

NOTICE OF MEETING
TUESDAY, October 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 from September 24 Board Meeting**
 - B. **Minutes from October 8 Workshop Meeting**
 - C. **Bills and Payroll in the amount of \$1,639,678.07**
 - D. **IAPD/IPRA Credentials Certification**
 - E. **Deer Creek Lighting Fixtures Bid in the amount of \$76,440.00**
- VI. **UNFINISHED BUSINESS**
 - A. **Rosewood Construction Update**
- VII. **TREASURER'S REPORT**
- VIII. **NEW BUSINESS**
 - A. **Advisory Committee Reports**
 - B. **Hidden Creek AquaPark Year End Report**
 - C. **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) 8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section (c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. **ACTION FROM CLOSED SESSION – Related to Group Health Insurance Program**
- 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
SEPTEMBER 24, 2013**

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

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

ROLL CALL

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

Absent: None

Staff Present: Executive Director McElroy, Director Stumpf, Director Donahue, Director Becker, Director Behlow, Asst. Director Romes, Director Baker, Asst. Director Malartsik, Manager Naatz, Supervisor Fiori, Supervisor Lebak, and Recording Secretary Jendreas

Guests: Resident Rick Heineman, and Ron Amen from Lauterbach & Amen LLP

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON AGENDA - None

CONSENT AGENDA

Minutes of August 27, 2013 Regular Meeting; Minutes of September 10, 2013 Workshop Meeting; Minutes of September 10, 2013 Special Meeting; Bills and Payroll in the amount of \$1,177,838.04; Park Avenue Engineering Services Proposal from Baird in the amount of \$40,000.00; Sole Source Purchase of “Spin Bikes” for the Recreation Center of Highland Park; Ordinance 13-09 – Identifying Work Contracts to the Installment Purchase Agreement Entered into in Connection with the Issuance of Debt Certificates, Series 2013; Ordinance 13-10 – Declaration of Surplus Property and Authorization of Conveyance or Sale; Approval of Strategic Plan

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

Roll Call:

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

Nay: None

Absent: None
Abstain: None

Motion carried.

UNFINISHED BUSINESS

Approval of 2013 Comprehensive Annual Financial Report

Ron Amen, from Lauterbach and Amen LLP, presented highlights of the Comprehensive Annual Financial Report (CAFR). He said that all units of government, under State Statute, are required to have an auditor's opinion, and his firm is independent of the Park District. He noted that the Park District, for the eleventh consecutive year, received the *Certificate of Achievement for Excellence in Financial Reporting for 2012*. Mr. Amen also explained the Management Letter which contains comments and suggestions that are designed to assist in effecting improvements in internal controls and procedures.

Motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, to approve the 2013 Comprehensive Annual Financial Report.

Roll Call:

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

Motion carried.

Ordinance 13-11 – Authorizing an Intergovernmental Agreement Between the North Shore Sanitary District (NSSD) and the Park District of Highland Park regarding a Shared Water Main Project

Director Stumpf said that the Draft Intergovernmental Agreement to facilitate a shared construction of the proposed water main serving NSSD pump station, and Rosewood Park facilities, was brought to the Board for review at the July 9th Workshop Meeting. At that time the Board requested further review and detail on the cost to the Agency. After review of the needs of each Agency it was agreed to do a 50:50 cost-share on the total project, which he said is fair and equitable. Commissioners were in agreement with the cost-share.

Motion was made by Commissioner Flores Weisskopf, seconded by Commissioner Rutenberg, to adopt Ordinance 13-11- Authorizing an Intergovernmental Agreement between the North Shore Sanitary District and the Park District of Highland Park regarding a Shared Water Main Project.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers

Nay: None

Absent: None

Abstain: None

Motion carried.

Ordinance 13-12 – Authorizing a Grant of Temporary Construction Easement to the North Shore Sanitary District (NSSD) for Construction of a Water Main Project

Director Stumpf discussed the need for a Temporary Construction Easement for construction of the water main that will serve the NSSD pump station and Rosewood Park facilities.

Motion was made by Commissioner Rutenberg, seconded by Vice President Kaplan, to adopt Ordinance 13-12- Authorizing a Grant or Temporary Construction Easement to the North Shore Sanitary District for Construction of a Water Main project.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers

Nay: None

Absent: None

Abstain: None

Motion carried.

Ordinance 13-13 – Authorizing a Memorandum of Understanding between the North Shore Sanitary District and the Park District of Highland Park regarding Easements for a Water Main

Director Stumpf explained that once the shared water main at Rosewood Park is constructed, it will be turned over by ordinance to the City of Highland Park. This Memorandum of Understanding lays the groundwork for the eventual Permanent Easement.

Motion was made by Commissioner Rutenberg, seconded by Commissioner Bernstein, to adopt Ordinance No. 13-13 - Authorizing a Memorandum of Understanding between the North Shore Sanitary District and the Park District of Highland Park regarding Easements for a Water Main.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers

Nay: None

Absent: None

Abstain: None

Motion carried.

Designation of Open Meetings Act (OMA) Officer

Executive Director McElroy said that with changes to the Illinois Open Meetings Act and Freedom of Information Act, the Agency's Counsel conducted training for the Park Board, and a requirement for the District is to appoint an Open Meetings Act Officer. Staff is recommending that the Board designate Liza McElroy as the Officer.

Motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, to designate Liza McElroy as the Open Meetings Act Officer

Roll Call:

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

Motion carried.

Approval of Updated ADA Transition Plan

Director Stumpf advised that because of new Americans with Disabilities Act (ADA) guidelines, a District-wide audit was conducted and the Transition Plan completed and later modified. Phase I was also completed.

Motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, to approve the updated ADA Transition Plan.

Roll Call:

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

Motion carried.

TREASURER'S REPORT

Director Becker said that staff is constantly looking for ways to improve the Financial Reports to make them more user friendly. He provided a summary of the Agency's current investments which total \$24 million, in addition to \$960,000.00 in the operating account. The Agency has started to receive second installment property taxes. He briefly reviewed the funds.

President Meyers asked Director Becker if he could create a monthly pro-forma without taxes, for the Recreation Fund, and Director Becker said he would prepare one for next month.

NEW BUSINESS

Camp 2013 Report

Supervisors Kathy Fiori and Megan Leback gave a brief overview of the 2013 camp season and noted some of the changes for the 2014 season. They said the Camp Brochure will be released at the end of October and Registration will begin on January 8, 2014. Supervisors Fiori and Leback thanked Ms. McElroy and the Commissioners for their support of the Program.

President Meyers said he and the entire Board feel that all residents of Highland Park should be given the opportunity, and any assistance needed, to attend the camps.

Director Report

Executive Director McElroy said that September was busy with many special events, including the Autumn Fest at Heller Nature Center which was very well attended. She reminded Commissioners of the Grand Re-Opening of Deer Creek Courts on September 26th, from 5:00 to 6:00 p.m., and the 30 Year Celebration of Centennial Ice Rink on October 19th from 4:30 to 6:30 p.m. She listed other upcoming events, details of which can be found on the Park District Website.

COMMISSIONER/COMMITTEE/STAFF REPORTS

Commissioner Flores Weisskopf said the kick-off meeting for the new mature adult group committee will be held on October 7th.

OPEN TO PUBLIC TO ADDRESS BOARD

Resident Rick Heineman, 1449 Glencoe Avenue, expressed his views on demographic analysis by the Park District and sharing information with the school districts.

CLOSED SESSION

Motion was made by Commissioner Bernstein, seconded by Commissioner Flores Weisskopf, 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 Rutenberg, Vice President Kaplan, President Meyers

Nay: None

Absent: None

Abstain: None

Motion carried.

Meeting was adjourned into Closed Session at 7:25 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 Bernstein, seconded by Vice President Kaplan, and approved by unanimous voice vote. The Board Meeting adjourned at 7:___ p.m. .

Respectfully submitted,

Liza McElroy, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
OCTOBER 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 6:03 p.m. by President Meyers.

ROLL CALL

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

Absent: None

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

Guests: Resident Janet Bernstein; Highland Park Councilman Alyssa Knobel; Lake County Tax Extension Supervisor Kipp Wilson; and Paul Weise from SmithgroupJJR.

ADDITIONS/DELETIONS TO THE AGENDA

President Meyers removed *Item XI Closed Session* from the Agenda.

TAX LEVY PRESENTATION

Kipp Wilson, Lake County Tax Extension Supervisor, presented an overview regarding declining Equalized Assessed Valuations (EAVs), levy abatement and Property Tax Extension Limitation Law (PTELL). He explained why EAV declines and taxes still go up, and commented that PTELL means the same as a tax cap.

Mr. Wilson exited the meeting at 6:37 p.m.

DEER CREEK CONSTRUCTION UPDATE

Assistant Director Malartsik provided an update on change orders associated with the Deer Creek construction project. Unanticipated changes included relocating plumbing and electrical, and installing carpet in Lobby area; changes required by the City of Highland Park were a new fire alarm panel, new electrical panel, and new exit sign; and a concrete retaining wall was

needed as part of making the entrance ADA compliant. The project is currently \$15,902.67 over the original project budget of \$400,000.00.

NOVA UPDATE

Director McElroy provided a draft intergovernmental agreement between the Park District and High School District 113 to provide space at the High School for the NOVA Program. The Park District would be acting as an administrative body on behalf of NOVA at the high school. NOVA would provide certificate of insurance, supervision, custodial, and out of pocket costs. The Park District would provide other facilities at no costs and supervision, if not at the high school.

Commissioners had many concerns, and President Meyers directed Director McElroy to contact the Agency's law firm for their determination on the following: Define measurable goals of the program; determine all possible liability and risk; explore all possible conflicts of interest in terms of programming; develop agreement for monetary security for the high school building; level of service must meet Park District standards; and branding needs to be addressed.

There was discussion that NOVA has not secured funding, and Park District staff recommends no additional financial support. It was noted that the City of Highland Park is currently going through its budget process, and Councilman Knobel said they will not have any update on possible funding until November.

CENTRAL PARK STAIRS

Paul Weise, of the design and engineering firm SmithgroupJJR, provided a presentation on the Central Park Bluff Staircase Project, which is now at 80% completion. He highlighted design/construction considerations which were to keep the design airy and light, protect the stability of the bluff, and use sustainable materials where possible which are of minimal maintenance. He noted materials in the design include aluminum grading, weathered steel, stainless steel wire mesh, and wood products for seating.

Commissioners expressed the following concerns about the project: the beach stair landing may cause safety issues with pedestrians present on the beach which is filled with boats and cars moving around, especially on the weekend; current landing at the bottom is next to a trash area; additional vegetation/landscaping may be necessary; consideration of a landing and platform, walking path, or gated area could be solutions; concern about moving plans for landing because of no build zone; concerns about materials and wanting to view other stairways already built using these same materials. Highland Park City Councilman Knobel agreed with concerns explained by the Board.

Park District Staff will meet with City Staff and SmithgroupJJR to resolve the exit and aesthetic issues with the stairs, and will present further options to the Board.

President Meyers announced a short break at 8:08 p.m., and called the meeting back to order at 8:16 p.m.

AUDIT MANAGEMENT RESPONSE

Director Becker explained that the District received a management letter from Ron Amen, Auditor, along with the Comprehensive Annual Financial Report for the period ending March 31, 2013. This letter is intended to point out potential deficiencies within the organization, and to make the District aware of any new pronouncements by the Government Accounting Standards Board (GASB).

Staff believes that the District will not be subject to GASB 61, as it has no component units, but will meet with its auditors to verify. The management letter commented about expenditures in excess of budget in both the Debt Service Fund and the Special Recreation Fund. Director Becker explained that the Debt Service Fund had two unanticipated debt issuances: an Advanced Refunding of the District's 2004/2005 Debt, and an issuance to replenish District reserves after it paid off its Unfunded Accrued Actuarial Liability with IMRF. The excess over budget in the Special Revenue Fund reflects a change in accounting policy at the District.

REVIEW OF VOUCHERS

The vouchers were reviewed and there were no comments or questions.

President Meyers asked Director McElroy to prepare a detailed project list, with timeline, for the next Workshop Meeting.

There was discussion regarding how to handle removal of approximately 15 dedicated benches at Rosewood Beach, and staff will draft an appropriate letter notifying donors.

OPEN TO PUBLIC TO ADDRESS BOARD - None

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, and approved by unanimous voice vote. The Board Meeting adjourned at 8:31 p.m.

Respectfully submitted,

Liza McElroy, Secretary



To: Executive Director/Board of Commissioners
From: Director of Finance
Date: October 22, 2013
Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written September 20, 2013 through October 18, 2013 to be presented to the Board for approval on October 22, 2013.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
October 01, 2013	\$ 958.06
October 01, 2013	\$ 332,233.28
October 07, 2013	\$ 30,590.00
October 10, 2013	\$ 30,921.67
October 18, 2013	\$ 510,174.07
Bank Drafts	\$ 115,707.76
TOTAL	\$ 1,020,584.84

PAYROLL DISBURSEMENTS

October 04, 2013	\$ 298,577.23
October 18, 2013	\$ 320,516.00
TOTAL	\$ 619,093.23
GRAND TOTAL	\$ 1,639,678.07

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 10-22-13 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Expense Approval Report

By Vendor Name

Payment Dates 9/20/2013 - 10/18/2013

Vendor Name	(None)	Payable Number	Payable Date	Description (Item)	Amount
Vendor: North Shore Gas					
North Shore Gas		1500006145172	09/12/2013	1377 Clavey Rd(Larry Fink Prk	302.35
North Shore Gas		1500006780680	09/12/2013	636 Ridge Rd(West Ridge)	326.30
North Shore Gas		1500007004997	09/12/2013	3100 Trail Way(Centennial)	943.42
North Shore Gas		1500039847933	09/12/2013	RCHP	425.87
North Shore Gas		1500021101775	09/24/2013	2900 Trail Way,Cunniff Park S	39.77
North Shore Gas		1500026370346	09/24/2013	3100 Trail Way	38.81
North Shore Gas		1500006145242	09/26/2013	1377 Clavey Rd	42.06
North Shore Gas		1500006974753	09/26/2013	1390 Sunset Rd	53.25
North Shore Gas		1500026370947	09/26/2013	Aquatic Park NSG 0310037	172.61
North Shore Gas		3500006317294	09/26/2013	1240 Fredrickson	54.37
North Shore Gas		5500006974488	09/26/2013	Sunset Rd N of Bldg	47.62
North Shore Gas		5500006974488	09/26/2013	Sunset Rd N of Bldg	2.51
North Shore Gas		8500027164093	09/26/2013	1390 Sunset Rd Maint Bldg	51.05
Vendor North Shore Gas Total:					2,499.99
Vendor: 3301-NCPERS - IL IMRF					
3301-NCPERS - IL IMRF		092313	09/23/2013	NCPERS Group Life Ins	80.00
Vendor 3301-NCPERS - IL IMRF Total:					80.00
Vendor: ABSOLUTE HOME IMPROVEMENTS					
ABSOLUTE HOME IMPROVEM		13607-2	10/02/2013	Generator Installation	27,270.00
ABSOLUTE HOME IMPROVEM		13600	10/07/2013	Deer Creek project payment #	66,749.87
ABSOLUTE HOME IMPROVEM		13609	09/07/2013	2013 Sherwood Prk Renovatl	27,976.50
ABSOLUTE HOME IMPROVEM		13606-2	09/09/2013	Recreation Center 2013	4,995.00
Vendor ABSOLUTE HOME IMPROVEMENTS Total:					126,991.37
Vendor: ADP, INC.					
ADP, INC.		426692514	10/11/2013	HandPunch processing charge	1,140.84
ADP, INC.		426692514	10/11/2013	HandPunch processing charge	3,819.33
ADP, INC.		426456718	10/04/2013	Autopay II Processing 10/04/1	122.80
ADP, INC.		426456718	10/04/2013	Autopay II Processing 10/04/1	411.13
ADP, INC.		425650299	09/13/2013	Autopay II Processing 08/31/1	1,220.25
ADP, INC.		425650299	09/13/2013	Autopay II Processing 08/31/1	4,085.18
ADP, INC.		425876329	09/20/2013	ADP HR/Benefits Solution	820.73
ADP, INC.		425876329	09/20/2013	ADP HR/Benefits Solution	2,747.68
ADP, INC.		425876807	09/20/2013	Autopay II Processing 09/13/1	128.72
ADP, INC.		425876807	09/20/2013	Autopay II Processing 09/13/1	430.94
Vendor ADP, INC. Total:					14,927.60
Vendor: AEREX PEST CONTROL					
AEREX PEST CONTROL		931569	09/19/2013	Service	57.00
Vendor AEREX PEST CONTROL Total:					57.00
Vendor: AFLAC					
AFLAC		AFLAC 091713	09/17/2013	AFLAC 09/17/13	1,446.51
Vendor AFLAC Total:					1,446.51
Vendor: ALICIA O'CONNOR					
ALICIA O'CONNOR		100113	10/01/2013	10/01/13 Professional Service	195.00
Vendor ALICIA O'CONNOR Total:					195.00
Vendor: AMERICAN COMPUTER					
AMERICAN COMPUTER		022213	05/15/2013	Monthly Unix Maintenance	475.00
AMERICAN COMPUTER		022240	06/14/2013	Monthly Unix Maintenance	475.00
AMERICAN COMPUTER		022277	07/15/2013	Monthly Unix Maintenance	475.00
AMERICAN COMPUTER		022322	08/15/2013	Monthly Unix Maintenance	475.00
Vendor AMERICAN COMPUTER Total:					1,900.00

Expense Approval Report

Payment Dates: 9/20/2013 - 10/18/2013

Vendor Name (None)	Payable Number	Payable Date	Description (Item)	Amount
Vendor: ANCEL, GLINK, DIAMOND, BUSH, ANCEL, GLINK, DIAMOND, BUS	36526	10/17/2013	Professional fees	1,550.00
			Vendor ANCEL, GLINK, DIAMOND, BUSH, Total:	1,550.00
Vendor: ATRIUM INC ATRIUM INC	7045	09/30/2013	Landscape service	5,043.90
ATRIUM INC	7045	09/30/2013	Landscape service	51.00
			Vendor ATRIUM INC Total:	5,094.90
Vendor: CARDNO JFNEW CARDNO JFNEW	61341	07/18/2013	Professional Service thru 06/2	2,371.32
			Vendor CARDNO JFNEW Total:	2,371.32
Vendor: Charles Gonzalez Charles Gonzalez	1375467	09/25/2013	Refund	35.00
			Vendor Charles Gonzalez Total:	35.00
Vendor: CHARLES J FIORE COMPANY, INC CHARLES J FIORE COMPANY, I	138593	09/26/2013	29 plants	195.12
			Vendor CHARLES J FIORE COMPANY, INC Total:	195.12
Vendor: CHICAGO TRIBUNE CHICAGO TRIBUNE	000993858	09/30/2013	Centennial Ice Arena Ad Displ	530.00
			Vendor CHICAGO TRIBUNE Total:	530.00
Vendor: Chuck R Johnson Chuck R Johnson	100113	10/01/2013	Member dues reimbursed 1/2	124.50
			Vendor Chuck R Johnson Total:	124.50
Vendor: CITY OF HIGHLAND PARK CITY OF HIGHLAND PARK	101713	10/17/2013	Jul/Aug/Sept 2013 Food & Be	55.35
CITY OF HIGHLAND PARK	176879	08/22/2013	Extra duty police September 2	10,748.88
			Vendor CITY OF HIGHLAND PARK Total:	10,804.23
Vendor: CLOWNING AROUND ENTERTAINMENT CLOWNING AROUND ENTERT	26448	08/24/2013	10/25/13 Event supplies	5,614.00
			Vendor CLOWNING AROUND ENTERTAINMENT Total:	5,614.00
Vendor: Colfax Corporation Colfax Corporation	10593-R	08/31/2013	2013 Asbestos/Abatement/R	33,290.00
			Vendor Colfax Corporation Total:	33,290.00
Vendor: COMCAST COMCAST	8771100560216093	10/01/2013	SVGC:Service WIFI	134.85
COMCAST	8771100560216119	10/01/2013	Deer Creek Courts:Service	52.95
COMCAST	8771100560216119	10/01/2013	Deer Creek Courts:Service	81.90
COMCAST	8771100560216127	10/02/2013	Centennial Ice Arena:Service	34.63
COMCAST	8771100560216127	10/02/2013	Centennial Ice Arena:Service	81.90
COMCAST	8771100560097899	10/06/2013	Admin:Service TV & WIFI	130.95
COMCAST	8771100560097899	10/06/2013	Admin:Service TV & WIFI	151.32
COMCAST	8771100560216556	09/13/2013	RCHP:Service WIFI	52.95
COMCAST	8771100560216556	09/13/2013	RCHP:Service WIFI	81.90
COMCAST	8771100560000158	09/20/2013	Deer Creek Courts:Service TV	10.63
COMCAST	8771100560326645	09/24/2013	Admin:Cable/Internet	134.85
			Vendor COMCAST Total:	948.83
Vendor: COMCAST COMCAST	8771100560000133	09/20/2013	Centennial Ice Arena:Service	82.96
COMCAST	8771100560025338	09/20/2013	SVGC:Service TV	40.44
COMCAST	8771100560326629	09/22/2013	ADMIN:Cable/Internet	134.85
COMCAST	8771100560078907	09/08/2013	RCHP:Service TV	91.42
			Vendor COMCAST Total:	349.67
Vendor: COMED COMED	1898688000	10/01/2013	Ravine Dr Sec Apt	19.10
COMED	1821106004	09/27/2013	1377 Deer Creek Pkwy(Fink B	405.68
COMED	1310498019	09/30/2013	2501 Sheridan Rd	61.69

Expense Approval Report

Payment Dates: 9/20/2013 - 10/18/2013

Vendor Name	(None)	Payable Number	Payable Date	Description (Item)	Amount
COMED		1982062001	09/30/2013	Laurel Ave Bandstand	16.63
Vendor COMED Total:					503.10
Vendor: COURT & SPORT INC					
COURT & SPORT INC		42658	09/04/2013	Curtain remodel	4,060.00
COURT & SPORT INC		42658	09/04/2013	Curtain remodel	15,000.00
COURT & SPORT INC		42659	09/04/2013	Curtain remodel	1,852.00
Vendor COURT & SPORT INC Total:					20,912.00
Vendor: CRYSTAL MANAGEMENT & CRYSTAL MANAGEMENT &					
CRYSTAL MANAGEMENT &		21526	08/20/2013	Cleaning service September 2	7,557.33
Vendor CRYSTAL MANAGEMENT & Total:					7,557.33
Vendor: DAVID WOODHOUSE ARCHITECTS LLC					
DAVID WOODHOUSE ARCHIT		3771	10/01/2013	Rosewood DWA basic service	44,000.00
Vendor DAVID WOODHOUSE ARCHITECTS LLC Total:					44,000.00
Vendor: Debi Loarie					
Debi Loarie		1376738	09/30/2013	Refund	75.00
Vendor Debi Loarie Total:					75.00
Vendor: DK ORGANICS, LLC.					
DK ORGANICS, LLC.		2-59069	09/23/2013	Superfine	119.60
DK ORGANICS, LLC.		2-59076	09/23/2013	Superfine	119.60
DK ORGANICS, LLC.		2-59079	09/23/2013	Superfine	119.60
DK ORGANICS, LLC.		2-59382	09/30/2013	Superfine	119.60
DK ORGANICS, LLC.		2-59389	09/30/2013	Superfine	119.60
Vendor DK ORGANICS, LLC. Total:					598.00
Vendor: DURABILT FENCE					
DURABILT FENCE		8698	09/30/2013	Fence for 3 parks	62,000.00
DURABILT FENCE		8698	09/30/2013	Fence for 3 parks	11,435.00
DURABILT FENCE		8698	09/30/2013	Fence for 3 parks	25,235.00
Vendor DURABILT FENCE Total:					98,670.00
Vendor: Edward Walder					
Edward Walder		1376814	09/30/2013	Refund	101.00
Vendor Edward Walder Total:					101.00
Vendor: Elizar & Meyerson, LLC Trust Account					
Elizar & Meyerson, LLC Trust		10 CV 1788	09/26/2013	Generator & Mooney Park Re	33,300.00
Elizar & Meyerson, LLC Trust		10 CV 1788	09/26/2013	Generator & Mooney Park Re	18,591.69
Vendor Elizar & Meyerson, LLC Trust Account Total:					51,891.69
Vendor: ELK GROVE PARK DISTRICT					
ELK GROVE PARK DISTRICT		091313	09/13/2013	Travel baseball teams 2014 fe	4,200.00
Vendor ELK GROVE PARK DISTRICT Total:					4,200.00
Vendor: FAULKS BROS. CONSTRUCTION, INC					
FAULKS BROS. CONSTRUCTIO		00196611	09/11/2013	Fines free non-dried	1,994.43
Vendor FAULKS BROS. CONSTRUCTION, INC Total:					1,994.43
Vendor: FRIENDLY FARMS LTD					
FRIENDLY FARMS LTD		3264	10/01/2013	10/11/13 Event supplies	450.00
Vendor FRIENDLY FARMS LTD Total:					450.00
Vendor: GLENCOE PARK DISTRICT					
GLENCOE PARK DISTRICT		8988	09/28/2013	Refund - Hidden Creek Aqua P	1,468.00
Vendor GLENCOE PARK DISTRICT Total:					1,468.00
Vendor: GRANDI BROS.					
GRANDI BROS.		A548050	09/30/2013	Carburetor, air filter	66.85
Vendor GRANDI BROS. Total:					66.85
Vendor: GRAYSLAKE PARK DISTRICT					
GRAYSLAKE PARK DISTRICT		100413	10/04/2013	Basketball Tournament Fees	600.00
GRAYSLAKE PARK DISTRICT		100413	10/04/2013	Basketball Tournament Fees	1,200.00
Vendor GRAYSLAKE PARK DISTRICT Total:					1,800.00

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Vendor Name	(None)	Payable Number	Payable Date	Description (Item)	Amount
Vendor: HI-LAND ART & FRAME					
HI-LAND ART & FRAME		902	09/05/2013	Supplies	50.40
Vendor HI-LAND ART & FRAME Total:					50.40
Vendor: HOLLY BOES - PETTY CASH					
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	35.97
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	49.10
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	20.19
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	35.00
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	115.00
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	12.99
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	67.71
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	46.33
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	1,118.71
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	30.00
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	1.20
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	20.00
HOLLY BOES - PETTY CASH		091813	09/18/2013	Petty cash reimbursed	63.92
Vendor HOLLY BOES - PETTY CASH Total:					1,616.12
Vendor: HOWARD L. WHITE & ASSOC.					
HOWARD L. WHITE & ASSOC.		213299	09/17/2013	3 Trash receptacles	3,383.00
Vendor HOWARD L. WHITE & ASSOC. Total:					3,383.00
Vendor: ICMA RETIREMENT TRUST #302037					
ICMA RETIREMENT TRUST #3		ICMA 457 100413	10/04/2013	Wire Transfer ICMA 457 Defer	8,933.00
ICMA RETIREMENT TRUST #3		ICMA 457 092013	09/20/2013	Wire Transfer ICMA 457 Defer	8,963.95
Vendor ICMA RETIREMENT TRUST #302037 Total:					17,896.95
Vendor: ICMA RETIREMENT TRUST #705568					
ICMA RETIREMENT TRUST #7		ICMA Roth 100413	10/04/2013	Wire Transfer ICMA Roth	70.00
ICMA RETIREMENT TRUST #7		ICMA Roth 092013	09/20/2013	Wire Transfer ICMA Roth	70.00
Vendor ICMA RETIREMENT TRUST #705568 Total:					140.00
Vendor: ILL MUNICIPAL RETIREMENT FUND					
ILL MUNICIPAL RETIREMENT F		IMRF Oct 2013	10/17/2013	IMRF 10/31/13	72,639.86
ILL MUNICIPAL RETIREMENT F		IMRF Oct 2013	10/17/2013	IMRF 10/31/13	23,584.44
Vendor ILL MUNICIPAL RETIREMENT FUND Total:					96,224.30
Vendor: ILLINOIS SHOTOKAN KARATE					
ILLINOIS SHOTOKAN KARATE		1049	09/16/2013	2013 Summer Karate fee	2,482.20
Vendor ILLINOIS SHOTOKAN KARATE Total:					2,482.20
Vendor: INTEGRYS ENERGY SERVICES INC.					
INTEGRYS ENERGY SERVICES I		31878198	09/27/2013	636 Ridge Rd(West Ridge Cen	2,624.41
INTEGRYS ENERGY SERVICES I		31878204	09/27/2013	West Ridge Ballfield	39.24
INTEGRYS ENERGY SERVICES I		31878232	09/27/2013	3452 Krenn Ave	29.65
Vendor INTEGRYS ENERGY SERVICES INC. Total:					2,693.30
Vendor: JEFF SCHWARZ					
JEFF SCHWARZ		100413	10/04/2013	02/16/14 Basketball Tourny F	585.00
Vendor JEFF SCHWARZ Total:					585.00
Vendor: Jeff Schwarz					
Jeff Schwarz		100213	10/02/2013	Official fees Sept 2013	420.00
Vendor Jeff Schwarz Total:					420.00
Vendor: JENETTE RUNGE					
JENETTE RUNGE		HPPD1313	09/25/2013	09/20/13 & 09/22/13 Professi	370.00
Vendor JENETTE RUNGE Total:					370.00
Vendor: Jennifer Hoffmann					
Jennifer Hoffmann		1376733	09/30/2013	Refund	75.00
Vendor Jennifer Hoffmann Total:					75.00
Vendor: JIM & BECKY'S HORSE					
JIM & BECKY'S HORSE		100213	10/02/2013	01/11/14 event supplies	1,600.00
Vendor JIM & BECKY'S HORSE Total:					1,600.00

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Vendor Name (None)	Payable Number	Payable Date	Description (Item)	Amount
Vendor: JUDY'S LETTER & SECRETARIAL				
JUDY'S LETTER & SECRETARIA	1490-13	09/06/2013	Fall 2013 Discover Newsletter	379.54
			Vendor JUDY'S LETTER & SECRETARIAL Total:	379.54
Vendor: JULIE NAATZ-PETTY CASH				
JULIE NAATZ-PETTY CASH	100213	10/02/2013	Petty cash for 10/25/13 event	1,500.00
			Vendor JULIE NAATZ-PETTY CASH Total:	1,500.00
Vendor: Keiser				
Keiser	7792	09/30/2013	30 Keiser M3 Indoor cycles	18,797.53
Keiser	7792	09/30/2013	30 Keiser M3 indoor cycles	18,797.52
			Vendor Keiser Total:	37,595.05
Vendor: Ken Sorensen				
Ken Sorensen	1376742	09/30/2013	Refund	75.00
			Vendor Ken Sorensen Total:	75.00
Vendor: KREATIVE PARTIES				
KREATIVE PARTIES	101113	09/30/2013	10/11/13 Event supplies	75.00
			Vendor KREATIVE PARTIES Total:	75.00
Vendor: LAUREN WISMER				
LAUREN WISMER	093013	09/30/2013	10/11/13 Event supplies	250.00
			Vendor LAUREN WISMER Total:	250.00
Vendor: LIBERTYVILLE JUNIOR WILDCATS				
LIBERTYVILLE JUNIOR WILDCA	100413	10/04/2013	01/26/14 Basketball Tourny F	500.00
LIBERTYVILLE JUNIOR WILDCA	100413	10/04/2013	01/26/14 Basketball Tourny F	500.00
			Vendor LIBERTYVILLE JUNIOR WILDCATS Total:	1,000.00
Vendor: LIONS CLUB OF H.P. & HIGHWOOD				
LIONS CLUB OF H.P. & HIGHW	2032	10/17/2013	Qtrly dues	103.00
			Vendor LIONS CLUB OF H.P. & HIGHWOOD Total:	103.00
Vendor: LOU WHITE				
LOU WHITE	093013	09/30/2013	Officials fees	58.00
			Vendor LOU WHITE Total:	58.00
Vendor: Luisito P Fanlo, Sr				
Luisito P Fanlo, Sr	091113	09/11/2013	Member dues reimbursed 1/2	73.50
			Vendor Luisito P Fanlo, Sr Total:	73.50
Vendor: MAD SCIENCE				
MAD SCIENCE	073113	07/31/2013	Instructor fees	750.00
			Vendor MAD SCIENCE Total:	750.00
Vendor: MARKET ACCESS CORP.				
MARKET ACCESS CORP.	1475	10/02/2013	Supplies	370.00
			Vendor MARKET ACCESS CORP. Total:	370.00
Vendor: MARTIN PETERSON COMPANY INC				
MARTIN PETERSON COMPAN	583243	08/29/2013	Service	437.32
			Vendor MARTIN PETERSON COMPANY INC Total:	437.32
Vendor: MICHAEL STANLEY LANDSCAPES,INC				
MICHAEL STANLEY LANDSCAP	8573	10/01/2013	Weekly maintenance	6,501.50
MICHAEL STANLEY LANDSCAP	8573	10/01/2013	Weekly maintenance	446.00
MICHAEL STANLEY LANDSCAP	8573	10/01/2013	Weekly maintenance	1,680.00
			Vendor MICHAEL STANLEY LANDSCAPES,INC Total:	8,627.50
Vendor: MIDCO				
MIDCO	274478	10/03/2013	Receiver Amplifier Black	77.04
MIDCO	272637	09/17/2013	Phones, service, license	193.69
MIDCO	272637	09/17/2013	Phones, service, license	389.74
MIDCO	272637	09/17/2013	Phones, service, license	581.09
			Vendor MIDCO Total:	1,241.56
Vendor: Montana Hayes				
Montana Hayes	1373880	09/19/2013	Refund	13.00
			Vendor Montana Hayes Total:	13.00

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Vendor Name	(None)	Payable Number	Payable Date	Description (Item)	Amount
Vendor: Morton Fink					
Morton Fink		1375466	09/25/2013	Refund	14.06
Vendor Morton Fink Total:					14.06
Vendor: MUTUAL ACE HARDWARE					
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	49.96
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	200.47
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	388.00
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	623.00
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	29.29
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	50.58
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	-0.14
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	65.58
MUTUAL ACE HARDWARE		1191	09/30/2013	Supplies	11.08
Vendor MUTUAL ACE HARDWARE Total:					1,417.82
Vendor: Neal Ney					
Neal Ney		1374933	09/23/2013	Refund	45.00
Vendor Neal Ney Total:					45.00
Vendor: NORTH SHORE BASEBALL ACADEMY					
NORTH SHORE BASEBALL ACA		092413	09/24/2013	Travel cage pass,private lesso	26,390.00
Vendor NORTH SHORE BASEBALL ACADEMY Total:					26,390.00
Vendor: NORTH SHORE GAS					
NORTH SHORE GAS		1500039847933	08/12/2013	RCHP	447.99
NORTH SHORE GAS		1500006145172	08/12/2013	1377 Clavey Rd(Larry Fink Prk	309.36
NORTH SHORE GAS		1500006780680	08/12/2013	636 Ridge Rd(West Ridge)	329.61
NORTH SHORE GAS		1500007004997	08/12/2013	3100 Trail Way(Centennial)	609.66
NORTH SHORE GAS		8500006974564	09/26/2013	1390 Sunset Rd	132.91
Vendor NORTH SHORE GAS Total:					1,829.53
Vendor: NORTH SHORE SANITARY DISTRICT					
NORTH SHORE SANITARY DIS		2613941	10/12/2013	750 Lincoln Ave West	6.02
NORTH SHORE SANITARY DIS		2598203	09/21/2013	636 Ridge Rd	135.88
NORTH SHORE SANITARY DIS		2600536	09/28/2013	2627 St Johns Ave	5.16
NORTH SHORE SANITARY DIS		2601026	09/28/2013	1377 Deer Creek Pkwy(Maint)	12.04
NORTH SHORE SANITARY DIS		2601027	09/28/2013	1377 Deer Creek Pkwy(Deer C	5.16
NORTH SHORE SANITARY DIS		2601336	09/28/2013	1220 Fredrickson Place	972.66
NORTH SHORE SANITARY DIS		2603202	09/28/2013	1390 Sunset Rd	69.66
NORTH SHORE SANITARY DIS		2603559	09/28/2013	1377 Deer Creek Pkwy	55.04
NORTH SHORE SANITARY DIS		2603588	09/28/2013	1390 Sunset Rd	18.92
NORTH SHORE SANITARY DIS		2603589	09/28/2013	1801 Sunset Rd(Sunset Wood	258.00
NORTH SHORE SANITARY DIS		2603745	09/28/2013	3100 Trail Way	19.78
NORTH SHORE SANITARY DIS		2603815	09/28/2013	1390 Sunset Rd	13.76
Vendor NORTH SHORE SANITARY DISTRICT Total:					1,572.08
Vendor: NORTH SHORE SCHOOL DIST 112					
NORTH SHORE SCHOOL DIST		1374944	09/23/2013	Refund	45.00
Vendor NORTH SHORE SCHOOL DIST 112 Total:					45.00
Vendor: NORTH SHORE YACHT CLUB					
NORTH SHORE YACHT CLUB		093013	09/30/2013	Contribution for mobile office	574.40
Vendor NORTH SHORE YACHT CLUB Total:					574.40
Vendor: NORTH SUBURBAN					
NORTH SUBURBAN		100913	10/09/2013	Registration fees	2,010.00
NORTH SUBURBAN		100913	10/09/2013	Registration fees	335.00
Vendor NORTH SUBURBAN Total:					2,345.00
Vendor: NSSRA					
NSSRA		093013	09/30/2013	2013 Inclusion 2nd Installmen	55,395.50
Vendor NSSRA Total:					55,395.50
Vendor: NUTOYS LEISURE PRODUCTS					
NUTOYS LEISURE PRODUCTS		40459	09/25/2013	Sherwood Park play structure	80,905.00
Vendor NUTOYS LEISURE PRODUCTS Total:					80,905.00

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Vendor Name	(None)	Payable Number	Payable Date	Description (Item)	Amount
Vendor: PARK DISTRICT RISK MGMT AGCY					
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Property/Liability/Workers Co	303.75
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Property/Liability/Workers Co	5,065.42
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Property/Liability/Workers Co	9,380.17
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Property/Liability/Workers Co	10,345.00
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Property/Liability/Workers Co	1,809.50
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Property/Liability/Workers Co	915.00
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	16,117.28
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	27,377.40
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	19,450.08
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	752.26
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	4,739.48
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	3,131.50
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	779.43
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	437.52
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	1,318.81
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	533.45
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	329.81
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	3,465.19
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	5,135.82
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	2,022.26
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	6,366.98
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	1,888.24
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	1,640.35
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	5,386.44
PARK DISTRICT RISK MGMT A		093013	09/30/2013	Health Invoice	5,243.11
Vendor PARK DISTRICT RISK MGMT AGCY Total:					133,935.25
Vendor: PATCH 22					
PATCH 22		092013	09/20/2013	09/20/13 Event supplies	1,400.00
Vendor PATCH 22 Total:					1,400.00
Vendor: Performance Padding Inc					
Performance Padding Inc		1184	09/13/2013	Reupholstery of fitness equip	773.00
Vendor Performance Padding Inc Total:					773.00
Vendor: PROVANTAGE					
PROVANTAGE		6782715	08/07/2013	Netvanta 1234P 2nd gen,amp	1,399.31
PROVANTAGE		6782717	08/07/2013	Shelves	162.35
PROVANTAGE		6782783	08/07/2013	Wall mount cabinet, supplies	829.89
PROVANTAGE		6783591	08/08/2013	Cat5e patch cable	152.24
PROVANTAGE		6784685	08/09/2013	Supplies	2.76
PROVANTAGE		6784856	08/09/2013	2-way & 4-way splitters	73.62
PROVANTAGE		6837960	09/26/2013	1 16" carrying case	32.88
Vendor PROVANTAGE Total:					2,653.05
Vendor: RAY AMIDEI					
RAY AMIDEI		100613	10/06/2013	Staff CPR/AED trainings	210.00
RAY AMIDEI		100613	10/06/2013	Staff CPR/AED trainings	490.00
RAY AMIDEI		100613	10/06/2013	Staff CPR/AED trainings	105.00
Vendor RAY AMIDEI Total:					805.00
Vendor: RICOH AMERICAS CORP					
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	200.77
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	119.25
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	218.36
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	125.96
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	136.05
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	322.43
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	172.57
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	215.63
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	193.45
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	85.09
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	172.57

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Vendor Name	(Nona)	Payable Number	Payable Date	Description (Item)	Amount
RICOH AMERICAS CORP		5000546840	10/04/2013	Ricoh 09/30/13-10/30/13	172.57
Vendor RICOH AMERICAS CORP Total:					2,134.70
Vendor: RICOH USA, INC					
RICOH USA, INC		5027880018	10/03/2013	Ricoh 09/04/13-10/03/13	25.55
RICOH USA, INC		5027880018	10/03/2013	Ricoh 09/04/13-10/03/13	69.09
RICOH USA, INC		5027924876	10/09/2013	Ricoh 09/09/13-10/08/13	24.66
RICOH USA, INC		5027651926	09/19/2013	Ricoh 08/20/13-09/19/13	208.13
RICOH USA, INC		5027651927	09/19/2013	Ricoh 08/20/13-09/19/13	133.16
RICOH USA, INC		5027670411	09/22/2013	Ricoh 08/23/13-09/22/13	241.47
RICOH USA, INC		5027688625	09/23/2013	Ricoh 08/24/13-09/23/13	182.95
RICOH USA, INC		5027688625	09/23/2013	Ricoh 08/24/13-09/23/13	494.64
RICOH USA, INC		5027689226	09/23/2013	Ricoh 08/24/13-09/23/13	161.52
RICOH USA, INC		5027713077	09/24/2013	Ricoh 08/29/13-09/28/13	70.40
RICOH USA, INC		5027713079	09/24/2013	Ricoh 08/29/13-09/28/13	105.31
RICOH USA, INC		5027736076	09/25/2013	Ricoh 08/30/13-09/29/13	184.09
Vendor RICOH USA, INC Total:					1,900.97
Vendor: Rosa Sanchez					
Rosa Sanchez		1374952	09/23/2013	Refund	330.00
Vendor Rosa Sanchez Total:					330.00
Vendor: SCS PRODUCTIONS, INC					
SCS PRODUCTIONS, INC		4623-13	10/03/2013	10/19/13 Event supplies	520.00
Vendor SCS PRODUCTIONS, INC Total:					520.00
Vendor: SMITHGROUP JJR					
SMITHGROUP JJR		0097545	09/24/2013	Professional Services 7/27/13	27,904.85
Vendor SMITHGROUP JJR Total:					27,904.85
Vendor: STEVEN R PODOLSKI					
STEVEN R PODOLSKI		092713	09/27/2013	Independent evaluator fee Se	140.00
Vendor STEVEN R PODOLSKI Total:					140.00
Vendor: SUNSET FOOD MART INC					
SUNSET FOOD MART INC		16200	06/30/2013	Supplies	18.82
SUNSET FOOD MART INC		16200	06/30/2013	Supplies	58.63
SUNSET FOOD MART INC		16200	06/30/2013	Supplies	17.98
SUNSET FOOD MART INC		16200	06/30/2013	Supplies	35.01
SUNSET FOOD MART INC		16200	06/30/2013	Supplies	163.33
SUNSET FOOD MART INC		16200	06/30/2013	Supplies	47.89
SUNSET FOOD MART INC		16200	08/31/2013	Supplies	245.70
SUNSET FOOD MART INC		16200	08/31/2013	Supplies	58.41
SUNSET FOOD MART INC		16200	09/30/2013	Supplies	185.58
SUNSET FOOD MART INC		16200	09/30/2013	Supplies	405.03
SUNSET FOOD MART INC		16200	09/30/2013	Supplies	39.00
SUNSET FOOD MART INC		16200	09/30/2013	Supplies	405.03
SUNSET FOOD MART INC		16200	09/30/2013	Supplies	58.94
SUNSET FOOD MART INC		16200	09/30/2013	Supplies	24.95
SUNSET FOOD MART INC		16200	09/30/2013	Supplies	14.99
SUNSET FOOD MART INC		16200	09/30/2013	Supplies	7.16
Vendor SUNSET FOOD MART INC Total:					1,786.45
Vendor: TARGET BANK					
TARGET BANK		00028951204	09/18/2013	Supplies	49.35
TARGET BANK		00028951204	09/18/2013	Supplies	136.21
TARGET BANK		00028951205	09/18/2013	Supplies	3.13
Vendor TARGET BANK Total:					188.69
Vendor: TEAM ONE LACROSSE					
TEAM ONE LACROSSE		51136	10/02/2013	Fall boys lacrosse	3,767.40
Vendor TEAM ONE LACROSSE Total:					3,767.40
Vendor: TEAM SKATEBOARD INC.					
TEAM SKATEBOARD INC.		082013	10/08/2013	Summer skateboard registrati	546.00
Vendor TEAM SKATEBOARD INC. Total:					546.00

Expense Approval Report

Payment Dates: 9/20/2013 - 10/18/2013

Vendor Name	(None)	Payable Number	Payable Date	Description (Item)	Amount	
Vendor: Teresa Grant						
Teresa Grant		1376736	09/30/2013	Refund	75.00	
					Vendor Teresa Grant Total:	75.00
Vendor: THE BRAVE WAY, LLC						
THE BRAVE WAY, LLC		131012-01	10/14/2013	Class instructor fee	100.00	
					Vendor THE BRAVE WAY, LLC Total:	100.00
Vendor: The Northern Illinois Raptor Conservancy						
The Northern Illinois Raptor C		091713	09/17/2013	09/20/13 Event Supplies	100.00	
					Vendor The Northern Illinois Raptor Conservancy Total:	100.00
Vendor: TORVAC						
TORVAC		090:2386321	09/24/2013	SVGC:T Regular Service	118.00	
					Vendor TORVAC Total:	118.00
Vendor: TYLER TECHNOLOGIES, INC						
TYLER TECHNOLOGIES, INC		025-79140	09/25/2013	Sept 20, 2013 Professional Fe	1,214.91	
TYLER TECHNOLOGIES, INC		025-79141	09/25/2013	Sept 18-19, 2013 training	1,750.00	
TYLER TECHNOLOGIES, INC		025-79469	09/30/2013	09/16/13 on-line training	275.00	
					Vendor TYLER TECHNOLOGIES, INC Total:	3,239.91
Vendor: UW/NORTH SHORE/HIGHLAND PK/HW						
UW/NORTH SHORE/HIGHLAN		093013	09/30/2013	United Way	80.00	
					Vendor UW/NORTH SHORE/HIGHLAND PK/HW Total:	80.00
Vendor: V3 COMPANIES						
V3 COMPANIES		CG13011	07/31/2013	2013 Ravine Dr Phase III	43,900.00	
					Vendor V3 COMPANIES Total:	43,900.00
Vendor: Vanessa Ladin						
Vanessa Ladin		1376828	09/30/2013	Refund	75.00	
					Vendor Vanessa Ladin Total:	75.00
Vendor: VISION INTERNET PROVIDERS, INC						
VISION INTERNET PROVIDERS,		25448	09/13/2013	Web hosting monthly fee	200.00	
					Vendor VISION INTERNET PROVIDERS, INC Total:	200.00
					Grand Total:	1,020,584.84

Report Summary

Fund Summary

Fund	Payment Amount
01 - GENERAL CORPORATE	224,815.15
25 - SPECIAL RECREATION	55,395.50
29 - RECREATION	176,409.42
70 - CAPITAL PROJECTS	563,964.77
Grand Total:	1,020,584.84

Account Summary

Account Number	Account Name	Payment Amount
01-11-000-620504	EMPLOYMENT VERIFICA	195.00
01-11-000-620507	GFOA EXPENSE	35.97
01-11-000-620512	COMPUTER EXPENSE	32.88
01-11-000-620515	PAYROLL PROCESSING S	3,433.34
01-11-000-620518	DUES AND SUBSCRIPTIO	103.00
01-11-000-620519	DUPLICATING EXPENSE	1,076.40
01-11-000-620520	EDUCATION AND TRAINI	344.29
01-11-000-620529	SAFETY SERVICES	228.69
01-11-000-620530	PROFESSIONAL FEES	4,514.91
01-11-000-620540	MAINTENANCE CONTRA	2,100.00
01-11-000-620558	POLICE SERVICES	10,748.88
01-11-000-620560	POSTAGE	379.54
01-11-000-620574	STAFF DEVELOPMENT	590.61
01-11-000-630582	EMPLOYEE HEALTH & LI	16,117.28
01-11-000-630584	LIABILITY INSURANCE	5,369.17
01-11-000-630585	PROPERTY INSURANCE	9,380.17
01-11-000-630587	WORKMEN'S COMPENS	10,345.00
01-11-000-630589	EMPLOYMENT PRACTICE	1,886.54
01-11-000-640616	MATERIALS & SUPPLIES	489.49
01-11-000-640638	VOLUNTEER EXPENSES	57.82
01-11-000-652589	NATURAL GAS	47.62
01-11-000-663591	TELEPHONE	130.95
01-11-000-663592	CABLE/INTERNET	561.55
01-11-000-670714	EMPLOYER IMRF EXPEN	72,639.86
01-11-206000	EMPLOYEE'S IMRF PAYA	23,584.44
01-11-208000	DEFERRED COMPENSATI	18,036.95
01-11-208200	LIFE INSURANCE	80.00
01-11-208250	AFLAC PAYABLE	1,446.51
01-11-208400	EMPLOYEE REIMB OR C	80.00
01-14-000-620529	SAFETY SERVICES	210.00
01-14-000-620543	LANDSCAPE SERVICES	6,501.50
01-14-000-620544	TURF MAINTENANCE	5,043.90
01-14-000-630582	EMPLOYEE HEALTH & LI	27,377.40
01-14-000-640602	AYSO MATERIALS	598.00
01-14-000-640706	PLANT MATERIALS	196.12
01-14-000-652875	STRING TRIMMERS	66.85
01-14-000-661588	ELECTRICITY	127.07
01-14-000-662589	NATURAL GAS	227.45
01-14-000-665594	SEWER DISPOSAL	430.00
25-11-000-620553	N.S.S.R.A. CONTRIBUTIO	55,395.50
29-11-000-620515	PAYROLL PROCESSING S	11,494.26
29-11-000-620519	DUPLICATING EXPENSE	1,127.52
29-11-000-620574	STAFF DEVELOPMENT	883.30
29-11-000-630582	EMPLOYEE HEALTH & LI	19,450.08
29-11-000-640616	MATERIALS & SUPPLIES	89.90
29-11-107000	PETTY CASH	1,500.00
29-11-259000	TRANSFERS AND REFUN	958.06
29-22-000-630582	EMPLOYEE HEALTH & LI	752.25
29-22-000-640686	PHOTOGRAPHIC	370.00

Account Summary

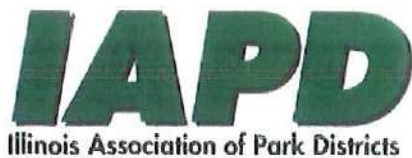
Account Number	Account Name	Payment Amount
29-24-000-620529	SAFETY SERVICES	490.00
29-24-000-620540	MAINTENANCE CONTRA	446.00
29-24-000-630582	EMPLOYEE HEALTH & LI	4,739.48
29-24-000-640617	OFFICE EXPENSE	16.12
29-24-000-661588	ELECTRICITY	2,624.41
29-24-000-662589	NATURAL GAS	655.91
29-24-000-665594	SEWER DISPOSAL	135.88
29-24-000-720806	EQUIPMENT	581.09
29-24-308-693308	PRE-SCHOOL PROGRAM	392.71
29-24-557-693557	VARIETY	3,128.20
29-26-000-630582	EMPLOYEE HEALTH & LI	3,131.50
29-26-000-640616	MATERIALS & SUPPLIES	46.33
29-26-000-661588	ELECTRICITY	444.92
29-26-127-693127	BOY'S TRAVEL BASKETB	3,695.00
29-26-131-693131	GIRLS TRAVEL BASKETBA	1,535.00
29-26-145-693145	BOYS TRAVEL BASEBALL	30,730.00
29-26-147-693147	ADULT FLAG FOOTBALL	420.00
29-26-160-693160	LACROSSE	3,767.40
29-26-165-693165	GIRL'S PLAY STRONG CA	17.98
29-26-179-693179	LITTLE GIANT TRAVEL FO	7.16
29-26-187-693187	BOYS SINGLE/DOUBLE A	58.00
29-26-188-693188	FEEDER BASKETBALL	500.00
29-26-322-693322	SPORTS CAMP	35.01
29-28-000-630582	EMPLOYEE HEALTH & LI	779.43
29-28-315-693315	CAMP SUNSHINE	1,868.71
29-28-320-693320	KIDS CREW	163.33
29-28-325-693325	CAMP BIG/LIL TOP	77.89
29-28-326-693326	SWEAT SHOP	21.20
29-29-000-630582	EMPLOYEE HEALTH & LI	437.52
29-29-721-693721	NEW PROGRAMS	450.00
29-29-801-693801	HAY RIDE	5,814.47
29-29-802-693802	WOOFSTOCK	388.00
29-29-824-693824	FACILITY EVENT	1,600.00
29-29-827-693827	TOUCH A TRUCK	623.00
29-31-000-420999	DAILY FEE COUPON/DIS	1,468.00
29-31-000-620540	MAINTENANCE CONTRA	1,680.00
29-31-000-630582	EMPLOYEE HEALTH & LI	1,318.81
29-31-000-640616	MATERIALS & SUPPLIES	29.29
29-31-000-662589	NATURAL GAS	172.61
29-31-000-665594	SEWER DISPOSAL	972.66
29-33-000-630582	EMPLOYEE HEALTH & LI	533.45
29-34-000-630582	EMPLOYEE HEALTH & LI	329.81
29-34-000-640616	MATERIALS & SUPPLIES	574.40
29-38-000-620502	ADVERTISING AND PRO	530.00
29-38-000-620519	DUPLICATING EXPENSE	334.09
29-38-000-620520	EDUCATION AND TRAINI	105.00
29-38-000-620540	MAINTENANCE CONTRA	164.86
29-38-000-620574	STAFF DEVELOPMENT	58.41
29-38-000-630582	EMPLOYEE HEALTH & LI	3,466.19
29-38-000-640604	CUSTODIAL SUPPLIES	50.44
29-38-000-662589	NATURAL GAS	1,553.08
29-38-000-664592	WATER	19.78
29-38-097-693097	SPECIAL EVENTS	520.00
29-41-000-630582	EMPLOYEE HEALTH & LI	5,135.82
29-41-000-630588	UNEMPLOYMENT INSUR	915.00
29-41-000-640616	MATERIALS & SUPPLIES	136.21
29-41-000-640683	HARDWARE	65.58
29-41-000-654624	TURF MATERIALS	1,994.43

Account Summary

Account Number	Account Name	Payment Amount
29-41-000-662589	NATURAL GAS	54.37
29-42-000-620519	DUPLICATING EXPENSE	240.29
29-42-000-620545	MISCELLANEOUS CONTR	293.29
29-42-000-630582	EMPLOYEE HEALTH & LI	2,022.26
29-42-000-662589	NATURAL GAS	132.91
29-42-000-664592	WATER	13.76
29-49-000-620519	DUPLICATING EXPENSE	462.63
29-49-000-620540	MAINTENANCE CONTRA	12,725.65
29-49-000-630582	EMPLOYEE HEALTH & LI	6,366.98
29-49-000-662589	NATURAL GAS	873.86
29-51-000-630582	EMPLOYEE HEALTH & LI	1,888.24
29-51-000-652100	EQUIPMENT REPAIRS	773.00
29-53-000-630582	EMPLOYEE HEALTH & LI	1,640.35
29-55-000-620519	DUPLICATING EXPENSE	414.04
29-55-000-620520	EDUCATION AND TRAINI	198.00
29-55-000-620540	MAINTENANCE CONTRA	92.53
29-55-000-630582	EMPLOYEE HEALTH & LI	5,386.44
29-55-000-640616	MATERIALS & SUPPLIES	5,912.00
29-55-000-662589	NATURAL GAS	611.71
29-56-008-693008	YOUTH TENNIS CAMP	63.92
29-61-000-451323	SPECIAL EVENT INSURA	370.00
29-61-000-465000	BEEKEEPING/HONEY	55.35
29-61-000-620519	DUPLICATING EXPENSE	380.70
29-61-000-620540	MAINTENANCE CONTRA	51.00
29-61-000-630582	EMPLOYEE HEALTH & LI	5,243.11
29-61-000-640604	CUSTODIAL SUPPLIES	57.00
29-61-245-693245	PUBLIC PROGRAMS	11.08
29-61-263-693263	AUTUMN FEST	1,500.00
70-11-900-720814	LAND IMPROVEMENTS	437.32
70-11-910-720814	LAND IMPROVEMENTS	62,000.00
70-11-912-720806	EQUIPMENT	27,270.00
70-11-912-720814	LAND IMPROVEMENTS	33,300.00
70-11-913-620530	PROFESSIONAL FEES	27,904.85
70-11-914-720814	LAND IMPROVEMENTS	84,370.04
70-11-920-720814	LAND IMPROVEMENTS	11,435.00
70-11-922-720814	LAND IMPROVEMENTS	2,371.32
70-11-941-720806	EQUIPMENT	37,595.05
70-11-947-720814	LAND IMPROVEMENTS	18,591.69
70-11-967-720814	LAND IMPROVEMENTS	43,900.00
70-11-975-620530	PROFESSIONAL FEES	44,000.00
70-11-979-720814	LAND IMPROVEMENTS	112,264.50
70-11-989-720814	LAND IMPROVEMENTS	33,290.00
70-11-993-720814	LAND IMPROVEMENTS	25,235.00
	Grand Total:	1,020,584.84

Project Account Summary

Project Account Key	Payment Amount
None	1,020,584.84
	Grand Total:
	1,020,584.84



TO: ALL MEMBER AGENCY DIRECTORS

FROM: Peter M. Murphy, President/CEO

DATE: October 1, 2013

RE: **CREDENTIALS CERTIFICATE**

The IAPD/IPRA Soaring to New Heights Conference will be held at the Hyatt Regency Hotel, Chicago, Illinois, January 23-25, 2014.

Article V, Section 3 and 4 of the Constitutional By-Laws of the Illinois Association of Park Districts provides as follows:

"Section 3. Each member district shall be entitled to be represented at all Association meetings and conferences by a delegate or delegates. Delegates of the Association meetings or conference may include members of the governing boards of member districts, the Secretary, Attorney, Treasurer, Director or any paid employee of the member district. Each delegate shall present proper credentials consisting of a certificate by the Secretary of the member district said delegate or delegates represent, with seal of office affixed, showing that the governing board at a special or regular meeting authorized said delegate or delegates to represent said member district. On all questions each member district represented shall have one vote which shall be the majority expression of the delegation from that member district."

"Section 4. No member district shall be entitled to vote by proxy and only delegates of a member district shall cast a ballot for that member district."

Accordingly, we enclose herewith a certificate, which, when properly certified by the Secretary of your agency after its governing board authorizes such delegate and alternates at a regular or special meeting, shall be mailed to the Association's office, 211 East Monroe Street, Springfield, IL 62701.

This certificate will entitle the delegate or, in their absence, an alternate listed thereon to vote on matters presented during the Association's Annual Business meeting to be held on Saturday, January 25, 2014 at 3:30 p.m. in the Grand F Ballroom (*East Tower/Gold Level*), of the Hyatt Regency Hotel, 151 E. Wacker Dr. in Chicago, Illinois.

Your agency must be in good standing, the Credentials Certificate must be signed by the Board President and Secretary with your agency seal affixed.

NOTE: If your agency does not have a seal, then write the word "SEAL" and circle it where indicated on the certificate.

Your careful and prompt attention to this important matter is requested.



TO: ALL MEMBER AGENCIES
FROM: Peter M. Murphy, President/CEO
DATE: October 1, 2013
RE: RESOLUTIONS

To ensure our membership a voice in the Association, Article X, of the Constitutional By-Laws provides as follows:

"Section 1. Resolutions for presentation at the Annual Meeting of the Association may be proposed by any member district, the Honors and Resolutions Committee and by the Board of Trustees.

(a) Resolutions must be submitted to the President/CEO no later than sixty (60) days prior (November 26, 2013) to the Annual Business Meeting of the Association. All resolutions submitted shall be mailed to the membership not less than forty-five (45) days prior (December 11, 2013) to the Annual Business Meeting.

(b) The Honors and Resolutions Committee shall have the prerogative to determine which resolutions submitted by member districts shall be presented at the Annual Business Meeting of the Association; however, all resolutions received must be submitted to the membership. Any governing board of a member district shall have the right to appeal the Committee's decision to the delegates at the Annual Business Meeting of the Association.

(c) Notice of appeal by a member district for the resolution must be served by mail on the members of the Honors and Resolutions Committee so as to be received not less than forty-eight (48) hours in advance of the start of the Annual Conference. A majority of the official delegates present and voting at the Annual Business Meeting of the Association during the Annual Conference is required for consideration of appeals. Approval by a two-thirds (2/3rds) majority vote of the official delegates present and voting is required at the Annual Business Meeting of the Association for the introduction of additional resolutions. A member district seeking authority at the Annual Business Meeting of the Association to present an additional resolution must provide duplicated copies in number sufficient for all delegates present."

NOTE: All resolutions must be received in the Association's office no later than November 26, 2013.



TO: ALL MEMBER AGENCIES
FROM: Peter M. Murphy, President/CEO
DATE: October 1, 2013
RE: **2014 RECOMMENDATIONS**

In order to comply with the provisions of the IAPD Constitutional By-Laws, recommended changes and/or amendments to the Constitutional By-Laws must be on file in the Association's office on or before November 26, 2013 to be considered by the committee.

This schedule has been adopted by the committee in order to provide adequate time for the office to publish and distribute the committee report to all member districts forty-five (45) days (December 11, 2013) in advance of the Annual Business Meeting. For your information, we list the following sections of the Association's Constitutional By-Laws:

ARTICLE XII -- PROCEDURAL POLICIES

"Section 1. The Board of Trustees shall establish operational procedures and policies that are compatible with the Constitutional By-Laws. The major Procedural Policies established by the Board shall be maintained in written form available upon request to the member districts."

ARTICLE XIII -- AMENDMENTS TO CONSTITUTIONAL BY-LAWS

"Section 1. These Constitutional By-Laws may be amended at the Annual Meeting of the association by a majority vote of the official delegates of the member districts present and voting subject to the compliance with the following procedure:

(a) Any member district, or the Board of Trustees, desiring to suggest an amendment to the Constitutional By-Laws, shall submit the proposed amendment to the President/CEO in writing not less than sixty (60) days prior to the Annual Business Meeting of the Association.

(b) The President/CEO shall thereupon cause a copy of the proposed amendment to be mailed to each member district of the Association not less than forty-five (45) days prior to the Annual Meeting of the Association."

NOTE: November 26, 2013 is the deadline for all changes and/or amendments to be received in the Association's office.



MEMORANDUM

To: Board of Park Commissioners

From: Assistant Director Malartsik

Date: October 17, 2013

Re: **RECOMMENDATION: ACCEPTANCE OF THE 2013 DEER CREEK LIGHTING FIXTURES & ENCLOSED ELECTRONIC BALLASTS**

C: Liza McElroy, Executive Director

SUMMARY

The Park District of Highland Park received two qualified sealed bids on October 3, 2013 for the 2013 Deer Creek Lighting Fixtures & Enclosed Electronic Ballasts. It should be noted that the installation for this project is currently out to bid. Total project costs are expected to be much lower bidding the installation and equipment separately. This purchase is identified in our 2013-2014 Capital Program. The total budgeted amount includes the purchase of a new lighting system and installation of the lights. Request for Bid packets were sent out to ten local area lighting equipment vendors. All references have been checked and they prove to be a quality equipment supply company.

RECOMMENDATION

Staff recommends acceptance of the low total qualified bid from Best Lights in the total amount of \$76,440.00.

BUDGET IMPACT

Total Available Budgeted Capital Funds this project \$100,000.00
Bid Recommendation \$76,440.00

<u>Bidder/Vendor</u>	<u>Bid Bond</u>	<u>Price</u>
Best Lights	Yes	\$76,440.00
Illinois Solar Products	Yes	\$81,480.00



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: October 17, 2013

Re: **ROSEWOOD BEACH DEVELOPMENT PROGRESS REPORT**

C: Executive Director McElroy

Rosewood Development Project

Construction permits were finally released by the City of Highland Park on October 16. A revised project budget, based on changes required by permit and clarification of detail, will be issued some time shortly after October 24. Similarly, a revised project calendar will be issued.

The Construction Team consisting of representatives from the Park District, Woodhouse Architects, W.B. Olson and the AT Group convened the first construction meeting on October 16. Meetings are to be held weekly or by-weekly as needed.

Primary work the current two weeks will include:

- tree protection fence installation
- field measurements for control gates
- arranging for the site trailer and temporary utilities
- demolition begins with removal of beach path asphalt and site amenities
- surveying crew layout of boardwalk and buildings
- materials and equipment delivery
- fencing and signing of construction areas limiting access to the beach

GLFER Project

The District is anticipating possible dates for a site meeting between the Park District and GLFER construction teams



Park District of Highland Park, IL

Income Statement

Current Period Ending 09/30/2013

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Fund: 60 - DEBT SERVICE								
Revenue								
470 - INTEREST INCOME	1,650.77	0.00	12,593.95	0.00	12,593.95	0.00	0.00	0.00
500 - OTHER	0.00	817,574.50	9,078,523.90	4,905,447.00	4,173,076.90	9,810,894.00	0.00	0.00
Total Revenue:	1,650.77	817,574.50	9,091,117.85	4,905,447.00	4,185,670.85	9,810,894.00	0.00	0.00
Expense								
710 - DEBT RETIREMENT	0.00	140,618.75	419,207.52	843,712.50	424,504.98	1,687,425.00	0.00	0.00
Total Expense:	0.00	140,618.75	419,207.52	843,712.50	424,504.98	1,687,425.00	0.00	0.00
Total Fund: 60 - DEBT SERVICE:	1,650.77	676,955.75	8,671,910.33	4,061,734.50	4,610,175.83	8,123,469.00	0.00	0.00
Report Total:	1,650.77	676,955.75	8,671,910.33	4,061,734.50	4,610,175.83	8,123,469.00	0.00	0.00

There are no significant changes to this fund in September.



Park District of Highland Park, IL

Income Statement

Current Period Ending 09/30/2013

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Fund: 70 - CAPITAL PROJECTS								
Revenue								
470 - INTEREST INCOME	2,442.14	6,250.00	-769.77	37,500.00	-38,269.77	75,000.00	0.00	0.00
480 - MISCELLANEOUS INCOME	58,615.00	106,666.66	216,110.11	639,999.96	-423,889.85	1,280,000.00	0.00	33,593.98
500 - OTHER	0.00	50,750.00	0.00	304,500.00	-304,500.00	609,000.00	0.00	0.00
Total Revenue:	61,057.14	163,666.66	215,340.34	981,999.96	-766,659.62	1,964,000.00	0.00	33,593.98
Expense								
620 - CONTRACTUAL SERVICES	12,882.02	21,473.16	271,110.37	128,838.96	-142,271.41	257,678.00	5,706.00	69,036.84
720 - CAPITAL OUTLAY	345,994.64	712,204.97	4,336,777.72	4,273,229.82	-63,547.90	8,546,460.00	346,842.72	719,473.98
750 - TRANSFERS OUT	0.00	71,324.50	0.00	427,947.00	427,947.00	855,894.00	0.00	0.00
Total Expense:	358,876.66	805,002.63	4,607,888.09	4,830,015.78	222,127.69	9,660,032.00	352,548.72	788,510.82
Total Fund: 70 - CAPITAL PROJECTS:	-297,819.52	-641,335.97	-4,392,547.75	-3,848,015.82	-544,531.93	-7,696,032.00	-352,548.72	-754,916.84
Report Total:	-297,819.52	-641,335.97	-4,392,547.75	-3,848,015.82	-544,531.93	-7,696,032.00	-352,548.72	-754,916.84

1. The miscellaneous revenue in September represents a grant from the EPA related to the ravines at Millard Park.
2. The purchases made in September for capital include a reel grinder, and expenditures related to the generator at Centennial, playgrounds at Mooney and Sherwood Park, asphalt paving, and the Deer Creek Courts project.



Park District of Highland Park, IL

Income Statement

Current Period Ending 09/30/2013

Type	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Fund: 01 - GENERAL CORPORATE								
Revenue								
410 - TAX RECEIPTS	2,386,771.83	480,544.41	5,466,685.72	2,883,266.46	2,583,419.26	5,766,533.00	1,915,005.06	4,345,776.24
420 - FEES & CHARGES	1,790.00	2,575.00	22,948.88	15,450.00	7,498.88	30,900.00	2,898.00	34,793.00
460 - MERCHANDISING	52.56	16.67	159.01	100.00	58.99	200.00	59.09	187.93
470 - INTEREST INCOME	2,698.58	75.00	-3,623.58	450.00	-4,073.58	900.00	16,568.03	35,588.75
480 - MISCELLANEOUS INCOME	-0.01	594.99	23,685.98	3,569.94	20,116.04	7,140.00	3,573.97	71,889.47
Total Revenue:	2,391,312.96	483,806.07	5,509,858.01	2,902,836.42	2,607,019.59	5,805,673.00	1,938,104.15	4,488,235.39
Expense								
610 - SALARIES & WAGES	166,961.73	214,314.52	1,085,215.02	1,285,887.12	200,672.10	2,571,774.00	168,940.40	1,038,335.32
620 - CONTRACTUAL SERVICES	86,649.80	87,274.73	422,940.40	523,648.38	100,707.98	1,047,297.00	83,466.05	395,535.53
630 - INSURANCE	149,549.64	75,224.99	527,971.38	451,349.94	-76,621.44	902,700.00	79,597.63	519,892.20
640 - MATERIALS & SUPPLIES	22,876.76	22,075.16	120,958.17	132,450.96	11,492.79	264,902.00	21,091.84	138,032.07
650 - MAINTENANCE & LANDSCAPING CONTRACTS	10,221.10	11,139.34	57,233.14	66,836.04	9,602.90	133,672.00	7,824.74	26,072.17
660 - UTILITIES	6,765.32	8,345.26	38,274.02	50,071.56	11,797.54	100,143.00	3,963.16	37,061.45
670 - PENSION CONTRIBUTIONS	78,337.55	89,868.09	532,183.06	539,208.54	7,025.48	1,078,417.00	80,556.84	519,770.83
Total Expense:	521,361.90	508,242.09	2,784,778.19	3,049,452.54	264,677.35	6,098,905.00	445,440.75	2,674,699.87
Total Fund: 01 - GENERAL CORPORATE:	1,869,951.06	-24,436.02	2,725,080.82	-146,616.12	2,871,696.94	-293,232.00	1,492,663.40	1,813,535.82
Report Total:	1,869,951.06	-24,436.02	2,725,080.82	-146,616.12	2,871,696.94	-293,232.00	1,492,663.40	1,813,535.82

There were no significant changes in revenues or expenses.

**Park District of Highland Park
Treasurer's Report-September 2013
Recreation Fund**

1. With the installation of Incode, program activity now includes FICA, 7.65% of salaries, as an expense to each program. In most cases the amount is minimal but when looking at year over year program comparisons, this fact should be considered..
 2. Gymnastics continues to be the main story at Centennial with year to date revenue of \$142,664 vs. annual expectations of \$180,454. More importantly the year to date surplus is \$70,729 while the total annual budget indicates a surplus of \$61,871.
 3. With six months to go, the golf course will need to generate greens fees of \$102,000 to reach expectations. Depending on the weather, this is not unreasonable.
 4. Personal training continues to grow and revenues through September are \$120,636 well ahead of budget. Wages for personal trainers account for 65.6% of the revenues.
 5. Indoor tennis, through six months, indicates a surplus of \$234,101 against an annual budget of \$\$251,755. At this point, it appears to be performing well above expectations.
-



Park District of Highland Park, IL

Income Statement

Current Period Ending 09/30/2013

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Fund: 25 - SPECIAL RECREATION								
Revenue								
410 - TAX RECEIPTS	167,819.89	31,691.42	367,734.94	190,148.52	177,586.42	380,297.00	285,213.53	635,066.60
470 - INTEREST INCOME	2,317.42	0.00	2.96	0.00	2.96	0.00	0.00	0.00
Total Revenue:	170,137.31	31,691.42	367,737.90	190,148.52	177,589.38	380,297.00	285,213.53	635,066.60
Expense								
620 - CONTRACTUAL SERVICES	23,011.72	62,717.34	367,964.13	376,304.04	8,339.91	752,608.00	0.00	322,486.47
750 - TRANSFERS OUT	0.00	50,750.00	0.00	304,500.00	304,500.00	609,000.00	0.00	0.00
Total Expense:	23,011.72	113,467.34	367,964.13	680,804.04	312,839.91	1,361,608.00	0.00	322,486.47
Total Fund: 25 - SPECIAL RECREATION:	147,125.59	-81,775.92	-226.23	-490,655.52	490,429.29	-981,311.00	285,213.53	312,580.13
Report Total:	147,125.59	-81,775.92	-226.23	-490,655.52	490,429.29	-981,311.00	285,213.53	312,580.13

There were no significant changes in revenues or expenses.



Park District of Highland Park, IL

Income Statement

Current Period Ending 09/30/2013

Type	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Fund: 29 - RECREATION								
Revenue								
410 - TAX RECEIPTS	1,594,288.99	310,320.58	3,598,481.95	1,861,923.48	1,736,558.47	3,723,847.00	1,976,122.24	4,400,104.19
420 - FEES & CHARGES	107,057.55	106,575.00	934,171.38	639,450.00	294,721.38	1,278,900.00	93,001.73	973,668.96
440 - MEMBERSHIPS	134,803.75	124,008.33	788,952.66	744,049.98	44,902.68	1,488,100.00	142,746.98	797,937.85
450 - RENTALS	145,116.83	102,415.85	597,156.48	614,495.10	-17,338.62	1,228,990.00	154,175.24	588,444.62
460 - MERCHANDISING	7,559.10	8,310.25	52,198.25	49,861.50	2,336.75	99,723.00	9,604.57	45,955.42
470 - INTEREST INCOME	10,231.63	4,166.67	3,038.21	25,000.02	-21,961.81	50,000.00	28,253.31	33,494.51
480 - MISCELLANEOUS INCOME	4,434.55	4,801.08	68,136.88	28,806.48	39,330.40	57,613.00	3,430.25	42,978.15
491 - RECREATION PROGRAM FEES	149,456.51	369,592.26	3,048,238.43	2,217,553.56	830,684.87	4,435,107.00	179,111.56	3,133,389.01
500 - OTHER	0.00	186.67	3,900.00	1,000.02	2,899.98	2,000.00	0.00	2,368.00
Total Revenue:	2,152,048.91	1,030,356.69	9,094,270.24	6,182,140.14	2,912,130.10	12,364,280.00	2,586,445.88	10,018,340.71
Expense								
610 - SALARIES & WAGES	347,800.20	376,487.35	2,117,714.54	2,258,924.10	141,209.56	4,517,847.40	312,048.67	1,923,067.97
620 - CONTRACTUAL SERVICES	78,172.00	106,946.62	507,570.14	641,679.72	134,109.58	1,283,359.00	95,253.52	616,882.23
630 - INSURANCE	126,704.15	76,363.24	443,405.74	458,179.44	14,773.70	916,359.00	68,436.48	464,726.58
640 - MATERIALS & SUPPLIES	41,136.30	31,782.79	207,048.63	190,696.74	-16,351.89	381,393.00	21,662.92	232,245.40
650 - MAINTENANCE & LANDSCAPING CONTRACTS	27,705.39	24,144.18	113,708.60	144,865.08	31,156.39	289,730.00	10,362.95	99,072.35
660 - UTILITIES	54,041.31	53,298.67	226,598.95	319,792.02	93,193.07	639,584.00	53,833.90	257,990.89
670 - PENSION CONTRIBUTIONS	25,679.89	41,028.48	157,890.49	246,170.88	88,280.39	492,341.93	31,822.49	229,886.21
680 - COST OF GOODS SOLD	1,380.25	3,228.59	24,665.42	19,371.54	-5,293.88	38,743.00	3,216.96	28,633.06
691 - RECREATION PROGRAM FEES	142,778.82	221,459.59	1,535,408.49	1,328,757.54	206,650.95	2,657,516.50	118,969.75	1,495,155.97
720 - CAPITAL OUTLAY	5,104.97	11,241.66	35,880.40	67,449.96	30,569.56	134,900.00	0.00	69,001.74
Total Expense:	850,503.28	945,981.17	5,370,891.49	5,675,887.02	304,995.53	11,351,773.83	715,607.04	5,416,663.30
Total Fund: 29 - RECREATION:	1,302,445.63	84,375.52	3,723,382.75	506,253.12	3,217,129.63	1,012,506.17	1,870,838.24	4,601,677.41
Report Total:	1,302,445.63	84,375.52	3,723,382.75	506,253.12	3,217,129.63	1,012,506.17	1,870,838.24	4,601,677.41

1. See attached notes.



MEMORANDUM

To: Board of Park Commissioners

From: Director Donahue

Date: October 17, 2013

Re: **ADVISORY COMMITTEE UPDATE**

C: Executive Director McElroy

At the October 22 Board Meeting, Staff will provide a brief overview of the Senior Program Advisory Committee and Youth. Program Advisory Committee meetings that were held on October 7 and 14, respectively.



MEMORANDUM

To: Board of Park Commissioners

From: Assistant Director Malartsik

Date: October 17, 2013

Re: **2013 HIDDEN CREEK REPORT**

Cc: Liza McElroy, Executive Director

Manager Nick Meo and Assistant Manager Julie Rivi will present the 2013 Hidden Creek Report verbally.

2013

SEASON REPORT
SUMMER 2013



**HIDDEN
CREEK
AQUAPARK**



TABLE OF CONTENTS

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HIGHLIGHTS

Staff

- Over 100 employees consisting of seasonal supervisors, head lifeguards, lifeguards, desk attendants, and maintenance attendants
- 100% of lifeguarding staff certified in Lifeguard/CPR/AED/First Aid/Oxygen
- Mandatory attendance at in-service training sessions throughout the summer. Lifeguards were required to earn a minimum number of in-service points to receive a “satisfactory” rating on their evaluation.
- Front Desk staff had monthly in-service meetings to provide excellent, consistent customer service.
- Maintenance staff attended weekly in-service training.

Purchased 48 new deck chairs

Purchased 6 new lane lines

New pool heaters installed

New floors in locker rooms and family bathroom

Painted pool shell

Painted Kiddie Play Equipment

100% successful on 43 rescues

Poolside Music & Munch (updated BBQ Night)

- Held on Saturday, July 13
- Featured “Danny Lemon and the Big Squeeze”
- There were several hundred people in attendance

ATTENDANCE

Attendance at Hidden Creek AquaPark:

 **Includes:**

- 101 operating days
- Daily entry numbers from
 - Membership passes scanned
 - Daily Fees
 - Camp Fees
 - Rentals
 - Groupon Attendance
- Average attendance of 420 per day.

 **Weather**

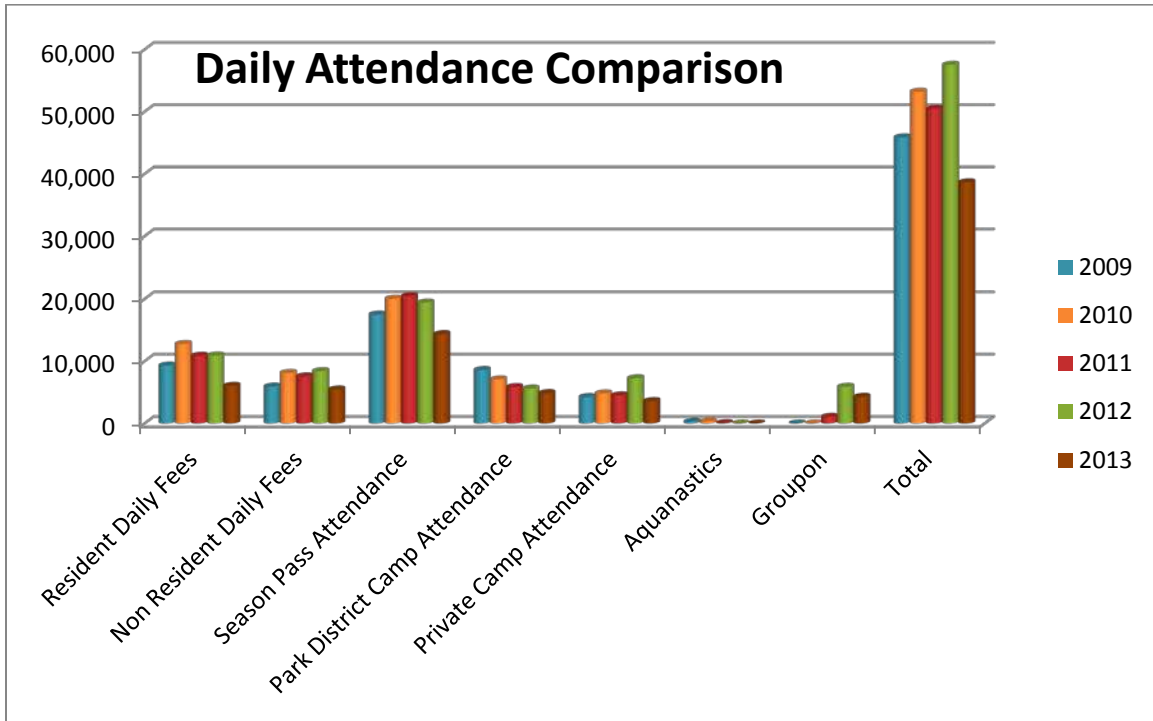
- Had very cool and rainy temperatures in early spring and June.
- Had below average temperatures and average precipitation in July and August.

Hidden Creek AquaPark Attendance Comparison

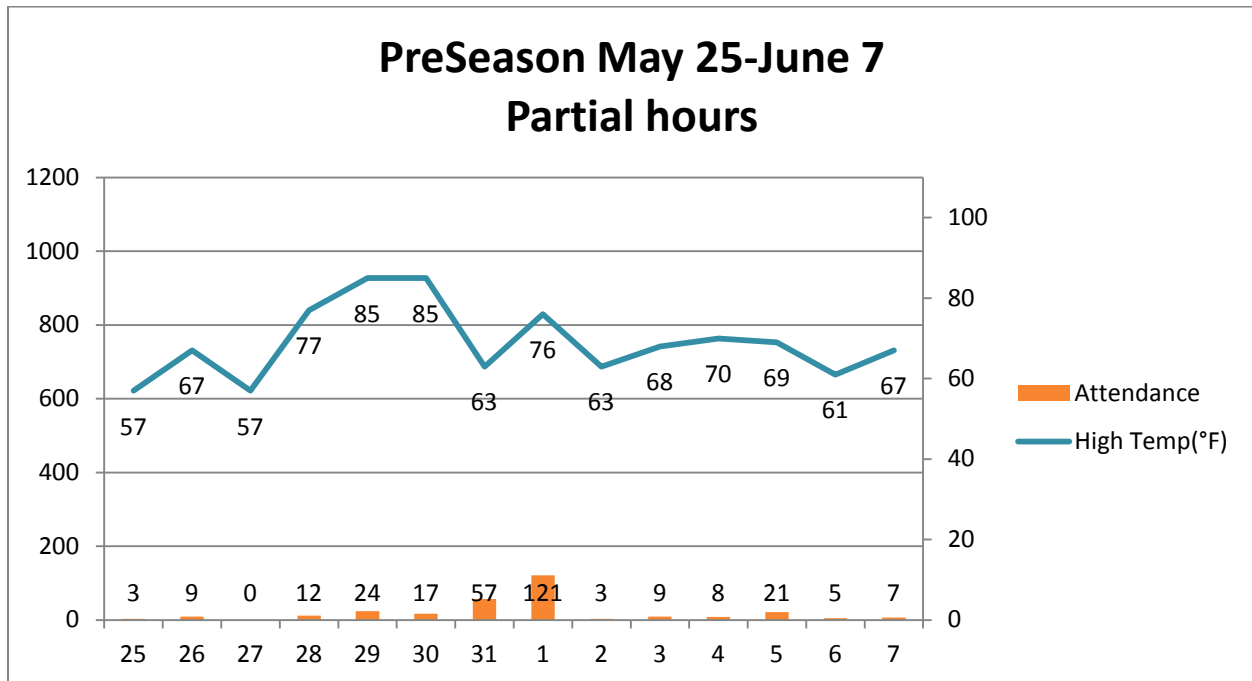
<i>Year</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>
<i>Resident Daily Fees</i>	9,307	12,777	10,884	10,926	6,052
<i>Non Resident Daily Fees</i>	5,927	8,126	7,578	8,418	5,477
<i>Season Pass Attendance</i>	17,507	20,051	20,472	19,442	14,367
<i>Park District Camp Attendance</i>	8,596	7,082	5,856	5,611	4,886
<i>Private Camp Attendance</i>	4,245	4,837	4,527	7,264	3,598
<i>Aquanastics**</i>	297	350	72	NA	NA
<i>Groupon</i>	NA	NA	1,079	5,889	4,282
<i>Total</i>	45,879	53,223	50,468	57,550	38,662

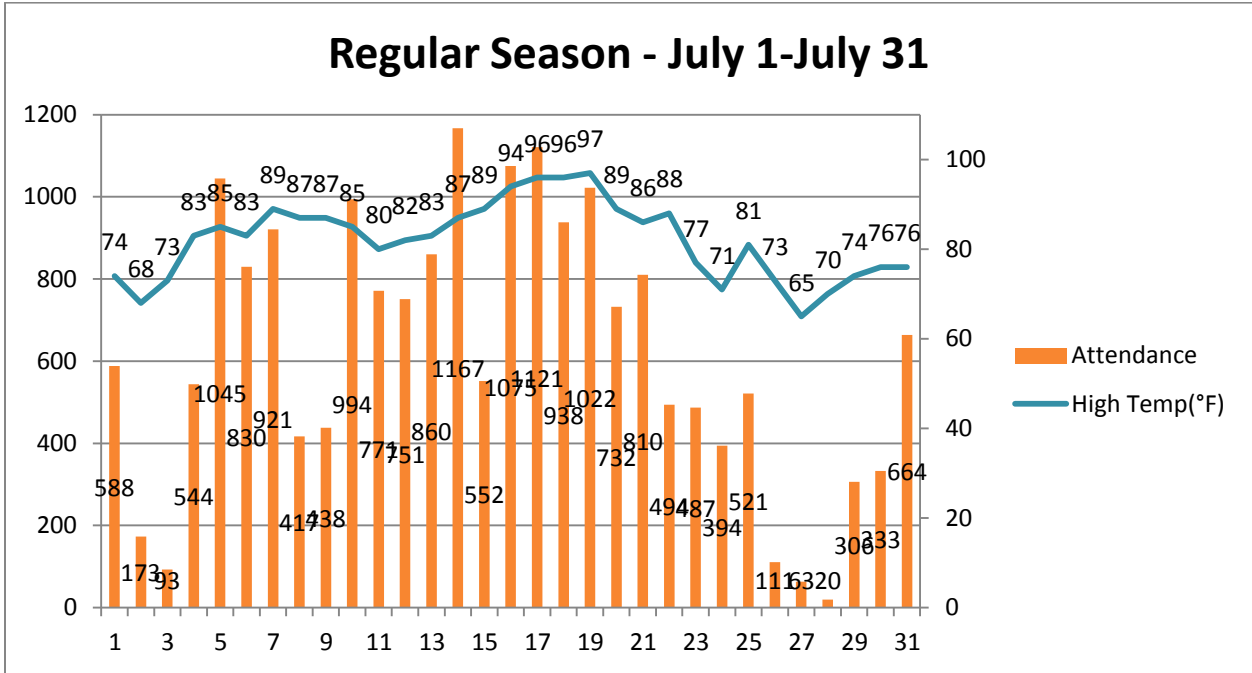
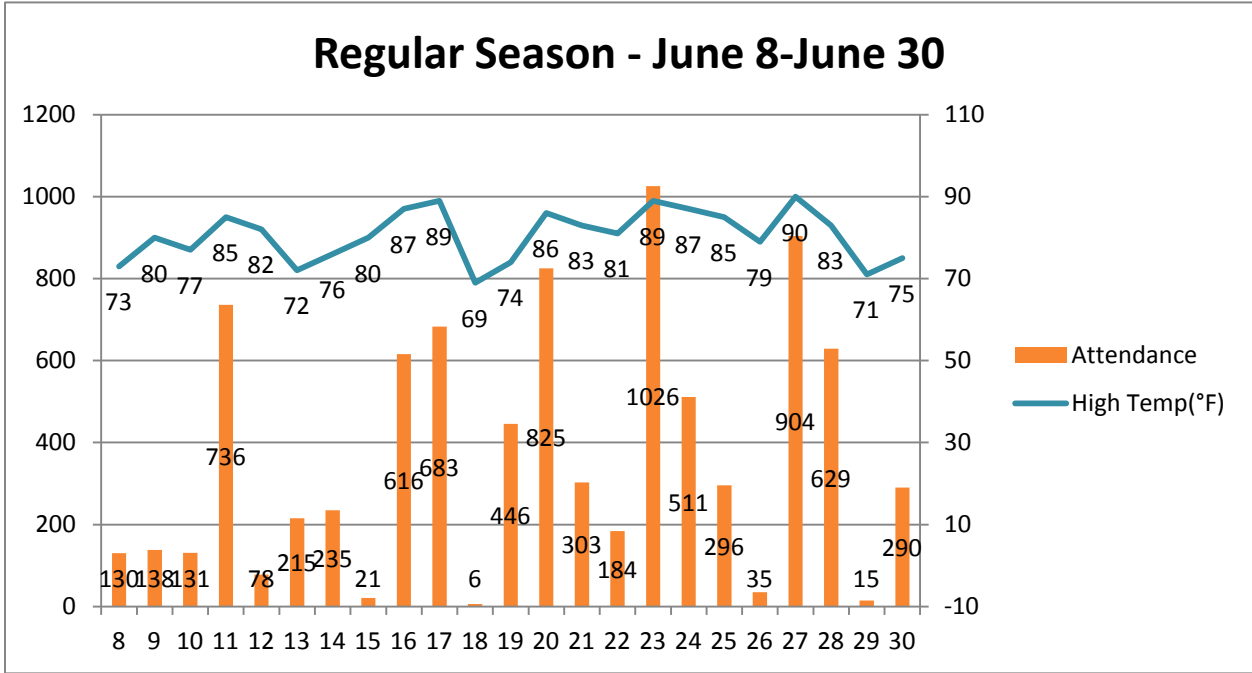
**2012-2013 – In following the changes to the Recreation Membership regarding fitness classes, members attend classes for free, and non-members pay the daily fee for the facility.

The following chart is a breakdown of the types of daily attendance for the past 5 years.

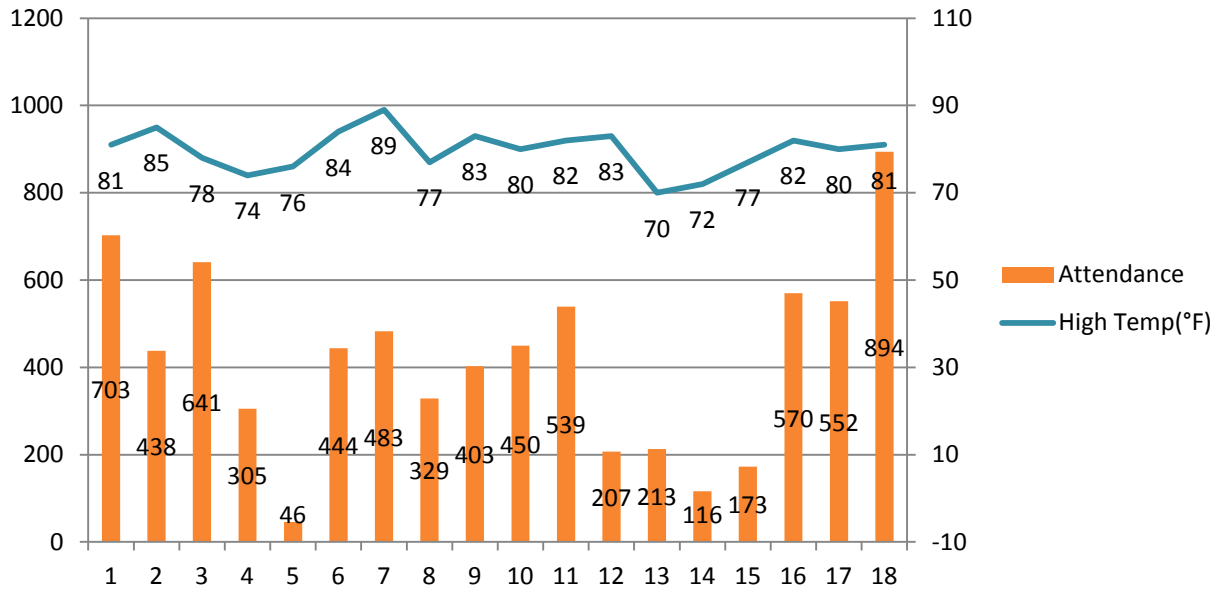


The following pages contain graphs which depict the daily attendance numbers in comparison to the daily temperature. For more detailed daily weather conditions, and attendance and weather comparison, please refer to Appendix A.

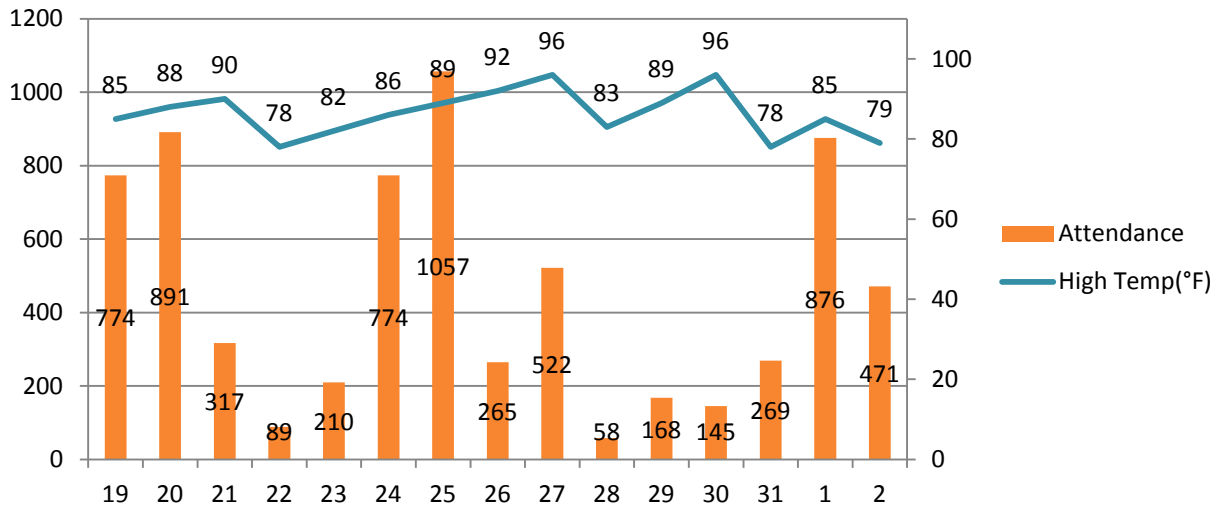




Regular Season-August 1-August 19



Post Season-August 19-September 2 Partial Hours



SEASON PASSES

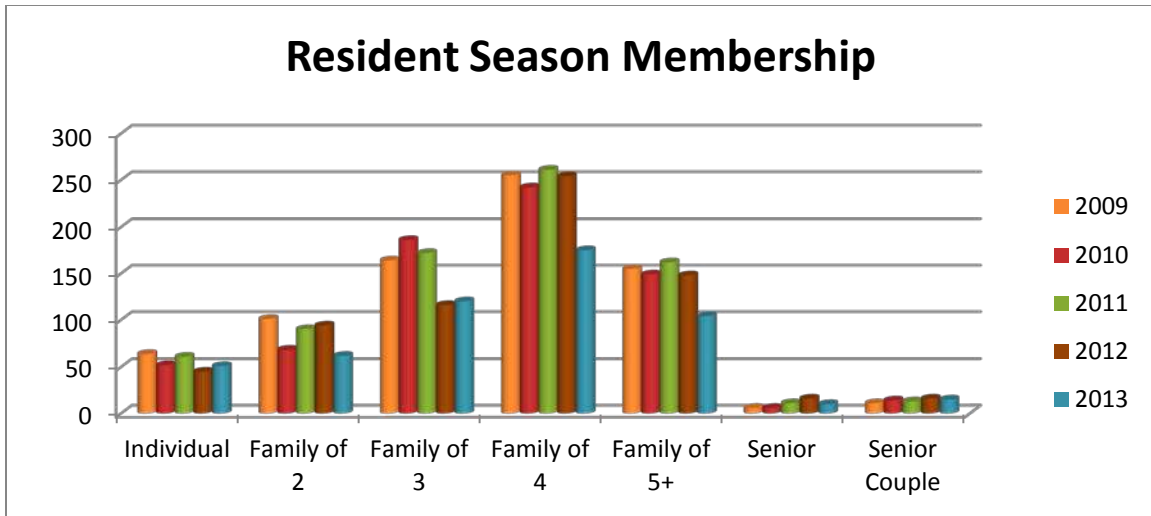
The Park District of Highland Park offers Summer Aquatic Memberships

- Pass allows members to swim at both Hidden Creek and the Recreation Center during the summer season.
- Offered to *Residents and Non Residents.
 - *Taxpayers of Highland Park are offered lower rates based on residency qualifications.
- Offered for individuals, seniors and families.
- Passes may include only individuals residing permanently in the same household.
- Early Bird discount offered in 2013
 - March 2-15 15% off
 - 320 memberships sold
- Regular Season Sales
 - Sold March 16-July 14
 - 160 memberships sold
- Late Season Discount offered in 2013
 - 40% off – offered beginning July 15
 - 14 memberships sold at 40%
 - WeDeal – Offered beginning July 15
 - 63 individual memberships sold
 - \$39 for Residents, \$49 for Non-residents

The table below provides a breakdown of the resident season pass sales for the 2013 season and a comparison of the previous years is shown in the graph.

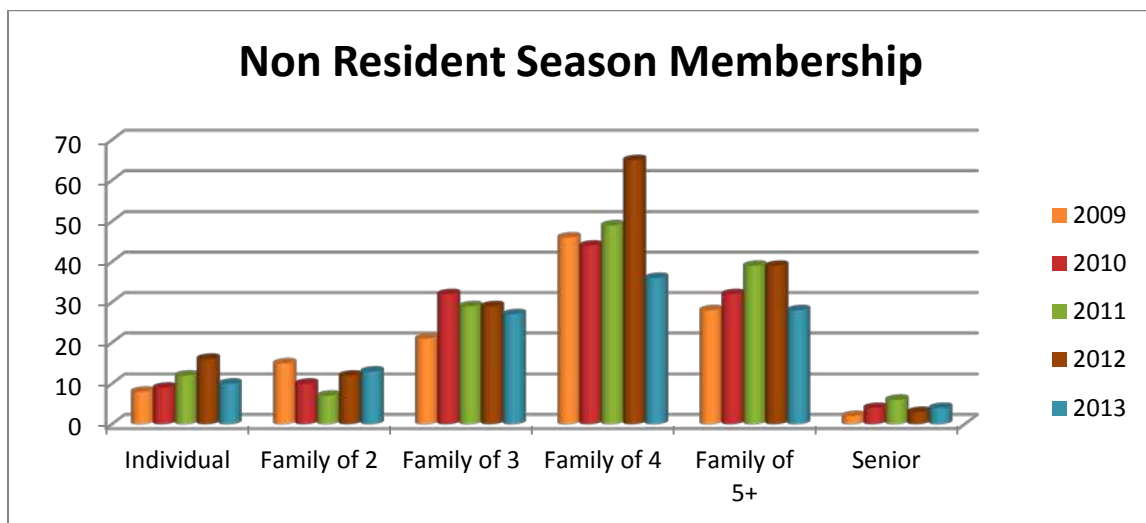
Resident

Resident Pass Breakdown	2009	2010	2011	2012	2013
<i>Individual</i>	64	52	61	45	51
<i>Family of 2</i>	101	68	90	94	62
<i>Family of 3</i>	164	186	172	116	120
<i>Family of 4</i>	255	242	261	254	175
<i>Family of 5+</i>	155	149	162	148	104
<i>Senior</i>	6	6	11	16	10
<i>Senior Couple</i>	11	14	13	16	15
Total	756	717	770	689	537



The table below provides a breakdown of the non resident season pass sales for the 2013 season and a comparison of the previous years is shown in the graph.

<i>Non-Resident Pass Breakdown</i>	2009	2010	2011	2012	2013
<i>Individual</i>	8	9	12	16	10
<i>Family of 2</i>	15	10	7	12	13
<i>Family of 3</i>	21	32	29	29	27
<i>Family of 4</i>	46	44	49	65	36
<i>Family of 5+</i>	28	32	39	39	28
<i>Senior</i>	2	4	6	3	4
<i>Total</i>	120	131	142	164	118



CAMPS AND RENTALS

Hidden Creek hosts many groups including:

Rentals – All Season

- Concession Deck
- Grass Area
- Wood Deck
- Private Rentals – After Hours

Park District and Private Camps – Weekdays June 10-August 16

Swim testing policy implemented for all campers in 2012 was continued.

- All campers tested on their first visit to Hidden Creek
- Colored wristband system to distinguish swimming levels and areas those campers are allowed to swim in (see Appendix B).

Park District Camp Attendance

The following table shows a breakdown of the number of campers visiting the pool for each Park District camp.

<i>Park District Camp Attendance</i>	<i>2009</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>
<i>Kids Crew</i>	2,767	2,283	1,525	1,393	1,365
<i>SWEAT Shop</i>	1,028	1,069	1,087	984	811
<i>Sports Camp</i>	1,541	1,187	1,048	978	949
<i>Jr. Sports</i>	524	625	337	379	206
<i>Tennis Plus</i>	217	173	225	198	135
<i>Golf Academy</i>	297	330	171	123	167
<i>Big Top/Little Top</i>	924	909	630	878	755
<i>Camp Sunshine</i>	492	466	409	343	241
<i>Outdoor Adventure/Trekkers</i>	8	40	32	25	43
<i>Girls Play Strong</i>	NA	NA	392	245	127
<i>Little Swingers</i>	NA	NA	NA	65	67
<i>Totals</i>	8,596	7,082	5,856	5,611	4,866

Rentals

The following shows the number of the different types of parties held at Hidden Creek.

Rentals	2009	2010	2011	2012	2013
Concession Deck/Grass Area Parties	28	42	38	32	31
Wood Deck Parties	36	38	46	44	45
Facility Rentals	3	4	2	1	3
Totals	67	84	86	77	79

Outside Groups

The following shows the number of outside groups utilizing Hidden Creek each summer.

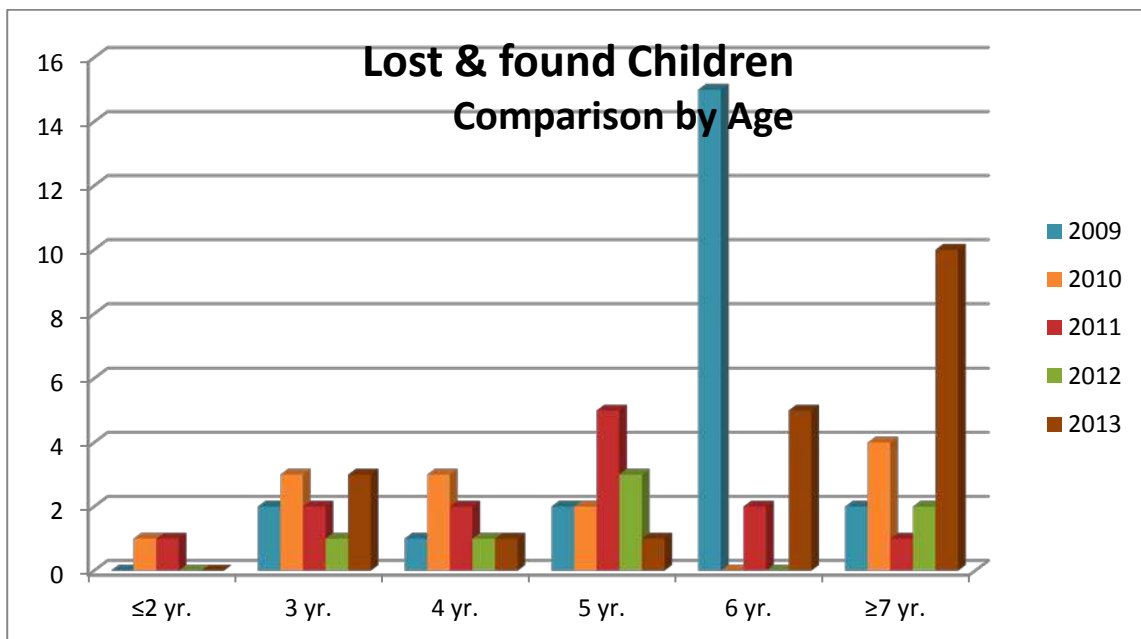
Outside Group Visits	2009	2010	2011	2012	2013
Number of Outside Camps	60	64	48	61	41

LOST AND FOUND CHILDREN

- Total of 20 children reported lost in 2013.
- Age range of 2-10 years old.
- Average time to locate each child was 3 minutes.

The table and graph below shows the breakdown of Lost & Found children according to age, and the comparison with previous years.

Age of Child	2009	2010	2011	2012	2013
≤2 yr.	0	1	1	0	0
3 yr.	2	3	2	1	3
4 yr.	1	3	2	1	1
5 yr.	2	2	5	3	1
6 yr.	15	0	2	0	5
≥7 yr.	2	4	1	2	10
Totals	22	13	13	7	20

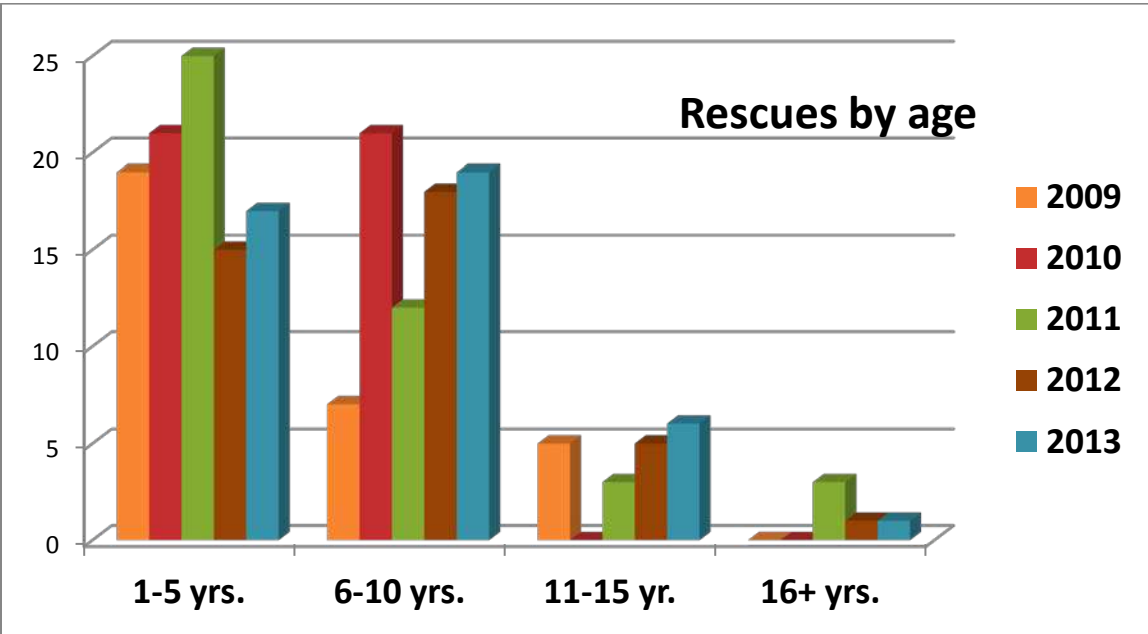
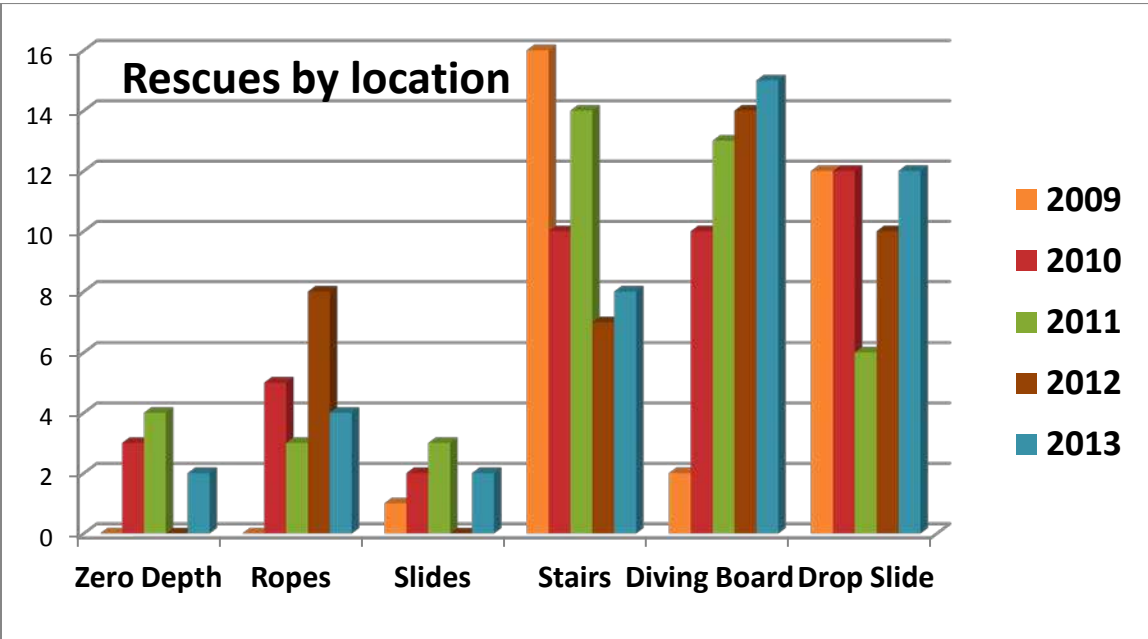


RESCUES

Rescues at Hidden Creek in 2013 consisted of:

- Total of 43 rescues.
- Age range of 1-27 years old.
- Staff reacted quickly and all rescues were successful.

The charts below show the number of rescues made in terms of pool location and age.



PROMOTIONS

The Park District of Highland Park offered two promotions to the community.

Early Bird discount offered in 2013

- March 2-15 15% off
- 320 memberships sold

Offered a Groupon deal

- 2 daily admissions for \$12, or 4 daily admissions for \$22
- Sold 3,147 package deals in June
- Park District earned \$28,127.00
- 66% of deals redeemed, for a total of \$12,376.00 not redeemed

Offered a WeDeal

- Individual membership offered at \$39 for residents and \$49 for non-residents
- Park District earned \$1,962.75
- Sold 63 memberships
- 92% of memberships redeemed

Late Season Discount offered in 2013

- 40% off – offered beginning July 15
- 14 family memberships sold at 40%

2013 ACCOMPLISHMENTS

The following accomplishments are based on Advisory Committee and staff recommendations from the 2012 season.

Evaluate and update lifeguard training

- Implemented “Blended Learning” with the Red Cross to reduce the number of hours of physical training.
- Training was set up with specific attendance requirements and all staff was successful in following through with the training registered for.

Plan and implement a new special event, or enhance the current events to refresh

- BBQ Night was replaced with “Poolside Music & Munch” featuring Danny Lemon and the Big Squeeze” and was well attended.

Paint the pool

- Pool was painted blue

New pool heaters

- Heaters were installed and helped maintain a very consistent pool temperature even with the below average temperatures of spring

New bathhouse flooring

- New flooring was installed

Work with the local teen center

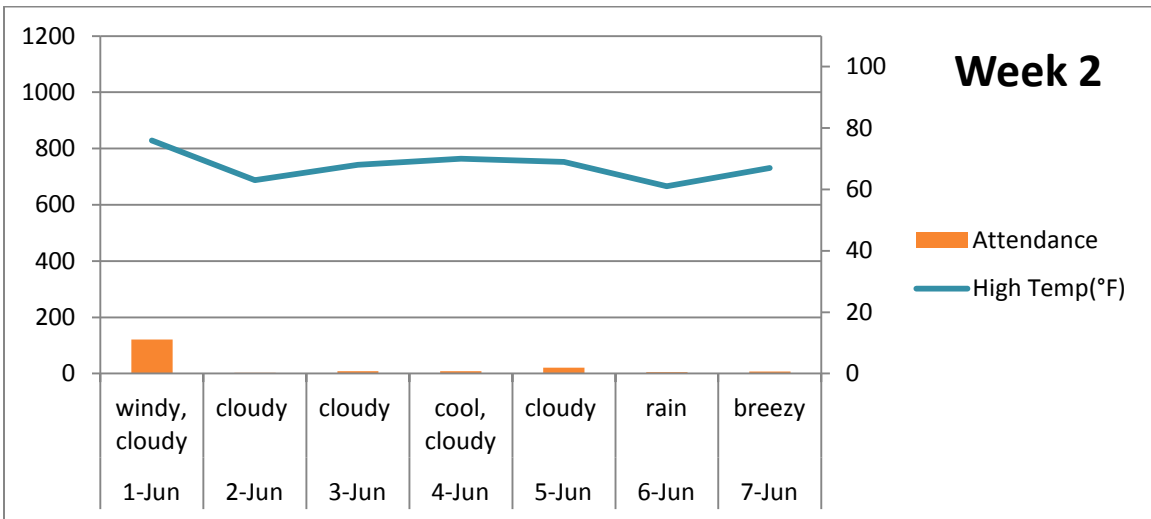
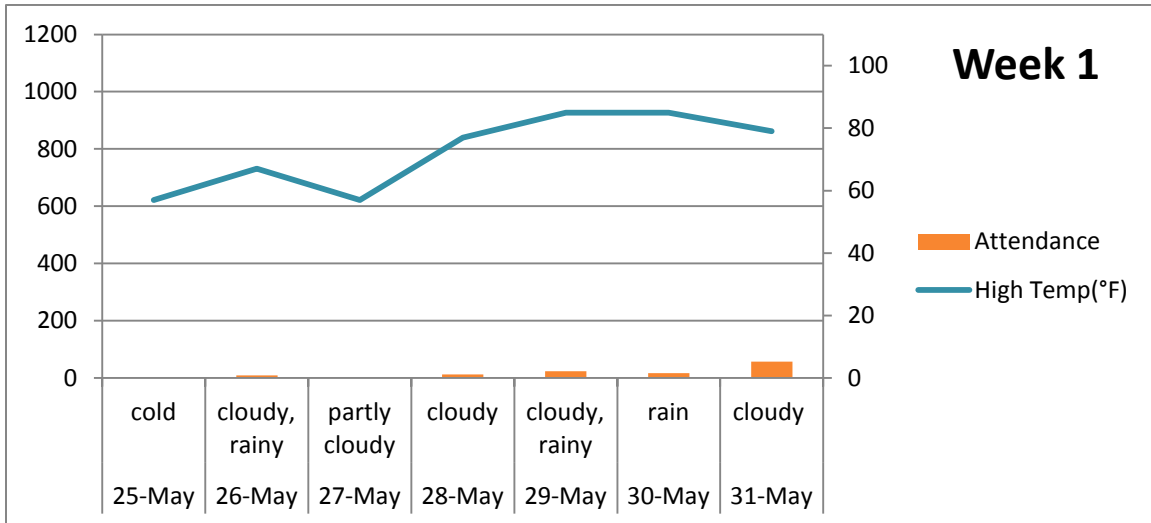
- The local Teen Center “Nova Center” was not operating by late spring
- Offered a “Teen Night” Thursday, August 8, 8:15-9:45pm. There was pre-registration offered with no sign-up, and the weather was cool so there were no drop in participants.

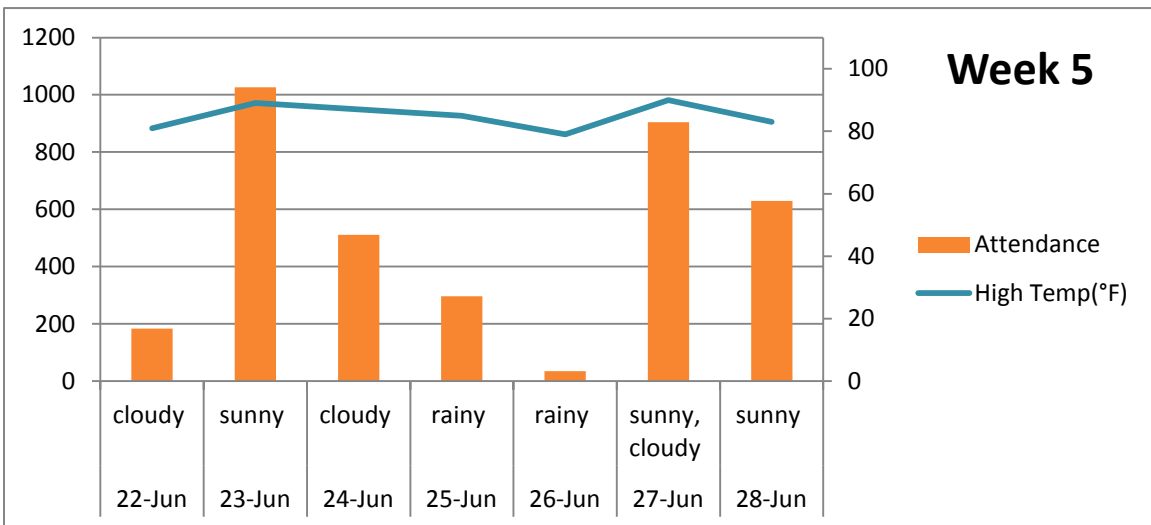
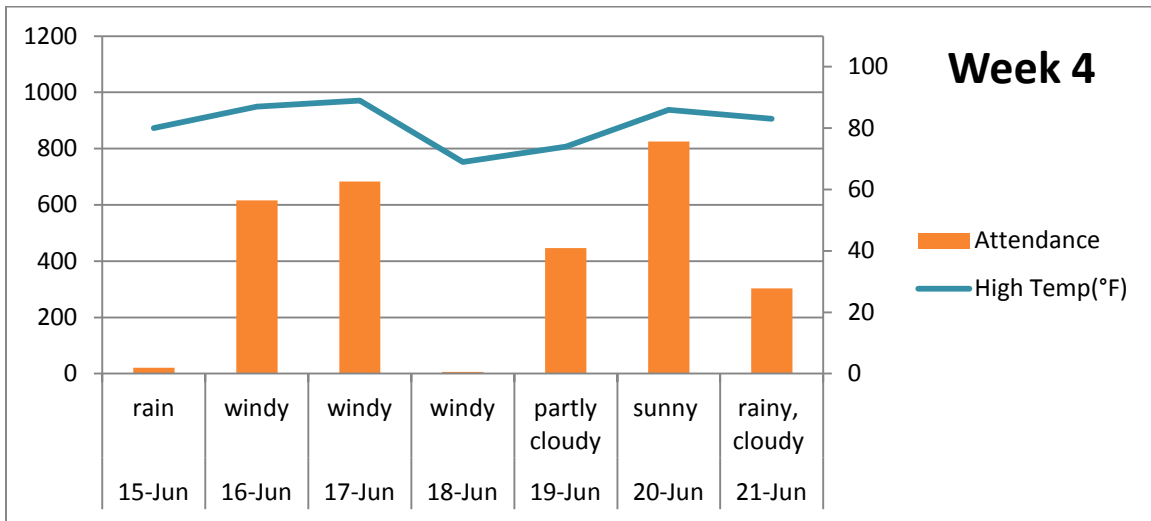
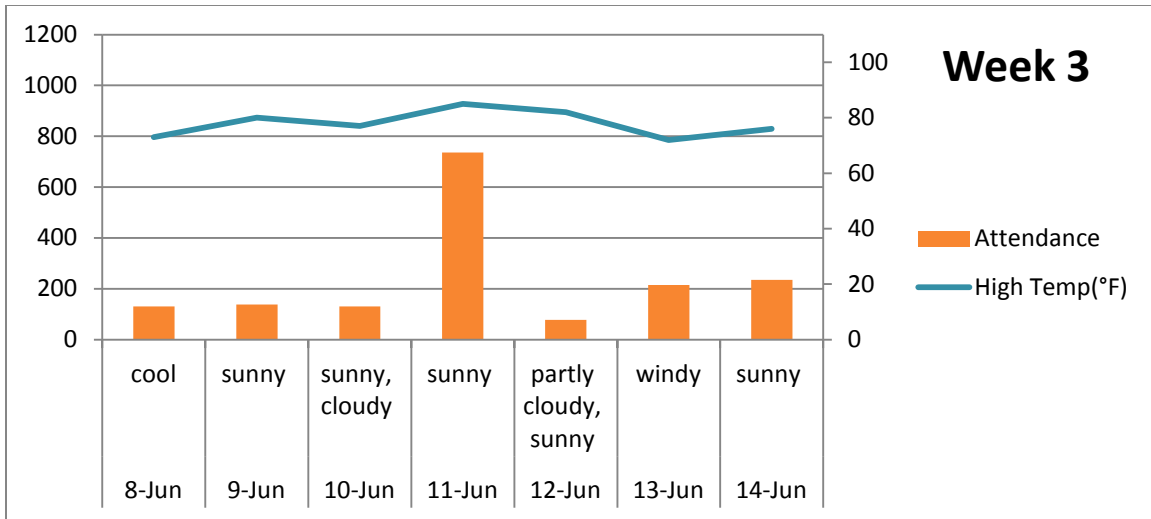
2014 GOALS & RECOMMENDATIONS

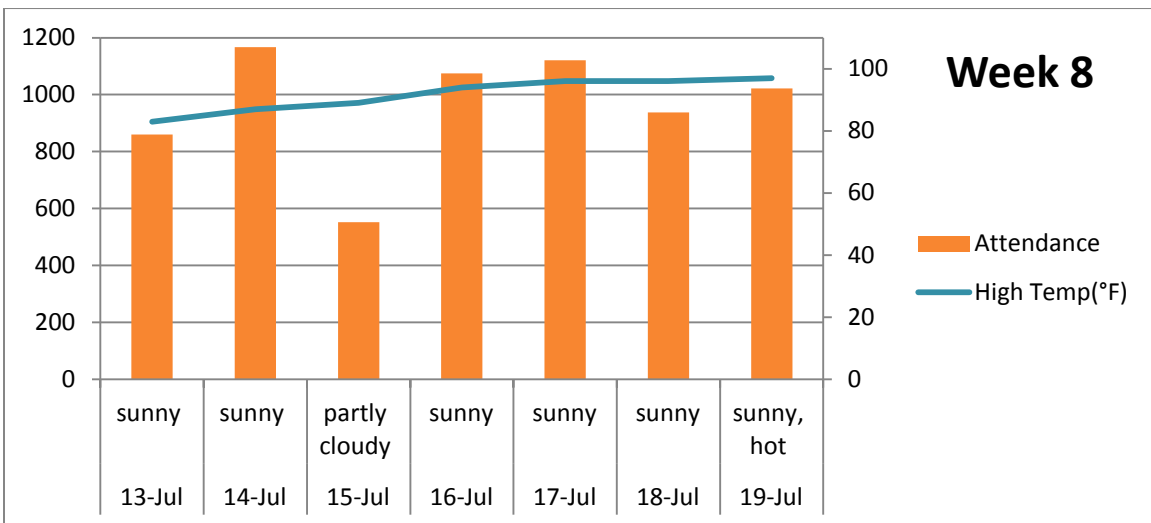
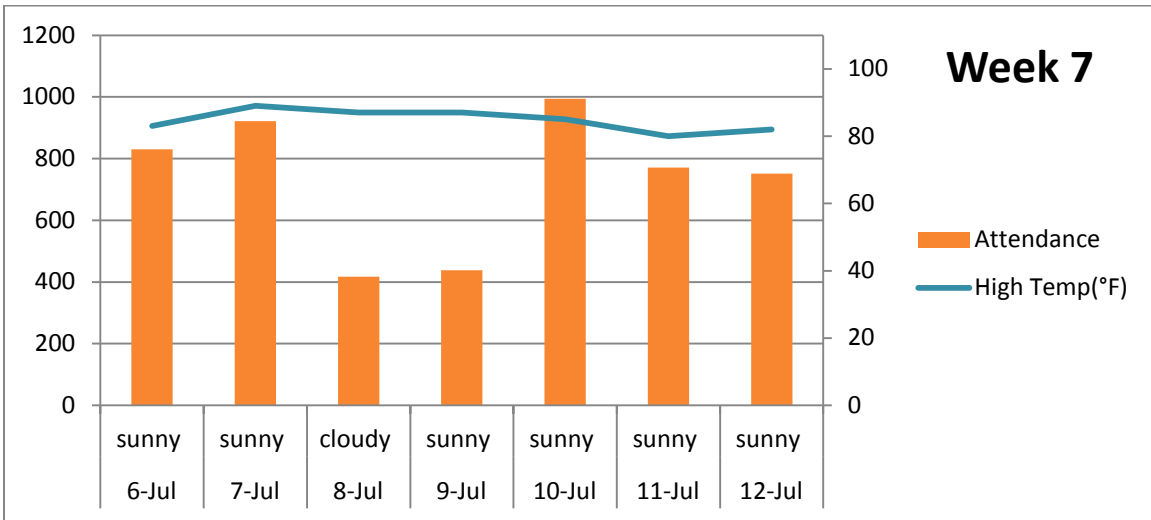
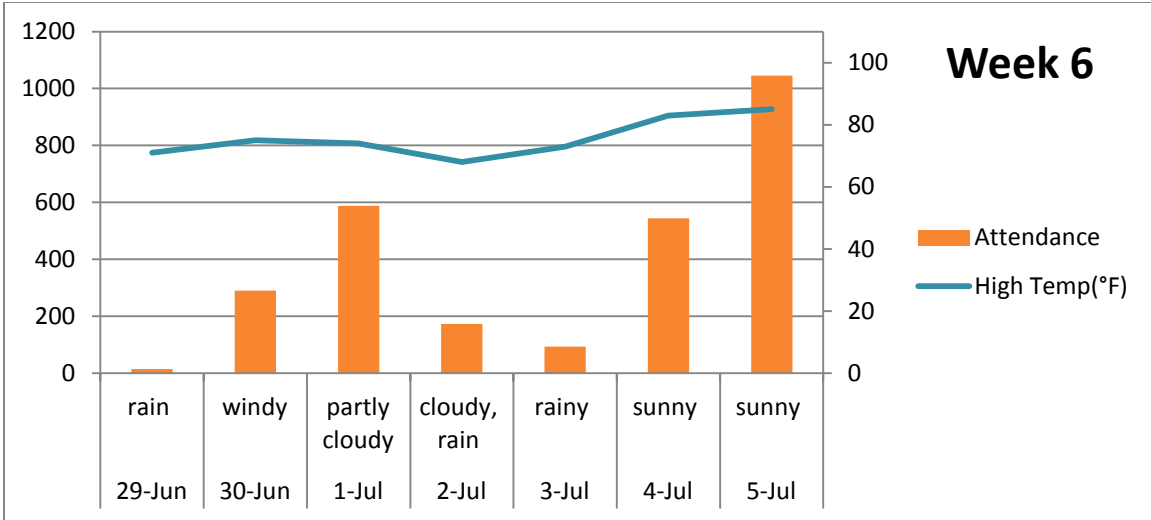
- **Implement a system for accidents/injuries/rescues of campers to directly inform full-time camp directors**
- **Develop and implement a rebate for getting a “new” membership sold**
- **Evaluate and update lifeguard training**
 - Evaluate training pay
 - Offer class in August for 15+ year olds and up interested in working next season
 - Class open to the public, regular registration fee
 - Rebate of a percentage back if they are hired and work the entire 2014 season
- **Replace the kiddie play flooring**
- **New pool vacuums**
- **Update the front desk cabinets, counters and drawers**
- **New speakers and sound system updates as necessary**
- **New tables and chairs for rentals**
- **Replace remaining original deck chairs**
- **Signs with the hours to put on the front sidewalk near the parking lot**
- **Budget for and utilize lifeguards to assist the maintenance attendants with cleaning duties and closing duties.**
- **Offer a new special event or update a current event.**

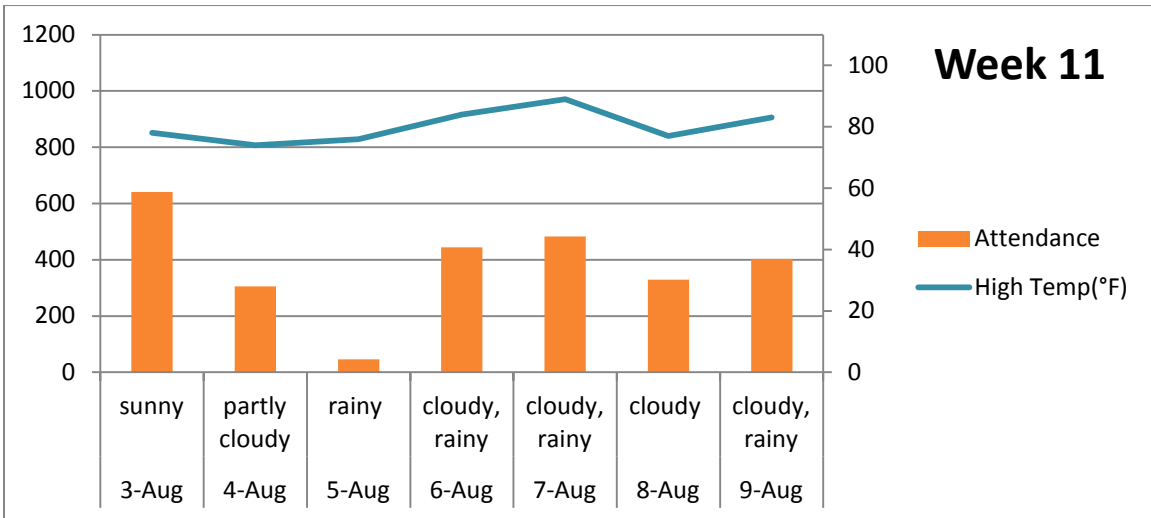
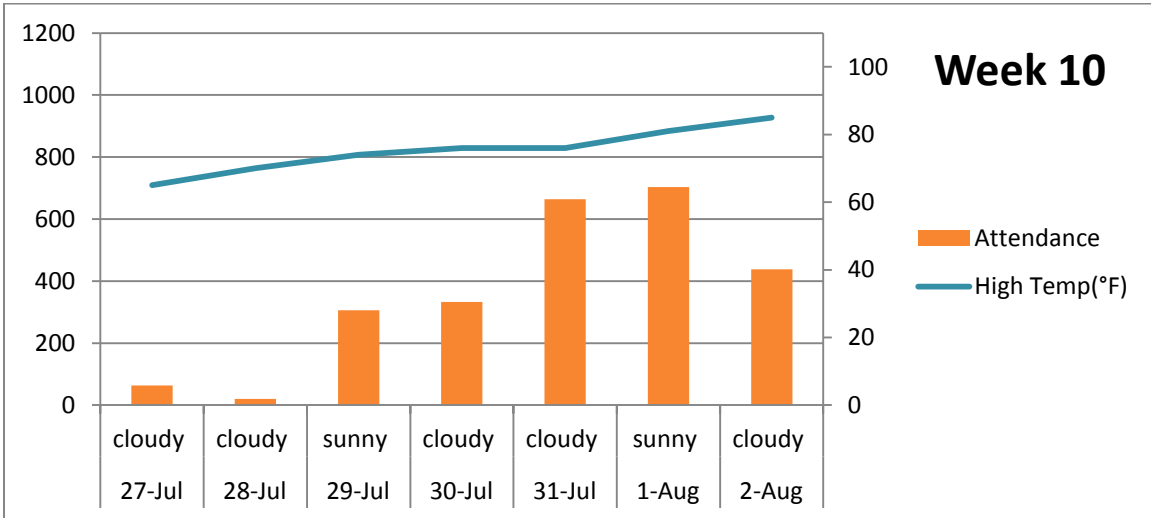
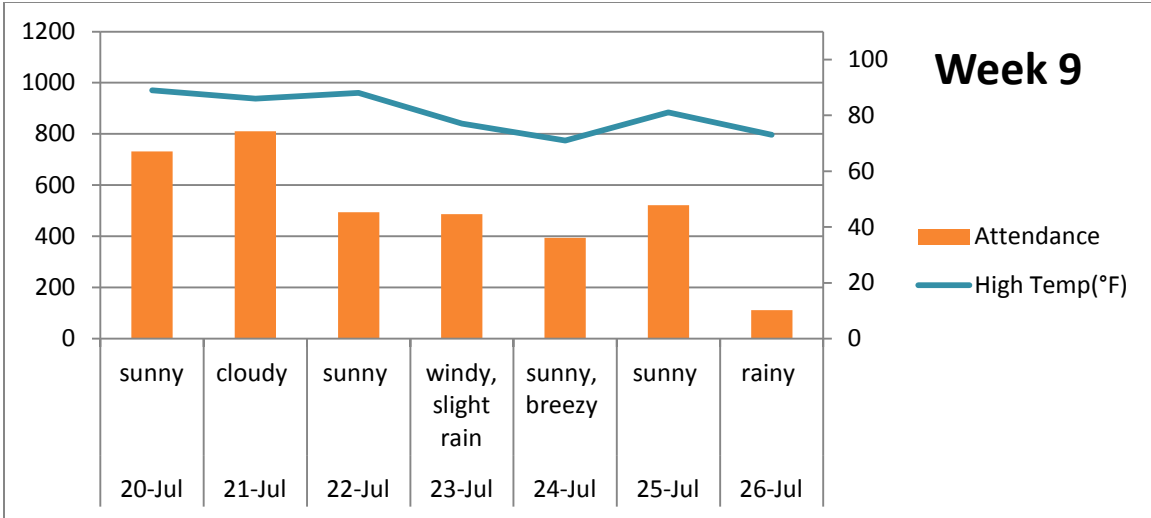
APPENDIX A

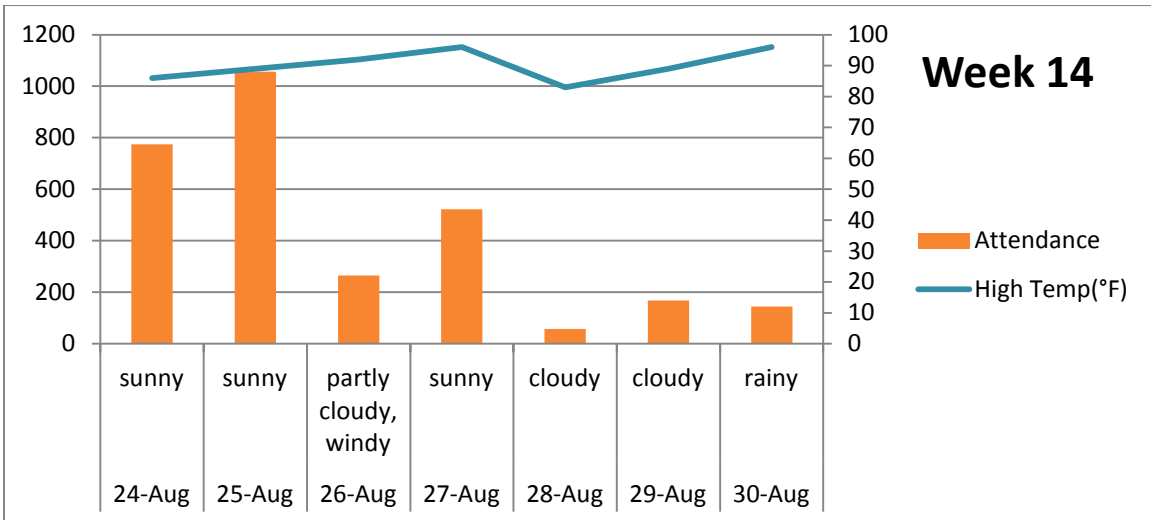
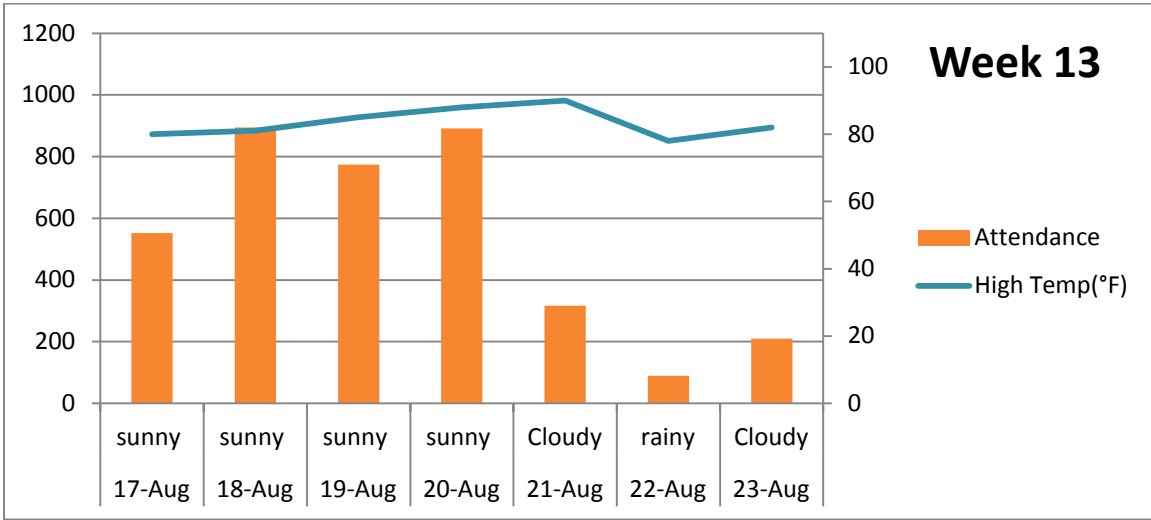
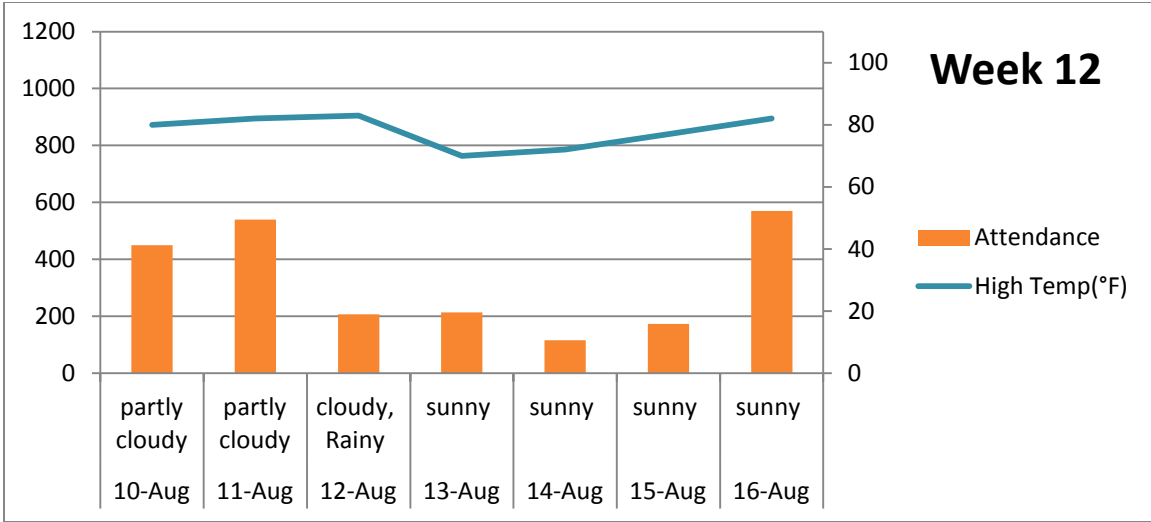
The following pages contain weekly graphs which depict the daily attendance numbers in comparison to the daily temperature and weather conditions.

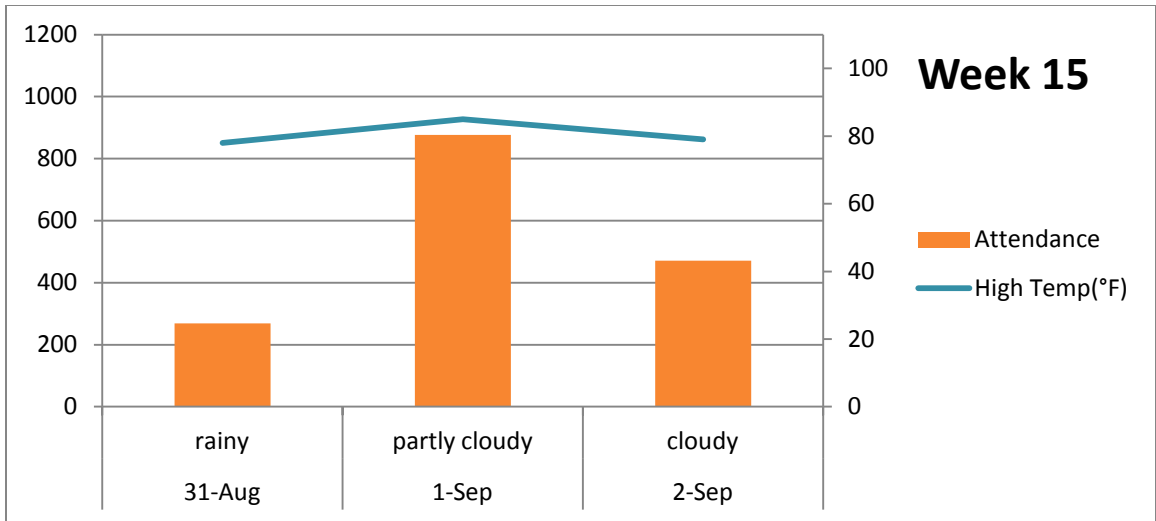






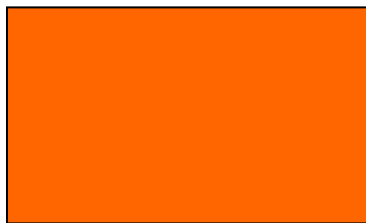




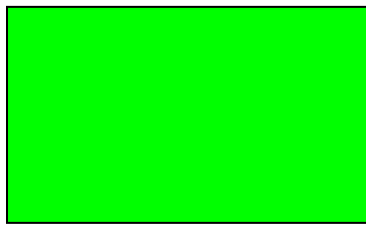




Hidden Creek Aqua Park Camper Wristband Colors



Camper can use the zero depth area up to the blue line. This includes the kiddy slide, kiddy play area, and sand area.



Camper can use the pool up to the lap lane ropes. This includes the two large slides. The camper cannot use the diving board, drop slide, or deep end.



Camper can use the entire pool.

EXECUTIVE DIRECTOR'S MONTHLY

OCTOBER 18, 2013

UPCOMING MEETINGS AND DATES

- Tuesday, October 22, 2013 / 6:00 p.m. / West Ridge Center / Regular Meeting
- Wednesday, October 30, 2013 / 6:30 p.m. / West Ridge Center / Tennis Advisory Committee Meeting
- Tuesday, November 5, 2013 / 6:00 p.m. / West Ridge Center / Workshop Meeting
- Tuesday, November 12, 2013 / 6:00 p.m. / West Ridge Center / Hidden Creek AquaPark Advisory Committee Meeting
- Tuesday, November 12, 2013 / 7:30 p.m. / West Ridge Center / Ice Advisory Committee Meeting
- Wednesday, November 13, 2013 / 7:00 p.m. / West Ridge Center / Athletic Advisory Committee Meeting

FACILITIES

▪ DEER CREEK

DCC -Total Registration Numbers - Adult Group Lessons

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Fall	274	221	203*

DCC -Total Registration Numbers - Junior Group Lessons

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Fall	404	420	409*

Fall Registration	678	641	612*
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Fall memberships	9	447	602
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*2013 residents-74.5%; 2012 residents-76%.

*Junior program continues to grow. We have 80 more juniors registered since last month.

*Several of our adults are still playing outdoors and high school girls' season is over and coming inside.

News & Events:

- Tennis Advisory Committee coming up on October 30.
- Winter Registration starts on October 21 for members.
- Women's Travel Team is having fun but only won one match out of five.
- Table Tennis & Indoor Golf is beginning to draw more interest.

▪ CENTENNIAL ICE ARENA

Gymnastics Early Fall Session Enrollment

	2011	2012	2013
Adult/Child	81	93	90
Preschool	140	126	115

Youth	142	226	193
TOTAL	363	445	398
Skating Early Fall Enrollment			
	2011	2012	2013
Adults	13	20	14
Adult/Child	13	4	4
Preschool	46	33	39
Youth	186	145	138
Hockey	112	63	95
TOTAL	370	265	290

News & Events:

- Registration for Late Fall Session will begin Monday, October 21. Late Fall Session runs November 4 - January 19 (with two weeks off for winter break).
- Centennial will hold the 40th Anniversary Celebration on Saturday, October 19, 4-6:30pm. There will be an opening ceremony, open skate, open gym, free food, giveaways and raffle prizes.
- Free beginner ice skating lessons to be held during public skate on Saturday, October 26. Skaters will sign-up at the front desk during public skate, first come, first serve, and will be encouraged to sign up for Late Fall Session.
- World Invitational Hockey Tournament will hold hockey games at Centennial Ice Arena on Friday, November 1 and Saturday, November 2. Teams from across the US and other countries participate in the tournament which is held at several Chicago area arenas.
- Northwestern University Men's Hockey has returned to Centennial as its home rink. Upcoming games are Friday, October 25, 7:20pm and Saturday, October 26, 5:20pm.

Marketing & Promotions:

- Centennial 2Cents newsletter, scheduled to be sent via email each month, includes upcoming news.
- An Ad for Late Fall Session at Centennial was placed in the October issue of "Make It Better", a north shore magazine which also includes an online ad for the month.

▪ HIDDEN CREEK AQUAPARK

News & Events:

- Variable Frequency Drives (VFDs) have been installed on the pumps. This should help the efficiency and life of the pumps and reduce operating costs in future seasons.
- Staff is completing work on budgets for next season.

Marketing & Promotions:

- Marketing and promotions will begin again in February for Early Bird Membership sales.

▪ SUNSET VALLEY GOLF COURSE

Total Rounds comparison 2011 to 2013

	<u>2011</u>	<u>2012</u>	<u>2013</u>
April	1,481	1,678	1,489
May	2,748	4,399	3,550
June	4,952	5,796	4,545

July	5,121	5,304	5,487
August	5,483	5,559	6,007
September	3,805	4,063	4,060
October	2,319	2,061	
November	849	1,144	
December	672	694	
January	531	468	
February	596	0	
March	2,300	467	
Total	30,857	31,633	25138

Round breakdown for pass holder rounds

	<u>2011</u>	<u>2012</u>	<u>2013</u>
April	660	724	596
May	1,233	1,498	1,196
June	1,818	1,843	1,441
July	1,706	1,520	1,555
August	2,027	1,941	1,972
September	1,675	1,514	1,337
October	1,065	843	
November	445	516	
December	0	0	
January	0	0	
February	0	0	
March	429	106	
Total	11058	10505	8097

Round breakdown for greens fee players

	<u>2011</u>	<u>2012</u>	<u>2013</u>
April	821	954	893
May	1,515	2,901	2,354
June	3,134	3,953	3,104
July	3,415	3,784	3,932
August	3,456	3,618	4,035
September	2,130	2,549	2,723
October	1,254	1,218	
November	404	628	
December	672	694	
January	531	468	
February	596	0	
March	1,871	360	
Total	19799	21127	17041

News & Events:

- Staff has completed monthly newsletter.
- Held Park District's Nine and Wine event with 26 participants.
- Sunset Valley held a glowball event on Sept. 7 with 10 participants.
- Highland Park Girls golf team held the Invitational and finished second.
- Lottery times ended on Sept 8th.
- Sunset Valley held golf appreciation and member appreciation days.
- Our final Family day was on Sept 8 with 28 players.
- Family cookout was cancelled due to low sign ups.
- E-Mail promotions will be sent out to the golfer database regarding golf programs, indoor range, and video golf course at Deer Creek.

RECREATION CENTER OF HIGHLAND PARK

	2013	2012	Difference
New Annual Memberships	58	26	32

ACTIVE MEMBERS

Annual	2,634	2,448	186
Non Annual	75	107	-32
North Shore Health Grants	70	154	-84
TOTAL MEMBERS	2,779	2,709	70

KID FIT

Kid-Fit Memberships	51	41	10
Kid-Fit Members	118	100	18
Kid-Fit Punch Passes Sold	45	22	23

MEMBER USAGE

Membership Usage Fitness	9,551	9,429	122
Membership Usage Aquatics	1,638	1,619	19
Kid Fit Usage	656	801	-145
Personal Training Usage	522	549	-27
Group Exercise Usage/Class	11.9	11.9	0
Water Aerobics Usage/Class	10.7	8	2.7

PERSONAL TRAINING

Fitness- units	387	322	65
Private Swim Lessons	64	126	-62
Master Swim Training	22	13	9

PROGRAMS/RENTALS

Learn to Swim	165	166	-1

Rental Bookings	32	41	-9
Rental Revenue	8680.75	19080	-10,399

News & Events:

- Water aerobic usage is up because of quality and consistency by our instructors and a better variety in classes.
- Participation numbers are neutral for Learn to Swim but revenue is up.
- The number of individuals asking for private lessons, (with exception of Masters Swim), is down.
- 123% increase in new annual memberships in same month comparison 9/12 versus 9/13.
- Rental revenue down due to two large events that occurred in 2012; we had no large events in 2013.
- Personal training units up by 65; however 87 units were part of the fall promotion.

▪ **HELLER**

Heller Nature Center September School Programs

	September 2012	September 2013
In-District Schools	12	12
Out-of-District Schools	9	9
TOTAL	21	21

Heller Nature Center Fall Early Childhood Programs

	September 2012	September 2013
Little Pioneers	2	3
Kindergarten Naturalist	2	4
Little Beachcombers	3	0
Big Beachcombers	3	0
TOTAL	10	7

- Little and Big Beachcombers classes were not offered this fall due to the City of Highland Park's Water Plant upgrades at Park Avenue Beach.

Heller Nature Center September Adult and Family Programs

	September 2012	September 2013
Number of Programs	6	7
Number of Participants	58	85

Heller Nature Center September Scout and Custom Programs

	September 2012	September 2013
Number of Programs	2	5
Number of Participants	25	58

News & Events:

- Our 14th annual Autumn Fest, held on September 20, was the largest attended to date, with over 700 people. Activities included pony rides, games, crafts, live animals, pumpkin patch, and a hayride.
- The 1,200 pounds of honey harvested this year has now sold out.
- Staff and volunteers remain busy preparing Heller’s honeybees for the winter season.

■ PLANNING & PROJECTS DEPARTMENT

- Executive Director McElroy and Director Stumpf presented at the League of Women Voters’ September meeting. Information was provided about our GreenPrint and Environmental Sustainability efforts.
- Official request for extension letters have been provided to the Illinois Department of Natural Resources regarding our OSLAD and Museum grants for Rosewood. The requests target a December 2014 end date – one year beyond our current agreement terms.
- The District received notice that it was successful in attaining a \$48,393 Illinois Coastal Management Grant, the first in the state, to provide interpretive signs, equipment and educational materials for the Rosewood Interpretive Center and site.
- Monitoring and maintenance of all facility intrusion alarm systems are now turned over to one vendor in order to continue our plan for consolidation and improved management of District risk.
- As of today, October 15, Rosewood permits are approved. Site preparation has begun.

■ PARK AVENUE

	<u>End of last</u> <u>season:</u>	<u>Last</u> <u>Month</u>	<u>Current</u>
Total Boat Storage decals issued (non-motorized)	95	69	70
Total Seasonal Parking decals purchased	128	87	88

News & Events:

- Winter storage applications have been sent out.
- Staff has been working with the North Shore Yacht Club to winterize tiers and supplies.
- Staff is working with the Highland Park Fire Department to retrieve buoys this month.

■ GENERAL

- Woofstock, held on Sunday, September 22, was a huge hit. There was a stage for the costume contest so dogs and their owners were able to strut their stuff.
- Nine and Wine was on Sunday, September 29. We had 26 people that came to the event, which is one more than last year.
- The West Ridge Round Up was held on Friday, October 11. About 100 families attended in costume to play games, make art projects, get their faces painted, visit our pumpkin patch and petting zoo, and decorate their pumpkins.
- A West Ridge Center program newsletter was developed for our Kindergarten and Early Childhood participants.
- Our new Youth Advisory Committee met on October 14, at 6:30pm at Heller Nature Center. The discussion was extremely valuable in our continued development of programs and events for 5th through 8th graders. Staff plans to hold the Recreation Advisory Meeting in December.

- The Highland Park Players are celebrating their 25th anniversary with the production of “Cats”. Tickets are available at West Ridge Center for the final performances on October 18, 19 and 20 at the Northbrook Theatre.
- The Highland Park Strings are celebrating 35 years of making music in our community. Their first concert will be Sunday, November 3, 2013 at Highland Park High School.
- Friday, October 25 is the unveiling of our new event, “Spook, Rattle and Roll” for children ages 5-8 and “Spook, Rattle and Rock” for Grades 5-8.

▪ **ATHLETICS**

Program	2012	2013	Difference
All Star Sports	43	16	-27
Boys Elite/Travel Basketball	86	67	-19
All Star Experience	0	22	22
Fire Soccer Clinics	0	4	4
Giant's Fall Lacrosse	22	36	14
IGLA Girls Lacrosse	24	26	2
Total's	175	171	-4

News & Events:

- Boys Elite/Travel Basketball is down 2 teams, with one team at the 4th grade level and no teams at the 3rd grade level.
- All Star Sports is down due to soccer classes now being run by the Chicago Fire, and different offerings from the previous year to this year. Also, All Star Sports changed instructors causing individuals to go elsewhere.
- The All Star Experience is a brand new basketball program for Grades 1 and 2. Each participant gets an All Star jersey, shorts, socks and matching hand band. The clinics are led by Park District Coaches.
- Giant’s fall Lacrosse is up due to the increase in popularity of the sport and the successful spring season.

▪ **GOLF MAINTENANCE**

- A warm September helped course recover quickly from aeration this month on the greens, tees and fairways.
- Leaf season began early because of the drought at the end of summer and the 150 ash trees that are dying due to EAB.

▪ **FINANCE**

- The website analytics for September, 2013 appear below with September, 2012 in parenthesis.
 - Total visits 16,634 (17,258). This is a decrease of 3.62%.
 - Pages per visit 2.97 (3.25). This is a decrease of 8.74%
 - Duration per visit 2:20 (Two minutes twenty seconds) (2:48). This is a decrease 16.49%.
 - New Visits 4,903 (5,590). Decrease of 12.29%,
 - In the month of September, 28 people visited the Master Plan website (plan4pdhp.com).

- In addition to the U.S., the following countries also viewed the District website: Canada, Australia, Japan, U.K., Italy, Philippines, Germany, Israel, Switzerland, France and India.
- Staff has begun to focus on the 2014 tax levy. A recommendation with respect to the Truth and Taxation resolution and the Capital Plan will be discussed in November. As part of the analysis, staff will also provide Fiscal 2014 projections.