

NOTICE OF MEETING
TUESDAY, March 19, 2013

6:00 p.m.

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

REGULAR MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. CONSENT AGENDA
 - A. Minutes of March 4, 2013 Board Meeting
 - B. Bills and Payroll in the amount of \$1,254,404.94
 - C. Ice Arena Ice System Replacement Project Bid in the amount of \$98,000.00
 - D. Olson Park Playground Bid in the amount of \$73,425.00
 - E. Mooney Park Playground Bid in the amount of \$115,000.00
 - F. Hidden Creek AquaPark Pool Shell Painting Bid in the amount of \$17,950.00
 - G. Woodhouse Agreement for Deer Creek
 - H. Acceptance of Proposal for Environmental Maintenance Services
 - I. Payout #1 to Boller Construction in the amount of \$45,735.30
 - J. Payout #6 to Cordogan Clark in the amount of \$2,000.00
 - K. Payout #28 to Cardno JFNEW – Skokie River Woods Restoration Project in the amount of \$2,018.05
 - L. Payout #2 to AT Group, Inc. in the amount of \$2,774.20.
 - M. Payout #8 to W. B. Olson in the amount of \$648.00.
- VI. UNFINISHED BUSINESS
 - A. Bond Issuance Ordinance 13-3 - "An Ordinance authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the Park District of Highland Park, Lake County, Illinois, and for the issue of approximately \$9,000,000 Debt Certificates, Series 2013, of said Park District evidencing the rights to payment under said Agreement, and providing for the security for and means of payment under said Agreement of said Certificates."
 - B. ADA Coordinator Appointment
 - C. Five Year Capital Plan
- VII. TREASURER'S REPORT
- VIII. NEW BUSINESS
 - A. District 113 Referendum Presentation
 - B. Director's Report
- IX. COMMISSIONER/COMMITTEE/STAFF REPORTS
- X. OPEN TO PUBLIC TO ADDRESS BOARD

NOTICE OF MEETING
TUESDAY, March 19, 2013
6:00 p.m.

**Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
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- XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section (c)6 – the setting of a price for sale or lease of property owned by the District; Section (c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. ACTION FROM CLOSED SESSION**
- XIII. ADJOURNMENT**

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

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
MARCH 4, 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 5:30 p.m. by President Meyers.

ROLL CALL

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

Staff Present: Executive Director McElroy, Director Becker, , Director Donahue, Asst. Director Malartsik, Asst. Director Romes, Manager Natz

Guests: Residents Barnett Ruttenberg, David Sogin, Janet Bernstein, and Tribune Local Reporter John Huston

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON AGENDA

Mr. Ruttenberg gave positive comments about the Clean Energy Grant for geothermal heating in the proposed Interpretive Center at Rosewood Beach.

CONSENT AGENDA

Minutes of January 22, 2013 Board Meeting and February 12, 2013 Workshop Meeting; Bills and Payroll in the amount of \$1,222,021.15; Final Payout #3 to Hacienda Landscaping Inc. in the amount of \$20,095.40 for the West Ridge Playground Renovation Project; Payouts #4 and #5 to Cordogan Clark & Associates, Inc. in the amount of \$15,750 for Architectural and Engineering Services for ADA Improvements; Payout #1 to AT Group, Inc. in the amount of \$2,850.45 for Owners Representation Services; Payout #4 to David Woodhouse Architects, LLC in the amount of \$5,400 for Rosewood Design; Accessible Mini Bus Bid in the amount of \$40,432.00; fuel Bid in the amount of \$0.150/gallon above OPIS published price; Recreation Center of Highland Park Cleaning Services Bid in the amount of \$90,688; Data Security Policy; and Wellness Policy.

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

Roll Call:

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

Nay: None
Absent: None

Motion carried.

UNFINISHED BUSINESS

MASTER PLAN AGREEMENT

Executive Director McElroy stated that per Park Board direction from the February, 2013 Workshop Meeting, staff is requesting approval of the contract with The Lakota Group for Comprehensive Master Planning Services for a total project fee of \$128,794.00. She said that the contract has been reviewed and approved by legal counsel. A kick-off meeting will be held on March 20th, and a detailed time-line will be drafted. It will be kept as an interactive process with opportunities for public input. The final plan is expected to be ready for approval in December, 2013.

Commissioner Bernstein gave a brief overview of the Master Plan. He said the original Plan was from 1993 and was outdated. He asked to have it updated to create a living document which would be used as a blueprint for future Park District projects.

Motion was made by Vice President Kaplan, seconded by Commissioner Waxman, to approve the contract with The Lakota Group for Comprehensive Master Planning Services.

Roll Call:

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

Nay: None

Absent: None

Motion carried.

PUBLIC HEARING

President Meyers announced the Public Hearing open at 5:47 p.m. to receive public comments on the proposed Supplemental Budget and Appropriations Ordinance 13-2. He explained that all persons desiring to be heard will have the opportunity to present written or oral testimony at this time.

President Meyers asked for comments from Park Commissioners, oral or written testimony, and public comments. There being none, he asked for a motion to adjourn.

Motion was made by Vice President Kaplan, seconded by Commissioner Waxman, to adjourn the Public Hearing at 5:48 P.M.

Roll Call:

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

Nay: None

Absent: None

Motion carried.

2013-2014 BUDGET

Director Becker asked for Board consensus to lay down the proposed budget for thirty days.

Ms. McElroy gave a brief explanation of the budget process which begins in August of each year. She said staff evaluates programs, analyzes trends, and gathers data from surveys. Every line item is reviewed by staff, Finance Director and Executive Director in advance of review by the Park Board.

Director Becker noted that the budget was prepared without a tax increase for the third year in a row. Staff focused on the bottom line and this year's budget has a district wide surplus. On April 2, the Board will be presented with the Final budget for approval.

Motion was made by Vice President Kaplan, seconded by Commissioner Waxman, to give consensus to lay down the Draft Budget and Appropriations Ordinance for a period of thirty days, in accordance with legal requirements.

Roll Call:

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

Nay: None

Absent: None

Motion carried.

SURPLUS ORDINANCE 13-01

Director Becker explained that when the Surplus Ordinance was first presented at the January Board Meeting, the Commissioners had some concerns that it limited what the District could do with the property. The following two changes were made to address these concerns: The word *disposal* has been changed to "conveyance", because conveyance will take into consideration the additional option of donations in addition to disposals. Also, the words *donate the property to such agency that will make use of the equipment* has been changed to "donate the property to such person or entity that will make use of the equipment".

Director Becker commented that most of the property has some value, although in most cases it is minimal. If the property cannot be sold or donated, the District will dispose of it in the most economical manner possible.

Motion was made by Vice President Kaplan, seconded by Commissioner Waxman, to approve Ordinance 13-01 authorizing the Park District of Highland Park to dispose of surplus property as indicated I Addendum 1 of the Ordinance.

Roll Call:

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

Nay: None

Absent: None

Motion carried.

TREASURER'S REPORT

Director Becker pointed out that there was a large transfer from the Capital Fund to Corporate Fund to pay off the liability. Within the Corporate Fund, revenues are flat and expenditures are up but this is because salaries were reallocated. He said that the District is currently \$1.2 million ahead of budget. Director Becker briefly reviewed the other funds.

NEW BUSINESS

DIRECTOR'S REPORT

Registration Numbers – Asst. Director Malartsik reported that gymnastics numbers at Centennial were up by 130 participants for the fall, and 120 participants for the winter. Skating was down by 23% in lesson programs, but extra ice time was sold back to hockey. When participants were asked why they weren't returning, the number one reason was that their children had chosen to be involved in other sports.

Asst. Director Malartsik also reported that tennis at Deer Creek was up by 102 participants for the fall, and up by 23 participants for the winter. He said that the racket ball court was reconfigured into an indoor golf driving range with two stations, and it is getting a lot of interest.

Asst. Director Romes advised that Membership has grown 23% from last year and is up to 1,683 participants. He described the 8 week Body Transformation weight loss program and said there were 102 participants currently enrolled. Personal Training netted over \$46,000 compared to less than \$30,000 last year, and group exercise has 14 or 15 participants per class.

AED Report - Ms. McElroy distributed a list to Commissioners showing locations and expiration dates of AED equipment. She said they have contacted PDRMA for direction on taking this program outdoors.

Ms. McElroy reported that the District had the opportunity to partner with the City of Highland Park and City of Lake Forest and enter into joint bidding for tree planting and tree care services.

Board Meeting Minutes
March 4, 2013

Also, the District conducted a Job Fair on March 3rd, along with NSSRA, for summer employment.

COMMISSIONER/COMMITTEE/STAFF REPORTS - None

OPEN TO PUBLIC TO ADDRESS BOARD

Mrs. Bernstein, resident, expressed her positive comments about basketball games and swim classes.

CLOSED SESSION - None

ACTION FROM CLOSED SESSION - None

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein, seconded by Commissioner Waxman, and approved by unanimous voice vote. The Board Meeting adjourned at 6:33p.m.

Respectfully submitted,

Liza McElroy, Secretary



To: Executive Director/Board of Commissioners
 From: Director of Finance
 Date: March 19, 2013
 Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written February 22, 2013 through March 14, 2013 to be presented to the Board for approval on March 19, 2013.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
February 28, 2013	\$ 335,450.16
March 7, 2013	\$ 219,009.29
March 14, 2013	\$ 52,368.85
TOTAL	\$ 606,828.30

PAYROLL DISBURSEMENTS

MARCH 2013	\$ 647,576.64
TOTAL	\$ 647,576.64
GRAND TOTAL	\$ 1,254,404.94

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

2013

Mar Calvin Bernstein
 Apr Calvin Bernstein

2/28/2013

From: Treasurer

To: Executive Director/Board of Commissioners

Subject: Bills and Payroll Disbursements authorized by Finance
Committee Member(s). Checks written

From 22-Feb-13

To 28-Feb-13

For approval on 19-Mar-13

Summary by Fund

Corporate	\$184,896.76
Recreation	\$119,770.18
Special Recreation	\$49.60
Capital Projects	\$30,733.62
Debt Service	\$0.00
Total	335,450.16

3/7/2013

From: Treasurer

To: Executive Director/Board of Commissioners

Subject: Bills and Payroll Disbursements authorized by Finance
Committee Member(s). Checks written

From 1-Mar-13

To 7-Mar-13

For approval on 19-Mar-13

Summary by Fund

Corporate	\$98,288.88
Recreation	\$120,720.41
Special Recreation	\$0.00
Capital Projects	\$0.00
Debt Service	\$0.00
Total	219,009.29

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL	
ADP, INC.	172866	52031	418012135	02-15-13	4,751.57	HANDPUNCH PROCESSING CHARGES		
		52032	418182513	02-21-13	4,749.38	AUTOPAY II PROCESSING 01/02/13		
		52033	418453659	02-22-13	1,871.18	HR/BENEFITS SOLUTION		
		52034	418453841	02-22-13	1,034.36	AUTOPAY II PROCESSING 02/15/13		
		52061	5742207-00	01-02-13	580.90	CREDIT REVERSED		
		52062	200413865	01-10-13	81.53-	CREDIT APPLIED		
				TOTAL CHECK:	12,905.86			
AEREX PEST CONTROL	172867	52029	909019	02-21-13	57.00	HELLER NATURE CENTER:SERVICE		
ANCEL, GLINK, DIAMOND, BUSH,	172868	52030	33104	02-07-13	7,025.00	PROFESSIONAL FEES THRU JAN 31, 2013		
DIRK URBAN	172869	52036	227	03-03-13	800.00	HELLER NATURE CENTER:SIGNAGE		
BASKIN 31 ROBBINS	172870	52035		02-21-13	221.50	SPECIAL EVENTS:02/16/13 SUPPLIES		
THE BRAVE WAY, LLC	172871	52001	130202-01	02-11-13	60.00	WEST RIDGE CENTER:WINTER CLASS FEE		
CENTERPOINT ENERGY SERVICES	172872	52002	4300411	02-19-13	2,885.66	AQUATIC PARK NSG 0179425, RCHP		
COMED	172828	VOID*		03-07-13	344.85-	* CHECK VOIDED ON 03-07-13 *		
		172873	52037	1898688000	02-01-13	182.73	RAVINE DR SEC APT	
			52038	1310498019	02-01-13	60.89	2501 SHERIDAN RD	
			52039	1982062001	02-01-13	16.20	LAUREL AVE BANDSTAND	
			52040	1821106004	01-31-13	82.03	1377 DEER CREEK PKWY(FINK BALLFIELD)	
				TOTAL CHECK:	341.85			
CRAFTWOOD LUMBER	172874	52003	764	02-28-13	135.79	SUPPLIES		
GARVEY'S OFFICE PRODUCTS	172875	52041	PINV560405	02-15-13	386.50	ADMIN:SUPPLIES		
		52042	PINV559736	02-14-13	26.35	ADMIN:SUPPLIES		
				TOTAL CHECK:	412.85			
MICHAEL GLINK	172876	52004		02-27-13	200.00	ATHLETICS:ARENA FOOTBALL		
GO GREEN WILMETTE NFP	172877	52043		02-28-13	50.00	HELLER NATURE CENTER:3/10/13 EXHIBIT		
GREAT EASTERN MANAGEMENT, INC	172878	52065	84021	08-31-12	249.00	RECREATION:FEE		
GYPSIES LLC.	172879	52005		02-20-13	4,000.00	CAMPS:DEPOSIT - CAMP BIG TOP 2013		
		172881	52044		02-21-13	6,000.00	CAMPS:DEPOSIT TENT RENTAL SUMMER '13	
HARRIS COMPUTER SYSTEMS	172880	52045	XT00076254	01-30-13	600.00	ADMIN:PROGRAM MODIFICATIONS		
HI-LAND ART & FRAME	172882	52006	202	02-11-13	74.24	SUPPLIES		
ILLINOIS ASSOC OF PARK DIST.	172883	52046		03-01-13	500.00	ADMIN:FEE DISTINGUISHED ACC PROCESS		

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
	172885	52047	SLS 21520131	02-15-13	50.00	ADMIN:SUPPLIES	_____
ILLINOIS SHOTOKAN KARATE	172884	52056	752	01-15-13	4,865.00	WEST RIDGE CENTER:2012 KARATE FEE	_____
ILLINOIS STATE POLICE	172886	52063		03-07-13	5,000.00	CRIMINAL BACKGROUND CHECKS	_____
IMAGES ALIVE, LTD	172887	52007	10750	03-06-13	448.40	PARKS:SUPPLIES	_____
MIDWEST FENCING ACADEMY	172888	52011		02-15-13	1,354.50	WEST RIDGE CENTER:WINTER CLASS FEE	_____
MULTI-BANK SERVICES, LTD	172889	52066	71,558	03-01-13	249.00	RECREATION:FEE	_____
MUTUAL ACE HARDWARE	172890	52012	1191	02-28-13	68.40	SUPPLIES	_____
3301-NCPERS - IL IMRF	172891	52048		02-22-13	80.00	NCPERS GROUP LIFE INSURANCE	_____
NORTH SHORE GAS	172892	52013	150002637128	02-13-13	905.82	AQUATIC PARK NSG 0179425	_____
		52049	150002637094	01-24-13	269.13	AQUATIC PARK NSG0310037	_____
				TOTAL CHECK:	1,174.95		
STEVE OLSON PRINTING & DESIGN	172893	52026	7567	02-11-13	525.00	RCHP:SUPPLIES	_____
		52027	7608	02-26-13	210.00	RCHP:SUPPLIES	_____
				TOTAL CHECK:	735.00		
PARK DISTRICT RISK MGMT AGCY	172894	52050		02-28-13	109,278.18	HEALTH INVOICE	_____
	172896	52051		02-28-13	26,903.84	PROPERTY/LIABILITY/WORKERS COMP/	_____
INTEGRYS ENERGY SERVICES, INC.	172895	52008	1376750-02	02-18-13	11,285.89	WEST RIDGE,CENTENNIAL,LARRY FINK PRK	_____
INTEGRYS ENERGY SERVICES INC.	172897	52009	23047535-1	02-13-13	8,569.74	3100 TRAIL WAY DR	_____
		52010	23187951-1	02-22-13	2,645.33	1390 SUNSET RD	_____
				TOTAL CHECK:	11,215.07		
POWERHOUSE UNLIMITED INC	172898	52015	13710	03-01-13	105.00	RCHP:SUPPLIES	_____
PURCHASE POWER	172899	52014	800090900516	02-15-13	2,500.00	POSTAGE	_____
RICOH AMERICAS CORP	172848	VOID*		03-07-13	2,422.85-	* CHECK VOIDED ON 03-07-13 *	_____
	172900	52054	6745418496	02-01-13	2,134.70	RICOH 01/31/13 - 02/28/13	_____
		52055	6745431246	02-07-13	269.00	RICOH 02/06/13 - 03/06/13	_____
				TOTAL CHECK:	2,403.70		
RICOH USA, INC	172901	52016	5025231684	02-24-13	45.40	RICOH 01/29/13 - 02/27/13	_____
		52017	5025224695	02-23-13	243.50	RICOH 01/24/13 - 02/23/13	_____

3/14/2013

From: Treasurer

To: Executive Director/Board of Commissioners

Subject: Bills and Payroll Disbursements authorized by Finance
Committee Member(s). Checks written

From 8-Mar-13

To 14-Mar-13

For approval on 19-Mar-13

Summary by Fund

Corporate	\$11,195.31
Recreation	\$21,957.30
Special Recreation	\$2,000.00
Capital Projects	\$17,216.24
Debt Service	\$0.00
Total	52,368.85

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
ADP, INC.	172922	52068	418878732	03-08-13	532.11	AUTOPAY II PROCESSING 03/01/13	
ANCEL, GLINK, DIAMOND, BUSH,	172923	52069	33538	03-07-13	6,460.00	PROFESSIONAL FEES THRU FEB 28, 2013	
AT GROUP, INC.	172924	52067	421	02-28-13	2,774.20	ROSEWOOD BEACH CAPITAL PROJECT	
COMED	172925	52072	1821106004	03-04-13	81.90	1377 DEER CREEK PKWY(FINK BALLFIELD)	
		52073	1982062001	03-05-13	15.70	LAUREL AVE BANDSTAND	
		52074	1898688000	03-04-13	166.06	RAVINE DR SEC APT	
		52075	1310498019	03-04-13	54.17	2501 SHERIDAN RD	
				TOTAL CHECK:	317.83		
CORDOGAN CLARK	172926	52070	13804	03-10-13	2,000.00	SPECIAL RECREATION:PHASE I	
DAVID WOODHOUSE ARCHITECTS LLC	172927	52127	3712	03-07-13	8,000.00	DEER CREEK CAPITAL PROJECT	
		52129	3713	03-07-13	80.16	DEER CREEK CAPITAL PROJECT	
				TOTAL CHECK:	8,080.16		
DG GARRITY	172928	52081		03-08-13	27.00	CENTENNIAL ICE ARENA:JUDGE FEE	
GARVEY'S OFFICE PRODUCTS	172929	52080	PINV569269	03-06-13	90.77	ADMIN:SUPPLIES	
HITCHCOCK DESIGN GROUP	172930	52082	15114	03-04-13	1,725.00	HIDDEN CREEK AQUA PARK	
		52083	15113	03-04-13	270.83	HIDDEN CREEK AQUA PARK	
				TOTAL CHECK:	1,995.83		
MARGARET HISLOP	172931	52084		03-08-13	146.21	CENTENNIAL ICE ARENA:JUDGE FEE	
CARDNO JFNEW	172932	52071	59775	02-15-13	2,018.05	SKOKIE WOODS CAPITAL PROJECT	
DENISE JIROUT	172933	52099		03-08-13	11.30	CENTENNIAL ICE ARENA:JUDGE FEE	
JOYCE LENDINO	172934	52100		03-08-13	14.13	CENTENNIAL ICE ARENA:JUDGE FEE	
MARKET ACCESS CORP.	172935	52101	ESE133801	03-11-13	175.00	RCHP:SUPPLIES	
NORTH SHORE GAS	172936	52102	350000631729	02-26-13	560.83	1240 FREDRICKSON	
		52103	850002716409	02-26-13	446.08	1390 SUNSET RD MAINT BLDG	
		52104	850000697456	02-26-13	271.14	1390 SUNSET RD	
		52106	150002637034	02-25-13	174.30	3100 TRAIL WAY	
		52107	150002110177	02-25-13	200.28	2900 TRAIL WAY, CUNNIFF PARK SHELTER	
		52108	150000697475	02-26-13	331.97	1390 SUNSET RD	
		52109	150000614524	02-26-13	199.58	1377 CLAVEY RD	
		52110	150002637094	02-26-13	169.37	AQUATIC PARK NSG 0310037	
		52128	550000697448	02-26-13	440.60	SUNSET RD N OF BLDG	
				TOTAL CHECK:	2,794.15		
NORTH SHORE SANITARY DISTRICT	172937	52111	2464610	03-09-13	21.50	1390 SUNSET RD	

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
		52112	2464212	03-09-13	31.82	1390 SUNSET RD	
		52113	2464576	03-09-13	96.32	1377 DEER CREEK PKWY	
		52114	2464612	03-09-13	153.94	1801 SUNSET RD(SUNSET WOODS)	
		52115	2461992	03-09-13	5.16	1377 DEER CREEK PKWY(MAINT)	
		52116	2464773	03-09-13	110.94	3100 TRAIL WAY	
		52117	2464573	03-09-13	16.34	8 PARK AVE	
		52118	2464794	03-09-13	9.46	2700 TRAIL WAY	
		52119	2462300	03-09-13	376.68	1220 FREDRICKSON PLACE	
		TOTAL CHECK:			822.16		
W.B. OLSON, INC.	172938	52125	393-8	02-28-13	648.00	ROSEWOOD BEACH CAPITAL PROJECT	
INTEGRYS ENERGY SERVICES INC.	172939	52085	23280950-1	03-01-13	2,443.84	636 RIDGE RD(WEST RIDGE CENTER)	
		52086	23280956-1	03-01-13	15.25	WEST RIDGE BALLFIELD	
		52087	23323957-1	03-04-13	36.16	NAVIGATION LIGHT, BOAT RAMP BLDG	
		52088	23323958-1	03-04-13	486.91	YACHT CLUB	
		52089	23281002-1	03-01-13	17.54	3452 KRENN AVE	
		52090	23323972-1	03-04-13	15.25	LINCOLN AVE BALLFIELD	
		52091	23323973-1	03-04-13	57.88	ROSEWOOD PARK	
		52092	23323978-1	03-04-13	15.25	JENSEN PARK	
		52093	23280965-1	03-01-13	119.15	EGANDALE SEC LIGHT AT BOATING BEACH	
		52094	23323962-1	03-04-13	347.52	RAVINE DR SEC APT	
		52095	23323944-1	03-04-13	996.92	1801 SUNSET RD	
		52096	23323975-1	03-04-13	1,455.04	HIDDEN CREEK AQUA PARK	
		52097	23280703-1	03-01-13	1,680.94	2821 RIDGE RD(HELLER NATURE CENTER)	
		52098	23323951-1	03-04-13	5,175.38	FINK PARK, MAINT BARN, INDOOR TENNIS	
		TOTAL CHECK:			12,863.03		
RAVINIA FESTIVAL ASSOCIATION	172940	52122		03-04-13	5,023.94	WEST RIDGE CENTER:FEB 2013 RENTAL	
RICOH AMERICAS CORP	172941	52120	6745487981	03-04-13	2,134.70	RICOH 02/28/13 - 03/31/13	
RICOH USA, INC	172942	52121	5025333357	03-04-13	90.29	RICOH 02/04/13 - 03/03/13	
SMITHGROUP JJR	172943	52124	0093783	02-22-13	1,700.00	CENTRAL PARK CAPITAL PROJECT	
SMITHEREEN PEST MANAGEMENT	172944	52123	763191	03-01-13	45.00	DEER CREEK COURTS:SERVICE	
CHERYL WYSKUP-ELEAZAR	172945	52079		03-08-13	43.16	CENTENNIAL ICE ARENA:JUDGE FEE	
<u>REFUNDS</u>							
ERIC CZERWINSKI	172908		REFUND	03-12-13	50.00		
BONNIE ANN HARTWIG	172909		REFUND	03-12-13	263.00		
BONNIE ANN HARTWIG	172910		REFUND	03-12-13	248.85		
ANNE LoGRANDE	172911		REFUND	03-12-13	277.95		

VENDOR NAME	CHECK#	VCHR#	INVOICE #	INV.DATE	AMOUNT PAID	DESCRIPTION	APPROVAL
ANNE LoGRANDE	172912		REFUND	03-12-13	277.95		_____
XIAO HUN YANG	172913		REFUND	03-12-13	43.58		_____
JILL ZISOOK	172914		REFUND	03-08-13	19.00		_____
GARY SILBAR	172915		REFUND	03-08-13	24.00		_____
TERRI SOUSSAN	172916		REFUND	03-07-13	13.00		_____
HAVILAH DEVARAPALLI	172917		REFUND	03-07-13	15.00		_____
CARRIE RIVLIN	172918		REFUND	03-07-13	24.00		_____
DANA DECKER	172919		REFUND	03-07-13	101.50		_____
SARAH MINDES FORTUNATO	172920		REFUND	03-13-13	189.00		_____
HAVILAH DEVARAPALLI	172921		REFUND	03-13-13	15.00		_____
TOTAL: REFUNDS					1,561.83		
GRAND TOTAL ALL CHECKS:						52,368.85	

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 03-14-13 and you are hereby authorized to release the checks from the appropriate funds.

 Finance Committee Member

ATTEST: _____
 Secretary



MEMORANDUM

To: Board of Park Commissioners

From: Assistant Director Malartsik

Date: March 13, 2013

Re: **RECOMMENDATION: ACCEPTANCE OF THE ICE SYSTEM
REPLACEMENT PROJECT BID FROM CONTINENTAL
CONSTRUCTION COMPANY**

Cc: Liza McElroy, Executive Director

SUMMARY

The Park District of Highland Park received five qualified sealed bids on March 12, 2013 for the ice system replacement project at Centennial Ice Arena. This purchase is identified in the 2013-2014 Capital Program. The total budgeted amount includes the purchase and installation of Centennial Ice Arena's ice system. Request for Bid packets were sent out to 12 mechanical service companies. W-T Engineering was contracted to prepare the construction documents, specifications and bid documents as required. Additionally, all references have been checked and they prove to be a quality contractor.

RECOMMENDATION

Staff recommends acceptance of the low total bid from Continental Construction Company in the total amount of \$98,000.00.

BUDGET IMPACT

Total Available Budgeted Capital Funds this project	\$120,000.00
Bid Recommendation	<u>\$98,000.00</u>

<u>Bidder/Vendor</u>	<u>Bid Bond</u>	<u>Price</u>
Air Comfort	Yes	\$141,774.00
Amber Mechanical Contractors	Yes	\$136,400.00
AMS Mechanical Systems	Yes	\$125,672.00
Continental Construction Company	Yes	\$ 98,000.00
RMC Mechanical Services	Yes	\$173,900.00



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: March 14, 2013

Re: **RECOMMENDATION: ACCEPTANCE OF BID FOR THE 2013 OLSON PARK PLAYGROUND RENOVATION PROJECT**

C: Executive Director McElroy, L.A. Evans

SUMMARY

On March 5, 2013 the Park District received eight qualified sealed bids for the purchase of contracted services to replace the playgrounds and complete other site work for the Olson Park Renovation Project. The bid summary follows on the next page.

RECOMMENDATION

Staff recommends the Park Board accept the low base bid from Fuerte Systems, Inc., Plainfield, IL in the total amount of \$73,425.00. This work is anticipated to take place beginning May 2013 and is budgeted within the 2013-2014 fiscal Capital Program. Contractor references have been documented and we have successfully worked with this contractor in the recent past.

BUDGET IMPACT

Total Available Budgeted Funds this project	<u>\$190,000.00</u>
Bid Recommendation this portion	-\$ 73,425.00
Committed Expenses Est. (playground equipment, etc)	<u>-\$114,938.00</u>
Anticipated Amount over/ <u>under</u> budget	\$ 1,637.00

2013 Olson Park Playground Renovation Project

Bid Summary

Park District of Highland Park

	COMPONENT (Installation)								Totals
	Play Equip.	Safety Surfacing	Open Shelter	Site Amenities	Site Work	Concrete Curb	Landscaping	Restoration	
COMPANY NAME									
LeafBlad Enterprises, Inc.	\$25,680.00	\$6,720.00	\$17,060.00	\$18,100.00	\$18,324.00	\$15,822.00	\$3,850.00	\$4,000.00	\$109,556.00
Continental Construction Co., Inc.	\$30,000.00	\$15,000.00	\$16,000.00	\$8,000.00	\$45,000.00	\$20,000.00	\$8,000.00	\$8,000.00	\$150,000.00
Clauss Bros., Inc.	\$30,000.00	\$7,861.00	\$9,560.00	\$6,082.00	\$47,312.00	\$20,506.00	\$2,693.00	\$550.00	\$124,564.00
Copenhaver Construction	\$35,000.00	\$10,800.00	\$12,000.00	\$10,000.00	\$21,000.00	\$21,000.00	\$1,000.00	\$6,000.00	\$116,800.00
Hacienda Landscaping, Inc.	\$21,500.00	\$4,000.00	\$9,900.00	\$6,800.00	\$26,500.00	\$12,600.00	\$3,800.00	\$3,500.00	\$88,600.00
Fuerte Systems, Inc.	\$24,028.00	\$2,600.00	\$5,800.00	\$2,450.00	\$20,647.00	\$14,100.00	\$1,600.00	\$2,200.00	\$73,425.00
Great Lakes Landscape, Co., Inc.	\$26,502.00	\$8,385.00	\$12,440.00	\$6,500.00	\$33,676.00	\$27,019.00	\$13,200.00	\$9,190.00	\$136,912.00
Concrete, Etc.	\$24,000.00	\$8,400.00	\$10,500.00	\$14,300.00	\$34,750.00	\$13,850.00	\$8,850.00	\$6,500.00	\$121,150.00



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: March 14, 2013

Re: **RECOMMENDATION: ACCEPTANCE OF BID FOR THE 2013 MOONEY PARK PLAYGROUND RENOVATION PROJECT**

C: Executive Director McElroy, L.A. Evans

SUMMARY

On March 5, 2013 the Park District received seven qualified sealed bids for the purchase of contracted services to replace the playgrounds and complete other site work for the Mooney Park Renovation Project. The bid summary follows on the next page.

RECOMMENDATION

Staff recommends the Park Board accept the low total bid less the landscape component from Continental Construction Co., Inc., Evanston, IL in the total amount of \$115,000. This work is anticipated to take place beginning May 2013 and is budgeted within the 2013-2014 fiscal year Capital Program. Contractor references have been documented.

BUDGET IMPACT

Total Available Budgeted Funds this project	<u>\$230,000.00</u>
Bid Recommendation this portion	-<u>\$115,000.00</u>
Committed Expenses Est. (playground equipment, etc)	<u>-\$115,754.00</u>
Anticipated Amount <u>over/</u> under budget	\$ 754.00

2013 Mooney Park Playground Renovation Project

Bid Summary

Park District of Highland Park

	COMPONENT (Installation)								Sum Totals	Revised Accepted Totals
	Play Equip.	Safety Surfacing	Restroom Renov.	Site Amenities	Site Work	Concrete Curb	Landscaping	Restoration		
COMPANY NAME										(Less Landscaping)
Mag Construction Co.	\$35,000.00	\$5,500.00	\$15,700.00	\$42,000.00	\$64,300.00	\$23,000.00	\$8,000.00	\$4,500.00	\$198,000.00	\$190,000.00
Continental Construction Co., Inc.	\$30,000.00	\$8,000.00	\$16,000.00	\$10,000.00	\$25,000.00	\$18,000.00	\$15,000.00	\$8,000.00	\$130,000.00	\$115,000.00
Clauss Bros., Inc.	\$30,000.00	\$7,860.00	\$12,800.00	\$14,270.00	\$56,102.00	\$24,374.00	\$2,800.00	\$1,110.00	\$149,316.00	\$146,516.00
Construction Consulting...Svc., Inc.	\$28,000.00	\$7,000.00	\$20,000.00	\$35,000.00	\$5,000.00	\$27,000.00	\$5,000.00	\$5,000.00	\$132,000.00	\$127,000.00
Hacienda Landscaping, Inc.	\$23,000.00	\$4,000.00	\$16,000.00	\$22,300.00	\$39,500.00	\$15,800.00	\$4,500.00	\$6,500.00	\$131,600.00	\$127,100.00
Fuerte Systems, Inc.	\$24,078.00	\$2,600.00	\$23,000.00	\$4,550.00	\$55,490.00	\$17,100.00	\$1,800.00	\$3,800.00	\$132,418.00	\$130,618.00
Great Lakes Landscape, Co., Inc.	\$27,310.00	\$8,130.00	\$40,695.00	\$6,400.00	\$64,816.00	\$27,487.00	\$2,300.00	\$12,075.00	\$189,213.00	\$186,913.00



MEMORANDUM

To: Board of Park Commissioners

From: Assistant Director Malartsik

Date: March 7, 2013

Re: **RECOMMENDATION: ACCEPTANCE OF THE HIDDEN CREEK AQUA PARK POOL PAINTING BID FROM ABSOLUTE HOME IMPROVEMENT**

Cc: Liza McElroy, Executive Director

SUMMARY

The Park District of Highland Park received six qualified sealed bids on March 5, 2013 for swimming pool painting services at Hidden Creek AquaPark. This purchase is identified in the 2012-2013 Capital Program. The total budgeted amount includes the painting the swimming pool, repairing any broken tiles, and caulking the expansion joints. Request for Bid packets were sent out to 15 swimming pool and painting companies.

RECOMMENDATION

Staff recommends acceptance of the low total bid from Absolute Home Improvement in the total amount of \$17,950.00.

BUDGET IMPACT

Total Available Budgeted Capital Funds this project

\$20,000.00

Bid Recommendation

\$17,950.00

<u>Bidder/Vendor</u>	<u>Bid Bond</u>	<u>Price</u>
Absolute Home Improvement	Yes	\$17,950.00
G-Town Painters	Yes	\$21,600.00
Mellow Brothers Painting	Yes	\$ 28,750.00
Alpha Paintworks Inc.	Yes	\$28,300.00
Northlake Painting	No	\$ 27,000.00
Muscat Painting & Decorating	Yes	\$19,489.00



MEMORANDUM

To: Board of Park Commissioners

From: Assistant Director Malartsik

Date: March 13, 2013

Re: **RECOMMENDATION: APPROVAL OF AGREEMENT FOR DESIGN DEVELOPMENT AND CONSTRUCTION ADMINISTRATION AND CLOSEOUT FOR DEER CREEK ADA AND LOBBY IMPROVEMENTS**

Cc: Liza McElroy, Executive Director

SUMMARY

Legal council has drafted an agreement for Design Development through Construction Administration and Closeout for the Deer Creek ADA and Lobby Improvements. **Staff requests the park board's approval of the agreement with David Woodhouse Architects L.L.C. in the amount of \$38,000, subject to final attorney review and authorized signature by Executive Director McElroy.**

DISCUSSION

Staff is requesting to move forward with the Deer Creek ADA and Lobby Improvements as presented to the park board on February 5, 2013. This project will address the three major ADA requirements as identified in the district's ADA Transition Plan including the concrete entrance ramp, the bathroom on the main level, and the front counter area. Additionally, staff has addressed other issues including better control points, improved office areas, day lighting the lobby area, and a restructured lobby area.

This project is identified in the 2013-2014 Capital Improvement budget. Staff has consulted with Ancel Glink about the agreement who feel the costs associated are fair.

DRAFT AIA® Document B104™ - 2007

Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope

AGREEMENT made as of the « _____ » day of «March» in the year «Two Thousand Thirteen»

(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

«Park District of Highland Park »«"Owner" »
« 636 Ridge Road »
« Highland Park, Illinois 60035 »
«Attention Dan Malartsik, Assistant Director of Facilities »

and the Architect:
(Name, legal status, address and other information)

«David Woodhouse Architects, LLC »«"Architect" »
« 230 W. Superior »
« 6th Floor »
« Chicago, Illinois 60654 »

for the following Project:
(Name, location and detailed description)

«Highland Park Deer Creek Indoor Courts»
« Renovation Project »
« »

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

DRAFT

DRAFT

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- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
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- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
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ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:

(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

«As Identified in the RFQ and as Identified by the schematic design documents produced by David Woodhouse Architects, dated February 12th, 2013

Interior renovation and exterior Improvements to Deer Creek Tennis Center in Highland Park, Illinois. Improvements are based on Schematic Design Documents prepared by David Woodhouse Architects dated February 12th, 2013, and are summarized below.

Interior:

- Reconfiguration of interior lobby to include new reception desk, three new exterior windows, office and restroom reconfiguration.
- Minor finish upgrades and renovations elsewhere on first floor and in lower level.
- Reworking of existing mechanical, plumbing and lighting systems to accommodate new layout.

Exterior:

- Reconfiguration of existing ADA ramp.
- New entry stairs.
- New grading and landscaping at entry.

Parking restriping plan based on ADA and new entry and drop-off configuration

The Owner's budget for the Cost of work is based on budget estimate of \$400,000.00 prepared by David Woodhouse Architects.

»

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Consultants retained for Basic Services include Enspect Engineering (structural); WT Engineers (mechanical and electrical)

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner, the Construction Manager and the Owner's other consultants. The Architect shall be entitled to reasonably rely on (1) the accuracy and completeness of the information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project. More specifically, the Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents, to issue permits, and the entities providing utility services to the Project, including but not limited to the City of Highland Park, the Illinois Department of Transportation and the Illinois Department of Public Health. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services. Architect shall be responsible to the Owner for any claims, damages, losses and expenses arising from the Architect's failure to follow applicable laws, codes, and regulations in execution of all of Architect's services pursuant to this Agreement.

3.1.4 The Architect shall manage the Architect's services, consult with the Owner, attend Project meetings, communicate with members of the Project team and report progress to the Owner. Meetings with the Park District Staff, Board of Commissioners (1) and City of Highland Park Design Review Commission (2) are included as part of Basic Services.

§ 3.2 DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner a preliminary estimate of the Cost of the Work.

§ 3.2.5 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.6 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

§ 3.3 CONSTRUCTION DOCUMENTS PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4. During the development of the Construction Documents, if requested by the Owner, the Architect shall assist the Owner in the development and preparation of (1) bidding and procurement information that describes the time, place and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions); and (4) compile a project manual that includes the Conditions of the Contract for Construction and may include bidding requirements and sample forms.

§ 3.3.2 The Architect shall incorporate into the Construction Documents the design requirements of governmental authorities having jurisdiction over the Project. . The Construction Documents shall comply with applicable laws, statutes, ordinances, codes, rules and regulations relating to the Architect's services and the Project

§ 3.3.3 The Architect shall update the estimate for the Cost of the Work.

§ 3.3.4 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.5 The Architect, following the Owner's approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the Owner in awarding and preparing contracts for construction.

§ 3.3.6 Any defective or specifications furnished by the Architect will be corrected by the Architect at no cost to the Owner. The Owner's approval, acceptance, use of, or payment for, all or part of the Architect's services hereunder, or of the Project itself, shall in no way alter the Architect's obligations or the Owner's rights hereunder.

3.3.7 The Architect shall make a recommendation to the Owner as to which bidder in its professional judgment is the lowest responsible bidder.

3.3.8 The Architect shall assist the Owner in bidding the Project by

- .1 facilitating the reproduction of Bidding Documents for distribution to prospective bidders,
- .2 participating in a pre-bid conference for prospective bidders, and
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents in the form of addenda.

§ 3.3.9 The Architect shall consider requests for substitutions, if the Bidding Documents permit substitutions, and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.4 CONSTRUCTION PHASE SERVICES

§ 3.4.1 GENERAL

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A107™-2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope. If the Owner and Contractor modify AIA Document A107-2007, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.4.2 EVALUATIONS OF THE WORK

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.1, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site observations to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and report to the Owner (1) known deviations from the Contract Documents and from the most recent construction schedule submitted by the Contractor, and (2) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.4.3 CERTIFICATES FOR PAYMENT TO CONTRACTOR

§ 3.4.3.1 The Architect shall, prior to final approval of a pay application by the Owner, review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.4.4 SUBMITTALS

§ 3.4.4.1 The Architect shall review and approve or take other appropriate action upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is

not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or, unless otherwise specifically stated by the Architect, of any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review shop Drawings and other submittals related to the Work designed or certified by the design professional retained by the Contractor that bear such professional's seal and signature when submitted to the Architect. The Architect shall be entitled to rely upon the adequacy, accuracy and completeness of the services, certifications and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

§ 3.4.6 PROJECT COMPLETION

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; receive from the Contractor and forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and assembled by the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating the Work complies with the requirements of the Contract Documents.

ARTICLE 4 ADDITIONAL SERVICES

§ 4.1 Additional Services are those not the result of any errors or omissions of the Architect and that are not included in Basic Services but may be required for the Project. Such Additional Services may include programming, budget analysis, financial feasibility studies, site analysis and selection, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, coordination of construction or project managers, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.1, value analysis, quantity surveys, interior architectural design, planning of tenant or rental spaces, inventories of materials or equipment, preparation of record drawings, commissioning, environmentally responsible design beyond Basic Services, LEED® Certification, fast-track design services, and any other services not otherwise included in this Agreement.

(Insert a description of each Additional Service the Architect shall provide, if not further described in an exhibit attached to this document.)

«Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide Additional Services until the Architect receives the Owner's written authorization »

§ 4.2 Additional Services may be provided after execution of this Agreement, without invalidating the Agreement, provided Architect has secured written authorization from the Owner. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect has included in Basic Services «six» (« 6 ») site visits over the duration of the Project during construction and 1 visit to determine final completion . The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.2.2 The Architect shall review and evaluate Contractor's proposals and submittals (up to 2 times each), and if necessary thereafter, review same, prepare Drawings, Specifications and other documentation and data, and provide any other services made necessary by Change Orders and Construction Change Directives prepared by the Architect as an Additional Service.

§ 4.2.3 If the services covered by this Agreement have not been completed within «1» («one») month of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a reasonably timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of or enforce lien rights.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, a written legal description of the site, and services of geotechnical engineers or other consultants when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants maintain professional liability insurance as appropriate to the services provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and may be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work or from any estimate of the Cost of the Work or evaluation prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents, to make reasonable adjustments in the program and scope of the Project and to include in the Contract Documents alternate bids as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget for the Cost of the Work. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requests detailed cost estimating services, the Architect shall provide such services as an Additional Service under Article 4.

§ 6.4 If the bidding has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, through no fault of the Architect, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect, without additional compensation, shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. The Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6. If the aggregate total of the lowest bona fide bids by responsible bidders for the construction of the Project pursuant to the approved drawings and specifications exceeds the total of the construction cost of the project as set forth in the approved budget (as adjusted by the most recent approved estimate of probable construction costs preceding bidding) by more than ten percent (10%), then the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget, and the Owner shall cooperate with the Architect in making such adjustments and thereafter the Architect shall revise, without cost to the Owner, the drawings and specifications to reduce or modify the scope, quality or quantity, or both, of the Work, as requested by the Owner so that the total construction cost of the project will not exceed the total construction cost set forth in the approved budget by more than ten percent (10%).

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project. If the Owner and Architect intend to transmit Instruments of Service or any other information or documentation in digital form, they shall endeavor to establish necessary protocols governing such transmissions.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 Upon execution of this Agreement, Architect grants to Owner, in perpetuity, a license to use the drawings, specifications and other work products of Architect and its consultants for Owner's own purposes. Owner shall endeavor to give Architect prior written notice of Owner's intent to reuse any work products

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining author of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 GENERAL

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action, whether in contract, tort, or otherwise, against the other arising out of or related to this Agreement in accordance with the requirements of the method of binding dispute resolution selected in this Agreement within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A107™-2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other (*Specify*)

§ 8.3 ARBITRATION

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 CONSOLIDATION OR JOINDER

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Architect shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, together with Reimbursable Expenses then due and all Termination Expenses as defined in Section 9.7.

§ 9.7 Termination Expenses are in addition to compensation for the Architect's services and include expenses directly attributable to termination for which the Architect is not otherwise compensated

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A107-2007, Standard Form of Agreement Between Owner and Contractor for a Project of Limited Scope.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials or toxic substances in any form at the Project site but shall report to Owner promptly any that Architect does discover.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary.

10.8 Independent Contractor

"Architect agrees that all services and work performed under this Agreement are being performed by Architect as an independent contractor and not as an employee or agent of Owner. This Agreement is not intended to constitute, create, give rise to or otherwise recognize a joint venture agreement or relationship, partnership or formal business organization of any kind or create an employer/employee relationship between Owner and Architect, Architect's employees, subcontractors, subcontractors' employees or any person supplied by Architect in the performance of Architect's obligations under this Agreement and does not entitle said persons to rights or benefits from Owner normally associated with an employment relationship, such as, but not limited to, civil service, retirement, personnel rules which accrue to such persons, health insurance, motor vehicle insurance, life insurance, workers' compensation, sick leave or any other fringe benefits. Architect and subcontractors shall have total responsibility for all salaries, wages, bonuses, retirement, withholdings, worker's compensation, occupational disease compensation, unemployment compensation, other employee benefits and all taxes and premiums appurtenant thereto concerning such persons and shall indemnify, hold harmless and defend Owner with respect thereto, including payment of reasonable attorney's fees and costs in the defense of any claim made under the Fair Labor Standards Act or any other federal or state laws. Such indemnity shall be required by Architect from its subcontractors, if any, on behalf of Owner."

10.9 Retention of Records

"Architect and any subcontractor shall keep and maintain accurate books of record and account," in accordance with sound accounting principles, of all expenditures made and all costs, liabilities and obligations incurred under this Agreement, and all papers, files, accounts, reports, cost proposals with backup data and all other material relating to work under this Agreement and shall make all such materials available at the office of the Owner at any reasonable time during the term of this Agreement and for the length of time established by law or five (5) years, whichever is longer from the date of final payment to Architect or termination of this Agreement for audit, inspection and copying upon Owner's request."

10.10 Subcontracts

"The Architect shall insert into all subcontracts the paragraphs herein entitled "INSURANCE," "RETENTION OF RECORDS," and "INDEMNIFICATION."

10.11 General Compliance with Laws

"Architect shall comply with applicable federal and state laws and local ordinances and regulations in providing services within the scope of this Agreement."

10.12 Headings

"The headings for each paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement."

10.13 Drug Free Workplace Act

"Architect shall comply with the Illinois Drug Free Workplace Act as contained in the Illinois Compiled Statutes Ch. 30, Sec. 580/1 et seq."

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services as described under Article 3, the Owner shall compensate the Architect as follows: \$38,000.00

(Insert amount of, or basis for, compensation.)

« »

§ 11.2 For Additional Services designated in Section 4.1, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

« See attached schedule »

»

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

« See attached schedule »

»

§ 11.4 Compensation for Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect.

« »

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Design Development Phase	« »	percent («30 »	%)
Construction Documents	« »	percent («35 »	%)
Phase				
Bidding Phase	« »	percent («10 »	%)
Construction Phase			25	%)
<hr/>				
Total Basic Compensation	one hundred	percent (100	%)

§ 11.8

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§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

(If applicable, attach an exhibit of hourly billing rates or insert them below.)

« »

Employee or Category

Rate

§ 11.8 COMPENSATION FOR REIMBURSABLE EXPENSES

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets;
- .3 Fees paid for securing approval of authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, standard form documents;
- .5 Postage, handling and delivery;
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance in writing by the Owner;
- .7 Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner;
- .8
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

Architect (and its consultants) have Reimbursable Expense Allowance of \$3,500 as follows:

\$2,000 for DWA
\$500 for Enspect
\$500 for WT
\$500 for Terra

The unused portion of any Reimbursable Expense Allowance shall be split between Owner and Architect.

Reimbursable Expenses in excess of the Allowance shall be the responsibility of the Architect unless otherwise agreed by Owner.

§ 11.9 COMPENSATION FOR USE OF ARCHITECT'S INSTRUMENTS OF SERVICE

If the Owner terminates the Architect for its convenience under Section 9.5, or the Architect terminates this Agreement under Section 9.3, the Owner shall pay a licensing fee as compensation for the Owner's continued use of the Architect's Instruments of Service solely for purposes of completing, using and maintaining the Project as follows:

« »

§ 11.10 PAYMENTS TO THE ARCHITECT

§ 11.10.1 An initial payment of « zero » (\$ « 0 ») shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.2 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Undisputed amounts due but unpaid « » (« 60 ») days after the invoice date shall bear interest at the rate entered below.
(Insert rate of monthly or annual interest agreed upon.)

« 1.5 » % « »

§ 11.10.4 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

12.1 The Architect shall afford the Owner, and its counsel, the opportunity to review and comment upon the instructions to bidders, bidding forms, bidding requirements, and supplementary conditions in sufficient time to permit any changes deemed necessary by owner prior to their being published and available to the bidding public.

12.2 Notwithstanding anything to the contrary contained in this Agreement, the Owner's review and acceptance (or approval) of any and all documents or other matters required herein shall be for the sole purpose of furnishing the Architect with information as to Owner's objectives and goals with respect to the Project. Such review and acceptance (or approval) shall not be for determining the propriety, accuracy or completeness of the Architect's work, other than as they relate to the Owner's general programming goals, and therefore shall not create any liability on the part of the Owner for errors, omissions or inconsistencies or other fault in the Architect's work. However, Owner's approval at the end of each phase shall represent approval for the architect to move to the next phase of work and Owner shall be liable for additional compensation due under the terms hereof for Owner initiated changes.

12.3 To the extent the following applies, Architect shall reasonably comply with all federal, state and local laws, rules and regulations applicable to the work including without limitation all building codes, the Americans With Disabilities Act, the requirements of the Equal Employment Opportunity Clause of the Illinois Human Rights Act, (775 ILCS 5/2-105), the rules and regulations of the Illinois Department of Human Rights, the Public Works Employment Discrimination Act (775 ILCS 5/10 et. seq.), the Prevailing Wage Act, and all laws and regulations pertaining to occupational and work safety. The Architect's signature on this document herein certifies that it had a sexual harassment policy in effect which complies with 775 ILCS 5/2-105. Architect makes no warranties, express or implied.

12.4 In the event of the Architect's non-compliance with the provisions of the forgoing Equal Employment Opportunity Clause, the Illinois Human Rights Act, or the rules and regulations of the Illinois Department of Human Rights, the Architect may be declared ineligible for future contracts or subcontracts and this Agreement may be canceled and voided in whole or in part and such other sanctions or other penalties may be imposed as provided by statute or regulation. However, any forbearance or delay by the Owner in canceling this contract shall not be constituted as and does not constitute the Owner's consent to such a violation or the Owner's waiver of any rights it may have.

12.5 Architect agrees to maintain all records and documents for projects of the Park District in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Architect shall produce, without cost to the Park District, records which are responsive to a request received by the Park District under the Freedom of Information Act so that the Park District may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Architect shall so notify the Park District and if possible, the Park District shall request an extension so as to comply with the Act. In the event that the Park District is found to have not complied with the Freedom of Information Act based upon the Architect's failure to produce documents or otherwise appropriately respond to a request under the Act, then Architect shall indemnify and hold the Park District harmless, and pay an amount determined to be due including but not limited to fines, costs, attorneys' fees and penalties. »

«12.6 The Architect shall maintain the insurance set forth in the Supplemental Conditions attached hereto »

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement plus the referenced RFP and Schematic Design and Proposal documents and plus the attached documents represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Owner and Architect.

§ 13.2 This Agreement incorporates the following documents listed below:
(List other documents, if any, including additional scopes of service and AIA Document E201™-2007, Digital Data Protocol Exhibit, if completed, forming part of the Agreement.)

« »

This Agreement entered into as of the day and year first written above.

OWNER

ARCHITECT

(Signature)

(Signature)

« »

« »

(Printed name and title)

(Printed name and title)

DRAFT

David Woodhouse Architects LLC
 230 W Superior 6th Floor Chicago IL 60654
 Telephone 312 943 3120 Fax 312 943 3432
 www.davidwoodhouse.com

March 13, 2013

Mr. Dan Malartsik
 Assistant Director of Facilities
 Park District of Highland Park
 636 Ridge Rd., Highland Park, IL 60635

Dear Dan:

Thank you for the opportunity to submit this proposal for architectural services for the Highland Park Deer Creek Tennis Center Renovation. Based on the scope of work described by our latest schematic design set dated February 12, 2013, we propose providing full architectural services from the Design Development of the previously developed Schematic Design through Construction Administration and Closeout for the fixed fee of \$38,000 which includes the consulting services listed below; and will be based, in principal, on the previously executed Rosewood agreement. Upon approval of this proposal, we will revise that agreement and return to you for execution.

Please note that our proposed fee includes the consulting services of the following consulting engineers.

WT Engineering, LLC, MEP&FP Engineering
 Enspect Engineers, Structural Engineering
 Terra Engineering, Landscape Design

The fee for services breaks down as follows.

Schematic Design		N/A
Design Development		\$6,000.00
Contract Documents		6,000.00
Bidding/Contractor Selection		1,000.00
Construction Administration		9,000.00
Closeout		1,000.00
Sub-Total		\$23,000.00
WT Engineering (MEP, FP)		\$5,000.00
Enspect Engineers (Structural)		\$5,000.00
Terra Engineering (Landscape)		\$3,000.00
Sub-Total		\$13,000.00
FFE design/selection		\$2,000.000
Total		\$38,000.00

Reimbursable expenses will be billed in addition at expense, and we anticipate that reimbursables will not exceed \$3,500, again, based on the terms established in our previous agreement.

Finally, please see our clarifications and qualifications for services below:

- 1 The fixed fee above includes services for the scope described in the latest schematic design documents dated February 12, 2013. It is our assumption that the project will develop from this previously agreed to design, and should design changes be required, additional fee may be necessary.
- 2 The fixed fee above includes the insurance coverages which we normally carry, and those that are carried for the Rosewood project agreement.
- 3 This proposal excludes all hazardous materials testing, documentation and abatement which will be the responsibility of the owner.

David Woodhouse Architects LLC
230 W Superior 6th Floor Chicago IL 60654
Telephone 312 943 3120 Fax 312 943 3432
www.davidwoodhouse.com

- 4 Reimbursable expenses such as in-house printing, plotting, copying, and postage, and travel as allowed by the contract have not been included in this proposal and will be billed to the owner in addition to the contract at cost. Additionally, this proposal does not include expenses for any high quality presentation models or photorealistic renderings. If requested, these materials can be provided as an additional service at cost. Work required to procure these materials will be billed on an hourly basis as described in the agreement.
- 5 This proposal excludes fees associated with designing, tracking and/or submitting the project for LEED Certification.
- 6 This proposal is based on the previously agreed upon design schedule and recognizes the accelerated project schedule. In order to ensure construction document delivery in April, we will need notice to proceed from you prior to your scheduled board meeting date in mid March. Should notice to proceed not be given until that date, the schedule may be compromised. Additionally, should the project schedule get further compressed or extended, additional services may be required.
- 7 Cost consulting services and civil engineering services have been excluded from the proposal. Should either be required, proposal can be requested and the fees for those services can be passed on to the owner at cost.
- 8 We understand the project will need to be brought to the Design Review Committee of Highland Park and we have included fees to accommodate a maximum of two presentations to the committee. No other public presentations have been anticipated, and if any additional are required, they will be billed at an hourly basis.
- 9 FFE design and consultation has been included in the proposal. Our scope for these design services will include developing and presenting options for the furniture described in the Schematic Design documents, refining the options based on feedback from you and the users of the facility, and initial coordination with vendors who will provide the fixtures to you. All procurement and coordination of final purchase and delivery will be the responsibility of the owner.

Again, we thank you for the opportunity and look forward to continuing to work with you, Rick, Liza and the Park District. We will continue to devote the necessary and full resources to this project in order to meet the schedule and we look forward to a very successful relationship and outcome.

As discussed, once you have reviewed and approved this proposal, please let us know so that we can adjust the final agreement and return to you for execution. And, as always, if this proposal does not match your expectation, please do not hesitate to contact me to discuss so that we can adjust the proposal to better align with you expectations.

Sincerely,



Andy Tinucci, Associate

Insurance Requirements:

- a. To keep in force to the satisfaction of the Owner at all times during the performance of any work in the project scope and specifications, Workers Compensation and Employer's Liability Insurance, Commercial General Liability Insurance, and Automobile Insurance in at least the type and amounts as follows:

1. Workers' Compensation:
 - a. State: Statutory
 - b. Applicable Federal (e.g., Longshoremen's): Statutory
 - c. Employer's Liability
 - \$500,000.00 Per Accident
 - \$500,000.00 Disease, Policy Limit
 - \$500,000.00 Disease, Each Employee
2. Commercial General Liability:
 - a. \$2,000,000.00 General Aggregate
 - b. \$1,000,000.00 Products Completed Operations Aggregate
 - c. \$1,000,000.00 Personal and Advertising Injury
 - d. \$1,000,000.00 Each Occurrence
 - e. \$ 50,000.00 Fire Damage (any one fire)
 - f. \$ 5,000.00 Medical Expense (any one person)
3. Business Automobile Liability (including owned, non-owned and hired vehicles):
 - a. Bodily Injury:
 - \$1,000,000.00 Per Person
 - \$1,000,000.00 Per Accident
 - b. Property Damage:
 - \$1,000,000.00 Per Occurrence
4. Umbrella Excess Liability:
 - \$2,000,000.00 over Primary Insurance

B. To have all policies of insurance purchased or maintained in fulfillment hereof name the Park District as an additional insured thereunder and the Contractor shall provide Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. No such policy of insurance shall have a deductible or self-insurance retention amount in excess of \$5,000.00 per occurrence. All insurance shall be written on an "occurrence" basis rather than a "claims-made" basis. Failure of Park District to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. The Contractor agrees that the obligation to provide the insurance required by these documents is solely its responsibility and that this is a requirement which cannot be waived by any conduct, action, inaction or omission by the Park District. Upon request, the Contractor will provide copies of any or all policies of insurance maintained in fulfillment hereof.



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: March 14, 2013

Re: **RECOMMENDATION: ACCEPTANCE OF PROPOSAL FOR ENVIRONMENTAL MANAGEMENT SERVICES**

C: Executive Director McElroy, Manager Gardocki

DISCUSSION

The storage area below the business office will undergo moderate renovation this summer. Adhered-Ceiling removal and replacement comprises a majority of the work of this project. This existing ceiling product is known to contain asbestos and therefore its removal necessitates adherence to strict Federal requirements. Included in these requirements is project monitoring and management suited to a firm that has the proper qualifications and certifications.

SUMMARY

This is one of a series of abatement-related projects we have undertaken over the past many years. The Park District has worked very successfully with J.M.S. Environmental Services when undertaking various environmental health projects. J.M.S. has provided the District with a proposal to manage the environmental health aspects of the Basement Renovation Project. Staff feels this proposal is fair and complete.

RECOMMENDATION

Staff recommend acceptance of the proposal for Environmental Consulting Services in the total amount of \$21,717. This is a portion of the total \$47,500 budgeted for this project, the remainder of which is to be bid as an Abatement contract, and is within the limits of the project budget. This work is scheduled to take place during the second half of August 2013.



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: March 12, 2013

Re: **RECOMMENDATION: PAYOUT #1 TO BOLLER CONSTRUCTION CO., INC. –
CONSTRUCTION SERVICES FOR ADA IMPROVEMENTS**

C: Executive Director McElroy, Manager Gardocki

Boller Construction has submitted a first pay request for services rendered to-date on the phase I accessibility transition plan construction at Deer Creek Courts, Heller Center and the Recreation Center of Highland Park.

Staff recommend the Park Board authorize payment to Boller Construction Co., Inc., 3045 Washington St., Waukegan, IL in the total amount of \$45,735.30 pending staff acceptance of all payout paperwork.



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: March 12, 2013

Re: **RECOMMENDATION: PAYOUT #6 TO CORDOGAN CLARK & ASSOCIATES, INC. – ARCHITECTURAL AND ENGINEERING SERVICES FOR ADA IMPROVEMENTS**

C: Executive Director McElroy, Manager Gardocki

Cordogan Clark has submitted a sixth pay request for services rendered as of February 1, 2013. This invoice reflects completion of work to-date on the phase I accessibility transition plan design and construction drawings for Deer Creek Courts, Heller Center and the Recreation Center of Highland Park.

Staff recommend the Park Board authorize payment to Cordogan Clark & Associates, Inc., Aurora, IL in the total amount of \$2,000 pending staff acceptance of all payout paperwork.

CORDOGAN CLARK & ASSOCIATES, INC.

ARCHITECTURE • PLANNING • INTERIOR DESIGN • ENGINEERING • CONSTRUCTION MANAGEMENT

March 10, 2013

Invoice # 13804
Customer # 8075
Job # 12367

Ms. Mary Gardockl
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035

STATEMENT OF ARCHITECTURAL SERVICES

1-Feb

RE: ADA Remodeling Work

Estimated Architectural Fee					\$	32,500.00
Amount Earned to Date	89%	of	\$32,500.00		\$	29,000.00
				% Complete	Date Complete	
Project Kick-Off/Data Collection & Site Analysis			\$2,500.00	100.00%		\$ 2,500.00
Schematic Design			\$5,000.00	100.00%		\$ 5,000.00
Design Development			\$3,750.00	100.00%		\$ 3,750.00
Construction Documents			\$13,750.00	100.00%		\$ 13,750.00
Permitting & Construction Administratic			\$5,000.00	80.00%		\$ 4,000.00
Future Project Approach			\$2,500.00	0.00%		\$ -
					\$	29,000.00
Amount of Previous Invoices					\$	27,000.00

Current Invoice \$ **2,000.00**

Reimbursible

Transportation and authorized out-of-town travel and subsistence.	\$	-
Long distance services, dedicated data and communication services, teleconferences, Project Web	\$	-
Fees paid for securing approval of authorities having jurisdiction over the Project.	\$	-
Printing, reproductions, plots, standard form documents.	\$	-
Postage, handling and delivery.	\$	-
Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner.	\$	-
Renderings, models, mock-ups, professional photography, and presentation materials requested by the Owner.	\$	-
All taxes levied on professional services and on reimbursible expenses.	\$	-
Site office expenses.	\$	-
Other similar Project-related expenditures.	\$	-
	\$	-
10%	\$	-

Current Reimbursible Expenses \$ -

Total Amount Due \$ **2,000.00**



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: March 8, 2013

Re: **RECOMMENDATION: PAYOUT #28 TO CARDNO JFNEW –
SKOKIE RIVER WOODS RESTORATION PROJECT**

C: Executive Director McElroy, Manager Grill

CARDNO JFNEW has submitted **Draw 28** for payment toward the Skokie River Woods Wetland Restoration and Enhancement Project. This request consists of invoice number 59775 in the amount of **\$2,018.05** for work completed through January 25, 2013. This reflects delivery of the Year 2 Monitoring Report as required by our Lake County SMC agreement.

Staff recommends authorizing payment to JFNew, P.O. Box 893, South Bend, IN 46624, in the total amount of \$2,018.05. Payment documents have been reviewed and are acceptable. We will submit our request for reimbursement to the Lake County Stormwater Commission in an equal amount after board approval of this payout.

Background: In 2009, the District received a \$380,000 grant from the Lake County Stormwater Commission Wetland Restoration Fund to complete an extensive wetland enhancement and restoration of the Skokie River Woods properties. Vegetative Management and Monitoring continues through 2015.



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: March 12, 2013

Re: **RECOMMENDATION: PAYOUT #2 TO AT GROUP, INC.**

C: Executive Director McElroy

AT Group, Inc. has submitted their second payment request for Owner's Representation Services – Phase I: Project Design for the Rosewood Development Project. This draw consists of invoice number 421 dated February 28, 2013 in the total amount of \$2,774.20.

Staff recommends authorizing payment to AT Group, Inc., 7 North Wisner St., Park Ridge, IL in the total amount of \$2,774.20.



MEMORANDUM

To: Board of Park Commissioners

From: Director Stumpf

Date: March 12, 2013

Re: **RECOMMENDATION: PAYMENT # 8 TO W.B. OLSON , INC. – ROSEWOOD DEVELOPMENT PROFESSIONAL SERVICES**

C: Executive Director McElroy

W.B. Olson, Inc. has submitted their eighth payment request for construction management services completed to-date on the Rosewood Beach Development Project pre-construction phase.

Staff recommends authorizing payment to W.B. Olson, Inc., 3235 Arnold Ln., Northbrook, IL in the amount of \$648.



MEMORANDUM

To: Board of Commissioners

From: Finance Director Becker

C: Liza McElroy, Executive Director

Date: March 19, 2013

Re: Ordinance 13-3 An Ordinance authorizing and providing for an Installment Purchase Agreement for the purpose of paying the cost of purchasing real or personal property, or both, in and for the Park District of Highland Park, Lake County, Illinois, and for the issue of approximately \$9,000,000 Debt Certificates, Series 2013, of said Park District evidencing the rights to payment under said Agreement, and providing for the security for and means of payment under said Agreement of said Certificates

Background/Explanation-

Included in the 2013-2014 budget is the debt issuance to be used to fund long range capital needs. Staff felt that based on savings from retiring other debt, annual payments of \$700,000 out of operations could be used to pay off debt from this issuance. The Board approved issuing debt of approximately \$8,955,000 payable at 2.27% over 15 years.

As part of the process, the met with Moody's in early March to obtain a current bond rating. The Aaa rating was retained which will result in positive savings for the district.

Attached to this memorandum are the proposed minutes and a draft copy of the ordinance to issue the bonds. Note that there are many blanks included in both the minutes and the ordinance because the bonds will not be sold until the morning of March 19th as part of a competitively bid sale. The actual results of the sale will be presented at the March 19, 2013 meeting by Robert Lewis from PMA, the District's financial advisor. The District will receive, and execute, multiple copies of the completed ordinance from Chapman and Cutler, its bond counsel.

Among the things to consider with respect to this ordinance follow:

Page 3, Section 3- There is no defined (tax levy) revenue source to pay for this debt issuance and the District agrees to appropriate dollars annually for this obligation.

Page E, Item 9- This reinforces that there is no statutory authority for the levy of a separate tax for the issuance.

Page 5, Section 6 shows the repayment schedule (unavailable at this time).

Page 11, Section 8-This paragraph addresses redemption. The District can't do a refunding on this issuance prior to December 15, 2022 should conditions justify a refunding as was executed in 2012.

Page 28, Section 2.5 (this is part of the agreement between the District and Investors that is included in the ordinance)- This section defines the fact that the proceeds must be spent on capital items.

Staff Recommendation:

Staff recommends that the Board of Commissioners approve Ordinance 13-3 authorizing approximately \$9 million in debt certificates for the purpose of assisting in the funding of its capital plan.

MOODY'S

INVESTORS SERVICE

New Issue: Moody's assigns Aaa rating to the Park District of Highland Park's (IL) \$8.96 million General Obligation Limited Tax Debt Certificates, Series 2013

Global Credit Research - 12 Mar 2013

Aaa rating applies to \$16.8 million of post-sale general obligation debt

HIGHLAND PARK PARK DISTRICT, IL
Park/Recreation Districts
IL

Moody's Rating

ISSUE	RATING
Debt Certificates, Series 2013	Aaa
Sale Amount \$8,965,000	
Expected Sale Date 03/25/13	
Rating Description General Obligation Limited Tax	

Moody's Outlook

Opinion

NEW YORK, March 12, 2013 --Moody's Investors Service has assigned a Aaa rating to the Park District of Highland Park's (IL) \$8.96 million General Obligation Limited Tax Debt Certificates, Series 2013. Moody's maintains the Aaa rating on the district's \$16.8 million of outstanding general obligation debt, including the current offering.

SUMMARY RATING RATIONALE

The certificates are secured by the district's general obligation limited tax pledge to make timely payments of debt service from any and all lawfully available funds of the district, but without the benefit of a dedicated levy. The Series 2013 certificates will be used to increase the project fund of the district to finance capital projects. Assignment of the highest grade rating reflects the district's sizeable and affluent tax base, sound financial operations bolstered by ample reserves, and manageable debt position due to district's financial flexibility.

STRENGTHS

- Large tax base with high income indices
- Stable financial operations supported by ample reserves

CHALLENGES

- Expected tax base declines in near-term

DETAILED CREDIT DISCUSSION

SIZABLE AND AFFLUENT TAX BASE WITH FAVORABLE LOCATION NORTH OF CHICAGO

The district's tax base will likely remain stable due to its location in the Chicago metropolitan economy, the mature nature of the area served by the district, and the high-quality of the local housing stock. Located approximately 26 miles north of the City of Chicago (GO rated Aa3/negative outlook), in suburban Lake County (Aaa), the Park District of Highland Park continues to benefit from its favorable location on the North Shore of Lake Michigan. The district encompasses the City of Highland Park (Aaa), as well as, a small portion of the Village of Deerfield (Aaa). The district enjoys a substantial amount of taxable resources with base of approximately \$7.1 billion in full valuation. While tax base growth has been robust over the past ten years, recent trends reflect the impact that the

national economic downturn has had on local property valuations, as evidenced by a five-year average annual valuation decline of 1.7%. The five year figure includes declines in valuation of 2.7%, 5.6%, and 9.8% between 2009 and 2011. Residential property comprises approximately 92% of taxable value and resident wealth levels far exceed state and national averages. Full value per capita is a very healthy \$224,337. Additionally, median home values of \$380,000 in Highland Park are a considerable 290% of the state average, reflecting the long-standing desirability of real estate in the area. Given the composition of the local tax base, we believe the district will maintain its healthy economic profile for the foreseeable future.

SOLID FINANCIAL OPERATIONS SUPPORTED BY AMPLE RESERVE LEVELS

The district's financial operations will likely remain sound, given the bolstering of liquidity and reserves in recent years due to prudent management. Through conservative revenue forecasts and close expenditure oversight, the district has maintained a history of strong reserve levels. At the close of fiscal 2009 the district's primary operating funds, the General and Recreation Funds, both held ample balances. The General Fund closed the fiscal year with reserves totaling \$3.99 million (128.1% of revenues) and the Recreation Fund closed the fiscal year with \$7.97 million (75.4% of revenues). Strong revenue performance and close fiscal oversight led to operating surpluses across both operating funds in fiscal 2010. At the conclusion of fiscal 2011, the district's General Fund maintained a reserve balance of \$4.9 million, or 157.2% of revenues. The Recreation Fund maintained a balance of \$9.6 million, or 93.2% of revenues. Combined, the reserves equaled 108% of operating fund revenues.

Audited results for fiscal 2012 reflect a continuation of favorable operating results. Reserve levels increased to \$7.3 million and \$12.2 million in the General and Recreation Funds, respectively. The reserves equal a very healthy 141.3% of combined operating revenues. Recently, management consolidated several funds into the district's primary operating funds. Additionally, management formalized a series of financial policies, including a fund balance policy which specifies that the General and Recreation Funds should maintain a maximum of 33% and 25% of expenditures, respectively. Surplus funds will be transferred to the Capital Projects Fund (which maintained reserves totaling \$4.3 million at the end of fiscal 2012).

As a result of this new policy, management expects to transfer approximately \$10 million of General and Recreational Fund reserves to the Capital Projects Fund in fiscal 2013. While the transfer represents a material decline in reserves for the operating funds, district liquidity will remain ample as management intends to maintain sizable reserve levels in the Capital Projects fund. Additionally, Capital Fund reserves are available for operational purposes with board approval.

MINIMAL DIRECT DEBT BURDEN WITH LIMITED FUTURE BORROWING PLANS

The favorable debt profile of the park district will likely be maintained as direct debt is very small at 0.1% and overall debt burden is manageable at 1.2%. Principal amortization is average with 75.9% retired in 10 years. Historically, the district has financed approximately \$2-3 million of capital outlay and improvements with cash on hand on an annual basis, and management expects this trend to continue. All of the district's debt is fixed rate, and the district is not a party to any interest rate swap agreements.

WHAT COULD CHANGE THE RATING - DOWN

- Significant erosion of the district's tax base
- Substantial deterioration in Operating Fund and Capital Fund reserve levels/liquidity

KEY STATISTICS:

City of Highland Park 2010 Population (census): 29,763 (5.1% decline since 2000)

2012 Full valuation: \$7.1 billion

Full value per capita: \$224,337

Fiscal Year 2012 General Fund balance: \$7.3 million (192% of General Fund revenues)

Fiscal Year 2011 Recreation Fund balance: \$12.2 million (122% of General Fund revenues)

Debt burden: 1.2% (0.2% direct)

Amortization of principal (10 years): 75.9%

GO debt outstanding: \$16.8 million

PRINCIPAL METHODOLOGY USED

The principal methodology used in this rating was General Obligation Bonds Issued by U.S. Local Governments published in October 2009. Please see the Credit Policy page on www.moodys.com for a copy of this methodology.

REGULATORY DISCLOSURES

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MEMORANDUM

Date: March 14, 2013
To: Board of Commissioners
From: Liza McElroy
RE: ADA Appointment

One of the responsibilities of the Executive Director is to serve as the American with Disabilities Act (ADA) Coordinator. This is to insure that the District is in compliant with ADA matters and assists residents with ADA accommodations.

This appointment should be authorized by the Park Board and this has not been completed.

Therefore, it is recommended that Liza McElroy, be appointed the ADA Coordinator for the Park District of Highland Park.



MEMORANDUM

To: Board of Commissioners

From: Finance Director Becker

C: Liza McElroy, Executive Director

Date: March 19, 2013

Re: 5 Year Capital Plan

Background/Explanation-

As part of the Distinguished Accreditation process, the District must submit a board approved long range capital plan. Please understand that the plan will remain fluid based on resources, needs, and the master plan. Board and staff has invested considerable time anticipating the District's needs for the next five years. Please note that his plan will be reviewed and updated by the Board on an annual basis.

Attached is the District's five year plan beginning with the fiscal year ending March 31, 2014 and ending March 31, 2018.

Staff Recommendation:

Move to approve the District's five year capital plan ending March 31, 2018.

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Asphalt Allowance	95,000	98,000	101,000	104,000	108,000	506,000
Natural Areas Management	12,000	12,500	13,000	14,000	15,000	66,500
ADA Transition Plan	250,000	250,000	250,000	250,000	250,000	1,250,000
Districtwide						
Park Signs Replacement		150,000				150,000
Waste and Recycling Containers				100,000		100,000
Emerald Ash Borer Removal	135,678					135,678
Technology						
Desktops	17,160	14,820	14,820	14,820	14,820	76,440
Laptops	15,600	12,000	12,000	12,000	12,000	63,600
Receipt Printer	3,500					3,500
E-Mail Server	11,000					11,000
Server		8,000	10,000	10,000	8,000	36,000
Security Enhancement	70,000					
Athletics						
Lights at WR 2 Baseball Field			250,000			250,000
Lights at DC 2 Baseball Field			250,000			250,000
Laser Grading, Drainage at West Ridge		20,000				20,000
Turf Fields (Soccer/Field Hockey/LAX/baseball)		2,000,000				2,000,000
Irrigation at DC		20,000				20,000
Irrigation at SS Park		20,000				20,000
dugouts for sunset #2			20,000			20,000
Parks						
Parks Vehicles and Equipment						
Medium Duty Dump Truck	30,000					30,000
Heavy Duty Truck-Dump Flabbed	85,000					85,000
Medium Duty Dump Truck	30,000					30,000

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Crew Cab Pickup (News)	27,000					27,000
Cargo Van	25,000					25,000
Aerator-PTO powered core aerator	30,000					30,000
Zero Turn Mower	14,000					14,000
Zero Turn Mower	14,000					14,000
Zero Turn Mower	14,000					14,000
Zero Turn Mower	14,000					14,000
Zero Turn Mower	14,000					14,000
15 Passenger Van	25,000					25,000
Ford Expedition w/Hitch	32,000					32,000
Enclosed Landscape Trailer	10,000					10,000
Infield Groomer	12,500					12,500
4 x4 Pickup w/Plow/Lift		30,000				30,000
4 x4 Pickup w/Plow/Lift		30,000				30,000
4 x4 Pickup w/Plow/Lift		30,000				30,000
Light Duty Pickup 4 x 2 w/lift/tow package		20,000				20,000
Crew Cab Pickup (News)		27,000				27,000
Cargo Van/Service Body Pickup		29,000				29,000
Small Loader/Tractor		20,000				20,000
Enclosed Landscape Trailer		10,000				10,000
Tractor			35,000			35,000
Skid Loader			45,000			45,000
Solid-time vibratory			12,000			12,000
Small Loader/Tractor/Mower			22,000			22,000
Kifco Water Reel			8,000			8,000
4 x 4 Pickup w/plow			30,500			30,500
Natural AR 2005 Chevy Pickup 2 wd		20,000				20,000
SUV Ford Expedition			27,000			27,000
Cargo Van				27,000		27,000
PTO Leave Blower				8,000		8,000
Air Compressor				11,000		11,000

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Trailer Lg Equipment				20,000		20,000
Slit Seeder				14,000		14,000
Kubota RTV 900 4 x 4				14,000		14,000
Light Duty Truck W/Lift					24,000	24,000
Tractor					40,000	40,000
Light Duty Truck					22,000	22,000
Large Area Mower					44,000	44,000
Medium Duty Truck-Refuse					40,000	40,000
John Deere Backhoe					70,000	70,000
Light Duty Truck W/Lift					24,000	24,000
Large Area Mower					90,000	90,000
2008 Ford F-150 w/lift					24,000	24,000
Brown Park						
Backstop Fence Replacement				5,000		5,000
Tennis Fence Replacement				33,000		33,000
Tennis Court Overlay/Repair/Color			22,000			22,000
Carroll Snyder Park						
Playground Shade Structure					6,000	6,000
Central Park						
Bluff Slope Engineering and Restoration	40,000					40,000
Bluff Stairway Replacement	300,000					300,000
Cloverdale Park						
Tennis Court Overlay/Repair/Color	9,100				31,000	40,100
Basketball Court Color/Repair		12,500				12,500
D. Cuniff Park						
Basketball Court Overlay/Repair/Color			11,500			11,500

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Irrigation -Danny Cuniff Baseball		25,000				25,000
Retention Pond Dredging		32,000				32,000
Tennis Court Overlay/Repair/Color	126,000				58,800	184,800
Tennis Court Fence Replacement	111,000					111,000
Playgrounds Replacement		450,000				450,000
Highland Lakes/Rory Deutsch						
Playground Replacement			180,000			180,000
Kennedy Park						
Basketball Court Overlay/Repair/Color	9,000				6,000	15,000
Playground Replacement		220,000				220,000
L. Fink Park						
Ballfield "Dugout" fencing	4,200					4,200
Basketball Court Overlay/Repair/Color		8,200			13,000	21,200
Tennis Court Repair/Color				41,200		41,200
Laurel Park/Rose Garden						
Ravine Deck Replacement			34,000			34,000
Lincoln Park						
Ballfield "Dugout" fencing				7,500		7,500
Basketball Court Overlay/Repair/Color		8,200				8,200
Playground Replacement			160,000			160,000
May T. Watts Park						
Fence Replacement Split Rail				12,000		12,000
Millard Park						
Garden Walk Rebuild		13,000				13,000

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Garden Restoration and Wall Rebuilding			126,000			126,000
Mooney Park						
Basketball Court Overlay/Repair/Color		8,200				8,200
Playground Replacement	110,000					110,000
Shelter Repair and Renovation	8,500					8,500
Old Elm Park						
Basketball Court Overlay/Repair/Color	8,800			11,200		20,000
Shelter Repair and Renovation					12,500	12,500
Tennis Court Asphalt Overlay		11,500			22,500	34,000
Olson Park						
Parking Lot Fence Replacement				8,100		8,100
Playground Renovation	190,000					190,000
Port Clinton Park						
Basketball Court Overlay/Repair/Color		8,500				8,500
Ravine Drive						
Building Demolition	275,000					
Red Oak Tennis Courts						
Tennis Court Overlay/Repair/Color			44,000			44,000
Rosewood Beach						
Beach Improvements	3,000,000	2,000,000				5,000,000
GLFER	1,800,000	1,000,000				2,800,000
Rosewood Park						
Playground Replacement					255,000	

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Sherwood Park						
Playground Replacement	190,000					190,000
Skokie River Woods						
Restoration Monitoring & Maintenance	10,000	10,000	10,000			30,000
Trail Development			250,000			250,000
Sunset Woods Park						
Skate Park Component Replacement			80,000			80,000
Playgrounds Replacement Phase II		580,000				580,000
Basketball Court Overlay/Repair/Color		8,500			15,600	24,100
Tennis Court Overlay/Repair/Color		49,000				
West Ridge Park						
Ballfield Backstop and Fence			16,000			16,000
Woodridge Park						
Basketball Court Overlay/Repair/Color	15,300				9,000	24,300
Tennis Courts Overlay/Color	26,500				10,000	36,500
Tennis Fence Replacement	24,000					24,000
Totals	7,243,838	7,265,920	2,033,820	716,820	1,225,220	17,836,618
Facilities						
Centennial						
Water Heater Replacement			20,000			20,000

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Cooling Tower	120,000					120,000
Locker Room /Washrooms Partitions		6,000				6,000
Locker Room Benches		3,500				3,500
Drainage System Behind Rink (grading)				20,000		20,000
Flooring Around Facility		172,000				172,000
Synthetic Ice (half sheet) OR Studio Rink			100,000			100,000
Design Fee	20,000					20,000
Compressor 3 rebuild	20,000					20,000
Generator	200,000					
Deer Creek Courts						
Indoor Tennis Backdrop	15,000					15,000
Building Signage				10,000		10,000
PC Controlled Lighting and Temp Gauges			22,000			22,000
Locker Room Remodel (Jacuzzi)		80,000				80,000
Raquetball Ct conversion to multipurpose				30,000		30,000
Painting of building/remodeling				20,000		20,000
Entry and Lobby Improvements	400,000					400,000
Replace Lamps	100,000					100,000
Concrete Foundation Repairs	40,000					
Heller Nature Center						
Multi Purpose Room Floor Replacement			18,000			18,000
Hidden Creek						
Amenities upgrades	200,000					200,000
Pool Shell Painting	20,000					20,000
Bath House Roof Replacement					16,000	16,000
Circulation Pump 1			10,500			10,500
Circulation Pump 2			12,500			12,500
Drop Slide Resurface			12,000			12,000

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Flooring		8,000				8,000
Variable Frequency Drives	25,000		30,000			55,000
water Slide		13,000	600,000			613,000
Speed slide resurface						0
Kiddie Slide Resurface				10,500		10,500
Concessions Trellis Shading		55,000				55,000
Feature Pump					10,000	10,000
Filter House Roof Replacement					10,500	10,500
Speed slide Pump Rebuild			8,000			8,000
Pool Feature Pump Rebuild				8,500		8,500
Body Slide Pump Rebuild				8,500		8,500
SCS Pump Rebuild				8,500		8,500
Concessions Design				150,000		150,000
Amenity					750,000	750,000
Park Avenue Beach						
Drainage System (Engineering)	15,000					15,000
Floating Deck (Engineering)	10,000					10,000
Concrete Ramp (Engineering)	15,000					15,000
SVGC/HPCC						
West Parking Lot Improvements SVGC		65,000				65,000
Utility Vehicle 1	18,500					18,500
Green Rollers 3 Gang	6,500					6,500
Reel Grinder	40,000					40,000
Sand Pro	22,000					22,000
Tee Ball Washers and Garbage Cans	12,000					12,000
Zero Turn Mower				15,500		15,500
Buffalo Tow Blower			15,000			15,000
Utilty Vehicle 2	19,000					19,000
Greens Aerator				26,000		26,000

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Front Loader		42,000				42,000
Multi Pro Sprayer			38,000			38,000
Toro Greensmower			28,000			28,000
Toro Greensmower				28,000		28,000
Garage Door Replacement	4,800					4,800
Drainage #2, 5 fairways		7,500				7,500
Tee Ballwashers		9,000				9,000
Halfway House Bathroom Upgrade			14,000			14,000
Chemical Rinsate Station		35,000				35,000
Chemical Storage		25,000				25,000
Vertical Turbine Pump 2			14,000			14,000
Vertical Turbine Pump 3				14,000		14,000
Drainage 12, 13 fairways			7,500			7,500
Tee Renovation1,3,4,11,15		25,000				25,000
Golf Course Improvements/HPCC			10,000,000			10,000,000
Tee Box Replacement		180,000				180,000
Cold Storage Door Replacement		7,500				7,500
Water Heater Replacement		9,500				9,500
Clubhouse HVAC replacement		96,000				96,000
Park Operations Center						
Replace HeatingUnit Rear Garage			4,100			4,100
Concrete Material Bins			40,000			40,000
Underground Fuel Storage Tanks		150,000				150,000
Waste and Recycling Containers				100,000		100,000
RCHP						
30 Spin Bikes	75,000					75,000
Building Signs Out Front	25,000					25,000
Lobby Reconstruction		50,000				50,000
Locker Room Benches (share with city)	30,000					30,000

Park District of Highland Park
DRAFT FIVE YEAR CAPITAL PLAN
Fiscal Years Ending March 31, 2014-2018

Description	2014	2015	2016	2017	2018	Total
Annual Expenditures						
Free Wight Equip on Fitness Floor				30,000		30,000
Cardio Upgrade/Replacement	30,000	30,000	30,000			90,000
Pool Filter Mechanical Replacement	5,000					5,000
Pool Lighting Replacement	10,000					10,000
Furnace Coil Replacement	10,000					10,000
Ozonator in Pool	5,000					5,000
Pool Heater		7,000				7,000
Sewage Pump Replacement		12,000				12,000
Dectron Unit Coil Replacement			12,000			12,000
Dectron Unit Motor Replacement			10,000			10,000
HVAC Compressor for Dectron		9,000				9,000
West Ridge Center						
Celing and floor Replacement Bd/Clrm					59,500	59,500
Exterior tuckpointing, sealing, painting				68,000		68,000
Finance Basement Abatement & Storage	47,500					47,500
Safety Village replacement and Camps					18,000	18,000
Courtyard					41,000	41,000
Ballfield Backstop and Fence			16,000			16,000
Total Facilities	1,560,300	1,097,000	11,061,600	547,500	905,000	15,171,400
5 Year Totals	8,804,138	8,362,920	13,095,420	1,264,320	2,130,220	33,657,018

Note: This plan is for internal purposes only. It is not yet board approved.

PARK DISTRICT OF HIGHLAND PARK

FINANCIAL REPORT

FEBRUARY 28, 2013

**PARK DISTRICT OF HIGHLAND PARK
BUDGET SUMMARY BY FUND
MONTH ENDED 02/28/13**

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
CORPORATE FUND					
<u>OPERATING REVENUES</u>					
TAX RECEIPTS	-	4,534,737	4,548,390	919	4,535,346
RENTALS	-	3,158	6,300	525	5,250
MERCHANDISING	11	256	200	-	175
INVESTMENT INCOME	29	43,245	75,971	13,045	54,982
OTHER INCOME	1,428	114,424	20,140	375	59,345
PROGRAM FEES	-	8,913	7,700	-	6,314
TOTAL OPERATING REVENUES	1,468	4,704,734	4,658,701	14,864	4,661,412
<u>EXPENDITURES</u>					
SALARIES & WAGES	177,665	2,025,839	2,346,282	130,755	1,644,008
CONTRACTUAL SERVICES	62,417	640,924	802,005	37,457	413,831
INSURANCE	73,773	832,781	884,659	61,772	689,436
MATERIALS & SUPPLIES	21,789	212,754	205,247	9,993	142,601
MAINTENANCE & LANDSCAPING	11,702	72,570	101,700	4,952	120,610
UTILITIES	17,518	78,378	98,013	7,547	72,223
PENSION CONTRIBUTIONS	88,301	7,231,526	7,337,471	27,546	366,133
TOTAL OPERATING EXPENDITURES	453,165	11,094,773	11,775,377	280,022	3,448,842
TOTAL OPERATING SURPLUS (DEFICIT)	(451,697)	(6,390,039)	(7,116,676)	(265,158)	1,212,570
<u>NON-OPERATING</u>					
TRANSFERS IN	6,217,370	6,217,370	6,216,370	-	-
TOTAL NON-OPERATING REVENUES	6,217,370	6,217,370	6,216,370	-	-
TRANSFERS OUT	-	5,491,925	5,491,925	-	-
TOTAL NON-OPERATING EXPENDITURES	-	5,491,925	5,491,925	-	-
TOTAL NON-OPERATING SURPLUS (DEFICIT)	6,217,370	725,445	724,445	-	-
NET SURPLUS (DEFICIT)	5,765,673	(5,664,594)	(6,392,231)	(265,158)	1,212,570

Notes:

- The transfer of funds from the Capital Projects Fund to the Corporate Fund that was approved in January 2013 for the IMRF payout occurred in this month.
- Operationally, the Corporate Fund is on target or slightly ahead of the projections prepared through December 31, 2012
- Park Maintenance Operations are expected to perform approximately \$180,000 under budget. Much of this is due to spending less on salaries and contractual services.

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	7,328,836	7,328,836
Net Income (Loss) from above	(5,664,594)	(6,392,231)
Fund Balance, YTD	1,664,242	936,605

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
SPECIAL RECREATION FUND					
OPERATING					
REVENUES					
TAX RECEIPTS	-	655,928	658,056	147	669,379
INVESTMENT INCOME	371	1,839	-	1,348	5,464
OTHER INCOME	-	-	-	-	-
TOTAL REVENUES	371	657,768	658,056	1,495	674,843
EXPENDITURES					
CONTRACTUAL SERVICES	15,800	459,109	356,673	(1,142)	367,408
TOTAL OPERATING EXPENDITURES	15,800	459,109	356,673	(1,142)	367,408
TOTAL OPERATING SURPLUS (DEFICIT)	(15,429)	198,659	301,383	2,637	307,435
NON-OPERATING					
TRANSFERS OUT	-	-	798,200	-	-
TOTAL NON-OPERATING EXPENDITURES	-	-	798,200	-	-
TOTAL NON-OPERATING SURPLUS (DEFICIT)	-	-	(798,200)	-	-
SURPLUS (DEFICIT)	(15,429)	198,659	(496,817)	2,637	307,435

Notes:

- Fund balance is larger than budgeted due to a reduction in Special Recreation components of Capital Expenditures that were anticipated to be paid out of. These capital expenditures, which are included in the budgeted transfer out, have been deferred to future years in many instances. The higher than anticipated ending fund balance allowed the Park District to decrease the 2012 tax levy, which funds fiscal year 2013-14, for this fund.

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	1,002,807	1,002,807
Net Income (Loss) from above	198,659	(496,817)
Fund Balance, YTD	1,201,466	505,990

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
RECREATION FUND					
<u>OPERATING</u>					
<u>REVENUES</u>					
TAX RECEIPTS	-	4,544,647	4,661,231	1,028	4,685,652
DAILY FEES	49,117	1,100,355	1,098,810	50,498	1,074,893
NON-RESIDENT MEMBERSHIPS	-	-	-	-	-
RESIDENT MEMBERSHIPS	84,124	1,121,863	1,351,956	83,338	1,115,345
RENTALS	87,309	1,105,455	1,188,236	168,474	1,032,313
MERCHANDISING	2,728	65,482	79,092	5,324	55,757
INVESTMENT INCOME	1,520	64,573	129,356	14,137	80,667
OTHER INCOME	14,483	154,979	92,885	12,760	108,819
PROGRAM FEES	106,741	4,517,680	4,816,211	91,056	4,609,014
INTEREST INCOME	-	-	-	2,971	12,586
TOTAL OPERATING REVENUES	346,021	12,675,033	13,417,777	429,586	12,775,046
<u>EXPENDITURES</u>					
SALARIES & WAGES	351,861	4,136,760	4,733,271	334,258	4,236,791
CONTRACTUAL SERVICES	83,662	974,357	1,279,879	80,415	990,922
INSURANCE	66,733	742,683	957,745	61,391	655,431
MATERIALS & SUPPLIES	22,327	272,557	342,250	17,999	299,286
MAINTENANCE & LANDSCAPING	19,378	249,947	317,773	10,245	256,600
UTILITIES	60,318	474,047	634,337	44,649	490,519
PENSION CONTRIBUTIONS	35,256	439,750	497,493	78,295	1,001,161
COST OF GOODS SOLD	3,675	35,427	31,219	1,039	28,090
PROGRAM EXPENSES	165,826	2,241,220	2,555,667	150,132	2,251,156
TOTAL OPERATING EXPENDITURES	809,036	9,566,746	11,349,634	778,423	10,209,956
TOTAL OPERATING SURPLUS (DEFICIT)	(463,015)	3,108,286	2,068,143	(348,837)	2,565,090
<u>NON-OPERATING</u>					
BOND/DEBT PROCEEDS	-	-	-	-	-
TRANSFERS IN	-	-	-	-	-
TOTAL NON-OPERATING REVENUES	-	-	-	-	-
CAPITAL OUTLAY	8,413	79,837	151,410	1,126	123,985
DEBT RETIREMENT	-	-	-	-	-
TRANSFERS OUT	-	9,933,735	11,433,735	-	-
TOTAL NON-OPERATING EXPENDITURES	8,413	10,013,572	11,585,145	1,126	123,985
TOTAL NON-OPERATING SURPLUS (DEFICIT)	(8,413)	(10,013,572)	(11,585,145)	(1,126)	(123,985)
SURPLUS (DEFICIT)	(471,428)	(6,905,285)	(9,517,002)	(349,963)	2,441,105

Notes:

- The Recreation Fund is operationally well ahead of budget, and should be able to transfer the additional \$1,500,000 budgeted amount to the Capital Projects Fund at the end of the fiscal year.
- Revenues at Centennial Ice Arena have increased by approximately \$86,000 compared to 2012 as a result of increases in rental rates, higher than anticipated enrollment gymnastics, and advertising revenue from dashboard sales.
- Rentals at the Recreation Center of Highland Park have exceeded expectations by approximately \$21,000 and approximately \$36,000, year over year. Memberships are also showing an improvement year over year.
- Net of pension savings, Indoor Tennis at Deer Creek is showing a net operating increase of \$139,000. This can be attributed to revenues, most notably at the Junior level, have increased by \$80,000. At the same time, expenditures, principally salaries, have decreased by nearly \$60,000 year over year.

Fund Balance Analysis

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

	Year to Date	Budgeted
	12,248,512	12,248,512
	(6,905,285)	(9,517,002)
	<u>5,343,227</u>	<u>2,731,510</u>

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
DEBT SERVICE FUND					
OPERATING					
REVENUES					
TAX RECEIPTS	-	-	-	-	-
INVESTMENT INCOME	151	837	-	606	2,137
INTEREST INCOME	-	-	-	-	82
TOTAL OPERATING REVENUES	151	837	-	606	2,219
EXPENDITURES					
CONTRACTUAL SERVICES	-	-	-	2	496
TOTAL OPERATING EXPENDITURES	-	-	-	2	496
TOTAL OPERATING SURPLUS (DEFICIT)	151	837	-	604	1,723
NON-OPERATING					
BOND / DEBT PROCEEDS	-	17,754	-	-	-
TRANSFERS IN	-	-	-	-	-
TOTAL NON-OPERATING REVENUES	-	17,754	-	-	-
DEBT RETIREMENT	515	926,448	864,685	535	1,545
TRANSFERS OUT	-	-	-	-	-
TOTAL NON-OPERATING EXPENDITURES	515	926,448	864,685	535	1,545
TOTAL NON-OPERATING SUPRLUS (DEFICIT)	(515)	(908,694)	(864,685)	(535)	(1,545)
FUND SURPLUS (DEFICIT)	(364)	(907,857)	(864,685)	69	178

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	340,537	340,537
Net Income (Loss) from above	(907,857)	(864,685)
Fund Balance, YTD	(567,320)	(524,148)

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
CAPITAL PROJECTS FUND					
<u>OPERATING REVENUES</u>					
INVESTMENT INCOME	1,713	38,246	-	-	(8,777)
OTHER INCOME	-	51,284	424,000	-	162,208
INTEREST INCOME	1	1,509	-	8,313	40,477
TOTAL OPERATING REVENUES	1,714	91,040	424,000	8,313	193,908
<u>EXPENDITURES</u>					
CONTRACTUAL SERVICES	9,115	94,019	-	12,273	78,933
TOTAL OPERATING EXPENDITURES	9,115	94,019	-	12,273	78,933
TOTAL OPERATING SURPLUS (DEFICIT)	(7,401)	(2,980)	424,000	(3,960)	114,975
<u>NON-OPERATING</u>					
TRANSFERS IN	-	15,425,660	17,723,860	-	-
TOTAL NON-OPERATING REVENUES	-	15,425,660	17,723,860	-	-
DEBT RETIREMENT	-	-	-	-	912,561
CAPITAL OUTLAY	164,458	1,328,766	2,583,096	2,314	1,275,679
TRANSFERS OUT	6,217,370	6,217,370	6,216,370	-	-
TOTAL NON-OPERATING EXPENDITURES	6,381,828	7,546,136	8,799,466	2,314	2,188,240
TOTAL NON-OPERATING SURPLUS (DEFICIT)	(6,381,828)	7,879,524	8,924,394	(2,314)	(2,188,240)
FUND SURPLUS (DEFICIT)	(6,389,230)	7,876,545	9,348,394	(6,274)	(2,073,265)

Notes:

- Per the supplemental budget, the budget for capital outlay has decreased by \$2,974,206 due to projects that were deferred to future years.
- The Capital Projects Fund transferred \$6,217,370 to the Corporate Fund. This transfer was approved in January 2013.

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	4,265,763	4,265,763
Net Income (Loss) from above	7,876,545	9,348,394
Fund Balance, YTD	12,142,308	13,614,157

TYPE	REVENUE/EXPENDITURE			PRIOR YEAR	
	THIS MONTH	YEAR TO DATE	ANNUAL BUDGET	THIS MONTH	YEAR TO DATE
DISTRICT-WIDE					
REVENUES					
TAX RECEIPTS	-	9,735,313	9,867,677	2,094	9,890,377
DAILY FEES	49,117	1,100,355	1,098,810	50,498	1,074,893
NON-RESIDENT MEMBERSHIPS	-	-	-	-	-
RESIDENT MEMBERSHIPS	84,124	1,121,863	1,351,956	83,338	1,115,345
RENTALS	87,309	1,108,613	1,194,536	168,999	1,037,563
MERCHANDISING	2,739	65,738	79,292	5,324	55,932
INVESTMENT INCOME	3,783	148,741	205,327	29,136	134,473
OTHER INCOME	15,911	320,687	537,025	13,135	330,372
PROGRAM FEES	106,741	4,526,593	4,823,911	91,056	4,615,328
INTEREST INCOME	1	1,509	-	11,284	53,145
TOTAL OPERATING REVENUES	349,724	18,129,411	19,158,534	454,864	18,307,428
EXPENDITURES					
SALARIES & WAGES	529,526	6,162,599	7,079,553	465,013	5,880,799
CONTRACTUAL SERVICES	170,994	2,168,410	2,438,557	129,005	1,851,590
INSURANCE	140,506	1,575,464	1,842,404	123,183	1,344,867
MATERIALS & SUPPLIES	44,116	485,311	547,497	27,992	441,887
MAINTENANCE & LANDSCAPING	31,081	322,517	419,473	15,197	377,210
UTILITIES	77,835	552,425	732,350	52,196	562,742
PENSION CONTRIBUTIONS	123,557	7,671,276	7,834,964	105,841	1,367,294
COST OF GOODS SOLD	3,675	35,427	31,219	1,039	28,090
PROGRAM EXPENSES	165,826	2,241,220	2,555,667	150,132	2,251,158
TOTAL OPERATING EXPENDITURES	1,287,116	21,214,648	23,481,684	1,069,578	14,105,635
TOTAL OPERATING SURPLUS (DEFICIT)	(937,391)	(3,085,237)	(4,323,150)	(614,714)	4,201,793
BOND/DEBT PROCEEDS	-	17,754	-	-	-
TRANSFERS IN	6,217,370	21,643,030	23,940,230	-	-
TOTAL NON-OPERATING REVENUES	6,217,370	21,660,784	23,940,230	-	-
DEBT RETIREMENT	515	926,448	864,685	535	914,106
CAPITAL OUTLAY	172,871	1,408,602	2,734,506	3,440	1,399,664
TRANSFERS OUT	6,217,370	21,643,030	23,940,230	-	-
TOTAL NON-OPERATING EXPENSES	6,390,756	23,978,080	27,539,421	3,975	2,313,770
TOTAL NON-OPERATING SURPLUS (DEFICIT)	(173,386)	(2,317,297)	(3,599,191)	(3,975)	(2,313,770)
TOTAL SURPLUS (DEFICIT)	(1,110,777)	(5,402,533)	(7,922,341)	(618,689)	1,888,023

Notes:

- With one month remaining in the fiscal year, it appears the District as a whole will perform better than budgeted expectations.

Fund Balance Analysis

	Year to Date	Budgeted
Fund Balance, April 1, 2012	25,186,455	25,186,455
Net Income (Loss) from above	<u>(5,402,533)</u>	<u>(7,922,341)</u>
Fund Balance, YTD	19,783,922	17,264,114

PARK DISTRICT OF HIGHLAND PARK
 ALL Fund Types
 Combined Statement of Operations
 As of FEBRUARY 28, 2013
 Printed on: 03-11-13 at: 11:22 AM

	Governmental Fund Types				Golf/Tennis Funds Combined	Combined Totals All Funds	Combined Annual Budget	Prior Year to Date
	General Fund	Special Revenue	Debt Service	Capital Projects				
Operating Revenues:								
TAX RECEIPTS	4,534,737	5,200,575	0	0	0	9,735,313	9,867,677	9,890,376
DAILY FEES	0	1,100,355	0	0	0	1,100,355	1,098,810 *	1,074,892
NON-RESIDENT MEMBERSHIPS	0	0	0	0	0	0	0	0
RESIDENT MEMBERSHIPS	0	1,121,863	0	0	0	1,121,863	1,351,956	1,115,346
RENTALS	3,158	1,105,455	0	0	0	1,108,613	1,194,536	1,037,561
MERCHANDISING	256	65,482	0	0	0	65,738	79,292	55,934
INVESTMENT INCOME	43,245	66,412	837	38,246	0	148,741	205,327	134,134
OTHER INCOME	114,424	116,065	0	38,034	0	268,523	537,025	326,623
PROGRAM FEES	8,913	4,517,680	0	0	0	4,526,593	4,823,911	4,615,328
Total Operating Revenue	4,704,734	13,293,887	837	76,280	0	18,075,738	19,158,533	18,250,190
Operating Expenses:								
SALARIES & WAGES	2,025,839	4,136,760	0	0	0	6,162,599	7,079,553	5,881,004
CONTRACTUAL SERVICES	640,924	1,433,466	0	94,019	0	2,168,410	3,236,757	1,851,592
INSURANCE	832,781	742,683	0	0	0	1,575,464	1,842,404	1,344,864
MATERIALS & SUPPLIES	212,754	272,557	0	0	0	485,311	547,497	441,886
MAINTENANCE & LANDSCAPING	72,570	249,947	0	0	0	322,517	419,473	377,211
UTILITIES	78,378	474,047	0	0	0	552,425	732,350	562,741
PENSION CONTRIBUTIONS	7,231,526	439,750	0	0	0	7,671,276	1,618,594 *	1,367,295
COST OF GOODS SOLD	0	35,427	0	0	0	35,427	31,219 *	28,090
PROGRAM EXPENSES	0	2,241,220	0	0	0	2,241,220	2,555,667	2,251,156
Total Expenditures	11,094,773	10,025,856	0	94,019	0	21,214,648	18,063,514 *	14,105,839
Operating Income (Loss)	(6,390,039)	3,268,031	837	(17,739)	0	(3,138,910)	1,095,019	4,144,352
NonOperating Revenues:								
OTHER INCOME	0	38,914	17,754	13,250	0	69,918	0 *	3,750
INTEREST INCOME	0	0	0	1,509	0	1,509	0 *	53,485
NonOperating Expenses:								
DEBT RETIREMENT	0	0	926,448	0	0	926,448	909,755 *	914,106
CAPITAL OUTLAY	0	79,837	0	1,328,766	0	1,408,602	5,708,712	1,399,664
DEPRECIATION	0	0	0	0	0	0	0	0
Net before transfers	(6,390,039)	3,227,108	(907,857)	(1,331,745)	0	(5,402,533)	(5,523,448)*	1,887,817
TRANSFERS	(725,445)	9,933,735	0	(9,208,290)	0	0	798,200	0
Net Income (loss)	(5,664,594)	(6,706,627)	(907,857)	7,876,545	0	(5,402,533)	(4,725,248)	1,887,817
BEGINNING FUND EQUITY	4,857,235	13,251,318	340,537	4,265,763	0	22,714,854	0 *	22,039,302
Fund Balances 02/28/13	(807,359)	6,544,691	(567,320)	12,142,308	0	17,312,321	(4,725,248)*	23,927,119

PARK DISTRICT OF HIGHLAND PARK
Special Revenue Funds
Combined Statement of Operations
As of FEBRUARY 28, 2013
Printed on: 03-11-13 at: 11:22 AM

	Recreation	I.M.R.F.	Spec Rec	Police	Insurance	Audit	Museum	Combined	Budget
Operating Revenues:									
TAX RECEIPTS	4,544,647	0	655,928	0	0	0	0	5,200,575	5,319,287
DAILY FEES	1,100,355	0	0	0	0	0	0	1,100,355	1,098,810 *
NON-RESIDENT MEMBERSHIPS	0	0	0	0	0	0	0	0	0
RESIDENT MEMBERSHIPS	1,121,863	0	0	0	0	0	0	1,121,863	1,351,956
RENTALS	1,105,455	0	0	0	0	0	0	1,105,455	1,188,236
MERCHANDISING	65,482	0	0	0	0	0	0	65,482	79,092
INVESTMENT INCOME	64,573	0	1,839	0	0	0	0	66,412	129,356
OTHER INCOME	116,065	0	0	0	0	0	0	116,065	92,885 *
PROGRAM FEES	4,517,680	0	0	0	0	0	0	4,517,680	4,816,211
Total Operating Revenue	12,636,119	0	657,768	0	0	0	0	13,293,887	14,075,832
Operating Expenses:									
SALARIES & WAGES	4,136,760	0	0	0	0	0	0	4,136,760	4,733,271
CONTRACTUAL SERVICES	974,357	0	459,109	0	0	0	0	1,433,466	2,434,752
INSURANCE	742,683	0	0	0	0	0	0	742,683	957,745
MATERIALS & SUPPLIES	272,557	0	0	0	0	0	0	272,557	342,250
MAINTENANCE & LANDSCAPING	249,947	0	0	0	0	0	0	249,947	317,773
UTILITIES	474,047	0	0	0	0	0	0	474,047	634,337
PENSION CONTRIBUTIONS	439,750	0	0	0	0	0	0	439,750	497,493
COST OF GOODS SOLD	35,427	0	0	0	0	0	0	35,427	31,219 *
PROGRAM EXPENSES	2,241,220	0	0	0	0	0	0	2,241,220	2,555,667
Total Expenditures	9,566,746	0	459,109	0	0	0	0	10,025,856	12,504,507
Operating Income (loss)	3,069,372	0	198,659	0	0	0	0	3,268,031	1,571,325 *
NonOperating Revenues:									
OTHER INCOME	38,914	0	0	0	0	0	0	38,914	0 *
INTEREST INCOME	0	0	0	0	0	0	0	0	0
NonOperating Expenses:									
DEBT RETIREMENT	0	0	0	0	0	0	0	0	0
CAPITAL OUTLAY	79,837	0	0	0	0	0	0	79,837	151,410
Net before transfers	3,028,450	0	198,659	0	0	0	0	3,227,108	1,419,915 *
TRANSFERS	9,933,735	0	0	0	0	0	0	9,933,735	(1,500,000)*
Net Income (loss)	(6,905,285)	0	198,659	0	0	0	0	(6,706,627)	(80,085)
BEGINNING FUND EQUITY	12,248,511	0	1002807	0	0	0	0	13,251,318	0 *
Fund Balances 02/28/13	5,343,225	0	1201466	0	0	0	0	6,544,691	(80,085)*

PARK DISTRICT OF HIGHLAND PARK

Combined Statement of Operations

As of FEBRUARY 28, 2013

Printed on: 03-11-13 at: 11:22 AM

	<u>Golf Course</u>	<u>Tennis</u>	<u>Combined</u>	<u>Budget</u>
Operating Revenues:				
DAILY FEES	0	0	0	0
NON-RESIDENT MEMBERSHIPS	0	0	0	0
RESIDENT MEMBERSHIPS	0	0	0	0
RENTALS	0	0	0	0
MERCHANDISING	0	0	0	0
INVESTMENT INCOME	0	0	0	0
OTHER INCOME	0	0	0	0
PROGRAM FEES	0	0	0	0
	-----	-----	-----	-----
Total Operating Revenue	0	0	0	0
Operating Expenses:				
SALARIES & WAGES	0	0	0	0
CONTRACTUAL SERVICES	0	0	0	0
INSURANCE	0	0	0	0
MATERIALS & SUPPLIES	0	0	0	0
MAINTENANCE & LANDSCAPING	0	0	0	0
UTILITIES	0	0	0	0
PENSION CONTRIBUTIONS	0	0	0	0
COST OF GOODS SOLD	0	0	0	0
PROGRAM EXPENSES	0	0	0	0
	-----	-----	-----	-----
Total Expenditures	0	0	0	0
	-----	-----	-----	-----
Operating Income (loss)	0	0	0	0
NonOperating Revenues:				
INTEREST INCOME	0	0	0	0
NonOperating Expenses:				
CAPITAL OUTLAY	0	0	0	0
DEPRECIATION	0	0	0	0
	-----	-----	-----	-----
Net before transfers	0	0	0	0
TRANSFERS				
	-----	-----	-----	-----
Net Income (loss)	0	0	0	0
BEGINNING FUND EQUITY				
	-----	-----	-----	-----
Fund Balances 02/28/13	0	0	0	0
	-----	-----	-----	-----

FUND NUMBER	DESCRIPTION	---MONTH---	-----YEAR TO DATE-----		Y T D		-----PRIOR YEAR-----	
		ACTUAL	ACTUAL	BUDGET	VARIANCE	%	MONTH	YEAR TO DATE
REVENUES								
01	GENERAL CORPORATE	6,218,838.00	10,922,103.56	4,658,701	6,263,403	134.5	11,513	3,747,764
21	AUDIT	0.00	0.00	0	0	0.0	291	981
22	PENSION	0.00	0.00	0	0	0.0	1,568	417,977
24	PUBLIC LIABILITY INSURANC	0.00	0.00	0	0	0.0	1,123	209,967
25	SPECIAL RECREATION	370.81	657,767.77	658,056	288-	0.0	1,495	674,842
26	MUSEUM	0.00	0.00	0	0	0.0	4,114	847,171
28	POLICE	0.00	0.00	0	0	0.0	370	284,722
29	RECREATION	346,020.79	12,675,032.93	13417776	742,743-	5.5-	295,110	9,814,850
40	GOLF COURSE	0.00	0.00	0	0	0.0	20,548	934,260
50	INDOOR TENNIS	0.00	0.00	0	0	0.0	109,811	1,178,763
60	DEBT SERVICE	150.76	18,591.00	0	18,591	0.0	606	2,219
67	GOLF LEARNING CENTER	0.00	0.00	0	0	0.0	0	0
70	CAPITAL PROJECTS	1,714.07	15,516,699.59	2,722,200	12,794,500	470.0	8,313	193,909
	TOTAL REVENUE	6,567,094.43	39,790,194.85	21,456,733	18,333,462	85.4	454,860	18,307,425
EXPENSES								
01	GENERAL CORPORATE	453,164.69	16,586,697.78	5,559,008	11,027,690	198.4	223,938	2,782,144
21	AUDIT	0.00	0.00	0	0	0.0	1	18,979
22	PENSION	0.00	0.00	0	0	0.0	6	1,161
24	PUBLIC LIABILITY INSURANC	0.00	0.00	0	0	0.0	37,944	447,774
25	SPECIAL RECREATION	15,799.60	459,109.24	1,154,873	695,764-	60.3-	1,142-	367,408
26	MUSEUM	0.00	0.00	0	0	0.0	56,908	675,351
28	POLICE	0.00	0.00	0	0	0.0	18,134	198,786
29	RECREATION	817,448.89	19,580,318.22	13001044	6,579,275	50.6	567,513	7,541,074
40	GOLF COURSE	0.00	0.00	0	0	0.0	60,298	1,155,018
50	INDOOR TENNIS	0.00	0.00	0	0	0.0	94,831	962,699
60	DEBT SERVICE	515.00	926,447.89	909,755	16,693	1.8	537	2,041
67	GOLF LEARNING CENTER	0.00	0.00	0	0	0.0	0	0
70	CAPITAL PROJECTS	6,390,943.68	7,640,155.03	5,557,302	2,082,853	37.5	14,586	2,267,173
90	GENERAL FIXED ASSETS	0.00	0.00	0	0	0.0	0	0
92	GENERAL LONG TERM DEBT	0.00	0.00	0	0	0.0	0	0
	TOTAL EXPENSE	7,677,871.86	45,192,728.16	26,181,981	19,010,747	72.6	1,073,555	16,419,608
	TOTAL REVENUE	6,567,094.43	39,790,194.85	21,456,733	18,333,462		454,860	18,307,425
	TOTAL EXPENSE	7,677,871.86	45,192,728.16	26,181,981	19,010,747		1,073,555	16,419,608
	NET INCOME/LOSS	1,110,777.43-	5,402,533.31-	4,725,248-	677,285-	14.3	618,695-	1,887,817

FUND NO	DESCRIPTION	--- MONTH ---	----YEAR TO DATE----		Y T D		---- PRIOR YEAR ----	
		ACTUAL	ACTUAL	BUDGET	VARIANCE	%	MONTH	Y T D
01	GENERAL CORPORATE							
	FUND REVENUE	6,218,838.00	10922103.56	4,658,701	6,263,403	134.5	11,513	3,747,764
	FUND EXPENSE	453,164.69	16586697.78	5,559,008	11027690	198.4	223,938	2,782,144
	NET INCOME/LOSS	5,765,673.31	5,664,594.22	900,307	4,764,288		212,425	965,620
21	AUDIT							
	FUND REVENUE	0.00	0.00	0	0	0.0	291	981
	FUND EXPENSE	0.00	0.00	0	0	0.0	1	18,979
	NET INCOME/LOSS	0.00	0.00	0	0		290	17,997
22	PENSION							
	FUND REVENUE	0.00	0.00	0	0	0.0	1,568	417,977
	FUND EXPENSE	0.00	0.00	0	0	0.0	6	1,161
	NET INCOME/LOSS	0.00	0.00	0	0		1,562	416,815
24	PUBLIC LIABILITY INSURANCE							
	FUND REVENUE	0.00	0.00	0	0	0.0	1,123	209,967
	FUND EXPENSE	0.00	0.00	0	0	0.0	37,944	447,774
	NET INCOME/LOSS	0.00	0.00	0	0		36,821	237,808
25	SPECIAL RECREATION							
	FUND REVENUE	370.81	657,767.77	658,056	288	0.0	1,495	674,842
	FUND EXPENSE	15,799.60	459,109.24	1,154,873	695,764	60.3	1,142	367,408
	NET INCOME/LOSS	15,428.79	198,658.53	496,817	695,476		2,637	307,434
26	MUSEUM							
	FUND REVENUE	0.00	0.00	0	0	0.0	4,114	847,171
	FUND EXPENSE	0.00	0.00	0	0	0.0	56,908	675,351
	NET INCOME/LOSS	0.00	0.00	0	0		52,794	171,820
28	POLICE							
	FUND REVENUE	0.00	0.00	0	0	0.0	370	284,722
	FUND EXPENSE	0.00	0.00	0	0	0.0	18,134	198,786
	NET INCOME/LOSS	0.00	0.00	0	0		17,764	85,937

FUND NO	DESCRIPTION	--- MONTH ---	-----YEAR TO DATE-----		Y T D		----- PRIOR YEAR -----	
		ACTUAL	ACTUAL	BUDGET	VARIANCE	%	MONTH	Y T D
29	RECREATION							
	FUND REVENUE	346,020.79	12675032.93	13417776	742,743-	5.5-	295,110	9,814,850
	FUND EXPENSE	817,448.89	19580318.22	13001044	6,579,275	50.6	567,513	7,541,074
	NET INCOME/LOSS	471,428.10-	6,905,285.29-	416,732	7,322,018-		272,403-	2,273,776
40	GOLF COURSE							
	FUND REVENUE	0.00	0.00	0	0	0.0	20,548	934,260
	FUND EXPENSE	0.00	0.00	0	0	0.0	60,298	1,155,018
	NET INCOME/LOSS	0.00	0.00	0	0		39,750-	220,758-
50	INDOOR TENNIS							
	FUND REVENUE	0.00	0.00	0	0	0.0	109,811	1,178,763
	FUND EXPENSE	0.00	0.00	0	0	0.0	94,831	962,699
	NET INCOME/LOSS	0.00	0.00	0	0		14,979	216,064
60	DEBT SERVICE							
	FUND REVENUE	150.76	18,591.00	0	18,591	0.0	606	2,219
	FUND EXPENSE	515.00	926,447.89	909,755	16,693	1.8	537	2,041
	NET INCOME/LOSS	364.24-	907,856.89-	909,755-	1,898		69	178
67	GOLF LEARNING CENTER							
	FUND REVENUE	0.00	0.00	0	0	0.0	0	0
	FUND EXPENSE	0.00	0.00	0	0	0.0	0	0
	NET INCOME/LOSS	0.00	0.00	0	0		0	0
90	GENERAL FIXED ASSETS							
	FUND REVENUE	0.00	0.00	0	0	0.0	0	0
	FUND EXPENSE	0.00	0.00	0	0	0.0	0	0
	NET INCOME/LOSS	0.00	0.00	0	0		0	0
92	GENERAL LONG TERM DEBT							
	FUND REVENUE	0.00	0.00	0	0	0.0	0	0
	FUND EXPENSE	0.00	0.00	0	0	0.0	0	0
	NET INCOME/LOSS	0.00	0.00	0	0		0	0

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

TOTAL ALL FUNDS

GRAND TOTAL REVENUE	6,565,380.36	24,273,495.26	18,734,533	5,538,962			446,547	18113517
GRAND TOTAL EXPENSE	1,286,928.18	37,552,573.13	20,624,679	16927894			1,058,969	14152436
NET INCOME/LOSS	5,278,452.18	13,279,077.87	1,890,146	-11388932			612,422	3,961,081

PARK DISTRICT OF HIGHLAND PARK
 INVESTMENT SCHEDULE
 FEBRUARY 2013
 IPDLAF MANAGED

<u>INVESTMENT</u>	<u>CDs FACE AMOUNT</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>Pur Date</u>	<u>DAYS</u>	<u>YIELD</u>
1 CD @ 247,000	247,000	Independent Bank Ionia MI	3/5/2013	9/7/2011	545	0.45
1 CD @ 248,000	248,000	Financial Fed Savings Memphis TN	3/20/2013	9/22/2011	545	0.30
1 CD @ 247,000	247,000	Wayne County Bank Waynesboro TN	3/21/2013	9/23/2011	545	0.50
1 CD @ 247,000	247,000	Post Oak Bank Houston TX	4/5/2013	9/8/2011	575	0.60
1 CD @ 246,000	246,000	Privatebank & Trust Chicago, IL	4/24/2013	10/27/2011	545	0.70
1 CD @ 248,000.	248,000	First Fed Savings & Loan Charleston SC	5/28/2013	11/28/2011	547	0.25
1 CD @ 248,000	248,000	Bank of China, NY, NY	5/29/2013	5/29/2012	365	0.55
1 CD 2 248,000	248,000	Heritage Bank of Central IL - Trivoli IL	6/5/2013	12/8/2011	545	0.31
1 CD @ 248,000	248,000	Community Bank of Oelwein IA	6/11/2013	12/14/2011	545	0.35
1 CD @ 248,000	248,000	Israel Discount Bank of New York, NY	7/11/2013	7/11/2012	365	0.50
1 CD @ 248,000	248,000	Bank of the West San Francisco, CA	7/23/2013	7/23/2012	365	0.60
1 CD @ 246,000	246,000	Avidbank Palo Alto CA	8/2/2013	9/27/2011	675	0.55
1 CD @ 246,000.	246,000	Southside Bank Tyler TX	8/12/2013	9/9/2011	703	0.60
1 CD @ 246,000	246,000	Wilmington Savings Bank Wilmington OH	9/9/2013	9/8/2011	732	0.65
1 CD @ 246,000	246,000	Calif Pacific Bank San Francisco CA	9/9/2013	9/9/2011	731	0.55
1 CD @ 246,000.	246,000	Liberty Bank of Arkansas Jonesboro AR	9/11/2013	9/12/2011	730	0.46
1 CD @ 245,000	245,000	Pacific Enterprise Bank Irvine, CA	9/11/2013	9/12/2011	730	0.60
2 CD's @ 247,000	494,000	Security Business Bank of San Diego, CA Isabella Bank MT Pleasant MI	9/23/2013	9/22/2011	732	0.40
1 CD @ 246,000	246,000	GE Capital Financial Salt Lake City UT	9/30/2013	9/29/2011	732	0.65
1 CD @ 246,000.	246,000	Washington Trust Co Westerly RI	11/28/2013	11/28/2011	730	0.50
	5,184,000					

PARK DISTRICT OF HIGHLAND PARK
INVESTMENT SCHEDULE
LAKEFRONT MASTER PLAN
FEBRUARY 2013
IPDLAF MANAGED

<u>INVESTMENT</u>	<u>CDs FACE AMOUNT</u>	<u>BANK</u>	<u>MATURITY DATE</u>	<u>Pur Date</u>	<u>DAYS</u>	<u>YIELD</u>
CD @ 248,000	248,000	Sterling National Bank, NY NY	8/26/2013	8/24/2012	367	0.37
CD @ 248,000	248,000	Orrstown Bank, Shippensburg PA	8/26/2013	8/24/2012	367	0.31
	496,000					

**PARK DISTRICT OF HIGHLAND PARK
INVESTMENT SCHEDULE
FEBRUARY 2013**

<u>INVESTMENT</u>	<u>CDs FACE AMOUNT</u>	<u>Treasury FED HOME BOND</u>	<u>BANK</u>	<u>MANAGED BY</u>	<u>Maturity Date</u>	<u>Pur Date</u>	<u>Days</u>	<u>YIELD</u>
1 CD @ 250,000	250,000		Everbank, Jacksonville, FL	First Empire	3/28/2013	10/1/2012	179	0.50
1 CD @ 250,000	250,000		Beal Bank Dallas TX	First Empire	6/5/2013	6/8/2012	362	0.45
GO Bond		635,000	Allentown PA	First Empire	10/1/2013	6/25/2012	463	4.23
1 CD @ 248,000	248,000		The Huntington National Bank	First Empire	12/16/2013	6/8/2012	554	0.60
1 CD @ 249,000	249,000		First Bank of Puerto Rico	First Empire	12/18/2013	6/8/2012	554	0.70
GO Bond		500,000	Uniontown, AL	First Empire	12/17/2013	1/18/2013	333	1.89
1 CD @ 248,000	248,000		Doral Bank San Juan PR	First Empire	12/30/2013	6/25/2012	553	0.85
GO Bond		300,000	Illinois State	First Empire	1/1/2014	8/21/2012	498	0.81
1 CD @ 249,000	249,000		First Nat'l Bank of Omaha Neb	First Empire	1/6/2014	6/25/2012	549	0.60
GO Bond		505,000	Manchester Waer & Sewer	First Empire	2/1/2014	1/31/2013	365	0.60
1 CD @ 248,000	248,000		Discover Bank Greenwood Del	First Empire	3/14/2014	3/14/2012	730	0.65
1 CD @ 248,000	248,000		Goldman Sachs Bank USA	First Empire	4/11/2014	4/11/2012	732	0.70
1 CD @ 249,000	249,000		Compass Bank Birmingham AL	First Empire	6/2/2014	5/31/2012	732	0.80
1 CD @ 248,000	248,000		Sallie Mae Bank Murray UT	First Empire	8/15/2014	8/15/2012	730	0.9
GO BOND		315,000	Illinois State	First Empire	8/1/2015	8/19/2012	1022	1.85
GO BOND		200,000	Calif School District	First Empire	7/1/2015	9/12/2012	1022	2.12
1 CD @ 249,000	249,000		Gibraltar Private Bank Fla	First Empire	8/28/2015	8/30/2012	1082	0.80
1 CD @ 249,000	249,000		Tri-State Capital Bank Pittsburgh PA	Great Eastern	8/20/2013	8/20/2012	365	0.52
1 CD @ 249,000	249,000		CIT Bank SLC UI	Great Eastern Mgmt	1/31/2014	7/31/2012	549	1.00
Max Safe CD	1,250,000		Wintrust Securities	HPBT	3/9/2014	3/7/2012	730	0.75
Max Safe CD	500,000		Wintrust Securities	HPBT	3/23/2014	3/23/2012	730	0.75
Max Safe CD	750,000		Wintrust Securities	HPBT	4/3/2014	4/3/2012	732	0.75
1 CD @ 248,000	248,000		Bank of Baroda	PMA	7/12/2013	7/10/2012	364	0.55
1 CD @ 248,000	248,000		State Bank of India NY	PMA	10/11/2013	10/12/2012	365	0.60
1 CD @ 248,500	248,500		Cobiz Bank DBA	PMA	12/3/2013	6/11/2012	540	0.40
1 CD @ 248,400	248,400		IDB Bank NY	PMA	2/3/2014	1/28/2013	371	0.39
1 CD @ 246,500	246,500		East West Bank Bellevue WA	PMA	3/7/2014	3/7/2012	730	0.70
1 CD @ 241,600	241,600		Bank Leumi NY NY	PMA	3/24/2014	3/23/2012	731	0.79
1 CD @ 246,000	249,000		Ally Bank	PMA	3/28/2014	3/28/2012	730	0.70
1 CD @ 246,000	246,900		Private Bank Bloomfield Hills, MI	PMA	4/2/2014	4/5/2012	730	0.61
1 CD @ 246,000	249,000		GE Capital Retail Bank Draper UT	PMA	4/7/2014	4/6/2012	732	0.75
1 CD @ 248,000	248,000		Sovereign Bank	PMA	7/18/2014	7/10/2012	730	0.95
1 CD @ 249,000	249,000		Safra National Bank, NY NY	PMA	8/28/2014	8/28/2012	730	0.65
1 CD @ 200,000	200,000		BMW Bank N Amer SLC UT	Raymond James	3/10/2014	3/7/2012	733	0.65
1 CD @ 250,000	250,000		American Express	Wayne Hummer	12/23/2013	8/2/2012	512	0.75
1 CD @ 250,000	250,000		Morgan Stanley	Wayne Hummer	12/26/2013	8/2/2012	506	0.70
1 CD @ 249,000	249,000		OneWest Bank, Pasadena CA	Multi-Bank Securities	2/27/2014	2/28/2013	365	0.55
	9,405,900	2,855,000						

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

TYPE	MATURITY	INSTITUTION	FACE AMOUNT	AVERAGE RATE *
MONEY MARKET	CURRENT	US BANK/IL FUNDS	506,259	0.046%
MONEY MARKET	CURRENT	IPDLAF	1,163,696	0.030%
MONEY MARKET	CURRENT	IMET	235,278	0.330%
MONEY MARKET	CURRENT	WINTRUST	9,706	
MONEY MARKET	CURRENT	RAYMOND-JAMES	656	
CD	0 - 1 YEAR	IPDLAF	744,000	0.550%
CD	0 - 1 YEAR	FIRST EMPIRE	500,000	0.450%
CD	0 - 1 YEAR	PMA	496,000	0.580%
CD	0 - 1 YEAR	GREAT EASTERN	249,000	0.520%
CD	0 - 1 YEAR	MULTI-BANK	249,000	0.550%
CD	1 YEAR - 2 YEARS	IPDLAF	3,704,000	0.410%
CD	1 YEAR - 2 YEARS	FIRST EMPIRE	1,490,000	0.680%
CD	1 YEAR - 2 YEARS	GREAT EASTERN	249,000	1.000%
CD	1 YEAR - 2 YEARS	PMA	1,736,300	0.630%
CD	1 YEAR - 2 YEARS	WAYNE HUMMER	500,000	0.730%
CD	OVER 2 YEARS	IPDLAF	1,232,000	0.560%
CD	OVER 2 YEARS	RAYMOND-JAMES	200,000	0.650%
CD	OVER 2 YEARS	FIRST EMPIRE	746,000	0.770%
CD	OVER 2 YEARS	PMA	495,000	0.770%
MAX-SAFE CD	OVER 2 YEARS	WINTRUST	2,517,853	0.750%
TREASURIES/ AGENCIES/GO BOND	0-3 YEARS	First Empire	2,655,000	1.920%
			19,678,748	

*NOTE: All rates are net of applicable fees



MEMORANDUM

Date: March 14, 2013
To: Board of Commissioners
From: Liza McElroy
RE: District 113 Referendum Presentation

Members from District 113 will present information on the upcoming District Referendum regarding improvements to both Highland Park and Deerfield High Schools.

EXECUTIVE DIRECTOR'S MONTHLY

MARCH 15, 2013

UPCOMING MEETINGS AND DATES

- Tuesday, March 19, 2013 / 6:00 p.m. / West Ridge Center / Regular Meeting
- Tuesday, April 2, 2013 / 6:00 p.m. / West Ridge Center / Workshop Meeting

FACILITIES

▪ DEER CREEK

Total Registration Numbers - Adult Group Lessons

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Spring	228	217	196

Total Registration Numbers - Junior Group Lessons (includes Winter Jr. Camp)

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Spring	414	399	360

Total Spring Registration	642	616	556
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Total Deer Creek Memberships

	589	656	701
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News & Events:

- New Tennis Adult Social scheduled for March 16.

Highlights from Spring Session:

- Junior registration numbers are still coming in.
- Installed motion sensors in racquetball hallways, stairwells, locker rooms, etc. and received a \$573 rebate from the State.
- Installed golf driving range.

▪ CENTENNIAL ICE ARENA

Gymnastics Winter Session Enrollment

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Adult/Child	127	139	145
Preschool	178	158	185
Youth	168	142	229
TOTAL	473	439	559

Skating Winter Session Enrollment

	<u>2011</u>	<u>2012</u>	<u>2013</u>
Adults	29	29	25
Adult/Child	12	19	23
Preschool	162	144	115
Youth	308	239	206
Hockey	233	200	139
TOTAL	744	631	508

News & Events:

- North Shore Classic Competition was held on Sunday, March 3 with over 120 skaters and 7 synchronized skating teams from area rinks. The competition went smoothly and everyone had a good time.
- Registration for Spring Session began on March 13. Spring Session runs April 1 - June 8 (skating through June 1).
- Spring Break is March 23 - March 31. There will be open gym times offered, as well as open skate, open hockey, and freestyle times.

Marketing & Promotions

- The Centennial newsletter went out Monday, March 11.

▪ SUNSET VALLEY GOLF COURSE

Total Rounds comparison 2008 to 2012

	<u>2010</u>	<u>2011</u>	<u>2012</u>
April	2,390	1,481	1,678
May	3,668	2,748	4,399
June	5,229	4,952	5,796
July	5,709	5,121	5,304
August	5,885	5,483	5,559
September	4,288	3,805	4,063
October	2,302	2,319	2,061
November	791	849	1,144
December	18	672	694
January	159	531	468
February	0	596	0
March	651	2,300	
Total	31,090	30,857	31,166

Round breakdown for pass holder rounds

	<u>2010</u>	<u>2011</u>	<u>2012</u>
April	1,235	660	724
May	1,621	1,233	1,498
June	2,020	1,818	1,843
July	1,974	1,706	1,520
August	2,255	2,027	1,941
September	1,876	1,675	1,514
October	1,158	1,065	843
November	423	445	516

December	0	0	0
January	0	0	0
February	0	0	0
March	202	429	
Total	12,764	11058	10399

Round breakdown for greens fee players

	<u>2010</u>	<u>2011</u>	<u>2012</u>
April	1,155	821	954
May	2,047	1,515	2,901
June	3,209	3,134	3,953
July	3,735	3,415	3,784
August	3,630	3,456	3,618
September	2,412	2,130	2,549
October	1,144	1,254	1,218
November	368	404	628
December	18	672	694
January	159	531	468
February	0	596	0
March	449	1,871	
Total	18326	19799	20767

News & Events:

- Staff has completed the monthly newsletter.
- Staff sent the final copy of the Summer Brochure to the Communications Department.
- February gave the course various amounts of snow during the month, resulting in no play.
- Current staff completed CPR/AED training.
- Staff has updated and posted information for the North Shore Amateur Tournament.
- Sunset Valley held the second Wine and Paint event; the event had 9 participants. Another event will be held in April.
- We have posted available positions on our website and contacted many of the returning staff.
- Staff has created a small indoor practice area for golf at Deer Creek in a racquetball court.

RECREATION CENTER OF HIGHLAND PARK

MEMBERSHIPS

	2013	2012	Difference
Annual	1,453	1,333	120
Non Annual	63	63	0
North Shore Health Grants	52	77	-25
TOTAL MEMBERSHIPS	1,568	1,473	95

NEW MEMBERSHIPS

	2013	2012	Difference
New Annual Memberships	49	44	5

ACTIVE MEMBERS

	2013	2012	Difference
Annual	2,536	2,383	153
Non Annual	63	63	0
North Shore Health Grants	82	166	-84
TOTOAL MEMBERS	2,681	2,612	69

KID FIT

	2013	2012	Difference
Kid-Fit Memberships	51	12	39
Kid-Fit Members	133	26	107

MEMBER USAGE

	2013	2012	Difference
Membership Usage Fitness	11,183	10238	945
Membership Usage Aquatics	1822	1705	117
Kid Fit Usage	742	659	83
Personal Training Usage	796	534	262
Group Exercise Usage/Class	14.3	12.7	2
Water Aerobics Usage/Class	10	9	1

PERSONAL TRAINING

	2013	2012	Difference
Fitness	113	74	39
Private Swim Lessons	188	158	30
Master Swim Training	181	10	171

PROGRAMS/RENTALS

	2013	2012	Difference
Learn to Swim	124	94	30
Rental Bookings	74	89	-15

■ HELLER

Heller Nature Center February Custom Programs

	February 2012	February 2013
Number of Programs	1	3
Number of Participants	13	40

- Programs provided for Arbor Senior Living in Highland Park, as well as local scout troops.

Heller Nature Center February Adult and Family Programs

	February 2012	February 2013
Number of Programs	5	4
Number of Participants	380	190

- This February's Adult and Family Programs included Nature Discovery Day, the new adult and child Stories in the Snow and new programs featuring a Starlab portable planetarium.

Heller Nature Center February Cross-Country Ski Rental

	February 2012	February 2013
Number of Rentals	0	198
Revenue	\$0	\$1,990

- Staff provided astronomy-focused activities at Braeside Elementary’s annual Science Night on February 12th.
- Heller Nature Center and Natural Areas staff is currently working with an outside consultant, as well as School District 112, to develop a lakefront education curriculum that can be utilized for programming at the District’s lakefront properties.
- Staff is currently working with the Music Institute of Chicago to partner for a variety of programs.

▪ HIDDEN CREEK AQUAPARK

News & Events:

- Hidden Creek AquaPark started the Early Bird Membership sale, which will end on Saturday, March 16. A 15% discount is being offered on Summer Aquatic Membership. As of March 8, 77 family memberships have been submitted. A comparison to past years will be given next month.

Marketing & Promotions

- April - Facebook reminder about pass sales; eblast; calendar on website.
- May - "Make it Better" ad in magazine and online; full page ad in Ice Show Program; first e-newsletter for season.
- June - Groupon daily fee coupon sale; pass sale ads.

▪ PLANNING & PROJECTS DEPARTMENT

- Staff conducted three training programs for supervisory staff on the new purchasing policy and project procurement.
- The Rosewood Design Development team met with CHP Life Safety staff and are refining the project schedule, budget and design elements.
- Staff attended a Department of Commerce trade show and workshop to learn how to best take advantage of energy conservation grants and funding assistance programs.
- Phase I ADA improvements project is nearing 50% completion.
- RETA Security contracts are in place and site investigations begun for the review and development of facility security plans.
- The sign variance permit for the Recreation Center of Highland Park is submitted and we have a date of April 1 to appear before the Design Review Commission..
- Presentation of the plans and budget for the Central Park Bluff Stairs will take place at the April 2 Park Board Meeting.
- Bids were received for the Mooney and Olson Parks playground and park improvements projects. These will be presented before the Park Board for approval in March.
- A Fish Release program will be held again this year at the Ravine Drive ravine in April, date to be determined.

▪ PARK AVENUE

- Opening of the season is around the corner. Parks Department to install new cables next month.

■ FINANCE

- The annual audit has been scheduled for April 25/26 (interim work) and June 10-14 (regular audit). As was the case last year, Ron Amen will be available to present the report in early fall.
- The Finance and IT staff has been focusing heavily on implementing its finance software. Barring any unforeseen circumstances, the software will be fully implemented during the late summer and early fall.
- Staff has reached a tentative agreement with a utility supplier for electricity. By dealing directly with the supplier, rather than through the cooperative it was a member of, the District anticipates reducing its cost per kwh by 25%.
- Finance staff is in the process of sending out several proposals to office and cleaning supply vendors in an effort to centralize purchasing and identify a vendor of choice.
- In conjunction with the planning office, finance staff led a district wide training on its purchasing policy, paying special attention to the legal requirements of RFPs, bids, and the prevailing wage law.
- The website analytics for February are not yet available as of the time this report was provided.

■ GENERAL

- The 2013 Summer Brochure has been completed. Registration will be held Wednesday, May 1 for residents and May 8 for non-residents. New this summer will be Bareback Riding Lessons taught by the Zoppe Family members the week of June 10. New special events include a Children’s Concert at Sunset Park and a Summer Kick-off Party in June. Dance programs will be held after camp to create a year long curriculum.
- Letters for the 2-part final payments for camp will be mailed the week of March 18. This letter is to remind on-line camp registrants that their final payment will appear on their on-line account on April 10 and must be paid off by April 16, 2013.
- Spring Registration for West Ridge Center programs began February 20 and is ongoing. As per each season, Martial Arts, Art and Variety registration tends to gain participants toward the beginning of the new session. We are projecting that our final registration numbers will exceed last year by 55 registrants:

	Spring 2012(Final)	Spring 2013 (as of March 8, 2013)	Projected Final
Early Childhood	360	420	425
Martial Arts	114	33	110
Variety	42	24	34
Visual Arts	71	82	95
Music	34	3	10
Dance	9	0	0
Special Events	0	0	0
Kinder Express	47	54	58
Total Participation	677	616	732

- Camp Registration continues to increase in numbers:

Camp 2012 (as of 3/9/12)	Camp 2013 (as of 3/8/13)
865	810

- Winter Session classes are beginning to wrap up. All participants will receive an electronic survey regarding their experience in the West Ridge Early Childhood and Arts programs. These results will be reviewed and suggestions will be implemented during the upcoming sessions.
- The Park District's annual Egg Hunt will be on Saturday, March 30 at 10:00 a.m. at West Ridge Park. This year a magician will be on hand to entertain the families while waiting for the event to start. Eggs will fall from the sky in a helicopter egg drop. After the hunt is over, there will be free pictures with the bunny in the multipurpose room.
Early Childhood Camp marketing continues with new posters at Centennial Ice Arena. They have several programs for children ages 3-5 so it is a great place for cross marketing. Our Camp Director, Nancy Bartolai, will meet and greet parents of children of this age group as they come and go to their programming at Centennial, Heller Nature Center, and the Recreation Center of Highland Park. This took place during the week of March 10 and will take place again the week of March 17.
- In a continued effort to train staff on security, the Highland Park Police Department is coming to train managers and supervisors on March 19 at the West Ridge Center. The topic of the training will be how to handle an active shooter and an intruder in our facilities. There will be an additional training for the remaining staff in April.
- Staff attended the College of Lake County job fair on Thursday, March 7. Attendees were eager to learn about the Park District and what we have to offer.

▪ ATHLETICS

- The Don Beebee House of Speed Camp was not offered this past February. The organization has disbanded since the camp was held last year.

Program	2012	2013	Difference
Triple Crown Hitting Clinic	9	9	0
Don Beebee House of Speed Camp	26	0	-26
Gallo Pitcher's & Catcher's Clinic	12	8	-4
Total	47	17	-30

- The Gallo Pitchers & Catchers clinic is down numbers due to moving it from Fridays to Tuesdays.
- A second session of the Triple Crown and Pitchers and Catchers clinics was offered but was cancelled due to low enrollment.
- The 5th Grade White Travel Basketball team won the Grayslake Park District Feeder Basketball Tournament held Feb. 22-24. This is the second tournament this team has won this year. They won the Libertyville Feeder Frenzy back in January.