

NOTICE OF MEETING
Tuesday, July 24, 2018
6:00 p.m.

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

REGULAR MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. CONSENT AGENDA
 - A. Minutes from June 14, 2018 Workshop Meeting
 - B. Minutes from June 26, 2018 Annual Board Meeting
 - C. Minutes from June 26, 2018 Regular Board Meeting
 - D. Minutes from July 10, 2018 Workshop Meeting
 - E. Approval of Updated minutes from May 16, 2018 Special Meeting, May 22, 2018 Regular Board Meeting, and May 29, 2018 Special Meeting
 - F. Approval of 2018 West Ridge Center Furnaces Replacement Project BID
 - G. Approval of 2018 Heller Nature Center – Ropes Course ADA Improvements Project BID
 - H. Approval of 3.15 Purchasing Policy
 - I. Approval of 3.15A Purchasing – Purchase Card Policy
 - J. Bills and Payroll in the amount of \$2,386,255.41
- VI. UNFINISHED BUSINESS - None
- VII. TREASURER'S REPORT
- VIII. NEW BUSINESS
 - A. Parks Foundation Update
 - B. Director's Report
 - C. Mid-Season Status Report
 - Recreation Center of Highland Park
 - Hidden Creek Aquapark
 - Rosewood Beach
 - Park Avenue
 - Learning center
 - D. 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 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

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

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JUNE 14, 2018**

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

The meeting was called to order at 6:01 p.m. by President Kaplan.

ROLL CALL

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

Absent: Commissioner Flores Weisskopf

Staff Present: Executive Director McElroy; Deputy Director of Operations Donahue; Director Romes; Assistant Director Smith; Assistant Director Carr; Director Voss; Director Gogola; Director Curtis; Manager Grill

ADDITIONS TO THE AGENDA - None

PARK AVENUE BARGE

Assistant Director Smith explained that the Park District released a Request for Qualifications (RFQ) for Engineering Services on May 25, 2018 to hire an engineering firm to conduct a thorough study for the repair or replacement of the barge at Park Avenue. On June 8, 2018, the Park District received Statements of Qualifications from five firms. Staff will provide an overview of the RFQ process as well as a summary of the results. A final recommendation, including fee negotiated with the top ranked firm, will be presented at the June 26 Board Meeting.

Commissioner Bernstein and Commissioner Grossberg had questions regarding earlier studies and the budget for this job. Commissioner Bernstein also asked if the data involved in the study was part of the 2007 Masterplan. Vice President Ruttenberg wanted to know if the study conducted by SmithGroup JJR would be limited to the three options discussed or would other options be available. Assistant Director Smith stated that the District is not limited to the three options cited in the proposal but are open to other options.

Public Comment

Michael Stroz – 580 Hillside Drive, Highland Park
Thank you for doing this study.

David Sogin – 1092 Wade, Highland Park

Concerns about looking at a long-term solution and asked that issues of the upcoming winter are addressed with engineer.

Maureen Hammond – 950 Warrington Road, Deerfield
Echoed what David Sogin had to say regarding the fragility of the structure is a main concern.

Frances Jane Pesis –
Had some questions about the length of the barge.

Commissioner Bernstein had a question about the permitting process. Assistant Director Smith stated that it will depend upon the solution. A less complicated solution will involve less permitting. Commissioner Bernstein also expressed concerns about the possible issues for the beachfront and protection of the water plant.

SAND MANAGEMENT

Manager Grill reported that lake levels are higher than average for this time of year. Coming on the heels of near record lows, this change is quite noticeable at all our lakefront parks. High lake levels can increase the impact of storms on our beaches, causing enhanced erosion. This was the case on April 14, 2018 when a storm pounded the shore with offshore wave heights of 12 to 18 feet, on top of already elevated water levels. Communities up and down the north shore experienced significant beach erosion.

Communities all along the Illinois Lake Michigan shoreline, including Highland Park, are experiencing narrower beaches, “disappearing” piers and beach erosion. Historical shoreline data indicates that most beaches recover from high lake levels once the water levels recede. The District participates with other lake shore communities in the Sand Management Working Group, which partners scientists, local, state and federal agencies and the IDNR Coastal Management Program to better understand and find long term best practices for coastal issues.

Commissioner Bernstein questioned how much of this issue is engineering versus an act of God and how do we know how to react. Commissioner Bernstein also asked how the lake has impacted Rosewood Beach. Manager Grill explained that the District will be submitting for a permit for sand management

SUNSET VALLEY GOLF UPDATES

A. CLUB HOUSE

Director Romes reported that significant progress has been made both inside and outside the Clubhouse at Sunset Valley Golf Club. Outside the Clubhouse, the concrete patio has been poured and stone knee wall is nearing completion. Excavation and grading has been completed, and the site is prepared for pouring the decorated concrete tent pad, asphalt areas for golf carts and laying sod on the north, east and south sides of the Clubhouse. The patio trellis is planned to be completed in mid-June along with the concrete tent pad, while asphalt, sod and other landscaping will be completed in early to mid-July. Inside the Clubhouse, can-lighting and low voltage electric has been set and the HVAC system is installed. This will allow for the drywall to be completed by mid-June and make way

for the flooring as well bar and front desk millwork to be completed by the end of June. The glass doors and walls have been delivered and installed. The new look of the Clubhouse is finally starting to show from both the inside and outside.

A variety of change orders have been added to the project due to minor unforeseen circumstances, project additions and value engineering. Changes in lighting were required due to discontinued fixtures in the original specifications, as well as sizing complications with the can-lighting in the ceiling. During demolition numerous structural issues were identified requiring tuckpointing and CMU block repair. Attic insulation was value engineered to provide project savings as well avoid fire suppression additions. Electrical receptacles were added on the patio, a catwalk was added in the attic, and millwork shelving in the lounge area was eliminated from the project. In total, due to both additions and deletions in the project scope, change orders for May will not add more than \$10,000 to the project total.

By mid-June parking lot lights will begin to be installed with anticipated completion in early July. Landscaping bids are set to be received Thursday, June 14 and will be delivered, planted, and installed in late July. The cart barn will be painted in early July and asphalt repairs to the parking lot will begin in mid-July. Commissioner Grossberg wanted to know if the roof of the Clubhouse was being replaced. Director Romes stated that it was not being replaced.

B. GOLF COURSE

Superintendent Ochs explained that the seed has grown in very well. Hole 17 Fairway is being reseeded. Holes 8 and 18 are being resodded. Holes 1 and 7 will be completed in mid-July.

GOLF MECCA UPDATE

Executive Director McElroy presented a brief overview of the process which has occurred regarding the possible plans for a Golf Mecca. Executive Director McElroy explained that there have been discussions to decrease the area for the Golf Mecca to the north and west area of the golf course.

President Kaplan then opened the floor for discussion. Commissioner Bernstein stated that he felt the Golf Mecca representatives came to the table late in the game, and the Park District owes it to the community to see the natural preserve through. Commissioner Bernstein did feel that the Golf Learning Center located on Lot 3 were used for a Golf Mecca of some kind, this would be a win-win for the community. Vice President Ruttenberg expressed concern over the property being used and the Golf Mecca group, as he felt it would have an adverse effect on the Sunset Valley Golf Course. He said that he felt it was too soon to embark on this project and was concerned the Park District would be competing against itself.

Commissioner Grossberg stated that he felt it is important to hear all sides to the issue. Commissioner Grossberg agreed with Vice President Ruttenberg that it might be too early to

build some type of Golf Mecca, and we should not give their developer false hope. President Kaplan finished by stating that the Park District owes it to the Highland Park residents to listen to what they want and to keep the Highland Park Country Club open land. President Kaplan also shared that the District and Golf Mecca representatives should keep considering development west of the river. David Fairman expressed appreciation for the Board's comments in setting the parameters. Mr. David Fairman stated that his thought was to take maintain some of the acreage but that to date they had not done any planning. He asked that the Board to give him the nod to go ahead and work on the Lot 3 idea. Commissioner Bernstein stated that the City will have to be a partner for any discussions of Lot 3.

HIGHLAND PARK COUNTRY CLUB REVIEW

President Kaplan reported on the four draft agreements pertaining to the disposition of the Highland Park Country Club which are as follows:

1. Intergovernmental Agreement for the Transfer of Property (golf course, Lots 1, 2, 6 & 7).
2. Tree Nursery Lease Agreement
3. This agreement addresses the shared use of the building and parking lot which includes banquet operations and general maintenance of the facility.

Mayor Rotering spoke about the proposed 50 new parking spaces dedicated to the Senior Center, some of which may be ADA. Commissioner Bernstein expressed a desire for there to be enough spaces for young families as well. Vice President Ruttenberg discussed the development of the cart parking into parking spaces. Commissioner Grossberg asked about the entrance to the Country Club, will it remain the same or be changing. Commissioner Grossberg inquired about the drop-off, wondering if there would be a separate lane available. Mayor Rotering explained that down the line this plan would develop, but the goal now is to make it accessible.

There was further discussion about Lot 3, the Park District would like a five-year Management Fee, the City would like to look at the Management Fee in two years. Mayor Rotering stated that after two years they would like to sit down and look at the numbers and possibly renegotiate. Vice President Ruttenberg expressed his concern with a two year sit down to renegotiate. Executive Director McElroy explained using a management fee of 5% based on the annual expenses for the first two years. Commissioner Bernstein stated his concern regarding the five-year termination fee the City is proposing and shared that the Park District would prefer a 10-year termination fee. President Kaplan stated that the District would like a mutual termination clause and not a unilateral clause.

REVIEW OF VOUCHERS

Vice President Ruttenberg reviewed the vouchers for checks written June 14, 2018 through May 18, 2018 for an amount totaling \$1,299,542.30 and found them to be fine. There were no questions from the Board.

OPEN TO PUBLIC TO ADDRESS BOARD

Peggy Lives of the Legacy Club spoke about the Golf Mecca. She stated that the golf course transition is sensitive and people may question how the Park District can justify a Golf Mecca and the golf course.

Tom Lives spoke about the Highland Park Country Club golf course having periodic flooding and being hard to repair.

George Williams of the Legacy Club stated that he was not excited about the Golf Mecca. He is pleased with what the Park District has done with the Highland Park Country Club.

ADJOURNMENT

There being no further business, a motion was made by Vice President Ruttenberg and seconded by Commissioner Bernstein and approved by unanimous vote. The Board Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF ANNUAL MEETING
JUNE 26, 2018**

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

The meeting was called to order at 6:02 p.m.

ROLL CALL

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

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf

Staff Present: Executive Director McElroy, Deputy Director of Operations Donahue, Director Gogola, Director Romes, Director Voss, Assistant Director Smith, IT Manager Johnson, Director Curtis; Director Gogola,

ELECTION OF OFFICERS

A. President

Executive Director McElroy as Secretary, opened the floor for nominations for the office of President of the Board of Park Commissioners.

Vice President Ruttenberg nominated Commissioner Kaplan for the office of President of the Board of Park Commissioners. There were no other nominations for the office of President of Park Commissioners.

Motion to elect Commissioner Kaplan to the office of President of the Board of Park Commissioners was made by Vice President Ruttenberg, seconded by Commissioner Bernstein, and approved by unanimous vote.

Roll Call:

Aye: Commissioner Bernstein, President Kaplan
Vice President Ruttenberg

Nay: None

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf

Motion carried.

B. Vice President

President Kaplan opened the floor for nominations for the office of Vice President of the Board of Park Commissioners.

Commissioner Bernstein nominated Vice President Ruttenberg for the office of Vice President of Park Commissioners. There were no other nominations for the office of Vice President of Park Commissioners.

Motion to elect Vice President Ruttenberg to the office of Vice President was made by Commissioner Bernstein seconded by President Kaplan and approved by unanimous vote.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf

Motion carried.

APPOINTMENTS

A. Secretary/Executive Director – Liza McElroy

Motion was made by Commissioner Bernstein and Vice President Ruttenberg to appoint Liza McElroy to the office of Secretary/Executive Director.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan,

Nay: None

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf

Motion carried.

B. Treasurer/IMRF Authorized Agent – Annette Curtis

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein to appoint Annette Curtis as Treasurer / IMRF Authorized Agent.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf

Motion carried.

C. Auditor – Lauderbach & Amen

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein, to appoint Lauterbach & Amen as the District's Auditors.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf

Motion carried.

D. Attorney – Ancel Glink

Motion was made by Commissioner Bernstein, seconded by Vice President Ruttenberg, to appoint Ancel Glink as the District's Attorneys.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: Commissioner Bernstein, Commissioner Flores Weisskopf

Motion carried.

OPEN TO PUBLIC TO ADDRESS BOARD - None

ADJOURNMENT

Annual Board Meeting Minutes
May 30, 2017

There being no further business, a motion was made by Commissioner Bernstein, seconded by Vice President Ruttenberg, and approved by unanimous vote. The Board Meeting adjourned at 6:07 p.m.

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JUNE 26, 2018**

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

The meeting was called to order at 6:08 p.m. by President Kaplan.

ROLL CALL

Present: Vice President Ruttenberg, Commissioner Bernstein, President Kaplan

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf,

Staff Present: Executive Director McElroy; Deputy Director of Operations Donahue; IT Manager Johnson; Director Romes; Assistant Director Smith; Assistant Director Carr; Director Voss; Director Gogola; Director Curtis, Supervisor Henriques, Supervisor Liang

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

CONSENT AGENDA

Minutes from May 16, 2018 Special Board Meeting; Minutes from May 22, 2018 Regular Board Meeting; Minutes from May 29, 2018 Special Board Meeting; Minutes from May 29, 2018 Special Joint Meeting; Ordinance 18-03 – Prevailing Wage; Approval of 2018 Fence Replacement Project Bid; Approval of 2018 Painting Project Bid; Approval of 2018 Sunset Valley Golf Landscape Materials and Installation Project Bid; Bills and Payroll in the amount of \$2,743,334.33.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the Consent Agenda.

Roll Call:

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

Motion Carried.

UNFINISHED BUSINESS

Assistant Director Smith reported that the Park District released a Request for Qualifications (RFQ) for Engineering Services on May 25, 2018 to hire an engineering firm to conduct a thorough study for the repair or replacement of the barge at Park Avenue. The required RFQ process was qualifications-based and could not take fee into consideration. On June 8, 2018, the Park District received Statements of Qualifications from five firms. Staff reviewed all submissions and rated SmithGroup JJR as the most qualified firm to conduct this work. The evaluation criteria used to rank firms included organization and completeness of submittal, experience with projects of a similar nature, familiarity in working along the Great Lakes shoreline, and demonstrated understanding and ability to procure all required permits. As part of their work, SmithGroup JJR will explore a variety of solutions, including repair of the existing barge breakwater, removal and replacement of the barge breakwater, and removal of the barge breakwater and replacement with an alternant breakwater structure. SmithGroup JJR will also consider need for any temporary repairs. At the completion of this study, staff will present options to the Park Board which will include estimated cost, project timeline and required permitting. A determination will then be made on how to proceed with this.

Vice President Ruttenberg asked if the barge would be protected this winter if a short-term solution was implemented pending a more permanent decision for the barge. Assistant Director Smith confirmed that this would be investigated. Vice President Ruttenberg wanted to know if the 2019 boating season would be impacted if repairs were to begin Spring 2019. Assistant Director Smith replied that it was unknown when the construction would occur. Commissioner Bernstein asked how the issue of the usage of one lane has affected the boating. Assistant Director Smith asserted that boaters have been appreciative of the efforts made and support given to help the situation.

Motion was made by Commissioner Bernstein; seconded by Vice President Ruttenberg to enter into an agreement with SmithGroup JJR for engineering services related to the Park Avenue barge for a lump sum in the amount of \$40,000.

Roll Call:

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

Motion Carried.

TREASURER'S REPORT

Director Curtis reported that operations continue to move at a moderate pace for the month of May. Director Curtis stated that on May 4 there was early distribution of property tax revenue of prepayments received in December 2017. Director Curtis shared that the Illinois General

Assembly approved a budget for the fiscal year beginning July 1 which included \$29 million dollars appropriated for OSLED dollars.

Director Curtis presented bills for checks written May 18, 2018 through June 21, 2018 for an amount totaling \$2,743,334.33. There were no questions from the Board.

NEW BUSINESS

A. PARKS FOUNDATION UPDATE

Executive Director McElroy reported that the Parks Foundation will be a presence at both the 5K Race and the 4th Fest. She further explained that the Parks Foundation has been working on becoming more financially independent, making a motion to purchase their own financial software. In addition to these efforts, the Park Foundation is creating their own website as well as establishing a new committee which will deal with fundraising efforts for the Foundation.

B. DIRECTOR'S REPORT

a. 2018 Summer Camp Update

Supervisor Henriques reported that 2018 Summer Camps began on June 12 with staff in-service training. Of the approximately 230 staff hired, approximately 50% of staff returned from last year. After receiving feedback from last year's training, the staff developed in-depth training for camp first aid and behavior management. The Highland Park Police Department was invited to address the staff regarding overall safety, emergency procedures, and coordination between agencies in emergency situations.

On Thursday, June 14, the Park District hosted its second "Splash Into Camp" event which included a cook out and pool Party at Hidden Creek AquaPark. Supervisor Liang stated that Summer Camp officially started on Monday, June 18. Supervisor Henriques shared that Mini Camps will begin the week of August 6. As of June 15, there are 1,078 campers registered for camp compared to 1,147 camper registrations in 2017. Registration is still being accepted for the second session of camp and Mini Camps which will impact both registration and revenue.

Vice President Ruttenberg asked how many people are being employed by the Park District this summer. Executive Director McElroy stated that there are at least 500 employed this summer making the Park District of Highland Park one of the largest employers in the city.

b. 2018 Summer Recreation Events

Supervisor Henriques reported that the Firecracker 5K and 2 mile walk for SMILE will be held Sunday, July 1 at Sunset Woods Park. The July 4th Parade will begin at 9:30 a.m. with the Children's Bike and Pet Parade immediately followed by the main parade. Fourth Fest will be held from 11:00 a.m.- 2:00 p.m. at Sunset Woods Park. Fireworks will be held at Wolters Field from 4:00 p.m. – 10:00 p.m. at no charge.

Hidden Creek AquaPark will host fireworks viewing from 8:15 p.m. – 10:00 p.m. There is a \$5.00 per person admission charge. Supervisor Henriques explained that the Firecracker Baseball Tournament will be held July 5-8. The locations for the tournament include Sunset Woods Park, West Ridge Park, Danny Cunniff Park and Wolters Softball Fields. There will be 30 teams participating this year.

c. Community – The Anti-Drug (CTAD)

Director Romes highlighted some information from the 2017 Annual Report of Community – The Anti-Drug. The Park District of Highland Park is a partner of CTAD. Director Romes stated that the District supports CTAD in their efforts by hosting meetings, distributing materials and by providing resources to CTAD.

C. BOARD COMMENTS - None

OPEN TO THE PUBLIC TO ADDRESS BOARD

Rick Heineman, Glencoe Avenue, wanted to know if the Park District might become involved with the maintenance and supervision of the playground at Lincoln School now that the school has closed.

Michael Stroz, 580 Hillside, commented on lighting in the Ravinia Business District and inquired about Jens Jensen and Brown Park.

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein, 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)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.
Roll Call:

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

Meeting was adjourned into closed session at 6:45 p.m.

ACTION FROM CLOSED SESSION

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)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent.

No action was taken.

Meeting reconvened to Open Session at 7:14 p.m.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein and seconded by Vice President Ruttenberg and approved by unanimous vote. The Board Meeting adjourned at 7:15 p.m.

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JULY 10, 2018**

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

The meeting was called to order at 6:02 p.m. by President Kaplan.

ROLL CALL

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

Absent: Commissioner Flores Weisskopf

Staff Present: Executive Director McElroy; Deputy Director Donahue; Director Curtis; Assistant Director Carr; Assistant Director Smith; Director Romes; Manager Grill; Director Voss; Director Gogola; Superintendent Ochs; Senior Planner Schwartz

ADDITIONS TO THE AGENDA – None

GOLF MECCA

President Kaplan opened the discussion and reported that the Board had received and reviewed the updated proposal from the Golf Mecca group. He expressed disappointment with their proposed plan and stated that when asked to come back with a modified plan they did not. Commissioners Bernstein, Ruttenberg, and Grossberg also expressed concerns with the proposal that includes the areas east of the river.

The Golf Mecca group made their presentation to the Board and those in attendance at the meeting. Their intent is to utilize the property on the west side of the River as well as use some property to the east of the River. Keith Bank and Dave Fairman both asked the Board to reconsider the proposal in its entirety as they believe this is right for the property and the community. Representatives from the PGA and CDGA also spoke in support of the project.

Dave Fairman explained that the members of his team were aware of the Park District Board's direction to keep the Golf Mecca west of the river. However, the team felt that the proposed site should be reconsidered. He offered that the Golf Mecca team would be willing to conduct a new community survey. He felt that the previous survey information is no longer relevant.

Commissioner Bernstein stated that the Park Board had made their intentions clear that any future proposal should only include the area west of the River. Commissioner Bernstein shared

his displeasure that the plan made no accommodations for the fieldhouse. He felt that the community derives great benefit from the uses at the fieldhouse. Vice President Ruttenberg expressed his opinion that a price cannot be placed on open land and that the City deserves to have passive land for recreation

There were comments from the public. Gerald Marx of the Legacy Club stated he was not a fan of the plan. Shelly Solo was for the plan and felt it would not compete with Sunset Valley Golf Course. Adam Stohler, Councilman and liaison to the Park District, spoke about the storm water management needs at the property that are a high priority for the City.

HPCC AGREEMENTS

Executive Director McElroy reported that the City Council had met the previous night to discuss the agreements for the Highland Park Country Club. Attached are the remaining concerns that were expressed by the City Council. President Kaplan and the Board reviewed each of the points below. Adam Stolberg and Alyssa Knobel, both on the City Council, were in attendance.

LOT 3

- Add provision to require a Request for Proposal when contemplating assignments, management agreements for the Property.
- Add language to provide the City access to financial records for the Property
- 4.b. – Two sentences added are not supported (year three shall be the average of the mgmt. fee paid and increase by CPI).
- 9, Surrender – strike new language, “except for any portion of Lot 1 which was ever included in the Enterprise Property”.
- 13, Alterations and Improvements – add that alterations and additions shall be depreciated.
- 18, Termination –
 - Change 10 years to 5
 - Change 5 years to 3
 - Add language that sets forth City reimbursement of capital is based on depreciated cost
 - Whose asset are the capital improvements?

The Board agreed to most of the points above. However, under the termination clause the Board recommends changing 10 years to 8 years and agreed to 3 years. In regard to 4b, the Board still has concerns with the Management Fee.

TRANSFER OF PROPERTY

- Make sure everything in the agreement is mutual (District and City)
- 6, Real Estate Taxes and Assessment – add City to the statement that “Nothing in this Agreement shall be taken as the District and *City*’s consent...”

July 10, 2018

- 9, subsection 2 Stormwater Management – carve out an exception for the City so the Park District shouldn't seek compensation from the City for damages.

The Board agreed to all points under the Transfer of Property.

LOT 4

- 3.e., Maintenance of Common Areas and Common Facilities – Current language is the District can proceed with capital improvements to common areas without City input or approval – strike. Rewrite so City input and approval is needed.
- 9, Parking Lot – Include language that sets forth minimum of 35 parking spaces for seniors. Keep all other language which sets forth an agreement must be made before seniors relocate; new parking lot would be constructed and City and District shall discuss location of designated spaces. Parking to be reviewed annually thereafter.
- 9, Parking Lot – “Agreement” should be “agreement”.
- 9.e – Concern that we are limiting ourselves to a future that is unknown pertaining to the parking. Add language that District approval shall not be unreasonably withheld.
- 13, Taxes and Assessments – Add City consent – make everything mutual.

Under 3.e, the Board recommends that language is added “so long as not unreasonably withheld or delayed or conditioned.”

Under 9.e, the Board recommended the same language as above and added a no sticker provision.

TREE NURSERY

- 2, Term – space needed to enter Effective Date.
- 4.d., Use – add “notification of access is provided to the City a minimum of 24 hours in advance”
- 4.f. – Change the negative “not inconsistent”.
- 11, Insurance – change that each Party shall be added as an additional insured”
- 13, Termination – Reconcile a. with b. and c.
- 13.c. – clean-up language.

Under 4.d, the Board would like a provision included in regard to emergency situations. Councilman Stolberg and Knobel understood the feedback from the Park District. Executive Director McElroy will get the changes that were discussed to Manager Neukirch.

BRIERGATE & RAVINIA TIF UPDATES

Director Curtis attended a meeting with representatives from the City, Districts 112 & 113, and two community members at large to discuss both the Briergate and the Ravinia TIF.

Director Curtis gave an overview of the Ravnia TIF. The Ravinia Business District TIF was created in 2005 and will expire in 2029. The primary goal, ensure the Ravinia Business District

Board Workshop Minutes

July 10, 2018

continues to serve as a viable neighborhood retail district, while maintaining its historical character. Created using a ‘pay as you go’ approach, no bonds have been issued, instead projects are supported through the accumulation of property tax revenue. Cumulative total since inception:

- property tax increment revenue \$1,886,096 (2017 \$213,987)
- interest revenue \$8,266
- expenditures \$443,721

The fund balance as of December 31, 2017 came to \$1,450,640.

Base EAV \$6,437,551 2017 EAV \$9,314,110 PDHP’s estimated forgone revenue \$15,200.

During 2017, \$0 were spent. The Ravinia District Infrastructure Investment Action Plan (2017-2028) was finalized. Contracts were approved by the City Council in January 2018:

- RATIO Design
- SpaceCo Engineering
- HAI Cost Engineering
- Schuler Shook (lighting)

2018-2019 development will continue:

- Implement- Infrastructure Action Plan
- Complete 100% construction documents for street lights
- Complete 60% engineering drawings for streetscape
- Continue marketing of area in coordination with Special Service Area (SSA) 17

Development of 515 Roger Williams Avenue, is anticipated to commence in 2018. Per the City’s website, the City is working with Klairmont Investments, LLC to finalize the proposed four-story mixed-use building with 30 rental units. No TIF revenue will be used for the project.

Commissioner Bernstein will recuse himself from the discussion about the Briergate TIF.

Director Curtis gave an overview of the Briergate Business District TIF. The Briergate Business District TIF was created in December 11, 2017 and will expire within 23 years. The primary goal, to encourage redevelopment to revitalize the Briergate area to improve the quality of life in the community, and to ultimately benefit all taxing bodies.

2017-2018 Action steps taken by City

- Potential land use, and zoning changes were discussed at the City’s Committee of the Whole Meeting.
- Neighbor meeting was held to discuss land use and redevelopment.

2018-2019 Development:

- 1600 Old Deerfield Road- An offer was accepted for the property. Discussion are in the due diligence period.
- The City received a residential land use proposal for the property.
- Toys R Us property will be auctioned on July 12th.

- \$10M of improvements planned for Old Skokie Road by Tesla

Director Curtis reminded the Board that there was a section included in the TIF agreement that provides:

- (a) it will require payment of development impact fees and/or the provision of land in connection with new developments within the Briergate TIF District, to the extent provided and required by Chapter 160 of the City Code;
- (b) it will use its best efforts to ensure that the developer of new residential units within the Briergate TIF District provide all land and funding, at no cost to the PDHP, for the construction of a public park that is commensurate with the size and density of such residential development, in accordance with then-prevailing PDHP standards; and
- (c) neither the execution of this Agreement nor the adoption of the Briergate TIF District is to be deemed or interpreted as an obligation of the PDHP to incur any costs in connection with the design or development of any public park to be located within the TIF District, nor an obligation for the PDHP to own or maintain any such park. The City further agrees that prior to the issuance of any building permits for the construction of any housing units within the TIF District, it will require the developer of such units to meet with representatives of the PDHP to discuss the provision of land and/or the design and development of a public park in connection with such construction.

President Kaplan reminded the Board that additional lights at Brown and Jen Jenson Park were discussed at a previous meeting.

PURCHASING POLICY

Director Curtis explained that The Purchasing policy has been updated to provide functionality while maintaining strong controls. Some sections were slightly updated while others were rewritten or eliminated. An attempt was made to remove procedures. Senior Planner Amalia Schwartz, created the Projects Purchasing Manual which is a dynamic document providing staff with step by step procedures for various purchasing scenarios.

Major updates:

- 3.15.12 Independent Contractor Agreement- now clearly states “regardless of dollar amount, an Independent Contractor Agreement and Certificate of Insurance are required for all services occurring on PDHP property or for the Park District.
- 3.15.15-3.15.20 Purchasing limits were updated to reflect changes in Park Code and organizational structure. (If purchasing authority is approved by supervisor)
 - Coordinator \$500 (no change)
 - Supervisors and Trades & Specialty Staff \$500- \$2,499 (added)
 - Managers \$ 2,500- \$4,999 (added)
 - Assistant Directors and Directors \$5,000-\$14,999 (increase from \$4,999)
 - Executive Director \$15,000- \$24,999. (increased from \$19,999 due to change in park code). Bid levels are now \$25,000.
- 3.15.22 Waiver of Competitive Bidding was expanded to better define the type of purchase.
- 3.15.23-3.15.29 discuss RFP, RFQ, & Bids. These sections were edited to provide policy guidance for staff, and direction to utilize the Projects Purchasing Manual for procedure.

- The Purchasing Card policy was added to subsume the Purchasing Policy. It is not intended to avoid or bypass appropriate policy.

Commissioner Bernstein asked how many staff members have authority to purchase. Director Curtis explained that much of the staff has the ability to make purchases but there are internal controls built-in. Vice President Ruttenberg discussed two items. The first was to drop the “IT” from “Director of Finance and IT”. The second was to make it clear that the Deputy Director have the same authority as the Executive Director in the event the Executive Director is not available.

REVIEW OF VOUCHERS

Director Curtis presented bills for checks written June 27, 2018 through July 15, 2018 for an amount totaling \$962,927.17. There were no questions from the Board.

SUNSET VALLEY GOLF UPDATES

A. CLUBHOUSE

Director Romes shared that The Clubhouse renovation at Sunset Valley Golf Club continued to show significant progress in the month of June. Outside the Clubhouse the patio and knee wall have been completed. The trellis is 90% complete and will be done by the first week of July. The East and North walls on the outside of the building have been painted. The concrete tent pad was poured and cut. New curbing was installed along the first tee box and grading on the west side of the building has been completed and prepared for asphalt cart paths to be poured in July. By July 20, new gutters will be installed, the trellis will be completed, the concrete tent pad will be stained, and the entire building will be painted. After July 20, landscaping will be planted and installed on the entire site.

On the inside, the walls have all been painted, floors have been prepped for new carpet and tile, bathroom flooring and wall tile has been installed, and kitchen FRP walls have been installed. Pro shop, lounge and bar flooring will be completed the first week of July. The week after, kitchen and bar equipment, the bar and pro shop desk millwork, lighting, televisions, and reclaimed wood in the lounge area will be installed. Substantial completion and permitting is scheduled for July 20, after which indoor and outdoor furniture will be delivered. The entire Clubhouse project remains on schedule to be completed by August 3.

Other progress on the Clubhouse site includes the completion of the cart barn conversion for the new electric golf carts, demolition of the Parks building and installation of a new sewer drain in the south and east parking lots. New curbing and asphalt will be completed in the parking lot(s) by mid-July, along with installation of the parking lot lights and painting the cart barn.

A variety of change orders have been added to the project due to minor project additions. The chimney will be repaired and converted into a gas ignited/operated fireplace. New gutters and downspouts will be added to the roof, and outdoor hose spigots will be installed.

Mrs. Bernstein wanted to know if ADA accommodations were a part of the renovation.

B. GOLF COURSE

Superintendent Ochs reported on the condition of the course. Commissioner Grossberg had a question about the divets. Superintendent Ochs explained that there will be narrative regarding this. Superintendent Ochs explained that the roots on the greens are better than before. The cart path will have to be utilized through Labor Day. Commissioner Bernstein commented that the playability of this course after rain will be terrific. Commissioner Bernstein also expressed his opinion that the rates are competitive with our neighbors. Superintendent Ochs stated that the course will be open to the Public August 18. Executive Director McElroy shared that Junior Golf and the Foundation will be playing the course on August 17.

President Kaplan reported that Executive Director McElroy, Vice President Ruttenberg and himself had attended a meeting at the Legacy Club the prior evening and that it went very well.

OPEN TO PUBLIC ADDRESS TO ADDRESS BOARD

Mrs. Bernstein stated that she did not believe in building in your own competition which referenced the Golf Mecca presentation earlier in the meeting.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein, seconded by Commissioner Grossberg and approved by unanimous voice vote. The Board Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Liza McElroy, Secretary



Memorandum

To: Board of Park Commissioners
From: Liza McElroy, Executive Director
Date: July 24, 2018
Subject: **Approval of Updated Minutes**

The closed session information was removed from the following meeting minutes as there was no closed session for these meetings.

- May 16, 2018 – Special Meeting
- May 22, 2018 – Regular Board Meeting
- May 29, 2018 – Special Meeting

Staff recommends the approval of these minutes as updated.

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF SPECIAL MEETING
MAY 16, 2018**

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

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

ROLL CALL

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

Absent: None

Staff Present: Executive Director McElroy, Deputy Director of Operations Donahue, Director Curtis, Director Gogola, Director Voss, Assistant Director Smith, Manager Johnson, Director Romes, Superintendent Ochs

OPEN PUBLIC TO ADDRESS BOARD

HIGHLAND PARK COUNTRY CLUB INTERGOVERNMENTAL AGREEMENT

The Board met to review the Intergovernmental Agreements regarding the Highland Park Country Club. The following items were a part of the discussion.

Transfer Agreement

After reviewing the Property Transfer Agreement for Lots 1, 2, 6 and 7, the Board agreed that the following items should remain open: The need for a Restrictive Covenant Utility, Easement Agreement, Stormwater Management Language, Language for Operations/Management Agreements, Language for the As-Is Where-Is Section, Tree Nursery – 4 acres on Lot 1 for the city to operate a tree nursery. After a review of the Tree Nursery Agreement the Board agreed the following items remain open: The Usage Agreement for the Nursery, Termination Language.

Lot 4 – The Parking Lot and the HPCC Building

After review of the Shared Use agreement for Lot 4, the following items remain open: Common Areas and Common Facilities – the Locker Room and the Pool Hallway. The Board expressed that language changes be made to address security/safety concerns. Further discussion with the City on whom will be running banquets in 2019 the Parking lot usage, allocation of ADA spots and designated number of parking spaces. Discussion on the location of parking deck, Parallel provisions for insurance and Exhibit F and the allocation of shared expenses.

The Lease Agreement for Lot 3, the operations of the Learning Center, Mini Golf and Golf Dome

After review of Lot 3 the following items remain open: There are still questions regarding the shared expenses and distribution of revenue, the construction/repair replacement of parking lot and shared expenses, Termination Provision relative to hazardous substances, new Language is needed and Termination relative to the profitability of the facility and propose new language for the Management Fee – Lot 3.

There were also comments about the conveyance of title and the need to terminate the Master Agreement. The Board has asked that the attorney propose new language to the city.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein seconded by Vice President Ruttenberg and approved by unanimous voice vote. The Board Meeting adjourned at 9:04 p.m.

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
MAY 22, 2018**

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

The meeting was called to order at 6:03 p.m. by President Kaplan.

ROLL CALL

Present: Vice President Ruttenberg, President Kaplan

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf,
Commissioner Bernstein

Staff Present: Executive Director McElroy; Deputy Director of Operations Donahue; IT Manager Johnson; Director Romes; Assistant Director Smith; Assistant Director Carr; Director Voss; Director Gogola; Director Curtis, Manager Laue

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

TREASURER'S REPORT

Director Curtis presented an overview of the 2017 Comprehensive Report prepared by Lauderbach and Amen. Director Curtis stated that there are 984 campers enrolled as of today. She stated that 250 additional enrollments are expected, there are spots available but some of the camps are full.

Director Curtis presented bills for checks written April 21, 2018 through May 17, 2018 for an amount totaling \$1,571,357.890. There were no questions from the Board.

NEW BUSINESS

A. Parks Foundation Update

Director Gogola reported that the Parks Foundation currently has eight members. The Champions Banquet was a success and raised double the amount of money from last year. Director Gogola explained that the Foundation is in the process of securing financial software to allow the Foundation to move its financial processes away from the Park District and have its own system. President Kaplan thanked Chris Maliszewski and Carol Sassorossi for their work on the Champions Banquet. Executive Director McElroy acknowledged Director Gogola for her work with the Parks Foundation.

B. Director's Report

Executive Director McElroy gave an overview of upcoming activities and events occurring around the Park District. The beaches and pool will open this weekend. She reported that staff have been hired, training is ongoing and the District is looking forward to a safe boating and pool season. Executive Director McElroy shared that the meeting for the Public Input Phase of the Lakefront Master Plan scheduled for tomorrow evening will be held at the Highland Park Country Club due to the tremendous response from residents. Executive Director McElroy explained that Senior Planner Schwartz has spent a lot of time working on pulling out initiatives that the Master Plan addressed, which include successes along the lakefront.

Executive Director McElroy stated that the trend in the Park District's Baseball Program has been amazing. Baseball Programs start June 4. There will be more Special Events than ever before this summer at Rosewood, some of which include: yoga, paddle and movies. Executive Director McElroy introduced Manager Laue and he then introduced himself with a brief work history overview. President Kaplan then welcomed him and thanked him for joining the Park District of Highland Park.

C. Board Comments

OPEN TO PUBLIC TO ADDRESS BOARD

David Sogan, 1092 Wade Avenue, Highland Park addressed the Board regarding the issues with the barge at Park Avenue Beach. He has been involved with the many fixes to the barge over the years and suggested to the Board that the Park District form a Risk Management Board for Park Avenue Beach to keep track of the various issues that come up. Mr. Sogan suggested that the Risk Management Board meet a few times a year to start to compile and record things that come occur.

Commissioner Bernstein arrived at 6:25 while Mr. Sogan was addressing the Board.

CONSENT AGENDA

Minutes of April 24, 2018 Regular Board Meeting; Minutes of May 8, 2018 Workshop Meeting; Surplus Ordinance 18-02; Approval of Districtwide Asphalt Project Bid; Approval of Sole Source Contract for Horseback Riding Services at Big Top/Little Top Camp; Bills and Payroll in the amount of \$1,571,357.89

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the Consent Agenda.

Roll Call:

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

Motion Carried.

UNFINISHED BUSINESS

A. 2017 Comprehensive Annual Financial Report

On May 9, 2018, Ron Amen from the accounting firm of Lauterbach & Amen presented to the Finance Committee, a draft version of the Park District of Highland Park's audited financial statements for 2017. Lauterbach & Amen issued an unqualified or clean opinion for the report. Also, for the 28th consecutive year the District earned the Government Finance Office Association, Certificate of Achievement for Excellence in Financial Reporting. The Management Letter was presented and no material errors were noted. GASB Statements No. 74 & 75 were discussed and will be implemented with the 2018 financial statements. Commissioner Bernstein thanked the Finance Department for all their hard work to make the audit a successful one.

In accordance with state statute, the CAFR must be approved by the Board of Commissioners and filed with Lake County by June 30, 2018. The FY 2017 Annual Financial Report will be filed with the State of Illinois Comptroller's office. Staff recommends the approval of the December 31, 2017 Comprehensive Annual Financial Report of the Park District of Highland Park.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the 2017 Comprehensive Annual Financial Report.

Roll Call:

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

Motion Carried.

B. Approval of 2018 Sunset Valley Golf Club – Cart Barn, Parking Lot, Car Chargers Bid

The Park District completed course renovations of the Sunset Valley Golf Club in Fall 2018 and is currently in the construction phase of Clubhouse. Additional projects prior to the course and clubhouse opening in August 2018 are the conversion of the current Golf Cart Barn to accommodate electrically charged golf carts, the addition of parking lot lights in both the south and east parking lots, and installation of two new automobile charging ports for electrical cars. Details on these projects are below.

- **Cart Barn Conversion:** On March 6, 2018, the Park Board of commissioners authorized the Park District to enter into a 5-year capital lease agreement with EZGO for 65 lithium ion golf carts. With the approval of this golf cart lease, the current storage barn where the carts are parked while not in use requires a conversion to accommodate electric charging stations. These charging stations are needed to charge the golf carts per the EZGO lithium ion golf cart specified requirements. The current cart barn does not have the electrical power needed to accommodate these carts and electric must be fed underground from the current utility service at the clubhouse.
- **Parking Lot Light, fixture, and pole:** Renovation of the Clubhouse includes an expanded kitchen and improved bar, restaurant, and lounge area. In effort to accommodate guests who stay for dinner or for evening rentals during the off season, the parking lot must have lights to ensure safety after dark.

The Park District held a neighborhood meeting on Thursday, May 10 to inform residents of the new parking lot light proposal. In addition, the Park District applied to the City of Highland Park's Design and Review Commission who on May 15 approved the addition of parking lot lights. The District's plan is to furnish and install three (3) sixteen-foot (16") light poles within the median of both the south and east parking lots. Each pole has two (2) LED light fixtures.

- **Car Chargers:** In effort to create a green culture through sustainability efforts, the Park District will support and encourage the use of electrical vehicles by installing two (2) single pole electric car charging stations in the south parking lot.

The Park District combined these three projects into one bid packet in effort to streamline electrical work with one contractor. With board approval of the electrical contractor, staff will complete the electrical permitting process with the City of Highland Park and plans to begin work as soon as May 28, 2018 in effort to meet the anticipated completion date of July 1, 2018. Staff recommends accepting the base bid and alternate #1 for the Sunset Valley Golf Cart Barn, Parking Lot Lights and Car Charging Stations from Genesis Electric in the amount of \$137,828.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve 2018 Sunset Valley Golf Club – Cart Barn, Parking Lot, Car Chargers purchase.

Roll Call:

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

Motion Carried.

ADDITIONS TO THE AGENDA

President Kaplan explained that three issues remain where there is not agreement regarding the Highland Park Country club. They are: the locker rooms, Lot 3 and purchase if Lot 1.

Board Regular Meeting Minutes
May 22, 2018

Commissioner Bernstein had questions about the easements and where they were located on the plat of survey. Vice President Ruttenberg volunteered to highlight the easements with Adam Simon.

ADJOURNMENT

There being no further business, a motion was made by Vice President Ruttenberg and seconded by Commissioner Bernstein and approved by unanimous vote. The Board Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
SPECIAL MEETING AT 5:00 P.M. MAY 29, 2018**

The Special Meeting of the Board of Park Commissioners of the Park District of Highland Park was held in the Lower Level Meeting Room at the Highland Park Public Library, 494 Laurel Avenue, Highland Park, Illinois.

The meeting was called to order at 5:03 p.m. by President Kaplan.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Grossberg, Vice President Ruttenberg, Commissioner Flores Weisskopf, President Kaplan, Rob Busch

Absent: None

Staff Present: Executive Director McElroy

Guests: Mrs. Bernstein

Discussion on Highland Park Country Club Agreements

President Kaplan explained that he wanted the Board to meet in advance of the Joint Meeting with the City of Highland Park to discuss some of the outstanding items. President Kaplan addressed concerns with the Management Fee in Lot 3. The Board agreed that the environmental language for Lot 3 and the transfer needs to change. President Kaplan discussed the Locker Room and security concerns with access. The Board also discussed the language regarding the termination fee for Lot 3.

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ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein, seconded by Vice President Ruttenberg, and approved by unanimous voice vote. The Board Meeting adjourned at 5:25 p.m.

Respectfully submitted,

Liza McElroy, Secretary



Memorandum

To: Board of Park Commissioners

From: Mariana Henriques, Recreation Manager – Recreation & West Ridge Center
Brian Romes, Director of Facilities and Recreation
Kathy Donahue, Deputy Director of Operations
Liza McElroy, Executive Director

Date: 7/24/2018

Subject: **West Ridge Center Furnaces Replacement Project**

BACKGROUND

The mechanicals that provide heating and cooling to the original section of the West Ridge Center (currently the business office, HR office, Admin offices and Multi-purpose room) are served by four gas fired furnaces located in the basement of the mechanical room, each with a refrigerant cooling coil. These units are standard efficiency.

In 2014 staff contracted WT Engineering to conduct a comprehensive Engineering Assessment which included an evaluation of all mechanical systems at West Ridge Center. This report confirmed that the 4 gas furnaces were approximately 20 years old, in fair to poor condition and operating at a very poor heating efficiency rate. At that time, it was recommended that the current furnaces and associated condensing units be replaced within 2-5 years.

BID RESULTS

The Park District received 3 bids to remove, dispose, and replace all 4 furnaces and associated condensing units. The results are as follows:

Northern Weathermakers HVAC	\$39,779.00
MG Mechanical Services	\$31,500.00
Oak Brook Mechanical Services	\$55,000.00

The lowest responsible Bidder was MG mechanical Services. MG has 23 years' experience and has completed projects for School District 113, College of Lake County and Elk Grove High School. The Park District contacted 3 references including School District 113, Algonquin Area Public Library, and College of Lake County, and they reported a very favorable experience with projects being completed on time, within budget and according to the desired scope. Staff has contracted MG Mechanical Services Inc. on previous HVAC replacement projects and is very comfortable with their capabilities to complete this project.

FINANCIAL IMPACT

The Park District budgeted a total of \$80,000 for HVAC and furnace replacements in 2018 and 2019 (\$40,000 each year). When adding the furnace replacements to the current HVAC replacement projects taking place in 2018, expenses will total \$63,375.00. While this is \$23,374.00 over the budget for 2018, it will reduce the required amount necessary for 2019, leaving a total of \$16,626.00 available for HVAC repairs in 2019.

Staff recommends the project is done in its entirety in 2018, to avoid additional labor and roofing cost if all furnaces and associated condensing units are not replaced at the same time.

RECOMMENDATION

Staff recommends approval from the Board of Park Commissioners to enter into an agreement with MG Mechanical Services Inc for the West Ridge Center furnaces replacement projects as outlined in the bid specifications in the amount of \$31,500.00.



Memorandum

To: Board of Park Commissioners

From: Michael Evans, Landscape Architect; Jeff Smith, Assistant Director of Parks, Properties & Planning; Dan Voss, Director of Parks, Properties and Planning; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

Date: July 24, 2018

Subject: **2018 Heller Nature Center Ropes Course ADA Project Bid**

Summary

The Park District of Highland Park received three sealed bids on Monday, July 16, 2018 for materials and labor to install an ADA compliant drop off area and ADA compliant paths at the Heller Nature Center Ropes Course to improve accessibility to the site and select elements. A bid summary is shown on the following page.

Recommendation

Staff recommends the Park Board accept the Base Bid as well as Alternates 1, 2, 3, 4 and 5 from MAG Construction Co., 629 Homewood Ave., Highland Park, IL, in the total amount of \$32,100. The District has worked successfully with this contractor in past years. This work is anticipated to take place in August 2018 and is budgeted within 2018 Capital Projects Program.

Budget Impact

Total Available Budgeted Funds for this project	\$50,000
Base Bid: Drop Off Access Pad	less \$ 8,500
Alternate 1: Site Work/Culvert/Portable Restroom Area	less \$ 7,000
Alternate 2: Trail Landing Pad	less \$ 3,800
Alternate 3: Gathering Area ADA Path	less \$ 3,500
Alternate 4: Red Trail Entry ADA Path	less \$ 2,000
Alternate 5: Spider Web Entry ADA Path	<u>less \$ 7,300</u>
Anticipated Amount under budget	\$17,900

2018 Heller Nature Center Ropes Course ADA Project – Bid Results

	MAG Construction Co.	D&J Landscape	Absolute Home Improvements
Base Bid Drop Off Access Pad	\$8,500	\$12,420	\$11,125
Alternate 1 Site Work/Culvert/Portable Restroom Area	\$7,000	\$6,250	\$12,863
Alternate 2 Trail Landing Pad	\$3,800	\$4,500	\$3,425
Alternate 3 Gathering Area ADA Path	\$3,500	\$2,940	\$5,875
Alternate 4 Red Trail Entry ADA Path	\$2,000	\$1,680	\$2,938
Alternate 5 Spider Web Entry ADA Path	\$7,300	\$7,140	\$14,690
Grand Total (Base Bid and Alternates)	\$32,100	\$34,930	\$50,916



Memorandum

To: Board of Commissioners
From: Annette Curtis Director of Finance & IT, Jeff Smith Assistant Director of Parks, Properties and Planning, and Liza McElroy, Executive Director
Date: July 24, 2018
Subject: **Purchasing Policy**

Both the Purchasing Policy and Purchasing Card Policy have been updated to reflect discussion from July 10, 2018 Workshop meeting. In the sense of efficiency or in the absence of the Executive Director, the Deputy Director was granted similar purchasing and approval authority. The essence of both policies has not changed. Policies formalize good operational and financial practices, promoting stability and organization for the districts. Specifically, financial policies define limits on actions taken by staff. Creating an environment of strong internal controls. From time to time policies should be reviewed and updated to reflect current operations, new standards, and/or new laws.

The Purchasing policy has been updated to provide functionality while maintaining strong controls. Some sections were slightly updated while others were rewritten or eliminated.

Major updates:

- 3.15.12 Independent Contractor Agreement- now clearly states "regardless of dollar amount, an Independent Contractor Agreement and Certificate of Insurance are required for all services occurring on PDHP property or for the Park District.
- 3.15.15-3.15.20 Purchasing limits were updated to reflect changes in Park Code and organizational structure. (If purchasing authority is approved by supervisor)
 - Coordinator \$500 (no change)
 - Supervisors and Trades & Specialty Staff \$500- \$2,499 (added)
 - Managers \$ 2,500- \$4,999 (added)
 - Assistant Directors and Directors \$5,000-\$14,999 (increase from \$4,999)
 - Executive Director and Deputy Director \$15,000- \$24,999. (increased from \$19,999 due to change in park code). Bid levels are now \$25,000.
- 3.15.22 Waiver of Competitive Bidding was expanded to better define the type of purchase.
- 3.15.23-3.15.29 discuss RFP, RFQ, & Bids. These sections were edited to provide policy guidance for staff, and direction to utilize the Projects Purchasing Manual for procedure.
- The Purchasing Card policy was added to subliminate the Purchasing Policy. It is not intended to avoid or bypass appropriate policy.

Recommendation:

Staff requests Board approval of Purchasing Policy #3.15 and Purchasing Card Policy #3.15A.



PARK DISTRICT OF HIGHLAND PARK

DEPT: Finance

Policy #: **3.1615**

APPROVED: 7/26/2016

Purchasing

REVISED:

3.15.1 Introduction and Statement of Policy

The Purchasing Policy provides the Park District of Highland Park staff with guidelines and directions for the acquisitions of goods and services. When used with good judgment and common sense, these policies will allow the District to obtain needed supplies and services efficiently and economically. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees with questions or who need assistance with specific situations not covered in these policies should contact the Executive Director or Director of Finance and IT.

~~The purpose of this purchasing manual is to provide the Park District of Highland Park staff with guidelines and directions for the acquisitions of goods and services. When used with good judgment and common sense, these policies and procedures will allow the District to obtain needed supplies and services efficiently and economically.~~

~~This document is divided into individual sections dealing with purchasing policies and procedures. The policy sections contain all the purchasing policies as reviewed and recommended by the Park District Board which must be adhered to by staff. The procedure sections provide a "how to" guide for processing purchases including the use of purchasing cards.~~

~~Employees as well as non-employees who carry out the functions of the District are expected to read the policy manual and provide the Department of Finance with feedback on its contents. This document is designed to be fluid in nature and will be modified from time to time to conform to changes in legislation, technology, and actual practice. Although it may not answer every question related to purchasing practices, it does provide general guidelines for purchasing activities. Employees with questions or who need assistance with specific situations not covered in this document should contact the Executive Director or Director of Finance.~~

The Executive Director, or designee, will be the final authority regarding interpretation and enforcement of any of the provisions contained herein. Failure to follow the procedures outlined in this document, can have ramifications which are detrimental to the District. As a result, staff found to be non-compliant with these policies are potentially subject to disciplinary action in accordance with the Park District of Highland Park Employee Personnel Manual.

3.15.2 Code of Ethics

All personnel engaged in purchasing and related activities must conduct business dealings in a manner above reproach in every respect. Transactions relating to expenditure of public funds require the highest degree of public trust to protect the interests of the District and the residents of Highland Park. Park District employees must strive to:

1. Ensure that public money is spent efficiently and effectively and in accordance with applicable statutes, regulations, ordinances and District policies.
2. Not accept gifts or favors from current or potential suppliers which might compromise the integrity of the purchasing process (See Ethics Act, 5 ILCS 430/10-

- |
- 10 et seq.).
3. Specify generic descriptions of goods, use performance specifications, and use “or equal” language whenever possible in lieu of brand names (however, if you believe that purchasing a particular brand is in the best interests of the District, you should

- consult with the Executive Director and/or legal counsel concerning the authority of the Park District to do so and the procedures required under the Illinois Park Code).
4. -Never allow foreseeable purchases ~~orders~~ for identical goods or services to be split or prepared in a manner that would avoid approvals or otherwise circumvent policy.
 5. Purchase without favor or prejudice.
 6. Ensure that all potential suppliers are provided with adequate and identical information upon which to base their offer or quotation and that any information provided to one interested and registered vendor is given to all interested and registered vendors.
 7. Establish and maintain procedures to ensure that fair and equal consideration is given to each offer received and that selection is based upon the objective criteria and published criteria such as the lowest responsive and responsible bid or the qualifications of the vendor.
 8. Offer a prompt and courteous response to all inquiries from potential or existing suppliers.
 9. Avoid the appearance of impropriety.
 10. Disclose to the Executive Director any direct or indirect financial interest in any contract to be awarded by the Park District and abstain from participating in any part of the procurement process for such contract.

It will be the responsibility of the Executive Director to determine if a violation of this Code of Ethics has occurred and if disciplinary action is necessary in accordance with the District's personnel manual.

3.15.3 Conflict of Interest Policy

Except as may be disclosed to and permitted by the Park Board, it will be a breach of ethical standards for any employee to participate directly or indirectly in the purchasing process when the employee knows that:

1. The employee is employed by, or otherwise has a financial interest in, a bidder, vendor, or contractor involved in the procurement transaction; or
2. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest in, or holds a position with a bidder, or contractor, such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction; or
3. The employee, the employee's partner, or any member of the employee's immediate family has a financial interest arising from the procurement transaction; or
4. The employee, the employee's partner, or any member of the employee's immediate family is negotiating, or has an arrangement concerning prospective employment with a bidder, vendor, or contractor.
5. The employee has accepted gifts from a vendor in violation of the State Officials and Employees Ethics Act, 5 ILCS 430/10-10 et seq..

An employee's immediate family is defined as a spouse, children, parents, in-laws, brothers and sisters, and any other person living in the same household as the employee.

A financial interest includes any contingent compensation or ownership or investment interest including stock, partnership shares and limited liability company memberships, as well as loans, bonds, or other financial instruments that are secured by an entity's property of revenue.

It is the responsibility of the Executive Director to determine if a violation of this Conflict of Interest policy has occurred and if disciplinary action is necessary in accordance with the District's Personnel Manual.

3.15.4 Multi-Year Contracts

With some specific exceptions set forth in the Illinois Park Code, the Park District is not authorized to enter into multi-year contracts. Consult with legal counsel concerning automatic renewal provisions and other terms extending a contract beyond 1 year.

3.15.5 Prompt Payment

The Park District of Highland Park shall promptly pay its obligations in compliance with the Illinois Local Government Prompt Payment Act.

3.15.6 Policy Encouraging Economizing Purchases

The Park District of Highland Park shall endeavor to maximize its financial resources whenever possible. To this end, the District will seek to economize purchases in appropriate areas. Participation in programs such as the State of Illinois joint purchasing program or the utilities purchasing co-op to mutually share and lower cost is encouraged (there are several joint purchasing groups serving units of government in northern Illinois). Likewise, the District will work towards consolidating purchases of similar items such as office supplies in order to realize better pricing. Whenever possible, the District will use Purchasing Cards to take advantage of their inherent efficiencies and to increase the rebate that comes to the District annually. The District shall strive to be fiscally responsible in its purchases to the extent possible under prevailing market conditions and without jeopardizing any recreation program's performance or customer's satisfaction.

3.15.7 Sole Source Purchasing

Contracts for parts, supplies or equipment that are available only from a single source (such as equipment for which there is no comparable product, utilities, a replacement part for which only the manufacturer can deliver, or compatibility issues such as software) are referred to as sole source purchases. These items are not subject to quotes and bids but purchases must be approved by the Board of Commissioners. ~~The appropriate form for Sole Source Purchases may be obtained from the planning office. (See Appendix A for sample)~~

3.15.8 Emergency Purchases Policy

The Executive Director, or in Executive Director's absence the Deputy Director may override all policy in the event of an emergency requiring the immediate purchase in order to safeguard the public's health and safety. Board email communication is required immediately. Emergency purchases over \$25,000 should be ratified by a vote of 3/5 of the members of the Board.

3.15.9 Approval of District Purchases

An employee shall not purchase goods or services on behalf of the District without obtaining approval as required by this policy. ~~All purchases require advance approval of the appropriate Department Head. All purchases must follow the appropriate procedures (no matter the anticipated cost).~~ Any person responsible for approving purchases at any level may delegate their approval authority to a designee in the event they are unavailable to approve purchases. However, responsibility still lies with the person responsible for approving purchases, not the designee.

Department Heads bear the responsibility for operating within their annual budgets approved by the Board of Commissioners. Thus, items whose order would exceed the total budgeted amount within each Department's budget may not be ordered, except with prior approval by the District Board. The Board may increase a ~~department's~~ Department's budget by approving an appropriate budget amendment subject to compliance with the annual appropriation ordinance. ~~Department Heads also bear full responsibility for all expenditures charged to their individual operations, and accordingly, must document their approval of all disbursements before payment can be made.~~

Contracts: The Board is responsible for signing all contracts. However, it also has the authority to designate a member of the District to sign contracts or amendments to contracts on behalf of the District. The Board has designated the Executive Director to sign all contracts. However, in the interest of efficiency, the Executive Director is given the authority to designate that all contracts less than \$10,000 may be signed by the Deputy Director or appropriate Department Head. Contracts in excess of \$10,000 must be executed by the Executive Director; in the Executive Director's absence the Deputy Director can sign with Board Presidents oversight. Confer with the Director of Planning and Projects or the Executive Director as to who should sign the Contract.

3.15.10 Prepayments

The District will not pay for goods and services until the goods are completely received and stored or the service is rendered. The District recognizes the following exceptions:

1. Deposits on certain jobs or activities.
2. Memberships, training, books, and periodicals
3. Payments to local, state, and federal agencies
4. Service, Postage and Maintenance Contracts
5. Small orders where the department head approves prepayment
6. Approval by the Director of Finance and IT or Executive Director, Deputy Director or Director of Finance.
7. Approval by the Board of Commissioners

3.15.11 Manual Checks

Manual checks are interim checks issued to vendors as payments for goods delivered or services performed. The checks are issued between normal accounts payable cycles (after Commissioners have approved the voucher list) when an emergency or other extenuating circumstances as

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determined by the Director of Finance ~~and IT~~ makes it impractical or unreasonable to process the payment following normal payment methods. As the name implies, manual checks are labor intensive and time consuming to issue, therefore, their use as a method of payment must be restricted to unique and special services.

3.15.12 Independent Contractor Agreement

~~Regardless of dollar amount, an Independent Contractor Agreement (ICA) and Certificate of Insurance are required for all services occurring on Park District property or for the Park District's benefit. Whether the goods or services are obtained by Request for Proposal (RFP), Invitation for Bid, or a Request for Qualifications (RFQ), or otherwise, the District must receive an executed copy of an approved written contract (typically a purchase order or invoice for modest purchases of goods; or typically one of its Independent Contractor Agreements (ICAs) for services; or an AIA form contract with modifications for large construction projects).~~

3.15.13 Prevailing Wage

The Park District of Highland Park requires all Contractors (and their subcontractors) performing work on Park District property, or performing maintenance work on the equipment that maintains District property; or performing other work paid for with Park District funds (e.g., intergovernmental agreements or public-private partnerships)) to comply, to the extent applicable, with all provisions of the Prevailing Wage Act (810 ILCS 130/1 et seq.). The Prevailing Wage Act further requires that the Park District expressly set forth this compliance requirement in writing in the Request for Proposals/Invitation to Bid and in the contract itself. The Prevailing Wage Act specifies that no less than the General Prevailing Rate of Wages as determined annually by the Park District shall be paid each craft or type of worker or mechanic needed to execute the contract or perform the work. A schedule of the current prevailing rate of wages is maintained in the Planning Department and should be included in each contract.

3.15.14 Budgeted vs. Non-Budgeted Purchases

All Capital items must be individually budgeted. If an item is to be purchased from a Capital account, the item must be specifically identified in the budget or else it is considered a non-budgeted item and subject to the approval of the Executive Director ~~and Board~~.

PURCHASING/APPROVAL LIMITS- 3.15.15-3.15.20

The type of purchase (Labor & Materials, Equipment & Supplies, or Professional Services) and the amount of anticipated expenditure will determine if a Request for Proposal (RFP), Request for Qualifications (RFQ) or formal Bid is needed. The Purchasing Type Matrix and Project Purchasing Procedure Manual, both of which are incorporated herein by reference, provide procedures to follow, and should be reviewed in conjunction with the Purchasing Policy.

3.15.15 Purchases of less than \$500

- ~~1. The Authorized~~Authorized purchasers ~~'s direct report has~~ have the authority to ~~approve the purchase of~~ budgeted items under \$500.
2. Telephone or written quotes are not required but staff is advised to make every effort to solicit the lowest price for items purchased.
3. After ~~a price has been agreed upon~~ the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor for approval and submission to the ~~Finance office~~ Business Office.

3.15.16 Purchases of \$500 to \$2,499.99

1. ~~Department Heads~~Supervisors and Trades & Specialty Staff have the authority to ~~approve the purchase of~~ budgeted items under ~~\$2,500~~. As is the case with purchases less than \$500, telephone or written quotes are not required but staff is advised to make every effort to solicit the lowest price for items purchased.
2. ~~After a price has been agreed upon~~the purchase is made, the purchaser will submit an invoice or check request to their appropriate supervisor or designee for approval and submission to the ~~Finance office~~Business Office.

3.15.17 Purchases of \$2,500 to \$4,999.99

1. ~~The Executive and Finance Directors~~Managers have authority to ~~approve the~~ purchase of budgeted items under ~~\$4,999~~5,000.
2. A minimum of three written quotes should be obtained and documented on the Price Quote Summary Form.
~~For purchases of equipment and supplies ("E&S") (without any installation work by the vendor), solicitation of these quotes may be made to local or preferred contractors and should use the "E&S.2500nto19999.RFP"~~
~~For projects involving labor and materials ("L&M") (e.g., park facility improvement projects; equipment to be installed by vendor), solicitation of these quotes may be made to local or preferred contractors and should use the "L&M.nte4999.RFP".~~
~~For purchases of professional services (e.g., auditors, consultants, testing agencies), use the "Professional Services.RFP".~~
~~The Price Quote Summary form should be used to record all quotes received. An original copy from each individual/company submitting a quote on the item(s) must be attached to the Summary form. The form can be located in the personnel policy handbook. Note: Absent a formal bid scenario (see bids), the solicitation and subsequent responses may be sent through alternative means such as email or fax.~~
3. ~~If authorized by the Executive Director, written quotes may be solicited in person or over the phone. Normally, such permission will only be given if the item can be identified by a specific brand and model number. It is the goal of the Park District that these types of quotes be rarely used (see code of ethics) but when used, they must contain the following information:~~
 - ~~a. Quantity~~
 - ~~b. Brand and Model Number~~
 - ~~c. Detailed Description of item or service to be purchased~~
 - ~~d. Unit Price~~
 - ~~e. Number of Days Quote shall be Considered Firm~~
43. ~~After a price has been agreed upon~~After the purchase is made, the purchaser will submit an invoice or a check request and Quote Summary Form to their appropriate supervisor or designee for approval and submission to the ~~Finance~~Business office.

3.15.18 Purchases of \$5,000 to \$14,999

1. ~~Assistant Directors and Directors~~ have the authority to approve the purchase of budgeted items under ~~\$15,000~~.
2. A minimum of three written quotes should be obtained and documented on the Quote Summary Form.
3. After the purchase is made, the purchaser will submit an invoice or check request and Quote Summary Form to their appropriate supervisor or designee for approval and submission to the Business Office.

4. 3.15.19 Purchases of \$15,000 to \$1924,999.99

~~2. The Executive Director and the Deputy Director has the authority to approve the purchase of budgeted items under \$20,000,999.~~

~~1.~~

~~3. 2. Based on the purchase type, Labor & Materials, Equipment & Supplies or Professional Services RFP will be utilized. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction, and should be followed. A minimum of three written quotes should be obtained. Because of the size of these projects, staff should seek a broader solicitation of proposals rather than just targeting local or preferred vendors.~~

~~For purchases of equipment and supplies ("E&S") (without any installation work by the vendor), solicitation of these quotes may be made to local or preferred contractors and should use the "E&S.2500nto19999.RFP"~~

~~For projects involving labor and materials ("L&M") (e.g., park facility improvement projects; equipment to be installed by vendor), solicitation of these quotes may be made to local or preferred contractors and should use the "L&M.5k-nto19999.RFP". (Be advised that per state statute, Contractors are required to provide surety bonds (performance and payment) for all contracts for labor and materials to improve Park District facilities that are \$5,000 or more, and this is set forth in the RFP.)~~

~~For purchases of professional services (e.g., auditors, consultants, testing agencies), use the "Professional Services.RFP".~~

~~The Price Quote Summary form should be used to record all quotes received. An original copy from each individual/company submitting a quote on the item(s) must be attached to the Summary form. The form can be located in the personnel policy handbook.~~

~~4.2. 32. If authorized by the Executive Director or Deputy Director, written quotes may be solicited in person or over the phone. Normally, such permission will only be given if the item can be identified by a specific brand and model number. It is the goal of this Park District that these types of quotes be rarely used (see code of ethics) but when used, they must contain the following information:~~

- ~~a. Quantity~~
- ~~b. Brand and Model Number~~
- ~~c. Detailed Description of item or service to be purchased~~
- ~~d. Unit Price~~
- ~~e. Number of Days Quote shall be Considered Firm~~

~~3. 43.~~

~~After the purchase is made, the purchaser will submit an invoice or check request along with supporting documentation to the Executive Director for approval and submission to the Business Office.~~

~~If authorized in advance by the Executive Director, in-person or telephone quotes may be used if deemed appropriate and beneficial to the District. A minimum of three quotes should be obtained. The Price Quote Summary Form should be used.~~

~~5. After a price has been agreed upon, the purchaser will submit a check request to their appropriate supervisor for approval and submission to the Finance office.~~

3.1615.20 Purchases of Labor & Materials, Equipment

~~Purchases in excess of \$20,000 are typically, with a few exceptions, subject to the formal competitive bidding process. For purchases of equipment and supplies ("E&S") (without any installation work by the vendor), use the "E&S.20,000+.IFB". For projects & Supplies in Excess of \$24,999~~

~~involving labor and materials (“L&M”) (e.g., park facility improvement project equipment to be installed by vendor), use the “L&M.20,000+.IFB”. For professional services (e.g., auditors, consultants, testing agencies), use the “Professional Services.RFP”. Purchases in excess of \$24,999 may be subject to the bid process or RFQ process. The Purchasing Type Matrix and Project Purchasing Procedure Manual provide direction, and should be followed.~~

3.15.21 Competitive Bidding Exemption

When in the ordinary course of business, no single purchase of, or individual contract for, specific types of supplies and materials exceeds \$~~24,999,000~~, but the total dollar value of all purchases and/or contracts for said specific types of supplies and materials during the fiscal year does exceed \$~~20,000~~24,999, the separate purchases may not be subject to the competitive bidding requirement and may not require the Board approval of waiver of bids. Where a bid waiver is determined to not be necessary, said purchases will still be required to obtain best pricing through the quote process. Purchases which are foreseeable should not be separated for the purpose of exploiting the competitive bidding exemption (See the Code of Ethics).

3.15.22 Waiver of Competitive Bidding

The Board of Commissioners, upon a finding that a particular purchase is by its nature not adapted to competitive bidding, may waive the competitive bidding procedures and enter into a contract or agreement. Such purchases include contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part; contracts for the printing of finance committee reports and departmental reports; contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness; contracts for utility services such as water, light, heat, telephone or telegraph; contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, or services; contracts for duplicating machines and supplies; contracts for goods or services procured from another governmental agency; purchases of equipment previously owned by some entity other than the district itself; and contracts for the purchase of magazines, books, periodicals, pamphlets and reports Requests for bid waivers will be made only when ~~goods or services are proprietary where standardization is necessary or desirable,~~ in emergencies or, when items have been competitively billed through joint purchasing agreements, ~~or when it is in the District's best interests.~~ A recitation of the facts supporting the finding must be included in the information forwarded to the Board.

3.15.23 Sending out the appropriate package

~~Depending on the purchase type, with an amount of anticipated expenditure over \$15,000~~ Depending on the type of service or goods to be procured and the amount of the anticipated expenditure, staff must make a determination as to the appropriate document template to use: Refer to the Purchasing Type Matrix and Purchasing Procedure Manual for more information. Invitation to Bid, Request for Proposals (Small or Standard), or an Request For Qualifications.

RFP – Equipment and Supplies/Labor and Materials

The appropriate Request for Proposal template should be used for the procurement of equipment and supplies or labor and materials where the anticipated cost is \$15,000 or more, but does not exceed \$24,999.99.

~~An RFP should be used for contracts for equipment and supplies or labor and materials work where the anticipated cost is \$2,500.00 or more, but does not exceed 19,999.99. Separate~~

~~templates exist for Equipment and Supplies (“E&S”) and for projects involving labor and materials (“L&M”).~~

RFP – Professional Services

~~The RFP-“Professional Services.RFP”_ Template should be used for the procurement of professional serviceshighly skilled nature (e.g., auditors, consultants, construction managers) where the anticipated cost is \$15,000 or more. These are services that are not adapted to award by competitive bidding and include contracts for the services of individuals possessing a high degree of professional skill where the education, experience, or character of the individual is a significant factor in determining their ability to meet the District’s needs.~~

~~The RFP-Professional Services Template should also be used for Architects, Engineers or Surveyors when the anticipated fee is between \$15,000 and \$24,999.99. An RFQ is required when the anticipated fee is over \$25,000.~~

~~With respect to firms whom the Park District already has a satisfactory relationship, the RFP-Professional Services Template is not required and proposals may be solicited directly from the firm regardless of the anticipated fee for services.~~

~~—These are services that are not adapted to award by competitive bidding and include contracts for the services of individuals possessing a high degree of professional skill where the education, experience, or character of the individual is a significant factor in~~

~~determining their ability to meet the District's needs (e.g., auditors, consultants, construction managers).~~

~~With respect to professional architectural, land surveying, or engineering services, the "Professional Services.RFP" may be used to solicit proposals from architects, land surveyors or engineers with whom the Park District already has a satisfactory relationship for the type of project or work to be performed. The "Professional Services.RFP" may also be used to solicit proposals from other architects, land surveyors, or engineers if the anticipated fee for their services for the project is less than \$25,000.00.~~

~~Where architectural, land surveying, or engineering services in amount equal to or greater than \$25,000.00 are required and the Park District desires to evaluate the qualifications of firms other than, or in addition to, those professionals with whom it has a satisfactory relationship, then staff must consult the Director of Planning and Projects concerning the Request For Qualifications ("RFQ") the Park District will issue and the process that will be followed.~~

~~The most significant difference between an Invitation For Bid ("IFB") and a Request for Proposal ("RFP") is that in an RFP setting, the District has the ability to negotiate based on price with all of the vendors submitting qualified proposals. Where an Invitation to Bid has been issued, the Park District must award the contract to the lowest responsive and responsible bidder (or reject all bids). Note: The Park District may still seek a further reduction in price from the apparent lowest responsive and responsible bidder if necessary to bring the project within budget.~~

~~RFQ-~~

~~A Request for Qualifications MUST be used anytime the District seeks submissions from an Architect, Engineer, or Surveyor where the anticipated fee is in excess of \$25,000 and the Park District desires to evaluate the qualifications of firms other than, or in addition to, those professionals with whom it has a satisfactory relationship. This process is governed by the Local Government Professional Services Selection Act and staff must consult the Director of Planning and Projects concerning the RFQ the Park District will issue and the statutory process that must be followed.~~

~~An RFQ is also appropriate to obtain the qualifications of vendors of services requiring a high degree of skill where the selection is to be made on the basis of qualification and not just price.~~

~~With an RFQ, staff will review the top three candidates based on qualifications alone as fee is not considered. After the top candidate is selected, negotiations will ensue with the firm staff determines to be most qualified. If an agreement can't be reached, the second firm and then the third firm (assuming agreement can't be reached with the second firm) will have the opportunity to negotiate with the District. Once negotiations are cut off with a particular firm, in the case of negotiations under the Local Government Professional Services Selection Act (i.e., Architects, Engineers, Land Surveyors), once negotiations are ended with a particular firm, that firm, it cannot be reconsidered.~~

~~Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if an emergency situation exists and a firm must be selected in an expeditious manner. Requirements of the Local Government Professional Services Selection Act may be waived and an RFQ does not have to be completed if the District wishes to engage a professional with which the District has a satisfactory relationship.~~

When a Formal Bid is required**BID**

All purchase orders or contracts for supplies, materials, equipment or contractual services, and all public improvement contracts involving the expenditure of more than \$~~20,000~~24,999 will be awarded to the lowest responsible and responsive bidder. The District shall not be required to accept a bid that does not meet the District's established specifications, terms of delivery, quality, and serviceability requirements. The formal bidding process requires publication of a Notice of the Invitation to Bid, ~~use of the Invitation to Bid Template, and the opening of sealed bids at a specified time at least 10 days before the bid opening date in a newspaper of general circulation in the area of the District.~~

3.15.25 Preparing the Bid Document

1. ~~It is the responsibility of the respective department to prepare the bid documents in conjunction with the Planning Department. The current version of the approved bid documents can be obtained from the planning department. The Department is responsible for answering all the questions related to a particular bid. With the assistance of the Parks, Planning and Properties Department, it is the responsibility of the respective department to prepare the bid document. Refer to the project Purchasing Procedure Manual for direction.~~
2. All bid documents must contain the following information:
 - a. Invitation to Bid stating the project name, contract period, bid deposit, bond requirements, drawings requirement, and date, time and location of the bid opening.
 - b. Bid legal notice.
 - c. General Terms, Conditions, Instructions and specifications/drawings (as necessary)
 - d. ~~All contractor certification forms (e.g. certification that bidder has not been banned from bidding on contract as a result of a violation of state statute)~~Contractor's Certification of Eligibility Form
 - e. Bid Proposal Form~~forms~~
 - f. _____ Sample Contract and Sample Policy requirements (including FOIA/Prevailing Wage _____ requirements),
3. After these documents have been prepared, they will be reviewed and approved by the applicable department head. The department head shall consider the need for review by the Executive Director and/or legal counsel.
4. After approval of the bidding documents, the Department responsible for the bid is also responsible for forwarding the legal notice to a newspaper of local circulation for publication. Such advertisement must be published once. The publication cannot be less than ten calendar days prior to the day fixed for opening the bids. Where the advertisement is for a public improvement, the published notice need give only a general description of the work to be done or the materials to be furnished, but detailed drawings, plans, profiles and specifications must be made available and placed on file in the Planning Office prior to the first publication of such advertisement, and must be available during business hours for inspection. In such advertisement, the right accept all or any part of any bid and the right to reject any or all bids will be expressly reserved.
5. The approved bid document will then be returned to the originator to be mailed to prospective bidders and made available from the District website.

3.15.26 Additional Requirements for the Bid Document

1. ~~4.~~ **Bid deposit-** ~~For Labor and Materials bids, A~~ cashier's check, certified check, or other approved security in an amount equal to 10% of the bid is customary required to guarantee the successful bidder will sign a contract. All cashier check or cash bid deposits will be returned and are the responsibility of the Contractor to collect.
- 4.2. **Prevailing Wage –** ~~For Labor bids, a Notice to Contractors regarding the obligation to comply with the Prevailing~~ Prevailing Wage Act to the extent applicable, shall be included in the bid specifications. See §3.15.13. The bid deposit of all except the three lowest bidders on each contract will be returned within twenty calendar days after the opening of the bids. The remaining bid deposits on each contract will be returned, with the exception of the accepted bidder, after the contract is awarded. The bid deposit of the successful bidder will be returned upon execution of the contract and receipt of performance and materials and labor bonds.
23. **Surety Bond-** ~~For Labor and Materials bids, it is recommended that Department making the purchase consider whether the contractor awarded the contract be required to provide a Performance Bond and a Labor and Materials Bond. In instances where the bid is for work over \$50,000, the contractor must provide these bonds. These bonds, issued by a surety company, stipulate a legal, written obligation to guarantee 100% payment for any financial loss caused by default of the contractor. When assigned to the Park District of Highland Park, it grants an assurance as to the performance and successful completion of the terms of the contract and assures the payment of the performance of the work associated with the contract and payment of labor and materials to employees, subcontractors, and suppliers. When preparing the bid document, the originator should consider whether to require contractors to provide a surety bond if awarded the contract. In instances where the proposal or bid is for work over \$5,000, it is customary to require the contractor to prove a surety bond. Occasionally, this requirement may apply to contracts with architects or engineers. A surety bond, issued by a surety company, stipulates a legal, written obligation to guarantee 100% payment for any financial loss caused by default of the contractor. When assigned to the Park District of Highland Park, it grants an assurance as to the performance and successful completion of the terms of the contract and assures the payment of the taxes, licenses, or assessments associated with the contract and payment of labor and materials to employees, subcontractors, and suppliers.~~
34. **Sealed Bids-** All companies or individuals who wish to bid on a good or service must submit their bids in a sealed opaque envelope with the project title on the face. ~~following information on the face: bidder's name, address, subject matter of bid, designated date of bid opening and hour designated for bid opening. If a list of bidders is maintained, all vendors on the list should be sent a copy of the bid document.~~ It is the responsibility of each department to maintain bid lists for those goods or services for which they are responsible.
45. **Pre-Bid ConferenceMeeting-** If a pre-bid conference meeting is conducted, attendance is a mandatory condition of bidding if so stated. At the pre-bid conference meeting, the responsible department should ensure that all attendees sign a "sign-in" sheet to ensure compliance with this requirement of bidding. Failure to attend a mandatory pre-bid conference meeting will disqualify a bidder from being awarded the contract. Specification clarifications and questions material to the project answered during the pre-bid meeting will be published on the District's website and sent to all registered plan holders.
56. **References-** The bid document must instruct the bidder to provide references.

3.15.27 Bid Opening Procedures

Bid Opening Procedures

1. All bids and proposals will be kept in the ~~finance office~~ Business Office until the date of the opening. All sealed bids will be publicly opened by the Executive Director or a designee at the time stated in the legal notice. At least one other employee must serve as a witness and tabulate the bid results. A summary bid form must be completed. All proposals-bids will be open to public inspection to the extent required by the Freedom of Information Act.
2. All bids must be received by the deadline on the day of the bid. Front desk personnel should be notified of the time and place of the bid opening for that day and reminded that no bids are to be accepted after the deadline for accepting bids. All bid deposits are forwarded to the

~~Finance Department~~Business Office immediately following the bid opening.

3.15.28 Post Bid Opening Requirements

1. After the bid opening has taken place, the responsible employee must prepare ~~an analysis summarizing~~summary of the bids and a recommendation as to who should receive the award. If the District has engaged an architect, engineer or other professional consultant to assist with the evaluation of the bids, the professional shall provide a recommendation regarding the lowest responsive and responsible bidder in consideration of all applicable selection criteria.
2. All bid files should be maintained for ~~ten years~~the length of time required by Illinois State Statute following the completion of the project. Following the award, the originator of the bid results will contact the successful bidder to have contracts signed and notify all other bidders. The signed contract will be maintained in the administrative offices.
3. All contracts ~~for work materials or supplies exceeding \$5,000~~ must be executed in writing and must be signed by the Executive Director or designee. One copy will be maintained by the ~~Administration Department~~District with a second copy delivered to the contractor. All signed contracts, certificates of insurance, and surety bonds must be obtained prior to work beginning.

3.15.29 Summary

As stewards of public monies and for legal reasons, it is critical that all staff follow these policies as well as procedures outlined in the ~~Purchasing~~Purchasing Type Matric and the Project Purchasing Procedure Manual.

3.15.30 Purchasing Card

The Purchasing Card or P-card is intended to streamline and simplify the purchasing and payment processes. It is not intended to avoid or bypass appropriate purchasing or payment procedures. See PP 3.15A.



PARK DISTRICT OF HIGHLAND PARK

DEPT: Finance

Policy #: ~~3.16A-15A~~

APPROVED: 7/26/2016

REVISED:

Purchasing-Purchase Card Policy

~~3.16A15A.1~~ Statement of Policy

The Purchasing Card or P-card is intended to streamline and simplify the purchasing and payment processes. It is not intended to avoid or bypass appropriate purchasing policies outlined in Policy #: ~~3.1615~~.

The P card will be issued in the employee's name, ~~the~~ District's logo and tax exempt number will appear on the card. The card is to be used only for official purchases and will enable purchases by telephone, fax internet or in person. Use of the card for personal items is prohibited, even when the user intends to or actually does reimburse the District. The cardholder is committing the District funds each time the card is used. The cardholder is the person responsible for all charges made to the card. Intentional misuse, fraudulent abuse and improper record keeping will subject the cardholder to disciplinary action in accordance with Park District of Highland Park's Policies and Procedures relating to disciplinary action and/or termination for cause.

~~3.16A15A.2~~ Card Issuance/Limits

P-cards will be issued to employees who have a need as determined by their Department Head and approved by the Director of Finance ~~& IT~~. Card limits will be set for each person in accordance with Policy #3.16, the position within the district and purchasing needs.

1. Single Purchase Limit: This is the maximum dollar amount that can be spent on each purchase. If the purchase amount exceeds the limit the authorization is denied and the purchase cannot be made with the card. See Section 3.16A.6 for more information. Limits are set as follows:

a. Executive Director <u>& Deputy Director</u>	\$ 24,999.99
b. Directors & Assistant Directors	\$ 14,999.99
c. Managers	\$ 4,999.99
d. Supervisors, Trades and Specialty Staff	\$ 2,499.99
e. Coordinators	\$ 499.99
2. Total Credit Limit- There is a maximum dollar amount that can be outstanding at any time. The credit limit is restored 1 day after the cutoff date, pending manager approval on prior transactions. Credit limits for cardholders will be established by need. If the limit is reached, new attempts for purchases will be denied.
3. Purchases of \$2,500 and up require three written quotes. In lieu of completing the Price Quote Summary form, quotes can be entered in the comment section of [P-Card website Works](#). See Section 3.165.17.
4. If a fee is charged for using the credit card, do not make payment with the card.

~~3.16A15A.3~~ Cancellation of Card

Cardholders or supervisor must return P-cards to the Program Administrator immediately upon request or upon termination of employment.

3.16A15A.4 Changes to Authorization

The Program Administrator must be contacted when changes need to be made to existing cards. All requests must be submitted in writing using the Request for Changes form. All changes in spending limitations or restrictions must be approved by the Director of Finance ~~& IT~~.

3.16A15A.5 Lost Cards

If a card is lost or stolen, the Cardholder must immediately notify Bank of America at (800) 538-5788 (24 hours a day, 365 days a year). The cardholder must notify the Program Administrator at the first opportunity during normal business hours.

3.16A15A.6 Request for approval for purchase above standard single purchase limit

Through Purchase Request function in Works, a cardholder, may request approval by their supervisor for a single purchase above their normal transaction limit. If the purchase request is greater than the supervisors purchase limit, the supervisor should initiate the purchase, by requesting a single purchase limit increase from their supervisor, and completing the purchase.

3.16A15A.7 Purchase Card Security

Authorized use of the Card is limited to the person whose name appears on the face of the card. The Card cannot be loaned to another person; however, the card may be used to make purchases for an employee in your department. The holder of the Card is ultimately responsible for all purchases made with the Card.

The Card, or any documents containing the Card number, should be kept in an accessible but secure location. The account number and any passwords or P.I.N. numbers should not be posted or left in a conspicuous place.

3.16A15A.8 Returns

Returns must be handled as credits and must be treated as separate transactions. Returns are not to be handled as exchanges or combined with other purchases. A separate transaction must be placed to re-order. **Cash refunds are not allowed under any circumstance.**

3.16A15A.9 Disputed items or sales tax charged

Disputes should be resolved between the Cardholder and the vendor. If the Cardholder and the vendor cannot resolve an issue, the Cardholder should contact Bank of America. Per State code, Park District of Highland Park is not obligated to pay sales tax.

3.16A15A.10 Charge Card Purchase Transaction Sign-off/Approval

Each cardholder must sign off on purchases, entering the business purpose and GL account information. Approval is needed by supervisor on each transaction before credit limit is restored.

3.16A15A.11 Statement Reconciliation

The cardholder is responsible for retaining all documentation (a receipt, invoice or other appropriate support) for purchases and returns and reconciling to the monthly statement. All original support must be turned in with the statement to the Business Office by 15th of month.



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator
Annette Curtis - Finance Director
Liza McElroy - Executive Director

Date: July 24, 2018

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written June 22, 2018 through July 19, 2018 to be presented to the Board for approval on July 24, 2018.

BILLS

DATE

AMOUNT

June 26, 2018	\$	4,000.00
July 5, 2018	\$	629.66
July 5, 2018	\$	643,414.51
July 9, 2018	\$	1,000.00
July 9, 2018	\$	10,000.00
July 19, 2018	\$	43,389.42
July 19, 2018	\$	658,180.10
Void Payments	\$	(12,372.25)
Bank Drafts	\$	70,829.19
P-Card	\$	252,645.32
TOTAL	\$	1,671,715.95

PAYROLL DISBURSEMENTS

June 8, 2018	\$	347,619.21
June 22, 2018	\$	366,920.25
TOTAL	\$	714,539.46

GRAND TOTAL \$ **2,386,255.41**

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 07-24-18 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT01630 - 20180626 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	
Bank Code: AP-AP BANK						
12623	SINFUL SAINTS DIXIELAND BAND	06/26/2018	Regular	0.00	2,200.00	181818
<u>062618</u>	Invoice	06/26/2018	07/04/18 event	0.00	2,200.00	
15586	CIRQUES EXPERIENCE	06/26/2018	Regular	0.00	1,800.00	181819
<u>062618</u>	Invoice	06/26/2018	07/04/18 event	0.00	1,800.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	4,000.00
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
	2	2	0.00	4,000.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01639 - 07052018 2 HPCC

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						
17055	COMED*	07/05/2018	Regular	0.00	455.51	181820
<u>0203254004 061</u>	Invoice	06/14/2018	Golf Learning 05/15/18-06/14/18	0.00	455.51	
17119	JOHNSON CONTROLS	07/05/2018	Regular	0.00	174.15	181821
<u>30687258</u>	Invoice	06/09/2018	29-76 Quarterly Billing 07/01/18-09/30/1	0.00	174.15	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	629.66
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
	2	2	0.00	629.66



Park District of Highland Park, IL

Check Register

Packet: APPKT01640 - 20180705 4

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
Bank Code: AP-AP BANK						
17336 <u>512692</u>	1000 DEERFIELD ROAD CONDO ASS Invoice	07/05/2018 06/21/2018	Regular Refund	0.00 0.00	20.00 20.00	181822
10006 <u>062118</u>	3301-NCBERS - IL IMRF Invoice	07/05/2018 06/21/2018	Regular NCPERS Group Life Insurance	0.00 0.00	32.00 32.00	181823
15147 <u>224872</u> <u>225462</u>	ABC PRINTING COMPANY Invoice Invoice	07/05/2018 05/31/2018 06/19/2018	Regular Business Cards-Dumas,Gogola,Laue,Liang, 01-11 Envelopes w/ return address	0.00 0.00 0.00	456.21 236.95 219.26	181824
10034 <u>1062718</u>	ABSOLUTE HOME IMPROVEMENTS I Invoice	07/05/2018 06/27/2018	Regular 29-34 Replace exterior door	0.00 0.00	2,000.00 2,000.00	181825
17329 <u>519343</u>	AMY CURZI Invoice	07/05/2018 06/28/2018	Regular Refund	0.00 0.00	63.70 63.70	181826
10149 <u>64239</u>	ANCEL, GLINK, DIAMOND, BUSH, DICIA Invoice	07/05/2018 06/08/2018	Regular Professional fees thru May 31, 2018	0.00 0.00	13,185.85 13,185.85	181827
16949 <u>7075087</u>	ANDERSON LOCK Invoice	07/05/2018 06/23/2018	Regular 70-11 4 Doors Installed	0.00 0.00	9,047.00 9,047.00	181828
14716 <u>173109</u>	AQUA PURE ENTERPRISES, INC Invoice	07/05/2018 05/14/2018	Regular 29-31 2018 Pool Opening	0.00 0.00	1,836.00 1,836.00	181829
17340 <u>516042</u>	BARRY SMITH Invoice	07/05/2018 06/25/2018	Regular Refund	0.00 0.00	83.78 83.78	181830
17224 <u>519006</u> <u>519008</u>	BRANDY WALKER Invoice Invoice	07/05/2018 06/28/2018 06/28/2018	Regular Refund Refund	0.00 0.00 0.00	148.00 64.00 84.00	181831
10330 <u>062018</u>	BRIAN KAPLAN Invoice	07/05/2018 06/20/2018	Regular 29-26 Tournament gifts reimbursed	0.00 0.00	158.00 158.00	181832
16078 <u>516141</u>	CAROLINE BORTZ Invoice	07/05/2018 06/25/2018	Regular Refund	0.00 0.00	32.00 32.00	181833
10420 <u>6928321</u>	CENTERPOINT ENERGY SERVICES, IN Invoice	07/05/2018 06/28/2018	Regular 05/01/18-05/31/18	0.00 0.00	6,581.15 6,581.15	181834
17304 <u>26878</u> <u>26879</u>	CHICAGOSTYLE WEDDINGS Invoice Invoice	07/05/2018 06/01/2018 07/01/2018	Regular 29-74 July 2018 Advertising 29-74 July 2018 Advertising	0.00 0.00 0.00	2,250.00 1,125.00 1,125.00	181835
14371 <u>062018</u> <u>06202018</u>	CHILDREN'S THEATRE COMPANY Invoice Invoice	07/05/2018 06/20/2018 06/20/2018	Regular 29-24 Spring 2018 Theatre class fees 29-24 Spring 2018 Dance class fees	0.00 0.00 0.00	3,386.50 780.00 2,606.50	181836
17261 <u>062018</u>	CHRIS MALISZEWSKI Invoice	07/05/2018 06/20/2018	Regular 29-26 Employee welcome breakfast reim	0.00 0.00	49.80 49.80	181837
17338 <u>516044</u>	CHRISTIAN BIONDI Invoice	07/05/2018 06/25/2018	Regular Refund	0.00 0.00	38.44 38.44	181838
10537 <u>1814767015 062</u> <u>7261044014 062</u>	COMED Invoice Invoice	07/05/2018 06/26/2018 06/22/2018	Regular Egandale Sec Light at Boat Beach, Cuniff 5 1240 Fredrickson 05/23/18-06/22/18	0.00 0.00 0.00	1,171.17 188.35 982.82	181839

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	
16142	CONSTELLATION NEWENERGY INC	07/05/2018	Regular	0.00	27,247.42	181840
<u>12288319601</u>	Invoice	06/20/2018	May-June 2018	0.00	8,060.34	
<u>12288319601 06</u>	Invoice	06/20/2018	April-May 2018	0.00	19,187.08	
15193	DAVID SOGIN	07/05/2018	Regular	0.00	189.94	181841
<u>062518</u>	Invoice	06/28/2018	29-34 Winch hardware reimbursed	0.00	189.94	
10725	DK CONTRACTORS INC	07/05/2018	Regular	0.00	30,355.00	181842
<u>218027.001</u>	Invoice	06/05/2018	70-11 2018 Park Ave Dredging	0.00	30,355.00	
14619	SOUND PLANNING ASSOCIATES, INC	07/05/2018	Regular	0.00	7,298.50	181843
<u>41971</u>	Invoice	04/10/2018	29-31 HCAP sound system upgrade balan	0.00	7,298.50	
10878	FERRET BACKGROUND CHECK	07/05/2018	Regular	0.00	110.45	181844
<u>PDHPR070118-1</u>	Invoice	07/01/2018	01-11 Applicant profiles 06/01/18-06/30/	0.00	110.45	
10974	GEWALT HAMILTON ASSOCIATES, IN	07/05/2018	Regular	0.00	3,100.00	181845
<u>5121.110-1</u>	Invoice	06/14/2018	70-11 SVGC Clubhouse storm sewers	0.00	3,100.00	
11048	ZINGARI LLC	07/05/2018	Regular	0.00	3,000.00	181846
<u>042118</u>	Invoice	04/21/2018	325 07/09/18-07/13/18 Riding lessons fe	0.00	3,000.00	
11048	ZINGARI LLC	07/05/2018	Regular	0.00	3,000.00	181847
<u>042218</u>	Invoice	04/22/2018	325 07/16/18-07/20/18 Riding lessons fe	0.00	3,000.00	
15070	JENNIFER LAMB	07/05/2018	Regular	0.00	56.94	181848
<u>520695</u>	Invoice	06/29/2018	Refund	0.00	56.94	
17332	JESUS CORTES	07/05/2018	Regular	0.00	50.00	181849
<u>524233</u>	Invoice	07/02/2018	Refund	0.00	50.00	
17339	JOSE RODRIGUEZ	07/05/2018	Regular	0.00	59.50	181850
<u>516131</u>	Invoice	06/25/2018	Refund	0.00	59.50	
17335	JULIA SMITH	07/05/2018	Regular	0.00	190.00	181851
<u>516031</u>	Invoice	06/25/2018	Refund	0.00	190.00	
17328	JULIE CROSSEN	07/05/2018	Regular	0.00	17.14	181852
<u>519341</u>	Invoice	06/28/2018	Refund	0.00	17.14	
11431	KAPLAN PAVEMENT SERVICES	07/05/2018	Regular	0.00	9,127.95	181853
<u>180660</u>	Invoice	05/23/2018	70-11 Color coat street print surface	0.00	3,599.00	
<u>180711</u>	Invoice	06/06/2018	70-11 3" Excavate & Pave 813 sf 2017 bai	0.00	5,528.95	
14997	KOMPAN, INC	07/05/2018	Regular	0.00	2,558.00	181854
<u>INV92440</u>	Invoice	06/19/2018	01-14 Plastic yellow slide - Sunset Woods	0.00	2,558.00	
17303	KOPPEL ADVERTISING INC	07/05/2018	Regular	0.00	3,684.56	181855
<u>22075</u>	Invoice	06/04/2018	583 Imprinted camper backpacks	0.00	3,684.56	
16119	LAMP INC	07/05/2018	Regular	0.00	111,013.00	181856
<u>13</u>	Invoice	05/31/2018	POGO-HP General Construction	0.00	111,013.00	
11559	LAUTERBACH & AMEN, LLP	07/05/2018	Regular	0.00	2,500.00	181857
<u>29081</u>	Invoice	06/18/2018	Professional services rendered-Final bill F	0.00	2,500.00	
17334	LEE GIMBEL	07/05/2018	Regular	0.00	45.60	181858
<u>516035</u>	Invoice	06/25/2018	Refund	0.00	45.60	
17298	LEGACY TEAM SALES	07/05/2018	Regular	0.00	88.28	181859
<u>533488</u>	Invoice	06/18/2018	823 12 T-shirts	0.00	88.28	
17333	LINDA BADESCH	07/05/2018	Regular	0.00	84.75	181860
<u>516036</u>	Invoice	06/25/2018	Refund	0.00	32.78	
<u>516039</u>	Invoice	06/25/2018	Refund	0.00	51.97	
17341	LORI KAY PADEN	07/05/2018	Regular	0.00	5,220.00	181861

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>070218</u>	Invoice	07/02/2018	FC Trainings	0.00	5,220.00	
17330	LYNN ANN WAGNER	07/05/2018	Regular	0.00	103.60	181862
<u>520703</u>	Invoice	06/29/2018	Refund	0.00	103.60	
16875	MARIANA HENRIQUES - PETTY CASH	07/05/2018	Regular	0.00	273.80	181863
<u>062518</u>	Invoice	06/25/2018	Petty cash reimbursed	0.00	273.80	
16928	E-QUANTUM CONSULTING, LLC	07/05/2018	Regular	0.00	165.00	181864
<u>4580</u>	Invoice	07/01/2018	01-11 Natural Gas Consulting Services	0.00	165.00	
11901	NELS J JOHNSON TREE EXPERT INC	07/05/2018	Regular	0.00	1,592.50	181865
<u>121900</u>	Invoice	07/05/2018	70-11 Remove & dispose of dead trees -	0.00	1,592.50	
13604	NORTH SHORE GAS	07/05/2018	Regular	0.00	1,442.33	181866
<u>0601145072-000</u>	Invoice	06/15/2018	Deer Creek 05/01/18-06/01/18	0.00	303.51	
<u>0601145072-000</u>	Invoice	06/16/2018	RCHP 05/01/18-06/01/18	0.00	795.17	
<u>0602225773-000</u>	Invoice	06/14/2018	1390 Sunset Rd 05/01/18-06/01/18	0.00	33.90	
<u>0602225773-000</u>	Invoice	06/20/2018	1390 Sunset Rd Maint Bldg FINAL BILL	0.00	40.00	
<u>0602405421-000</u>	Invoice	06/15/2018	2900 Trail Way, Cunniff Park Shelter 5/01-	0.00	55.13	
<u>0602405421-000</u>	Invoice	05/31/2018	1377 Clavey Rd 05/01/18-05/31/18	0.00	33.92	
<u>0602405421-000</u>	Invoice	05/31/2018	3100 Trail Way 05/01/18-05/31/18	0.00	33.92	
<u>0602405421-000</u>	Invoice	06/15/2018	Aquatic Park 05/01/18-06/01/18	0.00	112.86	
<u>0608197647-000</u>	Invoice	05/31/2018	Sunset Rd N of Bldg 05/01/18-05/31/18	0.00	33.92	
14914	NORTH SHORE WATER RECLAMATIC	07/05/2018	Regular	0.00	683.92	181867
<u>3818386</u>	Invoice	06/30/2018	1377 Deer Creek Pkwy(Maint) 12/20/17-0	0.00	9.39	
<u>3820550</u>	Invoice	06/30/2018	Golf Learning Center 12/20/17-03/16/18	0.00	68.86	
<u>3820554</u>	Invoice	06/30/2018	1390 Sunset Rd 12/20/17-03/16/18	0.00	6.26	
<u>3820929</u>	Invoice	06/30/2018	1390 Sunset Rd 12/20/17-03/16/18	0.00	23.48	
<u>3820930</u>	Invoice	06/30/2018	1801 Sunset Rd(Sunset Woods) 12/20/17-	0.00	380.30	
<u>3821086</u>	Invoice	06/30/2018	3100 Trail Way 12/20/17-03/16/18	0.00	9.39	
<u>3821107</u>	Invoice	06/30/2018	2700 Trail Way 12/20/17-03/16/18	0.00	115.81	
<u>3821154</u>	Invoice	06/30/2018	1377 Deer Creek Pkwy 12/20/17-03/16/1	0.00	70.43	
11959	NSSRA	07/05/2018	Regular	0.00	147,489.74	181868
<u>106</u>	Invoice	05/21/2018	2nd Installment 2018 Member Agency Co	0.00	147,489.74	
11959	NSSRA	07/05/2018	Regular	0.00	39,343.39	181869
<u>105</u>	Invoice	05/21/2018	2018 Inclusion billing 1st installment	0.00	39,343.39	
16436	PAM MEYERSON	07/05/2018	Regular	0.00	240.00	181870
<u>512513</u>	Invoice	06/21/2018	Refund	0.00	240.00	
11998	PARK DISTRICT RISK MGMT AGCY	07/05/2018	Regular	0.00	30,537.26	181871
<u>0618133</u>	Invoice	06/30/2018	Property/Liability/Workers Comp/Emp	0.00	30,537.26	
11998	PARK DISTRICT RISK MGMT AGCY	07/05/2018	Regular	0.00	2,040.92	181872
<u>070118</u>	Invoice	07/01/2018	Health Invoice	0.00	2,040.92	
11998	PARK DISTRICT RISK MGMT AGCY	07/05/2018	Regular	0.00	149,273.94	181873
<u>0618133H</u>	Invoice	06/30/2018	Health Invoice	0.00	149,273.94	
17337	REBECCA HEVER	07/05/2018	Regular	0.00	12.00	181874
<u>516143</u>	Invoice	06/25/2018	Refund	0.00	12.00	
12254	RONDOUT SERVICE CENTER	07/05/2018	Regular	0.00	70.50	181875
<u>13106</u>	Invoice	05/03/2018	01-14 Vehicle inspection sticker	0.00	23.50	
<u>13109</u>	Invoice	05/03/2018	01-14 Vehicle inspection sticker	0.00	23.50	
<u>13125</u>	Invoice	05/01/2018	01-14 Vehicle inspection sticker	0.00	23.50	
16769	ROXANNE HYSERT	07/05/2018	Regular	0.00	50.00	181876
<u>517236</u>	Invoice	06/26/2018	Refund	0.00	50.00	
12409	SPECIALTY FLOORS, INC	07/05/2018	Regular	0.00	14,995.00	181877

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
<u>1911</u>	Invoice	06/15/2018	29-55 Sand,seal coats,paint RB lines,finis	0.00	14,995.00	
12489	SUNBURST SPORTSWEAR, INC	07/05/2018	Regular	0.00	107.28	181878
<u>118122</u>	Invoice	06/25/2018	341 Jr Varsity Camp T-Shirts	0.00	48.80	
<u>118123</u>	Invoice	06/25/2018	165 Girls Play Strong Camp T-Shirts	0.00	50.80	
<u>118124</u>	Invoice	06/25/2018	186 Little Sluggers T-Shirts	0.00	7.68	
17331	SVETLANA ZAVIN	07/05/2018	Regular	0.00	18.70	181879
<u>520706</u>	Invoice	06/29/2018	Refund	0.00	18.70	
17305	TEDDIE KOSSOF SALON SPA	07/05/2018	Regular	0.00	1,380.00	181880
<u>201806194833</u>	Invoice	06/19/2018	326 06/19/18 Camp Field Trip	0.00	1,380.00	
12640	TOWNSHIP HIGH SCHOOL DISTRICT	07/05/2018	Regular	0.00	1,456.00	181881
<u>20171</u>	Invoice	06/19/2018	29-31 Use of pool & classroom May, 201	0.00	1,456.00	
12640	TOWNSHIP HIGH SCHOOL DISTRICT	07/05/2018	Regular	0.00	2,568.00	181882
<u>20170</u>	Invoice	06/19/2018	416 & 420 05/04-05/06 event custodial	0.00	2,568.00	
12703	UNITED WAY OF METRO CHICAGO	07/05/2018	Regular	0.00	34.00	181883
<u>062818</u>	Invoice	06/28/2018	United Way	0.00	34.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	89	62	0.00	643,414.51
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
	89	62	0.00	643,414.51



Park District of Highland Park, IL

Check Register

Packet: APPKT01642 - 20180709 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						
12091	POSTMASTER OF HIGHLAND PARK	07/09/2018	Regular	0.00	1,000.00	181884
<u>Permit-127</u>	Invoice	07/09/2018	29-11 Replenish Bulk Mail Permit 127	0.00	1,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,000.00
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
	1	1	0.00	1,000.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01645 - 20180709 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: AP-AP BANK						
12091	POSTMASTER OF HIGHLAND PARK	07/09/2018	Regular	0.00	10,000.00	181885
<u>Permit - 127</u>	Invoice	07/09/2018	29-11 Replenish Bulk Mail Permit 127	0.00	10,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	10,000.00
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
	1	1	0.00	10,000.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01656 - 07192018 5 HPCC

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						
16967	CITY OF HIGHLAND PARK*	07/19/2018	Regular	0.00	1,711.83	181886
<u>013415 070118</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1201 P	0.00	897.35	
<u>016772 070118</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 2205 Sk	0.00	814.48	
16967	CITY OF HIGHLAND PARK*	07/19/2018	Regular	0.00	2,059.36	181887
<u>013415 070118</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1201 P	0.00	2,059.36	
16972	CONSTELLATION NEWENERGY	07/19/2018	Regular	0.00	1,047.68	181888
<u>2354859</u>	Invoice	06/29/2018	May 2018	0.00	1,047.68	
16964	DYNEGY ENERGY SERVICES*	07/19/2018	Regular	0.00	6,699.54	181889
<u>87360418061</u>	Invoice	07/02/2018	June 2018	0.00	6,699.54	
16952	CATERED BY DESIGN*	07/19/2018	Regular	0.00	30,614.31	181890
<u>15001</u>	Invoice	07/12/2018	29-76 Adjustment on 2nd qtr payment 20	0.00	30,614.31	
17121	NORTH SHORE WATER RECLAMATIC	07/19/2018	Regular	0.00	1,256.70	181891
<u>3820920</u>	Invoice	06/30/2018	1201 Park Ave W 12/20/17-03/16/18	0.00	1,256.70	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	7	6	0.00	43,389.42
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
	7	6	0.00	43,389.42



Park District of Highland Park, IL

Check Register

Packet: APPKT01659 - 20180719 4

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
Bank Code: AP-AP BANK						
15147	ABC PRINTING COMPANY	07/19/2018	Regular	0.00	409.82	181892
<u>225728</u>	Invoice	06/26/2018	01-14 125 Moraine Dog Park Decals	0.00	283.86	
<u>225800</u>	Invoice	06/27/2018	29-49 250 Firecracker 5K Brochures	0.00	125.96	
16396	ACRES GROUP	07/19/2018	Regular	0.00	16,551.54	181893
<u>AEI_0302894</u>	Invoice	06/29/2018	June 2018 Lawn Maintenance	0.00	12,300.54	
<u>AEI_0302940</u>	Invoice	06/29/2018	June 2018 Lawn Maintenance	0.00	4,251.00	
10049	ADP, INC.	07/19/2018	Regular	0.00	10,636.10	181894
<u>517267785</u>	Invoice	07/06/2018	June 2018 Payroll Services	0.00	10,636.10	
10055	AEREX PEST CONTROL	07/19/2018	Regular	0.00	65.00	181895
<u>1082803</u>	Invoice	06/21/2018	29-61 Service - June 2018	0.00	65.00	
15674	AJ NATHAN	07/19/2018	Regular	0.00	160.37	181896
<u>070218</u>	Invoice	07/02/2018	Tournament expenses reimbursed	0.00	160.37	
17349	ALESSANDRO MELZI	07/19/2018	Regular	0.00	34.00	181897
<u>529329</u>	Invoice	07/06/2018	Refund	0.00	34.00	
14924	ALEX BROWN	07/19/2018	Regular	0.00	1,107.49	181898
<u>070518</u>	Invoice	07/05/2018	Tournament expenses reimbursed	0.00	1,107.49	
10100	ALLSTAR ASPHALT, INC	07/19/2018	Regular	0.00	43,070.00	181899
<u>4171</u>	Invoice	11/22/2017	70-11 Brown Prk,Safety Village,SVGC Hal	0.00	42,270.00	
<u>4172</u>	Invoice	11/22/2017	70-11 Brown Park Tennis Court Striping	0.00	800.00	
17342	ALPHA PAINTWORKS INC	07/19/2018	Regular	0.00	40,550.00	181900
<u>062718</u>	Invoice	06/27/2018	70-11 HCAP Pool Painting	0.00	40,550.00	
10111	AMALGAMATED BANK OF CHICAGO	07/19/2018	Regular	0.00	475.00	181901
<u>1854944008 070</u>	Invoice	07/01/2018	60-11 Annual Administrative Fee	0.00	475.00	
14575	AMY PESSIS	07/19/2018	Regular	0.00	259.00	181902
<u>534534</u>	Invoice	07/11/2018	Refund	0.00	259.00	
10149	ANCEL, GLINK, DIAMOND, BUSH, DICI	07/19/2018	Regular	0.00	8,418.75	181903
<u>64792</u>	Invoice	07/12/2018	Professional fees thru June 30, 2018	0.00	8,418.75	
16904	APPLIED ECOLOGICAL SERVICES INC	07/19/2018	Regular	0.00	4,543.00	181904
<u>49475</u>	Invoice	06/30/2018	01-13 Clearing of target species, Herbicide	0.00	4,543.00	
10210	ASSOCIATED ATTRACTIONS ENTRP I	07/19/2018	Regular	0.00	1,650.00	181905
<u>16187</u>	Invoice	06/27/2018	29-29 Parade float 2018	0.00	1,650.00	
16560	BARRY PEARL	07/19/2018	Regular	0.00	14.80	181906
<u>529299</u>	Invoice	07/06/2018	Refund	0.00	14.80	
10378	CALL ONE	07/19/2018	Regular	0.00	5,573.14	181907
<u>1128095 071518</u>	Invoice	07/15/2018	July/August 2018	0.00	5,573.14	
17353	CARLY KELLER	07/19/2018	Regular	0.00	22.98	181908
<u>532414</u>	Invoice	07/09/2018	Refund	0.00	22.98	
10411	CATHY FIORI - PETTY CASH	07/19/2018	Regular	0.00	100.00	181909
<u>0542018</u>	Invoice	05/04/2018	29-11 08/16/18 event change bank	0.00	100.00	
17294	CHANNEL FORE INC	07/19/2018	Regular	0.00	666.66	181910

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>SVGS2018-2</u>	Invoice	07/17/2018	29-42 Golf Scene Show Advertising	0.00	666.66	
16063	CHICAGO WIND	07/19/2018	Regular	0.00	4,875.50	181911
<u>534657</u>	Invoice	07/11/2018	Refund	0.00	4,875.50	
10502	CITY OF HIGHLAND PARK	07/19/2018	Regular	0.00	15,687.79	181912
<u>000573</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1801 S	0.00	396.56	
<u>000580</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1801 S	0.00	16.56	
<u>000592</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1801 S	0.00	201.88	
<u>000795</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1801 S	0.00	176.76	
<u>000810</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 2627 St	0.00	32.04	
<u>001725</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 0 Ravin	0.00	62.69	
<u>002480</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 45 Rog	0.00	224.81	
<u>005210</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 125 Ce	0.00	459.20	
<u>005211</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 125 Ce	0.00	657.95	
<u>005221</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1377 D	0.00	335.11	
<u>005222</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1377 D	0.00	291.15	
<u>005246</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1390 S	0.00	471.65	
<u>007491</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 3100 Tr	0.00	1,833.28	
<u>009806</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1390 S	0.00	484.21	
<u>013416</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1201 P	0.00	1,196.13	
<u>015005</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 486 Ro	0.00	38.38	
<u>015813</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 405 Pro	0.00	34.50	
<u>016770</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1220 Fr	0.00	5,992.09	
<u>016883</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 19 St Jo	0.00	30.93	
<u>018000</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1055 St	0.00	34.50	
<u>018647</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 3100 Tr	0.00	655.07	
<u>018829</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 2501 S	0.00	314.54	
<u>019308</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1377 D	0.00	294.29	
<u>021030</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 2900 Tr	0.00	124.64	
<u>022091</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1301 HI	0.00	37.64	
<u>025539</u>	invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1377 D	0.00	435.59	
<u>026407</u>	invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 1207 P	0.00	293.29	
<u>026425</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 31 Park	0.00	276.70	
<u>026451</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 335 Ro	0.00	25.50	
<u>029312</u>	Invoice	07/01/2018	Water/Sewer 04/01/18-06/30/18 885 Sh	0.00	260.15	
	Void	07/19/2018	Regular	0.00	0.00	181913
10502	CITY OF HIGHLAND PARK	07/19/2018	Regular	0.00	1,902.00	181914
<u>239608</u>	Invoice	07/02/2018	29-49 Police for Firecracker 5K	0.00	1,902.00	
10502	CITY OF HIGHLAND PARK	07/19/2018	Regular	0.00	15.04	181915
<u>063018</u>	Invoice	06/30/2018	October 2017 to June 2018 Food & Bev T	0.00	15.04	
16708	WILDLIFE DISCOVERY CENTER	07/19/2018	Regular	0.00	234.00	181916
<u>072518</u>	Invoice	07/19/2018	534 07/25/18 Field trip	0.00	234.00	
17360	COLE SANGERN - PETTY CASH	07/19/2018	Regular	0.00	2,000.00	181917
<u>071818</u>	Invoice	07/18/2018	Change bank - SVGC	0.00	2,000.00	
14826	COMMERCIAL CAPITAL COMPANY L	07/19/2018	Regular	0.00	276.00	181918
<u>62168</u>	Invoice	07/03/2018	01-13 Lease scanner station	0.00	276.00	
10574	COURT & SPORT INC	07/19/2018	Regular	0.00	367.00	181919
<u>37513</u>	Invoice	07/03/2018	29-56 Additional clay - outdoor courts	0.00	367.00	
10624	DANIEL CREANEY COMPANY	07/19/2018	Regular	0.00	2,900.00	181920
<u>41664</u>	Invoice	07/05/2018	Rosewood Beach Prk Proj Mgt Design CA	0.00	2,900.00	
17345	DEAN BRADSHAW	07/19/2018	Regular	0.00	32.05	181921
<u>529311</u>	Invoice	07/06/2018	Refund	0.00	32.05	
17122	DYNEGY ENERGY SERVICES	07/19/2018	Regular	0.00	6,699.54	181922

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>87360418061</u>	Invoice	07/02/2018	Rec Center 05/23/18-06/25/18	0.00	6,699.54	
17350	ELIZABETH HOUSTON	07/19/2018	Regular	0.00	10.75	181923
<u>529330</u>	Invoice	07/06/2018	Refund	0.00	10.75	
17351	ELROY DEVORA	07/19/2018	Regular	0.00	50.00	181924
<u>532334</u>	Invoice	07/09/2018	Refund	0.00	50.00	
16328	EXCEL AERIAL IMAGES, LLC	07/19/2018	Regular	0.00	514.00	181925
<u>00020</u>	Invoice	06/01/2018	01-22 SVGC Drone video	0.00	139.00	
<u>00023</u>	Invoice	07/02/2018	Video capture,Drone still photography	0.00	375.00	
16556	KNUCKLEBALL COMEDY LLC	07/19/2018	Regular	0.00	1,400.00	181926
<u>33</u>	invoice	07/11/2018	320 Improv classes balance due	0.00	1,400.00	
14373	EXPERIENTIAL SYSTEMS, INC	07/19/2018	Regular	0.00	6,547.60	181927
<u>071818</u>	Invoice	07/18/2018	70-11 Teams course install & training De	0.00	6,547.60	
16064	FC SETANTA	07/19/2018	Regular	0.00	1,066.00	181928
<u>532204</u>	Invoice	07/09/2018	Refund	0.00	1,066.00	
17344	FRANK DEPODESTA	07/19/2018	Regular	0.00	66.00	181929
<u>529300</u>	Invoice	07/06/2018	Refund	0.00	66.00	
10957	GARY MANN	07/19/2018	Regular	0.00	70.00	181930
<u>071218</u>	Invoice	07/12/2018	325 Plywood purchase reimbursed	0.00	70.00	
10974	GEWALT HAMILTON ASSOCIATES, II	07/19/2018	Regular	0.00	2,420.00	181931
<u>5121.005-16G</u>	Invoice	03/23/2018	Prof Services 01/22/18-02/18/18 PDHP P	0.00	1,668.50	
<u>5121.005-17G</u>	Invoice	04/17/2018	Prof Services 02/19/18-03/25/18 PDHP P	0.00	751.50	
11009	GRANDI BROS.	07/19/2018	Regular	0.00	451.14	181932
<u>1007579</u>	Invoice	06/26/2018	01-14 Trimmer string,4 trimmer heads	0.00	337.74	
<u>1280235</u>	Invoice	07/12/2018	01-14 Trimmer starter & plugs	0.00	113.40	
11048	ZINGARI LLC	07/19/2018	Regular	0.00	2,100.00	181933
<u>042418</u>	Invoice	04/24/2018	325 07/30/18-08/02/18 Riding lessons	0.00	2,100.00	
11048	ZINGARI LLC	07/19/2018	Regular	0.00	3,000.00	181934
<u>042318</u>	Invoice	04/23/2018	325 07/23/18-07/27/18 Riding lessons	0.00	3,000.00	
11106	HIGHLAND PARK FIELD HOUSE	07/19/2018	Regular	0.00	12,975.00	181935
<u>1353</u>	Invoice	04/16/2018	Jan/Feb/Mar/Apr/May/June 2018 Rental	0.00	12,975.00	
11134	HORNUNG'S GOLF PRODUCTS, INC.	07/19/2018	Regular	0.00	328.42	181936
<u>441304</u>	Invoice	07/02/2018	29-74 Glow necklaces	0.00	328.42	
11241	JACK GALLO	07/19/2018	Regular	0.00	805.17	181937
<u>062918</u>	Invoice	06/29/2018	Tournament expenses reimbursed	0.00	805.17	
17348	JACOB WAXMAN	07/19/2018	Regular	0.00	30.60	181938
<u>529325</u>	Invoice	07/06/2018	Refund	0.00	30.60	
17358	JAMES CORETTI	07/19/2018	Regular	0.00	53.09	181939
<u>535804</u>	Invoice	07/12/2018	Refund	0.00	53.09	
17346	JASON OLDEJANS	07/19/2018	Regular	0.00	34.00	181940
<u>529319</u>	invoice	07/06/2018	Refund	0.00	34.00	
16866	JEFF COHEN CREATIVE LTD	07/19/2018	Regular	0.00	302.50	181941
<u>062618</u>	invoice	06/26/2018	01-22 06/13/18 Color photography	0.00	302.50	
11333	JODI D' TOMASSO	07/19/2018	Regular	0.00	100.00	181942
<u>534456</u>	Invoice	07/11/2018	Refund	0.00	100.00	
17359	JOY LARGENT	07/19/2018	Regular	0.00	61.48	181943

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>537203</u>	Invoice	07/13/2018	Refund	0.00	61.48	
17279	KELA CULPEPPER-IKNER	07/19/2018	Regular	0.00	93.24	181944
<u>501421-1</u>	Invoice	06/12/2018	Refund	0.00	93.24	
10191	ARENA SERVICES & PRODUCTS	07/19/2018	Regular	0.00	595.00	181945
<u>2945</u>	Invoice	03/31/2018	29-38 Dasher board cleaning	0.00	595.00	
16875	MARIANA HENRIQUES - PETTY CAS-	07/19/2018	Regular	0.00	348.98	181946
<u>071918</u>	Invoice	07/19/2018	Petty cash reimbursement	0.00	348.98	
17355	MARLENE FEDER	07/19/2018	Regular	0.00	250.00	181947
<u>534659</u>	Invoice	07/11/2018	Refund	0.00	250.00	
17354	MEGAN GEELHOED	07/19/2018	Regular	0.00	64.00	181948
<u>532418</u>	Invoice	07/09/2018	Refund	0.00	64.00	
15823	MELISSA ITKIN	07/19/2018	Regular	0.00	265.00	181949
<u>062518_PDHP</u>	Invoice	07/11/2018	01-22 Photographic professional fees	0.00	265.00	
17277	MICHAEL LICKERMAN	07/19/2018	Regular	0.00	79.01	181950
<u>501414-1</u>	invoice	06/12/2018	Refund	0.00	79.01	
11860	MUTUAL ACE HARDWARE	07/19/2018	Regular	0.00	107.76	181951
<u>1191_063018</u>	Invoice	06/30/2018	Supplies	0.00	107.76	
13604	NORTH SHORE GAS	07/19/2018	Regular	0.00	770.80	181952
<u>0601145072-000</u>	Invoice	07/02/2018	Deer Creek 06/02/18-07/01/18	0.00	270.10	
<u>0601145072-000</u>	Invoice	07/05/2018	1240 Fredrickson Pl 06/02/18-07/01/18	0.00	129.63	
<u>0602225773-000</u>	Invoice	07/03/2018	1390 Sunset Rd 06/02/18-07/01/18	0.00	33.38	
<u>0602405421-000</u>	Invoice	07/09/2018	2900 Trail Way,Cunniff Park Shelter 06/02/18-07/01/18	0.00	37.55	
<u>0602405421-000</u>	Invoice	07/09/2018	1377 Clavey Rd 06/01/18-07/01/18	0.00	44.33	
<u>0602405421-000</u>	Invoice	07/11/2018	3100 Trail Way 06/01/18-07/01/18	0.00	41.71	
<u>0602405421-000</u>	invoice	07/09/2018	Aquatic Park 06/02/18-07/01/18	0.00	134.87	
<u>0608197647-000</u>	invoice	07/09/2018	Sunset Rd N of Building 06/01/18-07/01/18	0.00	79.23	
16344	PARKS FOUNDATION OF HIGHLAND	07/19/2018	Regular	0.00	23,600.00	181953
<u>070918</u>	Invoice	07/09/2018	2018 Champions Banquet ticket sales, auc	0.00	23,600.00	
17357	PEGGY MASSELLO	07/19/2018	Regular	0.00	680.00	181954
<u>533522</u>	invoice	07/10/2018	Refund	0.00	680.00	
15146	PETER E HERNANDEZ	07/19/2018	Regular	0.00	180.00	181955
<u>0701180033</u>	invoice	07/07/2018	01-22 07/01/18 photo shoot	0.00	180.00	
17343	PHILIP VERNAU	07/19/2018	Regular	0.00	30.55	181956
<u>529316</u>	Invoice	07/06/2018	Refund	0.00	30.55	
16993	POLSINELLI PC	07/19/2018	Regular	0.00	1,448.58	181957
<u>1521057 - 1</u>	Invoice	04/20/2018	Professional Services	0.00	17.08	
<u>1542906</u>	Invoice	06/27/2018	Professional Services	0.00	1,431.50	
12142	RACE TIME INC	07/19/2018	Regular	0.00	757.98	181958
<u>P0701</u>	Invoice	07/05/2018	29-49 07/01/18 Firecracker Run	0.00	757.98	
14491	RAY FINFER	07/19/2018	Regular	0.00	852.92	181959
<u>062918</u>	Invoice	06/29/2018	Tournament expenses reimbursed	0.00	852.92	
17356	REBECCA GOTTO	07/19/2018	Regular	0.00	4.50	181960
<u>533341</u>	Invoice	07/10/2018	Refund	0.00	4.50	
17361	RED COAT RIDING ACADEMY	07/19/2018	Regular	0.00	455.00	181961
<u>080818</u>	Invoice	07/19/2018	538 Horseback riding event	0.00	455.00	
16239	RICOH USA, INC.	07/19/2018	Regular	0.00	3,337.90	181962

Check Register

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
<u>100802442</u>	Invoice	07/06/2018	Ricoh Lease 07/25/18-08/24/18	0.00	3,337.90	
15260 <u>532406</u>	SANDRA ARELLANO Invoice	07/19/2018 07/09/2018	Regular Refund	0.00 0.00	14.83 14.83	181963
16076 <u>071018</u>	SARAH KOKES Invoice	07/19/2018 07/10/2018	Regular 01-22 Photographic fee	0.00 0.00	206.25 206.25	181964
17347 <u>529322</u>	SETH FRANK Invoice	07/19/2018 07/06/2018	Regular Refund	0.00 0.00	17.36 17.36	181965
12393 <u>0131900</u>	SMITHGROUP JIR, INC. Invoice	07/19/2018 06/28/2018	Regular Professional services 04/28/18-05/25/18	0.00 0.00	19,254.00 19,254.00	181966
12493 <u>16200_063018</u>	SUNSET FOOD MART INC Invoice	07/19/2018 06/30/2018	Regular Supplies	0.00 0.00	27.53 27.53	181967
12551 <u>180709-01</u>	THE BRAVE WAY, LLC Invoice	07/19/2018 07/09/2018	Regular 165 07/09/18 Class instructor fee	0.00 0.00	200.00 200.00	181968
12732 <u>589</u>	W.B. OLSON, INC. Invoice	07/19/2018 07/02/2018	Regular 70-11 Sunset Valley Golf Club	0.00 0.00	397,215.00 397,215.00	181969
16823 <u>5004929304</u>	WELLS FARGO EQUIPMENT FINANCIAL Invoice	07/19/2018 07/03/2018	Regular Walking green's mower lease	0.00 0.00	515.26 515.26	181970
16823 <u>5004929303</u>	WELLS FARGO EQUIPMENT FINANCIAL Invoice	07/19/2018 07/03/2018	Regular Walking green's mower lease	0.00 0.00	1,046.23 1,046.23	181971
17301 <u>4525332668</u>	WILSON SPORTING GOODS Invoice	07/19/2018 06/05/2018	Regular 29-74 Range balls	0.00 0.00	4,032.00 4,032.00	181972
17352 <u>532403</u>	ZULFIYA ARASLANOVA Invoice	07/19/2018 07/09/2018	Regular Refund	0.00 0.00	48.10 48.10	181973

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	124	81	0.00	658,180.10
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	124	82	0.00	658,180.10



Park District of Highland Park, IL

Check Register

Packet: APPKT01643 - 20180709 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 12091	POSTMASTER OF HIGHLAND PARK	05/17/2018	Regular	0.00	-10,000.00	181635

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	-10,000.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-10,000.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01649 - 07172018 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 12623	SINFUL SAINTS DIXIELAND BAND	06/26/2018	Regular	0.00	-2,200.00	181818

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	-2,200.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-2,200.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01654 - 07192018 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 17277	MICHAEL LICKERMAN	06/21/2018	Regular	0.00	-79.01	181790

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	-79.01
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-79.01



Park District of Highland Park, IL

Check Register

Packet: APPKT01655 - 07192018 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	
Bank Code: AP-AP BANK						
17279	KELA CULPEPPER-IKNER	06/21/2018	Regular	0.00	-93.24	181782

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	-93.24
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<u>0</u>	<u>1</u>	<u>0.00</u>	<u>-93.24</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT01627 - 20180622 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: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	06/22/2018	Bank Draft	0.00	8,363.38	DFT0001831
<u>ICMA 457 06221</u>	Invoice	06/22/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,363.38	
12825	ICMA RETIREMENT TRUST #705568	06/22/2018	Bank Draft	0.00	325.00	DFT0001832
<u>ICMA Roth 06221</u>	Invoice	06/22/2018	Wire Transfer ICMA Roth	0.00	325.00	
11177	ILL MUNICIPAL RETIREMENT FUND	06/22/2018	Bank Draft	0.00	52,211.84	DFT0001833
<u>IMRF June 2018</u>	Invoice	06/22/2018	IMRF 06/22/18	0.00	52,211.84	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	60,900.22
EFT's	0	0	0.00	0.00
	<u>3</u>	<u>3</u>	<u>0.00</u>	<u>60,900.22</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT01634 - 20180703 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: PAYROLL-PAYROLL BANK						
10058	AFLAC	06/28/2018	Bank Draft	0.00	1,337.45	DFT0001835
<u>AFLAC 062818</u>	Invoice	06/28/2018	AFLAC 062818	0.00	1,337.45	

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	1,337.45
EFT's	0	0	0.00	0.00
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>1,337.45</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT01647 - 07102018 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: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	07/10/2018	Bank Draft	0.00	8,266.52	DFT0001841
<u>ICMA 457 07061</u>	Invoice	07/06/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,266.52	
12825	ICMA RETIREMENT TRUST #705568	07/10/2018	Bank Draft	0.00	325.00	DFT0001842
<u>ICMA Roth 07061</u>	Invoice	07/06/2018	Wire Transfer ICMA Roth	0.00	325.00	

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	8,591.52
EFT's	0	0	0.00	0.00
	2	2	0.00	8,591.52



Park District of Highland Park, IL

Check Register

Packet: APPKT01631 - 20180626 5

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	06/26/2018	Bank Draft	0.00	252,645.32	DFT0001834
<u>060718</u>	Invoice	06/07/2018	P-Card with PA	0.00	252,645.32	

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	252,645.32
EFT's	0	0	0.00	0.00
	1	1	0.00	252,645.32

P-Card Transactions
05/08/18-06/07/18

Vendor Name	Transaction Count	Amount Total
#03475 JEWEL	3	\$51.09
10-S TENNIS SUPPLY	1	\$1,463.51
4IMPRINT	1	\$703.85
802 - BOWLERO - EC - B	2	\$98.46
9183 Dominos Pizza	1	\$43.55
ABC BUSINESS FORMS INC	8	\$586.04
About Faces Entertainm	1	\$275.00
ACT Mundelein Parks	1	\$50.00
ACUSHNET COMPANY	1	\$455.98
AFFILIATED PARTS LLC	1	\$111.00
AMAZON MKTPLACE PMTS	10	\$1,666.44
AMAZON MKTPLACE PMTS W	10	\$441.43
Amazon.com	1	\$129.95
AMAZON.COM AMZN.COM/BI	9	\$1,628.51
AMERICAN BUILDING SERV	2	\$1,281.34
AMERICAN GASES CORP	1	\$26.48
ANDERSON LOCK CO	4	\$6,559.34
ANTIGUA CREDIT DEPARTM	1	\$502.15
APA LEARNING SYSTEM	1	\$950.00
AQUA VISIONS AQUATIC S	1	\$339.20
ARC SERVICES/TRAINING	8	\$881.00
ARTHUR CLESEN - MA	2	\$171.00
Associated Electrical	1	\$345.00
AT&T PREMIER EBIL	1	\$1,548.30
ATT BUS PHONE PMT	5	\$2,273.71
AVALON PETROLEUM	1	\$3,837.66
AWARDS CO	1	\$50.89
A-Z ENTERTAINMENT LTD	1	\$385.00
BANNER PLUMBING SUPPLY	1	\$2.49
BATTERIES PLUS #0457	1	\$47.94
BEST BUY MHT 00011650	1	\$32.46
BHFX #10	2	\$95.00
BLS SPAMTITAN	1	\$180.00
BP#8934507HIGHLAND QPS	1	\$20.00
BP#8935488HIGHLAND QPS	1	\$25.01
BSN SPORT SUPPLY GROUP	1	\$959.98
BUCK BROS INC LIBERTYV	1	\$1,658.35
BUFFOS	3	\$217.80
BULBS.COM INC	1	\$149.40
CABLE TIES 866-455-843	1	\$946.46
CANTEEN COFFEE78052560	2	\$358.00
CAROLINA BIOLOGIC SUPP	1	\$221.30
CERAMIC SUPPLY CHICAGO	1	\$879.50
CERAMIC SUPPLY CHICAGO	1	\$100.95
CHARLES J. FIORE CO	3	\$10,010.00
CITY OF HIGHLAND PARK	8	\$418.89
COE FINANCIAL GROUP	1	\$1,000.00
COLUMBIA CASCADE COMPA	1	\$755.00
COMCAST	1	\$11,670.79
COMCAST CHICAGO	1	\$144.85
COMCAST CHICAGO CS 1X	10	\$2,170.78

P-Card Transactions
05/08/18-06/07/18

CONSERV FS INC	1	\$177.00
CONTAINERSTORENORTHBRO	1	\$18.06
CRAFTWOOD LUMBER & HAR	43	\$1,174.22
CRAIGSLIST.ORG	1	\$45.00
CRATE & BARREL #106	3	\$2,769.77
CVS/PHARMACY #04787	4	\$142.25
CYGANY INC	1	\$570.00
DBC BLICK ART MATERIAL	1	\$170.52
DICK'S CLOTHING&SPORTI	1	\$34.95
DIRECT FITNESS SOLUTIO	1	\$513.88
DISPLAYS2GO	1	\$194.75
DLT SOLUTIONS 703-773-	1	\$2,620.69
DNH GODADDY.COM	1	\$40.34
DOHENYS LLC	1	\$175.99
DOLLAR TREE	3	\$29.00
DOMESTIC UNIFORM IL	1	\$177.00
DOMINO'S 2765	3	\$105.55
DOMINO'S 9183	1	\$42.66
DOORDASH MICHAELS CHIC	1	\$66.80
DROPBOX JHLYJYSCGHTY	1	\$9.99
DSW VILLAGE SQ OF NORT	1	\$99.99
DTV DIRECTV SERVICE	2	\$452.95
DUNBAR ARMORED	1	\$1,336.99
ECOLAB INC MF	4	\$2,035.73
EDWARD DON AND COMPANY	3	(\$810.18)
EMERGENCY MEDICAL PROD	1	\$758.01
EXXONMOBIL 97473870	1	\$14.21
FACEBK KZX9SFW3D2	1	\$114.31
FACEBK MZX9SFW3D2	1	\$32.91
FELLERS INC	1	(\$10.80)
FISH TECH	4	\$43.36
FOX VALLEY FIRE AND SA	1	\$140.00
FUN EXPRESS	2	\$449.19
FUNTOPIA	1	\$100.00
G&O THERMAL SUPPLY CO	3	\$344.67
GCI MUSICIAN'S FRIEND	3	\$2.76
GEMPLER'S	1	\$326.15
GOOGLE SVCSAPPS_pdhp.	1	\$4.16
GRAPHIC MARKING SYSTEM	1	\$172.89
GROOT INDUSTRIES INCOR	1	\$46.21
GROWER EQUIPMENT & SUP	1	\$479.99
GUITAR CENTER #337	1	\$14.99
HALF PRICE BOOKS #101	1	\$26.94
HALOGEN SUPPLY COMPANY	1	\$431.15
HARBOR FREIGHT TOOLS 5	1	\$132.86
HARRELLS LLC	2	\$4,661.60
HEINEN'S #43	1	\$15.00
HOBBY-LOBBY #0195	1	\$64.24
HOUSE OF RENTAL	1	\$239.00
HOUSTON PROTECTION & I	2	\$658.75
Howard Industries	2	\$3,791.72
HUMPHRYS COVERSPO RTS G	1	\$119.34

P-Card Transactions
05/08/18-06/07/18

ID WHOLESALER	1	\$58.51
IDLEWOOD ELECTRIC S-HP	10	\$1,020.40
ILLINOIS BASSET COURSE	2	\$27.26
IM IMPROVEMENTS	1	\$439.99
INDUSTRIALZONE.COM	1	\$146.52
INT IN FLUORECYCLE, I	1	\$74.25
INT IN ILLINOIS PUMP	1	\$651.26
INT IN MRS. GROSSMAN'	1	\$35.68
INT IN NORTHSTAR FLAG	1	\$316.13
INT IN THE MULCH CENT	1	\$90.00
INT IN WIRED TECHNOLO	1	\$153.62
INTERNATIONAL TRANSACTION	2	\$4.29
IRON OAKS	1	\$400.00
IVANHOE NURSERY	1	\$1,000.00
J2 EFAK SERVICES	1	\$33.90
JEWEL #3459	1	\$27.01
JEWEL-OSCO	11	\$238.52
JOHNSTONE SUPPLY OF VH	6	\$524.83
JORSON AND CARLSON COM	1	\$105.03
JUDY'S PIZZERIA	1	\$116.72
K & M PRINTING	3	\$865.00
KEYTH TECHNOLOGIES	1	\$575.00
KEYTH TECHNOLOGIES	2	\$132.00
KULLY SUPPLY	1	\$392.50
LAKESHORE IT SOLUTIONS	4	\$1,099.16
LAKESHORE RECYCLING SY	3	\$891.72
LIFE FITNESS	2	\$365.00
LIFEGUARD STORE - ONLI	1	\$842.39
LITTLE TOMMY S PLUMBIN	2	\$6,015.00
MAHONEY ENVIRONMEN	1	\$153.00
MAILCHIMP MONTHLY	1	\$240.00
MARIANOS #542	4	\$90.13
MARK VEND CO.	4	\$1,191.73
MENARDS GURNEE IL	2	\$182.60
MENONI AND MOCOJNI	13	\$2,046.72
METAVANTE-TDS CONV FEE	3	\$5.85
MICHAELS STORES 9048	1	\$14.47
MIDWEST GROUNDCOVERS L	2	\$4,137.04
MID-WEST SIGN SUPPLY C	1	\$176.40
MOBILE AIR INC	1	\$2,496.96
MORTON SUGGESTION CO L	2	\$2,806.25
MUTUAL ACE HARDWARE &	52	\$1,997.42
MYSTIC WATERS FAMILY A	1	\$50.00
NAPA AUTO PARTS	43	\$4,126.61
NATURE'S LITTLE RECYCL	1	(\$2.05)
NELS J JOHNSON TREE EX	1	\$295.00
NORTH SHORE FAUCETS	1	\$44.68
NORTHSHORE PHYSICIAN	2	\$1,020.00
OFFICESUPPLY.COM	8	\$1,806.12
P & W GOLF SUPPLY LLC	1	\$1,151.27
PALOS SPORTS	1	\$186.50
PANERA BREAD #204019	1	\$143.23

P-Card Transactions
05/08/18-06/07/18

PAPA JOHN'S #04792	2	\$102.42
PAPER DIRECT	1	\$27.18
PARK DISTRICT OF HIGHL	3	\$3.00
PARTY CITY	5	\$197.32
PESCHE'S GARDEN CENTER	1	\$59.99
PGA MEMBER INFO SRVCS	1	\$739.00
PICKLEBALLCENTRAL	1	\$98.97
PITMAN	2	\$540.42
PLANETIZEN 8772607526	1	\$19.95
POTBELLY #42	1	\$198.10
PRESTWICK GROUP	1	\$9,260.50
PVI INDUSTRIES	1	\$17,465.39
RapidAir	1	\$112.59
RAVINIA PLUMBING AND H	1	\$1,458.34
READY CARE-PURE FIJI	1	\$399.80
READYREFRESH BY NESTLE	1	\$222.75
REDS GARDEN CENTER	2	\$184.95
REINDERS - SUSSEX AR	2	\$63,747.84
REINDERS - SUSSEX CS	4	\$2,697.31
RELIANCE FOUNDRY CO LT	1	\$356.00
RSVPIFY	1	\$34.00
SAFETYPRODUCTS	1	\$90.00
SANTO SPORT STORE	11	\$4,903.85
SCHWAAB STAMP INC	1	\$82.72
SEARS ROEBUCK 1620	2	(\$17.89)
SEARS ROEBUCK 1802	1	\$107.88
SHELL OIL 57444090906	2	\$99.84
SHELL OIL 57444168800	2	\$110.73
SHELL OIL 57444168900	1	\$21.08
SIGNSONTHECHEAP.COM	1	\$525.21
SITEONE LANDSCAPE S	1	\$110.74
SKOKIE VALLEY CLEANERS	2	\$2,033.10
SKUTT CERAMICS	1	\$342.01
SMARTSHEET	1	\$145.88
SMITHEREEN PEST MANAGE	4	\$226.00
SPARTAN.ATHLETIC CO	1	\$1,680.00
SPORTS & FITNESS INDUS	1	\$1,015.00
SQ SQ CHICAGO SU	1	\$520.00
STAPLES 00116616	14	\$855.53
SUNSET FOODS #1	3	\$58.99
T C FURLONG INC	1	\$373.00
TARGET 00011684	6	\$256.79
TARGET 00024901	2	\$101.50
TDS PAYMENT	3	\$2,046.84
TEACHERSPAYTEACHERS.CO	1	\$3.25
TEAMSAP	1	\$19.98
TERMINAL SUPPLY - TR	3	\$675.34
THE HOME DEPOT #1916	1	\$34.80
THE HOME DEPOT #1922	1	\$162.59
THE HOME DEPOT #1926	20	\$1,312.17
THE HOME DEPOT #1938	1	\$7.46
THERMAL APPLICATIONS G	2	\$1,304.68

P-Card Transactions
05/08/18-06/07/18

THORNTONS #0312	7	\$341.31
TREK OF HIGHLAND PARK	1	\$18.98
TRIBUNE PUBLISHING COM	1	\$44.00
U.S. KIDS GOLF - OUTLE	1	\$171.70
ULINE SHIP SUPPLIES	1	\$316.00
UNITED LABORATORIES	1	\$249.86
UPS 1ZD8F35T0303225766	1	\$10.72
USPS PO 1620160015	1	\$7.41
USPS PO 1636060035	2	\$40.63
VERIZON ONETIMEPAYMENT	1	\$283.24
WAL-MART #3893	2	\$60.00
WALMART.COM	1	\$9.40
WAREHOUSE DIRECT	35	\$4,235.85
WATERSAFETY	1	\$325.11
WATERTECH OF AMERICA	2	\$1,975.00
WEB NETWORKSOLUTIONS	1	\$11.98
WHEELING PARK DISTRICT	1	\$200.00
WM SUPERCENTER #1735	1	\$52.88
WM SUPERCENTER #3893	2	\$158.73
WRISTBAND.COM	1	\$103.11
WWW.1877FLOORGUY.CO	1	\$182.08
WWW.NORTHERNSAFETY.COM	4	\$1,077.93
YOUR ADVANTAGE II LTD	1	\$204.00
ZUBRIC, INC.	1	\$140.55
TOTAL		\$252,645.32



Park District of Highland Park, IL

Income Statement

Current Period Ending 06/30/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year		
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD	
Revenue									
100 - PROGRAMS	210,840.33	178,676.91	1,639,514.93	1,642,050.78	-2,535.85	3,034,811.59	236,037.31	1,761,712.38	
110 - CAMPS	1,258,964.25	853,992.38	1,268,541.75	1,230,670.34	37,871.41	1,549,078.00	721,001.74	1,191,237.17	
120 - LESSONS	28,317.20	21,802.12	163,671.55	178,275.22	-14,603.67	346,684.50	23,510.60	150,139.94	
130 - SPECIAL EVENTS	1,150.00	2,921.21	56,080.50	59,661.56	-3,581.06	108,288.00	1,560.00	48,457.85	
410 - TAX	4,436,811.15	2,413,730.91	7,725,985.56	5,211,487.41	2,514,498.15	13,072,257.00	5,639,688.41	6,319,186.11	
420 - FEES & CHARGES	99,729.76	134,445.46	268,909.54	341,577.48	-72,667.94	1,270,299.20	240,357.67	534,008.60	
440 - MEMBERSHIPS	158,363.16	176,506.08	774,141.03	893,633.23	-119,492.20	1,717,654.00	187,701.74	868,646.29	
450 - RENTALS	76,367.86	116,862.98	659,086.45	632,035.50	27,050.95	1,263,617.75	134,224.27	736,119.51	
460 - MERCHANDISING	13,249.24	7,830.12	30,751.37	25,068.58	5,682.79	66,465.00	123,242.47	435,766.85	
470 - INTEREST INCOME	12,428.96	8,750.00	68,976.79	52,500.00	16,476.79	105,000.00	10,801.15	43,293.44	
480 - MISCELLANEOUS INCOME	-25,665.62	10,974.17	133,385.64	74,395.66	58,989.98	193,400.00	18,484.22	572,305.49	
510 - OTHER INCOME	4,468.00	14,995.82	16,678.78	22,299.92	-5,621.14	37,380.00	0.00	450,117.97	
520 - BOND/DEBT PROCEEDS	0.00	0.00	5,500.42	0.00	5,500.42	0.00	8,260.39	8,658,942.51	
Total Revenue:	6,275,024.29	3,941,488.16	12,811,224.31	10,363,655.68	2,447,568.63	22,764,935.04	7,344,869.97	21,769,934.11	
Expense									
100 - PROGRAMS	133,389.73	121,186.00	846,952.50	896,253.78	49,301.28	1,647,113.92	133,839.98	855,292.48	
110 - CAMPS	67,284.40	169,601.24	103,917.57	297,715.73	193,798.16	882,710.33	45,229.37	95,466.78	
120 - LESSONS	14,625.68	7,312.66	92,947.53	84,058.41	-8,889.12	159,167.83	10,572.22	71,010.16	
130 - SPECIAL EVENTS	61,484.12	26,506.84	138,558.78	124,211.95	-14,346.83	214,264.61	43,332.45	105,486.06	
610 - SALARIES & WAGES	588,697.89	720,959.67	3,079,668.12	3,775,105.50	695,437.38	7,537,251.07	536,130.05	3,005,652.04	
620 - CONTRACTUAL SERVICES	488,599.88	404,972.84	1,475,145.33	1,586,371.03	111,225.70	2,896,927.79	328,606.69	2,187,154.78	
630 - INSURANCE	177,185.40	174,923.99	887,459.84	1,049,367.99	161,908.15	2,099,502.41	171,540.54	1,050,389.42	
640 - MATERIALS & SUPPLIES	65,588.59	64,151.74	202,942.40	312,744.35	109,801.95	588,970.66	59,695.67	238,257.17	
650 - MAINTENANCE & LANDSCAPING CONTRACTS	35,614.13	50,062.37	149,667.18	230,886.23	81,219.05	435,352.52	32,157.54	163,353.96	
660 - UTILITIES	58,302.08	79,094.44	371,388.32	474,983.07	103,594.75	980,619.05	83,216.94	399,272.41	
670 - PENSION CONTRIBUTIONS	66,546.68	70,268.65	359,327.28	440,790.71	81,463.43	911,368.95	60,833.42	349,026.71	
680 - COST OF GOODS SOLD	3,373.72	5,868.75	8,338.84	12,570.82	4,231.98	26,546.00	45,227.68	135,385.56	
710 - DEBT RETIREMENT	294,281.25	296,181.25	295,706.25	296,181.25	475.00	3,077,362.50	254,623.61	255,098.61	
720 - CAPITAL OUTLAY	780,420.19	554,881.41	2,992,749.79	5,754,006.80	2,761,257.01	8,560,614.00	206,278.58	1,246,016.43	
Total Expense:	2,835,393.74	2,745,971.85	11,004,769.73	15,335,247.62	4,330,477.89	30,017,771.64	2,011,284.74	10,156,862.57	
Report Total:	3,439,630.55	1,195,516.31	1,806,454.58	-4,971,591.94	6,778,046.52	-7,252,836.60	5,333,585.23	11,613,071.54	

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	1,301,235.74	-30,517.34	969,397.66	-189,734.60	1,159,132.26	-382,023.74	1,908,947.12	566,903.00
25 - SPECIAL RECREATION	328,603.80	46,713.25	418,127.90	-22,332.06	440,459.96	546,866.00	426,631.80	319,771.69
29 - RECREATION	2,733,070.42	1,680,900.83	3,241,360.96	977,030.83	2,264,330.13	3,106,547.64	2,776,515.74	2,514,243.69
60 - DEBT SERVICE	239,492.36	82,456.25	623,065.15	208,618.26	414,446.89	-1,562,812.50	427,720.62	496,720.62
70 - CAPITAL PROJECTS	-1,162,771.77	-584,036.68	-3,445,497.09	-5,945,174.37	2,499,677.28	-8,961,414.00	-206,230.05	7,715,432.54
Report Total:	3,439,630.55	1,195,516.31	1,806,454.58	-4,971,591.94	6,778,046.52	-7,252,836.60	5,333,585.23	11,613,071.54



Park District of Highland Park, IL

Fund 01 General

Income Statement

Current Period Ending 06/30/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	1,703,731.19	427,166.66	3,021,602.20	2,562,999.96	458,602.24	5,126,000.00	2,297,614.89	2,636,828.95
420 - FEES & CHARGES	6,447.40	3,275.87	21,532.69	19,655.22	1,877.47	39,326.20	3,990.90	21,942.03
450 - RENTALS	27,500.00	5,000.00	27,500.00	30,000.00	-2,500.00	60,000.00	0.00	38,700.00
460 - MERCHANDISING	60.39	9.99	143.51	59.94	83.57	120.00	0.00	21.74
470 - INTEREST INCOME	12,428.96	8,750.00	68,976.79	52,500.00	16,476.79	105,000.00	10,801.15	43,293.44
480 - MISCELLANEOUS INCOME	-27,497.99	8,308.26	88,503.33	49,849.56	38,653.77	99,700.00	117.86	60,909.04
510 - OTHER INCOME	0.00	1,060.82	2,185.73	6,364.92	-4,179.19	12,735.00	0.00	331.22
Total Revenue:	1,722,669.95	453,571.60	3,230,444.25	2,721,429.60	509,014.65	5,442,881.20	2,312,524.80	2,802,026.42
Expense								
610 - SALARIES & WAGES	199,729.75	227,465.83	1,119,748.24	1,371,425.54	251,677.30	2,744,517.07	191,100.15	1,076,345.62
620 - CONTRACTUAL SERVICES	42,242.00	83,436.22	305,380.83	500,617.32	195,236.49	1,001,399.70	55,904.68	273,456.84
630 - INSURANCE	103,249.91	101,187.22	511,385.42	607,123.32	95,737.90	1,214,729.83	95,290.32	583,255.06
640 - MATERIALS & SUPPLIES	28,527.67	20,682.40	82,802.54	124,094.40	41,291.86	248,263.36	20,673.43	87,857.41
650 - MAINTENANCE & LANDSCAPING CONTRACTS	13,856.99	9,597.95	44,573.03	57,587.70	13,014.67	115,197.52	4,703.89	31,844.78
660 - UTILITIES	10,087.94	10,303.57	59,174.36	61,821.42	2,647.06	123,662.61	12,473.27	48,779.66
670 - PENSION CONTRIBUTIONS	23,739.95	31,415.75	137,982.17	188,494.50	50,512.33	377,134.85	23,431.94	133,584.05
Total Expense:	421,434.21	484,088.94	2,261,046.59	2,911,164.20	650,117.61	5,824,904.94	403,577.68	2,235,123.42
Report Total:	1,301,235.74	-30,517.34	969,397.66	-189,734.60	1,159,132.26	-382,023.74	1,908,947.12	566,903.00

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

Fund Balance 1/1/2018 \$ 2,886,931

YTD Activity \$ 969,398

Fund Balance 6/30/2018 \$ 3,856,329

Overall operations are favorable to prior YTD by \$402,496 or 70% mainly due to property tax allocation and collections.

Expenditures are comparable.



Park District of Highland Park, IL
 Fund 25 Special Recreation

Income Statement

Current Period Ending 06/30/2018

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	328,603.80	235,426.75	565,617.64	313,870.94	251,746.70	941,707.00	426,631.80	470,070.65
Total Revenue:	328,603.80	235,426.75	565,617.64	313,870.94	251,746.70	941,707.00	426,631.80	470,070.65
Expense								
620 - CONTRACTUAL SERVICES	0.00	188,713.50	147,489.74	336,203.00	188,713.26	394,841.00	0.00	150,298.96
Total Expense:	0.00	188,713.50	147,489.74	336,203.00	188,713.26	394,841.00	0.00	150,298.96
Report Total:	328,603.80	46,713.25	418,127.90	-22,332.06	440,459.96	546,866.00	426,631.80	319,771.69

The Special Recreation Fund is used to account for revenues derived from a special annual property tax levy and the expenditures of these monies to Northern Suburban Recreation Association for recreation services for the disabled.

Fund Balance 1/1/2018 \$ 294,333

Year to Date Activity \$ 418,128

Fund Balance 6/30/2018 \$ 712,461

June's activity, receipt of property tax revenue.



Park District of Highland Park, IL

Fund 29 Recreation

Income Statement

Current Period Ending 06/30/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	210,840.33	178,676.91	1,639,514.93	1,642,050.78	-2,535.85	3,034,811.59	236,037.31	1,761,712.38
110 - CAMPS	1,258,964.25	853,992.38	1,268,541.75	1,230,670.34	37,871.41	1,549,078.00	721,001.74	1,191,237.17
120 - LESSONS	28,317.20	21,802.12	163,671.55	178,275.22	-14,603.67	346,684.50	23,510.60	150,139.94
130 - SPECIAL EVENTS	1,150.00	2,921.21	56,080.50	59,661.56	-3,581.06	108,288.00	1,560.00	48,457.85
410 - TAX	1,870,702.55	1,372,500.00	3,219,994.32	1,829,817.00	1,390,177.32	5,490,000.00	2,233,097.49	2,460,467.28
420 - FEES & CHARGES	93,282.36	131,169.59	247,376.85	321,922.26	-74,545.41	1,230,973.00	236,366.77	512,066.57
440 - MEMBERSHIPS	158,363.16	176,506.08	774,141.03	893,633.23	-119,492.20	1,717,654.00	187,701.74	868,646.29
450 - RENTALS	48,867.86	111,862.98	631,586.45	602,035.50	29,550.95	1,203,617.75	134,224.27	697,419.51
460 - MERCHANDISING	13,188.85	7,820.13	30,607.86	25,008.64	5,599.22	66,345.00	123,242.47	435,745.11
480 - MISCELLANEOUS INCOME	1,832.37	2,665.91	44,882.31	24,546.10	20,336.21	93,700.00	18,366.36	93,996.45
510 - OTHER INCOME	0.00	13,935.00	10,025.05	15,935.00	-5,909.95	24,645.00	0.00	0.00
Total Revenue:	3,685,508.93	2,873,852.31	8,086,422.60	6,823,555.63	1,262,866.97	14,865,796.84	3,915,108.75	8,219,888.55
Expense								
100 - PROGRAMS	133,389.73	121,186.00	846,952.50	896,253.78	49,301.28	1,647,113.92	133,839.98	855,292.48
110 - CAMPS	67,284.40	169,601.24	103,917.57	297,715.73	193,798.16	882,710.33	45,229.37	95,466.78
120 - LESSONS	14,625.68	7,312.66	92,947.53	84,058.41	-8,889.12	159,167.83	10,572.22	71,010.16
130 - SPECIAL EVENTS	61,484.12	26,506.84	138,558.78	124,211.95	-14,346.83	214,264.61	43,332.45	105,486.06
610 - SALARIES & WAGES	388,968.14	493,493.84	1,959,919.88	2,403,679.96	443,760.08	4,792,734.00	345,029.90	1,929,306.42
620 - CONTRACTUAL SERVICES	59,085.31	96,557.61	551,032.63	537,790.40	-13,242.23	1,071,187.09	263,475.50	1,189,735.06
630 - INSURANCE	73,935.49	73,736.77	376,074.42	442,244.67	66,170.25	884,772.58	76,250.22	467,134.36
640 - MATERIALS & SUPPLIES	37,060.92	43,469.34	120,139.86	188,649.95	68,510.09	340,707.30	39,022.24	150,399.76
650 - MAINTENANCE & LANDSCAPING CONTRACTS	21,757.14	40,464.42	105,094.15	173,298.53	68,204.38	320,155.00	27,453.65	131,509.18
660 - UTILITIES	48,214.14	68,790.87	312,213.96	413,161.65	100,947.69	856,956.44	70,743.67	350,492.75
670 - PENSION CONTRIBUTIONS	42,806.73	38,852.90	221,345.11	252,296.21	30,951.10	534,234.10	37,401.48	215,442.66
680 - COST OF GOODS SOLD	3,373.72	5,868.75	8,338.84	12,570.82	4,231.98	26,546.00	45,227.68	135,385.56
720 - CAPITAL OUTLAY	452.99	7,110.24	8,526.41	20,592.74	12,066.33	28,700.00	1,014.65	8,983.63
Total Expense:	952,438.51	1,192,951.48	4,845,061.64	5,846,524.80	1,001,463.16	11,759,249.20	1,138,593.01	5,705,644.86
Report Total:	2,733,070.42	1,680,900.83	3,241,360.96	977,030.83	2,264,330.13	3,106,547.64	2,776,515.74	2,514,243.69

Fund Summary

Fund	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
29 - RECREATION	2,733,070.42	1,680,900.83	3,241,360.96	977,030.83	2,264,330.13	3,106,547.64	2,776,515.74	2,514,243.69
Report Total:	2,733,070.42	1,680,900.83	3,241,360.96	977,030.83	2,264,330.13	3,106,547.64	2,776,515.74	2,514,243.69

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

Fund Balance 1/1/2018 \$ 4,106,307

Year to Date Activity \$ 3,241,361

Fund Balance 6/30/2018 \$ 7,347,668

Property Tax Revenue receipts totaled \$3,219,994 YTD. Slightly over half the budgeted amount.

Camp Revenue for 7 week and 4 week programming was recognized during June. Current enrollment is favorable to 2017 by \$77,304 reflecting a 6% increase in revenue. Revenue for 3 week programming will be recognized during July.

Outdoor tennis programming is in line with prior YTD, despite losing revenue from the Highland Park High School contractual program. Materials are unfavorable to budget due to much needed nets, and other equipment. Due to weather, cold May and rainy June, the Learning Center Fees are unfavorable to budget, by \$8,878 or 18%. Staff is carefully watching expenditures helping to limit any loss.



Park District of Highland Park, IL

Fund 60 Debt Service

Income Statement

Current Period Ending 06/30/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	533,773.61	378,637.50	918,771.40	504,799.51	413,971.89	1,514,550.00	682,344.23	751,819.23
Total Revenue:	533,773.61	378,637.50	918,771.40	504,799.51	413,971.89	1,514,550.00	682,344.23	751,819.23
Expense								
710 - DEBT RETIREMENT	294,281.25	296,181.25	295,706.25	296,181.25	475.00	3,077,362.50	254,623.61	255,098.61
Total Expense:	294,281.25	296,181.25	295,706.25	296,181.25	475.00	3,077,362.50	254,623.61	255,098.61
Report Total:	239,492.36	82,456.25	623,065.15	208,618.26	414,446.89	-1,562,812.50	427,720.62	496,720.62

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

Fund Balance 1/1/2018	\$ 156,530
Year to Date Activity	\$ 623,065
Fund Balance 6/30/2018	\$ 779,595

June's activity includes receipt of Property Tax revenue, interest payments, and fees.



Park District of Highland Park, IL
Fund 70 Capital

Income Statement

Current Period Ending 06/30/2018

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	417,400.00
510 - OTHER INCOME	4,468.00	0.00	4,468.00	0.00	4,468.00	0.00	0.00	449,786.75
520 - BOND/DEBT PROCEEDS	0.00	0.00	5,500.42	0.00	5,500.42	0.00	8,260.39	8,658,942.51
Total Revenue:	4,468.00	0.00	9,968.42	0.00	9,968.42	0.00	8,260.39	9,526,129.26
Expense								
620 - CONTRACTUAL SERVICES	387,272.57	36,265.51	471,242.13	211,760.31	-259,481.82	429,500.00	9,226.51	573,663.92
720 - CAPITAL OUTLAY	779,967.20	547,771.17	2,984,223.38	5,733,414.06	2,749,190.68	8,531,914.00	205,263.93	1,237,032.80
Total Expense:	1,167,239.77	584,036.68	3,455,465.51	5,945,174.37	2,489,708.86	8,961,414.00	214,490.44	1,810,696.72
Report Total:	-1,162,771.77	-584,036.68	-3,445,497.09	-5,945,174.37	2,499,677.28	-8,961,414.00	-206,230.05	7,715,432.54

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

Fund Balance 1/1/2018 \$12,801,286

Year to Date Activity \$(3,455,497)

Fund Balance 6/30/2018 \$9,345,821

Activity during June includes, HCAP hot water tank replacement, Kennedy Park play equipment, final payment for RCHP renovation, POGO, SV course and club house, and professional services for Rosewood Beach.



-T-D June 2018

Park District of Highland Park, IL

	2016	2017	2017	2018	2018
	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
Center: 11 - ADMINISTRATIVE					
Revenue	4088850.02	4988000	4898698.69	5529000	3,235,528.50
Expense	1844629.31	1840018.06	1858469.58	1763681.39	795,274.95
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	2244220.71	3147981.94	3040229.11	3765318.61	2,440,253.55
Net Revenue:	54.89%	63.11%	62.06%	68.10%	75.42%
Center: 24 - WEST RIDGE CENTER					
Revenue	496429.3	475282	534939.03	540503	318,701.37
Expense	731339.91	713275.05	771435.36	849990.37	394,290.24
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	-234910.61	-237993.05	-236496.33	-309487.37	-75,588.87
Net Revenue:	-47.32%	-50.07%	-44.21%	-57.26%	-23.72%
Center: 26 - ATHLETICS					
Revenue	978018.43	1040734	964109.06	995801	629,401.88
Expense	900515.72	999216.03	886460.18	951805.08	356,272.96
Center: 26 - ATHLETICS Surplus (Deficit):	77502.71	41517.97	77648.88	43995.92	273,128.92
Net Revenue:	7.92%	3.99%	8.05%	4.42%	43.39%
Center: 28 - CAMPS					
Revenue	822693.52	905963	823752.55	893222	815,289.01
Expense	573287.63	658770.02	605891.05	650062.97	132,990.68
Center: 28 - CAMPS Surplus (Deficit):	249405.89	247192.98	217861.5	243159.03	682,298.33
Net Revenue:	30.32%	27.29%	26.45%	27.22%	83.69%
Center: 29 - SPECIAL EVENTS					
Revenue	75078.55	102303	50636.35	69033	22,699.00
Expense	224868.85	251186.42	189216.19	218607.1	111,071.89
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	-149790.3	-148883.42	-138579.84	-149574.1	-88,372.89
Net Revenue:	-199.51%	-145.53%	-273.68%	-216.67%	-389.33%
Center: 31 - HIDDEN CREEK AQUAPARK					
Revenue	457278.58	469775.88	376920.41	457333	111,572.22
Expense	512339.54	629831.12	486259.75	480719.33	111,230.57
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	-55060.96	-160055.24	-109339.34	-23386.33	341.65
Net Revenue:	-12.04%	-34.07%	-29.01%	-5.11%	0.31%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER					
Revenue	109597.77	113943.5	112802.8	111565.55	53,084.85
Expense	100576.04	106036.52	102446.35	107342.88	35,576.59
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	9021.73	7906.98	10356.45	4222.67	17,508.26
Net Revenue:	8.23%	6.94%	9.18%	3.78%	32.98%
Center: 33 - ROSEWOOD BEACH					
Revenue	26249.79	57925	55773.38	72570	25,238.00
Expense	110926.27	156165.49	114075.82	116597	32,299.39

Ending: 06/30/2018

Center: 33 - ROSEWOOD BEACH		Surplus (Deficit):	-84676.48	-98240.49	-58302.44	-44027	-7,061.39
		Net Revenue:	-322.58%	-169.60%	-104.53%	-60.67%	-27.98%
Center: 34 - PARK AVENUE							
Revenue			75423.67	88318.61	84015.44	93279.58	98,169.66
Expense			77233.72	88781.77	70334.33	72920.78	32,802.48
		Center: 34 - PARK AVENUE Surplus (Deficit):	-1810.05	-463.16	13681.11	20358.8	65,367.18
		Net Revenue:	-2.40%	-0.52%	16.28%	21.83%	66.59%
Center: 38 - ICE ARENA							
Revenue			1276453.64	1254735	1152872.37	1271588.73	658,918.97
Expense			961771.93	919115.54	978360.41	977945.77	488,562.64
		Center: 38 - ICE ARENA Surplus (Deficit):	314681.71	335619.46	174511.96	293642.96	170,356.33
		Net Revenue:	24.65%	26.75%	15.14%	23.09%	25.85%
Center: 41 - MAINTENANCE							
Revenue			886.25	0	175	0	817.41
Expense			578544.26	556842.9	508906.42	615250.76	194,967.41
		Center: 41 - MAINTENANCE Surplus (Deficit):	-577658.01	-556842.9	-508731.42	-615250.76	-194,150.00
		Net Revenue:	-65,180.03%	0.00%	-290,703.67%	0.00%	-23,751.85%
Center: 42 - PRO SHOP							
Revenue			874395.22	0	35.48	565017	1,498.74
Expense			355128.47	17610.36	31844.98	364520.68	96,374.82
		Center: 42 - PRO SHOP Surplus (Deficit):	519266.75	-17610.36	-31809.5	200496.32	-94,876.08
		Net Revenue:	59.39%	0.00%	-89,654.74%	35.49%	-6,330.39%
Center: 49 - RECREATION CENTER ADMIN							
Revenue			182132.54	179852	166799.31	190645	86,401.39
Expense			1112491.8	1193443.66	1068294.56	1145869.29	468,384.99
		Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	-930359.26	-1013591.66	-901495.25	-955224.29	-381,983.60
		Net Revenue:	-510.81%	-563.57%	-540.47%	-501.05%	-442.10%
Center: 51 - RECREATION CENTER FITNESS							
Revenue			1771299.16	1809907	1928487.89	1897881	836,704.99
Expense			639044.89	678982.77	679050.04	735656.88	334,757.87
		Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	1132254.27	1130924.23	1249437.85	1162224.12	501,947.12
		Net Revenue:	63.92%	62.49%	64.79%	61.24%	59.99%
Center: 53 - RECREATION CENTER AQUATICS							
Revenue			225398.07	258849.2	205900.37	243738	91,548.53
Expense			327472.4	353190.09	288021.08	341582.54	137,764.41
		Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	-102074.33	-94340.89	-82120.71	-97844.54	-46,215.88
		Net Revenue:	-45.29%	-36.45%	-39.88%	-40.14%	-50.48%
Center: 55 - INDOOR TENNIS							
Revenue			1203353.29	1235896.55	1247551.43	1248037.44	705,916.11
Expense			983930.08	989311.68	994041.7	1001713.47	525,926.88
		Center: 55 - INDOOR TENNIS Surplus (Deficit):	219423.21	246584.87	253509.73	246323.97	179,989.23
		Net Revenue:	18.23%	19.95%	20.32%	19.74%	25.50%
Center: 56 - OUTDOOR TENNIS							
Revenue			183700.21	216932	217443.11	188852	130,896.76
Expense			175109.23	191963.89	174846.09	147686.44	30,092.51
		Center: 56 - OUTDOOR TENNIS Surplus (Deficit):	8590.98	24968.11	42597.02	41165.56	100,804.25
		Net Revenue:	4.68%	11.51%	19.59%	21.80%	77.01%

Center: 61 - HELLER NATURE CENTER

Revenue	275247.1	322406.34	257930.59	291630.54	155,623.47
Expense	646345.38	701240.46	615457.77	672273.55	232,142.18
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	-371098.28	-378834.12	-357527.18	-380643.01	-76,518.71
Net Revenue:	-134.82%	-117.50%	-138.61%	-130.52%	-49.17%

Center: 74 - HPCC LEARNING CENTER

Revenue	162904.91	233907.81	178788	206100	60,765.51
Expense	105853.82	143023.69	110121.71	266740.12	109,337.46
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	57051.09	90884.12	68666.29	-60640.12	-48,571.95
Net Revenue:	35.02%	38.85%	38.41%	-29.42%	-79.93%

Center: 76 - HPCC BUILDING

Revenue	1451.84	1134.39	938.95	0	47,646.23
Expense	503847.95	543948.51	560644.21	278282.8	173,438.83
Center: 76 - HPCC BUILDING Surplus (Deficit):	-502396.11	-542814.12	-559705.26	-278282.8	-125,792.60
Net Revenue:	-34,604.10%	-47,850.75%	-59,609.70%	0.00%	-264.01%



Sunset Valley Golf Course

	2017 Total Budget	2017 YTD Activity	2018 Total Budget	2018 YTD Activity
Revenue	-00	173.00	565,017.00	2,317.00
Expense	574,453.26	531,932.00	979,772.00	291,342.00
Report Surplus (Deficit):	(574,453.26)	(531,759.00)	(414,755.00)	(289,025.00)

Recreation Center of HP

	Total Budget	YTD Activity	Total Budget	YTD Activity
Revenue	2,248,608.20	2,297,202.00	2,332,264.00	1,014,655.00
Expense	2,225,616.52	2,027,798.00	2,223,108.00	940,905.00
Report Surplus (Deficit):	22,991.68	269,404.00	109,156.00	73,750.00

Deer Creek Raquet Club

	Total Budget	YTD Activity	Total Budget	YTD Activity
Revenue	1,452,829.00	1,430,239.00	1,436,889.00	836,812.00
Expense	1,181,276.00	1,143,818.00	1,149,399.00	556,019.00
Report Surplus (Deficit):	271,553.00	286,421.00	287,490.00	280,793.00

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Park District of Highland Park
Investment Schedule
June 30, 2018

Security	Type		Purchase Date	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Monthly Interest	Expected Interest
Discover Bank (DE)	CD	365	1/31/18	1/31/19	1.80%	1.80%	246,000.00	246,000.00	246,000.00	363.95	4,428.00
Goldman Sachs Bank NY	CD	365	1/31/18	1/31/19	1.80%	1.80%	246,000.00	246,000.00	246,000.00	363.95	4,428.00
Safra National Bank of NY	CD	454	1/31/18	4/30/19	1.89%	1.89%	247,000.00	247,000.00	247,000.00	383.70	5,806.60
Southwest National Bank KS	CD	546	2/2/18	8/2/19	2.00%	2.00%	247,000.00	247,000.00	247,000.00	406.03	7,389.70
Live Oak Banking Co	CD	546	2/9/18	8/9/19	2.00%	2.00%	247,000.00	247,000.00	247,000.00	406.64	7,400.78
Bankvista, Sartell MN	CD	638	2/7/18	11/7/19	2.00%	2.00%	247,000.00	247,000.00	247,000.00	406.03	8,634.85
First Commerce Bank	CD	638	2/7/18	11/7/19	2.00%	2.00%	247,000.00	247,000.00	247,000.00	406.03	8,634.85
Industrial & Commercial Bank of China NY	CD	365	6/19/17	6/19/18	1.40%	1.40%	246,000.00	246,000.00	246,000.00	283.07	3,444.00
Savoy Bank, NY NY	CD	365	6/19/17	6/19/18	1.30%	1.30%	246,000.00	246,000.00	246,000.00	262.85	3,198.00
Bank of the Ozarks AZ	CD	592	12/1/16	7/16/18	0.99%	0.99%	245,000.00	245,000.00	245,000.00	199.36	3,933.96
Quontic Bank, Astoria NY	CD	365	7/24/17	7/24/18	1.52%	1.52%	245,000.00	245,000.00	245,000.00	306.08	3,724.00
Mainstreet Bank, Herndon VA	CD	365	7/24/17	7/24/18	1.50%	1.50%	245,000.00	245,000.00	245,000.00	302.05	3,675.00
Bank of China, NY	CD	367	8/11/17	8/13/18	1.50%	1.50%	245,000.00	245,000.00	245,000.00	302.05	3,695.14
Affiliated Bank, Arlington TX	CD	367	8/11/17	8/13/18	1.46%	1.50%	246,000.00	246,000.00	246,000.00	295.20	3,611.28
Valley National Bank OK	CD	627	12/1/16	8/20/18	1.03%	1.03%	245,000.00	245,000.00	245,000.00	207.41	4,334.89
American Bank of Missouri	CD	655	12/1/16	9/17/18	1.10%	1.10%	244,000.00	244,000.00	244,000.00	220.60	4,816.49
Granite Community Bank	CD	365	10/3/17	10/3/18	1.41%	1.40%	246,000.00	246,000.00	246,000.00	285.09	3,468.60
Landmark community Bank TN	CD	365	10/3/17	10/3/18	1.40%	1.40%	246,000.00	246,000.00	246,000.00	283.07	3,444.00
Security State Bank, Wewoka OK	CD	365	10/5/17	10/5/18	1.40%	1.40%	246,000.00	246,000.00	246,000.00	283.07	3,444.00
Pacific Enterprises Bank CA	CD	690	12/1/16	10/22/18	1.11%	1.11%	244,000.00	244,000.00	244,000.00	222.61	5,119.99
CFG Community Bank, MD	CD	455	8/11/17	11/9/18	1.50%	1.50%	244,000.00	244,000.00	244,000.00	300.82	4,562.47
Longview Bank	CD	455	8/11/17	11/9/18	1.45%	1.45%	244,000.00	244,000.00	244,000.00	290.79	4,410.38
Exchange Bank, Gibbon NE	CD	1095	12/1/15	11/30/18	1.54%	1.54%	238,000.00	238,000.00	238,000.00	301.25	10,995.60
Stearns Bank NA St Cloud MN	CD	1095	12/1/15	11/30/18	1.45%	1.45%	239,000.00	239,000.00	239,000.00	284.84	10,396.50
Southside Bank Tyler TX	CD	1095	12/1/15	11/30/18	1.40%	1.40%	239,000.00	239,000.00	239,000.00	275.01	10,038.00
Great Midwe. Bank Ssb, Brookfield WI	CD	1095	12/1/15	11/30/18	1.35%	1.35%	240,000.00	240,000.00	240,000.00	266.30	9,720.00
Community West Bank NA Goleta CA	CD	1095	12/1/15	11/30/18	1.33%	1.33%	240,000.00	240,000.00	240,000.00	262.36	9,576.00
Gbc International Bank LA. CA.	CD	1095	12/1/15	11/30/18	1.30%	1.30%	240,000.00	240,000.00	240,000.00	256.44	9,360.00
First National Bank of McGregor, TX	CD	270	3/15/18	12/10/18	1.95%	1.95%	246,000.00	246,000.00	246,000.00	394.27	3,548.47
Western Alliance Bank, Phoenix	CD	365	12/14/17	12/14/18	1.65%	1.65%	245,000.00	245,000.00	245,000.00	332.26	4,042.50
T Bank, Tollway, TX	CD	365	12/14/17	12/14/18	1.61%	1.61%	245,000.00	245,000.00	245,000.00	324.21	3,944.50
United Bank of Iowa Ida Grove IA	CD	545	8/11/17	2/7/19	1.50%	1.50%	243,000.00	243,000.00	243,000.00	299.59	5,442.53
Native Amcn Bank CO	CD	545	8/11/17	2/7/19	1.45%	1.45%	243,000.00	243,000.00	243,000.00	289.60	5,261.12
Capital Bank , Jacinto City TX	CD	545	8/24/17	2/20/19	1.60%	1.60%	243,000.00	243,000.00	243,000.00	319.56	5,805.37
Mission National Bank, San Francisco CA	CD	545	8/23/17	2/19/19	1.45%	1.45%	244,000.00	244,000.00	244,000.00	290.79	5,282.77
Foresight Bank, Plainview MN	CD	455	12/14/17	3/14/19	1.57%	1.57%	244,000.00	244,000.00	244,000.00	314.86	4,775.38
Fieldpoint Private Bank & Trust CT	CD	528	10/3/17	3/15/19	1.45%	1.45%	244,000.00	244,000.00	244,000.00	290.79	5,117.98
Security Bank & Trust	CD	528	10/3/17	3/15/19	1.43%	1.43%	244,000.00	244,000.00	244,000.00	286.78	5,047.39
Bank Leuni USA, NY	CD	367	3/23/18	3/25/19	2.15%	2.15%	244,000.00	244,000.00	244,000.00	431.18	5,274.75
Orrstown Bank, Shippensburg PA	CD	556	10/3/17	4/12/19	1.49%	1.49%	243,000.00	243,000.00	243,000.00	297.59	5,515.37
Cibc(Acquired Private Bank & Trust Chgo	CD	556	10/3/17	4/12/19	1.45%	1.45%	244,000.00	244,000.00	244,000.00	290.79	5,389.39
Mound City Bank	CD	554	10/5/17	4/12/19	1.65%	1.65%	243,000.00	243,000.00	243,000.00	329.55	6,085.65
First National Bank Paragould AR	CD	554	10/5/17	4/12/19	1.44%	1.44%	244,000.00	244,000.00	244,000.00	288.79	5,332.97
Pacific Western Bank, LA	CD	365	4/25/18	4/25/19	2.20%	2.20%	244,000.00	244,000.00	244,000.00	441.21	5,368.00
Cornerstone Bank,	CD	365	5/24/18	5/24/19	2.35%	2.35%	243,000.00	243,000.00	243,000.00	469.36	5,710.50
American Metro Bank, Chicago	CD	365	5/24/18	5/24/19	2.35%	2.35%	243,000.00	243,000.00	243,000.00	469.36	5,710.50

First Exchange Bank of Alabama, Louisville AL	CD	545	12/14/17	6/12/19	1.75%	1.75%	243,000.00	243,000.00	243,000.00	349.52	6,349.62
Crestmark Bank, Troy MI	CD	545	12/14/17	6/12/19	1.60%	1.60%	243,000.00	243,000.00	243,000.00	319.56	5,805.37
Luana Savings Bank, Luana IA	CD	545	12/14/17	6/12/19	1.55%	1.55%	243,000.00	243,000.00	243,000.00	309.58	5,623.95
Stearns Bank Holdingford NA	CD	545	12/14/17	6/12/19	1.55%	1.55%	243,000.00	243,000.00	243,000.00	309.58	5,623.95
Platinum Bank, Oakdale MN	CD	455	3/23/18	6/21/19	2.20%	2.20%	242,000.00	242,000.00	242,000.00	437.59	6,636.77
Capital Community Bank, Provo UT	CD	455	3/23/18	6/21/19	1.96%	1.96%	243,000.00	243,000.00	243,000.00	391.46	5,937.19
Mid-America Bank, MO	CD	485	4/25/18	8/23/19	2.30%	2.30%	241,000.00	241,000.00	241,000.00	455.59	7,365.36
Farmers & Merchants Union Bank	CD	540	3/28/18	9/19/19	2.20%	2.20%	241,000.00	241,000.00	241,000.00	435.78	7,844.05
First Internet of Indiana, IN	CD	545	4/25/18	10/22/19	2.40%	2.40%	240,000.00	240,000.00	240,000.00	473.42	8,600.55
Financial Federal Savings Bank, TN	CD	545	5/24/18	11/20/19	2.50%	2.50%	240,000.00	240,000.00	240,000.00	493.15	8,958.90
Sonabank, McLean VA	CD	545	5/24/18	11/20/19	2.50%	2.50%	240,000.00	240,000.00	240,000.00	493.15	8,958.90
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	184.44	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	184.44	9,138.08
							14,368,000.00		14,368,000.00	19,424.43	354,327.00

EXECUTIVE DIRECTOR'S MONTHLY REPORT

JULY 20, 2018

UPCOMING MEETINGS AND DATES

- July 24, 2018/6:00 p.m./West Ridge Center/Regular Meeting
- August 14, 2018/6:00 p.m./West Ridge Center/Workshop Meeting
- August 28, 2018/6:00 p.m./West Ridge Center/Regular Meeting
- September 11, 2018/6:00 p.m./West Ridge Center/Workshop Meeting

FACILITIES

DEER CREEK RACQUET CLUB

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Daily Court Rentals (Hours)			
<i>Tennis</i>	N/A	N/A	34
<i>Racquetball</i>	N/A	N/A	11
Private Lessons (Hours)	N/A	127.75	149
Drop-Ins	N/A	114	178
Memberships	748	706	676

News & Events

- Tennis Academy camp registration through June is at 62 participants, up 1.6% from a year prior. Revenue is up \$7,375, or 7.7%
- Mini Tennis Academy (before- and after-camp season sessions) registration has gone from 11 participants in 2017 to 30 in 2018.
- 8 of the 16 classes offered indoors this summer are running while 38 classes in all are running.
- Highland Park Tennis Association relocated its Tuesday/Thursday matches to Danny Cunniff Park after it was learned that Red Oak School would no longer be maintaining its courts.
- Sunset Woods Park's clay courts have been a popular attraction, with 7 non-residents purchasing \$50 passes.

PARK AVENUE BOATING BEACH – JUNE 2018

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Season Launch “ONLY” Pass			
Power Boat	9	8	10
PWC	8	11	14
Season Boat Storage w/ Launch			
Power Boat & PWC’s - 34 max.	29/4=33	30/3 = 33	28/5 = 33
Season Boat Storage Non-Motorized			
Sailboat 18 ft. or Under	14	14	15
Board Boat Storage/SUP	34	39	44
Season Parking Decals	157*	158*	175*
	<i>*48 NSYC members</i>	<i>*41 NSYC members</i>	<i>*87 NSYC members</i>
Motorized Launch Totals	2016	2017	2018
May/June Weekdays	12 = ave. 1.41 per day	N/A	N/A
May/June WeekENDS	67 – From Memorial Day to June 30 = ave. 4.75 per day	82 – From Memorial Day to June 30 = ave. 6.83 per day	96 = avg 8 per day

News & Events

- There have been 5 private rentals of PAB facilities through June.
- CPA’s monitoring the park entrance report that there have been over 1,500 weekend entrants and a similar number of “turnaways”.
- Storage is nearly at capacity, although the outrigger canoe that traditionally stores on the beach has been moved out of erosion-driven necessity to the south pad lot, where it occupies 3 spots. A new strategy will need to be conceived for next season if that canoe is to be reasonably housed at PAB.
- The beach continues to erode at a rapid pace, but Parks Services did an impressive job with removing the west cable storage posts, redistributing the sand, and replacing the cable posts.
- Garbage cans on the NSYC deck were being raided every night by raccoons, so they have been removed and replaced with 96-gallon trash carts in the parking lot adjacent to the deck.

CENTENNIAL ICE ARENA

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Daily Drop in Fees			
Public Skate	13	15	29
Freestyle	27	7	124
Open Hockey	0	0	7
Open Gymnastics	27	14	99
Skate Rental	30	56	54
Punch Passes			
Public Skate	0	1	3
Freestyle	15	9	18
Skate Rental	7	2	9
Facility Rentals			
Total Hours		117	122.5

RECREATION CENTER OF HIGHLAND PARK

<u>Memberships</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual	1967	1980	1995
Non-Annual	56	58	66
NorthShore Grant	34	11	23
Total Memberships	2057	2049	2084
Kid Fit Memberships	70	81	56
Giant Pass-Summer	140	143	123

<u>Active Members</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Annual	3190	3277	3224
Non-Annual	56	58	66
NorthShore Grant	35	11	23
Total Members	3281	3346	3313
Kid Fit Members	125	124	153
Giant Pass-Summer	140	143	123

<u>Punch Pass/Day Pass</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Fitness/Aquatics Punch	36	39	36
Track Pass	-	-	1717
Open Gym Punch	6	12	6
Kid Fit Punch Pass	9	5	10
Facility Day Pass	144	113	193
Aquatics Day Pass	84	80	92
Open Gym Day Pass	238	272	329
Kid Fit Day Pass	51	50	43
Kid Fit Time Out	2	16	58

<u>Facility Usage</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Fitness/Aquatics	14589	12938	13947
Track Pass	-	-	1005
Kid Fit	973	736	696
Group Exercise	5245	5620	5625
Water Aerobics (Per class)	10.8	11	21.5
Free Day Passes	197	185	201
Group Exercise Average	-	12.4	12.7

Personal Training/Programs	2016	2017	2018
Personal Training Units Sold	619.75	526	551.8
Personal Training Usage	1041	842	812
Rental Bookings (hours)	81.25	73.5	19.5

- Memberships have increased .8% from June 2017 (1,995 in 2018 vs. 1,980 in 2017). However, there has been a .9% decrease in total members (3,313 in 2018 vs. 3,346 in 2017). There was growth in our Kid Fit members category from the previous month (+23.4%). The largest increase from last month were individual memberships (+5) and senior memberships (+3).
- 1,717 Track Passes have been sold since we began recording. Track usage continues to be high at a total of 1,005.
- Facility Day Passes have increased 70.8% from June 2017 (193 in 2018 vs. 133 in 2017), and aquatics day passes have increased 15% from June 2017.
- Overall Fitness/Aquatics facility usage is up 7.8% compared to June 2017. Fitness/Aquatics punch passes are down 7.7% from June 2017.
- Total Group Exercise participation has increased slightly at 1% from June 2017, and group exercise average is up 2.4%.
- Personal Training units sold has increased by 4.9% compared to June 2017. PT usage has slightly decreased at 3.6%
- Rental Bookings are significantly down from June 2017 due to some larger events last year. However, YTD revenue is above budget expectations.

HELLER NATURE CENTER

School Programs

	<u>2016</u>	<u>2017</u>	<u>2018</u>
HELLER NATURE CENTER			
In-District Schools	6	3	6
Out-of-District Schools	2	5	0
ROSEWOOD INTERPRETIVE CENTER			
In-District Schools	0	0	0
Out-of-District Schools	0	6	4

Custom/Scout Programs

	<u>2016</u>	<u>2017</u>	<u>2018</u>
HELLER NATURE CENTER			
	10	6	8
ROSEWOOD INTERPRETIVE CENTER			
	0	1	2

Teams Course Programs

	<u>2016</u>	<u>2017</u>	<u>2018</u>
HELLER NATURE CENTER			
Number of Programs	7	3	9

Facility Rentals

	<u>2016</u>	<u>2017</u>	<u>2018</u>
HELLER NATURE CENTER			
Rentals	8	6	9
Birthday Party Package	3	3	1
Total	11	9	10
ROSEWOOD INTERPRETIVE CENTER			
Rentals	2	6	7
Birthday Party Package	0	0	0
Total	2	6	7

Hidden Creek AquaPark

	<u>2017</u>		<u>2018</u>		<u>Difference</u>	
Memberships	Res	Non-Res	Res	Non-Res	Res	Non-Res
Individual	39	0	37	4	(2)	4
Family of 2	119	20	115	12	(4)	(8)
Family of 3	282	45	256	36	(26)	(9)
Family of 4	356	59	419	62	63	3
Family of 5	177	39	212	43	35	4
Family of 6+	92	17	125	13	33	(4)
Senior	12	1	19	2	7	1
Senior Couple	19	3	31	2	12	(1)
TOTAL MEMBERSHIPS	1,096	184	1,214	174	118	(10)
	<u>2017</u>		<u>2018</u>		<u>Difference</u>	
Admission	Res	Non-Res	Res	Non-Res	Res	Non-Res
Daily	2,373	1,338	2,548	1,745	175	407
Twilight	482	152	566	249	84	97
Lap Swim	63	14	63	24	0	(10)
Punch Pass	341	54	189	62	(152)	8
TOTAL ADMISSIONS	3,259	1,558	3,366	2,040	107	482

Rosewood Beach

	<u>2017</u>		<u>2018</u>		<u>Difference</u>	
Parking	Res	Non-Res	Res	Non-Res	Res	Non-Res
Daily Pass	-	308	-	578	-	270
Daily Pass Revenue	-	\$7,720	-	\$14,470	-	\$3,320
Season Parking Pass	-	35	-	17	-	(18)
Season Parking Pass Revenue	-	\$8,750	-	\$4,940	-	(\$3,630)
Admissions	Res	Non-Res	Res	Non-Res	Res	Non-Res
Participants	-	274	-	547	-	273
Revenue	-	\$2,740	-	\$5,470	-	2,730
Total Revenue	-	\$19,210	-	\$24,880	-	\$5,670

PARKS & PLANNING

News & Events

- Staff continue to work with Hey and Associates on planning for the Highland Park Country Club Conversion.
- Staff have prepared and submitted two grant applications for the Highland Park Country Club Property: Chi-Cal River Funds for habitat restoration and public access and IEPA 319 Funds to expand the scope of work to include restoration of the south pond shoreline.
- Staff continue to collect community input for the Lakefront Master Plan Update. A Listening Session was held at Moraine Park on June 23rd and at Millard Park on July 14th. A final Listening Sessions is scheduled at Rosewood Beach on July 21st.
- Bids have been received and are currently being reviewed for the Heller Nature Center Teams Course ADA Project.
- RFP's are currently being prepared for the Sunset Woods Park Athletic Lights Survey and Recreation Center Roof Repairs.
- An engineering firm is currently conducting an assessment of the Danny Cunniff Pond Deck.
- SmithGroup JJR has begun the process of assessing the condition of the Park Avenue Barge.
- Staff will be planting a demonstration garden at the Highland Park Country Club on July 24th.
- The secondary hot water tank at Hidden Creek has been installed.
- Sunset Woods, Danny Cunniff, and West Ridge Park were all weeded and spruced up for the Firecracker Baseball Tournament and 4th Fest.
- Quotes are being obtained for dead tree removal and pruning at the Heller Nature Center Teams Course.
- Routine park landscaping maintenance in progress throughout the District: weeding of shrub beds, pruning of overhanging branches, and repairing path washouts.
- Replaced broken tot slide at Fink Park.

West Ridge Center June Rentals

	2016	2017	2018
Rental Bookings (hrs)	40	21	26

News & Events:

- Rentals for the month of June were up compared to 2017 due to the increase demand for indoor rentals and unpredictable weather conditions.

GRANT-IN-AID June 2018

	2017	2018
Total YTD Subsidy	\$96,813	\$77,019
Households		
100% Subsidy YTD	69	70
50% Subsidy YTD	14	10
Total YTD	83	80

News & Events:

- Overall scholarship usage is down approximately 20%. This variance is due to changes in the way subsidized funds are distributed in Class versus RecTrac. Class recognizes a large portion of the subsidized funds in bulk at the start of the year; whereas RecTrac accounts for it as registrations are processed throughout the year.

Recreation Events Beginning June 2018

	<u>2017</u>	<u>2018</u>	<u>Variance</u>
Beach events	100	78	-22
Cinema in the Sand	N/A	70	70
Colors N' Cab	N/A	6	6
Total Registrations	100	154	54

News & Events:

- Our first Cinema in the Sand event of 2018, was held on June 7th. The event included a screening of the movie Wonder, and snacks. Guests could make a donation to SMILE upon entry, \$107.00 was raised.
- Due to Weather conditions, our second Cinema in the Sand event this summer, scheduled for June 28th, was cancelled.
- Fourth Fest was held on Wednesday, July 4th. The community enjoyed music, carnival attractions and food from local vendors. Attendance was below previous years due to the high temperatures experienced all day. The heat index for the day crossed the 100 mark.

Camp Registration (As of July 1)

	2017	2018	Variance
Before/After Camp Care	126	99	-27
Camp Big/Little Top	73	58	-15
Camp Sunshine/More Sunshine	118	117	-1
Coast Guardians	34	35	1
Counselor in Training: Leadership Academy	42	38	-4
Girl's Outdoor Challenge	0	12	12
Girls Play Strong Camp	64	55	-9
Golf Camps	15	32	17
Hook, Line & Sinker	8	9	1
Jr/Sr Crew Camp	170	229	59
Jr/Sr Spotlighters	62	64	2
Junior Varsity Sports Camp	41	35	-6
Mini Crew	17	16	-1
Outdoor Adventure Camp	15	21	6
Sand Trackers	26	25	-1
Tennis Camps	72	94	22
Trekkers	28	35	7
Varsity Sports Camp	53	60	7
Swim and Gym	N/A	41	41
Total	964	1075	111

News & Events

- Tennis registration moved to a weekly registration system changing the way numbers are reported from previous years.
- First Session Camp Ends on Friday, July 13
- Second Session Began on Monday July 16
- Registrations are still open for second session and mini camps

HIGHLAND PARK LEARNING CENTER DRIVING RANGE Monthly Sales Report (buckets sold)

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>
March			
April		400	327
May		2400	1167
June		5000	1468
July			
August			
September			
October			
November			
Totals			

MINI GOLF Monthly Sales Report (rounds sold)

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Actual</u>
March			
April		50	18
May		450	400
June		1600	644
July			
August			
September			
October			
November			
Totals			

Events:

- Weather was a factor for the month of June. There were 5 days in the mid to upper 90's, and we had rain on 13 of the 30 days.

- The facility offered the following free events for the month: Try Golf Event on June 5, Glow ball on the miniature golf course on June 8, Couples Night on June 14, Father's Day event on miniature golf course on June 17, Movie Night on the range on June 23 and Student Night for miniature golf on June 27.

Marketing & Communications (June 15-July 13)

Social Media			
			
3,381	827	612	758
Likes	Followers	Followers	Views

Email			
36,466	91,042	16,008	2,958
Total Audience	Emails Delivered	Emails Opened	Clicks to pdhp.org

pdhp.org		
25,760	38,390	75,950
Visitors	Visits	Pageviews

Digital Brochures			
Summer		Camp	
149	4	54	5
Views	Clicks to Register	Views	Clicks to Register

Graphics

Page ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?
	75,950 % of Total: 100.00% (75,950)	60,845 % of Total: 100.00% (60,845)	00:01:41 Avg for View: 00:01:41 (0.00%)
1. /	10,419 (13.72%)	7,835 (12.88%)	00:01:23
2. /hidden-creek-aquatic-park-outdoor-pool/	6,678 (8.79%)	5,451 (8.96%)	00:03:08
3. /rosewood-beach-2/	6,063 (7.98%)	4,948 (8.13%)	00:02:52
4. /recreation-center-highland-park-fitness-pool/	3,197 (4.21%)	2,569 (4.22%)	00:02:29
5. /event/highland-park-4th-of-july-celebration/	3,065 (4.04%)	2,839 (4.67%)	00:03:59
6. /facilitiesparks/	2,405 (3.17%)	1,934 (3.18%)	00:00:23
7. /highland-park-country-club/	2,212 (2.91%)	1,593 (2.62%)	00:01:13
8. /programs/	2,105 (2.77%)	1,548 (2.54%)	00:00:30
9. /event/4th-of-july/	2,071 (2.73%)	1,886 (3.10%)	00:04:24
10. /youth-sports/youth-baseball/	2,007 (2.64%)	1,282 (2.11%)	00:01:49
11. /beaches/	1,698 (2.24%)	1,323 (2.17%)	00:01:04
12. /camps/	1,217 (1.60%)	851 (1.40%)	00:02:14
13. /event/firecracker-5k-2-mile-walk-for-smile/	1,003 (1.32%)	774 (1.27%)	00:02:49
14. /parties-rentals/	958 (1.26%)	687 (1.13%)	00:00:50
15. /heller-nature-center/	939 (1.24%)	721 (1.18%)	00:01:49
16. /athletics/	925 (1.22%)	770 (1.27%)	00:00:20
17. /rainout-line-weather-cancellation-status-sign-up/	895 (1.18%)	681 (1.12%)	00:05:44
18. /centennial-ice-arena/	891 (1.17%)	649 (1.07%)	00:01:39
19. /moraine-park-beach/	844 (1.11%)	597 (0.98%)	00:00:46
20. /parks/dog-exercise-areas/	679 (0.89%)	512 (0.84%)	00:01:55
21. /parent-tot-tball/	669 (0.88%)	539 (0.89%)	00:01:01
22. /rosewood-beach-project/	667 (0.88%)	556 (0.91%)	00:02:28
23. /recreation-center-highland-park-fitness-pool/group-exercise/	655 (0.86%)	509 (0.84%)	00:02:37
24. /find-listing/	627 (0.83%)	479 (0.79%)	00:01:55
25. /sunset-valley-golf-course-renovation/	591 (0.78%)	494 (0.81%)	00:03:49
26. /events/	576 (0.76%)	446 (0.73%)	00:01:01
27. /golf-learning-center/	571 (0.75%)	511 (0.84%)	00:03:07
28. /2018/06/4th-of-july-hours-schedules/	564 (0.74%)	478 (0.79%)	00:01:03
29. /boating/	544 (0.72%)	427 (0.70%)	00:01:57
30. /join-our-team/	518 (0.68%)	440 (0.72%)	00:03:46
31. /staff-directory/	496 (0.65%)	462 (0.76%)	00:04:20
32. /deer-creek-racquet-club/	466 (0.61%)	390 (0.64%)	00:02:11

Social Media Campaigns

Firecracker 5k Boosted Event Performance Results Facebook & Instagram (6/20-7/2)

- Ad reached 3,458 people (unique views)
- 86 post engagements (liked, shared, or commented on the post)
- 95 link clicks to learn more
- Increased interest and awareness of the Firecracker 5k Race
- Cost: \$50

Vollapalooza Boosted Instagram and Facebook Post Performance Results (7/12-7/26) Currently Running

- Ad reached 779 people (unique views)
- 1,107 post engagements (liked, shared, or commented on the post)
- 10 link clicks to registration page
- Increasing awareness for the beach volleyball tournament
- Spent so far: \$6.03... Full budget: \$50

 **Park District of Highland Park** shared an event. Sponsored

Bring the entire family for our annual 5k Run and 2 Mile Walk. Proceeds benefit the Parks Foundation of Highland Park. All participants of the 5k run, and the 2 mile walk will receive t-shirts and SWAG bag.

... More



registration.pdhp.org
Firecracker 5k & 2 mile Walk for SMILE [GET TICKETS](#)

 Jem Domingo Maldia and 11 others
1 Comment

 Like  Comment  Share

 **Park District of Highland Park** shared an event. Sponsored

Show off your skills at our 6 on 6 single-elimination sand volleyball tournament. Sign up with 5 of your friends, or sign up on your own and be placed on a team.

Live music will keep you energized and local... More



registration.pdhp.org
Vollapalooza
Aug 16 5:30 PM · Rosewood Be... [GET TICKETS](#)

 Kirsti Lamp

 Like  Comment  Share

RCHP Aquatics and Fitness Status Report for Spring 2018 Programs

	2017 Actual	2018 Budget	2018 Actual
ADULT AQUATICS	2	6	12
EARLY CHILDHOOD AQUATICS	0	80	60
PARENT TOT AQUATICS	28	34	33
YOUTH AQUATICS	97	126	112
AQUATICS TOTAL	127	246	217
FITNESS EVENTS	0	0	0
BEACH FITNESS	0	16	8
GROUP EXERCISE FITNESS	0	25	16
TEEN FITNESS	40	30	21
FITNESS TOTAL	40	71	45
AQUATICS AND FITNESS TOTAL	167	317	262

Athletics Status Report for Spring 2018 Programs

	2017 Actual	2018 Budget	2018 Actual
FLAG FOOTBALL	23	35	28
BASKETBALL - SPRING	16	20	31
LACROSSE - GIRLS	31	30	24
BASEBALL - GRADES 3-6	100	98	147
BASKETBALL - GRADE PRE-K/K	20	20	12
SOFTBALL HOUSE LEAUGES	24	30	27
PARENT TOT SPORTS	12	10	15
MARTIAL ARTS	96	75	86
SOFTBALL YOUTH CLINIC	8	15	15
VOLLEYBALL YOUTH	0	24	0
CLINICS	0	0	0
AFTER SCHOOL SPORTS	0	0	0
ATHLETICS TOTAL	330	357	385

CIA Gymnastics and Skating Status Report for Spring 2018 Programs

	2017 Actual	2018 Budget	2018 Actual
ADULT/CHILD GYMNASTICS	87	100	97
EARLY CHILDHOOD GYMNASTICS	220	225	183
YOUTH GYMNASTICS	146	165	132
GYMNASTICS TOTAL	453	485	412

ADVANCED HOCKEY	16	20	25
BEGINNER HOCKEY	39	35	24
INTERMEDIATE HOCKEY	33	30	22
ADULT SKATING	12	15	25
BASIC SKILLS SKATING	132	175	153
EARLY CHILDHOOD SKATING	87	125	100
FREESTYLE SKATING	25	25	25
SPECIALTY SKATING	2	10	7

SKATING TOTAL	346	435	381
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TOTAL GYMNASTICS AND SKATING	799	920	793
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Deer Creek Status Report for Spring 2018 Programs

	2017 Actual	2018 Budget	2018 Actual
ADULT TENNIS	226	216	244
YOUTH TENNIS	440	443	480
TENNIS EVENTS	20	20	9
YOUTH TENNIS CAMP	58	58	72

TOTAL TENNIS	744	737	805
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Heller Nature Center Program Status Report for Spring 2018 Programs

	2017 Actual	2018 Budget	2018 Actual
EARLY CHILDHOOD	23	21	4
PUBLIC PROGRAMS	166	126	94
AFTER SCHOOL	19	36	20
NEW PROGRAMS	0	0	0
TOTAL HELLER PROGRAMS	208	183	118

Recreation Status Report for Spring 2018 Programs

	2017 Actual	2018 Budget	2018 Actual
ADULT ART	40	40	37
YOUTH ART	10	10	7
YOUTH DANCE	325	320	355
CHILDHOOD ENRICHMENT PROGRAM	5	7	5
KINDER EXPRESS	0	0	0
VARIETY	36	34	41
PERFORMING ARTS	129	112	282
TOTAL RECREATION PROGRAMS	545	523	727

Rosewood Beach Interpretive Center Status Report for Spring 2018 Programs

	2017 Actual	2018 Budget	2018 Actual
EARLY CHILDHOOD	5	12	9
PUBLIC PROGRAMS	105	86	59
AFTER SCHOOL	18	16	9
NEW PROGRAMS	0	0	0
TOTAL ROSEWOOD PROGRAMS	128	114	77

HPLC Golf Program Status Report for Spring 2018

Programs

	2017 Actual	2018 Budget	2018 Actual
ADULT GOLF	0	6	6
JUNIOR GOLF	0	20	26
SENIOR GOLF	0	4	0
TOTAL HPLC GOLF PROGRAMS	0	30	32



Memorandum

To: Board of Park Commissioners
From: Rob Laue, Manager of Park Ave. Beach; Jon Pratscher, Manager of Aquatics and Fitness;
Mitch Carr, Assistant Director of Recreation and Facilities; Kathy Donahue, Deputy Director
of Operations
Liza McElroy, Executive Director
Date: July 24, 2018
Subject: **Recreation Center, Park Ave. Beach, Aquatics and Golf Learning Center STATUS REPORT**

Staff will give an update on the operations at the Recreation Center of Highland Park, Golf Learning Center, Hidden Creek Aquapark, Park Ave. and Rosewood Beaches. Membership figures at the Recreation Center from June 2016, 2017 and 2018 will be presented. Staff will also present YTD facility attendance figures for the Golf Learning Center, Hidden Creek Aqua Park and both Park Ave. and Rosewood Beaches.

Please see attached reports.

Recreation Center of Highland Park

Membership

	<u>2016</u> <u>(YTD)</u>	<u>2017</u> <u>(YTD)</u>	<u>2018</u> <u>(YTD)</u>	
Memberships	Actual	Actual	Actual	Budget
Individual*	660	580	576	620
Couple	262	260	291	282
Family	219	210	217	217
Senior	239	224	253	237
Senior Couple	80	79	102	84
Limited	155	151	159	158
Student	183	197	197	216
Month to Month	47	48	53	53
30 day	9	8	12	12
PDHP Employee	0	53	69	60
GIANT Pass (Summer Seasonal Student)	140	138	123	135
Aquatics	104	121	103	107
TOTAL MEMBERSHIPS	2098	2069	2155	2181

Recreation Center of Highland Park

Income Statement

Current Period Ending 06/30/2018

Group Summary

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Fund: 29 - RECREATION								
Revenue								
420 - FEES & CHARGES	4,427.03	8,724.26	38,077.98	56,469.56	-18,391.58	112,965.00	6,251.50	50,428.54
440 - MEMBERSHIPS	118,624.32	133,769.00	692,480.42	741,262.00	-48,781.58	1,480,507.00	135,323.94	733,878.01
450 - RENTALS	999.60	7,993.06	48,059.06	47,791.71	267.35	95,751.00	4,301.00	50,479.25
460 - MERCHANDISING	272.88	330.00	2,146.31	1,980.00	166.31	3,960.00	304.84	2,047.12
480 - MISCELLANEOUS INCOME	1,653.82	125.00	512.46	750.00	-237.54	1,500.00	58.01	828.44
491 - RECREATION PROGRAM FEES	59,095.52	52,260.04	233,378.68	313,974.24	-80,595.56	628,871.00	46,973.27	283,782.50
500 - OTHER	0.00	0.00	0.00	0.00	0.00	8,710.00	0.00	0.00
Total Revenue:	185,073.17	203,201.36	1,014,654.91	1,162,227.51	-147,572.60	2,332,264.00	193,212.56	1,121,443.86
Expense								
610 - SALARIES & WAGES	81,307.51	92,803.41	484,500.13	577,685.40	93,185.27	1,155,648.93	83,318.74	489,028.04
620 - CONTRACTUAL SERVICES	4,641.36	9,912.01	40,842.39	61,642.06	20,799.67	119,321.74	8,039.27	54,295.25
630 - INSURANCE	14,508.59	14,659.69	76,427.57	87,782.19	11,354.62	175,564.13	17,163.43	104,925.35
640 - MATERIALS & SUPPLIES	5,427.89	7,269.25	40,781.49	44,025.50	3,244.01	88,053.70	9,579.31	43,576.80
650 - MAINTENANCE & LANDSCAPING CONTRACTS	3,576.99	3,558.31	24,700.25	21,349.86	-3,350.39	42,700.00	223.84	11,106.21
660 - UTILITIES	7,738.72	9,554.02	44,622.05	57,324.12	12,702.07	114,657.08	3,222.62	37,623.80
670 - PENSION CONTRIBUTIONS	8,381.24	9,286.35	50,656.09	60,355.25	9,699.16	129,599.09	8,792.18	51,945.03
691 - RECREATION PROGRAM FEES	28,426.33	33,827.71	178,377.30	198,197.26	19,819.96	397,564.04	28,093.51	175,383.12
Total Expense:	154,008.63	180,870.75	940,907.27	1,108,361.64	167,454.37	2,223,108.71	158,432.90	967,883.60
Total Fund: 29 - RECREATION:	31,064.54	22,330.61	73,747.64	53,865.87	19,881.77	109,155.29	34,779.66	153,560.26
Report Total:	31,064.54	22,330.61	73,747.64	53,865.87	19,881.77	109,155.29	34,779.66	153,560.26

Hidden Creek AquaPark

	<u>2017 (YTD)</u>		<u>2018 (YTD)</u>		<u>Difference</u>	
Memberships	Res	Non-Res	Res	Non-Res	Res	Non-Res
Individual	39	0	37	4	(2)	4
Family of 2	119	20	115	12	(4)	(8)
Family of 3	282	45	256	36	(26)	(9)
Family of 4	356	59	419	62	63	3
Family of 5	177	39	212	43	35	4
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Senior	12	1	19	2	7	1
Senior Couple	19	3	31	2	12	(1)
TOTAL MEMBERSHIPS	1,096	184	1,214	174	118	(10)

	<u>2017 (YTD)</u>		<u>2018 (TYD)</u>		<u>Difference</u>	
Admission	Res	Non-Res	Res	Non-Res	Res	Non-Res
Daily	2,373	1,338	2,548	1,745	175	407
Twilight	482	152	566	249	84	97
Lap Swim	63	14	63	24	0	(10)
Punch Pass	341	54	189	62	(152)	8
TOTAL ADMISSIONS	3,259	1,558	3,366	2,040	107	482

Rosewood Beach

	<u>2017 (YTD)</u>		<u>2018 (YTD)</u>		<u>Difference</u>	
Parking	Res	Non-Res	Res	Non-Res	Res	Non-Res
Daily Pass	-	308	-	578	-	270
Daily Pass Revenue	-	\$7,720	-	\$14,470	-	\$3,320
Season Parking Pass	-	35	-	17	-	(18)
Season Parking Pass Revenue	-	\$8,750	-	\$4,940	-	(\$3,630)
Admissions	Res	Non-Res	Res	Non-Res	Res	Non-Res
Participants	-	274	-	547	-	273
Revenue	-	\$2,740	-	\$5,470	-	2,730
Total Revenue	-	\$19,210	-	\$24,880	-	\$5,670

Hidden Creek Aqua Park

Income Statement

Current Period Ending 06/30/2018

Group Summary

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Fund: 29 - RECREATION								
Revenue								
420 - FEES & CHARGES	43,107.62	70,040.60	63,354.12	112,391.80	-49,037.68	295,828.00	69,584.10	74,704.70
440 - MEMBERSHIPS	32,592.25	34,683.75	37,759.45	104,051.25	-66,291.80	138,735.00	45,069.91	48,488.43
450 - RENTALS	950.00	2,262.50	950.00	3,167.50	-2,217.50	9,050.00	1,710.00	2,075.00
460 - MERCHANDISING	9,006.00	4,246.63	9,018.00	5,797.78	3,220.22	10,720.00	8,123.22	8,135.22
480 - MISCELLANEOUS INCOME	-31.00	0.00	-124.60	0.00	-124.60	0.00	-25.00	-25.40
500 - OTHER	0.00	1,000.00	0.00	3,000.00	-3,000.00	3,000.00	0.00	0.00
Total Revenue:	85,624.87	112,233.48	110,956.97	228,408.33	-117,451.36	457,333.00	124,462.23	133,377.95
Expense								
610 - SALARIES & WAGES	39,726.87	54,511.00	48,696.99	102,143.18	54,446.19	236,815.13	33,635.07	57,262.02
620 - CONTRACTUAL SERVICES	8,211.84	7,700.14	30,755.75	33,071.59	2,315.84	56,324.78	3,805.70	15,100.25
630 - INSURANCE	235.16	242.11	2,854.63	1,452.66	-1,401.97	2,906.49	1,785.00	10,912.25
640 - MATERIALS & SUPPLIES	2,989.48	9,290.35	4,457.49	30,855.10	26,397.61	46,628.00	3,399.44	4,190.77
650 - MAINTENANCE & LANDSCAPING CONTRACTS	2,072.70	1,441.09	3,962.29	17,446.54	13,484.25	29,100.00	5,547.03	8,187.73
660 - UTILITIES	2,397.00	8,678.45	16,112.52	28,510.70	12,398.18	96,248.00	5,752.86	17,381.35
670 - PENSION CONTRIBUTIONS	3,342.42	253.52	4,390.90	1,647.73	-2,743.17	3,295.93	2,806.14	5,699.66
720 - CAPITAL OUTLAY	0.00	0.00	0.00	9,400.00	9,400.00	9,400.00	449.98	7,748.48
Total Expense:	58,975.47	82,116.66	111,230.57	225,527.50	114,296.93	480,719.33	57,181.22	126,482.51
Total Fund: 29 - RECREATION:	26,649.40	30,116.82	-273.60	2,880.83	-3,154.43	-23,386.33	67,281.01	6,895.44
Report Total:	26,649.40	30,116.82	-273.60	2,880.83	-3,154.43	-23,386.33	67,281.01	6,895.44

Rosewood Beach Operations

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Page 2 of 4

Income Statement

Current Period Ending 06/30/2018

Group Summary

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Fund: 29 - RECREATION								
Revenue								
420 - FEES & CHARGES	11,673.00	14,246.00	24,238.00	28,941.80	-4,703.80	70,730.00	13,292.00	19,763.38
450 - RENTALS	0.00	210.00	0.00	294.00	-294.00	840.00	0.00	0.00
460 - MERCHANDISING	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00	500.00	500.00
Total Revenue:	12,673.00	14,456.00	25,238.00	29,235.80	-3,997.80	72,570.00	13,792.00	20,263.38
Expense								
610 - SALARIES & WAGES	9,272.07	14,511.51	18,498.02	31,263.57	12,765.55	73,379.40	5,575.10	14,472.35
620 - CONTRACTUAL SERVICES	456.13	1,285.43	3,240.55	5,962.58	2,722.03	11,579.73	4,110.35	21,754.77
630 - INSURANCE	204.60	210.65	1,554.47	1,263.90	-290.57	2,528.82	686.54	4,197.01
640 - MATERIALS & SUPPLIES	438.67	533.32	1,454.86	2,504.92	1,050.06	3,425.00	2,902.17	3,688.80
650 - MAINTENANCE & LANDSCAPING CONTRACTS	518.23	500.00	2,128.61	1,450.00	-678.61	2,300.00	50.17	2,533.82
660 - UTILITIES	751.50	1,190.51	3,578.59	5,403.06	1,824.47	11,230.00	985.27	2,366.43
670 - PENSION CONTRIBUTIONS	758.22	934.64	1,844.29	6,074.56	4,230.27	12,154.05	514.36	1,619.33
Total Expense:	12,399.42	19,166.06	32,299.39	53,922.59	21,623.20	116,597.00	14,823.96	50,632.51
Total Fund: 29 - RECREATION:	273.58	-4,710.06	-7,061.39	-24,686.79	17,625.40	-44,027.00	-1,031.96	-30,369.13
Report Total:	273.58	-4,710.06	-7,061.39	-24,686.79	17,625.40	-44,027.00	-1,031.96	-30,369.13

Park Avenue Boating Beach

	2017 (YTD)		2018 (YTD)		Difference
	Res	Non-Res	Res	Non-Res	
Season Launch "ONLY" Pass					
Power Boat	7	1	10	0	2
PWC	11	0	12	0	1
Season Boat Storage w/ Launch					
Power Boat & PWC's - 34 max.	30	3	29	4	-
Season Boat Storage Non-Motorized					
Sailboat 18 ft. or Under	7	7	12	8	6
Board Boat Storage/SUP	28	11	33	10	4
Season Parking Decals	101	57*	124	44*	10
	<i>*41 NSYC members</i>		<i>*34 NSYC Members</i>		
Motorized Launch Totals					
May/June - Weekdays	N/A		N/A		
May/June - Weekends	109 from Memorial Day to June 30 = avg. 8.38 per day		96 from Memorial Day to June 30 = avg. 8 per day		

Park Ave. Beach Operations

Income Statement

Current Period Ending 06/30/2018

Group Summary

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Fund: 29 - RECREATION								
Revenue								
420 - FEES & CHARGES	7,905.00	9,191.00	23,603.50	18,782.00	4,821.50	27,975.00	7,885.00	22,417.00
450 - RENTALS	3,866.00	7,731.31	74,566.16	34,013.52	40,552.64	65,279.58	3,220.00	67,650.27
460 - MERCHANDISING	0.00	2.08	0.00	12.48	-12.48	25.00	0.00	0.00
Total Revenue:	11,771.00	16,924.39	98,169.66	52,808.00	45,361.66	93,279.58	11,105.00	90,067.27
Expense								
610 - SALARIES & WAGES	4,618.57	3,153.44	12,865.85	19,949.38	7,083.53	39,914.95	4,614.34	14,520.93
620 - CONTRACTUAL SERVICES	150.51	557.66	4,367.97	3,343.46	-1,024.51	6,688.78	278.25	4,063.28
630 - INSURANCE	410.30	417.55	2,082.59	2,505.30	422.71	5,012.56	411.92	2,518.21
640 - MATERIALS & SUPPLIES	666.33	577.93	2,011.98	3,467.58	1,455.60	6,938.00	546.34	2,164.85
650 - MAINTENANCE & LANDSCAPING CONTRACTS	73.07	308.21	1,208.16	1,849.26	641.10	3,700.00	131.45	8,223.12
660 - UTILITIES	225.61	541.97	1,927.88	3,001.82	1,073.94	6,003.68	864.41	1,985.15
670 - PENSION CONTRIBUTIONS	460.02	358.56	1,488.05	2,330.41	842.36	4,662.81	445.35	1,675.57
720 - CAPITAL OUTLAY	0.00	0.00	6,850.00	0.00	-6,850.00	0.00	0.00	0.00
Total Expense:	6,604.41	5,915.32	32,802.48	36,447.21	3,644.73	72,920.78	7,292.06	35,151.11
Total Fund: 29 - RECREATION:	5,166.59	11,009.07	65,367.18	16,360.79	49,006.39	20,358.80	3,812.94	54,916.16
Report Total:	5,166.59	11,009.07	65,367.18	16,360.79	49,006.39	20,358.80	3,812.94	54,916.16

HIGHLAND PARK GOLF LEARNING CENTER MID SEASON REPORT

Attendance	<u>2017 (YTD)</u>	<u>2018 (YTD)</u>	<u>Variance</u>
Driving Range	3,308	2,960	(348)
Miniature Golf	1278	1,062	(216)
Total	4,586	4,022	(564)

Note: 2017 attendance was not kept. Numbers are estimates based on average cost per round.

Registrations	<u>2017 (YTD)</u>	<u>2018 (YTD)</u>	<u>Variance</u>
Golf Camps	15	32	17

Highland Park Golf Learning Center

Group Summary

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
110 - CAMPS	14,794.00	12,500.00	14,794.00	12,500.00	2,294.00	25,000.00	11,070.00	14,405.00
120 - LESSONS	3,851.75	3,500.00	4,175.75	4,500.00	-324.25	9,000.00	1,570.00	2,630.00
130 - SPECIAL EVENTS	10.00	0.00	10.00	0.00	10.00	0.00	0.00	0.00
420 - FEES & CHARGES	21,873.91	27,814.00	40,253.91	49,131.00	-8,877.09	130,000.00	24,709.00	45,640.00
450 - RENTALS	27,500.00	2,958.33	27,500.00	17,749.98	9,750.02	35,500.00	5,000.00	12,500.00
460 - MERCHANDISING	863.92	1,910.00	1,525.82	2,725.00	-1,199.18	6,600.00	0.00	0.00
480 - MISCELLANEOUS INCOME	24.55	0.00	6.03	0.00	6.03	0.00	0.00	0.00
Total Revenue:	68,918.13	48,682.33	88,265.51	86,605.98	1,659.53	206,100.00	42,349.00	75,175.00
Expense								
110 - CAMPS	1,958.30	7,937.50	1,958.30	7,937.50	5,979.20	15,875.00	581.59	581.59
120 - LESSONS	355.25	1,757.50	583.61	2,513.50	1,929.89	5,027.00	0.00	258.36
610 - SALARIES & WAGES	13,382.39	15,267.63	42,087.05	56,732.44	14,645.39	126,804.29	0.00	0.00
620 - CONTRACTUAL SERVICES	733.97	1,779.59	12,781.65	15,081.84	2,300.19	25,130.11	7,390.74	19,518.28
630 - INSURANCE	1,319.84	1,354.62	5,278.18	8,127.72	2,849.54	16,262.00	0.00	0.00
640 - MATERIALS & SUPPLIES	11,387.97	7,400.00	18,768.60	24,310.00	5,541.40	34,460.00	1,046.21	9,999.23
650 - MAINTENANCE & LANDSCAPING CONTRACTS	2,528.26	2,400.00	11,424.82	14,200.00	2,775.18	17,000.00	-70.13	4,010.94
660 - UTILITIES	1,267.47	2,044.94	10,406.35	6,194.99	-4,211.36	14,124.58	2,098.47	11,899.84
670 - PENSION CONTRIBUTIONS	1,373.70	680.90	4,599.59	4,202.94	-396.65	8,407.14	0.00	0.00
680 - COST OF GOODS SOLD	1,449.31	1,325.00	1,449.31	2,550.00	1,100.69	3,650.00	0.00	0.00
Total Expense:	35,756.46	41,947.68	109,337.46	141,850.93	32,513.47	266,740.12	11,046.88	46,268.24
Report Total:	33,161.67	6,734.65	-21,071.95	-55,244.95	34,173.00	-60,640.12	31,302.12	28,906.76

Additional Camp Revenue \$14,000 from second session was recognized on July 16, the session start date. Rental revenue of \$27,500 reflects first payment for Dome Rental. During the budget process, Dome Rental was budgeted to 01-11, while Rental Revenue from the Golf Practice was included in 29-74.