020, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of February, 2020.

\_\_\_\_\_  
County Clerk of The County of Lake, Illinois

(SEAL)



Park District of Highland Park, IL

DISTRICT WIDE

# Income Statement

Current Period Ending 12/31/2019

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	4,302.93	86,543.37	2,627,578.97	2,848,849.50	-221,270.53	2,848,849.50	-231,653.58	2,753,331.57
110 - CAMPS	3,991.50	21,373.99	1,683,229.97	1,707,081.90	-23,851.93	1,707,081.90	1,553.75	1,553,827.70
120 - LESSONS	20,739.70	32,553.61	367,758.97	383,751.25	-15,992.28	383,751.25	18,511.84	347,613.84
130 - SPECIAL EVENTS	15,737.08	14,851.16	106,008.73	114,739.00	-8,730.27	114,739.00	16,162.00	102,243.50
410 - TAX	139,379.47	10,713.60	13,101,331.39	13,340,680.00	-239,348.61	13,340,680.00	5,122.73	12,780,400.19
420 - FEES & CHARGES	33,172.31	59,251.22	1,714,915.67	1,934,471.00	-219,555.33	1,934,471.00	28,301.70	848,398.37
440 - MEMBERSHIPS	119,530.44	144,325.62	1,522,055.02	1,712,753.00	-190,697.98	1,712,753.00	126,923.28	1,590,739.53
450 - RENTALS	74,307.40	83,954.00	1,389,625.37	1,380,774.45	8,850.92	1,380,774.45	71,274.91	1,238,656.40
460 - MERCHANDISING	3,207.97	4,945.39	114,369.45	94,634.00	19,735.45	94,634.00	2,375.62	60,614.24
470 - INTEREST INCOME	109,303.28	10,881.00	262,217.38	130,000.00	132,217.38	130,000.00	56,305.25	284,197.33
480 - MISCELLANEOUS INCOME	9,708.43	14,313.30	163,905.13	197,320.00	-33,414.87	197,320.00	60,874.52	269,166.15
510 - OTHER INCOME	36,646.60	2,847.82	130,920.91	62,824.00	68,096.91	62,824.00	11,992.53	86,448.83
520 - BOND/DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.42
530 - TRANSFERS IN	4,056,562.50	4,606,563.00	4,056,562.50	4,606,563.00	-550,000.50	4,606,563.00	3,109,012.50	3,109,012.50
<b>Total Revenue:</b>	<b>4,626,589.61</b>	<b>5,093,117.08</b>	<b>27,240,479.46</b>	<b>28,514,441.10</b>	<b>-1,273,961.64</b>	<b>28,514,441.10</b>	<b>3,276,757.05</b>	<b>25,030,150.57</b>
<b>Expense</b>								
100 - PROGRAMS	206,906.95	163,519.95	1,463,927.83	1,645,635.29	181,707.46	1,645,635.29	199,437.37	1,613,308.18
110 - CAMPS	4,379.68	19,885.21	898,990.94	961,148.23	62,157.29	961,148.23	1,499.63	848,892.05
120 - LESSONS	25,687.69	14,010.32	197,431.39	186,871.86	-10,559.53	186,871.86	24,340.62	213,319.01
130 - SPECIAL EVENTS	7,429.62	19,120.97	199,422.84	218,756.60	19,333.76	218,756.60	12,945.51	233,956.29
610 - SALARIES & WAGES	894,258.37	581,026.07	7,282,336.99	7,771,891.67	489,554.68	7,771,891.67	885,595.32	7,109,767.14
620 - CONTRACTUAL SERVICES	330,847.12	185,846.67	2,689,468.99	2,841,003.32	151,534.33	2,841,003.32	609,621.89	3,338,407.98
630 - INSURANCE	342,047.12	182,650.64	1,957,483.71	2,182,830.25	225,346.54	2,182,830.25	73,491.48	1,866,365.48
640 - MATERIALS & SUPPLIES	40,065.10	41,035.27	518,699.00	617,629.45	98,930.45	617,629.45	66,300.07	581,911.49
650 - MAINTENANCE & LANDSCAPING CONTRACTS	34,134.96	21,991.18	411,433.30	461,417.47	49,984.17	461,417.47	36,140.04	515,376.26
660 - UTILITIES	133,988.40	81,515.89	865,999.53	896,006.08	30,006.55	896,006.08	190,941.59	991,098.63
670 - PENSION CONTRIBUTIONS	84,268.26	50,683.67	632,162.53	656,795.09	24,632.56	656,795.09	171,294.07	855,047.69
680 - COST OF GOODS SOLD	960.66	1,173.58	50,497.89	39,587.50	-10,910.39	39,587.50	-898.99	24,631.92
710 - DEBT RETIREMENT	2,812,531.25	2,814,431.00	3,076,962.50	3,078,862.00	1,899.50	3,078,862.00	2,779,281.25	3,075,462.50
720 - CAPITAL OUTLAY	285,773.12	748,256.28	2,371,647.76	7,000,007.00	4,628,359.24	7,000,007.00	462,533.03	6,625,223.29
750 - TRANSFERS OUT	4,056,562.50	4,036,051.63	4,056,562.50	4,606,563.00	550,000.50	4,606,563.00	3,109,012.50	3,109,012.50
<b>Total Expense:</b>	<b>9,259,840.80</b>	<b>8,961,198.33</b>	<b>26,673,027.70</b>	<b>33,165,004.81</b>	<b>6,491,977.11</b>	<b>33,165,004.81</b>	<b>8,621,535.38</b>	<b>31,001,780.41</b>
<b>Report Total:</b>	<b>-4,633,251.19</b>	<b>-3,868,081.25</b>	<b>567,451.76</b>	<b>-4,650,563.71</b>	<b>5,218,015.47</b>	<b>-4,650,563.71</b>	<b>-5,344,778.33</b>	<b>-5,971,629.84</b>

## Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-1,268,532.62	-473,464.00	171,059.75	-408,204.59	579,264.34	-408,204.59	-1,237,803.63	-506,653.39
25 - SPECIAL RECREATION	1,107.38	-550,000.00	388,888.79	-2,267.28	391,156.07	-2,267.28	-600,000.00	-68,110.18
29 - RECREATION	-4,336,296.14	-3,871,950.60	36,014.38	-50,727.84	86,742.22	-50,727.84	-3,108,533.86	553,039.55
60 - DEBT SERVICE	-1,240,248.69	-1,257,868.00	164.62	28,883.00	-28,718.38	28,883.00	-1,220,268.75	4,193.33
70 - CAPITAL PROJECTS	2,210,718.88	2,285,201.35	-28,675.78	-4,218,247.00	4,189,571.22	-4,218,247.00	821,827.91	-5,954,099.15
<b>Report Total:</b>	<b>-4,633,251.19</b>	<b>-3,868,081.25</b>	<b>567,451.76</b>	<b>-4,650,563.71</b>	<b>5,218,015.47</b>	<b>-4,650,563.71</b>	<b>-5,344,778.33</b>	<b>-5,971,629.84</b>

As of today, the books at December 31 are not closed. We anticipate at least \$250,000 more of expenses to be forthcoming. Additionally, the amount of the transfer from Special Recreation to capital projects has yet to be determined but will probably be less than the \$550,000 budgeted. We are still anticipating a large year end surplus vs. the deficit of \$4,650,564 budgeted. Almost \$3,000,000 of debt payments were made in December.



Park District of Highland Park, IL

01- GENERAL FUND

# Income Statement

Current Period Ending 12/31/2019

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	60,573.43	10,713.60	5,546,324.58	5,628,000.00	-81,675.42	5,628,000.00	5,122.73	4,994,253.17
420 - FEES & CHARGES	2,386.12	3,749.76	40,470.91	44,800.00	-4,329.09	44,800.00	3,274.94	46,086.61
460 - MERCHANDISING	37.10	30.22	524.85	360.00	164.85	360.00	35.03	473.21
470 - INTEREST INCOME	109,303.28	10,881.00	262,217.38	130,000.00	132,217.38	130,000.00	56,305.25	284,197.33
480 - MISCELLANEOUS INCOME	3,342.40	7,742.25	92,389.17	92,500.00	-110.83	92,500.00	4,137.56	103,624.19
510 - OTHER INCOME	1,710.61	1,107.83	4,442.14	13,235.00	-8,792.86	13,235.00	1,656.53	4,177.49
<b>Total Revenue:</b>	<b>177,352.94</b>	<b>34,224.66</b>	<b>5,946,369.03</b>	<b>5,908,895.00</b>	<b>37,474.03</b>	<b>5,908,895.00</b>	<b>70,532.04</b>	<b>5,432,812.00</b>
<b>Expense</b>								
610 - SALARIES & WAGES	340,412.36	222,703.33	2,516,880.52	2,792,669.68	275,789.16	2,792,669.68	329,735.97	2,527,319.54
620 - CONTRACTUAL SERVICES	229,631.35	82,495.05	958,531.26	1,066,198.99	107,667.73	1,066,198.99	157,865.68	875,455.32
630 - INSURANCE	177,200.54	92,453.97	1,028,099.04	1,104,609.62	76,510.58	1,104,609.62	64,246.40	1,100,654.47
640 - MATERIALS & SUPPLIES	16,314.85	20,244.77	196,468.06	246,030.35	49,562.29	246,030.35	29,262.09	234,614.08
650 - MAINTENANCE & LANDSCAPING CONTRACTS	8,235.13	9,089.32	94,149.22	125,167.47	31,018.25	125,167.47	14,733.53	110,128.58
660 - UTILITIES	19,031.66	10,387.03	134,688.33	124,341.64	-10,346.69	124,341.64	13,183.74	137,517.77
670 - PENSION CONTRIBUTIONS	32,434.67	18,201.36	223,867.85	235,456.64	11,588.79	235,456.64	75,703.26	330,170.63
750 - TRANSFERS OUT	622,625.00	52,113.83	622,625.00	622,625.20	0.20	622,625.20	623,605.00	623,605.00
<b>Total Expense:</b>	<b>1,445,885.56</b>	<b>507,688.66</b>	<b>5,775,309.28</b>	<b>6,317,099.59</b>	<b>541,790.31</b>	<b>6,317,099.59</b>	<b>1,308,335.67</b>	<b>5,939,465.39</b>
<b>Report Total:</b>	<b>-1,268,532.62</b>	<b>-473,464.00</b>	<b>171,059.75</b>	<b>-408,204.59</b>	<b>579,264.34</b>	<b>-408,204.59</b>	<b>-1,237,803.63</b>	<b>-506,653.39</b>

The General Fund is the general operating fund of the District. It accounts for all revenues and expenditures of the District not accounted for by the other funds. The General Fund encompasses activity for administration, planning, and parks department. A transfer to debt service (\$622,925) was made in December and the General Fund still has a surplus vs. the anticipated deficit at year end.



Park District of Highland Park, IL

25 - SPECIAL RECREATION

# Income Statement

Current Period Ending 12/31/2019

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
<b>Revenue</b>								
410 - TAX	9,799.72	0.00	953,223.15	961,498.00	-8,274.85	961,498.00	0.00	936,144.39
<b>Total Revenue:</b>	<b>9,799.72</b>	<b>0.00</b>	<b>953,223.15</b>	<b>961,498.00</b>	<b>-8,274.85</b>	<b>961,498.00</b>	<b>0.00</b>	<b>936,144.39</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	8,692.34	0.00	564,334.36	413,765.28	-150,569.08	413,765.28	0.00	404,254.57
750 - TRANSFERS OUT	0.00	550,000.00	0.00	550,000.00	550,000.00	550,000.00	600,000.00	600,000.00
<b>Total Expense:</b>	<b>8,692.34</b>	<b>550,000.00</b>	<b>564,334.36</b>	<b>963,765.28</b>	<b>399,430.92</b>	<b>963,765.28</b>	<b>600,000.00</b>	<b>1,004,254.57</b>
<b>Report Total:</b>	<b>1,107.38</b>	<b>-550,000.00</b>	<b>388,888.79</b>	<b>-2,267.28</b>	<b>391,156.07</b>	<b>-2,267.28</b>	<b>-600,000.00</b>	<b>-68,110.18</b>

The Special Recreation Fund accounts for revenues derived from a special annual tax levy (equal to .004 per \$100 EAV). On the expenditure side, The District is one of several agencies to support the North Suburban Special Recreation Association (NSSRA). Included in that support is inclusion costs, member agency contributions, and capital expenditures that support the population served by the fund. Earlier this year, NSSRA needed support for the acquisition and construction of its new facility. As a result, the Park District made an unbudgeted payment to NSSRA for approximately \$145,000. Staff is still determining what the final transfer amount will be.



Park District of Highland Park, IL

29 - RECREATION FUND

# Income Statement

Current Period Ending 12/31/2019

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
100 - PROGRAMS	4,302.93	86,543.37	2,627,578.97	2,848,849.50	-221,270.53	2,848,849.50	-231,653.58	2,753,331.57
110 - CAMPS	3,991.50	21,373.99	1,683,229.97	1,707,081.90	-23,851.93	1,707,081.90	1,553.75	1,553,827.70
120 - LESSONS	20,739.70	32,553.61	367,758.97	383,751.25	-15,992.28	383,751.25	18,511.84	347,613.84
130 - SPECIAL EVENTS	15,737.08	14,851.16	106,008.73	114,739.00	-8,730.27	114,739.00	16,162.00	102,243.50
410 - TAX	53,286.26	0.00	5,081,219.04	5,200,000.00	-118,780.96	5,200,000.00	0.00	5,329,359.30
420 - FEES & CHARGES	30,786.19	55,501.46	1,674,444.76	1,889,671.00	-215,226.24	1,889,671.00	25,026.76	802,311.76
440 - MEMBERSHIPS	119,530.44	144,325.62	1,522,055.02	1,712,753.00	-190,697.98	1,712,753.00	126,923.28	1,590,739.53
450 - RENTALS	74,307.40	83,954.00	1,389,625.37	1,380,774.45	8,850.92	1,380,774.45	71,274.91	1,238,656.40
460 - MERCHANDISING	3,170.87	4,915.17	113,844.60	94,274.00	19,570.60	94,274.00	2,340.59	60,141.03
480 - MISCELLANEOUS INCOME	6,366.03	6,571.05	68,015.96	104,820.00	-36,804.04	104,820.00	56,737.76	164,582.76
510 - OTHER INCOME	34,695.99	1,739.99	126,238.77	49,589.00	76,649.77	49,589.00	10,336.00	75,003.34
<b>Total Revenue:</b>	<b>366,914.39</b>	<b>452,329.42</b>	<b>14,760,020.16</b>	<b>15,486,303.10</b>	<b>-726,282.94</b>	<b>15,486,303.10</b>	<b>97,213.31</b>	<b>14,017,810.73</b>
<b>Expense</b>								
100 - PROGRAMS	206,906.95	163,519.95	1,463,927.83	1,645,635.29	181,707.46	1,645,635.29	199,437.37	1,613,308.18
110 - CAMPS	4,379.68	19,885.21	898,990.94	961,148.23	62,157.29	961,148.23	1,499.63	848,892.05
120 - LESSONS	25,687.69	14,010.32	197,431.39	186,871.86	-10,559.53	186,871.86	24,340.62	213,319.01
130 - SPECIAL EVENTS	7,429.62	19,120.97	199,422.84	218,756.60	19,333.76	218,756.60	12,945.51	233,956.29
610 - SALARIES & WAGES	553,846.01	358,322.74	4,765,456.47	4,979,221.99	213,765.52	4,979,221.99	555,859.35	4,582,447.60
620 - CONTRACTUAL SERVICES	88,775.43	83,903.70	954,246.13	1,028,639.05	74,392.92	1,028,639.05	183,990.45	1,142,081.85
630 - INSURANCE	164,846.58	90,196.67	929,384.67	1,078,220.63	148,835.96	1,078,220.63	9,245.08	765,711.01
640 - MATERIALS & SUPPLIES	23,750.25	20,790.50	322,230.94	371,599.10	49,368.16	371,599.10	37,037.98	347,297.41
650 - MAINTENANCE & LANDSCAPING CONTRACTS	25,899.83	12,901.86	317,284.08	336,250.00	18,965.92	336,250.00	21,406.51	405,247.68
660 - UTILITIES	114,956.74	71,128.86	731,311.20	771,664.44	40,353.24	771,664.44	177,757.85	853,580.86
670 - PENSION CONTRIBUTIONS	51,833.59	32,482.31	408,294.68	421,338.45	13,043.77	421,338.45	95,590.81	524,877.06
680 - COST OF GOODS SOLD	960.66	1,173.58	50,497.89	39,587.50	-10,910.39	39,587.50	-898.99	24,631.92
720 - CAPITAL OUTLAY	0.00	2,905.55	51,589.22	64,160.00	12,570.78	64,160.00	2,127.50	24,012.76
750 - TRANSFERS OUT	3,433,937.50	3,433,937.80	3,433,937.50	3,433,937.80	0.30	3,433,937.80	1,885,407.50	1,885,407.50
<b>Total Expense:</b>	<b>4,703,210.53</b>	<b>4,324,280.02</b>	<b>14,724,005.78</b>	<b>15,537,030.94</b>	<b>813,025.16</b>	<b>15,537,030.94</b>	<b>3,205,747.17</b>	<b>13,464,771.18</b>
<b>Report Total:</b>	<b>-4,336,296.14</b>	<b>-3,871,950.60</b>	<b>36,014.38</b>	<b>-50,727.84</b>	<b>86,742.22</b>	<b>-50,727.84</b>	<b>-3,108,533.86</b>	<b>553,039.55</b>

**Fund Summary**

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	-4,336,296.14	-3,871,950.60	36,014.38	-50,727.84	86,742.22	-50,727.84	-3,108,533.86	553,039.55
<b>Report Total:</b>	<b>-4,336,296.14</b>	<b>-3,871,950.60</b>	<b>36,014.38</b>	<b>-50,727.84</b>	<b>86,742.22</b>	<b>-50,727.84</b>	<b>-3,108,533.86</b>	<b>553,039.55</b>

The Recreation Fund is used to account for the operations of facilities and programs. Financing is provided primarily from property tax and fees charged for programs and services. In December, approximately \$3.5 million was transferred to the Debt Service and Capital Project Funds respectively. The fund is trending to break even and was budgeted to have a \$50,000 deficit.



Park District of Highland Park, IL

60 - DEBT SERVICE

# Income Statement

Current Period Ending 12/31/2019

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
410 - TAX	15,720.06	0.00	1,520,564.62	1,551,182.00	-30,617.38	1,551,182.00	0.00	1,520,643.33
530 - TRANSFERS IN	1,556,562.50	1,556,563.00	1,556,562.50	1,556,563.00	-0.50	1,556,563.00	1,559,012.50	1,559,012.50
<b>Total Revenue:</b>	<b>1,572,282.56</b>	<b>1,556,563.00</b>	<b>3,077,127.12</b>	<b>3,107,745.00</b>	<b>-30,617.88</b>	<b>3,107,745.00</b>	<b>1,559,012.50</b>	<b>3,079,655.83</b>
<b>Expense</b>								
710 - DEBT RETIREMENT	2,812,531.25	2,814,431.00	3,076,962.50	3,078,862.00	1,899.50	3,078,862.00	2,779,281.25	3,075,462.50
<b>Total Expense:</b>	<b>2,812,531.25</b>	<b>2,814,431.00</b>	<b>3,076,962.50</b>	<b>3,078,862.00</b>	<b>1,899.50</b>	<b>3,078,862.00</b>	<b>2,779,281.25</b>	<b>3,075,462.50</b>
<b>Report Total:</b>	<b>-1,240,248.69</b>	<b>-1,257,868.00</b>	<b>164.62</b>	<b>28,883.00</b>	<b>-28,718.38</b>	<b>28,883.00</b>	<b>-1,220,268.75</b>	<b>4,193.33</b>

The Debt Service Fund is used for the accumulation of resources for and the payment of long-term debt. Activity in the debt service fund is reflective of property taxes received. During December, the fund received funds from the Recreation and General Funds to pay the 2013 debt certificates and made approximately \$3 million in debt payments.



Park District of Highland Park, IL

70 - CAPITAL FUND

# Income Statement

Current Period Ending 12/31/2019

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
<b>Revenue</b>								
480 - MISCELLANEOUS INCOME	0.00	0.00	3,500.00	0.00	3,500.00	0.00	-0.80	959.20
510 - OTHER INCOME	240.00	0.00	240.00	0.00	240.00	0.00	0.00	7,268.00
520 - BOND/DEBT PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.42
530 - TRANSFERS IN	2,500,000.00	3,050,000.00	2,500,000.00	3,050,000.00	-550,000.00	3,050,000.00	1,550,000.00	1,550,000.00
<b>Total Revenue:</b>	<b>2,500,240.00</b>	<b>3,050,000.00</b>	<b>2,503,740.00</b>	<b>3,050,000.00</b>	<b>-546,260.00</b>	<b>3,050,000.00</b>	<b>1,549,999.20</b>	<b>1,563,727.62</b>
<b>Expense</b>								
620 - CONTRACTUAL SERVICES	3,748.00	19,447.92	212,357.24	332,400.00	120,042.76	332,400.00	267,765.76	916,616.24
720 - CAPITAL OUTLAY	285,773.12	745,350.73	2,320,058.54	6,935,847.00	4,615,788.46	6,935,847.00	460,405.53	6,601,210.53
<b>Total Expense:</b>	<b>289,521.12</b>	<b>764,798.65</b>	<b>2,532,415.78</b>	<b>7,268,247.00</b>	<b>4,735,831.22</b>	<b>7,268,247.00</b>	<b>728,171.29</b>	<b>7,517,826.77</b>
<b>Report Total:</b>	<b>2,210,718.88</b>	<b>2,285,201.35</b>	<b>-28,675.78</b>	<b>-4,218,247.00</b>	<b>4,189,571.22</b>	<b>-4,218,247.00</b>	<b>821,827.91</b>	<b>-5,954,099.15</b>

The Capital Projects Fund is used to account for financial resources acquired through bond issues, grants and excess surpluses in the District's operating funds (Fund Balance Policy). These resources are used for improvements to existing park facilities and maintenance for the general upkeep of all parks within the District. The 2019 capital projects budget far exceeds what was spent for the year and is the primary cause of the District Wide surplus.



# RECREATION FUND BY CENTER

Park District of Highland Park, IL

## Y-T-D DECEMBER 2019

Account Type	2018 Total Budget	2018 Total Activity	2019 Total Budget	2019 YTD Activity
<b>Center: 11 - ADMINISTRATIVE</b>				
Revenue	5,529,000.00	5,381,698.02	5,240,000.00	5,096,880.72
Expense	3,649,089.19	3,595,498.74	5,162,801.24	5,039,165.47
<b>Center: 11 - ADMINISTRATIVE Surplus (Deficit):</b>	<b>1,879,910.81</b>	<b>1,786,199.28</b>	<b>77,198.76</b>	<b>57,715.25</b>
<b>Net Revenue:</b>	<b>34.00%</b>	<b>33.19%</b>	<b>1.47%</b>	<b>1.13%</b>
<b>Center: 24 - WEST RIDGE CENTER</b>				
Revenue	540,503.00	453,687.09	431,541.00	392,296.06
Expense	849,990.37	803,460.70	826,728.70	757,792.32
<b>Center: 24 - WEST RIDGE CENTER Surplus (Deficit):</b>	<b>(309,487.37)</b>	<b>(349,773.61)</b>	<b>(395,187.70)</b>	<b>(365,496.26)</b>
<b>Net Revenue:</b>	<b>-57.26%</b>	<b>-77.10%</b>	<b>-91.58%</b>	<b>-93.17%</b>
<b>Center: 26 - ATHLETICS</b>				
Revenue	985,776.00	942,253.97	958,379.00	891,266.07
Expense	943,930.16	863,797.06	922,942.28	818,569.88
<b>Center: 26 - ATHLETICS Surplus (Deficit):</b>	<b>41,845.84</b>	<b>78,456.91</b>	<b>35,436.72</b>	<b>72,696.19</b>
<b>Net Revenue:</b>	<b>4.24%</b>	<b>8.33%</b>	<b>3.70%</b>	<b>8.16%</b>
<b>Center: 28 - CAMPS</b>				
Revenue	893,222.00	884,843.15	808,416.00	881,387.38
Expense	650,062.97	615,204.80	587,252.22	599,168.80
<b>Center: 28 - CAMPS Surplus (Deficit):</b>	<b>243,159.03</b>	<b>269,638.35</b>	<b>221,163.78</b>	<b>282,218.58</b>
<b>Net Revenue:</b>	<b>27.22%</b>	<b>30.47%</b>	<b>27.36%</b>	<b>32.02%</b>
<b>Center: 29 - SPECIAL EVENTS</b>				
Revenue	69,033.00	51,673.21	60,305.00	57,079.83
Expense	218,607.10	207,059.06	210,304.34	192,142.35
<b>Center: 29 - SPECIAL EVENTS Surplus (Deficit):</b>	<b>(149,574.10)</b>	<b>(155,385.85)</b>	<b>(149,999.34)</b>	<b>(135,062.52)</b>
<b>Net Revenue:</b>	<b>-216.67%</b>	<b>-300.71%</b>	<b>-248.73%</b>	<b>-236.62%</b>
<b>Center: 31 - HIDDEN CREEK AQUAPARK</b>				
Revenue	457,333.00	335,678.14	387,467.00	320,226.23
Expense	480,719.33	468,812.33	471,161.18	456,376.58
<b>Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):</b>	<b>(23,386.33)</b>	<b>(133,134.19)</b>	<b>(83,694.18)</b>	<b>(136,150.35)</b>
<b>Net Revenue:</b>	<b>-5.11%</b>	<b>-39.66%</b>	<b>-21.60%</b>	<b>-42.52%</b>

Account Type	2018 Total Budget	2018 Total Activity	2019 Total Budget	2019 YTD Activity
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER</b>				
Revenue	111,565.55	104,315.92	121,237.50	92,100.94
Expense	107,342.88	98,758.44	99,583.28	97,162.09
<b>Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):</b>	<b>4,222.67</b>	<b>5,557.48</b>	<b>21,654.22</b>	<b>(5,061.15)</b>
<b>Net Revenue:</b>	<b>3.78%</b>	<b>5.33%</b>	<b>17.86%</b>	<b>-5.50%</b>
<b>Center: 33 - ROSEWOOD BEACH</b>				
Revenue	72,570.00	66,801.25	75,271.00	77,315.50
Expense	116,597.00	97,174.54	124,067.86	120,083.86
<b>Center: 33 - ROSEWOOD BEACH Surplus (Deficit):</b>	<b>(44,027.00)</b>	<b>(30,373.29)</b>	<b>(48,796.86)</b>	<b>(42,768.36)</b>
<b>Net Revenue:</b>	<b>-60.67%</b>	<b>-45.47%</b>	<b>-64.83%</b>	<b>-55.32%</b>
<b>Center: 34 - PARK AVENUE</b>				
Revenue	93,279.58	87,265.67	106,068.00	101,915.74
Expense	72,920.78	71,670.59	112,812.05	115,932.04
<b>Center: 34 - PARK AVENUE Surplus (Deficit):</b>	<b>20,358.80</b>	<b>15,595.08</b>	<b>(6,744.05)</b>	<b>(14,016.30)</b>
<b>Net Revenue:</b>	<b>21.83%</b>	<b>17.87%</b>	<b>-6.36%</b>	<b>-13.75%</b>
<b>Center: 38 - ICE ARENA</b>				
Revenue	1,271,588.73	1,220,238.01	1,359,999.10	1,298,463.72
Expense	977,945.77	984,628.73	1,164,839.51	966,190.21
<b>Center: 38 - ICE ARENA Surplus (Deficit):</b>	<b>293,642.96</b>	<b>235,609.28</b>	<b>195,159.59</b>	<b>332,273.51</b>
<b>Net Revenue:</b>	<b>23.09%</b>	<b>19.31%</b>	<b>14.35%</b>	<b>25.59%</b>
<b>Center: 41 - MAINTENANCE</b>				
Revenue	-	817.41	-	-
Expense	615,250.76	645,969.37	806,560.88	735,089.09
<b>Center: 41 - MAINTENANCE Surplus (Deficit):</b>	<b>(615,250.76)</b>	<b>(645,151.96)</b>	<b>(806,560.88)</b>	<b>(735,089.09)</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>-78,926.36%</b>	<b>0.00%</b>	<b>0.00%</b>
<b>Center: 42 - PRO SHOP</b>				
Revenue	565,017.00	288,402.77	1,518,909.00	1,376,566.01
Expense	364,520.68	354,262.36	562,921.88	462,207.02
<b>Center: 42 - PRO SHOP Surplus (Deficit):</b>	<b>200,496.32</b>	<b>(65,859.59)</b>	<b>955,987.12</b>	<b>914,358.99</b>
<b>Net Revenue:</b>	<b>35.49%</b>	<b>-22.84%</b>	<b>62.94%</b>	<b>66.42%</b>
<b>Center: 49 - RECREATION CENTER ADMIN</b>				
Revenue	190,645.00	164,780.09	201,753.00	155,525.19
Expense	1,145,869.29	1,078,055.02	1,243,782.86	1,119,197.41
<b>Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):</b>	<b>(955,224.29)</b>	<b>(913,274.93)</b>	<b>(1,042,029.86)</b>	<b>(963,672.22)</b>
<b>Net Revenue:</b>	<b>-501.05%</b>	<b>-554.24%</b>	<b>-516.49%</b>	<b>-619.62%</b>
<b>Center: 51 - RECREATION CENTER FITNESS</b>				
Revenue	1,897,881.00	1,730,579.63	1,877,352.00	1,716,076.60
Expense	735,656.88	700,684.89	739,066.44	744,651.14
<b>Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):</b>	<b>1,162,224.12</b>	<b>1,029,894.74</b>	<b>1,138,285.56</b>	<b>971,425.46</b>
<b>Net Revenue:</b>	<b>61.24%</b>	<b>59.51%</b>	<b>60.63%</b>	<b>56.61%</b>

Account Type	2018 Total Budget	2018 Total Activity	2019 Total Budget	2019 YTD Activity
<b>Center: 53 - RECREATION CENTER AQUATICS</b>				
Revenue	243,738.00	197,920.58	231,370.00	202,120.12
Expense	341,582.54	302,992.65	313,329.26	357,723.73
<b>Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):</b>	<b>(97,844.54)</b>	<b>(105,072.07)</b>	<b>(81,959.26)</b>	<b>(155,603.61)</b>
<b>Net Revenue:</b>	<b>-40.14%</b>	<b>-53.09%</b>	<b>-35.42%</b>	<b>-76.99%</b>
<b>Center: 55 - INDOOR TENNIS</b>				
Revenue	1,243,304.44	1,260,973.21	1,311,978.60	1,242,360.79
Expense	1,001,713.47	1,084,057.70	1,055,274.71	1,009,948.26
<b>Center: 55 - INDOOR TENNIS Surplus (Deficit):</b>	<b>241,590.97</b>	<b>176,915.51</b>	<b>256,703.89</b>	<b>232,412.53</b>
<b>Net Revenue:</b>	<b>19.43%</b>	<b>14.03%</b>	<b>19.57%</b>	<b>18.71%</b>
<b>Center: 56 - OUTDOOR TENNIS</b>				
Revenue	188,852.00	202,846.76	215,880.00	240,838.36
Expense	147,686.44	171,995.01	166,066.75	156,455.41
<b>Center: 56 - OUTDOOR TENNIS Surplus (Deficit):</b>	<b>41,165.56</b>	<b>30,851.75</b>	<b>49,813.25</b>	<b>84,382.95</b>
<b>Net Revenue:</b>	<b>21.80%</b>	<b>15.21%</b>	<b>23.07%</b>	<b>35.04%</b>
<b>Center: 61 - HELLER NATURE CENTER</b>				
Revenue	291,630.54	287,290.72	308,047.90	276,078.59
Expense	669,686.55	599,591.46	668,307.31	618,900.55
<b>Center: 61 - HELLER NATURE CENTER Surplus (Deficit):</b>	<b>(378,056.01)</b>	<b>(312,300.74)</b>	<b>(360,259.41)</b>	<b>(342,821.96)</b>
<b>Net Revenue:</b>	<b>-129.64%</b>	<b>-108.71%</b>	<b>-116.95%</b>	<b>-124.18%</b>
<b>Center: 74 - HPCC LEARNING CENTER</b>				
Revenue	206,100.00	221,664.18	248,750.00	300,320.21
Expense	266,740.12	286,760.59	278,349.19	318,298.46
<b>Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):</b>	<b>(60,640.12)</b>	<b>(65,096.41)</b>	<b>(29,599.19)</b>	<b>(17,978.25)</b>
<b>Net Revenue:</b>	<b>-29.42%</b>	<b>-29.37%</b>	<b>-11.90%</b>	<b>-5.99%</b>
<b>Center: 76 - HPCC BUILDING</b>				
Revenue	-	89,127.80	20,879.00	41,202.10
Expense	278,282.80	376,813.46	20,879.00	38,951.11
<b>Center: 76 - HPCC BUILDING Surplus (Deficit):</b>	<b>(278,282.80)</b>	<b>(287,685.66)</b>	<b>-</b>	<b>2,250.99</b>
<b>Net Revenue:</b>	<b>0.00%</b>	<b>-322.78%</b>	<b>0.00%</b>	<b>5.46%</b>



Sunset Valley Golf Course

	2018 Total Budget	2018 YTD Activity	2019 Total Budget	2019 YTD Activity
Revenue	565,017.00	289,220.18	1,518,909.00	1,376,566.01
Expense	979,771.44	1,000,231.73	1,369,482.76	1,197,296.11
<b>Report Surplus (Deficit):</b>	<b>(414,754.44)</b>	<b>(711,011.55)</b>	<b>149,426.24</b>	<b>179,269.90</b>

Recreation Center of HP

	Total Budget	YTD Activity	Total Budget	YTD Activity
Revenue	2,332,264.00	2,093,280.30	2,310,475.00	2,073,721.91
Expense	2,223,108.00	2,081,732.56	2,296,178.56	2,221,572.28
<b>Report Surplus (Deficit):</b>	<b>109,156.00</b>	<b>11,547.74</b>	<b>14,296.44</b>	<b>(147,850.37)</b>

Deer Creek Raquet Club

	Total Budget	YTD Activity	Total Budget	YTD Activity
Revenue	1,432,156.44	1,463,819.97	1,527,858.60	1,483,199.15
Expense	1,149,399.91	1,256,052.71	1,221,341.46	1,166,403.67
<b>Report Surplus (Deficit):</b>	<b>282,756.53</b>	<b>207,767.26</b>	<b>306,517.14</b>	<b>316,795.48</b>

Park District of Highland Park  
Investment Schedule  
December 31, 2019

Security	Type		Purchase Date	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Monthly Interest	Expected Interest
Prospect Bank/Edgar County	CD	90	11/21/19	2/19/20	1.55%	1.55%	249,000.00	249,000.00	249,000.00	327.79	951.66
Customers Bank	CD	182	11/7/19	5/5/20	1.70%	1.70%	247,900.00	247,900.00	247,900.00	357.93	2,101.38
MUFG Union National	CD	365	5/14/19	5/13/20	2.40%	2.40%	247,000.00	247,000.00	247,000.00	503.47	5,928.00
Texas Capital Bank	CD	180	11/21/19	5/19/20	1.70%	1.70%	247,900.00	247,900.00	247,900.00	357.93	2,078.28
State Bank of India	CD	180	11/22/19	5/22/20	1.65%	1.65%	247,000.00	247,000.00	247,000.00	346.14	2,009.84
Bank of Baroda	CD	182	11/27/19	5/27/20	1.60%	1.60%	247,061.09	247,000.00	247,000.00	335.65	1,970.59
Citizens Bank National Association	CD	183	12/26/19	6/26/20	1.70%	1.70%	246,000.00	246,000.00	246,000.00	412.47	2,096.73
Millington Bank	CD	183	12/30/19	6/30/20	1.66%	1.66%	247,049.13	252,000.00	252,000.00	11.46	2,097.33
Bank of China	CD	270	11/7/19	8/3/20	1.78%	1.78%	246,700.00	246,700.00	246,700.00	372.96	3,248.33
Prudential Bank	CD	270	11/7/19	8/3/20	1.64%	1.64%	246,900.00	246,900.00	246,900.00	343.90	2,995.27
TBK Bank, SSB,The Nat'l Bank Savanna, IL	CD	285	12/18/19	9/28/20	1.68%	1.68%	246,700.00	249,937.02	249,937.02	57.52	3,278.63
Uinta Bank, Mountain View WY	CD	545	6/19/18	12/16/19	2.55%	2.55%	240,000.00	240,000.00	240,000.00	519.78	9,138.08
Franklin Synergy Bank, Franklin TN	CD	545	6/19/18	12/16/19	2.55%	2.55%	240,000.00	240,000.00	240,000.00	519.78	9,138.08
Farmers Exchange Bank, OK	CD	300	2/26/19	12/23/19	2.55%	2.55%	244,000.00	244,000.00	244,000.00	528.44	5,113.97
Bank Leumi, NY NY	CD	270	4/12/19	1/7/20	2.40%	2.40%	245,000.00	245,000.00	245,000.00	499.40	4,349.59
Prudential Savings Bank PA	CD	267	4/15/19	1/7/20	2.45%	2.45%	245,000.00	245,000.00	245,000.00	509.80	4,390.87
Modern Bank, NY	CD	270	5/24/19	2/18/20	2.50%	2.50%	245,000.00	245,000.00	245,000.00	520.21	4,530.82
CFG Community Bank, MD	CD	365	2/19/19	2/19/20	2.75%	2.75%	242,000.00	242,000.00	242,000.00	565.22	6,655.00
Bank Ozk AR	CD	365	2/21/19	2/21/20	2.65%	2.65%	243,000.00	243,000.00	243,000.00	546.92	6,439.50
Preferred Bank LA	CD	365	2/26/19	2/26/20	2.65%	2.65%	243,000.00	243,000.00	243,000.00	546.92	6,439.50
First Mid-Illinois Bank & Trust	CD	365	3/14/19	3/13/20	2.70%	2.70%	243,000.00	243,000.00	243,000.00	557.24	6,561.00
Mainstreet Bank, VA	CD	367	3/15/19	3/16/20	2.60%	2.60%	243,000.00	243,000.00	243,000.00	536.60	6,352.62
Regant Bank, OK	CD	367	3/15/19	3/16/20	2.55%	2.55%	243,000.00	243,000.00	243,000.00	526.28	6,230.45
Third Coast Bank, Humble TX	CD	365	3/26/19	3/25/20	2.70%	2.70%	243,000.00	243,000.00	243,000.00	557.24	6,561.00
Cibi (Privatebank & Trust) Chicago	CD	367	4/12/19	4/13/20	2.50%	2.50%	243,000.00	243,000.00	243,000.00	515.96	6,108.29
First Capital Bank TN	CD	367	4/12/19	4/13/20	2.45%	2.45%	243,000.00	243,000.00	243,000.00	505.64	5,986.12
Vast Bank	CD	181	10/22/19	4/20/20	1.71%	1.71%	247,000.00	247,000.00	247,000.00	358.73	2,094.49
Pacific Western Bank, LA	CD	365	4/25/19	4/24/20	2.60%	2.60%	243,000.00	243,000.00	243,000.00	536.60	6,318.00
Fieldpoint Private Bank & Trust	CD	180	11/7/19	5/5/20	1.66%	1.66%	247,000.00	247,000.00	247,000.00	348.24	2,022.02
First State Bank, Gothenburg	CD	180	11/7/19	5/5/20	1.66%	1.66%	247,000.00	247,000.00	247,000.00	348.24	2,022.02
East Boston Savings Bank, MA	CD	368	5/24/19	5/26/20	2.40%	2.40%	243,000.00	243,000.00	243,000.00	495.32	5,879.93
Veritex Community Bank Dallas, TX	CD	270	9/20/19	6/16/20	1.80%	1.80%	246,000.00	246,000.00	246,000.00	376.08	3,275.51
First National Bank of McGregor	CD	270	11/7/19	8/3/20	1.60%	1.60%	246,000.00	246,000.00	246,000.00	334.29	2,911.56
Gateway First Bank, Cherokee OK	CD	365	12/23/19	12/22/20	1.80%	1.80%	245,000.00	245,000.00	245,000.00	96.66	4,410.00
							8,328,210.22		8,336,337.02	13,591.04	150,732.80

# EXECUTIVE DIRECTOR'S MONTHLY REPORT

## JANUARY 23, 2020

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### UPCOMING MEETINGS AND DATES

- February 11, 2020/6:00 p.m./West Ridge/Workshop Meeting
- February 25, 2020/6:00 p.m./West Ridge/Regular Meeting
- March 10, 2020/6:00 p.m./West Ridge/Workshop Meeting
- March 31, 2020/6:00 p.m./West Ridge/Regular Meeting

### UPCOMING EVENTS & HIGHLIGHTS

- Spring Registration begins Wednesday, February 12.
- Valentine Family Skate at Centennial Ice Arena on Friday, February 14 from 5:30 - 7:30 p.m. Regular public skate fees apply.
- Nature Discovery Day is a free event on Saturday, February 1 from 10:00 a.m. – 12:00 p.m. at Heller Nature Center.
- Camp No School is Friday, February 14 from 8:00 a.m. – 6:00 p.m. at the Recreation Center of Highland Park.
  - Grades K – 5<sup>th</sup>
  - Fee: \$115 / \$135
- Daddy Daughter Royal Dinner & Snowball (Daddy Daughter Dance) is Saturday, February 8 from 5:30 – 8:30 p.m. at the Highland Park County Club.

**Royal Dinner & Snowball** is from 5:30 - 8:30 p.m.

- 1 Couple Fee: \$88 / \$98
- Additional Daughter Fee: \$37 / \$47

**Royal SnowBall** (does not include dinner) is from 6:30 - 8:30 p.m.

- 1 Couple Fee: \$56 / \$64
- Additional Daughter Fee: \$26 / \$36

# FACILITIES (DECEMBER 2019)

## DEER CREEK RACQUET CLUB

December Activity	2017	2018	2019
<b>Daily Court Rentals (Hours)</b>			
<i>Tennis</i>	147	167.75	163.5
<i>Racquetball</i>	54	67.5	35
<b>Private Lessons (Hours)</b>	139.75	185.75	155
<b>Drop-Ins</b>	242	228	420
<b>Memberships</b>	675	565	593

### News & Events

- Boys 14 USTA Tournament had 12 participants Saturday, December 7.
- Winter Break Camp was offered the weekdays of December 23 through January 3. December's week had 19 participants. There were 54 participants in January.
- Drop-Ins have increased due to pickleball open play drop-in.

## CENTENNIAL ICE ARENA

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Daily Drop in Fees			
Public Skate	1447	1055	731
Freestyle	83	55	87
Open Hockey	33	81	35
Open Gymnastics	342	152	123
Skate Rental	913	709	457
Punch Passes			
Public Skate	0	15	12
Freestyle	0	33	19
Skate Rental	0	8	4
Facility Rentals			
<b>Total Hours</b>	<b>103</b>	<b>153.5</b>	<b>143.48</b>

### News & Events

- The North Shore Winter Classic Skating Competition was held December 8. There were 298 participants.
- The Winter Skating Exhibition was December 14. There were 40 Centennial skaters showcasing their skills at the event.
- Unusually high December temperatures may have contributed to the drop in Public skating attendance, especially over winter break.
- 2020 Winterfest was held January 11<sup>th</sup>. The event featured favorite characters like Elsa and Olaf, face painting, free open gym and public skating, as well as ice-skating lessons with instructors.

## RECREATION CENTER OF HIGHLAND PARK

<u>Memberships</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Annual	1951	1917	1836
Non-Annual	53	59	58
North Shore Grant	23	10	0
<b>Total Memberships</b>	<b>2027</b>	<b>1986</b>	<b>1894</b>
Kid Fit Memberships	64	93	51
Student Winter Pass	119	73	60

<u>Active Members</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Annual	3253	3193	2915
Non-Annual	53	59	58
North Shore Grant	23	10	0
<b>Total Members</b>	<b>3329</b>	<b>3262</b>	<b>2973</b>
Kid Fit Members	103	181	83

<u>Punch Pass/Day Pass</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Fitness/Aquatics Punch	45	53	44
Track Pass	973	2242	3216
Open Gym Punch	24	10	5
Kid Fit Punch Pass	20	8	3
Facility Day Pass	216	244	175
Aquatics Day Pass	104	164	114
Open Gym Day Pass	675	468	372
Kid Fit Day Pass	23	29	20
Kid Fit Time Out	11	19	19

<u>Facility Usage</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Fitness/Aquatics	15619	15512	15172
Track	1926	2069	2369
Kid Fit	567	660	397
Total Group Exercise	5801	5592	4796
Group Exercise (per class)	13.9	10.5	11.7
Water Aerobics (per class)	13.1	10	12.5
Free Day Passes	319	190	252

<u>Personal Training/Programs</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>
Personal Training Units Sold	385	384	336.5
Personal Training Usage	683	707	697
Small Group Units Sold	0	40	70
Small Group Usage	0	63	66
Learn to Swim	107	94	87
Private Swim Lessons	22	66	38.5
Rental Bookings	94.27	95.6	109.65

## News & Events

- Membership is currently at a 4.23% decrease from December 2018 to December 2019. There has been a slight increase overall in individual and couple membership categories after the fall promotional membership. A similar increase is expected following the January promotion.
- Sixty Student Winter Break passes were sold in 2019, a 17.81% decrease compared to 73 passes sold in 2018.
- Fitness/Aquatic usage has remained consistent with a 2.19% decrease compared to December 2018 (15,512 visits in 2018 vs. 15,172 visits in 2019) and a 20.6% increase in free day passes. There were 190 passes submitted in 2018 vs 252 passes submitted in 2019.
- Total Group Exercise participation has decreased 14.23% compared to December 2018 (5592 total participants in 2018 vs. 4796 total participants in 2019).
- Group Exercise average per class is at a 9.35% increase from December 2018 (10.7 average in 2018 vs. 11.7 average in 2019). This is primarily due to larger classes continuing to grow.
- Personal Training Units have decreased 12.37%, (384 units sold in 2018 vs. 336.5 units sold in 2019). Usage is at a 1.41% decrease. There were 707 visits in 2018 vs. 697 visits in 2019. A rise in sales is expected from the January promotional rate.
- Private Lessons decreased as the primary instructor did not teach for two weeks. There was a 34% increase in 2019 revenue compared to 2018.
- Rental Bookings increased 12.81% with 109.65 units in 2019 vs 95.6 units in 2018. This is due to large event rentals as well as some consistent rental groups.

# HELLER NATURE CENTER

## Cross-Country Ski Rentals

	<u>2017</u>	<u>2018</u>	<u>2019</u>
Number of Rentals	0	0	0
Revenue	\$0	\$0	\$0

## School Programs

	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b>HELLER NATURE CENTER</b>			
In-District Schools	0	1 class	1 class
Out-of-District Schools	0	0	7 classes
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>8 classes</b>
<b>ROSEWOOD INTERPRETIVE CENTER</b>			
In-District Schools	0	0	0
Out-Of-District Schools	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Custom/Scout Programs

	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b>HELLER NATURE CENTER</b>			
Number of Programs	1	0	0
<b>ROSEWOOD INTERPRETIVE CENTER</b>			
Number of Programs	0	0	0

## Facility Rentals

	<u>2017</u>	<u>2018</u>	<u>2019</u>
<b>HELLER NATURE CENTER</b>			
Rentals	7	8	8
Birthday Party Package	1	0	0
<b>Total</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>ROSEWOOD INTERPRETIVE CENTER</b>			
Rentals	1	2	0
Birthday Party Package	1	1	0
<b>Total</b>	<b>2</b>	<b>2</b>	<b>0</b>

### News & Events:

- Heller is waiting for snow to open ski rentals.
- Heller hired two part-time instructors who will be going through extensive training to get ready for the busy spring season. Rosewood beach was unavailable for rentals in December 2019 due to the sand replenishing project.

## WEST RIDGE CENTER

	2017	2018	2019
Rental Bookings (hrs)	11	29	9

### News & Events:

- Affiliate rental hours totaled 7.5 hours for December. Not included in the above totals.

## GRANT-IN-AID

	2018	2019
Total YTD Subsidy	\$101,536	\$78,073
Households		
100% Subsidy YTD	74	52
50% Subsidy YTD	11	12
Total YTD	85	64

### News & Events

- Overall scholarship usage is down 23%. This is due in part to a decrease in the number of households approved for a SMILE Grant-In-Aid scholarship.
- As of December 31, 30 households have been approved for 2020 Grant-In-Aid (a 15% increase compared to 2019).

## PARKS & NATURAL AREAS

### News & Events

- A tree removal contractor removed dead ash trees at Community Park.
- Staff cleaned up debris from Park Avenue and Rosewood Beach following a weekend storm.
- Staff removed buckthorn at Fink and Cunniff Parks.
- Natural Areas and Park staff worked to remove buckthorn at Skokie River Woods.
- In preparation of a possible IDNR Trail Grant, staff is working with Hey and Associates to develop alternate plans to be included in Community Park construction documents.
- Staff removed landscape waste debris including logs, branches and woodchips at Community Park which remained on site from prior golf maintenance staff.

# PLANNING

## News & Events

- Staff have applied to the Illinois Department of Natural Resources for the Park and Recreational Grant Program. The Park District is requesting funding for the Centennial Ice Area Facility Renovation Project. Grant awards are expected to be announced early summer.
- Staff continue to work with SmithGroup to refine the Park Avenue Barge Repair and Replacement options in preparation for the January 28<sup>th</sup> Park Avenue Working Group Meeting.
- Staff are currently working with Dan Creaney Company to further research repair options for the Moraine Park Ravine Path.
- Staff are currently working with Woodhouse Tinucci Architects to develop concept plans for the Recreation Center of Highland Park Locker Room Renovation scheduled for this year.
- Staff are currently working with I.B. Storey to develop specifications for the Centennial Ice Arena Compressor Replacement. This project will be bid out in late winter with construction occurring during June and July.
- Bids are currently out for the Rosewood Park Drainage Improvements, Rosewood Park Path Improvements and Park Avenue Dredging.

## Sunset Valley Golf Club

	2018 Actual	2019 Budget	2019 Actual
Golf Shop Sales	0	40	37
Golf Balls	0	30	22
Accessories	0	10	39
Golf Rentals	0	0	71
Carts	0	0	71
Golf Greens Fees	0	0	208
Resident	0	0	86
Nonresident	0	0	120
Outing	0	0	0
Other		0	2
Misc. Sales	0	0	0

### News & Events

- The course stayed open through December 8.
- There were 208 rounds in December.
- There were 30,711 rounds played for year 2019.
- There were two private events for December.
- There was one Park District of Highland Park event at the Clubhouse (Santa's Workshop).

## HIGHLAND PARK LEARNING CENTER DRIVING RANGE MONTHLY SALES REPORT (BUCKETS SOLD)

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Actual</u>
March	0	0	0
April	332	720	625
May	1,160	2401	1,168
June	1,468	3,707	1,678
July	1,763	4,600	1,914
August	1,330	4,051	1,795
September	983	1,780	1,104
October	384	882	644
November	0	100	93
December	0	250	267
<b>Totals</b>	<b>7,420</b>	<b>18,900</b>	<b>9,288</b>

## MINI GOLF MONTHLY SALES REPORT (ROUNDS SOLD)

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Actual</u>
March	0	0	0
April	18	143	167
May	400	617	401
June	644	1,054	913
July	1,047	1,700	1,266
August	1,116	1,800	1,448
September	734	663	576
October	312	180	316
November	0	0	0
<b>Totals</b>	<b>4,271</b>	<b>6,157</b>	<b>5,087</b>

### News & Events

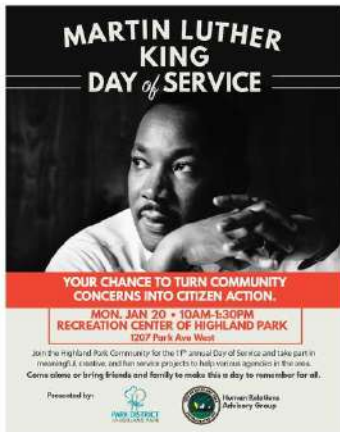
- Participation in the fieldhouse increased during the month of December. Staying open during the holidays allowed families to come out.

# Marketing & Communications (Dec 3 – Jan 14)

Social Media			
			
<b>4,114</b>	<b>866</b>	<b>1,207</b>	<b>96</b>
Likes	Followers	Followers	Views

Email			
<b>41,517</b>	<b>46,573</b>	<b>9,881</b>	<b>665</b>
Total Audience	Emails Delivered	Emails Opened	Clicks to pdhp.org

## Graphics






**MARTIN LUTHER KING DAY of SERVICE**

YOUR CHANCE TO TURN COMMUNITY CONCERNS INTO CITIZEN ACTION.

MON. JAN 20 • 10AM-1:30PM  
RECREATION CENTER OF HIGHLAND PARK  
1207 Park Ave West

Join the Highland Park Community for the 17th Annual Day of Service and take part in meaningful & creative volunteer service projects to help resolve concerns in the area. Come alone or bring friends and family to make this a day to remember for all.

Presented by:   



**FREE Family Event!**

**NATURE DISCOVERY DAY**

Sat Feb 1 • 10am - Noon  
Heller Nature Center • 2821 Ridge Rd.  
**Natural Fun Indoors & Out**

- Crafts & Snow Painting
- Sledding & Cross Country Skiing (weather dependent)
- Live Animals
- Campfire & Marshmallows

For more information please call 847-433-6001





**Snow Ball**

Daddy • Daughter Dinner • 6th Dance (Ages 9-10)

Sat. Feb 8  
5:30-8:30pm

Highland Park Country Club • 1207 Park Avenue West

Join us for dinner, dancing or both!

**Register Today!**

Reservations are required. No registration is required.





**SPRING REGISTRATION**

**BEGINS Wed Feb 12:**  
Park School, Dance, Theatre, Athletics, Golf Lessons, Fitness, Nature Programs, Swim Lessons, Art, Ice Skating, Gymnastics

Register at [pdhp.org](http://pdhp.org)





**PARENTS Day Out**

Parents need a break too!

Ages 5-10  
Mon Jan 20  
Mon Feb 17  
9am-2:30pm

Kids have a great time swinging into action as they learn the art of playing:

- Tennis
- Racquetball
- Wallyball
- Ping-pong

1001583-A Mon Jan 20 \$65  
1001583-B Mon Feb 17 \$65

Sign up now at [pdhp.org](http://pdhp.org)  
Members who bring a non-member friend get 50% off fees!

701 Deer Creek Parkway  
847-433-5420





**FREE EVENT!**

**HIGHLAND PARK Walking Bingo**

Sun Jan 26 • 11am-Noon  
Recreation Center of Highland Park  
1207 Park Ave West

Join us on the indoor track as we walk and play BINGO.

Get your steps in, win prizes and have fun!

Go Highland Park is a community-wide movement designed to promote our residents' health through active lifestyles and collaboration.

The Go Highland Park movement's goal is to encourage everyone in our community to walk at least 30 minutes a day!



# PDHP.org

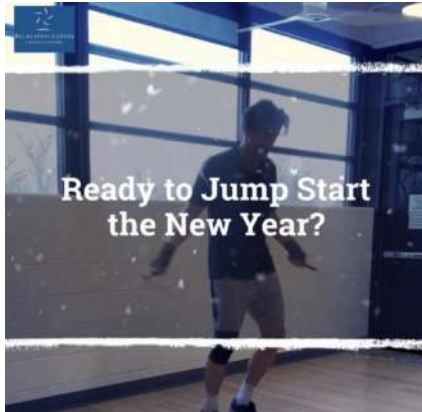
Page ?	Pageviews ? ↓
	46,092 % of Total 100.00% (46,092)
1. /	10,305 (22.36%)
2. /recreation-center-highland-park-fitness-center-health-club-aquatics/	5,269 (11.43%)
3. /centennial-ice-arena/	4,920 (10.67%)
4. /programs/	2,564 (5.56%)
5. /recreation-center-highland-park-fitness-center-health-club-aquatics/group-fitness/	1,476 (3.20%)
6. /heller-nature-center/	865 (1.88%)
7. /deer-creek-racquet-club/	795 (1.72%)
8. /program-guides/	773 (1.68%)
9. /camps/	724 (1.57%)
10. /parties-rentals/	646 (1.40%)
11. /join-our-team/	639 (1.39%)
12. /2019/12/holiday-hours/	527 (1.14%)
13. /events/	505 (1.10%)
14. /staff-directory/	493 (1.07%)
15. /west-ridge-center/	491 (1.07%)
16. /golf-learning-center/	476 (1.03%)
17. /event/winter-fest-2/	446 (0.97%)
18. /rosewood-beach-2/	389 (0.84%)
19. /pdhp-internal-staff-documents/	356 (0.77%)
20. /bids-rfps/	334 (0.72%)
21. /centennial-ice-arena/hockey-figure-skating-lessons/	318 (0.69%)
22. /centennial-ice-arena/gymnastics/	301 (0.65%)
23. /youth-sports/youth-baseball/	262 (0.57%)
24. /find-listing/	242 (0.53%)
25. /404.html?page=/recreation-center-highland-park-fitness-pool/&from=	232 (0.50%)
26. /recreation-center-highland-park-fitness-center-health-club-aquatics/indoor-aquatics/	226 (0.49%)
27. /contact/	225 (0.49%)
28. /parks/dog-exercise-areas/	225 (0.49%)
29. /park-board/	224 (0.49%)
30. /hidden-creek-aquatic-park-outdoor-pool/	216 (0.47%)
31. /youth-sports/youth-basketball/	216 (0.47%)
32. /parks/	210 (0.46%)
33. /park-school/	209 (0.45%)
34. /event/family-skate-night/	185 (0.40%)
35. /park-board/meetings/	180 (0.39%)
36. /event/the-polar-express-story-time-train-family-4/	176 (0.38%)
37. /centennial-ice-arena/facility-rentalparties/	167 (0.36%)

## Social Media

### Resolution Solution: Social Media

Ten social media ads ran on Facebook and Instagram (targeting Highland Park, Highwood, Deerfield, Northbrook). This included newsfeed posts and Instagram/Facebook stories and videos. Total reach was 26,739 people with 7,230 people engaged (watching the video, sharing the post or click on the link)

Northshore Moms did two posts on the company's Instagram and Facebook pages promoting Resolution Solution. North Shore Moms reach is 3,000 Highland Park and surrounding community women.



**Big Top Little Top Campaign on Social Media**

Eight Big Top/Little Top ads ran on Facebook and Instagram in January and five ads in December targeting Highland Park and surrounding communities (Northbrook, Glencoe, Libertyville, Kenilworth, Wilmette, Winnetka, Lake Forest, Lake Bluff, Lincolnshire, Bannockburn, Deerfield, Riverwoods, Buffalo Grove, Vernon Hills) reaching 3,221 people with 721 people engaged. Northshore Moms ran a complimentary social media post the week of Jan 6. The Park District of Highland Park is currently running a video ad that has reached 546 people and has had 398 views in just under 48 hours.

The District’s goal is to get 37 registrations by the end of January. We are currently at 24 Big Top/Little Top registrations.



**Park District of Highland Park**  
Posted by Kate Oppermann Erickson  
5 hrs · 🌐

Build confidence, soar to new heights and discover hidden talents at Circus Camp! Now a 4-week camp for grades 3-8. Your... See More



## 2020 CAMP REGISTRATION UPDATES

### January 1, 2019 vs January 1, 2020

	<u>2019</u>	<u>2020</u>	<u>Variance</u>
Before & After Camp	30	38	8
CIT	18	30	12
Big Top Little Top	10	17	7
Junior Spotlighters	12	32	20
Senior Spotlighters	8	21	13
Golf Camps	8	14	6
Tennis Camps	9	16	7
Girls Play Strong	9	12	3
Junior Varsity	2	13	11
Varsity	7	6	-1
Girls Outdoor Challenge	1	4	3
Hook Line and Sinker	2	2	0
Mini Crew	16	42	26
Camp Sunshine	37	43	6
Coast Guardians*	11	0	-11
Junior Crew	25	28	3
Senior Crew	15	19	4
Senior Crew XL	3	9	6
Trekkers	12	16	4
OAC	19	5	-14
Sand Trackers*	6	0	-6
Swim N' Gym	20	20	0
High Tide, Low Tide*	0	4	4
Into The wild**	0	26	26
<b>Total</b>	<b>280</b>	<b>417</b>	<b>137</b>

#### News & Events

- Camp Registrations started December 4

\*Coast Guardians and Sand Trackers have been replaced with High Tide, Low Tide.

\*\*Into the wild is offered for the first time this year. Registration is available on a weekly basis.

## **SPECIAL EVENTS**

	<u>2018</u>	<u>2019</u>	<u>Variance</u>
Polar Express	501	514	13
Santa's Workshop*	0	71	71
Theatre Show**	467	353	-114
<b>Total</b>	<b>968</b>	<b>938</b>	<b>-30</b>

### **News & Events**

\*Santa's Workshop was a new event in December 2019.

\*\* There were four shows in 2018.

# FALL 2019 SEASONAL REPORTS

## RCHP Aquatics and Fitness Programs

	2018 Actual	2019 Budget	2019 Actual
<b>ADULT AQUATIC</b>			
Adult Learn to Swim	2	2	0
Triathlon Swim Training	0	0	4
Adult Group Training	0	2	0
Adult Aquatics Total	2	4	4
<b>EARLY CHILDHOOD AQUATICS</b>			
Paddlers 1	32	20	33
Paddlers 2	38	18	41
Paddlers 3	17	18	7
Early Childhood Aquatics Total	87	56	81
<b>PARENT TOT AQUATICS</b>			
Orientation	18	7	26
Transition	11	8	6
Parent Tot Aquatics Total	29	15	32
<b>YOUTH AQUATICS</b>			
Little Swimmers 1	18	18	17
Little Swimmers 2	21	18	18
Little Swimmers 3	26	18	13
Junior Swim 1	5	18	8
Junior Swim 2	2	18	7
Stroke Development	2	4	12
Youth Aquatics Total	74	94	75
<b>AQUATICS TOTAL</b>	<b>192</b>	<b>169</b>	<b>192</b>
<b>TEEN FITNESS</b>			
WERQ	15	8	0
CYCLE	8	8	0
CROSS TRAIN	40	8	17
YOGA	15	6	0
Intro to Fitness	N/A	N/A	6
Kickboxing	N/A	N/A	15
QUEENAX	9	7	N/A
<b>FITNESS TOTAL</b>	<b>87</b>	<b>37</b>	<b>38</b>
<b>AQUATICS AND FITNESS TOTAL</b>	<b>279</b>	<b>206</b>	<b>230</b>

## Deer Creek Programs

	2018 Actual	2019 Budget	2019 Actual
<b>ADULT TENNIS</b>			
1.0 Drill & Play/Start ReStart	10	10	10
2.0 Drill & Play	7	5	8
2.5 Drill & Play	17	15	12
3.0 Drill & Play	67	85	56
3.5 Drill & Play	47	45	75
4.0 Drill & Play	30	30	24
4.5 Drill & Play	33	30	14
Leagues	30	30	30
<b>ADULT TENNIS</b>	<b>241</b>	<b>250</b>	<b>229</b>
<b>JUNIOR TENNIS</b>			
Red Ball 1	43	25	44
Red Ball 2	32	45	44
JDP 1	40	45	60
JDP 2	62	30	49
JDP 3	43	50	37
Tournament Prep 1	23	25	41
Tournament Prep 2	36	35	38
High School	41	60	28
Junior Excellence	33	45	30
High School Excellence	43	55	62
Matchplay	74	80	50
<b>YOUTH TENNIS</b>	<b>470</b>	<b>495</b>	<b>483</b>
.			
Family Tennis Night	5	10	18
Parent's Day Out	6	10	29
Monster Bash	19	15	15
<b>TENNIS EVENTS</b>	<b>30</b>	<b>35</b>	<b>62</b>
<b>TOTAL TENNIS</b>	<b>741</b>	<b>780</b>	<b>774</b>

## Athletics Programs

	2018 Actual	2019 Budget	2019 Actual
<b>ALL SPORTS/PARENT TOT (129)</b>			
Parent Tot All sports	15	23	29
Prep Basketball	17	15	20
Fall Baseball	245	158	200
Feeder Baseball	33	25	24
Little Dribblers	13	24	13
Youth Basketball Clinics	26	30	18
All Star Fall Experience	15	15	0
Parent Tot Basketball	14	20	24
Elite Basketball	59	56	51
Feeder Basketball	55	50	50
Girls Feeder Basketball	8	9	22
Girls Travel House	10	16	0
Boys Travel House	30	32	35
Girls NCAA	24	20	21
Boys NCAA	64	40	57
NBA All Stars	25	42	30
WNBA All Stars	5	N/A	N/a
Girls Lacrosse Clinic	2	N/A	N/A
Junior Giants	11	16	32
Flag Football League	27	35	27
Jr High Flag	40	35	30
Arena Flag	64	64	68
Travel Football	9	N/A	N/A
Girls Fall Lacrosse	18	20	0
Fall Softball Clinics	8	12	26
Distance Running Camp	21	20	18
Volleyball Clinics	31	24	32
<b>Total</b>	<b>874</b>	<b>801</b>	<b>827</b>

## CIA Gymnastics and Skating Programs

	2018 Actual	2019 Budget	2019 Actual
Adult/Child Gymnastics	156	170	211
Early Childhood Gymnastics	212	265	215
Youth Gymnastics	280	262	287
<b>GYMNASTICS TOTAL</b>	<b>648</b>	<b>697</b>	<b>713</b>
Advanced Hockey	N/A	N/A	N/A
Beginner Hockey	102	160	39
Intermediate Hockey	N/A	N/A	N/A
Adult Skating	37	18	37
Basic Skills Skating	241	225	222
Early Childhood Skating	179	140	185
Freestyle Skating	119	128	113
Specialty Skating	93	70	190
<b>SKATING TOTAL</b>	<b>771</b>	<b>741</b>	<b>786</b>
<b>TOTAL GYMNASTICS &amp; SKATING</b>	<b>1,419</b>	<b>920</b>	<b>1,499</b>

## Heller Nature Center Programs

	2018 Actual	2019 Budget	2019 Actual
<b>EARLY CHILDHOOD</b>			
Heller Forest School	6	8	0
<b>EARLY CHILDHOOD</b>	<b>6</b>	<b>8</b>	<b>0</b>
<b>PUBLIC PROGRAMS</b>			
Adult Programs	0	23	0
Youth Programs	32	16	0
Family Programs	68	117	56
<b>PUBLIC PROGRAMS</b>	<b>100</b>	<b>156</b>	<b>56</b>
<b>AFTER SCHOOL</b>			
EcoExplorers	0	6	7
Fishing	0	8	6
New Enrichment	0	6	
<b>AFTER SCHOOL</b>	<b>0</b>	<b>20</b>	<b>13</b>
<b>NEW PROGRAMS</b>			
	0	0	
	0	0	
<b>NEW PROGRAMS</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL HELLER PROGRAMS</b>	<b>106</b>	<b>184</b>	<b>69</b>

## Recreation Programs

	2018 Actual	2019 Budget	2019 Actual
<b>ADULT ART</b>			
Adult Ceramics	39	40	37
Project Extension	1	3	1
<b>ADULT ART TOTAL</b>	<b>40</b>	<b>43</b>	<b>38</b>
<b>YOUTH ART</b>			
Clay Shop	10	10	8
<b>YOUTH ART TOTAL</b>	<b>10</b>	<b>10</b>	<b>8</b>
<b>YOUTH DANCE</b>			
2018 Fall internal 45 min	17	12	15
2018 Fall 45 Min Contract	17	40	19
<b>YOUTH DANCE TOTAL</b>	<b>34</b>	<b>52</b>	<b>34</b>
<b>CHILDHOOD ENRICHMENT PROGRAM</b>			
Mom's Morning Away	21	0	0
Crayons Cooking & Fun	14	0	0
Phonics	23	0	0
Imagination Station	22	0	0
Master of Science	20	0	0
Master of Art	8	0	0
Masters of Math	12	0	0
Lunch Option	9	0	0
Kindermusik	45	45	51
ParkSchool Sprouts	0	30	40
ParkSchool Saplings (combined with Sprouts)	0	44	0
ParkSchool Mighty Oaks	0	46	62
ParkSchool Before/After	0	0	0
<b>CHILDHOOD ENRICHMENT PROGRAM TOTAL</b>	<b>174</b>	<b>165</b>	<b>153</b>
<b>KINDER EXPRESS</b>			
Parkschool Express	0	0	11
West Ridge Connection	16	31	7
<b>KINDER EXPRESS TOTAL</b>	<b>16</b>	<b>31</b>	<b>18</b>
<b>VARIETY</b>			
Magic	9	10	7
Invention Convention	14	15	4

<b>VARIETY TOTAL</b>	<b>23</b>	<b>25</b>	<b>11</b>
<b>PERFORMING ARTS</b>			
Young Performers	36	21	37
Performance	25	17	22
Tots	12	21	16
Workshops	0	50	53
<b>PERFORMING ARTS TOTAL</b>	<b>73</b>	<b>59</b>	<b>128</b>
<b>Afterschool</b>			
Wayne Thomas	0	0	12
<b>TOTAL RECREATION PROGRAMS</b>	<b>370</b>	<b>385</b>	<b>402</b>



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

January 7, 2020

Brian Romes  
Executive Director  
Park District of Highland Park  
636 Ridge Road  
Highland Park, IL 60035-4361

Dear Mr. Romes:

We are pleased to notify you that your 2018 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

Over the course of the year, we are anticipating some changes to our application process. We will still be asking governments for the same documents we asked for in the past, but we are encouraging electronic submissions to [cafrprogram@gfoa.org](mailto:cafrprogram@gfoa.org) and expect to be making other changes going forward. We will keep members informed of any changes via email, and application instructions will be updated on our website.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services Center