

NOTICE OF MEETING
TUESDAY, January 22, 2013

6:00 p.m.

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

REGULAR MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. CONSENT AGENDA
 - A. Minutes of the December 13, 2012 Board Meeting and January 8, 2013 Workshop Meeting.
 - B. Bills and payroll in the amount of \$8,714,834.69.
 - C. Payout #3 to Cordogan Clark in the amount of \$3750 for the design and construction drawings for Deer Creek Courts, Heller Center and the Recreation Center of Highland Park.
 - D. Bid Rejection – Centennial Generator
 - E. Approval of bid for 2013 ADA Improvements
 - F. Purchase of 2012-2013 Capital vehicles through NWMC Suburban Purchasing Cooperative
- VI. UNFINISHED BUSINESS
 - A. Resolution #13-1 – Transfer of Funds
 - B. Supplemental Budget and Appropriations Ordinance #13-2
 - C. Surplus Ordinance #13-1
 - D. PDRMA Accreditation
- VII. TREASURER’S REPORT
- VIII. NEW BUSINESS
 - A. Recreation Center/Recognition of Service
 - B. Director Report
- IX. COMMISSIONER/COMMITTEE/STAFF REPORTS
- X. OPEN TO PUBLIC TO ADDRESS BOARD
- XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT: Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section (c)6 – the setting of a price for sale or lease of property owned by the District; Section (c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. ACTION FROM CLOSED SESSION
- XIII. ADJOURNMENT

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

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
DECEMBER 13, 2012**

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 6:02 p.m. by President Meyers.

ROLL CALL

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

Staff Present: Executive Director McElroy, Director Becker, Director Stumpf, Director Donahue, Director Baker, Director Gienger, Asst. Director Malartsik, Asst. Director Romes, and Recording Secretary Jendreas

Guests: Residents Barnett Ruttenberg and David Sogin

CHANGES TO THE AGENDA

President Meyers removed Item C. *Baird Associates – Coastal Engineering Proposal* from Section V. Unfinished Business.

CONSENT AGENDA

Minutes of November 15, 2012 Board Meeting and December 6, 2012 Workshop Meeting; Bills and Payroll in the amount of \$1,859,525.31; Payout #3 to David Woodhouse in the amount of \$5,653.97; Payout #3 to Allstar Asphalt in the amount of \$24,529.00; Payout #2 to Cordogan Clark in the amount of \$6,500.00; Payouts #26 and #27 to J. F. New in the amount of \$6,470.75; Bid Recommendation and Board Approval of West Ridge Unit Ventilators Replacement in the amount of \$40,500.00; 2013 Board Meeting Calendar; and IMRF Rate Adjustment.

President Meyers noted that some of the above items were discussed in depth at the Board Workshop of December 6, 2012.

Motion was made by Vice President Kaplan, seconded by Commissioner Waxman, to accept the Consent Agenda.

Roll Call:

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

Nay: None

Motion carried.

UNFINISHED BUSINESS

2012 Tax Levy Ordinance #12-06

Director Becker stated that the finances of the Park District remain strong and the tax levy will remain consistent with the 2010 and 2011 levy dollar amount. He said the Board believes that before a levy increase is considered, a multiyear financial plan tied to the District's long-range strategic plan must be prepared. Staff has made substantial progress towards this goal and should fulfill it by next year's levy.

Motion was made by Commissioner Waxman, seconded by Commissioner Bernstein, to approve Ordinance #12-06, the 2012 (tax year 2013) in the amount of \$9,710,677.00.

Roll Call:

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

Nay: None

Motion carried.

Commissioners discussed the importance of keeping the tax levy down when possible and said they are being sensitive to the economy and working on a Master Plan for the future. They congratulated staff for their hard work in making ends meet and fulfilling the expectations of the community with available funds.

Executive Director McElroy noted that a 5-Year Capital Plan was presented at the December 6th Workshop Meeting, which identified replacement needs and infrastructure improvements that will tie into the Master Plan.

The A. T. Group – Owners Representation Proposal

Ms. McElroy said that staff has considered the complexity and timeline of the Park District's Rosewood Development Project along with the proposed goals and capital projects planned for 2014, including development of the Comprehensive Master Plan. Enlisting the services of an owner's representative is in the best interest of the Park District and will help ensure a successful completion of the project and its programmatic goals.

Ms. McElroy stated that this proposal was discussed at the December 6th Workshop Meeting, and the Park District's legal counsel, Ancel Glink, has drafted an agreement which was requested by the Commissioners before their consideration for approval.

Commissioners reviewed the Agreement and requested clarification on the actual contract amount as to whether it was \$58,000 or \$64,000, since both figures were mentioned. Ms. McElroy said she will get this corrected and notify the Commissioners of the correct amount.

Commissioners also felt that the Park District should be named as an additional insured in every main policy, and should also be listed under endorsements on the policies of everyone working on the project. They requested that the insurance limits be re-examined by legal counsel, and contact be made with PDRMA regarding insurance limits.

Commissioners were not familiar with the A. T. Group and questioned their experience. Both Ms. McElroy and Director Stumpf said they were familiar with the contractors who have a commercial background and have done a lot of work for surrounding municipalities.

Motion was made by Commissioner Flores Weisskopf, seconded by Commissioner Waxman, to approve the A. T. Group, Independent Contractor Agreement for Professional and Other Services, subject to clarification of contract amount and insurance concerns.

Roll Call:

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

Nay: None

Motion carried.

NEW BUSINESS

Camp Report

Manager Naatz said that the District had a fantastic 2012 camp season with the theme “Play for Life”. One of the highlights was the 20th anniversary of “Camp Big Top/Little Top”. She provided enrollment figures for all the camps, and even though they are still high, there is a decline. Manager Naatz said that their challenges to increase participation include a change in age demographics, new day camps being offered by agencies, and overnight camps reducing their prices and age requirements.

Manager Naatz explained that for the 2013 season more changes will be made to camps to keep up with the trends and they are also going to add many special events, unannounced to campers, to keep the excitement at a high level. She pointed out some of the new marketing approaches they will be taking and said the 2013 brochure was delivered to Highland Park residents in late October and registration will begin on January 9, 2013.

Director’s Report

Ms. McElroy asked Asst. Director Malartsik to report on “summer ice”.

Asst. Director Malartsik said that Commissioners, at the last Workshop Meeting, brought up the idea of possibly conducting a survey regarding summer ice use. He explained that staff felt a survey would not produce accurate data because of timing, current users who would receive the survey, and difficulty designing questions to figure out what the use would be. He said that staff

reached out to the Highland Park Giants, the Figure Skating Club, and Illinois Hockey, for their opinions. Information obtained was that the Giants could not support two days per week ice time, the Figure Skating Club does not have enough skaters to pay for more ice time, and Illinois Hockey was not confident that more kids would be joining the club.

Asst. Director Malartsik said that staff does not recommend keeping Centennial Ice Rink open during the summer. President Meyers thanked Asst. Director Malartsik for the follow-up.

Ms. McElroy reported the numbers for youth tennis are rapidly increasing, and golf is expected to meet last year's total rounds by the end of this month. She said membership concluded on November 30th, so any golfers in December will pay greens fees.

Ms. McElroy said it isn't looking good for outdoor ice for this year. Per President Meyer's request, she will explore options for synthetic rinks, etc., for the future, especially if the warm winter trend continues.

Ms. McElroy stated that there will be more open gym time over the holidays, and all holiday schedules and times of operation can be found on the website.

Ms. McElroy reported that the Highland Park City Council met on December 10th and gave their approval for the Rosewood Beach Project to proceed, by a vote of 7 to 0. President Meyers thanked the entire staff for all their hard work on this project. Commissioner Waxman complimented President Meyers for his closing arguments at the City Council meeting.

COMMISSIONER/COMMITTEE/STAFF REPORTS

Vice President Kaplan said that the Park Advisory Committee met and discussed ash tree concerns. They asked staff to inventory all ash trees, noting which trees should be saved because of location and donors, and they would consider further discussion about injecting these trees.

Commissioner Flores Weisskopf gave her positive comments on the Polar Express event and thanked staff for making changes each year to keep it interesting for kids and families.

Commissioner Bernstein reported that the Athletic Advisory Committee met and made a lot of progress. He said the sub-committees will meet at the beginning of 2013 and he will then report back to the Board with further information. President Meyers asked him to provide reports from the travel teams.

OPEN TO PUBLIC TO ADDRESS BOARD – None

CLOSED SESSION

Motion was made by Vice President Kaplan, 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)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in Section 2.06 of the Act; Section 2(c)29 – for discussions between internal or external auditors and the Board.

Roll Call:

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

Nay: None

Absent: None

Motion carried.

Meeting was adjourned into Closed Session at 7:12 p.m.

ACTION FROM CLOSED SESSION

President Meyers reported that the Board met in Closed Session under Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; 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.

No action needs to be taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Waxman seconded by Commissioner Kaplan, and approved by unanimous voice vote. The Board Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Liza McElroy
Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JANUARY 8, 2013**

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

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

ROLL CALL

Present: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Waxman, President Meyers

Absent: Vice President Kaplan

Staff Present: Executive Director McElroy, Director Becker, Director Stumpf, Director Baker, Director Gienger, Director Donahue, Asst. Director Malartsik, Asst. Director Romes, Special Projects Manager Steve Meyer, Associate Project Manager Mary Gardocki and Recording Secretary Jendreas

Guests: Residents Barnett Ruttenberg and Mike Schaffer, Attorney Bill Schur, and Scott Freres of The Lakota Group

ADDITIONS/DELETIONS TO THE AGENDA - None

SUPPLEMENTAL BUDGET

Director Becker explained that each fiscal year, the Park District prepares its annual budget for the succeeding year, and sometimes unanticipated events that materially impact the budget occur after it has been approved. When this occurs, it is the District's obligation to prepare and approve a supplemental budget and appropriation ordinance.

If the Board agrees with the proposed revisions, Director Becker said the Public Hearing for the Supplemental B&A Ordinance will be held on February 26, 2013.

Commissioner Bernstein requested that a "fund balance worksheet" be prepared for each of the funds for easier review. Director Becker said he would make these worksheets part of the monthly Treasurer's Report.

President Meyers stated, and all Commissioners concurred, that this item would be placed on the January 22, 2013 Board Meeting Agenda.

CAPITAL PLAN FORMAT

Director Becker stated the Capital Plan for Fiscal Year 2013 was presented to the Board on December 6, 2012. The Board supported the plan, but suggested that a more useful way of viewing the document would be to separate those items which are essentially maintenance related, such as vehicle replacement, from items that occur very infrequently. Director Becker revised the Capital Plan using a different format and all Commissioners were in agreement that it was now easier to understand.

Commissioner Bernstein had questions on the actual Plan. President Meyers explained that this agenda item related to format only and previous discussion had taken place on the actual Plan. He suggested that Commissioners contact Ms. McElroy with any further questions before the next Regular Board Meeting.

NOVEMBER TREASURER REPORT

Director Becker reported that revenues at Sunset Valley Golf Course have continued to increase over the prior year due to above average weather conditions. He gave a brief review of the funds.

Director Becker said that he is continuing to explore different formats for the Treasurer Report to make it more user friendly. Commissioners commented that the current format was fine.

Vice President Kaplan now present at 6:35 p.m.

TRANSFER OF FUNDS

Director Becker explained that due to subsequent events impacting expenditures, staff recognizes that transfer of excess fund balances from the Corporate Fund to Capital Projects will leave the Corporate Fund with inadequate resources to cover those expenditures. As a result, staff is requesting that the Board approve a transfer from the Capital Projects Fund to the Corporate Fund to provide these resources. In accordance with the Illinois Parks Code, this approval is best supported by a resolution.

President Meyers stated, and all Commissioners concurred, that this item would be placed on the January 22, 2013 Board Meeting Agenda.

MILITARY DISCOUNT POLICY

Director McElroy introduced Attorney Bill Schur, Military Liaison for the Village of Highland Park.

Attorney Schur stated his concerns regarding the nature of the Park District's Military Discount Policy. He felt it should be an across the board 15% discount, taken off the resident rate, which would apply to any facility and any application for recreational program, as long as the person or family presents a military ID. This discount would apply to active duty personnel only.

A discussion ensued among Commissioners as to whether this 15% discount should be taken off the resident or non-resident rate. There were also concerns of how many people would take advantage of the discount, what impact this would have on Highland Park residents, and how this would affect the senior programs which are not extended out of the community.

Ms. McElroy said staff would contact the park districts of Lake Forest and Lake Bluff to determine what policies they have in place.

President Meyers commented that the Board is not opposed to supporting active military personnel, but there is a balancing issue which needs to be studied further. This issue will be placed on a future agenda for further discussion.

Attorney Schur exited the meeting at 7:20 p.m.

MASTER PLAN

Ms. McElroy said that Commissioners Bernstein and Flores Weisskopf, along with staff, interviewed consultants for the Park District of Highland Park's Master Plan. The development of this plan is critical for setting direction for the District. She said there were five submittals, three of the firms were interviewed, and it was a unanimous decision to bring The Lakota Group back for a second interview with the Board. She introduced Scott Freres who was present tonight to discuss the process and answer questions.

Mr. Freres explained that The Lakota Group is a full spectrum company that works on national issues as well as local. They have put together a resource team which can address various issues such as engineering, forestry, ecology, real estate, architecture, and budgeting. The process includes: engagement (of the community), analyzing or expectations, and envisioning of ideas. The end result is the action or implementation strategy – how do we make it work. Mr. Freres said that the Master Plan is a living document, which goes from vision to built reality, and needs to be re-visited from time to time.

Commissioners posed questions regarding such issues as timeframe of the project, concerns of possibly acquiring the Highland Park Country Club, and creative funding examples. There was a question of what projects the District should undertake while the Master Plan is being created, and Mr. Freres said that the District should move forward with whatever is currently planned and this will be incorporated into the Master Plan.

Manager Gardocki, Park District Associate Project Manager, felt that Mr. Freres covered the whole concept. She said the Master Plan process is important and it is about the uniqueness of the agency and what we are trying to deliver to the community.

Mr. Freres exited the meeting at 8:20 p.m.

President Meyers said further discussion on this matter would continue at the end of the meeting.

PARK BENCH DONATION

Steve Meyer, Special Projects Manager, explained that as the District rebuilds and renovates parks and playgrounds and receives requests for new donations, staff has to consider replacement of previously donated items, most notably benches, which have existed beyond their useful life.

Manager Meyer offered three options for consideration when notifying past donors: Park District assumes all cost and replaces the bench, and plaque if necessary, while affixing the current policy to the replacement bench; donor is given the opportunity to renew the donation at the new cost solely at the donors expense in accord with the new policy; donor is given the opportunity to renew the donation at the new cost and with new policy pinned with that expense being shared 50:50 between the donor and the Park District.

After considerable discussion, Commissioners felt that the District should assume all costs for replacement of existing donation benches and renew the donations with the new policy attached. They felt it would create good will and clean up any inconsistencies. An idea was brought up about the possibility of having a memorial plaque, or something similar, at Rosewood Beach, to replace the donor benches.

President Meyers asked Ms. McElroy to prepare a proposal regarding this matter for the next Board Meeting.

OPEN TO PUBLIC TO ADDRESS BOARD – None

MASTER PLAN (continuation)

President Meyers asked Manager Gardocki to state her feelings about The Lakota Group. Manager Gardocki said she felt Mr. Freres gave a fresh perspective. She said it is about process and the end product. They have an understanding of complex issues and have the resources that are needed for gathering information and putting it together to get to an end product.

Commissioner Bernstein expressed his concerns with the fact that The Lakota Group has never done a system-wide, park district comprehensive global plan. He felt that they excelled at community forums, but was not sure about their ability to address financial aspects. After tonight's presentation, his concerns were relieved. He also stated The Lakota Group has an outstanding reputation.

President Meyers asked Commissioners if they were in favor of directing staff to negotiate a scope of work contract and fee with The Lakota Group. All Commissioners said they were in favor.

CLOSED SESSION

Motion was made by Commissioner Flores Weisskopf, seconded by Vice President Kaplan, to adjourn into Closed Session for discussion of Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 –

the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in Section 2.06 of the Act; Section 2(c)29 – for discussions between internal or external auditors and the Board.

Roll Call:

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

Nay: None

Absent: None

Motion carried.

Meeting was adjourned into Closed Session at 9:10 p.m.

The Board reconvened from Closed Session at 10:00 p.m. Motion by Commissioner Waxman, seconded by Commissioner Flores Weisskopf, and approved by unanimous voice vote.

President Meyers reported that the Board met in Closed Session under Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; 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.

No action needs to be taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Waxman, seconded by Commissioner Kaplan, and approved by unanimous voice vote. The Board Meeting adjourned at 10:01 p.m.

Respectfully submitted,

Liza McElroy
Secretary



To: Executive Director/Board of Commissioners
From: Director of Finance
Date: January 22, 2013
Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written December 01, 2012 through January 17, 2013 to be presented to the Board for approval on January 22, 2013.

BILLS

DATE

AMOUNT

December 10, 2012	\$	279,369.45
December 14, 2012	\$	44,937.15
December 24, 2012	\$	32,811.42
December 31, 2012	\$	7,294,548.23
January 17, 2013	\$	304,877.48

TOTAL \$ **7,956,543.73**

PAYROLL DISBURSEMENTS

JANUARY 2013 \$ 758,290.96

TOTAL \$ **758,290.96**

GRAND TOTAL \$ **8,714,834.69**

Schedule for Board Member review and recommended approval at Board Meeting of monthly vouchers payable. Also, contact for any checks needing Board Member signature prior to issuance.

2013

Jan	Scott Meyers	Mar	Calvin Bernstein
Feb	Calvin Bernstein	Apr	Calvin Bernstein

From: Treasurer
To: Executive Director/Board of Commissioners
Date: December 10, 2012
Subject: Bills and Payroll Disbursements authorized by Finance
Committee Member(s). Checks written
From 12/1/2012
To 12/10/2012
For approval on 1/22/2013

Summary by Fund

Corporate	\$	109,776.79
Recreation	\$	115,492.23
Special Recreation	\$	6,500.00
Capital Projects	\$	47,600.43
Debt Service	\$	-
TOTAL	\$	279,369.45

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
ADP, INC.	172481	51458	414850164	11-23-12	1,601.25	HR/BENEFITS SOLUTION	
		51459	414850266	11-23-12	497.06	AUTOPAY II PROCESSING 11/16/12	
		51460	414614265	11-16-12	6,325.34	AUTOPAY II PROCESSING 11/09/12	
		51496	415075765	11-30-12	524.07	AUTOPAY II PROCESSING 11/23/12	
				TOTAL CHECK:	8,947.72		
THE ACTIVE NETWORK INC	172482	51490	4100035560	11-26-12	2,250.00	GEN MAINT/SUPPORT RENEWAL 3/13-2/14	
AEREX PEST CONTROL	172483	51457	902909	11-15-12	57.00	HELLER NATURE CENTER:SERVICE	
AQUATIC ECOSYSTEMS	172484	51489	7005	11-16-12	3,996.00	FINK POND 2012 STUDY CAPITAL PROJECT	
ALLSTAR ASPHALT, INC	172485	51533	3572	11-20-12	24,529.00	OLSON PARK ENTRANCE CAPITAL PROJECT	
AMERICAN SOLUTION FOR BUSINESS	172486	51461	INVO1070956	03-26-12	57.12	ATHLETICS:SUPPLIES	
ANCEL, GLINK, DIAMOND, BUSH,	172487	51494	31991	11-06-12	6,627.50	PROFESSIONAL FEES THRU OCT 31, 2012	
JEFF SCHWARZ	172488	51530		12-04-12	1,395.00	ATHLETICS:UMPIRE SERVICES	
BOB O'LINK GOLF CLUB	172489	51498		11-20-12	616.00	SVGC:RENTAL SPLIT COSTS	
COMED	172490	51501	1982062001	11-29-12	16.60	LAUREL AVE BANDSTAND	
		51502	1310498019	11-29-12	70.70	2501 SHERIDAN RD	
		51503	1898688000	11-29-12	133.65	RAVINE DR SEC APT	
				TOTAL CHECK:	220.95		
CORDOGAN CLARK	172491	51500	13641	11-15-12	6,500.00	SPECIAL RECREATION:ADA IMPROVEMENTS	
CRAFTWOOD LUMBER	172492	51499	764	11-30-12	1,144.89	SUPPLIES	
CRYSTAL FREIGHT SYSTEMS, LLC	172493	51462	0058706	10-10-12	327.50	FREIGHT	
DAVID WOODHOUSE ARCHITECTS LLC	172494	51507	3681	11-14-12	253.97	ROSEWOOD CAPITAL PROJECT	
		172496	51508	3680	11-14-12	5,400.00	ROSEWOOD CAPITAL PROJECT
DEERFIELD YOUNG WARRIORS	172495	51506		12-04-12	275.00	ATHLETICS:01/11/13 TOURNAMENT FEE	
DK ORGANICS, LLC.	172497	51509	2-49648	12-05-12	289.00	PARKS:SUPPLIES	
ECOLAB	172498	51474	0290883	11-15-12	1,586.57	RCHP:SUPPLIES	
GILLIS PRODUCTS, INC.	172499	51475	36168	11-28-12	307.11	RCHP:SUPPLIES	
		51476	36150	11-21-12	790.88	RCHP:SUPPLIES	
				TOTAL CHECK:	1,097.99		
DEBBIE GOLDSTEIN	172500	51510		12-06-12	73.90	WEST RIDGE CENTER:SUPPLIES REIMB	

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
HARRIS KAL	172501	51511		12-03-12	495.00	RCNP:11/10/12 EVENT	_____
CITY OF HIGHLAND PARK	172502	51491	160977	10-01-12	10,748.88	EXTRA DUTY POLICE NOVEMBER 2012	_____
HIGHLAND PARK COUNTRY CLUB	172503	51477		12-01-12	5,928.64	RCNP:UTILITIES FOR MONTH OF NOV'12	_____
IDLEWOOD ELECTRIC SUPPLY INC.	172504	51463	009482	11-19-12	41.16	WEST RIDGE CENTER:SUPPLIES	_____
ILLINOIS DEPT OF AGRICULTURE	172505	51529		12-03-12	35.00	SVGC:LICENSE RENEWAL	_____
CARDNO JFNEW	172506	51504	58098	09-17-12	3,088.80	SKOKIE WOODS CAPITAL PROJECT	_____
	172508	51505	59062	11-20-12	3,381.95	SKOKIE WOODS CAPITAL PROJECT	_____
JOHNSTONE SUPPLY	172509	51464	0866666U	11-09-12	89.50	ADMIN:SUPPLIES	_____
		51512	087620GU	12-04-12	5.88	ADMIN:SUPPLIES	_____
		51513	087618GU	12-04-12	23.19	ADMIN:SUPPLIES	_____
				TOTAL CHECK:	118.57		
KEYTH TECHNOLOGIES, INC.	172507	51465	451030	11-21-12	87.00	PARK AVE BOATING BEACH:SERVICE	_____
LIFE FITNESS	172510	51478	4017346	11-21-12	62.90	RCNP:SUPPLIES	_____
LIVING SEA MAINTENANCE &	172511	51466	44203	11-16-12	179.46	NELLER NATURE CENTER:SERVICE	_____
GARY KANTOR	172512	51523		12-04-12	67.00	WEST RIDGE CENTER:FALL 2012 FEE	_____
MENONI & MOCOONI INC.	172513	51517	HPPARK	11-30-12	1,758.50	SUPPLIES	_____
MICHAEL'S-EVENTS	172476	51495		11-30-12	3,344.41	ADMIN:12/07/12 EVENT	_____
	172514	51524	E02532	12-04-12	253.40	ADMIN:12/07/12 EVENT	_____
MIDWEST FENCING ACADEMY	172515	51518		10-26-12	1,925.00	WEST RIDGE CENTER:FALL 2012 FEE	_____
MIDCO	172516	51519	264514	12-04-12	1,155.00	NICKEL SERVICE CHARGE 1 YR	_____
		51520	264511	12-04-12	3,910.20	NICKEL SERVICE CHARGE 1 YR	_____
		51521	264454	11-30-12	1,841.40	NICKEL SERVICE CHARGE 1 YR	_____
				TOTAL CHECK:	6,906.60		
NORTH SHORE GAS	172517	51526	850000697456	11-27-12	161.61	1390 SUNSET RD	_____
NORTHWESTERN MEMORIAL	172518	51525	920074.0	12-04-12	97.00	ADMIN:EMPLOYEE SUPPLIES	_____
W.B. OLSON, INC.	172519	51485	393-6	10-31-12	1,080.00	ROSEWOOD BEACH CAPITAL PROJECT	_____
OLSON SERVICE CO.	172520	51492	0020656	11-23-12	574.35	PARKS:HL W/ETHANOL	_____
K H KIM TAEKWONDO	172521	51515		11-27-12	7,780.50	WEST RIDGE CENTER:FALL 2012 FEE	_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
PACIFIC TELEMANAGEMENT SERVICE	172522	51483	462604	11-07-12	53.00	PARKS:SUNSET WOODS PAYPHONE DEC'12	_____
PARK DISTRICT RISK MGMT AGCY	172523	51487		11-30-12	36,067.41	PROPERTY/LIABILITY/WORKERS COMP/	_____
	172525	51488		11-30-12	109,908.73	HEALTH INVOICE	_____
PATHWAYS TO SUCCESSFUL	172524	51467		11-30-12	500.00	ADMIN:PROFESSIONAL FEES	_____
PELLUCID CORP	172526	51468	166010	04-27-12	1,000.00	ADMIN:PROFESSIONAL FEES	_____
INTEGRYS ENERGY SERVICES INC.	172527	51484	21708468-1	11-09-12	9,789.46	3100 TRAIL WAY DR	_____
QUILL CORPORATION	172528	51479	7514593	11-28-12	23.97	RCHP:SUPPLIES	_____
R&R SPECIALITIES OF WISC, INC	172529	51469	0051109-IN	11-19-12	4.20	CENTENNIAL ICE ARENA:SUPPLIES	_____
READY CARE INDUSTRIES INC	172530	51480	00439569	11-13-12	515.40	RCHP:SUPPLIES	_____
		51481	00440880	11-27-12	197.16	RCHP:SUPPLIES	_____
				TOTAL CHECK:	712.56		
REESE RECREATION PRODUCTS, INC	172531	51486	11217	11-27-12	1,644.01	WEST RIDGE CAPITAL PROJECT WATER TAP	_____
REGENCY OFFICE PRODUCTS LLC	172532	51482	WO-7441536	11-28-12	15.12	RCHP:SUPPLIES	_____
JENETTE RUNGE	172533	51470	HPPD1207	11-20-12	395.00	PROFESSIONAL FEES	_____
SHEMIN NURSERIES, INC	172534	51528	804046	11-30-12	153.75	PARKS:SUPPLIES	_____
TARGET BANK	172535	51471	00028951205	11-18-12	771.28	SUPPLIES	_____
	172537	51472	00028951204	11-18-12	43.27	ADMIN:SUPPLIES	_____
UNIVERSAL PAY PHONE	172536	51531	12112	12-01-12	100.00	PAY PHONES DECEMBER 2012	_____
W-T MECHANICAL/ELECTRICAL	172538	51532	M12258-1	11-26-12	4,000.00	SERVICES REGARDING CENTENNIAL ICE	_____
WILDLIFE DISCOVERY CENTER	172539	51473		11-19-12	75.00	HELLER NATURE CENTER:11/3/12 EVENT	_____
XO COMMUNICATIONS, LLC	172540	51493	0255258660	11-27-12	236.35	ADMIN:INTERNET BACK-UP SERVICES	_____
LECHNER AND SONS	172541	51516	3752	10-31-12	115.50	10/01/12 - 10/31/12 UNIFORM RENTALS	_____
GRAND TOTAL ALL CHECKS:						<u>279,369.45</u>	

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 12-10-12 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary

From: Treasurer
To: Executive Director/Board of Commissioners
Date: December 14, 2012
Subject: Bills and Payroll Disbursements authorized by Finance
Committee Member(s). Checks written
From 12/11/2012
To 12/14/2012
For approval on 1/22/2013

Summary by Fund

Corporate	\$	14,013.66
Recreation	\$	25,214.50
Special Recreation	\$	-
Capital Projects	\$	5,708.99
Debt Service	\$	-
TOTAL	\$	44,937.15

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
AMERICAN HOTEL REGISTER CO.	172557	51535	4054296	11-21-12	245.60	RCHP: SUPPLIES	
ANCEL, GLINK, DIAMOND, BUSH,	172558	51534	32348	12-06-12	4,816.25	PROFESSIONAL FEES THRU NOV 30, 2012	
COMED	172559	51536	1821106004	11-29-12	86.86	1377 DEER CREEK PKWY(FINK BALLFIELD)	
PENNY DELNARDO	172582	51588		12-01-12	50.00	ATHLETICS: 6/7/12 UMPIRE FEES	
GRAINGER	172560	51589	9012304359	12-05-12	6.31	WEST RIDGE CENTER: SUPPLIES	
		51590	9012304367	12-05-12	36.28	WEST RIDGE CENTER: SUPPLIES	
		51591	9014063128	12-06-12	129.03	WEST RIDGE CENTER: SUPPLIES	
				TOTAL CHECK:	171.62		
HACIENDA LANDSCAPING INC	172561	51537	1	12-03-12	5,700.00	SLEEPY HOLLOW TURF RENOVATION PROJ	
ILLINOIS KIDS WRESTLING FED	172562	51592		12-10-12	125.00	ATHLETICS: CHARTER MEMBERSHIP FEE	
LAKE COUNTY REGIONAL OFFICE	172563	51551		12-06-12	250.00	HELLER NATURE CENTER: LAB RENTAL FEE	
LIBERTYVILLE JUNIOR WILDCATS	172437	VOID*		12-13-12	275.00-	* CHECK VOIDED ON 12-13-12 *	
MARKET ACCESS CORP.	172564	51552	68E123701	12-05-12	175.00	DEER CREEK COURTS: SUPPLIES	
MUTUAL ACE HARDWARE	172565	51553	1191	11-30-12	1,797.91	SUPPLIES	
NORTH SHORE GAS	172566	51554	150003984793	11-20-12	1,120.34	RCHP	
		51555	150002637094	11-26-12	145.54	AQUATIC PARK NSG0310037	
		51556	150002637034	11-21-12	112.08	3100 TRAIL WAY	
		51557	150000697475	11-26-12	177.39	1390 SUNSET RD	
		51558	550000697448	11-26-12	235.48	SUNSET RD N OF BLDG	
		51559	850002716409	11-26-12	97.23	1390 SUNSET RD MAINT BLDG	
		51560	150002110177	11-21-12	125.31	2900 TRAIL WAY, CUNIFF PARK SHELTER	
		51561	150000614524	11-26-12	133.83	1377 CLAVEY RD	
		51562	350000631729	11-26-12	307.44	1240 FREDRICKSON	
				TOTAL CHECK:	2,454.64		
NORTH SHORE SANITARY DISTRICT	172567	51593	2394828	12-01-12	61.92	8 PARK AVE	
STEVE OLSON PRINTING & DESIGN	172568	51574	7169	10-31-12	206.00	SUPPLIES	
PARK DISTRICT RISK MGMT AGCY	172569	51594		12-01-12	2,430.21	HEALTH INVOICE	
	172571	51595		12-01-12	2,430.21	HEALTH INVOICE	
PELLUCID CORP	172526	VOID*		12-13-12	1,000.00-	* CHECK VOIDED ON 12-13-12 *	
INTEGRYS ENERGY SERVICES, INC.	172570	51538	1362105-01	11-20-12	6,515.22	WEST RIDGE, CENTENNIAL, LARRY FINK PRK	
INTEGRYS ENERGY SERVICES INC.	172572	51539	21931726-1	11-30-12	1,026.39	HIDDEN CREEK AQUA PARK	

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
			51540 763572-2	11-28-12	166.58	WEST RIDGE BALLFIELD	
			51541 21931721-1	11-29-12	15.54	LINCOLN AVE BALLFIELD	
			51542 21905380-1	11-28-12	1,163.30	2821 RIDGE RD(HELLER NATURE CENTER)	
			51543 21911278-1	11-28-12	2,572.51	636 RIDGE RD(WEST RIDGE CENTER_)	
			51544 21931722-1	11-29-12	58.37	ROSEWOOD PARK	
			51545 21931703-1	11-30-12	36.59	RAVINE DR SEC APT	
			51546 21931699-1	11-29-12	40.23	NAVIGATION LIGHT, BOAT RAMP BLDG	
			51547 21931695-1	11-30-12	5,014.75	FINK PARK, MAINT BARN, INDOOR TENNIS	
			51548 21931700-1	11-29-12	408.37	YACHT CLUB	
			51549 21887094-1	11-29-12	30.58	3452 KRENN AVE	
			51550 21931728-1	11-29-12	17.87	JENSEN PARK	
			TOTAL CHECK:		10,551.08		
RED'S GARDEN CENTER, INC	172573	51579 123437		11-08-12	350.00	PARKS:SUPPLIES	
		51580 S217		11-15-12	425.00	PARKS:SUPPLIES	
		51581 123518		11-15-12	156.00	PARKS:SUPPLIES	
		51582 123685		11-15-12	52.00	PARKS:SUPPLIES	
		51584 S288		11-26-12	296.00	PARKS:SUPPLIES	
		51585 S294		11-26-12	19.00	PARKS:SUPPLIES	
		51586 S295		11-26-12	30.00-	CREDIT APPLIED	
		51587 S236		11-17-12	90.00-	CREDIT APPLIED	
			TOTAL CHECK:		1,178.00		
RICOH AMERICAS CORP	172574	51564 6745292626		12-04-12	2,134.70	RICOH 11/30/12 - 12/31/12	
RICOH USA, INC	172575	07461 5024325548		11-25-12	52.40	RICOH 10/29/12 - 11/28/12	
		51566 5024302327		11-21-12	90.89	RICOH 10/23/12 - 11/22/12	
		51567 5024325897		11-25-12	214.24	RICOH 10/30/12 - 11/29/12	
		51568 5024274965		11-19-12	121.16	RICOH 10/11/12 - 11/10/12	
		51569 5024308239		11-22-12	270.90	RICOH 10/24/12 - 11/23/12	
		51570 5024293160		11-20-12	66.82	RICOH 10/20/12 - 11/19/12	
		51571 5024325546		11-25-12	101.05	RICOH 10/29/12 - 11/28/12	
		51572 5024325547		11-25-12	7.67	RICOH 10/29/12 - 11/28/12	
		51596 5024293159		11-20-12	46.87	RICOH 10/20/12 - 11/19/12	
			TOTAL CHECK:		972.00		
JENETTE RUNGE	172576	51573 HPP01208		12-11-12	290.00	PUBLICATION:12/5/12 & 12/8/12	
SHERIDAN AUTO PARTS	172577	51575 5140		11-30-12	1,129.31	SUPPLIES	
SUNSET FOOD MART INC	172578	51597 16200		11-30-12	136.62	SUPPLIES	
THERAPEUTIC KNEADS, LTD.	172579	51576		12-06-12	150.00	DEER CREEK COURTS:2 HR CHAIR EVENT	
VISION INTERNET PROVIDERS, INC	172580	51577 23391		11-09-12	200.00	PUBLICATION:WEB HOSTING MONTHLY FEE	
ZENON COMPANY	172581	51578 5970		11-30-12	468.00	PARKS:SUPPLIES	
<u>REFUNDS</u>							
HARK BRODSCH	172542	REFUND		12-07-12	50.00		

From: Treasurer
To: Executive Director/Board of Commissioners
Date: December 24, 2012
Subject: Bills and Payroll Disbursements authorized by Finance
 Committee Member(s). Checks written
 From 12/15/2012
 To 12/24/2012
 For approval on 1/22/2013

Summary by Fund

Corporate	\$	9,642.78
Recreation	\$	23,168.64
Special Recreation	\$	-
Capital Projects	\$	-
Debt Service	\$	-
TOTAL	\$	32,811.42

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
ALL TECH ENERGY, INC	172591	51599	4419	11-30-12	1,188.00	CENTENNIAL ICE ARENA:SUPPLIES	
MERLE ARENSON	172592	51601		11-01-12	1,500.00	CONSULTING SERVICES	_____
AUDUBON CENTER OF NORTH WOODS	172593	51600		12-13-12	55.24	HELLER NATURE CENTER:SUPPLIES	_____
JAY BACH	172594	51602		12-18-12	165.00	ATHLETICS:REFEREE FEES	_____
CALL ONE	172595	51603	101076530000	12-15-12	4,569.65	DECEMBER/JANUARY 2013	_____
MIKE CORGAN	172596	51604		12-18-12	105.00	ATHLETICS:REFEREE FEES	_____
ROBERT DELFONARDIS	172597	51605		12-18-12	297.00	ATHLETICS:REFEREE FEES	_____
EUGENE DUNN	172598	51606		12-18-12	99.00	ATHLETICS:REFEREE FEES	_____
EXPERT CHEMICAL & SUPPLY INC	172599	51607	822081	12-17-12	23.82	WEST RIDGE CENTER:SUPPLIES	_____
		51608	741698	12-07-12	559.66	WEST RIDGE CENTER:SUPPLIES	_____
				TOTAL CHECK:	583.48		
MIKE FRAGIAS	172600	51609		12-18-12	66.00	ATHLETICS:REFEREE FEES	_____
TIM GALASSINI	172601	51610		12-18-12	175.00	ATHLETICS:REFEREE FEES	_____
MARK GARCIA	172602	51611		12-18-12	175.00	ATHLETICS:REFEREE FEES	_____
DAN HEUSER	172603	51615		12-13-12	60.00	ADMIN:12/13/12 BOARD MTG	_____
DRUE HOFFMAN	172604	51612		12-18-12	330.00	ATHLETICS:REFEREE FEES	_____
BILL HORGAN	172605	51613		12-18-12	210.00	ATHLETICS:REFEREE FEES	_____
ILLINOIS DEPT OF AGRICULTURE	172606	51636		12-13-12	20.00	ADMIN:LICENSE RENEWAL	_____
RON KATZ	172607	51647		12-18-12	66.00	ATHLETICS:REFEREE FEES	_____
LIFE FITNESS	172625	51617	4025736	12-05-12	182.50	RCHP:SERVICE	_____
LOGSDON OFFICE SUPPLY	172608	51644	423448	12-03-12	245.00	RECREATION:SUPPLIES	_____
DAVID MENSCH	172609	51618		12-18-12	198.00	ATHLETICS:REFEREE FEES	_____
JOHN MILLER	172610	51619		12-18-12	363.00	ATHLETICS:REFEREE FEES	_____
CHRIS NIKITAS	172611	51620		12-18-12	175.00	ATHLETICS:REFEREE FEES	_____
NORTH SHORE SCHOOL DIST 112	172612	51621	1213/T1364	12-17-12	100.00	WEST RIDGE CENTER:2013 DANCE RECITAL	_____
NORTH SHORE SANITARY DISTRICT	172613	51622	2394480	12-01-12	12.04	1801 SUNSET RD	_____
		51623	2394867	12-01-12	325.08	1801 SUNSET RD(SUNSET WOODS)	_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
			51624 2394865	12-01-12	49.02	1390 SUNSET RD	
			51625 2392272	12-01-12	20.64	1377 DEER CREEK PKWY	
			51626 2394127	01-20-12	7.74	2627 ST JOHNS AVE	
			51627 2394471	12-01-12	141.04	1390 SUNSET RD	
			51628 2392081	12-01-12	19.78	O CENTRAL AVE	
			51629 2392271	12-01-12	27.52	1377 DEER CREEK PKWY	
			51630 2394831	12-01-12	249.40	1377 DEER CREEK PKWY	
			TOTAL CHECK:		852.26		
INTEGRYS ENERGY SERVICES INC.	172614	51616	22215247-1	12-18-12	9,074.11	3100 TRAIL WAY DR	
		51643	22215280-1	12-18-12	1,777.37	1801 SUNSET RD	
		51646	22015982-3	12-18-12	1,614.47	1390 SUNSET RD	
			TOTAL CHECK:		13,265.95		
RICOH AMERICAS CORP	172615	51642	6745306800	12-10-12	269.00	RICOH 12/06/12 - 01/06/13	
RICOH USA, INC	172616	51631	5024436200	12-04-12	72.86	RICOH 11/04/12 - 12/03/12	
HOWARD ROBIWS	172617	51633		12-20-12	150.00	DEER CREEK COURTS:OCTOBER FEE	
RONDOUT SERVICE CENTER	172618	51632	2391	11-24-12	141.00	SUPPLIES	
SIGNS NOW	172452	VOID*		12-24-12	44.51-	* CHECK VOIDED ON 12-24-12 *	
ROBERT SOLTYSIAK	172619	51634		12-18-12	264.00	ATHLETICS:REFEREE FEES	
NICK STAMOS	172620	51635		12-18-12	70.00	ATHLETICS:REFEREE FEES	
TGF FORESTRY & FIRE INC	172621	51637	1144	12-03-12	1,080.00	ADMIN:PRESCRIBED BURN SERVICES	
		51638	1143	12-03-12	1,800.00	ADMIN:PRESCRIBED BURN	
		51645	1142	12-03-12	2,880.00	ADMIN:PRESCRIBED BURN	
			TOTAL CHECK:		5,760.00		
VICCINO'S PIZZA CO.	172622	51639	6625	12-11-12	94.70	RCHP:SUPPLIES	
DEBBIE YAKIMISKY	172623	51640		12-18-12	140.00	ATHLETICS:REFEREE FEES	
JAY ZIMMERMAN	172624	51641		12-18-12	258.00	ATHLETICS:REFEREE FEES	
<u>REFUNDS</u>							
STOBHAN ARNOLD	172583	REFUND		12-18-12	75.00		
LORI COOPER	172584	REFUND		12-18-12	200.00		
SUSAN CRAWFORD	172505	REFUND		12-18-12	50.00		
RICHARD GREENBERG	172586	REFUND		12-18-12	50.00		

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
ROGELJO LOERA	172587		REFUND	12-18-12	11.55		_____
JEANNETTE WILKINSON	172588		REFUND	12-20-12	107.49		_____
RICHARD ZARE	172589		REFUND	12-14-12	46.25		_____
AMY ZISOOK	172590		REFUND	12-18-12	50.00		_____
TOTAL: REFUNDS						<u>590.29</u>	
GRAND TOTAL ALL CHECKS:							<u>32,811.42</u>

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 12-24-12 and you are hereby authorized to release the checks from the appropriate funds.

 Finance Committee Member

ATTEST: _____
 Secretary

From: Treasurer
To: Executive Director/Board of Commissioners
Date: December 31, 2012
Subject: Bills and Payroll Disbursements authorized by Finance
Committee Member(s). Checks written
From 12/25/2012
To 12/31/2012
For approval on 1/22/2013

Summary by Fund

Corporate	\$	6,529,175.86
Recreation	\$	37,540.63
Special Recreation	\$	-
Capital Projects	\$	-
Debt Service	\$	727,831.74
TOTAL	\$	7,294,548.23

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
AMALGAMATED BANK OF CHICAGO	172626	51649	1852223004	12-15-12	375,321.88	TAX DEBT CERTIFICATE SERIES 2004	
	172628	51650	1854944008	12-15-12	140,791.11	TAX DEBT CERTIFICATE SERIES 2012A	_____
	172630	51651	1852349003	12-15-12	211,718.75	TAX DEBT CERTIFICATE SERIES 2005	_____
BOA P-CARD STATEMENTS	172631	51655		12-31-12	164,334.06	BOA P-CARD STATMNT 11/28/12-12/27/12	_____
		51656		11-28-12	45,056.42	BOA P-CARD STATMNT 10/28/12-11/27/12	_____
				TOTAL CHECK:	209,390.40		
	172633	51657		11-28-12	23,050.95	BOA P-CARD STATMNT 10/28/12-11/27/12	_____
BMO P-CARD STATEMENTS	172627	51654		11-28-12	62.00	BMO P-CARD STATMNT 10/28/12-11/27/12	_____
ILL MUNICIPAL RETIREMENT FUND	172632	51652		12-20-12	6,216,370.00	EMPLOYER IMRF PAYMENT 12/21/12	_____
	172634	51653		12-30-12	117,551.06	IMRF 12/31/12	_____
ILLINOIS DEPT. OF REVENUE	172629	04185		12-21-12	292.00	NOVEMBER 2012	_____
GRAND TOTAL ALL CHECKS:						<u>7,294,548.23</u>	

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 12-31-12 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____

Secretary

From: Treasurer
To: Executive Director/Board of Commissioners
Date: January 17, 2013
Subject: Bills and Payroll Disbursements authorized by Finance
Committee Member(s). Checks written
From 1/1/2013
To 1/17/2013
For approval on 1/22/2013

Summary by Fund

Corporate	\$	94,743.66
Recreation	\$	166,049.33
Special Recreation	\$	16,173.77
Capital Projects	\$	27,910.72
Debt Service	\$	-
TOTAL	\$	304,877.48

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
ADP, INC.	172641	51658	415914665	12-21-12	446.68	AUTOPAY II PROCESSING 12/14/13	
		51659	415546435	12-14-12	5,284.97	AUTOPAY II PROCESSING 12/07/12	
		51660	415914433	12-21-12	1,253.55	HR/BENEFITS SOLUTION PROCESSING CHRG	
		51661	416131684	12-28-12	594.90	AUTOPAY II PROCESSING 12/21/12	
		51662	416372919	01-04-13	578.59	AUTOPAY II PROCESSING 12/31/12	
		51755	416629889	01-11-13	5,175.53	AUTOPAY II PROCESSING 01/04/13	
				TOTAL CHECK:	13,334.22		
AIR COMFORT CORPORATION	172642	51772	97219	01-11-13	1,520.00	WEST RIDGE CENTER:PREVENTIVE MAINT	
ALL STAR SPORTS	172643	51665	127277	12-07-12	1,261.00	ATHLETICS:FALL INSTRUCTOR FEES	
AMERICAN COMPUTER	172644	51664	022050	12-15-12	475.00	MONTHLY UNIX MAINTENANCE	
		51756	022079	01-15-13	475.00	MONTHLY UNIX MAINTENANCE	
				TOTAL CHECK:	950.00		
JEFF SCHWARZ	172645	51743		01-14-13	816.00	ATHLETICS:OFFICIALS FEE	
LINDA BREUER	172646	51667		01-08-13	200.00	HELLER NATURE CENTER:01/21/13 FEE	
COLUMBIA PIPE & SUPPLY CO.	172647	51668	862494	01-04-13	246.38	CENTENNIAL ICE ARENA:VENT DAMPER	
CORDOGAN CLARK	172648	51757	13700	12-15-12	3,750.00	SPECIAL RECREATION:PHASE I	
CREEKSIDE PRINTING	172649	51670	12111202	12-11-12	6,108.00	ATHLETICS:ATHLETICS BROCHURE	
CRYSTAL MANAGEMENT &	172650	51671	20882	10-15-12	5,936.00	RCHP:CLEANING SERVICES NOVEMBER 2012	
		51672	20883	10-15-12	3,900.00	RCHP:CLEANING SERVICES NOVEMBER 2012	
		51673	20941	11-16-12	6,118.00	RCHP:CLEANING SERVICES DECEMBER 2012	
		51674	20942	11-16-12	3,900.00	RCHP:CLEANING SERVICES DECEMBER 2012	
				TOTAL CHECK:	19,854.00		
ELIZABETH ETTELSON	172651	51675		01-09-13	672.00	TUITION REIMBURSEMENT	
EXPERT CHEMICAL & SUPPLY INC	172652	51758	822335	01-10-13	583.75	WEST RIDGE CENTER:SUPPLIES	
FERREY BACKGROUND CHECK	172653	51676	PDH1PR122212	12-22-12	21.45	ADMIN:APPLICANT PROFILES	
GARVEY'S OFFICE PRODUCTS	172654	51677	PINV535175	12-27-12	96.85	ADMIN:SUPPLIES	
		51678	PINV537246	01-03-13	184.99	ADMIN:SUPPLIES	
				TOTAL CHECK:	281.84		
GILLIS PRODUCTS, INC.	172655	51679	36184	12-11-12	718.49	RCHP:SUPPLIES	
		51680	36196	12-26-12	728.76	RCHP:SUPPLIES	
		51681	36199	01-04-13	270.78	RCHP:SUPPLIES	
				TOTAL CHECK:	1,718.03		
GLENVIEW BLAZE BASEBALL	172656	51682		01-07-13	950.00	ATHLETICS:5/23/13-5/26/13 TOURNY FEE	

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
GRAYSLAKE YOUTH BASEBALL ASSOC	172657	51686		01-07-13	1,390.00	ATHLETICS:5/16/13-5/19/13 TOURNY FEE	_____
GRANDI BROS.	172658	51683	A371023	11-12-12	226.04	CENTENNIAL ICE ARENA:PARTS/LABOR	_____
		51684	A371007	11-08-12	64.95	CENTENNIAL ICE ARENA:PARTS	_____
		51685	A395928	10-25-12	65.90	CENTENNIAL ICE ARENA:PARTS	_____
				TOTAL CHECK:	356.89		
REBECCA GRILL	172659	51687		01-09-13	1,290.00	TUITION REIMBURSEMENT	_____
GROVER WELDING COMPANY	172660	51688	24372	12-07-12	1,145.00	DEER CREEK COURTS:SUPPLIES	_____
CITY OF HIGHLAND PARK	172661	51669	165974	01-09-13	6,651.00	EXTRA DUTY ASSIGNMENTS 12/24 - 01/03	_____
	172663	51771		01-16-13	32.25	QUARTERLY FOOD & BEVERAGE TAX	_____
HIGHLAND PARK COUNTRY CLUB	172662	51689	22357403-1	01-03-13	5,061.91	RCHP:UTILITIES 11/27/12 - 12/27/12	_____
HITCHCOCK DESIGN GROUP	172664	51690	14952	12-24-12	3,507.45	HIDDEN CREEK AQUA PARK	_____
HOME DEPOT CREDIT SERVICES	172665	51691	603532250183	12-13-12	83.24	SUPPLIES	_____
ILLINOIS SHOTOKAN KARATE	172666	51694	537	12-20-12	3,973.50	WEST RIDGE CENTER:2012 SPRING FEE	_____
		51695	607	09-18-12	2,565.50	WEST RIDGE CENTER:2012 SUMMER FEE	_____
				TOTAL CHECK:	6,539.00		
JIM & BECKY'S HORSE	172667	51696		12-27-12	1,500.00	SPECIAL EVENTS:01/12/13 SUPPLIES	_____
JOHNSTONE SUPPLY	172668	51697	088466GU	01-09-13	54.99	PARKS:SUPPLIES	_____
		51698	088596GU	01-09-13	21.25	PARKS:SUPPLIES	_____
		51699	088431GU	01-04-13	134.50	PARKS:SUPPLIES	_____
				TOTAL CHECK:	210.74		
JUDY'S LETTER & SECRETARIAL	172669	51763	0041-13	01-09-13	378.35	PUBLICATION:DISCOVER WINTER 2013	_____
DIANE NAFTZGER	172670	51776		01-19-13	2,771.25	WEST RIDGE CENTER:FALL 2012	_____
		51777		01-19-13	1,363.00	WEST RIDGE CENTER:MATERIALS	_____
				TOTAL CHECK:	4,134.25		
KLOA	172671	51764	19192	01-10-13	1,589.82	ROSEWOOD BEACH TRAFFIC/PARKING STUDY	_____
KATHERINE LANONDA	172672	51700		12-21-12	45.00	SPECIAL EVENTS:01/12/13 SUPPLIES	_____
JEFF MANZ	172673	51773		01-15-13	500.00	ATHLETICS:6/15-6/16 TOURNAMENT FEE	_____
MARKET ACCESS CORP.	172674	51701	ESE123701	01-10-13	350.00	SUPPLIES	_____
MEMONI & MOCOGNI INC.	172711	51703	HPPARK	12-31-12	494.02	SUPPLIES	_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
MIDWEST FENCING ACADEMY	172675	51704		12-21-12	875.00	WEST RIDGE CENTER:SESSION II FALL'12	_____
MIDWEST INSTITUTE	172676	51705		01-01-13	20.00	MEMBERSHIP RENEWAL R. STUMPF	_____
	172678	51706		01-01-13	20.00	MEMBERSHIP RENEWAL T. BAKER	_____
MUTUAL ACE HARDWARE	172677	51707	1191	12-31-12	842.79	SUPPLIES	_____
3301-NCPERS - IL IMRF	172679	51709		12-26-12	80.00	NCPERS GROUP LIFE INSURANCE	_____
NSSRA	172680	51708	6003	12-10-12	11,331.81	SPECIAL RECREATION:2012 REDUCED FEES	_____
		51775	6029	12-31-12	985.71	SPECIAL REC:2012 INCLUSION BALANCE	_____
				TOTAL CHECK:	12,317.52		
NORTH SHORE GAS	172681	51714	150000697475	12-21-12	220.23	1390 SUNSET RD	_____
		51715	150002637094	12-26-12	166.66	AQUATIC PARK NSG 0310037	_____
		51716	150000614524	12-26-12	168.04	1377 CLAVEY RD	_____
		51717	550000697448	12-26-12	306.29	3100 TRAIL WAY	_____
		51718	850000697456	12-21-12	152.95	1390 SUNSET RD	_____
		51719	150002110177	12-21-12	134.88	2900 TRAIL WAY,CUNNIFF PARK SHELTER	_____
		51720	850002716409	12-21-12	232.80	1390 SUNSET RD MAINT BLDG	_____
		51721	150002637034	12-21-12	127.93	3100 TRAIL WAY	_____
		51722	150003984793	12-12-12	1,069.27	RCHP	_____
		51765	150003984793	01-03-13	1,213.75	RCHP	_____
		51766	350000631729	01-07-13	469.41	1240 FREDRICKSON	_____
				TOTAL CHECK:	4,262.21		
NSFPL	172682	51774		01-15-13	100.00	ATHLETICS:TRAVEL TEAM FEE	_____
NORTH SHORE SANITARY DISTRICT	172683	51710	2395045	12-01-12	24.94	2700 TRAIL WAY	_____
		51711	2395024	12-01-12	491.06	3100 TRAIL WAY	_____
		51712	2392580	12-01-12	8,589.68	1220 FREDRICKSON PLACE	_____
		51713	2395098	12-01-12	11.18	1390 SUNSET RD	_____
				TOTAL CHECK:	9,116.86		
STEVE OLSON PRINTING & DESIGN	172684	51741	7361	12-19-12	113.00	ADMIN:SUPPLIES	_____
		51742	7416	01-02-13	1,110.00	RCHP:SUPPLIES	_____
		51769	7417	01-09-13	2,367.00	PUBLICATION:SUPPLIES	_____
		51770	7428	01-09-13	149.00	CENTENNIAL ICE ARENA:SUPPLIES	_____
				TOTAL CHECK:	3,739.00		
PARK DISTRICT RISK MGMT AGCY	172685	51723		12-31-12	27,012.91	PROPERTY/LIABILITY/WORKERS COMP/	_____
	172687	51724		12-31-12	109,596.55	HEALTH INVOICE	_____
INTEGRYS ENERGY SERVICES, INC.	172686	51692	1366961-01	12-21-12	7,652.69	WEST RIDGE,CENTENNIAL,LARRY FINK PRK	_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
INTEGRYS ENERGY SERVICES INC.	172688	51693	22258647-1	12-20-12	1,946.00	1390 SUNSET RD	_____
		51759	22357347-1	12-31-12	1,424.39	2821 RIDGE RD(HELLER NATURE CENTER)	_____
		51760	22348122-2	12-31-12	2,446.67	636 RIDGE RD(WEST RIDGE CENTER)	_____
		51761	22373702-1	01-02-13	39.30	NAVIGATION LIGHT, BOAT RAMP BLDG	_____
		51762	22373703-1	01-02-13	408.01	YACHT CLUB	_____
			TOTAL CHECK:		6,264.37		
MARTIN PETERSEN COMPANY INC	172689	51702	292349	12-20-12	12,000.00	2012 DEER CREEK RTU REPLACEMENT	_____
SHARON I PETERSON	172690	51725		01-09-13	270.00	HELLER NATURE CENTER:02/02/13 EVENT	_____
PROSPECT ATHLETIC BOOSTERS	172691	51726		01-10-13	750.00	ATHLETICS:02/10/13 TOURNY FEE	_____
RECREATION ACCESSIBILITY	172692	51727	R11017-5	12-31-12	106.25	SPECIAL REC:CONSULT FEE - DEER CREEK	_____
RICOH AMERICAS CORP	172693	51739	6745357028	01-04-13	2,134.70	RICOH 12/31/12 - 01/31/13	_____
RICOH USA, INC	172694	51729	5024594566	12-23-12	957.07	RICOH 11/24/12 - 12/23/12	_____
		51730	5024626955	12-26-12	166.80	RICOH 11/30/12 - 12/29/12	_____
		51731	5024614380	12-25-12	22.01	RICOH 11/29/12 - 12/28/12	_____
		51732	5024614323	12-25-12	121.78	RICOH 11/29/12 - 12/28/12	_____
		51733	5024571823	12-20-12	111.54	RICOH 11/20/12 - 12/19/12	_____
		51734	5024315758	11-23-12	137.35	RICOH 10/24/12 - 11/23/12	_____
		51735	5024571391	12-20-12	130.46	RICOH 11/23/12 - 12/22/12	_____
		51736	5024459210	12-06-12	13.56	RICOH 11/09/12 - 12/08/12	_____
		51737	5024499222	12-11-12	120.73	RICOH 11/11/12 - 12/10/12	_____
		51738	5024571822	12-20-12	274.31	RICOH 11/20/12 - 12/19/12	_____
		51768	1037480454	01-02-13	11.50	RICOH SUPPLIES	_____
	51778	5024614381	12-25-12	51.16	RICOH 11/29/12 - 12/28/12	_____	
			TOTAL CHECK:		2,118.27		
ROTARY CLUB OF HIGHLAND PARK	172695	51740	6611	01-01-13	255.00	ADMIN:QTRLY DUES AND MEALS	_____
SECURITAS SECURITY	172696	51779	H3815044	12-28-12	810.00	ADMIN:EXTRA SECURITY 12/21 - 12/27	_____
SUNSET FOOD MART INC	172697	51744	16200	12-31-12	468.80	SUPPLIES	_____
TARGET BANK	172698	51745	00028951204	12-18-12	86.56	SUPPLIES	_____
		172700	51746	00028951205	12-18-12	449.01	SUPPLIES
TEAM ONE LACROSSE	172699	51747	38397	10-04-12	790.02	ATHLETICS:BOYS FALL LACROSSE BALANCE	_____
MARK TULLOSS	172701	51749		01-10-13	1,200.00	WEST RIDGE CENTER:12/16/12 PROF FEE	_____
TYLER TECHNOLOGIES, INC	172702	51750	025-56589	11-19-12	5,508.25	DISTRICT WIDE INCODE FINANCIAL SUITE	_____
UW/NORTH SHORE/HIGHLAND PK/HW	172703	51751		12-26-12	64.00	UNITED WAY	_____

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV. DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
UNIVERSAL PAY PHONE	172704	51752	1113	01-01-13	100.00	PAY PHONES JANUARY 2013	_____
VICCINO'S PIZZA CO.	172705	51753	4631	01-04-13	270.63	SUPPLIES	_____
VISION INTERNET PROVIDERS, INC	172706	51754	23596	12-11-12	200.00	PUBLICATION:WEB HOSTING MONTHLY FEE	_____
W. F. HAIRD & ASSOCIATES LTD.	172707	51666	70188	01-10-13	5,305.20	PROFESSIONAL SERVICES THRU 12/31/12	_____
ROBERT L. MILLER ASSOCIATES	172708	51728	23502	12-21-12	625.00	HELLER NATURE CNTR:OBSERVE DECK ROOF	_____
KEVIN TOBIN	172709	51748		12-21-12	386.00	TUITION REIMBURSEMENT	_____
PEARL PUBLICATIONS LLC	172710	51767		11-01-12	1,100.00	PUBLICATION:FULL PAGE AD	_____
<u>REFUNDS</u>							
KELLY CARLSON	172637		REFUND	01-07-13	86.30		_____
EILEEN KRIOZERE	172638		REFUND	12-28-12	295.00		_____
KIMBERLY QUALIZZA	172639		REFUND	01-04-13	38.00		_____
HELEN SKOP	172640		REFUND	01-10-13	75.00		_____
TOTAL: REFUNDS						<u>494.30</u>	
GRAND TOTAL ALL CHECKS:							<u>304,877.48</u>

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 01-17-13 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: January 15, 2013

Re: **RECOMMENDATION: PAYOUT #3 TO CORDOGAN CLARK & ASSOCIATES, INC. – ARCHITECTURAL AND ENGINEERING SERVICES FOR ADA IMPROVEMENTS**

C: Executive Director McElroy, Manager Gardocki

Cordogan Clark has submitted a third pay request for services rendered as of December 15, 2012. This invoice reflects completion of work to-date on the phase I accessibility transition plan design and construction drawings for Deer Creek Courts, Heller Center and the Recreation Center of Highland Park.

Staff recommend the Park Board authorize payment to Cordogan Clark & Associates, Inc., Aurora, IL in the total amount of \$3750 pending staff acceptance of all payout paperwork.



MEMORANDUM

To: Board of Park Commissioners

From: Assistant Director Malartsik

Date: January 10, 2013

Re: **REJECTION OF CENTENNIAL ICE ARENA GENERATOR BIDS**

Cc: Liza McElroy, Executive Director

The Park District of Highland received eight qualified bids for the Centennial Ice Arena Generator Project. This project was scheduled to be approved as a part of the supplemental budget. Due to the timing of approval for the supplemental budget and specifically this project, the vendor does not believe this project will be completed by the end of the fiscal year due to the lead time on the generator. Therefore, staff is recommending to reject the Centennial Ice Arena Generator bids. The generator is budgeted in the next fiscal year and will be rebid when the budget is approved.



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: January 15, 2013

Re: **RECOMMENDATION: ACCEPTANCE OF BID FROM BOLLER CONSTRUCTION FOR ADA PHASE 1 IMPROVEMENTS**

C: Executive Director McElroy, Manager Gardocki

The Park District of Highland Park received seven (7) sealed bids on Tuesday, January 15, 2013 for labor and materials to complete ADA improvements at four site locations: Hidden Creek Aqua Park, Recreation Center of Highland Park, Heller Nature Center and Deer Creek Courts.

RECOMMENDATION

Staff identified the apparent lowest bidder as non-responsive to the bidding requirements. Therefore, staff reviewed the next lowest bidder and found them fully responsive. Due to available budget, staff recommends inclusion of Alternate A (Deer Creek Lift) and does not recommend Alternate B & C at this time (Heller Classroom in the Woods items). These items are best postponed to another fiscal year and possibly incorporating them into an overall review and renovation of the structure. With these findings, staff recommends the following motions:

- 1. A preliminary finding that the putative low bid was not responsive due to failure of the Contractor to meet the experience requirements set forth in the bidding documents and failure to sign the bid bond."*
- 2. Award of the contract to the lowest responsive and responsible bid for the Base Bid and Alternate A from Boller Construction Company, Inc., 3045 Washington St, Waukegan, IL 60095 in the amount of \$199,100.*

Boller Construction completed our Danny Cunniff Team Building in 2000. Additional contractor references have been completed and documented.

BUDGET IMPACT

Total Budgeted Capital Funds this project	\$250,000
<u>Less Professional Services fees (committed)</u>	<u>\$ 37,500</u>
Total Available for construction of the project	\$212,500
Bid Recommendation this portion -	\$199,100

Park District of Highland Park
 2013 ADA Improvements
 Bid Summary

	Hidden Creek	Rec Center	Heller	Deer Creek	BASE BID	Alt A - Deer Creek Lift	Alt B - Heller Classroom Restroom	Alt C - Heller Classroom Kitchen	Unit Price for additional door closers
Lamp Inc.	\$ 49,750.00	\$ 43,380.00	\$ 80,150.00	\$ 54,850.00	\$ 228,130.00	\$ 32,900.00	\$ 15,300.00	\$ 5,620.00	\$ 500.00
Henry Bros.	\$ 45,700.00	\$ 48,400.00	\$ 93,600.00	\$ 62,400.00	\$ 250,100.00	\$ 31,700.00	\$ 14,800.00	\$ 11,500.00	\$ 350.00
Builders Land	\$ 23,849.00	\$ 31,001.00	\$ 44,783.00	\$ 47,303.00	\$ 146,936.00	\$ 29,330.00	\$ 14,264.00	\$ 7,841.00	\$ 325.00
Construction Consult.	\$ 38,120.00	\$ 44,877.00	\$ 59,081.00	\$ 52,377.00	\$ 194,455.00	\$ 24,250.00	\$ 12,625.00	\$ 6,650.00	\$ 825.00
D. Kersey	\$ 35,184.00	\$ 50,577.00	\$ 72,767.00	\$ 61,372.00	\$ 219,900.00	\$ 44,215.00	\$ 15,565.00	\$ 5,318.00	\$ 380.00
Boller Constr.	\$ 32,000.00	\$ 30,500.00	\$ 65,000.00	\$ 45,600.00	\$ 173,100.00	\$ 26,000.00	\$ 16,000.00	\$ 5,600.00	\$ 400.00
MAG Constr.	\$ 37,680.00	\$ 43,675.00	\$ 29,300.00	\$ 52,773.00	\$ 163,428.00	\$ 37,319.00	\$ 19,175.00	\$ 33,100.00	\$ 400.00

All In	Base +A	Base +B	Base +C
\$ 281,950.00	\$ 261,030.00	\$ 243,430.00	\$ 233,750.00
\$ 308,100.00	\$ 281,800.00	\$ 264,900.00	\$ 261,600.00
\$ 198,371.00	\$ 176,266.00	\$ 161,200.00	\$ 154,777.00
\$ 237,980.00	\$ 218,705.00	\$ 207,080.00	\$ 201,105.00
\$ 284,998.00	\$ 264,115.00	\$ 235,465.00	\$ 225,218.00
\$ 220,700.00	\$ 199,100.00	\$ 189,100.00	\$ 178,700.00
\$ 253,022.00	\$ 200,747.00	\$ 182,603.00	\$ 196,528.00



MEMORANDUM

To: Board of Park Commissioners

From: Director Baker

Date: January 11, 2013

Re: **RECOMMENDATION: PURCHASE OF 2012-13 CAPITAL VEHICLES THROUGH NWMC SUBURBAN PURCHASING COOPERATIVE**

C: Executive Director McElroy

Staff is recommending the purchase of six new vehicles through the Northwest Municipal Conference (NWMC) Suburban Purchasing Cooperative (SPC) program. The Park District has historically participated in joint purchasing cooperatives administered by the State of Illinois Department of Central Management Services program (CMS) and/or the NWMC SPC. These joint purchasing programs offer substantial savings through volume purchasing by a bid process. Additional information on the SPC program is attached.

SPC Vendor	Vehicle	Price	Budget
Currie Motors	Two (2) -Ford F250 4x4 w/snow plow	\$59,596.00	\$60,000.00
Currie Motors	Ford Transit Cargo Van	\$20,467.32	\$22,000.00
Freeway Ford	Three(3) Ford F150 2wd Pickup Trucks	\$54,919.00	\$48,000.00
Trade-in Quote		-\$6,500.00)	
TOTALS		\$128,482.32	\$130,000.00

ABOUT THE SPC

The Suburban Purchasing Cooperative is a joint purchasing program sponsored by the Northwest Municipal Conference (NWMC), DuPage Mayors & Managers Conference (DMMC) South Suburban Mayors and Managers Association (SSMMA), and Will County Governmental League (WCGL). Together the SPC represents 135 municipalities and townships in the Chicagoland region.

The following entities are eligible to participate in the SPC joint purchasing programs: Municipalities, Townships, Counties, Park Districts, Libraries, School Districts and Non-Profit Organizations.

The SPC exemplifies the benefits of intergovernmental cooperation on a regional basis. The goal of the SPC is to combine the resources and purchasing power of governments and not-for-profit entities to jointly negotiate advantageous contract terms on a line of high quality products at the lowest possible price.

Economies of scale in terms of pricing and staff resources are the prime objectives of the SPC Joint Purchasing Program. By purchasing through the SPC, participants not only save money but time as well. Acting as an extension of the purchaser's staff, SPC staff works diligently in order to avoid the needless duplication of effort through in-house coordination of several functions involved in the procurement process.

According to 30ILCS 525/2 from CH. 85, pr. 1602 Sec. 2 (a) Any governmental unit may purchase personal property, supplies and services jointly with one or more other governmental units. All such joint purchases shall be by competitive bids as provided in Section 4 of this Act. (Source: P.A. 87-960.)

Since 2007, the SPC Program is centrally operated by the Northwest Municipal Conference with shared program oversight by the SPC Governing Board and SPC Technical Review Committee.



MEMORANDUM

To: Board of Commissioners

From: Elliott Becker, Finance Director

C: Liza McElroy, Executive Director

Date: January 22, 2013

Re: RESOLUTION 13-1

Background/Explanation

In compliance with the Park Code (4-4), best practices require that the Park Board formalize the transfer from the Capital Projects Fund to the Corporate Fund to provide resources to fund some unanticipated expenditures that occurred in December of 2012.

Staff provided a draft copy of the resolution to the Board at its meeting of January 8, 2013. The Board provided consensus to support this resolution and as a result, it appears on the agenda for the meeting of January 22, 2013 for official approval.

Recommendation:

Approve resolution 13-1 authorizing the transfer of funds from the Capital Projects Fund to the Corporate Fund.

**Park District of Highland Park
BOARD OF COMMISSIONERS
RESOLUTION 13-1**

A RESOLUTION APPROVING A TRANSFER OF FUNDS

WHEREAS, the Board of Commissioners has become aware of the need to provide additional resources to meet unanticipated needs and;

WHEREAS, section 4-4 of the Park Code allows the Board, by a two-thirds vote, to transfer anticipated unexpended funds between funds and;

WHEREAS, the Board of Commissioners had previously transferred excess Corporate Fund surpluses to the Capital Fund and;

NOW, THEREFORE, BE IT RESOLVED by this Board:

That a transfer of \$6,217,370 (Six million, two hundred and seventeen thousand, three hundred and seventy dollars) be transferred to the Corporate Fund from the Capital Projects Fund

Liza McElroy, Secretary
Name

Signature

Elliott F. Becker, Treasurer
Name

Signature

Commissioner _____ moved, seconded by Commissioner _____, that Resolution be adopted. Roll call being taken, the following Commissioners voted:

Commissioner Bernstein _____
Commissioner Flores Weiskopf _____
Commissioner Kaplan _____

Commissioner Meyers _____
Commissioner Waxman _____

Adopted this 22nd day of January, 2013 by the Board of Commissioners of the Park District of Highland Park.

Scott Meyers, President

ATTEST:

Liza McElroy, Secretary



BOARD MEMORANDUM

Date: January 22, 2013
To: Board of Commissioners
From: Elliott F. Becker, Director of Finance
C: Liza McElroy
Re: Supplemental Budget and Appropriations Ordinance (Ordinance 13-2)

Background/Analysis

Each fiscal year, the Park District of Highland Park prepares its annual budget for the succeeding year. Sometimes unanticipated events that materially impact the budget occur after it has been approved. When this occurs, it is the District's obligation to prepare and approve a supplemental budget and appropriation ordinance.

In the current year, it was determined that a draft supplemental budget and appropriation ordinance should be drafted and presented for consensus to the Board of Commissioners.

On January 8, 2013, the Board of Commissioners approved a draft copy of the proposed ordinance and supported the idea of formally approving the ordinance on January 22, 2013 so that the 30 day process prior to the hearing can be held.

Legally, the Park District is required to prepare a supplemental budget and appropriation ordinance and proceed under the same formalities of the original budget and appropriation ordinance (public notice, public hearing, 30-day posting, etc.). If the Board agrees with the proposed revisions, staff will make the proposed ordinance available to the Public at the West Ridge Center as well as at the Highland Park Public Library for a period of 30 days. At that time, a hearing will be held (February 26) and the board will formally vote on the Supplemental Budget and Appropriation Ordinance.

A copy of the draft ordinance which the District will lay down is attached.

Recommendation

Staff requests the Board of Commissioners direct staff to begin the legal process of formally laying down the supplemental budget for a period of thirty days prior to the hearing on February 26, 2013.

**PARK DISTRICT OF HIGHLAND PARK
COMBINED SUPPLEMENTAL BUDGET
AND
APPROPRIATION ORDINANCE
FISCAL YEAR 2012-2013**

BOARD OF PARK COMMISSIONERS

**Scott Meyer, President
Brian Kaplan, Vice President
Calvin A. Bernstein
Lori Weisskopf
Elaine Waxman**

Elliott Becker, Treasurer

Liza McElroy, Executive Director

#13-2

**AN ORDINANCE FOR A COMBINED SUPPLEMENTAL BUDGET AND APPROPRIATION
FOR THE PARK DISTRICT OF HIGHLAND PARK FOR
THE FISCAL YEAR BEGINNING APRIL 1, 2012 AND
ENDING MARCH 31, 2013**

WHEREAS, the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, caused to be prepared in tentative form an annual combined Supplemental Budget and Appropriation Ordinance and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty days prior to final action thereon, and

WHEREAS, a public hearing was held as to such Budget and Appropriation Ordinance on the 26th day of February, 2013 and notice of said hearing was given at least one week prior thereto as required by law and all other legal requirements have been complied with,

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE PARK DISTRICT OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS AS FOLLOWS:

SECTION 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed, are hereby budgeted and appropriated for the corporate purposes of the Park District of Highland Park, Lake County, Illinois to defray all necessary expenses and liabilities of said Park District, as specified in Section 2 for the fiscal year, beginning April 1, 2012 and ending March 31, 2013.

SECTION 2: The amount budgeted and appropriated for each object or purpose is as follows:

I. The amount Budgeted and Appropriated for Corporate Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$2,346,282	\$2,580,910
Contractual Services	802,005	882,206
Insurance - Health & Life	884,659	973,125
Materials & Supplies	205,247	225,772
Maintenance & Landscaping	101,700	111,870
Utilities	98,013	107,814
Pension	7,337,471	8,071,218
Transfers	5,491,925	6,041,118
 Total Budgeted and Appropriated for Corporate Fund:	 <u><u>17,267,302</u></u>	 <u><u>18,994,032</u></u>

II. The amount Budgeted and Appropriated for District's Share of Expenses of Joint Recreational Programs for the Handicapped:

Transfer to Capital Projects Fund	\$798,200	\$878,020
Payments to North Suburban Recreation Association (N.S.S.R.A.)	<u>356,673</u>	<u>\$392,340</u>
 Total Budgeted and Appropriated for Handicapped Recreation Fund:	 <u><u>\$1,154,873</u></u>	 <u><u>\$1,270,360</u></u>

III. The amount Budgeted and Appropriated for Recreation Purposes:

	<u>Budget</u>	<u>Appropriation</u>
Salaries	\$4,737,022	\$5,210,724
Contractual Services	1,279,879	1,407,867
Insurance - Health & Life	957,745	1,053,520
Materials & Supplies	342,250	\$376,475
Maintenance & Landscaping	317,773	349,550
Utilities	634,337	697,771
Pension Contributions	497,493	\$547,242
Cost of Goods Sold	31,219	34,341
Instructional Program Expenses	2,588,781	2,847,659
Capital Outlay	151,410	\$166,551
Transfer Out	11,433,735	12,577,109
 Total Budgeted and Appropriated for the Recreation Fund:	 <u>\$22,971,644</u>	 <u>\$25,268,808</u>

IV. The amount Budgeted and Appropriated for the Debt Service Fund:

Principal	\$550,000	\$605,000
Interest	<u>314,685</u>	<u>346,154</u>
 Total Budgeted and Appropriated for the Debt Service Fund:	 <u>\$864,685</u>	 <u>\$951,154</u>

V. The amount Budgeted and Appropriated for the Capital Projects Fund:

Capital Outlay	\$2,583,096	\$2,841,406
Transfers Out	6,216,370	\$6,838,007
 Total Budgeted and Appropriated for the Capital Projects Fund:	 <u>\$8,799,466</u>	 <u>\$9,679,413</u>

Total Estimated Expenditures Budgeted (All Funds) \$51,057,970

Total Estimated Expenditures Appropriated (All Funds) \$56,163,767

Summary of Funds Budgeted and Appropriated

	<u>Budget</u>	<u>Appropriation</u>
Corporate Fund	17,267,302	18,994,032
Special Recreation Fund	1,154,873	1,270,360
Recreation Fund	22,971,644	25,268,808
Debt Service Fund	864,685	951,154
Capital Projects Fund	<u>8,799,466</u>	<u>9,679,413</u>
Total Budgeted	<u>51,057,970</u>	
Total Appropriated		<u>56,163,767</u>

Each of said sums of money and the aggregate thereof are deemed necessary by the Board of Park Commissioners of the Park District of Highland Park to defray the necessary expenses and liabilities of the foresaid Park District during the fiscal year beginning the 1st day of April, 2012 and ending the 31st day of March, 2013 for the respective purpose set forth.

SECTION 3: All unexpended balances of the appropriation for the fiscal year ending the 31st day of March, 2012 and prior years to the extent not otherwise re-appropriated for other purposes herein are hereby specifically re-appropriated for the same general purposes for which they were originally made and may be expended in making up any insufficiency of any other items provided in this appropriation ordinance, pursuant to law.

All receipts and revenue not specifically appropriated, and all unexpended balances from preceding fiscal years not required for the purpose for which they were appropriated and levied shall constitute the corporate fund and shall be placed to the credit of such fund.

SECTION 4: Pursuant to law the following determinations have been and are hereby made a part hereof:

- (A) Cash on hand and short term investments at the beginning of the fiscal year: \$27,529,236
- (B) Estimate of cash expected to be received during the fiscal year from all sources: \$43,098,764
- (C) Estimate of expenditures contemplated for the fiscal year: \$51,051,790
- (D) Estimate of cash and short term investments expected to be on hand at the end of the fiscal year: \$19,576,210

SECTION 5: All ordinance or parts of ordinances conflicting with any of the provisions of this Ordinance be and the same are hereby modified or repealed. If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remainder of this Ordinance.

SECTION 6: This Ordinance is not intended or required to be in support of or in relation to any tax levy made by the Park District during the fiscal year beginning April 1, 2012 and ending March 31, 2013, or any other fiscal year.

SECTION 7: This Ordinance shall be in full force and effect immediately upon its passage and approval according to law. A certified copy of the Ordinance shall be filed with the County Clerk of Lake County, Illinois, together with the certificate of the Chief Fiscal Officer of the Park District certifying revenues by source anticipated to be received by the Park District, within thirty (30) days after its passage and approval, as provided by law.

Adopted this 26th Day of February, 2013 pursuant to a roll call vote.

Roll Call Vote: Ayes:

 Nays:

Absent and Not Voting:

Ordinance Approved:

ATTEST:

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

Liza McElroy, Executive Director and Secretary
Board of Commissioners of the
Park District of Highland Park

SEAL



MEMORANDUM

To: Board of Commissioners
From: Elliott F. Becker, Finance Director
C.: Liza J. McElroy, Executive Director
Date: January 22, 2013
Re: Ordinance 13-01: Declaration of surplus personal property and authorization for sale or disposal.

Background/Analysis

Pursuant to 70 ILCS 1205/8-22 the Park District of Highland Park disposes of property it deems to be of no use to the Agency. With each item disposed of, the District will determine which method of disposal is in its best interests. As indicated in the ordinance, this could be through sale to the highest bidder, trade-in, or donation. Most of the property has some value, although in most cases it is minimal. If the property cannot be sold or donated, the District will dispose of it in the most economical method possible. Also pursuant to 70 ILCS 1205/8-22 the District must pass the attached ordinance by approval of at least three-fifths of the Park Board.

Recommendation

Approve Ordinance 13-01 authorizing the Park District of Highland Park to dispose of surplus property as indicated in Addendum 1 of the Ordinance.

**PARK DISTRICT OF HIGHLAND PARK
ORDINANCE #13-01**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE SALE OF SURPLUS
PERSONAL PROPERTY OF THE PARK DISTRICT OF HIGHLAND PARK
LAKE COUNTY, ILLINOIS**

WHEREAS, the Park District of Highland Park, Lake County, Illinois ("Park District") owns personal property as described in Addendum A. hereinafter known as the "Property," and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)("Code"), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

WHEREAS, the Board of Park Commissioners ("Board") has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

Section 2. The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder.

or

Trade-In the Property

or

Donate the Property to such agency that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

Section 3. The seller, Park District of Highland Park, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Park District of Highland Park neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an "as is" condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Park District of Highland Park and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

Section 4. The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

Section 5. This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this _____ day of _____, 2013.

Ayes: _____

Nays: _____

Absent: _____

President, Board of Park Commissioners
Park District of Highland Park

ATTEST:

Secretary, Board of Park Commissioners
Park District of Highland Park

STATE OF ILLINOIS)
) SS.
COUNTY OF LAKE)

SECRETARY'S CERTIFICATE

I, Liza J. McElroy, do hereby certify that I am Secretary of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, and as such official I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of:

AN ORDINANCE authorizing and providing for the sale of surplus personal property of the Park District of Highland Park, Lake County, Illinois

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Park District, held at West Ridge Center, Highland Park, Illinois, in said District at 6:00 p.m. on the 22nd day of January, 2013.

I FURTHER CERTIFY that the deliberations of the Board on the adoption of said Ordinance were conducted openly, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Park District of Highland Park, Illinois this 22nd day of January, 2013.

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

(SEAL)

**PARK DISTRICT OF HIGHLAND PARK
ORDINANCE 13-01
SURPLUS PROPERTY ORDINANCE
ADDENDUM 1
LIST OF SURPLUS PROPERTY**

Description	ID #	Resale Value
1991 Zamboni 552	4932	\$ 9,500.00
1992 Vermeer Stump Grinder	1VRC131GGN1000402	\$ 2,000.00
2000 John Deere 2653-A Reel mower	TC2653DO81057	\$ 1,800.00
Asus 1201HAB Netbook Computer	9BOAAS257676	\$ -
Brother 2820 Fax Machine (Inkjet)	12622764	\$ -
CTL 7Tx 17' LCD Monitor	5088P002390453	\$ -
Dell Optiplex 330 Desktop Computer	CZMCGH1	\$ 40.00
Dell Optiplex 330 Desktop Computer	4ZMCGH1	\$ 40.00
Dell Optiplex 330 Desktop Computer	CR4TGH1	\$ 40.00
Dell Optiplex 330 Desktop Computer	BR4TGH1	\$ 40.00
Dell Optiplex 360 Desktop Computer	6c7w5j1	\$ 40.00
Dell Optiplex 360 Desktop Computer	GLSC4J1	\$ 40.00
Dell Optiplex 380 Desktop Computer	4KK4PL1	\$ 40.00
Dell Optiplex 380 Desktop Computer	4KL1PL1	\$ 40.00
GBC Shredmaster	5270M	\$ -
HP C8510A Flatbed Scanner	CN24L150SD	\$ 10.00
HP NC6120 Laptop Computer	CNU5390MJR	\$ 30.00
HP NC6230 Laptop Computer	CNU6040PLX	\$ 45.00
HP NX5000 Laptop Computer	CNU507FN9F	\$ 45.00
HP nx5000 Laptop Computer	CNU504FX3G	\$ -
Lenovo 4AU Desktop Computer	1S96864AULKYHKN6	\$ 25.00
Lenovo T61 Laptop Computer	L3-L8964	\$ 30.00
Lenovo T61 Laptop Computer	L3-F4481	\$ -
LG HDTV	42LBIDR-UA	\$ -
LG 23LX2r-MA Television	506MXHB1J737	\$ 50.00
Linksys SD216 16 port desktop switch	REH20F3003336	\$ -
Linksys SRW2008-MP Ethernet Network Switch	RMS00G800125	\$ -
Netgear SC101 NAS Device / Disk Server	16W55C5F03A62	\$ -
Precpr Treadmill	C964	\$ 50.00
Sharp VX-2652B Desk calculator	1D03027Y	\$ -
Shuttle xP17 17" LCD Monitor	XP172BG3B050800027	\$ 18.00
Shuttle xPC Desktop Computer	N95G50515D02790	\$ 10.00
Shuttle xPC Desktop Computer	N85G40517D00141	\$ 10.00
Shuttle xPC Desktop Computer	N95G50517D02702	\$ 10.00
Shuttle xPC Desktop Computer	N95G50519D03773	\$ 10.00
Shuttle xPC Desktop Computer	N95G50517D02714	\$ 45.00
Shuttle xPC Desktop Computer	N85G40519D02945	\$ 25.00
Shuttle xPC Desktop Computer	SN21G600R0635D00490	\$ -
SMC SMC8P-SMART Ethernet Network Switch	T184800249	\$ -
Sony SDM-M81 17" LCD Monitor	481608	\$ 18.00
Sylvania RXC192SL 20" tube television	33779139	\$ 25.00
Toshiba Satellite Laptop Computer	11204181U	\$ 45.00
Viewsonic VA912B 17" LCD Monitor	PPK052900447	\$ 18.00

Description	ID #	Resale Value
Viewsonic VG900 19" LCD Monitor	A1X030200474	\$ 20.00
Viewsonic VG900B 19" LCD Monitor	A1q05353182	\$ -
Viewsonic VG900B 19" LCD Monitor	A1q04525990	\$ -
Viewsonic VG900B 19" LCD Monitor	A1Q045250946	\$ -
Zenith SF5261W 20" tube television	921-054B0386	\$ 25.00
1999 Tennant 6080 tennis court sweeper	N/A	\$ 250.00
HP LaserJet 4Plus Laser printer	N/A	\$ -
Infotel 1414BQE Modem	N/A	\$ -
Palm Treo PDA	N/A	\$ -
Palm Treo PDA	N/A	\$ -
Dell Pocket PC PDA	N/A	\$ -
Dell Pocket PC PDA	N/A	\$ -
Toshiba Pocket PC PDA	N/A	\$ -
Asus Pocket PC PDA	N/A	\$ -
Asus Pocket PC PDA	N/A	\$ -
Symbol PalmPilot PDA	N/A	\$ -
Canon Pixma IP1500 Printer	N/A	\$ -
Dell N/A Laptop stand	N/A	\$ -
Thermaitake TR2-430 power supply	N/A	\$ 10.00
Delta Electronics DPS-300KB-1 A power supply	N/A	\$ 10.00
Sharp VX-2652B Desk calculator	N/A	\$ -
TV Elite XGA Video Adapter	N/A	\$ -
TV Elite XGA Video Adapter	N/A	\$ -
TV Elite XGA Video Adapter	N/A	\$ -
averkey imicro	N/A	\$ -
Belkin Print Sharing Device	N/A	\$ -
Belkin Print Sharing Device	N/A	\$ -
Belkin Print Sharing Device	N/A	\$ -
Box of cables and adaptors	N/A	\$ -
Box of Miscellaneous cables and adaptors	N/A	\$ -
Box of Miscellaneous cables and adaptors	N/A	\$ -
Box of Miscellaneous cables and adaptors	N/A	\$ -
Box of Miscellaneous cables and adaptors	N/A	\$ -
cardbus ethernet	N/A	\$ 5.00
CPU/Processor	N/A	\$ -
CPU/Processor	N/A	\$ -
Craftsman Work Bench	N/A	\$ 100.00
data transfer switch	N/A	\$ -
Dell Laptop dock	N/A	\$ -
Dell Laptop dock	N/A	\$ -
Dell Laptop dock	N/A	\$ -
Dell Laptop dock	N/A	\$ -
Dell Laptop dock	N/A	\$ -
Dell Laptop dock	N/A	\$ -
Dell Laptop dock	N/A	\$ -
Dell Laptop dock	N/A	\$ -
Dell Laptop dock	N/A	\$ -
deskset memory dimm	N/A	\$ -
Desktop Computer	N/A	\$ 10.00
Desktop Computer	N/A	\$ 10.00
Desktop Computer	N/A	\$ -
Desktop Computer	N/A	\$ -
ethernet hub	N/A	\$ -

Description	ID #	Resale Value
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
Ink cartridge	N/A	\$ -
lomega Zip disks/Media	N/A	\$ -
lomega Zip disks/Media	N/A	\$ -
lomega Zip Drive	N/A	\$ -
lomega Zip Drive	N/A	\$ -
Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
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Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
Keyboard	N/A	\$ -
Laptop ethernet card	N/A	\$ 5.00
Laptop ethernet card	N/A	\$ 5.00
Laptop FDD	N/A	\$ -
Lite-on ODD	N/A	\$ -
mobile rack	N/A	\$ -
Modem	N/A	\$ -
Modem	N/A	\$ -
Modem	N/A	\$ -
Modem	N/A	\$ -
Modem	N/A	\$ -
Modem	N/A	\$ -
Modem	N/A	\$ -
Motorola Cellular phone	N/A	\$ -
Motorola Cellular phone	N/A	\$ -

Description	ID #	Resale Value
Ram Dimm	N/A	\$ -
Ram Dimm	N/A	\$ -
rf modulator	N/A	\$ -
Samsung smartphone	N/A	\$ -
scsi drive	N/A	\$ -
scsi host adaptor	N/A	\$ -
scsi tape drive	N/A	\$ -
SD reader	N/A	\$ 5.00
Server	N/A	\$ -
Sony Floppy dish drive	N/A	\$ -
sound amplifier	N/A	\$ -
sound card	N/A	\$ 5.00
Toner cartridge	N/A	\$ -
uniden cordless phone	N/A	\$ 5.00
usb hub	N/A	\$ 5.00
usb hub	N/A	\$ 5.00
USB Wireless Network adaptors	N/A	\$ -
USB Wireless Network adaptors	N/A	\$ -
USB Wireless Network adaptors	N/A	\$ -
USB Wireless Network adaptors	N/A	\$ -
wireless keyboard/mouse adaptor	N/A	\$ -
wireless keyboard/mouse adaptor	N/A	\$ -
wireless keyboard/mouse adaptor	N/A	\$ -
Wireless pc video transmitter	N/A	\$ -
Zalman cpu cooler	N/A	\$ -
Six-person Eureka Equinox tent	N/A	\$ -
Six-person Eureka Equinox tent	N/A	\$ -
Four-person tent, manufacture unknown	N/A	\$ -
Four-person tent, manufacture unknown	N/A	\$ -
Four-person Coleman tent	N/A	\$ -
Two-person Sierra Designs tent	N/A	\$ -
Set of five-foot tarp poles	N/A	\$ 25.00
Set of five-foot tarp poles	N/A	\$ 25.00
Set of five-foot tarp poles	N/A	\$ 25.00

December 14, 2012

Liza McElroy
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

Re: 2012 Loss Control Award

Dear Liza:

Through the Loss Control Review process, your agency previously achieved PDRMA's highest loss control award, which is accreditation. I am pleased to inform you that we continue to acknowledge your agency's loss prevention efforts with a **Level A – Accredited \$1,500 cash award**.

Enclosed is your agency's award check. While not a requirement, we hope you will use the cash incentive to strengthen your agency's loss control program.

Please share this correspondence with your Safety Coordinator, Safety Committee, and all others involved in your loss control program.

You may recall that members no longer receive yearly plaques but small plates affixed to the larger plaque received previously. PDRMA's risk pool members truly appreciate your continued efforts in safety and loss prevention.

Sincerely,



Dane Mall, MPA, AIC, ARM
Risk Management Services Manager

Enclosure

IMPORTANT -- This correspondence is only for use by the individual or entity to whom it is addressed and contains information that is privileged, confidential, and exempt from disclosure. You are hereby notified that disseminating, distributing, or copying this communication to any unauthorized third party is strictly prohibited without the express written approval from PDRMA.

PARK DISTRICT OF HIGHLAND PARK

FINANCIAL REPORT

DECEMBER 31, 2012

PARK DISTRICT OF HIGHLAND PARK
 BUDGET SUMMARY BY FUND
 MONTH ENDED 12/31/12

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
CORPORATE FUND					
<u>OPERATING</u>					
<u>REVENUES</u>					
TAX RECEIPTS	55,651.25	4,514,026.59	4,548,390	64,888	4,514,229
RENTALS	-	3,158.00	6,300	525.00	4,200.00
MERCHANDISING	29.44	245.21	200	-	175.00
INVESTMENT INCOME	55.17	43,180.98	75,971	7,401	37,871
OTHER INCOME	1,219.84	105,914.07	20,140	894	58,649
PROGRAM FEES	-	8,913.00	7,700	-	6,314
TOTAL OPERATING REVENUES	56,955.70	4,675,437.85	4,658,701	73,708	4,621,438
<u>EXPENDITURES</u>					
SALARIES & WAGES	214,837.95	1,679,441.54	2,346,282	264,046	1,373,707
CONTRACTUAL SERVICES	52,561.27	536,846.90	802,005	59,797	350,212
INSURANCE	89,465.15	684,850.69	884,659	68,438	581,095
MATERIALS & SUPPLIES	9,707.26	173,092.99	205,247	12,810	124,719
MAINTENANCE & LANDSCAPING	10,303.89	55,847.38	101,700	21,677	113,025
UTILITIES	5,913.90	54,419.87	98,013	9,708	56,018
PENSION CONTRIBUTIONS	6,336,412.60	7,066,258.39	1,121,101	69,739	309,159
TOTAL OPERATING EXPENDITURES	6,719,202.02	10,250,757.76	5,559,007	508,215	2,907,935
TOTAL OPERATING SURPLUS (DEFICIT)	(6,662,246.32)	(5,575,319.91)	(900,306)	(432,507.00)	1,713,503.00
<u>NON-OPERATING</u>					
TRANSFERS IN	-	-	-	-	-
TOTAL NON-OPERATING REVENUES	-	-	-	-	-
TRANSFERS OUT	-	5,491,925.00	5,491,925	-	-
TOTAL NON-OPERATING EXPENDITURES	-	5,491,925.00	5,491,925	-	-
TOTAL NON-OPERATING SURPLUS (DEFICIT)	-	(5,491,925.00)	(5,491,925)	-	-
NET SURPLUS (DEFICIT)	(6,662,246.32)	(11,067,244.91)	(6,392,231)	(432,507.00)	1,713,503.00

Notes:

- Through December, operating revenues exceeded the amount budgeted for the entire year. Higher than anticipated tax collections, donations, and the sale of dog park memberships are the primary reasons.
- Net of the IMRF payout (see below), the surplus through December is \$641,050.
- Decrease from prior year is specific to salary reallocations and IMRF costs.
- During the month of December, the Park District paid off its unfunded accrued actuarial liability to significantly reduce its IMRF rate in future years. The amount paid, \$6,216,370, will be reimbursed via transfer in January (Resolution 13-1).

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	7,328,836	7,328,836
Net Income (Loss) from above	(11,067,245)	(8,392,231)
Fund Balance, YTD	(3,738,409)	936,605
Transfer pending approval	6,216,370	6,216,370
Recalculated YTD	2,477,961	7,152,975

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
SPECIAL RECREATION FUND					
OPERATING REVENUES					
TAX RECEIPTS	7,127.13	655,928.41	658,056	8,537	669,232
INVESTMENT INCOME	997.88	997.88	-	838	3,633
OTHER INCOME	-	-	-	-	-
TOTAL REVENUES	8,125.01	656,926.29	658,056	9,375	672,865
EXPENDITURES					
CONTRACTUAL SERVICES	5,996.40	427,135.87	1,154,873	21,206	368,550
TOTAL OPERATING EXPENDITURES	5,996.40	427,135.87	1,154,873	21,206	368,550
TOTAL OPERATING SURPLUS (DEFICIT)	2,128.61	229,790.42	(496,817)	(11,831.00)	304,315.00
NON-OPERATING					
TRANSFERS OUT	-	-	-	-	-
TOTAL NON-OPERATING EXPENDITURES	-	-	-	-	-
TOTAL NON-OPERATING SURPLUS (DEFICIT)	-	-	-	-	-
SURPLUS (DEFICIT)	2,128.61	229,790.42	(496,817)	(11,831)	304,315

Notes:

- Park District is unlikely to spend a large portion of budgeted expenditures. Anticipation is that there will be a surplus by year's end.

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	1,002,807	1,002,807
Net Income (Loss) from above	229,790	(496,817)
Fund Balance, YTD	1,232,597	505,990

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
RECREATION FUND					
<u>OPERATING</u>					
<u>REVENUES</u>					
TAX RECEIPTS	49,380.84	4,544,646.75	4,661,231	59,759	4,684,625
DAILY FEES	44,436.35	1,000,294.49	1,098,810	52,538	977,481
NON-RESIDENT MEMBERSHIPS	-	-	-	-	-
RESIDENT MEMBERSHIPS	92,000.78	936,197.33	1,351,956	82,404	947,580
RENTALS	152,076.62	878,317.75	1,188,238	90,841	781,805
MERCHANDISING	3,552.80	57,169.72	79,092	2,426	45,713
INVESTMENT INCOME	6,428.67	61,728.57	129,356	11,528	61,950
OTHER INCOME	11,698.71	128,106.92	92,885	15,120	91,552
PROGRAM FEES	122,864.99	4,211,363.33	4,816,211	112,484	4,318,709
INTEREST INCOME	-	-	-	1,501	8,870
TOTAL OPERATING REVENUES	482,439.56	11,817,824.86	13,417,777	428,601	11,918,285
<u>EXPENDITURES</u>					
SALARIES & WAGES	416,430.19	3,487,567.26	4,733,271	560,169	3,599,282
CONTRACTUAL SERVICES	54,997.53	812,546.93	1,279,878	149,912	847,780
INSURANCE	65,375.99	600,834.87	957,745	65,011	542,670
MATERIALS & SUPPLIES	17,585.03	236,003.47	342,250	43,579	268,405
MAINTENANCE & LANDSCAPING	(2,067.12)	213,033.06	317,773	38,725	242,239
UTILITIES	52,196.87	380,993.61	634,337	71,781	388,650
PENSION CONTRIBUTIONS	60,415.46	375,377.78	497,493	149,397	851,867
COST OF GOODS SOLD	2,501.16	29,483.91	31,219	4,410	26,659
PROGRAM EXPENSES	157,744.50	1,969,978.86	2,555,667	210,881	2,001,022
TOTAL OPERATING EXPENDITURES	825,179.61	8,105,819.75	11,349,633	1,293,865	8,768,574
TOTAL OPERATING SURPLUS (DEFICIT)	(342,740.05)	3,712,005.11	2,068,144	(865,264)	3,149,711
<u>NON-OPERATING</u>					
BOND/DEBT PROCEEDS	-	17,753.69	-	-	-
TRANSFERS IN	-	-	-	-	-
TOTAL NON-OPERATING REVENUES	-	17,753.69	-	-	-
CAPITAL OUTLAY	-	71,423.76	151,410	24,039	121,286
DEBT RETIREMENT	-	198,101.15	-	-	-
TRANSFERS OUT	-	9,933,735.00	1,500,000	-	-
TOTAL NON-OPERATING EXPENDITURES	-	10,203,259.91	1,651,410	24,039	121,286
TOTAL NON-OPERATING SURPLUS (DEFICIT)	-	(10,185,506.22)	(1,651,410)	(24,039)	(121,286)
SURPLUS (DEFICIT)	(342,740.05)	(6,473,501.11)	416,734	(889,303)	3,028,425

Notes:

- Daily Fees and Rentals at Sunset Valley have exceeded the entire year's budget due to favorable weather conditions.
- Memberships are down as golfers in general have migrated to daily fees in search of lower fees.
- Program Revenues are down as a result of the cancellation of the second session of Golf Academy.
- Centennial Ice Arena has seen lower salary expenditures as staff did not run classes where enrollment did not warrant it.
- Heller Nature Center is experiencing improved program revenues in most of its programs with the exception of School Program Revenues (a decrease in District 112 participation) and the Outdoor Adventure Camp.
- Deer Creek Courts has realized an increase in program revenue (and related expenses) as a result of increased participation in the Youth Tennis Camp.
- Although not yet reflected in the financial statements due to accounting changes, membership revenue exceeds the prior year by approximately \$30,000 at Deer Creek.
- Salaries at Deer Creek have been reduced as a result of staff restructuring.
- The relationship with Full Package Athletics has led to higher rental revenues for the Athletics programs and the Recreation Center.
- \$61,400 of travel baseball revenues for fiscal 2014 were previously included in Fiscal 2013 financial statements.
- Athletics has a net surplus of \$68,258.
- The Rec Center has made staffing changes, which has reduced expenditures year over year. Expenditures will continue to be reduced in the future.
- The trend in memberships at the fitness center as well as in aquatics are trending upwards.
Staff is hopeful that the negative impact of competition has stalled.

Fund Balance Analysis

Fund Balance, April 1, 2012
Net Income (Loss) from above
Fund Balance, YTD

	Year to Date	Budgeted
	12,248,512	12,248,512
	(6,473,501)	416,734
	<u>5,775,011</u>	<u>12,665,246</u>

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
DEBT SERVICE FUND					
OPERATING REVENUES					
TAX RECEIPTS	-	-	-	-	-
INVESTMENT INCOME	466.51	466.51	-	282	1,367
INTEREST INCOME	-	-	-	-	82
TOTAL OPERATING REVENUES	466.51	466.51	-	282	1,449
EXPENDITURES					
CONTRACTUAL SERVICES	-	-	-	33	494
TOTAL OPERATING EXPENDITURES	-	-	-	33	494
TOTAL OPERATING SURPLUS (DEFICIT)	466.51	466.51	-	249	955
NON-OPERATING					
BOND / DEBT PROCEEDS	-	-	-	-	-
TRANSFERS IN	-	-	-	-	-
TOTAL NON-OPERATING REVENUES	-	-	-	-	-
DEBT RETIREMENT	727,831.74	727,831.74	909,755	-	1,010
TRANSFERS OUT	-	-	-	-	-
TOTAL NON-OPERATING EXPENDITURES	727,831.74	727,831.74	909,755	-	1,010
TOTAL NON-OPERATING SUPRLUS (DEFICIT)	(727,831.74)	(727,831.74)	(909,755)	-	(1,010)
FUND SURPLUS (DEFICIT)	(727,365.23)	(727,365.23)	(909,755)	249	(55)

Notes:

- The annual debt service principal and semi-annual interest payment occurred during the month of December. Resources to pay the debt service will be covered by a transfer from the Capital Projects Fund.
- The impact of the Debt Refunding that occurred previously in this fiscal year is reflected in these statements.

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	340,537	340,537
Net Income (Loss) from above	(727,365)	(909,755)
Fund Balance, YTD	(386,828)	(569,218)

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
CAPITAL PROJECTS FUND					
<u>OPERATING REVENUES</u>					
INVESTMENT INCOME	11,141.76	11,141.76	-	-	(8,777)
OTHER INCOME	-	51,283.98	424,000	10,210	162,096
INTEREST INCOME	0.93	1,507.31	-	3,647	30,390
TOTAL OPERATING REVENUES	11,142.69	63,933.05	424,000	13,857	183,709
<u>EXPENDITURES</u>					
CONTRACTUAL SERVICES	6,733.97	78,008.89	-	(5,062)	66,661
TOTAL OPERATING EXPENDITURES	6,733.97	78,008.89	-	(5,062)	66,661
TOTAL OPERATING SURPLUS (DEFICIT)	4,408.72	(14,075.84)	424,000	18,919	117,048
<u>NON-OPERATING</u>					
TRANSFERS IN	-	15,425,660.00	2,298,200	-	-
TOTAL NON-OPERATING REVENUES	-	15,425,660.00	2,298,200	-	-
DEBT RETIREMENT	-	-	-	721,281	912,561
CAPITAL OUTLAY	53,285.45	1,085,220.79	5,557,302	24,935	1,258,008
TRANSFERS OUT	-	-	-	-	-
TOTAL NON-OPERATING EXPENDITURES	53,285.45	1,085,220.79	5,557,302	746,216	2,170,569
TOTAL NON-OPERATING SURPLUS (DEFICIT)	(53,285.45)	14,340,439.21	(3,259,102)	(746,216)	(2,170,569)
FUND SURPLUS (DEFICIT)	(48,876.73)	14,326,363.37	(2,835,102)	(727,297)	(2,053,521)

Notes:

- The annual debt service principal and semi-annual interest payment were paid during the month of December, from the Debt Service Fund.
- A transfer from the Capital Projects Fund will provide the resources to cover this payment.

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	4,265,763	4,265,763
Net Income (Loss) from above	14,326,363	(2,835,102)
Fund Balance, YTD	18,592,126	1,430,661
Transfer pending approval	(6,216,370)	(6,216,370)
Recalculated YTD	12,375,756	(4,785,709)

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
DISTRICT-WIDE					
REVENUES					
TAX RECEIPTS	112,159.22	9,714,601.75	9,867,677	133,184	9,868,086
DAILY FEES	44,436.35	1,000,294.49	1,098,810	52,538	977,481
NON-RESIDENT MEMBERSHIPS	-	-	-	-	-
RESIDENT MEMBERSHIPS	92,000.78	936,197.33	1,351,956	82,404	947,580
RENTALS	152,076.62	881,475.75	1,194,536	91,366	786,005
MERCHANDISING	3,582.04	57,414.93	79,292	2,426	45,888
INVESTMENT INCOME	19,089.99	117,515.70	205,327	20,049	96,044
OTHER INCOME	12,918.55	285,304.97	537,025	26,224	312,297
PROGRAM FEES	122,864.99	4,220,276.33	4,823,911	112,484	4,325,023
INTEREST INCOME	0.93	1,507.31	-	5,148	39,342
TOTAL OPERATING REVENUES	559,129.47	17,214,588.56	19,158,534	525,823	17,397,746
EXPENDITURES					
SALARIES & WAGES	631,268.14	5,167,008.80	7,079,553	824,215	4,972,989
CONTRACTUAL SERVICES	120,289.17	1,854,538.59	3,236,756	225,886	1,633,697
INSURANCE	154,841.14	1,285,685.56	1,842,404	133,449	1,123,765
MATERIALS & SUPPLIES	27,292.29	409,096.46	547,497	56,389	393,124
MAINTENANCE & LANDSCAPING	8,236.77	268,880.44	419,473	60,402	355,264
UTILITIES	58,110.77	435,413.48	732,350	81,489	444,668
PENSION CONTRIBUTIONS	6,396,828.06	7,441,636.17	1,618,594	219,136	1,161,026
COST OF GOODS SOLD	2,501.16	29,483.91	31,219	4,410	26,659
PROGRAM EXPENSES	157,744.50	1,969,978.86	2,555,667	210,881	2,001,022
TOTAL OPERATING EXPENDITURES	7,557,112.00	18,861,722.27	18,063,513	1,816,257	12,112,214
TOTAL OPERATING SURPLUS (DEFICIT)	(6,997,982.53)	(1,647,133.71)	1,095,021	(1,290,434)	5,285,532
BOND/DEBT PROCEEDS	-	17,753.69	-	-	-
TRANSFERS IN	-	15,425,660.00	2,298,200	-	-
TOTAL NON-OPERATING REVENUES	-	15,443,413.69	2,298,200	-	-
DEBT RETIREMENT	727,831.74	925,932.89	909,755	721,281	913,571
CAPITAL OUTLAY	53,285.45	1,156,644.55	5,708,712	48,974	1,379,294
TRANSFERS OUT	-	15,425,660.00	6,991,925	-	-
TOTAL NON-OPERATING EXPENSES	781,117.19	17,508,237.44	13,610,392	770,255	2,292,865
TOTAL NON-OPERATING SURPLUS (DEFICIT)	(781,117.19)	(2,064,823.75)	(11,312,192)	(770,255)	(2,292,865)
TOTAL SURPLUS (DEFICIT)	(7,779,099.72)	(3,711,957.46)	(10,217,171)	(2,060,688.80)	2,992,666.80

Notes:

- Daily fee and rental revenues have increased, across the District year over year.
- Total year to date operating revenues are consistent with prior year.
- During the month of December, \$6,216,370 was transferred to IMRF to pay down the Park District's unfunded liability. Excluding the payment, the District has a \$2,504,412.54 net surplus at December 2012. This is slightly less than prior year.

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	25,186,455	25,186,455
Net Income (Loss) from above	(3,711,957)	(10,217,171)
Fund Balance, YTD	21,474,498	14,969,284

PARK DISTRICT OF HIGHLAND PARK
 All Fund Types
 Combined Statement of Operations
 As of DECEMBER 31, 2012
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	Governmental Fund Types				Golf/Tennis Funds Combined	Combined Totals All Funds	Combined Annual Budget	Prior Year to Date
	General Fund	Special Revenue	Debt Service	Capital Projects				
Operating Revenues:								
TAX RECEIPTS	4,514,027	5,200,575	0	0	0	9,714,602	9,867,677	9,868,085
DAILY FEES	0	1,000,294	0	0	0	1,000,294	1,098,810	977,480
NON-RESIDENT MEMBERSHIPS	0	0	0	0	0	0	0	0
RESIDENT MEMBERSHIPS	0	936,197	0	0	0	936,197	1,351,956	947,580
RENTALS	3,158	878,318	0	0	0	881,476	1,194,536	783,461
MERCHANDISING	245	57,170	0	0	0	57,415	79,292	45,887
INVESTMENT INCOME	43,181	62,301	467	11,142	0	117,091	205,327	95,704
OTHER INCOME	105,914	89,618	0	38,034	0	233,566	537,025	308,548
PROGRAM FEES	8,913	4,211,363	0	0	0	4,220,276	4,823,911	4,325,022
Total Operating Revenue	4,675,438	12,435,837	467	49,176	0	17,160,917	19,158,533	17,351,767
Operating Expenses:								
SALARIES & WAGES	1,679,442	3,487,567	0	0	0	5,167,009	7,079,553	4,972,993
CONTRACTUAL SERVICES	536,847	1,239,683	0	78,009	0	1,854,539	3,236,757	1,633,699
INSURANCE	684,851	600,835	0	0	0	1,285,686	1,842,404	1,123,766
MATERIALS & SUPPLIES	173,093	236,003	0	0	0	409,096	547,497	393,124
MAINTENANCE & LANDSCAPING	55,847	213,033	0	0	0	268,880	419,473	355,265
UTILITIES	54,420	380,994	0	0	0	435,413	732,350	444,669
PENSION CONTRIBUTIONS	7,066,258	375,378	0	0	0	7,441,636	1,618,594 *	1,161,025
COST OF GOODS SOLD	0	29,484	0	0	0	29,484	31,219	26,659
PROGRAM EXPENSES	0	1,969,979	0	0	0	1,969,979	2,555,667	2,001,022
Total Expenditures	10,250,758	8,532,956	0	78,009	0	18,861,722	18,063,514 *	12,112,221
Operating Income (loss)	(5,575,320)	3,902,882	467	(28,833)	0	(1,700,805)	1,095,019	5,239,545
NonOperating Revenues:								
OTHER INCOME	0	56,668	0	13,250	0	69,918	0 *	3,750
INTEREST INCOME	0	0	0	1,507	0	1,507	0 *	39,681
NonOperating Expenses:								
DEBT RETIREMENT	0	198,101	727,832	0	0	925,933	909,755 *	913,571
CAPITAL OUTLAY	0	71,424	0	1,085,221	0	1,156,645	5,708,712	1,379,293
DEPRECIATION	0	0	0	0	0	0	0	0
Net before transfers	(5,575,320)	3,690,024	(727,365)	(1,099,297)	0	(3,711,957)	(5,523,448)*	2,990,112
TRANSFERS	5,491,925	9,933,735	0	(15,425,660)	0	0	798,200	0
Net Income (loss)	(11,067,245)	(6,243,711)	(727,365)	14,326,363	0	(3,711,957)	(4,725,248)*	2,990,112
BEGINNING FUND EQUITY	4,857,235	13,251,318	340,537	4,265,763	0	22,714,854	0 *	22,039,302
Fund Balances 12/31/12	(6,210,009)	7,007,607	(386,828)	18,592,127	0	19,002,897	(4,725,248)*	25,029,414

PARK DISTRICT OF HIGHLAND PARK
Special Revenue Funds
Combined Statement of Operations
As of DECEMBER 31, 2012
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	<u>Recreation</u>	<u>I.M.R.F.</u>	<u>Spec Rec</u>	<u>Police</u>	<u>Insurance</u>	<u>Audit</u>	<u>Museum</u>	<u>Combined</u>	<u>Budget</u>
Operating Revenues:									
TAX RECEIPTS	4,544,647	0	655,928	0	0	0	0	5,200,575	5,319,287
DAILY FEES	1,000,294	0	0	0	0	0	0	1,000,294	1,098,810
NON-RESIDENT MEMBERSHIPS	0	0	0	0	0	0	0	0	0
RESIDENT MEMBERSHIPS	936,197	0	0	0	0	0	0	936,197	1,351,956
RENTALS	878,318	0	0	0	0	0	0	878,318	1,188,236
MERCHANDISING	57,170	0	0	0	0	0	0	57,170	79,092
INVESTMENT INCOME	61,304	0	998	0	0	0	0	62,301	129,356
OTHER INCOME	89,618	0	0	0	0	0	0	89,618	92,885
PROGRAM FEES	4,211,363	0	0	0	0	0	0	4,211,363	4,816,211
Total Operating Revenue	11,778,911	0	656,926	0	0	0	0	12,435,837	14,075,832
Operating Expenses:									
SALARIES & WAGES	3,487,567	0	0	0	0	0	0	3,487,567	4,733,271
CONTRACTUAL SERVICES	812,547	0	427,136	0	0	0	0	1,239,683	2,434,752
INSURANCE	600,835	0	0	0	0	0	0	600,835	957,745
MATERIALS & SUPPLIES	236,003	0	0	0	0	0	0	236,003	342,250
MAINTENANCE & LANDSCAPING	213,033	0	0	0	0	0	0	213,033	317,773
UTILITIES	380,994	0	0	0	0	0	0	380,994	634,337
PENSION CONTRIBUTIONS	375,378	0	0	0	0	0	0	375,378	497,493
COST OF GOODS SOLD	29,484	0	0	0	0	0	0	29,484	31,219
PROGRAM EXPENSES	1,969,979	0	0	0	0	0	0	1,969,979	2,555,667
Total Expenditures	8,105,820	0	427,136	0	0	0	0	8,532,956	12,504,507
Operating Income (loss)	3,673,091	0	229,790	0	0	0	0	3,902,882	1,571,325 *
NonOperating Revenues:									
OTHER INCOME	56,668	0	0	0	0	0	0	56,668	0 *
INTEREST INCOME	0	0	0	0	0	0	0	0	0
NonOperating Expenses:									
DEBT RETIREMENT	198,101	0	0	0	0	0	0	198,101	0 *
CAPITAL OUTLAY	71,424	0	0	0	0	0	0	71,424	151,410
Net before transfers	3,460,234	0	229,790	0	0	0	0	3,690,024	1,419,915 *
TRANSFERS	9,933,735	0	0	0	0	0	0	9,933,735	(1,500,000)*
Net Income (loss)	(6,473,501)	0	229,790	0	0	0	0	(6,243,711)	(80,085)
BEGINNING FUND EQUITY	12,248,511	0	1002807	0	0	0	0	13,251,318	0 *
Fund Balances 12/31/12	5,775,010	0	1232598	0	0	0	0	7,007,607	(80,085)*

PARK DISTRICT OF HIGHLAND PARK

Combined Statement of Operations
 As of DECEMBER 31, 2012
 Printed on: 01-15-13 at: 2:43 PM

	<u>Golf Course</u>	<u>Tennis</u>	<u>Combined</u>	<u>Budget</u>
Operating Revenues:				
DAILY FEES	0	0	0	0
NON-RESIDENT MEMBERSHIPS	0	0	0	0
RESIDENT MEMBERSHIPS	0	0	0	0
RENTALS	0	0	0	0
MERCHANDISING	0	0	0	0
INVESTMENT INCOME	0	0	0	0
OTHER INCOME	0	0	0	0
PROGRAM FEES	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Operating Revenue	0	0	0	0
Operating Expenses:				
SALARIES & WAGES	0	0	0	0
CONTRACTUAL SERVICES	0	0	0	0
INSURANCE	0	0	0	0
MATERIALS & SUPPLIES	0	0	0	0
MAINTENANCE & LANDSCAPING	0	0	0	0
UTILITIES	0	0	0	0
PENSION CONTRIBUTIONS	0	0	0	0
COST OF GOODS SOLD	0	0	0	0
PROGRAM EXPENSES	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Total Expenditures	0	0	0	0
Operating Income (loss)	0	0	0	0
NonOperating Revenues:				
INTEREST INCOME	0	0	0	0
NonOperating Expenses:				
CAPITAL OUTLAY	0	0	0	0
DEPRECIATION	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Net before transfers	0	0	0	0
TRANSFERS	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (loss)	0	0	0	0
BEGINNING FUND EQUITY	0	0	0	0
	<hr/>	<hr/>	<hr/>	<hr/>
Fund Balances 12/31/12	0	0	0	0

FUND NUMBER	DESCRIPTION	---MONTH---	-----YEAR TO DATE-----		Y T D		-----PRIOR YEAR-----	
		ACTUAL	ACTUAL	BUDGET	VARIANCE	%	MONTH	YEAR TO DATE
REVENUES								
01	GENERAL CORPORATE	56,955.70	4,675,437.85	4,658,701	16,737	0.4	56,471	3,712,114
21	AUDIT	0.00	0.00	0	0	0.0	130	615
22	PENSION	0.00	0.00	0	0	0.0	6,126	415,897
24	PUBLIC LIABILITY INSURANC	0.00	0.00	0	0	0.0	3,140	208,571
25	SPECIAL RECREATION	8,125.01	656,926.29	658,056	1,130	0.2	9,375	672,865
26	MUSEUM	0.00	0.00	0	0	0.0	16,999	834,843
28	POLICE	0.00	0.00	0	0	0.0	3,839	284,239
29	RECREATION	482,439.56	11,835,578.55	13417776	1,582,198	11.8	343,471	9,172,067
40	GOLF COURSE	0.00	0.00	0	0	0.0	14,971	901,313
50	INDOOR TENNIS	0.00	0.00	0	0	0.0	53,239	1,007,516
60	DEBT SERVICE	466.51	466.51	0	467	0.0	282	1,449
67	GOLF LEARNING CENTER	0.00	0.00	0	0	0.0	0	0
70	CAPITAL PROJECTS	11,142.69	15,489,593.05	2,722,200	12,767,393	469.0	13,857	183,709
	TOTAL REVENUE	559,129.47	32,658,002.25	21,456,733	11,201,269	52.2	521,901	17,395,198
EXPENSES								
01	GENERAL CORPORATE	6,719,202.02	15,742,682.76	5,559,008	10,183,675	183.2	421,567	2,348,274
21	AUDIT	0.00	0.00	0	0	0.0	15	18,978
22	PENSION	0.00	0.00	0	0	0.0	104	1,155
24	PUBLIC LIABILITY INSURANC	0.00	0.00	0	0	0.0	47,900	366,329
25	SPECIAL RECREATION	5,996.40	427,135.87	1,154,873	727,737	63.0	21,206	368,550
26	MUSEUM	0.00	0.00	0	0	0.0	80,536	571,486
28	POLICE	0.00	0.00	0	0	0.0	36,629	173,202
29	RECREATION	825,179.61	18,309,079.66	13001044	5,308,036	40.8	978,153	6,491,958
40	GOLF COURSE	0.00	0.00	0	0	0.0	121,355	1,038,222
50	INDOOR TENNIS	0.00	0.00	0	0	0.0	137,865	788,199
60	DEBT SERVICE	727,831.74	727,831.74	909,755	181,923	20.0	33	1,504
67	GOLF LEARNING CENTER	0.00	0.00	0	0	0.0	0	0
70	CAPITAL PROJECTS	60,019.42	1,163,229.68	5,557,302	4,394,072	79.1	741,153	2,237,229
90	GENERAL FIXED ASSETS	0.00	0.00	0	0	0.0	0	0
92	GENERAL LONG TERM DEBT	0.00	0.00	0	0	0.0	0	0
	TOTAL EXPENSE	8,338,229.19	36,369,959.71	26,181,981	10,187,978	38.9	2,586,517	14,405,085
	TOTAL REVENUE	559,129.47	32,658,002.25	21,456,733	11,201,269		521,901	17,395,198
	TOTAL EXPENSE	8,338,229.19	36,369,959.71	26,181,981	10,187,978		2,586,517	14,405,085
	NET INCOME/LOSS	7,779,099.72	3,711,957.46	4,725,248	1,013,291	21.4	2,064,616	2,990,112

FUND NO	DESCRIPTION	MONTH	YEAR TO DATE		Y T D		PRIOR YEAR	
		ACTUAL	ACTUAL	BUDGET	VARIANCE	%	MONTH	Y T D
01	GENERAL CORPORATE							
	FUND REVENUE	56,955.70	4,675,437.85	4,658,701	16,737	0.4	56,471	3,712,114
	FUND EXPENSE	6,719,202.02	15,742,682.76	5,559,008	10,183,675	183.2	421,567	2,348,274
	NET INCOME/LOSS	6,662,246.32-	-11,067,244.91	900,307-	-10,166,938		365,096-	1,363,840
21	AUDIT							
	FUND REVENUE	0.00	0.00	0	0	0.0	130	615
	FUND EXPENSE	0.00	0.00	0	0	0.0	15	18,978
	NET INCOME/LOSS	0.00	0.00	0	0		115	18,363-
22	PENSION							
	FUND REVENUE	0.00	0.00	0	0	0.0	6,126	415,897
	FUND EXPENSE	0.00	0.00	0	0	0.0	104	1,155
	NET INCOME/LOSS	0.00	0.00	0	0		6,023	414,742
24	PUBLIC LIABILITY INSURANCE							
	FUND REVENUE	0.00	0.00	0	0	0.0	3,140	208,571
	FUND EXPENSE	0.00	0.00	0	0	0.0	47,900	366,329
	NET INCOME/LOSS	0.00	0.00	0	0		44,761-	157,758-
25	SPECIAL RECREATION							
	FUND REVENUE	8,125.01	656,926.29	658,056	1,130-	0.2-	9,375	672,865
	FUND EXPENSE	5,996.40	427,135.87	1,154,873	727,737-	63.0-	21,206	368,550
	NET INCOME/LOSS	2,128.61	229,790.42	496,817-	726,607		11,831-	304,315
26	MUSEUM							
	FUND REVENUE	0.00	0.00	0	0	0.0	16,999	834,843
	FUND EXPENSE	0.00	0.00	0	0	0.0	80,536	571,486
	NET INCOME/LOSS	0.00	0.00	0	0		63,537-	263,357
28	POLICE							
	FUND REVENUE	0.00	0.00	0	0	0.0	3,839	284,239
	FUND EXPENSE	0.00	0.00	0	0	0.0	36,629	173,202
	NET INCOME/LOSS	0.00	0.00	0	0		32,790-	111,037

FUND NO	DESCRIPTION	--- MONTH ---	---YEAR TO DATE---		Y T D		--- P R I O R Y E A R ---	
		ACTUAL	ACTUAL	BUDGET	VARIANCE	%	MONTH	Y T D
29	RECREATION							
	FUND REVENUE	482,439.56	11835578.55	13417776	1,582,198-	11.8-	343,471	9,172,067
	FUND EXPENSE	825,179.61	18309079.66	13001044	5,308,036	40.8	978,153	6,491,958
	NET INCOME/LOSS	342,740.05-	6,473,501.11-	416,732	6,890,234-		634,682-	2,680,109
40	GOLF COURSE							
	FUND REVENUE	0.00	0.00	0	0	0.0	14,971	901,313
	FUND EXPENSE	0.00	0.00	0	0	0.0	121,355	1,038,222
	NET INCOME/LOSS	0.00	0.00	0	0		106,384-	136,908-
50	INDOOR TENNIS							
	FUND REVENUE	0.00	0.00	0	0	0.0	53,239	1,007,516
	FUND EXPENSE	0.00	0.00	0	0	0.0	137,865	788,199
	NET INCOME/LOSS	0.00	0.00	0	0		84,625-	219,316
60	DEBT SERVICE							
	FUND REVENUE	466.51	466.51	0	467	0.0	282	1,449
	FUND EXPENSE	727,831.74	727,831.74	909,755	181,923-	20.0-	33	1,504
	NET INCOME/LOSS	727,365.23-	727,365.23-	909,755-	182,390		248	56-
67	GOLF LEARNING CENTER							
	FUND REVENUE	0.00	0.00	0	0	0.0	0	0
	FUND EXPENSE	0.00	0.00	0	0	0.0	0	0
	NET INCOME/LOSS	0.00	0.00	0	0		0	0
90	GENERAL FIXED ASSETS							
	FUND REVENUE	0.00	0.00	0	0	0.0	0	0
	FUND EXPENSE	0.00	0.00	0	0	0.0	0	0
	NET INCOME/LOSS	0.00	0.00	0	0		0	0
92	GENERAL LONG TERM DEBT							
	FUND REVENUE	0.00	0.00	0	0	0.0	0	0
	FUND EXPENSE	0.00	0.00	0	0	0.0	0	0
	NET INCOME/LOSS	0.00	0.00	0	0		0	0

FUND NO	DESCRIPTION	--- MONTH ---	----YEAR TO DATE----		Y T D		---- PRIOR YEAR ----	
		ACTUAL	ACTUAL	BUDGET	VARIANCE	%	MONTH	Y T D

TOTAL ALL FUNDS

GRAND TOTAL REVENUE	547,986.78	17,168,409.20	18,734,533	1,566,124-		508,043	17211488
GRAND TOTAL EXPENSE	8,278,209.77	35,206,730.03	20,624,679	14582051		1,845,364	12167856
NET INCOME/LOSS	7,730,222.99-	18,038,320.83-	1,890,146-	-16148175		1,337,320-	5,043,632

**PARK DISTRICT OF HIGHLAND PARK
INVESTMENT SCHEDULE
December 2012
IPDLAF MANAGED**

<u>INVESTMENT</u>	<u>CDs FACE AMOUNT</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>Pur Date</u>	<u>DAYS</u>	<u>YIELD</u>
1 CD @ 248,000	248,000	Natl Republic Bank of Chicago, IL	1/15/2013	12/27/2011	385	0.55
1 CD @ 247,000	247,000	Onewest Bank Pasadena CA	2/25/2013	8/30/2011	545	0.61
1 CD @ 247,000	247,000	Independent Bank Ionia MI	3/5/2013	9/7/2011	545	0.45
1 CD @ 248,000	248,000	Financial Fed Savings Memphis TN	3/20/2013	9/22/2011	545	0.30
1 CD @ 247,000	247,000	Wayne County Bank Waynesboro TN	3/21/2013	9/23/2011	545	0.50
1 CD @ 247,000	247,000	Post Oak Bank Houston TX	4/5/2013	9/8/2011	575	0.60
1 CD @ 246,000	246,000	Privatebank & Trust Chicago, IL	4/24/2013	10/27/2011	545	0.70
1 CD @ 248,000.	248,000	First Fed Savings & Loan Charleston SC	5/28/2013	11/28/2011	547	0.25
1 CD @ 248,000	248,000	Bank of China, NY, NY	5/29/2013	5/29/2012	365	0.55
1 CD 2 248,000	248,000	Heritage Bank of Central IL - Trivoli IL	6/5/2013	12/8/2011	545	0.31
1 CD @ 248,000	248,000	Community Bank of Oelwein IA	6/11/2013	12/14/2011	545	0.35
1 CD @ 248,000	248,000	Israel Discount Bank of New York, NY	7/11/2013	7/11/2012	365	0.50
1 CD @ 248,000	248,000	Bank of the West San Francisco, CA	7/23/2013	7/23/2012	365	0.60
1 CD @ 246,000	246,000	Avidbank Palo Alto CA	8/2/2013	9/27/2011	675	0.55
1 CD @ 246,000.	246,000	Southside Bank Tyler TX	8/12/2013	9/9/2011	703	0.60
1 CD @ 246,000	246,000	Wilmington Savings Bank Wilmington OH	9/9/2013	9/8/2011	732	0.65
1 CD @ 246,000	246,000	Calif Pacific Bank San Francisco CA	9/9/2013	9/9/2011	731	0.55
1 CD @ 246,000.	246,000	Liberty Bank of Arkansas Jonesboro AR	9/11/2013	9/12/2011	730	0.46
1 CD @ 245,000	245,000	Pacific Enterprise Bank Irvine, CA	9/11/2013	9/12/2011	730	0.60
2 CD's @ 247,000	494,000	Security Business Bank of San Diego, CA Isabella Bank MT Pleasant MI	9/23/2013	9/22/2011	732	0.40
1 CD @ 246,000	246,000	GE Capital Financial Salt Lake City UT	9/30/2013	9/29/2011	732	0.65
1 CD @ 246,000.	246,000	Washington Trust Co Westerly RI	11/28/2013	11/28/2011	730	0.50

PARK DISTRICT OF HIGHLAND PARK
INVESTMENT SCHEDULE
LAKEFRONT MASTER PLAN
December 2012
IPDLAF MANAGED

<u>INVESTMENT</u>	<u>CDs FACE AMOUNT</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>Pur Date</u>	<u>DAYS</u>	<u>YIELD</u>
CD @ 248,000	248,000	Sterling National Bank, NY NY	8/26/2013	8/24/2012	367	0.37
CD @ 248,000	248,000	Orrstown Bank, Shippensburg PA	8/26/2013	8/24/2012	367	0.31

**PARK DISTRICT OF HIGHLAND PARK
INVESTMENT SCHEDULE
December 2012**

<u>INVESTMENT</u>	<u>CDs FACE AMOUNT</u>	<u>Treasury FED HOME BOND</u>	<u>BANK</u>	<u>MANAGED BY</u>	<u>Maturity Date</u>	<u>Pur Date</u>	<u>Days</u>	<u>YIELD</u>
GO Bond		993,990	Glen Cove NY NY	First Empire	1/11/2013	8/28/2012	136	0.71
1 CD @ 250,000	250,000		Everbank, Jacksonville, FL	First Empire	3/28/2013	10/11/2012	179	0.50
1 CD @ 250,000	250,000		Beal Bank Dallas TX	First Empire	6/5/2013	6/8/2012	362	0.45
GO Bond		835,000	Allentown PA	First Empire	10/1/2013	6/25/2012	463	4.23
1 CD @ 248,000	248,000		The Huntington National Bank	First Empire	12/16/2013	6/8/2012	554	0.60
1 CD @ 249,000	249,000		First Bank of Puerto Rico	First Empire	12/16/2013	6/8/2012	554	0.70
1 CD @ 248,000	248,000		Doral Bank San Juan PR	First Empire	12/30/2013	6/25/2012	553	0.65
GO Bond		300,000	Illinois State	First Empire	1/1/2014	8/21/2012	496	0.81
1 CD @ 249,000	249,000		First Nat'l Bank of Omaha Neb	First Empire	1/6/2014	6/25/2012	549	0.60
1 CD @ 248,000	248,000		Discover Bank Greenwood Del	First Empire	3/14/2014	3/14/2012	730	0.65
1 CD @ 248,000	248,000		Goldman Sachs Bank USA	First Empire	4/11/2014	4/11/2012	732	0.70
1 CD @ 249,000	249,000		Compass Bank Birmingham AL	First Empire	6/2/2014	5/31/2012	732	0.80
1 CD @ 248,000	248,000		Sallie Mae Bank Murray UT	First Empire	8/15/2014	8/15/2012	730	0.9
GO BOND		315,000	Illinois State	First Empire	8/1/2015	8/13/2012	1022	1.85
GO BOND		200,000	Calif School District	First Empire	7/1/2015	9/12/2012	1022	2.12
1 CD @ 249,000	249,000		Gibraltar Private Bank Fla	First Empire	8/28/2015	8/30/2012	1092	0.80
1 CD @ 249,000	249,000		Tri-State Capital Bank Pittsburgh PA	Great Eastern	8/20/2013	8/20/2012	365	0.52
1 CD @ 249,000	249,000		CIT Bank SLC Ut	Great Eastern Mgmt	1/31/2014	7/31/2012	549	1.00
Max Safe CD	1,250,000		Wintrust Securities	HPBT	3/9/2014	3/7/2012	730	0.75
Max Safe CD	500,000		Wintrust Securities	HPBT	3/23/2014	3/23/2012	730	0.75
Max Safe CD	750,000		Wintrust Securities	HPBT	4/3/2014	4/3/2012	732	0.76
1 CD @ 248,000	248,000		Bank of Baroda	PMA	7/12/2013	7/10/2012	364	0.55
1 CD @ 248,000	248,000		State Bank of India NY	PMA	10/11/2013	10/12/2012	365	0.60
1 CD @ 248,500	248,500		Cobiz Bank DBA	PMA	12/3/2013	8/11/2012	540	0.40
1 CD @ 246,500	246,500		East West Bank Bellevue WA	PMA	3/7/2014	3/7/2012	730	0.70
1 CD @ 246,000	246,000		Ally Bank	PMA	3/28/2014	3/28/2012	730	0.70
1 CD @ 246,000	246,000		Private Bank Bloomfield Hills, MI	PMA	4/2/2014	4/5/2012	730	0.61
1 CD @ 246,000	246,000		GE Capital Retail Bank Draper UT	PMA	4/7/2014	4/5/2012	732	0.75
1 CD @ 248,000	248,000		Sovereign Bank	PMA	7/18/2014	7/10/2012	730	0.95
1 CD @ 249,000	249,000		Safra National Bank, NY NY	PMA	8/28/2014	8/28/2012	730	0.65
1 CD @ 241,600	246,000		Bank Leumi NY NY	PMA	3/24/2014	3/23/2012	731	0.79
1 CD @ 200,000	200,000		BMW Bank N Amer SLC UT	Raymond James	3/10/2014	3/7/2012	733	0.65
1 CD @ 250,000	250,000		American Express	Wayne Hummer	12/23/2013	8/2/2012	512	0.75
1 CD @ 250,000	250,000		Morgan Stanley	Wayne Hummer	12/26/2013	8/2/2012	508	0.70

**PARK DISTRICT OF HIGHLAND PARK
INVESTMENT SUMMARY
FOR THE MONTH ENDING December 2012**

TYPE	MATURITY	INSTITUTION	FACE AMOUNT	AVERAGE RATE *
MONEY MARKET	CURRENT	US BANK/IL FUNDS	485,508	0.011%
MONEY MARKET	CURRENT	IPDLAF	1,929,068	0.030%
MONEY MARKET	CURRENT	IMET	235,144	0.330%
CD	0 - 1 YEAR	IPDLAF	744,000	0.550%
CD	0 - 1 YEAR	FIRST EMPIRE	500,000	0.630%
CD	0 - 1 YEAR	PMA	496,000	0.580%
CD	0 - 1 YEAR	GREAT EASTERN	249,000	0.520%
CD	1 YEAR - 2 YEARS	IPDLAF	4,199,000	0.410%
CD	1 YEAR - 2 YEARS	FIRST EMPIRE	1,490,000	0.730%
CD	1 YEAR - 2 YEARS	GREAT EASTERN	249,000	1.000%
CD	1 YEAR - 2 YEARS	PMA	1,487,900	0.670%
CD	1 YEAR - 2 YEARS	Wayne Hummer	500,000	0.730%
CD	OVER 2 YEARS	IPDLAF	1,232,000	0.560%
CD	OVER 2 YEARS	RAYMOND-JAMES	200,000	0.650%
CD	OVER 2 YEARS	FIRST EMPIRE	746,000	0.580%
CD	OVER 2 YEARS	PMA	495,000	0.770%
MAX-SAFE CD	OVER 2 YEARS	WINTRUST	2,514,803	0.750%
TREASURIES/ AGENCIES/GO BOND	0-3 YEARS	First Empire	2,643,990	1.990%
			19,896,412	

*NOTE: All rates are net of applicable fees



MEMORANDUM

To: Board of Park Commissioners

From: Director McElroy

Date: January 18, 2013

Re: **RECREATION CENTER RESCUE RESOLUTIONS 13-2, 13-3, 13-4**

On December 19, 2012, an incident occurred at the Recreation Center that resulted in actions taken by three individuals that resulted in a life being saved. At the January 22 Park Board meeting, Shayle Patzik, a Recreation Center member, and Kris Citron and Amy Hohman, both Park District staff, will be present for the Board to recognize their efforts. Attached are Resolutions that will be presented to these individuals.

Staff would recommend approval of Resolutions # 13-2, 13-3, and 13-4

RESOLUTION RECOGNIZING SHAYLE PATZIK

WHEREAS, the Park District of Highland Park holds as its mission enriching community life through healthy leisure pursuits and an appreciation of the natural world; and

WHEREAS, the Park District offers healthy leisure pursuits and fitness activities through the Recreation Center of Highland Park; and

WHEREAS, On December 19, 2012, Shayle Patzik, a Highland Park resident and Recreation Center member, upon arriving for his workout, witnessed a 50 year-old fellow Recreation Center member lose consciousness and become unresponsive on the walking track; and

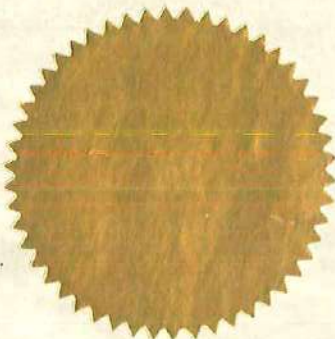
WHEREAS, Shayle Patzik demonstrated a calm, quick response, and knowledge of CPR by alerting Recreation Center staff, checking for pulse and breathing, and finding neither, immediately began chest compressions on said Recreation Center participant; and

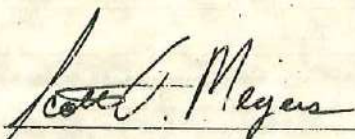
WHEREAS, Recreation Center staff joined Shayle Patzik and used an automated external defibrillator (AED) to establish the heart rhythm of said participant; and

WHEREAS, Upon transport to the Highland Park Hospital and with follow up care, the cardiac arrest victim is doing well and grateful for the competent, quick response of a good samaritan, Shayle Patzik,

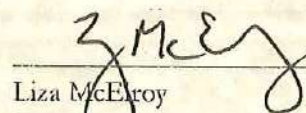
NOW, THEREFORE BE IT RESOLVED, that the Park District of Highland Park recognizes and honors Shayle Patzik for an extraordinary display of courage, confidence, compassion, and an inspirational display of character that contributed to the saving of a life.

Dated this 22nd day of January, 2013





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



Liza McElroy
Executive Director
Park District of Highland Park

RESOLUTION RECOGNIZING KRIS CITRON

WHEREAS, the Park District of Highland Park holds as its mission enriching community life through healthy leisure pursuits and an appreciation of the natural world; and

WHEREAS, the Park District offers healthy leisure pursuits and fitness activities through the Recreation Center of Highland Park; and

WHEREAS, Kris Citron is an employee of the Park District of Highland Park which holds as its core values communication, accountability, integrity, and teamwork; and

WHEREAS, Kris Citron demonstrated these core values on December 19, 2012 when, while on duty, was notified that a Recreation Center member had lost consciousness and was unresponsive on the walking track; and

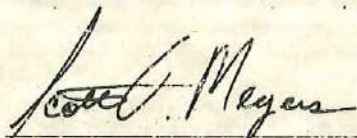
WHEREAS, Kris Citron immediately demonstrated the core value of teamwork, retrieving the nearest automated external defibrillator (AED), and jumping in to assist a good samaritan with a CPR rescue already in progress; and

WHEREAS, Kris Citron demonstrated the core value of accountability by calmly and confidently applying her training to successfully use the AED to establish the heart rhythm of the cardiac arrest victim; and

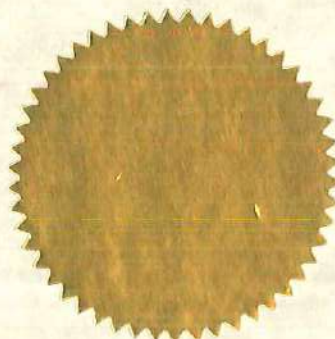
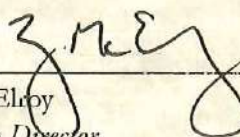
WHEREAS, Upon transport to the Highland Park Hospital and with follow up care, the fallen member is doing well and grateful for the competent, quick response of both the good samaritan and the Recreation Center of Highland Park staff;

NOW, THEREFORE BE IT RESOLVED, that the Park District of Highland Park recognizes and honors Kris Citron for responsive, swift action in an emergency situation, that beyond training, required strength of character, courage, and compassion. The combination of which resulted in the saving of a life.

Dated this 22nd day of January, 2013



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



Liza McElroy
Executive Director
Park District of Highland Park

RESOLUTION RECOGNIZING AMY HOHMAN

WHEREAS, the Park District of Highland Park holds as its mission enriching community life through healthy leisure pursuits and an appreciation of the natural world; and

WHEREAS, the Park District offers healthy leisure pursuits and fitness activities through the Recreation Center of Highland Park; and

WHEREAS, Amy Hohman is an employee of the Park District of Highland Park which holds as its core values communication, accountability, integrity, and teamwork; and

WHEREAS, Amy Hohman demonstrated these core values on December 19, 2012 when, while on duty, was notified that a Recreation Center member had lost consciousness and was unresponsive on the walking track; and

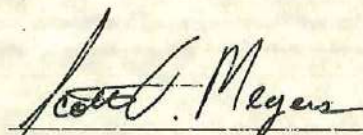
WHEREAS, Amy Hohman immediately demonstrated the core value of accountability by assisting another staff member and a good samaritan with a CPR rescue already in progress; and

WHEREAS, Amy Hohman demonstrated the core value of teamwork by calmly applying her training to assist in the administration of CPR and the use of the automated external defibrillator (AED) which established the heart rhythm of the cardiac arrest victim; and


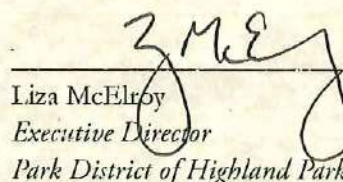
WHEREAS, Upon transport to the Highland Park Hospital and with follow up care, the fallen member is doing well and grateful for the competent, quick response of both the good samaritan and the Recreation Center of Highland Park staff;

NOW, THEREFORE BE IT RESOLVED, that the Park District of Highland Park recognizes and honors Amy Hohman for responsive, swift action in an emergency situation, that beyond training, required strength of character, courage, and compassion. The combination of which resulted in the saving of a life.

Dated this 22nd day of January, 2013



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



Liza McElroy
Executive Director
Park District of Highland Park

EXECUTIVE DIRECTOR'S MONTHLY

JANUARY 18, 2013

UPCOMING MEETINGS AND DATES

- Tuesday, January 22, 2013 / 6:00 p.m. / West Ridge Center / Regular Meeting
- Tuesday, February 12, 2013 / 6:00 p.m. / West Ridge Center / Workshop Meeting

FACILITIES

▪ DEER CREEK

Total Registration Numbers - Adult Group Lessons

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Winter	251	244	241	232	221

Total Registration Numbers - Junior Group Lessons

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Winter	443	464	414	436	517

Total Registration Numbers - Winter Jr. Camps

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Winter	55	82	140	102	100

Total Winter Registration	749	790	795	770	838
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Total Deer Creek Memberships

	658	600	591	589	**656
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Highlights from Winter Session:

** Worked with HP High School P.E. classes to bring 180 students to DCC for a day of quick start tennis!*

**New Program: Women's & Men's Doubles leagues: Men's Sat morning 12 people every week. Women's 14 ppl every Mon/Thurs*

**New Program: Expanded Saturday & Sunday Deer Creek Elite for High Level classes, Junior Dev. Dir brought in 50 new tennis players.*

***There are still 30 outstanding PCT memberships to be added from new bookings*

News & Events

- Parent-pro conferences were well received by everyone as it provided continuous feedback on students progress.
- New basketball hoop has seen some usage but staff anticipates more in time. Golf Range to open in a few months.
- Tennis All-Nighter coming February 15; 10pm-7am.
- New Tennis Adult Social scheduled for February 23.
- Received new tennis court sweeper and court scrubber- so we will be able to wash our own courts on a regular basis.

■ CENTENNIAL ICE ARENA

Gymnastics Winter Session Enrollment

	<u>2011</u>	<u>2012</u>	<u>2013*</u>
Adult/Child	127	139	90
Preschool	178	158	87
Youth	168	142	109
TOTAL	473	439	286

Skating Winter Enrollment

	<u>2011</u>	<u>2012</u>	<u>2013*</u>
Adults	29	29	4
Adult/Child	12	19	11
Preschool	162	144	48
Youth	308	239	59
Hockey	233	200	44
TOTAL	744	631	166

***Winter Registration began Monday, January 7 and will continue into the start of the session. Session runs January 21-March 24.**

Ice Show Enrollment

	<u>2011</u>	<u>2012</u>	<u>2013**</u>
	289	276	217

****Ice show registration is down from previous years, but is still in line with the percent of skating school participants in Late Fall Session. The registration for the show averages 50-60% of Late Fall registration, which this year was 388 participants.**

News & Events:

- Gymnastics staff began a series of three clinics at Highland Park High School on Sunday, January 13. The clinics are called "Intro to Team" and will run on Sundays, January 13, 20, and 27 from 3:00-4:30pm. Each week will concentrate on different events and help students learn more about how routines are put together and what is expected for competition. There were 10 gymnasts in attendance.
- Winter Fest was held on Saturday, January 12 from 3:30-6:00pm. This is a free community event with open skating and gymnastics, free mini skating lessons, carriage rides, cookie decorating, hot cocoa bar, honey bee information and dog sled demonstrations. There were several hundred in attendance, despite the non-winter weather.

Marketing & Promotions:

- Centennial 2Cents newsletter, is scheduled to be sent via email each month with upcoming news. This month we will be highlighting the winter session of gymnastics and skating, as well as Ice Show registration.

■ SUNSET VALLEY GOLF COURSE

Total Rounds comparison 2008 to 2012

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
April	2,013	1,521	2,390	1,481	1,678

May	3,953	4,517	3,668	2,748	4,399
June	5,763	4,754	5,229	4,952	5,796
July	6,043	6,964	5,709	5,121	5,304
August	6,424	5,703	5,885	5,483	5,559
September	3,825	4,540	4,288	3,805	4,063
October	2,444	1,548	2,302	2,319	2,061
November	842	1,044	791	849	1,144
December	0	57	18	672	694
January	0	0	159	531	
February	37	0	0	596	
March	882	430	651	2,300	
Total	32,226	31,078	31,090	30,857	30,698

Round breakdown for pass holder rounds

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
April	999	709	1,235	660	724
May	1,963	2,086	1,621	1,233	1,498
June	2,420	2,027	2,020	1,818	1,843
July	2,422	2,565	1,974	1,706	1,520
August	2,780	2,382	2,255	2,027	1,941
September	1,655	1,918	1,876	1,675	1,514
October	1,050	734	1,158	1,065	843
November	364	491	423	445	516
December	0	0	0	0	
January	0	0	0	0	
February	0	0	0	0	
March	199	171	202	429	
Total	13,852	13,083	12,764	11,058	10,399

Round breakdown for greens fee players

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
April	1,014	812	1,155	821	954
May	1,990	2,431	2,047	1,515	2,901
June	3,343	2,727	3,209	3,134	3,953
July	3,621	4,399	3,735	3,415	3,784
August	3,644	3,321	3,630	3,456	3,618
September	2,170	2,622	2,412	2,130	2,549
October	1,394	814	1,144	1,254	1,218
November	478	553	368	404	628
December	0	57	18	672	694
January	0	0	159	531	
February	37	0	0	596	
March	683	259	449	1,871	
Total	18,374	17,995	18,326	19,799	20,299

Marketing & Promotions

- Staff has completed monthly newsletter.
- Staff has finalized the budget for 2013-14 fiscal year.

- Staff sent the final copy of the Spring Brochure to Communication Department.
 - Working with Communication Department for promoting our revised lesson programs.
 - December totals were again above the previous year's totals.
- **RECREATION CENTER OF HIGHLAND PARK**
- The Recreation Center had 28 rentals, including user groups in December, for a revenue stream of \$10,187. Last year, we had 33 rentals and rental revenue of \$8,550. We have had more user groups utilizing the facility, so those are longer term contracts that generate more revenue, even though we had fewer actual rental contracts.
 - Water aerobics classes in November averaged 9 per class, for a total of 344 participants.
 - Learn To Swim overall is down from last year. But this session so far has 103 students enrolled and last year we had 98. We are also getting marketing done to promote the program through local pre-schools.
 - Group exercise classes averaged 12.52 people per class in December versus 11.66 in December, 2011 for an increase of 7.4%. This is the eighth month in a row increases.
 - Memberships are continuing to creep upward. Please see attached report.
 - The Recreation Center had a "Community Appreciation" series of events in November. We had 83 people register for the program. We are continuing to follow up with these participants and should have a final report next month on what that program ended up generating.
 - The Recreation Center will be taking part in the Infinity Fair on January 27 with demonstrations for adults and children in Kettlebell, Medicine Balls, Spin and Zumba.
 - The Recreation Center will be hosting the Martin Luther King Day Off School event on Monday January 21. There are a lot of events for families to participate in, including making care packages to send to troops overseas.

RECREATION CENTER OF HIGHLAND PARK - MEMBERSHIPS 2010-2012 Comparison- January

Summary

	2012	2011	2010
	12/31/12	12/31/11	12/31/10
# of Annual Members	1,420	1,055	1,505
# of Non-Annual Members	192	97	172
North Shore Health Department Grant Memberships	72	53	62
Total # of Memberships	1,684	1,205	1,739

Kid-Fit Add On	41	1	-
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Detailed Comparison

	2012	2011	2010
Annual Members	12/31/12	12/31/11	12/31/10
Cardiac	-	7	10
Cardiac Premier	-	-	1
Corporate	2	3	18
Couple	217	193	233
Family	180	184	228
Family +1	1	1	1
Individual	499	224	538
Limited	56	1	-
Senior	183	157	156
Senior Couple	56	45	58
Senior Couple Midday	18	22	21
Senior Midday	60	85	94
Student	32	29	55
Aqua Only	116	103	92
Total Annual	1,420	1,055	1,505

	2012	2011	2010
Non-Annual Members	12/31/2012	12/31/2011	12/31/2010
30-Day	134	66	112
90-Day	58	31	60
Total Non-Annual	192	97	172

RECREATION CENTER OF HIGHLAND PARK - MEMBERS 2010-2012 Comparison- January

Summary

	2012	2011	2010
	12/31/12	12/31/2011	12/31/2010
# of Annual Members	2,454	2,277	3,248
# of Non-Annual Members	192	97	182
North Shore Health Department Grant Memberships	152	164	149
Total # of Members	2,798	2,538	3,579

Kid-Fit Add On	105	2	-
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Detailed Comparison

	2012	2011	2010
Annual Members	12/31/12	12/31/11	12/31/10
Cardiac	-	7	10
Cardiac Premier	-	-	1
Corporate	2	3	18
Couple	434	386	462
Family	877	917	1,645
Family +1	1	1	1
Individual	499	427	538
Limited	56	1	-
Senior	183	147	156
Senior Couple	112	89	95
Senior Couple Midday	36	44	42
Senior Midday	60	82	94
Student	32	29	55
Aqua Only	161	144	132
Total Annual	2,454	2,277	3,248

	2012	2011	2010
Non-Annual Members	12/31/12	12/31/11	12/31/10
30-Day	134	66	122
90-Day	58	31	60
Total Non-Annual	192	97	182

■ HELLER

Heller Nature Center December Cross-Country Ski Rental

	December 2011	December 2012
Number of Rentals	0	0
Revenue	\$0	\$0

Heller Nature Center December Adult, Family and Custom Programs

	December 2011	December 2012
Number of Programs	3	3
Number of Participants	33	59

- Began offering “Stories in the Snow” this December. This new program is a winter version of our popular adult and child “Stories in the Woods” program.
- Staff has taken advantage of the warm weather to make much needed repairs to Heller’s trails and pond deck.

■ HIDDEN CREEK AQUAPARK

Marketing & Promotions

- Will begin marketing and promotion again in February for Early Bird Membership sales.

■ **PLANNING & PROJECTS DEPARTMENT**

- ADA Phase 1 Planning is complete and the project is out to public bid.
- Deer Creek lobby and entry concept planning is nearing completion. The board will see this concept in February.
- We received a grant for a new AED, which will be placed at Sunset Woods Park.
- Rosewood project is now in design development. Another meeting with the USACE will take place this month.

■ **PARK AVENUE**

- Worked with City to find a new winter/summer season storage location for boaters.

■ **ATHLETICS**

Program	2011	2012	Difference
7 th Grade Tip Off Tournament	6	8	2
8 th Grade Tip Off Tournament	7	7	0
Prep Basketball League	19	21	2
Boys Jr. High Volleyball	0	15	15
High School Girls Basketball Clinic	0	18	18
Total	32	69	37

- Boys Jr. High Volleyball is a brand new program started this past December, after feedback was given by the community of the popularity of the sport which is growing in middle schools.
- High School Girls Basketball clinic was run by the Girls Varsity Basketball coaching staff and players. After the clinic, participants had a pizza party with the team and attended the Girls Varsity game later that evening.
- Northbrook Jr. High won both the 7th and 8th Grade Tip Off Tournaments. Elm Place Middle School finished second in the 7th grade tournament, while Wilmette Jr. High placed second in the 8th grade tournament. Both tournaments took place at the Recreation Center of Highland Park and Northwood Jr High.
- Prep League is up 2 teams from the previous season. Brand new this year, there is a junior/senior team from Glenbrook South High School.

■ **GENERAL**

- West Ridge programs began on January 7. Although we continue to accept registration for program and special events, (Princess Ball and Mom/Son Hip Hop), the participation totals are as follows in comparison to last year. New programs to our line-up include an Act It Out! Theatre/Art class and two Wine & Painting one-night events. An additional Numbers Nonsense program was added to accommodate wait listed children.

Program	Winter 2012 Final	Winter 2013 (as of January 14, 2013)
Early Childhood	396	380
Martial Arts	119	105

Variety	71	62
Visual Arts	86	118
Music	54	18
Dance	117	99
Special Events	108	52
KinderExpress	46	61
Total	997	895

- Preparations are wrapping up for the Cinderella Princess Ball, our annual Daddy/Daughter Dance, on Saturday, February 9; currently there are 45 couples registered. This year, we are adding a few more character princesses to the party.
 - Although there was no snow, Winter Fest 2013 was a success. The event was held at Centennial Ice Arena on Saturday. Activities included carriage rides, a dog sled demonstration, and an ice sculptor carved Frosty the Snowman. Inside there was open skate and gymnastics, cookie decorating and a hot chocolate bar.
 - A one night Paint and Wine Workshop was held at Sunset Valley Golf Course on Wednesday, January 16. Our participants painted a canvas while sipping wine. Our West Ridge art instructor, Debbie Goldstein, gave step-by-step directions to our participants. Our next Paint & Wine program in February is already full!
 - Camp Registration began for residents on January 9. By midnight on January 9, we had 384 registrants. At that time last year in 2012, we had 377 for a total of 1,440 by summer's end. On Wednesday, January 16, non-residents will be able to register for camps. Due to a waiting list, we added an additional Camp Sunshine section at West Ridge.
 - Camp preparations are underway. Request for quotes for camper T-shirts and staff shirts are being sent out at the beginning of next week. New and exciting field trips are being added to each camp, and returning staff applications are being processed.
 - Grant in Aid applications continue to be accepted. We presently have 24 applicants, which is the number we had for 2012 at this time.
- **GOLF MAINTENANCE**
- Unusual winter patterns have allowed for the golf course to remain open in December and January. This winter's snow drought has allowed us to open for many extra rounds. The weather has also been ideal to tackle our major winter project, which is the removal of dead ash trees. We are at about the half way point of tree removal, with over 45 trees taken down and about 45 left. Work also continues inside overhauling all the golf maintenance equipment.

■ COMMUNICATIONS

- The Communications Department was notified that the Park District of Highland Park will receive an Exceptional Workplace Award at the 2013 IAPD/IPRA Annual Conference. To qualify for the award, the agency submitted a narrative and completed a survey on available staff trainings and support services. The Park District of Highland Park scored 49 out of a possible 52 points, which is tribute to the District's leadership and Human Resource Department. The award will be presented during the IPRA business meeting scheduled at 5:00 pm on January 25.
- The Park District will also be participating in the Agency Showcase during conference. The Agency Showcase Competition is the premier communications and marketing competition for park and recreation agencies. The District's best communication and marketing materials will be submitted for judging and display at the Soaring To New Heights Conference. Conference attendees are encouraged to view the Showcase, the location of which will be listed in the conference brochure.

■ PARKS

- Staff has been attempting to make outdoor ice, when temperatures permit. Fluctuating and marginally cold weather have hindered progress.
- Clearing of invasive and diseased ash trees continues in several parks.
- Collection of holiday trees at Larry Fink and Danny Cunniff Park is scheduled to January 21. Residents may drop-off trees to be chipped and used as mulch.
- Sled hill safety inspections continue daily along with weekly and monthly safety inspections for buildings, vehicles, and playgrounds.
- Facility and light repairs at Deer Creek Courts.
- Park staff is working on a flooring renovation at the Centennial Ice restrooms.
- Building and repairing picnic tables for next season.
- Refinishing benches for Hidden Creek AquaPark.
- Completed electrical upgrades in the West Ridge Ceramics room.
- Continuing work on capital equipment purchases and planning.
- Scheduled CPR/AED training for the parks staff in February.

■ FINANCE

- The budget process for fiscal year 2013-2014 remains ongoing. Staff anticipates passage of its budget at the final meeting of the current fiscal year (March 28). As a result, the document should be available for review in early February. The supplemental Budget and Appropriation hearing and potential passage will occur on February 26, 2013.
- Staff continues to train the rest of the District on the use of purchase cards. Through December, after approximately four months of using the card, it has generated a rebate of \$6,000. For the prior twelve months, the District received a rebate of \$1,100.
- The IT staff continues to implement its computer replacement plan. By the end of January, the entire plan for fiscal 2013, 39 computer replacements will have been completed.
- The implementation team for the District's conversion to Incode Finance Software continues to move forward as the team meets weekly. Data from its current financial system has been imported to the new product. Staff still anticipates a second quarter implementation.
- The website analytics for December are listed below:
 - Total Visitors 13,238; of this total, 6,123 different people visited.

- Besides the Home Page, the Recreation Center of Highland Park had the most visits (403).
- There were 26,045 web pages were viewed.
- Total mobile visitors of 2,053 viewed 5,700 pages.
- Average number of pages viewed per visit was 2.89.
- Average duration of each visit was two (2) minutes twenty-seven (27) seconds.
- 69 % of the visits to the site were by returning users; 31% of visits were from new users.
- On January 9, 2013, staff encountered a bug in its registration software. Working closely with IT and the vendor, staff was able to resolve the problem in under twenty-four hours, resulting in minimal disruption to registrants.