

NOTICE OF MEETING
Tuesday, August 25, 2020
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

The Governor has issued a disaster declaration related to public health concerns because of COVID-19, and all or part of the jurisdiction the Park District of Highland Park is covered by the disaster area. The President of the Board of Park Commissioners has determined that an in-person meeting conducted under this Act is not practical or prudent because of said disaster. Likewise, in compliance with the capacity limitations caused by the disaster, public attendance at the meeting is not feasible. Therefore, the Board of Park Commissioners have made alternative arrangements in the manner described below to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes.

Members of the public may view a live stream of the Regular Board Meeting by clicking the Tuesday, August 25 Meeting Video link found at <https://www.pdhp.org/park-board/meetings/>

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **PUBLIC COMMENT FOR ITEMS ON AGENDA**
For public comment, members of the public should email Brian Romes, Executive Director, at bromes@pdhp.org. Emails should be sent between Friday, August 21 at 5:00 p.m. until 5:45 p.m. on Tuesday, August 25 and should have "Public Comment for August 25" in the subject line of the email. Comments will be read aloud during the meeting.
- V. **CONSENT AGENDA**
 - A. **Minutes from July 14, 2020 Workshop Meeting**
 - B. **Minutes from July 28, 2020 Regular Board Meeting**
 - C. **Hey and Associates Construction Services Proposal for the Preserve of Highland Park**
 - D. **Memorandum of Understanding between the Parks Foundation and the Park District of Highland Park**
 - E. **Bills and Payroll in the amount of \$ 2,456,456.81**
- VI. **TREASURER'S REPORT**
 - A. **Financial Forecast Update**
- VII. **UNFINISHED BUSINESS**
 - A. **Rosewood Beach Boardwalk Project**
 - B. **Rosewood Beach Revetment Project**
- VIII. **EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19**

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IX. NEW BUSINESS

A. Parks Foundation Update

B. Director's Report

a. Mid-Season Usage Report Sunset Valley Golf Club / Golf Learning Center

C. Board Comments

X. OPEN TO PUBLIC TO ADDRESS BOARD

XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS

ACT: Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

XII. ACTION FROM CLOSED SESSION IF ANY

XIII. ADJOURNMENT

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

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JULY 14, 2020**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor’s Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Workshop Board Meeting.

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

ROLL CALL

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

Absent: None

Staff Present: Executive Director Romes; Director Smith, Director Voss, Director Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Maliszewski; General Manager/Superintendent of Golf Operations Ochs; Executive Coordinator Hejnowski

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Sharone Marck
250 Lincolnwood Road, Highland Park

Executive Director Romes read a complimentary email sent to North Shore School District personnel from a grateful parent whose child had a wonderful experience in ParkSchool.

My son, Elan, will be starting Kindergarten in the Fall. He spent last year splitting his time between Nature Preschool at the Chicago Botanic Garden and Park School through the PDHP. Park School did an **outstanding** for this age group with their zoom programming - they sent home materials to open for each session for special projects etc., which my son found particularly engaging. They were also able to get everyone to participate. I understand from Sarah Stanke (copied here) that Park School is running a summer session for this age group with high success and appeal. She explained to me the other day how they are handling distancing, hygiene, etc. and though we are not participating (due to having invested in a summer sitter), I would not hesitate to send Elan to a program such as the one the Park School is running. I know that 112 has been doing a lot of planning but I thought in the spirit of community cooperation if you weren't already consulting with the Park District on their successes to date in this time of crisis, I wanted to strongly encourage you to do so. Thank you for considering my suggestion and for all you do.

SUNSET VALLEY YOUTH GOLF DEVELOPMENT & SHORT GAME AREA PROJECT UPDATE

Manager Ochs reported that The Parks Foundation of Highland Park, with significant contribution from Illinois Golf Hall of Famer, Joel Hirsch has been raising funds for a new state-of-the-art Youth Golf Development and Short Game Area at the Sunset Valley Golf Club. This facility is designed to engage younger and newer golfers, as well as entice more seasoned golfers who wish to concentrate on their short game. This area will also be used by the Highland Park High School golf teams to warm up before they begin their matches. Golfers will be able to access the new “Youth Golf Development and Short Game Area” very easily, as it is planned to be adjacent to the south parking lot at Sunset Valley Golf Club. Staff has contracted Rick Jacobson to design and develop the short game area. He reported that the project officially kicked off on July 6 and shared images of the site prior to construction, and progress updates including the bunkers and greens.

Manager Ochs reported that this project is solely funded by donations received by the Parks Foundation of Highland Park, and a grant from the Wadsworth Foundation. The estimated overall budget for the project is \$200,000 and the Parks Foundation has received approximately \$178,583.64 in donations and grant funds for the Sunset Valley Youth Golf Development and Short Game Area and continues to accept donations for the necessary construction funding. He reported that current construction and architecture fees are \$141,578. Once complete, staff plan to release a bid for the Brick Paver Pathway over the next couple weeks and expect to have the youth development and short game area open to the public as of late Spring 2021.

President Ruttenberg would like to know why there is a \$33,000 contingency.

Executive Director Romes reported the contingency is a buffer for unexpected expenses, which staff does not anticipate the District having to cover any costs since the Parks Foundation is still accepting donations and trying to reach the goal of \$200,000.

President Ruttenberg would like to know what the Parks Foundation plans to do with funds from the donors.

Executive Director Romes reported that the Parks Foundation has yet to make any final decisions, however, all donors will be recognized whether it is through a brick, or a sign, or something similar.

Commissioner Bernstein would like to know how the pandemic is impacting Sunset Valley Golf Club.

Manager Ochs reported that the course is doing very well, hitting 7,500 rounds in June.

2020 CAPITAL PROJECTS UPDATE

Executive Director Romes reported that the Park Board of Commissioners approved the District’s 2020 capital plan and the 2020 budget appropriation, which combined was a little over \$8 million, in December of 2019. This includes significant projects such as the compressor replacement at Centennial Ice Arena, construction at the Preserve of Highland Park, and the protection projects at

Rosewood Beach. Additionally, the District planned to use the remaining funds to replace capital equipment and cover facility improvements.

On February 26, the Park Board of Commissioners approved the issuance of a general obligation bond, which provided the District \$7.3 million to be used towards capital projects. These funds would be used to cover the playground renovation at Sunset Woods Park, renovations at West Ridge Center, continued shoreline protection at Rosewood Beach, and any other facility repairs deemed necessary. The bond issuance requires that these funds could only be used on capital projects which need to be completed within 2 ½ years.

Unfortunately, on March 13, 2020, staff made the difficult decision to close all facilities and cancel programs due to the COVID-19 pandemic. As of March 27, staff held a Finance Committee Meeting to review the District's operational losses, cash flow projections, and the District's approved capital plan in an effort to reduce spending and ensure the District maintains an adequate cash flow throughout the pandemic. Staff and Board Liaisons assessed the 2020 capital projects and decided to differ over \$2.5million from the 2020 capital budget. At the June 4 Finance Committee Meeting, staff presented year-end projections for the recreation and operational funds, examining a worst-case scenario resulting in a loss of \$1.5 million. Director Romes reported that these financials will be updated and discussed monthly at the Finance Committee Meetings.

On July 3, the Finance Committee met to address the District's 2020 capital plan with an emphasis on two objectives. The first objective is to understand how much funding is available to spend on capital projects also knowing that a certain amount must be spent as required by the bond issuance and the second is to discuss the prioritization system for capital projects. Director Smith provided an overview of the Tier Prioritization System for capital projects.

Tier Prioritization Report

Director Smith reported that staff has developed a prioritization plan for capital projects to determine which projects should commence in 2020 and which should be deferred to 2021. Director Smith presented the five tiers of the prioritization plan.

Tier 1 is the highest priority, which are projects falling under safety and legal compliance, such as grants, intergovernmental agreements, or laws.

Tier 2 are projects in need of critical repairs or items that need to be replaced as these projects could pose a safety hazard, impact operations, or lead to a larger expense if ignored.

Tier 3 are existing assets that are scheduled to be replaced as these assets have met their useful life. A large portion of the capital plan falls under Tier 3.

Tier 4 projects are improvements to existing items. If ignored it would not limit or impact operations.

Tier 5 are projects that would add capacity or improve programming. If ignored it would have no impact on the District's status quo.

Executive Director Romes presented two reports which provide an overview of the costs associated with critical projects identified in Tier 1 and 2, as well as the Tier 3-5 projects, and explained what funding is available to support those projects. The District has planned for a little over \$14 million in the 2020-2021 Capital Plan, and the District currently has \$15 million available in the Capital Fund for the next 2 years. Executive Director Romes reported that the District has enough funds available to complete all of our capital projects over the next 2 years. However, if all projects were implemented, that would leave the District with little to no funds available for the future. Additionally, Executive Director Romes reported that these reports assume the worst-case scenario, which means the District will not be able to transfer money from the Recreation Fund to the Capital fund and is projected to incur a \$1.5 million loss. Typically, the District transfers \$2.5 million each year from the Recreation Fund over to the Capital Fund to support those projects.

Executive Director Romes reported that the District budgeted a little over \$3 million for Tier 1 capital projects in 2020. However, staff determined that some of those projects could be deferred, reducing expenses to a little over \$2 million. As for 2021, staff budgeted \$1.9 million in Tier 1 expenses. If approved the District would spend a little over \$4 million in Tier 1 projects over the next year and a half. Executive Director Romes reported that the District has \$7.3 million as cash available from the bond issuance, so around \$3.6 million will be pulled from bond cash to support the 2020-2021 Tier 1 capital projects.

Director Romes reported that the District also has a Special Recreation Fund, which supports projects specific to special recreation such as ADA accessibility projects. The District plans to spend approximately \$400,000 in 2020-2021 out of that fund. As for the Capital Fund, Executive Director Romes reported that there is a little over \$7 million available in cash on hand for 2020-2021, but these funds should be spent cautiously since the District can transfer money from this fund to the Operational Fund to support operations, if necessary.

The District approved in December of 2019, spending \$3.2 million on Tier 2 capital projects, which are projects in need of critical repair as they are posing safety hazards. Due to the impacts of COVID-19, staff recommends spending \$3.1 million on tier 2 capital projects. As for 2021, staff budgeted \$1.8 million in Tier 2 expenses. If approved the District would spend \$4.9 million in Tier 2 capital projects from now until December of 2021. He reported that \$3.7 million would be funded by Bond Cash, \$112,500 would be funded by Special Recreation Cash and \$1.1 million from Capital Cash. Executive Director Romes reported that the total spending's between Tier 1 and 2 capital projects in 2020 is \$5.3 million and a little over \$9 million from now until December 2021. If approved, the District would have depleted the Bond Cash. There would be \$389,610 left in Special Recreation Cash and \$6.1 million in Capital Cash.

Executive Director Romes reported that if approved, the District would spend a little over \$1 million in Tier 3 capital projects from now until December 2021. These are existing assets that are scheduled to be replaced as these assets have met their useful life. These projects would be funded by Capital Cash, which leaves a little over \$5 million still available in this cash category.

As for tier 4 capital projects, which are improvements to existing assets that still have a useful life, if approved, the District would spend \$4.4 million from now until December 2021. \$384,815 would be funded by Special Recreation Cash and a little over \$4 million in Capital Cash.

As for tier 5 capital projects, which are new items that do not impact the status quo, staff recommends differing all projects beyond 2021.

Executive Director Romes reported that if Tier 1-4 capital projects are approved, the District will have a little over \$1 million left in Capital Cash as of December 2021. The District needs to be cautious when approving Tier 3 capital projects and very cautious when approving tier 4 capital projects since both are funded by Capital Cash.

Commissioner Bernstein appreciates staff for coming up with this formula since it allows the Finance Committee Liaisons to apply standards and prioritize projects.

List of 2020 Capital Projects

Director Smith presented a 2020 capital report, which only examines Tier 1 and 2 projects. These items are of the highest priority or need critical repair as they pose safety hazards.

District-Wide Annual projects

Director Smith reported that these items include District-wide planning, emerald ash borer tree removal, and ADA path improvements for Cloverdale, Devonshire, and Loral Parks. Director Smith noted that most of the funds set aside for master plans will fund the repairs for Rosewood Beach, which includes the boardwalk, parking lot, and revetments. SmithGroup should have further updates in the near future.

Moraine Park

Director Smith reported that at the March 27 Finance Committee Meeting, the project was budgeted at \$22,400. As of today, staff is estimating the project to cost a little over \$52,000 due to significant washout from heavy rains and lack of repairs during the closure. Staff would like to move forward with the detailed design and concept plan of construction documents. Director Smith reported that if construction documents were approved in 2020, construction could commence next year with the beach opening in Fall 2021.

Rosewood Beach

Director Smith reported that staff may be recommending the construction for a revetment this Fall in the amount of \$800,000. The \$384,132 from the beach nourishment was completed this past Spring, and the coves are doing well.

The Preserve of Highland Park

Director Smith reported that staff is waiting for the OSLAD agreement to bid out the Skokie River woods Project.

Sunset Woods Park

Director Smith reported that the park will undergo an ADA renovation, making the tennis courts ADA accessible.

Centennial Ice Arena and Deer Creek Racquet Club

Director Smith reported that the compressor replacement and the HVAC repairs were approved by the Park Board of Commissioners earlier this year and are currently being conducted.

Deer Creek Racquet Club

Director Smith reported that this facility will undergo a roof and HVAC replacement.

Golf Learning Center

Director Smith reported that this facility will undergo an ADA restroom renovation, making the restrooms ADA accessible.

President Ruttenberg would like to know if the parking lot resurfacing project at the Golf Learning Center will be completed in 2021 and if staff has discussed the repairs with the City of Highland Park since they are responsible for 50% of the repair costs.

Director Smith reported that the project deferred until 2021 because the City of Highland Park does not have funds this year. Staff has a meeting scheduled with the City of Highland Park in August to further discuss this repair and the District's capital projects.

President Ruttenberg would like to know if the sign replacement will be discussed during the meeting.

Executive Director Romes reported that staff does not currently have a design concept for the sign.

Hidden Creek AquaPark

Director Smith reported that the children's slide and speed slide had met their useful lives and could not be used this summer if not repaired, so the Park Board approved the resurfacing of these slides in April when staff were still hopeful that the AquaPark could open this summer. Director Carr reported that the drop slide, body slide, and slide structure repairs will be deferred.

Recreation Center of Highland Park

Director Smith reported that the indoor pool shell replacement projected was approved and the project should be completed by mid-August.

Sunset Valley Golf Club

Director Smith reported that the District has funds set aside for the walk green mowers-lease agreement.

President Ruttenberg would like to know why the walk green mowers-lease agreement decreased.

Director Peter's reported that the lease expires in 2021.

Manager Ochs reported that the District has the option to buy the walk green mowers or replace them.

President Ruttenberg recommends speaking with the contractor to see which is the better deal, buying or re-leasing.

SUNSET WOODS PLAYGROUND RENOVATION DESIGN SERVICE RFQ

Executive Director Romes reported that the Park District has a Land Management Plan, which has an inventory of parks, amenities, and play features. Additionally, the Park District has a capital replacement schedule specifically for playgrounds, sports courts, and park amenities. The Park District also has a comprehensive masterplan, GreenPrint 2020, and associated management plans for athletic fields and the lakefront. However, staff does not have master plans specific to park locations. Staff has identified the need for site plans for our larger parks, which includes Sunset Woods, Danny Cunniff, and Larry Fink.

Executive Director Romes reported that there have been discussions during GreenPrint meetings to develop a master plan for Sunset Woods Park which will look at the entire site to address connectivity throughout the park, parking, the building structure, drainage, and irrigation. As part of the GreenPrint update in 2019, the Park Board of Commissioners deferred the master plan, asking staff to focus strictly on the playground replacement and site amenities, which includes the athletic fields and sports courts.

Manager Schwartz provided images of the site reporting that staff is working with a design firm to replace the titanic tides and the 21st-century play features. There are three steps to this project, the first step is the request for quotes (RFQ) which staff solicits firms. The second step is to select a firm so they can design those play features, and the final step is construction. As of today, staff have solicited, ranked, negotiated, and selected a top-ranking firm. She reported that Staff is recommending Hitchcock Design Group based on their portfolio and experience.

She reviewed the project budget, reporting that the preliminary design costs are \$37,600. She estimates the final design to cost \$72,500 and construction to cost \$882,750. The total project costs are estimated to be a little over \$1million, which is within budget. Staff will have a better estimate once we have a clear design.

President Ruttenberg would like to know what preliminary design includes.

Manager Schwartz reported that the preliminary design includes two schematic plans, which identify our project program, what staff would like to do, what the focus of the project entails, and what staff would like to accomplish.

President Ruttenberg would like to know if staff and the Park Board of Commissioners will be able to understand the schematic plans.

Manager Schwartz reported that schematic design differs from construction blueprints so staff and the Park Board of Commissioners will be able to understand the plans which will include play equipment, materials, and playground features.

Manager Schwartz reported a brief update of the project timeline, reporting that the contract award will occur this month, a kickoff meeting will be conducted in August which will allow Hitchcock

Design Group to tour the site. Staff will schedule a community meeting and select a project team so Hitchcock Design Group can develop schematic designs. Staff expects to bring those designs to the Park Board of Commissioners in October. Once staff receives approval, a community meeting will be scheduled to gather feedback, so staff can select a preferred schematic design to present to the Park Board of Commissioners in November, followed by another community meeting before the end of the year.

Commissioner Bernstein would like to know if staff have an alternative plan if community meetings cannot be conducted in person.

Manager Schwartz reported that Hitchcock Design Group will conduct online engagement through a survey format. However, staff is expecting to conduct the meetings in person.

President Ruttenberg would like to know if there is a need for several community meetings.

Manager Schwartz reported that the goal of the first community meeting is to better understand what type of play equipment is preferred, how is the playground utilized, does the community prefer to have two separate play structures, and so forth. Once the Park Board of Commissioners approves a preferred schematic design, Hitchcock Design Group, will schedule another community meeting to determine colors, swing types, and so forth. She feels this will be an exciting experience for the community.

Commissioner Bernstein would like to know if it will be a community wide invitation to attend the meetings, or will it be limited to the Sunset Woods community.

Manager Schwartz reported that the invitation will be community wide.

Manager Schwartz reported that staff met with Hitchcock Design Group to discuss the possibility of a masterplan for Sunset Woods Park and received a verbal estimate of an additional \$10,000-\$15,000 to the total project. Hitchcock Design Group will provide a formal proposal if the Park Board of Commissioners approves the masterplan.

Executive Director Romes reported that staff felt this was a nominal cost with significant benefit. A masterplan will provide direction for the next 5 – 10 years, which includes re-evaluating the parking lot, park paths, amenities, sports courts, and athletic fields.

President Ruttenberg welcomes the additional overview from a design professional and would like staff to receive a formal proposal for a master plan.

Commissioner Bernstein reported that the community plays such an integral part, and he is fearful that staff may not be able to obtain that data due to the pandemic.

Vice President Kaplan, Commissioner Grossberg, and Commissioner Flores Weisskopf would like staff to receive a formal proposal for a master plan.

President Ruttenberg reported that there is a consensus from the Park Board of Commissioners and asked staff to receive a formal proposal for a master plan.

2020 ROOF IMPROVEMENT PROJECT FOR DEER CREEK RACQUET CLUB AND RECREATION CENTER OF HIGHLAND PARK

Director Smith reported that the Park District received five (5) sealed bids on Monday, July 6, 2020, for materials and labor to complete the 2020 Roof Improvements Project for Deer Creek Racquet Club and Recreation Center of Highland Park. The roof at the Deer Creek Racquet Club has two styles, a flat roof vs the EPDM roof, both of which are shingled and in need of replacement. This is a scheduled replacement, which has been prioritized as a critical, Tier 2, project due to leaking on the courts, ice damming, and some leaks in the lobby area. Staff has had to put out buckets on the courts to catch the water.

As for the roof at the Recreation Center has experienced some leaking along the inside track walls over the past few years, successful repairs were completed last year on the East section and additional repairs are needed to continue along with the South Section.

Director Smith reported that the lowest responsible bidder was TOP Roofing of Wheaton, IL. Staff conducted 3 reference checks, which were favorable. Top Roofing has experience working with Park Districts and we are confident they meet all qualifications for these projects.

Director Smith reported that the total budgeted funds in the 2020 Capital Plan are \$410,000. The bid from TOP Roofing was \$381,540 which is a savings of \$28,460. This work is anticipated to take place from July 20 through September 4, 2020. Staff recommends the Park Board of Commissioners accepts the 2019 Roofing Project Bid from TOP Roofing for \$381,540.

President Ruttenberg would like an update on the solar installation for Deer Creek Racquet Club and how the roof replacement will impact that project.

Director Smith reported that the Park District opted with a lease option, signing a letter of intent with eco-solar. The panels will be installed after the roof replacement. Staff has been in contact with eco-solar, staff received a draft of the lease agreement, which legal counsel is reviewing. ECO-Solar will be conducting a site assessment tomorrow. If the site is approved by eco-solar the Park District will have the solar panels installed by November.

A motion was made by Commissioner Bernstein seconded by Vice President Kaplan to approve the 2020 roof improvement project bid for Deer Creek Racquet Club and the Recreation Center of Highland Park.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE

Director Romes reported that the state is currently in Phase 4 of *Restore Illinois*, which allowed the Park District to re-open playgrounds, re-open the fitness center, and increased capacities for outdoor programming. Staff has been following a very detailed emergency response plan which addresses the district's finances and strategic efforts for the delivery of programs and services while keeping the and the health and safety of community and staff as a top priority. Executive Director Romes reported that every decision is based on safety, to which staff has developed an employee return to work document and a facility re-opening manual which has the District's programming guidelines. He reported that staff is meeting and exceeding the state's guidelines and he is grateful for their attention to detail, especially since the implementation of these guidelines poses several challenges. He reported that the most challenging location to manage is our lakefront properties, due to pool closures, the Chicago lakefront closure, and the significant amount of people on unemployment or working from home, has made our beach highly desirable so staff is dealing with daily access control issues. The overwhelming increase in usage results in over-crowding, uncooperative, and disrespectful patrons. As a result, our residents are displeased with the lakefront.

Rosewood Beach

Executive Director Romes reported that staff has implemented a non-resident seasonal beach pass to better manage access control. As of July 3, non-residents needed to purchase a seasonal pass to access the beach. As of today, 300 seasonal passes were sold, generating \$14,000. Additionally, since the seasonal pass was implemented, the number of patrons visiting the beach has decreased, and we have yet to hit capacity.

Commissioner Bernstein was pleased to hear this and thanked staff for their efforts.

Park Avenue Boating Facility/Beach

Executive Director Romes reported that enforcing access control has been extremely difficult at this lakefront property as well. Similar to Rosewood Beach, over-crowding is a daily challenge, patrons are uncooperative and disrespectful. This lakefront property is strictly for boating, however, patrons have been swimming at the beach which violates Park policy and poses a significant safety concern, since lifeguards are not staffed at this site. As a result, staff is increasing staffing at this site, placing two additional park ambassadors. Park Ambassadors will be monitoring this site weekdays from 9:00 a.m. to 10:00 p.m. and weekends from 9:00 a.m. to 11:00 p.m.

Commissioner Grossberg is pleased to hear that additional Park Ambassadors will be scheduled to better monitor our lakefront properties.

Executive Director Romes reported that while staff understands that our lakefront properties are highly desirable, staff are unable to permit swimming at Park Avenue Beach based on the findings from an assessment. In order to permit swimming at this location, staff would have to designate a swimming area within the water at north beach, which requires site survey and surroundings to understand the depths of the water and its shoreline. He reported that there is an increased risk of injury due to the rocky shoreline. Additionally, staff would need at least two lifeguards in the water, a site supervisor, and a break guard, totaling five staff at all times. The cost to implement this is an additional \$3500 week to covering staffing. The Park District does not have additional staff available, so the District would need to hire additional lifeguards who currently have their open water certification and would need to train those employees which would take away from operations at Rosewood Beach. Executive Director Romes reported that staff would not be able to schedule staffing operations at Park Avenue Beach until mid-August, so he advised against staffing lifeguards at Park Avenue Beach.

Commissioner Bernstein would like to know if staff received complaints from residents regarding patrons spilling over onto their private beaches from our Lakefront properties.

Executive Director Romes and Director Carr reported staff has received complaints of this nature at Millard Beach.

Commissioner Bernstein would like to know if this is a Park Ambassador issue or a police issue and who is supposed to respond to patrons accessing private lakefront properties.

Executive Director Romes reported that Park Ambassadors are trying to prevent patrons from trespassing onto personal property, but once patrons have trespassed those residents need to contact the police.

Commissioner Grossberg reported that patrons are ignoring the Park Ambassadors, however, he is not blaming the Park Ambassadors.

Executive Director Romes reported that unfortunately staff put this program together with little notice, having to quickly recruit, screen, and train those employees with little resources. Ideally, we would provide a couple of months of training for a position like this. He reported that the District is also scheduling Managers and Supervisors at our lakefront properties seven days a week and unfortunately, they too are being disrespected and ignored.

Millard Beach

Executive Director Romes reported that Millard Beach offers passive recreation for walking and jogging. However, swimming and boating are not permitted. Staff is receiving daily complaints from residents, so staff has closed the gate to try and prevent safety concerns arising from overcrowding of this lakefront property. He reported that attendance is well over 100 patrons at one time, which does not meet the social distancing standards. The City of Highland Park enforced a parking ordinance, only allowing residents to park within those neighborhoods. Additionally, staff posted signs that these lakefront properties are strictly for residents and the Park District scheduled additional Park Ambassadors daily from 11:00 a.m. to 5:00 p.m. Unfortunately, Executive Director Rome's reported that even with these additional measures there are still over

100 patrons flocking to these beaches and ignoring park policies, so staff is trying to hire and train more Park Ambassadors.

Commissioner Bernstein asked staff to place additional along Linden Road to prevent traffic from entering that neighborhood to find the gate is closed. Additionally, children walking on the groins and jumping into the water, which is a significant safety concern, so he asked that staff make the Park Ambassadors aware and do their best to prevent people from swimming.

President Ruttenberg recommends placing a barricade along the neighboring streets asking staff to contact the City of Highland Park.

Vice President Kaplan suggests implementing a one-strike rule. If patrons cannot follow the rules than they no longer should be able to access our lakefront properties.

Executive Director Romes reported that Rosewood Beach alone is a significant challenge, and in some cases, the District has closed the beach for swimming due to patrons not following the rules.

Commissioner Bernstein suggests scheduling Park Ambassadors at Ravine Dr. and Forest Rd. so they can divert cars from entering and check residency.

Executive Director Romes reported that the District would need to schedule two additional Park Ambassadors, one at Ravine Dr. and the other at Forest Rd. plus ones on the beaches. Unfortunately, the District does not currently have two extra Park Ambassadors available.

Commissioner Flores Weisskopf would like to know when staff should contact the police. She is disappointed to hear about the public's behavior and would like the City of Highland Park to support the District.

Executive Director Romes reported that staff is calling the police and keeping an incident report log. Unfortunately, the police are spread thin, however, he will have a conversation with City Manager Neukirch.

President Ruttenberg would like to know if the City of Highland Park can supply radios which will allow better communication between the Park District and the City when dealing with safety issues.

Commissioner Bernstein would like to know if the City could supply staff from the CERT team to help monitor the Park District's lakefront properties.

Commissioner Grossberg and Commissioner Flores Weisskopf agreed with Commissioner Bernstein's recommendation.

Commissioner Bernstein reported that the City of Highland Park has 30 to 40 trained and certified volunteers which are provided police equipment and could assist the Park District with crowd management and traffic control.

Executive Director Romes reported he will contact City Manager Neukirch.

***Facilities and Programming
Recreation Center of Highland Park***

Assistant Director Maliszewski reported that the Recreation Center of Highland Park was able to re-open allowing patrons once again to utilize the fitness center since the closure in March. Unfortunately, use has not been significant averaging 30 – 40 people daily for general indoor fitness. As a result, staff is gauging the community to figure out what measures can be taken and implemented to see the number of users increase. Reported that while indoor fitness is low, there has been a significant increase in participation for outdoor group fitness classes, averaging 20 participants per class.

Programming

Assistant Director Maliszewski reported that Camp Hometown began last week, with 40 participants spread across West Ridge Center and Heller Nature Center. Staff is pleased to fill this essential need for families of Highland Park. As for athletics, the District is offering a traditional baseball league, several athletic clinics, and camps. He is pleased to report that the District is experiencing numbers pre-COVID and in some capacities, the District is above pre-COVID participation levels. The District has over 200 participants registered in youth leagues from children ranging from tot to 14years.

REVIEW OF VOUCHERS

Director Peters reported that the vouchers from the previous month total a little over \$6000. \$2,020 of these expenditures were from capital, and a little over 60 refunds.

ADJOURNMENT

A motion was made by Commissioner Bernstein and seconded by Vice President Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 8:01 p.m.

Respectfully submitted,

Brian Romes, Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JULY 28, 2020**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor's Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Regular Board Meeting.

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

Roll Call:

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

Absent: None

Staff Present: Executive Director Romes; Director Smith; Director Voss; Director Peters; Director Gogola, Director Dunn; Director Carr; General Manager/Superintendent of Golf Operations Ochs, Assistant Director Maliszewski; Manager Johnson; Executive Coordinator Hejnowski

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

TREASURES REPORT & FINANCIAL FORECAST

Director Peters provided an update of the District's financial forecasts and a report that was presented to the Finance Committee on July 15, 2020.

Special Disclaimer Regarding Research and Forecasts

Director Peters reported that research and forecasts are based on current information as of June 30, 2020, that we consider reliable, but we do not represent it as accurate or complete, and it should not be relied on as such. The information, opinions, estimates, and forecasts contained herein are also as of the date hereof and are subject to change without prior notification.

Overview of the General and Recreation Funds

- A. *Projected Cash Flow Operations*** Director Peters provided a brief update of the District's projected cash flow related to the General and Recreation Funds, reporting that even in these difficult times the District finances are sustaining. She reminded the Park Board of Commissioners that the Park District has a 25% reserve policy for the General and Recreation Funds, which will require both funds to maintain a balance of \$4.7 million at the end of the year. Currently staff are projecting just under \$12 million in fund balance for the fiscal year ending 2020.

B. Budgeted vs. Actual vs. Projected Figures

Director Peters shared a graph comparing the District's approved 2020 budget vs. actual finances as of May 31, 2020 and projections for the end of the year which were made in June due to the Pandemic. She reported that the District budgeted a surplus of roughly \$3 million as of December 2020. Unfortunately, staff projections for year-end surplus will decrease to \$1.9 million. These projections are based on the worst-case scenario. Director Peters was pleased to report that as of May the District's actual revenue is higher than what staff had projected and our actual expenses are coming in less than projected. As of May 31, 2020, the year-to-date net difference from actual vs. projected is trending favorably by \$2 million.

C. Recreation Fund Summary

Director Peters provided a financial update for recreational programs, reporting that the golf course and driving range are exceeding both their budget and net revenue projections. Similarly, outdoor athletics, tennis, and in-person programming are exceeding net revenue projections. As for camps, tennis and golf are expected to meet both budgeted and projected revenues, whereas Camp Hometown (recreation camp) will not meet its projected revenue. As for the lakefront, non-resident revenue is expected to exceed projections, however, due to the challenge from crowd control staffing expenses (Park Ambassadors) are expected to exceed projections. Lastly, Director Peters reported that the Recreation Center of Highland Park's net revenues is not expected to meet projections.

D. Budgeted vs. Actual vs. Projected Figures (this excludes Tax Revenue and Transfers)

Director Peters shared a graph comparing the District's approved 2020 budget vs. actual finances as of May 31, 2020, without property tax revenue or transfer, to better understand what the year-end projections would look like without that added income. She reported that the greater year-end deficit would be \$3.7 million without the additional income from property taxes or the support of transfers. This will adversely affect the Park District by an additional \$1.3million. However, the actual revenue is coming in higher than projected and expenses are lower than projected, so the District is trending favorably by \$501,228 as of June 30.

E. Regression of Restore Illinois Phases or Return to Stay at Home Order this Fall

Director Peters provided a summary of what the District's financials would look like should the Governor's reenact the Stay at Home Order this Fall. Staff projects that a full closure would go into effect starting the week of Thanksgiving and remain until January 2. If this occurs, the only revenue the Park district would receive during this time frame would be from property taxes. She reported that staff used June expenses to project expenses in November through December. The June expenses have been the lowest thus far providing the most accurate expenses related to staffing and utilities since all reductions we are in full effect. As a result, staff is preparing "turn-key" solutions for missed days, a return to Phase 3, or the Stay at Home Order, which only permits virtual programming. Director

Peters shared a graph comparing the District's approved 2020 budget vs. actual finances as of May 31, 2020 and provided projections for the end of the year should the State regress due to COVID-19 spikes. She reported that the District would have a surplus of \$1.2million in the worst-case scenario, which is an additional \$300,000 expense should the state regress.

President Ruttenberg would like to know what is the percentage of that \$300,000 on the total budget?

Director Peters reported it is a 1.5% impact.

F. Monthly Payroll

Director Peters reported that the District has a \$10 million budget for payroll expenses. However, after furloughing part-time employees and reducing the hours for full-time employees, staff re-evaluated those expenses. As of May 31, 2020, staff project the year-end expenses will decrease to \$7.5million, which reflects \$2.5 million savings. After reviewing actual expenses, Director Peters is pleased to report that the District has saved an additional \$248,095 in payroll expenses as of June 30.

Commissioner Grossberg would like to know if reductions to payroll expenses are included in the November and December projections.

Director Peters reported that expenses could be less than the projected figures since most employees have used up their vacation days. If staff is placed on furlough and they do not have available paid time off, those employees will not be compensated while on furlough.

Commissioner Bernstein reported that it is important for the community to know that even under the worst-case scenario the financial health of the district is sound. The Finance Committee and Park Board of Commissioners will keep an eye on the District's financials, but he is pleased to hear that the Park District of Highland Park will meet its financial obligations even if the state regresses.

Treasurer's Report

Director Peters provided a financial summary from the June Treasurer's Report, stating that the Special Recreation Fund has a favorable variance due to tax receipts and payments from contractual services for the Northern Suburban Special Recreation Association (NSSRA). The Capital Projects Fund has a favorable variance due to several projects being differed or delayed. The General Corporate Fund has a favorable variance as well due to a reduction in payroll and District-Wide expenses. The Debt Service Fund has a favorable variance due to tax receipts. Lastly, the Recreation Fund has an unfavorable variance due to closure related to COVID-19.

CONSENT AGENDA

Minutes from the June 9, 2020, Workshop Meeting; Minutes from the June 23, 2020, Regular Board Meeting; Approval of Heartland Business Systems for the Palo alto Renewal, Wildfire Add-ons, and XDR, Updates to Policy # 7.12 – Video Surveillance System, LiveBarn Live Streaming Service Subscription Agreement, Resolution 2020-11: A Resolution Ratifying and Adopting Emergency Regulations at Millard Beach, the Sunset Woods Playground Renovation Design and Park Master Plan Services; Bills and Payroll in the Amount of \$1,668,949.77.

President Ruttenberg asked that Item F be removed from the Consent Agenda as Resolution 2020-11: A Resolution Ratifying and Adopting Emergency Regulations at Millard Beach is still being discussed.

A motion was made by Vice President Kaplan to approve items A – E & G – H on the Consent Agenda, seconded by Commissioner Grossberg.

Roll Call:

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

Motion Carried

Resolution 2020-11:

A Resolution Ratifying and Adopting Emergency Regulations at Millard Beach

Executive Director Romes reported that staff would like to update Section 5 of the Resolution indicating that September 22, 2020, be the effective seasonal closure and term date for the Emergency Order at Millard Beach.

Commissioner Bernstein would prefer a later date since the beach is a highly utilized amenity since it permits outdoor recreation under the State’s guidelines. He recommends the termination date for the Emergency Order be October 15 or October 31.

President Ruttenberg agrees with Commissioner Bernstein, recommending October 31 as the seasonal closure and term date of the Emergency Order at Millard Beach.

A motion was made by Commissioner Bernstein to approve an amendment to Resolution 2020-11: A Resolution Ratifying and Adopting Emergency Regulations at Millard Beach, in which Section 5a will state that October 31, 2020, be the effective seasonal closure and term date for the Emergency Order at Millard Beach. The motion was seconded by Commissioner Grossberg.

Roll Call:

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

Motion Carried

APPROVAL OF CONDUCT ORDINANCE REVISION REGARDING FIRST AMENDMENT LOCATIONS

The Park District’s Conduct Ordinance was last updated in July of 2015. As it relates to First Amendment Locations under sections 2.08, 2.16, 2.25, 2.36, staff recommends specific locations for First Amendment Rights be added to the Conduct Ordinance under Chapter V regarding “Permits and Other Authority.” He reported that the Park District’s Conduct Ordinance was included in the Board Packet, and the recommended revisions were highlighted in yellow. He asked the Park Board of Commissioners if they had any questions regarding the recommended changes to the Conduct Ordinance.

President Ruttenberg asked Executive Director Romes to provide a brief explanation as to why these changes are recommended.

Executive Director Romes reported that first amendment rights are protected and provide individuals with the right to have a public assembly, which includes meetings, parades, marches, which the Park District has recently experienced. Additionally, those first amendment rights permit the distribution of merchandise at those public assemblies which can be for charitable, religious, and many other purposes. Executive Director Romes reported that as a Park District, our goal is to ensure those first amendment rights do not conflict with programs or facility usage, indicating it would not be appropriate for a large gathering to occur in the lobby of a facility or a small park. The amendment to this ordinance identifies appropriate locations for groups to assemble so that their gatherings do not conflict with Park District programs.

A motion was made by Vice President Kaplan to approve the revisions to the Conduct Ordinance Regarding First Amendment Locations, seconded by Commissioner Grossberg.

Roll Call:

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

Motion Carried

UNFINISHED BUSINESS

A. Centennial Ice Arena Compressor Replacement Project Progress Update

Manager Schwartz reported that the replacement of the compressor was prompted by the discontinuation of the refrigerant, R22. While that refrigerant is typically used by most ice rink compressors, it was identified as an ozone-depleting substance within the past year by the U.S. Environmental Protection Agency (EPA), so the refrigerant has been phased out, which lead to the compressor replacement project.

Construction began May 18, with a target completion date of August 28. As of August 29, Park District staff will create a sheet of ice and paint it in preparation for programs beginning early September.

She reported that the refrigeration scope of this project has 4 components, which include the chiller, rink floor, rink floor header, and the fluid cooler. She shared design images so the Park Board could better understand all the components and how they work together. She reported that the new system will be built onto the pre-existing cold floor, which was the most cost-effective solution and best suited for the facility. The new chiller was delivered a few weeks ago and has been installed. Crews are currently welding pipes to connect the pumps to the cooler and installing the prefabricated floor. Additionally, crews are working on the trench covers, which is where the team benches are located. The old fluid cooler was removed, and staff expects the new one to be delivered by mid-August. Once all installations are complete, crews will pressure test the Ice Mat and begin the automation scope which digitizes system controls.

EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19

Executive Director Romes reported that the state is still in Phase 4 of Restore Illinois, so the health and safety of staff and the community remains a top priority along with the District's financials, however tonight's updates will strictly focus on the Lakefront, the Recreation Center of Highland Park, and highlights of August through September programming.

Lakefront Update

A. Rosewood Beach

Executive Director Romes reported that the lakefront properties continue to pose significant challenges, as visitors continue to violate Park District policies and ordinances, state guidelines, and disrespect both staff and park property. While staff are better managing access and crowd control at Rosewood Beach, visitors continue to disrespect Park Ambassadors, Lifeguards, and Beach Managers. Some of the policy and ordinance violations include visitors smoking and bringing alcohol on the beach, dogs on the beach, and a disregard for safety, such as visitors arguing and threatening staff when swimming is closed due to hazardous conditions. There are currently 5 Park Ambassadors monitoring the parking lot and beach 7 days a week, plus aquatics staff.

B. Park Avenue Boating Facility

Executive Director Romes reported significant challenges remain even with 2 Park Ambassadors monitoring the site 7 days a week. The capacity of Park Avenue Beach is 100 people, which has been met several times. Unfortunately, crowd control is challenging since there are numerous access points. Similar to Rosewood Beach, visitors continue to violate Park District policies and ordinances, the most challenging is that this location does not permit swimming, and visitors are not adhering to this policy. Other challenges include parking violations and trespassing onto residential properties from the public beach. As a result, visitors are disrespecting both staff and park property. Thankfully, the Highland Park Police were stationed at Park Avenue Boating Facility this past Sunday to better manage these issues and provide much-needed support to the Park District.

C. Millard Beach

Executive Director Romes reported that even with the passing of the Emergency Order, prohibiting non-residents from utilizing this beach, staff continues to turn away non-residents. Similar to Park Avenue Boating Facility, this is a passive beach that does not permit swimming; however, visitors continue to violate this policy, and as a result, staff are being disrespected. Other violations include visitors smoking and bringing alcohol on the beach and vandalism of park property. Highland Park Police were contacted this past Sunday to better manage some of these issues.

D. Moraine Beach

Executive Director Romes reported that this beach is currently closed, and his signage posted throughout the beach, ravine, and neighborhood notifying visitors. Unfortunately, people are ignoring the signs, accessing the beach, swimming, and bringing alcohol. This poses a significant safety concern since the pathway needs repair.

Executive Director Romes reported that the City cannot permanently schedule police officers at these lakefront properties, however, police will continue to help as needed. As a result, staff are gathering quotes from security guard firms to provide additional support at the lakefront, since the District will lose most of their seasonal staff come mid-August. As a result, Department Heads, Managers, and Supervisors will help monitor the lakefront until an agreement is signed with a security firm and guards are trained and scheduled. Executive Director Romes reported that some neighboring Districts, including Wilmette and Winnetka, closed their beaches due to these issues. Instead, the Park District of Highland Park would like to keep this amenity available. However, we need the community and visitors to respect our policies and the state guidelines.

Commissioner Bernstein commends staff working the lakefront properties, reporting that he has seen the disrespect and abuse they receive from visitors. He supports hiring security guards to help mitigate these issues and recommends closing the lakefront should the problem persist with security guards present.

Commissioner Grossberg reported that he has been recommending added security for the past couple meetings, and supports staff hiring security guards.

Commissioner Flores Weisskopf would like to know if other communities experiencing this kind of abuse?

Executive Director Romes reported that other communities are experiencing these challenges and levels of disrespect to staff and park property, resulting in the closure of public beaches.

Director Carr reported that Gilson Beach in Wilmette has closed portions of the swimming beach that were open to non-residents as a result, and Glencoe Park District is looking to hire a security guard firm.

Vice President Kaplan recommends closing all our lakefront properties, as he is opposed to paying for a security guard firm when both residents and non-residents cannot adhere to the rules. President Ruttenberg would like the Park District to invest in security guards and recommends expediting the training process.

Commissioner Bernstein reported that he is willing to commit to the resources, but if violations still occur with security guards present, he will vote to close the beaches.

Vice President Kaplan is opposed to hiring a security firm, however, if the Park Board of Commissioners votes in favor he would like progress reports to see if security guards can diminish these issues.

President Ruttenberg would like to know if the Park Board of Commissioners could enforce Emergency Order at Park Avenue Boating Facility, only permitting resident access.

Executive Director Romes reported that staff would like to schedule security guards before adopting another Emergency Order.

Recreation Center of Highland Park

Director Carr reported that the Park District enhanced its safety protocols for guests utilizing the fitness center on July 24, requiring guests to wear a mask at all times, even when working out. Chicago has mandated this same requirement, and other Park Districts are planning to follow suit. Director Carr reported that since the implementation staff has received positive feedback from the community. Additionally, staff provided educational materials and tips regarding the best masks to use while working out and created an educational video welcoming patron's back to the facility. The video highlights the changes and enhanced safety protocols the District has made. Staff hopes these efforts will encourage the community to utilize the facility since fitness floor reservations are averaging 30 - 40 visits each day. Due to the low utilization, staff have reduced the fitness floor hours, which is currently open Monday through Thursday from 6:00 a.m. - 10:30 a.m. and in the evening from 4:00 p.m. – 8:00 p.m. Friday and Saturday evenings from 4:00 p.m. – 8:00 p.m. The facility is closed on Sundays.

Outdoor fitness utilization has been much higher and more consistent. Staff are teaching 4 -7 outdoor classes per day and will continue to do so into the Fall, so long as weather permits. Additionally, staff will begin utilizing more locations for outdoor fitness classes, including Sunset Woods Park, and plan to offer childcare options during those classes. Director Carr reported that he and staff continue are continuing to monitor revenue and expenses for the Recreation Center of Highland Park, and he will provide an update at the August 6 Finance Committee Meeting.

As for the indoor pool, Director Carr reported that the shell replacement project is complete, so park staff will begin to fill, treat, and heat the indoor pool. In the meantime, he and staff are developing a lap swim schedule and procedures, which will include staggered times that allow guests enough time to swim and change. He reported that the tentative goal is to reopen the indoor pool on August 10, but due to the challenges at the Lakefront, the reopening may not be until August 17.

Commissioner Bernstein would like staff to try and reopen the indoor pool on August 10, but he understands the challenge. He has been taking advantage of the lap swim hours at the lakefront and he has received positive feedback from the community.

Commissioner Grossberg is pleased to hear staff reduced the hours of operation at the Recreation Center of Highland Park.

Commissioner Flores Weisskopf enjoys the outdoor spin classes, but sides with the community reporting that she would not participate if the classes were conducted indoors.

Vice President Kaplan reported that he uses the Recreation Center daily, and he commends staff for how clean the facility is and is pleased to report that all participants are adhering to the rules. He hopes usage increases.

President Ruttenberg is reluctant to reopen the indoor pool based on the current usage of the facility.

Commissioner Bernstein reported that the indoor pool on the agenda for the August 6 Finance Committee Meeting and suggest waiting till then to discuss.

President Ruttenberg asked staff to create and share a survey with the community to better gauge whether they are willing to utilize the indoor pool. He asked that the survey results be shared at the August 6 Finance Committee Meeting.

Commissioner Flores Weisskopf agrees with President Ruttenberg, suggesting that she too is reluctant to reopen the pool if usage is low.

Commissioner Bernstein reported that the indoor pool offers recreation for the disabled population and as a District, with a Special Recreation Fund we need to serve that part of the community.

Director Carr reported that parks staff plan to fill and treat the indoor pool next week. If the Park Board of Commissioners decides against reopening the indoor pool, then staff will not run the ventilation system or heat it. Staff plan to offer a learn to swim program come the Fall and recommends offering lap swim in conjunction with those programs.

Commissioner Bernstein would like to know if a survey can be created and generate enough responses in less than a week.

Director Gogola reported that she can create and distribute a survey within a day. She reported that 90% of the responses are within the first week, however staff typically leave the survey open for two weeks.

Commissioner Flores Weisskopf would like to know how staff plan to offer the disabled community priority use of the indoor pool.

Director Carr reported that staff will utilize a reservation system, which allows participants to reserve a lane and a time slot.

The Park Board of Commissioners asked staff to create and distribute a survey regarding the use of the indoor pool and will discuss the responses at the August 6 Finance Committee Meeting.

August Programs / Fall Programs

Assistant Director Maliszewski reported that the August brochure will be released tomorrow, which includes a continuation of mini-camps and athletic leagues, and several new programs such as safety village. He is pleased to report that 4 of the 5 offerings for safety village have already sold out, so staff are working to offer more dates and times.

On August 10, staff will release the Fall brochure, which will offer programs from September through December. The most significant change is programs will be split into two sessions, in hopes of being able to conduct session 1 programs outdoors.

President Ruttenberg would like to know what rules are being implemented to ensure leagues like ice hockey will be safe for children to participate in.

Assistant Director Maliszewski reported that he and staff have met with the Associations to develop a logistical plan which includes entry points, utilization of the ice, player conduct, and social distancing. Additionally, staff received guidance from the USA Rink Association which helped create our policy and guidelines. Finally, he reported, there will be further mitigation strategies, but the Highland Park Falcons and Giants are eager to play and providing full cooperation.

NEW BUSINESS

A. Parks Foundation Update

Commissioner Grossberg provided a summary of updates for the Park Foundation. He reported that the Foundation has been broken up into four subcommittees to which he attended the Fund-Raising Committee, and is pleased to report that the income from the Virtual Firecracker 5k netted \$2,500, so the Foundation plans to offer more virtual fundraisers in the near future. As for the Annual Appeal, the Parks Foundation is exploring different levels of donors and the types of incentives those levels would receive. Regarding the Parks Foundation website, he would like the Park Board of Commissioners to explore the site and provide feedback to the Foundation's Marketing Committee. Additionally, he would like the Park Board of Commissioners to invest more time into it the Parks Foundation by helping network and promote the FYI and SMILE campaigns.

B. Director's Report

Executive Director Romes reported that the Park District was randomly selected for a virtual Illinois Mutual Retirement Fund (IMRF) audit, which began last week and will be conducted over the next 5 weeks. This audit will ensure individuals are properly enrolled in IMRF, will review earnings and contributions, and ensure the District is following IMRF guidelines. In other news, Executive Director Romes reported that Northshore University Hospital employees may utilize the Recreation Center of Highland Park free of charge during August. Director Carr has been in communication with those employees. Staff will record how many employees utilized the facility and provide an update to the Park Board of Commissioners. As for recent events, Executive Director Romes is pleased to report the first drive-in movie sold out, with 30 parking spots reserved. In addition to the feature film, Judy's Pizza sponsored the event and delivered food to families before the movie began. The event was \$20 per family. Lastly, the North Shore Amateur Tournament begins tomorrow, with 122 golfers participating across all 3 divisions (championship, open, and women's).

Commissioner Grossberg would like to know if spectators can attend the tournament.

Manager Ochs reported that spectators are welcome. The first tee-time is 7:00 a.m. through 1:50 p.m. with golfers teeing off every 10mins. Since this is a two-day tournament the leasers will tee-off on last.

Commissioner Bernstein reported that the leaders should finish between 5:30 p.m. – 6:30 p.m. on Thursday. Additionally, he commends staff for the positive things he has been hearing from the community including, the youth baseball program, drive-in movies, the golf course and driving range, and finally, the decision to replenish Rosewood Beach.

C. Board Comments – None.

ADJOURNMENT

A motion was made by Commissioner Bernstein and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 7:44 p.m.

Respectfully submitted,

Brian Romes, Secretary



Memorandum

To: Park Board of Commissioners

From: Rebecca Grill, Natural Areas Manager; Dan Voss, Director of Parks; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: August 25, 2020

Subject: **Hey and Associates Construction Services proposal for the Preserve of Highland Park**

Summary

Hey and Associates has prepared the attached proposal for construction phase services. The core of this proposal is for engineering support and review for technical aspects of the project (Gateway Path/Overlook, North Pond Overlook, and certain portions of the Connector trail). An option has been added for on-call services, at the Park District's discretion, for additional engineering support and review. If bid results allow, staff anticipates using these discretionary hours for assistance with the shoreline grading project.

Financial Impact

The Construction Phase Services Proposal breakdown of fees is as follows:

Core (Budgeted) Construction Phase Services:	\$ 21,614.00
Discretionary Task 5 (On Call Services):	\$ <u>20,636.00</u>
Total Construction Phase Services Proposal:	\$ 42,250.00

Recommendation

Staff recommends approval by the Park Board of Commissioners of the attached agreement with Hey and Associates for Construction Phase Services in the amount not to exceed \$42,250.00.

Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

MILWAUKEE, WISCONSIN

8755 W. HIGGINS ROAD, SUITE 835

CHICAGO, ILLINOIS 60631

PHONE (773) 693-9200

FAX (773) 693-9202

VOLO, ILLINOIS

July 16, 2020

Jeff Smith
Assistant Director of Parks and Planning
Park District of Highland Park
West Ridge Center
636 Ridge Road
Highland Park, IL 60035

Project No.: 18-0054

Re: Professional Construction Phase Services Proposal
Community Park at the Recreation Center of Highland Park
Anticipated Construction: Fall 2020 – Spring 2021

Dear Jeff:

We have enjoyed working with Park District of Highland Park (District) staff during design of Community Park at the Recreation Center of Highland Park (Community Park) and look forward to seeing construction commence next year. As requested, we respectfully submit this proposal for construction phase professional services. We understand District staff will take the lead during construction administration; we will provide assistance on specific items as previously discussed and described herein.

SCOPE OF SERVICES

The following scope of services is proposed.

Task 1. Pre-Construction Meeting

We will attend one (1) pre-construction meeting with the District, their selected Contractor, and the Lake County Stormwater Management Commission (LCSMC) to review the plans, specifications, schedule, and other relevant items. A modest amount of time for meeting preparation, coordination, and follow-up is included.

T. Pollowy: 8 hrs. @ \$165 = \$1320.00

Mileage: 45 @ \$0.65 = \$29.25

Subtotal = \$1,349.25

Task 2. Review Submittals, Respond to Requests for Information (RFIs), and Related Support

This task includes a modest amount of time to review submittals, respond to questions (e.g. RFIs), and related construction administration support as requested by the District. A modest allowance for an Illinois licensed Structural Engineer (SE) subconsultant to review Contractor provided structural drawings and calculations for overlooks (Gateway Trail and North Pond) is included. This task does not include any meetings or site visits; all correspondence will be via telephone and/or email.

T. Pollowy: 20 hrs. @ \$165 = \$3,300.00
T. Polzin: 4 hrs. @ \$200 = \$800.00
Structural Engineer (allowance) = \$2,500
Subtotal = \$6,600.00

Task 3. Overlook Progress Inspections

This task includes preparing for, attending, and brief follow-up on progress meetings/inspections during construction of overlooks as requested by the District. Up to a total of three (3) meetings are anticipated.

T. Pollowy: 24 hrs. @ \$165 = \$3,960.00
Mileage: 135 @ \$0.65 = \$87.75
Subtotal = \$4,047.75

Task 4. Geotechnical Engineering

This task includes an allowance for our Geotechnical Engineering subconsultant to provide Quality Assurance (QA) testing services related to sub base, aggregate base, and HMA construction. Quality Control (QC) shall be the responsibility of the Contractor. The Geotechnical Engineer may also review submittals and/or monitor construction of overlook footings.

T. Pollowy: 4 hrs. @ \$165 = \$660.00
T. Polzin: 2 hrs. @ \$200 = \$400.00
Geotechnical Engineer (allowance) = \$8,000
Subtotal = \$9,060.00

Task 5. On-Call Services

At the direction of the District, we will provide on-call construction phase services. These services may include, but are not limited to:

- Review of submittals and progress inspections of the Illinois Environmental Protection Agency (IEPA) 319 grant shoreline work. This work may include attendance at a preactivity meeting, review of plant materials and supporting documentation, periodic review of grading and plant bed preparation (4 – 6 site visits assumed), follow-up review of plant health during the establishment period, etc. We will also assist with response to inquiries from the IEPA and assist with required monitoring and reporting for the grant.
- Review of submittals and progress inspections of plaza work. This work may include attendance at a preactivity meeting, review of materials and supporting documentation, periodic review of preparation and installation (4 site visits assumed), follow-up review for punch list purposes, etc.
- Review of submittals and progress inspections of amenities This work may include attendance at a preactivity meeting, review of materials (including plants) and supporting documentation,

periodic review of grading, installation of hardscape and any plant bed preparation (4 – 6 site visits assumed), follow-up review of plant health during the establishment period, follow-up review for punch list purposes, etc.

- Other work as requested by the District

This task supplements other work described above and will be performed on an hourly basis at the direction of the District.

T. Pollowy: 100 hrs. @ \$165 = \$16,500.00
 T. Polzin: 12 hrs. @ \$200 = \$2,400.00
 Staff Engineer/Engineering Technician: 12 hrs. @ \$110 = \$1,320.00
 Mileage: 640 @ \$0.65 = \$416.00
 Subtotal = \$20,636.00

Task 6. As-Built Review

We will conduct up to four (4) random Quality Assurance (QA) spot checks of Contractor grading. Quality Control (QC) shall be the responsibility of the Contractor. We will review one (1) set of Contractor-prepared as-built drawings for substantial conformance with permit drawings. A brief letter either recommending approval or describing deficiencies will be provided to the District. Additional reviews can be provided via separate proposal or on a time and materials basis.

T. Pollowy: 8 hrs. @ \$165 = \$1,320.00
 T. Polzin: 4 hrs. @ \$200 = \$800.00
 Staff Engineer/Engineering Technician: 12 hrs. @ \$110 = 1,320.00
 Mileage: 180 @ \$0.65 = \$117.00
 Subtotal = \$3,557.00

PROPOSED FEES

We propose to complete the work described above on a time and materials basis, up to the estimated budget and hours listed.

Task	Description	Not To Exceed Price
1.	Pre-Construction Meeting	\$1,349.25
2.	Review Submittals, Respond to Requests for Information (RFIs), and Related Support	\$6,600.00
3.	Overlook Progress Inspections	\$4,047.75
4.	Geotechnical Engineering	\$9,060.00
5.	On-Call Services	\$20,636.00
6.	As-Built Drawing Review	\$3,557.00
	Total	\$42,250.00

Reimbursable expenses are included in the fees noted above and include, but are not necessarily limited to, travel, reproductions, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. We will provide services up to the budget included herein. Any additional meetings or supplemental work would be in addition to the above amount or by separate proposal. Our Standard Terms and Conditions are attached.

If this agreement is acceptable, please sign below and return this proposal to our office. Upon receipt, we will sign and return a fully executed copy for your records. This proposal is valid for 60 days from the date of this letter. Should you have any questions, please contact the project manager, Tom Polzin in our Volo office.

Hey and Associates, Inc.

Park District of Highland Park

Attest

Attest

Date

Date

Compensation

Profession	Hourly Bill Rate
Principal	\$195-205
Engineering	
Senior Civil Engineer	\$170
Civil Engineer I to V	\$105-145
Engineering Designer	\$150
Water Resources Specialist I to IV	\$95-125
Engineering Technician I to II	\$95-110
Ecological Services	
Senior Project Scientist	\$160
Environmental Services Manager	\$140
Environmental Scientist I to V	\$90-130
Environmental Intern	\$45
Landscape Architecture	
Senior Landscape Architect	\$165
Landscape Architect I to V	\$105-145
Landscape Designer	\$100
Erosion Control	
Senior Erosion and Sediment Control Specialist	\$165
Erosion and Sediment Control Specialist	\$90
Subsurface Drainage Services	
Subsurface Drainage Services Manager	\$120
Design Support	
CAD Manager	\$100
CAD Technician	\$95
GIS Specialist	\$85
Administration	
Senior Administrator	\$110
Accounting/Marketing Administrator	\$70
Administrative Assistant	\$65
Expert Testimony	
Rates to be determined on per-project basis	

Reimbursable Expense

Reimbursable expenses shall be reimbursed at cost plus an 8% administrative service charge. Such expenses shall include, but are not necessarily limited to travel, reproduction, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. Fixed reimbursable expense costs are as follows:

Travel	\$.65/mile
Copies	\$.20/page
Software/Digital Resource Charge	\$100.00/project
ATV Usage	\$ 40.00/hour
ATV Discing, Herbicide, Spraying, Mowing	\$ 45.00/hour
Boat Usage	\$ 75.00/hour
Chain Saw Usage	\$ 20.00/hour
Additional Plotting, B & W	\$.90/sq. ft.
Additional Plotting, Color	\$ 2.75/sq. ft.
Additional Plotting, Mylar	\$ 4.50/sq. ft.
Flow Meter	\$ 50.00/day
GPS Rover	\$350.00/day
Total Station	\$100.00/day
Unmanned Aerial Reconnaissance	Per Project

Insurance

Throughout the duration of the project, Hey will procure and maintain the following insurance:

Liability	Limits of Liability
Workers' Compensation and Employer's Liability	\$ 500,000 each incident
Commercial General Liability	\$ 2,000,000
Professional Liability	\$ 2,000,000
Automobile Liability	\$ 1,000,000

Within the limits of this insurance, Hey agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of employees, agents, or subcontractors of Hey.

Client will limit any and all liability, claim for damages, losses, cost of defense, or expenses to be levied against Hey on account of any design defect, error, omission, or professional negligence to a sum not to exceed the amount of Hey's fee under this agreement. Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, Hey's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.

Billing

Billings shall be on a monthly basis and are payable upon receipt. An additional charge of 1½ percent per month (18% per annum) shall be applied to any balance unpaid more than 30 days beyond date of invoice. Client shall pay any attorney's fees, court costs or other expenses incurred collecting delinquent accounts.

Hey and Associates Inc. (Hey), with seven (7) days written notice, reserves the right to suspend or terminate work under this agreement on any account that is past due. The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning, permit approval by governmental or regulatory agencies, or upon the Client's successful completion of the project. The rates presented herein are effective for the period January 1, 2020 through December 31, 2020.

Limitation of Costs

Hey will not be obligated to continue performance or incur costs beyond the estimated costs unless the Client agrees in writing to a revised cost estimate.

Client's Responsibilities

Client shall arrange for access to and make all provisions for Hey to enter upon private and public property as required for Hey to perform services under this Agreement. Client shall provide Hey with all existing available information regarding this project as required. Hey shall be entitled to rely upon information and documentation provided by the Client or consultants retained by the Client in relation to this project, however Hey assumes no responsibility or liability for their completeness or accuracy.

Cost Opinions

Any cost opinions or project economic evaluations provided by Hey will be on the basis of experience and judgment, but, because Hey has no control over market conditions or bidding procedures, we cannot warrant that bids, construction cost, or project economics will not vary from these opinions.

Standard of Care

The standard of care for all services performed by Hey under the agreement will be the care and skill ordinarily used by members of the Hey's profession practicing under similar circumstances at the same time and in the same locality. Hey makes no warranties, express or implied, under this Agreement or otherwise, in connection with Hey's services.

Means & Methods

Hey will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the construction of the subject project(s).

Mutual Indemnification

Subject to the foregoing provisions, the Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, employees and agents from and against any liabilities, damages and costs (including reasonable attorneys' fees and costs of defense) arising out of the death or bodily injury to any person or the destruction or damage to any property, to the extent caused, during the performance of Services under this Agreement, by the negligent acts, errors or omissions of the Consultant or anyone for whom the Consultant is legally responsible, subject to any limitations of liability contained in this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees and agents from any liabilities, damages and costs (including reasonable attorney's fees and costs of defense) to the extent caused by the negligent acts, errors or omissions of the Client, the Client's contractors, consultants or anyone for whom Client is legally liable.

Copyright Indemnification

To the fullest extent permitted by law, OWNER shall indemnify and hold harmless HEY from and against any and all costs, losses and damages (including but not limited to all attorney fees and charges, all court or arbitration or other dispute resolution costs, and any time spent by HEY in defense of any such claims) resulting from any claims brought against HEY alleging copyright, trademark, or patent infringement or any other cause of action or regulatory decision resulting from the HEY's use of, or reliance on, the design, plans and specifications provided by the Owner for the Project. This provision shall survive the completion of the services provided under this Agreement.

Consequential Damages

To the fullest extent permitted by law, Owner and Hey waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

Termination

Either party may terminate this Agreement upon not less than seven (7) days written notice should the other party fail to substantially perform in accordance with the terms of this Agreement through no fault of the terminating party. Hey may terminate this Agreement for its convenience and without cause by providing not less than seven (7) days written notice. If Client terminates this Agreement for its convenience and without cause, Client agrees to compensate Hey for services performed prior to the termination, together with Reimbursable Expenses incurred and costs attributable to termination, including the costs attributable to Hey's termination of consultant agreements and authorized Additional Services.

Dispute Resolution

Owner and Hey agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("Disputes") to mediation. If such mediation is unsuccessful in resolving a Dispute, then such Dispute shall be resolved by a court of competent jurisdiction.



Memorandum

To: Park Board of Commissioners

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: August 25, 2020

Subject: **Recommended Updates to the Memorandum of Understanding between the Parks Foundation and the Park District of Highland Park**

Summary

The previous Memorandum of Understanding with the Parks Foundation of Highland Park, Section 8, required:

“The Parks Foundation will maintain books in accordance with generally accepted accounting principles and will be audited annually by a firm of certified public accountants. Copies of the audited financial statements and a current list of Foundation officers, directors, or trustees will be made available to the Park District of Highland Park. The Foundation is responsible for fulfilling requisite annual statement filing to all federal, state and local governing bodies.”

Upon further review, the Board of the Parks Foundation and Park District of Highland Park associated staff feel that the verbiage should be replaced and read:

“The Parks Foundation will maintain books in accordance with generally accepted accounting principles and will be audited annually by an independent auditor appointed by the Parks Foundation Board of Directors, or as determined by the Board of Directors in accordance with all applicable laws and requirements. Copies of the audited financial statements and a current list of Foundation officers, directors, or trustees will be made available to the Park District of Highland Park. The Foundation is responsible for fulfilling requisite annual statement filing to all federal, state, and local governing bodies.”

The change allows the Parks Foundation Board to have an audit as required by the Internal Revenue Service when gross revenues exceed \$300,000. It also allows the Board to decide not to have an audit during slower years, such as during a pandemic, when revenues are sparse.

Financial Impact

An audit costs the Foundation roughly \$3,000 per year.

Recommendation

Staff recommends approval by the Park Board of Commissioners of the attached Memorandum of Understanding with Parks Foundation of Highland Park.

**MEMORANDUM OF UNDERSTANDING
PARK DISTRICT OF HIGHLAND PARK BOARD OF COMMISSIONERS
AND
PARKS FOUNDATION OF HIGHLAND PARK BOARD OF DIRECTORS**

WHEREAS, the Park District of Highland Park (“**PDHP**”) owns, operates and maintains real estate, buildings and other recreational facilities, and operates a wide variety of parks and recreation programs and services; and

WHEREAS, the PDHP mission is “[t]o enrich community life through healthy leisure pursuits and an appreciation of the natural world”; and

WHEREAS, the PDHP has a naming policy for the “naming” of parks, buildings, and facilities (“**Park Property**”), including philanthropic naming rights plans and corporate naming rights agreements; and

WHEREAS, the Parks Foundation of Highland Park (“**Foundation**”) was formed in 2016, and functions for the purpose of supporting the mission and goals of the PDHP and has the opportunity to accomplish more than public funding allows; and

WHEREAS, the primary purpose of the Foundation is to secure, manage and invest donations, gifts and bequests in support of the PDHP programs, services, and facilities; and

WHEREAS, the private nature of the Foundation also provides the added advantage of dedicated donor services;

WHEREAS, the Foundation operates as a legal entity separate from the PDHP, and is governed by an independently elected Board of Directors, none of whom are employees of the PDHP; and

WHEREAS, the Foundation and the PDHP wish to assure the continued success and prosperous growth of the PDHP by memorializing the responsibilities and obligations of the Foundation and the PDHP in this Memorandum of Understanding (“**MOU**”).

THEREFORE, in consideration of the foregoing recitals which are incorporated herein by reference, the PDHP and the Foundation agree as follows:

Section 1 Operating Procedures

- A. The Foundation will endeavor to communicate the following information to prospective donors:
 - 1. The Foundation is a separate, legal entity organized for the purpose of encouraging voluntary, private gifts, trusts, and bequests for the benefit of the PDHP.
 - 2. Responsibility for governance of the Foundation, including investment of gifts and endowments for the benefit of the PDHP, resides with the Foundation’s Board of Directors.
 - 3. The Foundation will operate as a private legal entity separate from the PDHP.
 - 4. The Foundation will use sound fiscal and auditing procedures.
 - 5. The Foundation will not interfere with day to day operations of PDPH staff and Board of Commissioners.

6. The Foundation will work to obtain and maintain status as a tax-exempt, charitable organization under state and federal income tax laws to ensure that gifts and bequests received may qualify as deductible, charitable contributions for the donor.
 7. Charitable gifts from donors to the Foundation in support of any of the PDHP's programs, services, or facilities should be made to the Foundation, and not the PDHP.
 8. Any gift made for a designated purpose will be dedicated in its entirety to that purpose unless (a) it is specifically agreed to by the donor in writing that an administrative charge will be applied, or that the gift can be used for another purpose if the original purpose has been satisfied; or (b) the PDHP objects to the designated purpose of the gift.
- B. The Foundation agrees that in accepting gifts of all kinds, the Foundation will endeavor to:
1. Advise donors that any restrictive terms and conditions the donor attaches to gifts for the PDHP are subject to the PDHP approval.
 2. Ensure that gifts designated for specific purposes are in compliance with the PDHP master plans, mission, and vision before accepting the gift.
 3. Coordinate its funding goals, programs, and campaigns with the PDHP.
 4. Receive prior written approval from the PDHP or its designee for any gift, grant, or contract that includes a financial or contractual obligation binding upon the PDHP.
- C. The Foundation will be responsible for reporting to a donor regarding the use of the donor's funds.
- D. In return for the Foundation's contributions to and support of the PDHP and its programs, the PDHP may assist the Foundation at the discretion of the Executive Director of the PDHP, and consistent with applicable federal, state, and local law, and PDHP policies and administrative directives, the PDHP may provide the Foundation with assistance as follows:
1. A staff liaison to the Foundation; and
 2. A staff member to record Foundation meeting minutes; and
 3. Allow the Foundation to use of PDHP space & equipment; and
 4. Marketing assistance for development of specific marketing materials, including Foundation logo, stationary, promotional materials, photography, website development; and
 5. Finance/business office assistance; and
 6. Staffing assistance; and
 7. suggestions for potential donors to the Foundation; and
 8. use of the name and images of the PDHP (but not the PDHP logo).
- E. The PDHP Board of Commissioners shall appoint a liaison to the Foundation Board of Trustees. This liaison shall represent the Board of Commissioners, and, along with the Executive Director of the PDHP and other staff members assigned, serve in an advisory capacity to provide pertinent background information as needed. The liaison from the PDHP Board of Commissioners, the Executive Director of the PDHP, and staff assigned to the Foundation shall not have a vote in any Foundation business.

Section 2 Foundation Enabling Documents

- A. The Foundation will keep on file with the PDHP updated copies of all enabling documents including the Articles of Incorporation, Bylaws and any amendments to these documents. The PDHP Board President or his or her designee may review these documents at any time.
- B. The Foundation will include language substantially similar to the following clauses in its enabling documents:
 - 1. Articles of Incorporation. "Upon dissolution of the Foundation, assets shall be distributed to the Park District of Highland Park for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. In the event the Park District of Highland Park is unwilling or unable to accept the transfer, the assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code."

Section 3 Record Keeping

- A. The PDHP and the Foundation acknowledge and agree that all Foundation correspondence, financial records, and all Foundation documents are the property of the Foundation and will be kept separate and apart from all PDHP records.
- B. The Foundation will maintain publicly available, updated copies of all of its enabling documents, including its articles of incorporation, bylaws and any amendments to thereto. The Foundation will provide the PDHP with a copy of its IRS Form 990 (Return of Organization Exempt from Income Tax) without accompanying documentation providing information concerning any specific donor.
- C. The Foundation will reconcile on a monthly basis a Treasurer's Report. In addition, the Foundation will provide annually the PDHP a financial report prepared in accordance with Statements of Financial Accounting standards for not-for-profit organizations. The financial report will be provided to the PDHP on or before (give date) during this MOU, but will not include any information regarding individual Foundation donors.

Section 4 Insurance

The Foundation is covered by the PD insurance under the PD Risk Management Association (PDRMA).

Section 5 Financial Procedures

- A. Standards. The Foundation will hold and invest endowments and funds functioning as endowments on a long-term basis. For this purpose, they will ensure that the following standards are applied:
 - 1. Prudent Practices. In general, Foundation investment procedures will be conducted in accordance with prudent, sound practices to ensure that gift assets are protected and enhanced, that a reasonable return is achieved, and with due regard for the fiduciary

responsibilities of the Foundation's Board. The investments must be consistent with the terms of the gift instrument.

2. Administration of Income. Income from investments, net of administrative fees, will be administered in accordance with pertinent Foundation policies, and, where appropriate, transferred to the PDHP so as to be expended from the appropriate PDHP department or program accounts.
3. Annual Report. The Foundation will prepare an annual report to the PDHP that summarizes the funds transferred to each PDHP department. The report will summarize these amounts by each account and the total for each department. The PDHP and the Foundation will provide each other with other reports necessary to assure proper financial oversight.

Section 6 PDHP Accountability of Funds.

Consistent with good stewardship, PDHP departments or programs receiving Foundation funds are responsible both to account for them in accordance with PDHP policies and procedures, and to notify the Foundation on a timely basis regarding the use of such funds. The Foundation in consultation with the PDHP will determine who will be responsible for reporting to the donor regarding the use of such funds.

Section 7 Financial Commitments

Consistent with the PDHP mission, the Foundation will carry out financial commitments and expenditures consistent with pertinent policies, plans, and budget approved by the Foundation's governing board and consistent with the PDHP mission and objectives.

Section 8 Financial Statements

The Foundation will maintain books in accordance with generally accepted accounting principles and will be audited annually by an independent auditor appointed by the Parks Foundation Board of Directors, or as determined by the Board of Directors in accordance with all applicable laws and requirements. Copies of the audited financial statements and a current list of Foundation officers, directors, or trustees will be made available to the PDHP. The Foundation is responsible for fulfilling requisite annual statement filing to all federal, state, and local governing bodies.

Section 9 Inspection of Foundation Records

Because private funds are raised to support public projects, the Foundation will permit authorized PDHP officials or their designees to inspect all Foundation books and records, except to the extent such inspection violates rights to privacy or confidential donor information.

Section 10 Compliance Reviews

The PDHP will conduct periodic compliance reviews of the use of donated funds. These reviews will be conducted by the PDHP on an annual basis. Their purpose will be to ensure that dispositions of donated funds have complied with the purposes and restrictions set forth by the donors and/or the Foundation.

The scope of the review and extent of testing will be mutually agreed upon in advance by the PDHP and the Foundation. A written report of the results of such review will be provided to the Foundation.

Section 11 Designation as a Gift

Funds received by the PDHP will only be accounted for as gifts where the appropriate donative intent is present. Amounts received solely in exchange for services or property will not be accounted for as gifts.

Section 12 Independent Contractors

In the performance of this MOU, both the PDHP and the Foundation will be acting in an individual capacity and not as agents, employees, partners or joint ventures or associates of one another. The agents or employees of one will not be construed to be the agents of employees of the other. PDHP employees will remain employees of the PDHP, notwithstanding the fact that they may assist the Foundation.

Neither the PDHP nor its agents, volunteers, employees or officials will be responsible or liable for any claim or suit arising from contacts, agreements, understandings or arrangements made by the Foundation, or for the negligent or willful acts of the Foundation or those for whom the Foundation acts.

Section 13 Term

The initial term of this MOU will be for three (3) years from the last date signed below. This MOU may be renewed for additional terms & length of terms with the written consent of both parties.

Park District of Highland Park

Signature: _____
Name: Barnett Ruttenberg
Title: President of the Park Board of Commissioners
Date: August 26, 2020

Parks Foundation of Highland Park

Signature: _____
Name: Bob Bernstein
Title: President of the Parks Foundation
Date: August 26, 2020



To: Board of Park Commissioners

From: Karen Lakoske - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: August 25, 2020

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written July 24, 2020 through August 20, 2020 to be presented to the Board for approval on August 25, 2020.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
July 31, 2020	\$ 9,200.11
July 31, 2020	\$ 1,987.00
August 5, 2020	\$ 273,177.37
August 20, 2020	\$ 1,113,748.86
Void Payments	\$ (22.11)
Bank Drafts	\$ 79,758.80
P-Card	\$ 128,581.42
TOTAL	\$ 1,606,431.45

PAYROLL DISBURSEMENTS

July 3, 2020	\$ 210,621.64
July 17, 2020	\$ 310,324.11
July 31, 2020	\$ 329,079.61
TOTAL	\$ 850,025.36

GRAND TOTAL	\$ 2,456,456.81
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To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 08-25-20 and you are hereby authorized to release the checks from the appropriate funds.

Finance Committee Member

ATTEST: _____
Secretary



Park District of Highland Park, IL

Check Register

Packet: APPKT02434 - 20200731 5

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
18748	JOHANNA WELSH	07/31/2020	Regular	0.00	22.11	185210
<u>1149566</u>	invoice	07/09/2020	Refund	0.00	22.11	
18770	RESIN SALES LTD	07/31/2020	Regular	0.00	9,178.00	185211
<u>5554</u>	invoice	07/30/2020	Hand sanitizer	0.00	9,178.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	9,200.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	9,200.11



Park District of Highland Park, IL

Check Register

Packet: APPKT02436 - 20200731 7

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16344	PARKS FOUNDATION OF HIGHLAND	07/31/2020	Regular	0.00	1,987.00	185212
<u>073120</u>	Invoice	07/31/2020	Revenue collected on behalf of Parks Fou	0.00	1,987.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,987.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,987.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02451 - 20200805 5

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16895	312 COMMUNICATIONS INC	08/05/2020	Regular	0.00	28,259.60	185213
<u>062520</u>	Invoice	06/25/2020	Cisco 1yr Meraki renew enterprise svcs, li	0.00	16,497.00	
<u>062620</u>	Invoice	06/26/2020	Cisco phone warranty and support	0.00	5,000.00	
<u>97676</u>	Invoice	07/16/2020	Cisco umbrella 1yr renewal w/ security up	0.00	6,762.60	
10034	ABSOLUTE HOME IMPROVEMENTS	08/05/2020	Regular	0.00	1,650.00	185214
<u>1072120</u>	Invoice	07/21/2020	Concrete pad for bench - Old Elm Park	0.00	1,650.00	
18139	AMERICAN BACKFLOW & FIRE PREV	08/05/2020	Regular	0.00	1,300.00	185215
<u>25231</u>	Invoice	07/23/2020	Annual Backflow Inspections	0.00	1,300.00	
16949	ANDERSON LOCK	08/05/2020	Regular	0.00	987.00	185216
<u>7087758</u>	Invoice	07/13/2020	Card reader	0.00	987.00	
18782	ANDREA MONEK	08/05/2020	Regular	0.00	5.00	185217
<u>1158611</u>	Invoice	08/04/2020	Refund	0.00	5.00	
18736	AQUA BLUE POOLS, INC	08/05/2020	Regular	0.00	17,946.00	185218
<u>2029</u>	Invoice	06/22/2020	Pool shell replacement - Final	0.00	17,946.00	
10446	CHICAGO DIST GOLF ASSOC	08/05/2020	Regular	0.00	2,000.00	185219
<u>822</u>	Invoice	08/03/2020	2020 CDGA Marketing 3rd Installment	0.00	2,000.00	
10502	CITY OF HIGHLAND PARK	08/05/2020	Regular	0.00	285.20	185220
<u>024593 080120</u>	Invoice	08/01/2020	Water/Sewer 07/01/20-07/31/20 1755 St	0.00	8.50	
<u>026425 070120</u>	Invoice	07/01/2020	Water/Sewer 04/01/20-06/30/20 31 Park	0.00	276.70	
10537	COMMONWEALTH EDISON COMPAN	08/05/2020	Regular	0.00	529.91	185221
<u>0203254004 071</u>	Invoice	07/15/2020	HPGLC/Dog Park Lights 06/16/20-07/15/2	0.00	529.91	
16142	CONSTELLATION NEWENERGY INC	08/05/2020	Regular	0.00	6,310.35	185222
<u>17956212001</u>	Invoice	07/24/2020	1201 Park Ave W 06/25/20-07/23/20	0.00	6,310.35	
18487	DAN PROCACCIO	08/05/2020	Regular	0.00	1,175.00	185223
<u>072720</u>	Invoice	07/27/2020	Rec Center Re-Opening	0.00	900.00	
<u>073120</u>	Invoice	07/31/2020	On site photography - Golf Tournament 2	0.00	275.00	
17265	DANIEL ROSSEN	08/05/2020	Regular	0.00	24.60	185224
<u>1158589</u>	Invoice	08/04/2020	Refund	0.00	24.60	
18780	DAVID TEJEDA	08/05/2020	Regular	0.00	17.22	185225
<u>1158593</u>	Invoice	08/04/2020	Refund	0.00	17.22	
18562	DAVIS BANCORP INC	08/05/2020	Regular	0.00	1,288.00	185226
<u>90340</u>	Invoice	07/31/2020	July 2020	0.00	1,288.00	
17719	CONSTELLATION NEWENERGY - GAS	08/05/2020	Regular	0.00	1,666.85	185227
<u>BG-306015</u>	Invoice	07/20/2020	06/01/20-06/30/20	0.00	1,666.85	
10868	FAULKS BROS. CONSTRUCTION, INC	08/05/2020	Regular	0.00	883.50	185228
<u>337960</u>	Invoice	07/14/2020	Compost	0.00	883.50	
11044	GROWING SOLUTIONS, INC.	08/05/2020	Regular	0.00	2,953.00	185229
<u>10163</u>	Invoice	06/23/2020	Spring Start-Up - Injection System	0.00	2,625.00	
<u>10233</u>	Invoice	07/07/2020	Service call - Pumpstation	0.00	328.00	
11060	HALLORAN & YAUCH, INC.	08/05/2020	Regular	0.00	104.38	185230
<u>19021</u>	Invoice	06/12/2020	40 pcs PVC pipe, 4 couplings	0.00	104.38	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
18781	JAMIE SIEGEL	08/05/2020	Regular	0.00	37.95	185231
<u>1158594</u>	Invoice	08/04/2020	Refund	0.00	37.95	
18772	JEFFERY DUBOW	08/05/2020	Regular	0.00	5.00	185232
<u>1157366</u>	Invoice	07/31/2020	Refund	0.00	5.00	
18777	JEROME KALTMAN	08/05/2020	Regular	0.00	182.76	185233
<u>1158585</u>	Invoice	08/04/2020	Refund	0.00	182.76	
18773	JONATHAN SCHACHTER	08/05/2020	Regular	0.00	24.76	185234
<u>1155600</u>	Invoice	07/27/2020	Refund	0.00	24.76	
18776	LAURI HANSON	08/05/2020	Regular	0.00	5.70	185235
<u>1158584</u>	Invoice	08/04/2020	Refund	0.00	5.70	
18774	LINDSAY ALAND	08/05/2020	Regular	0.00	31.84	185236
<u>1158581</u>	Invoice	08/04/2020	Refund	0.00	31.84	
11612	LITTLE TOMMY'S PLUMBING SHOP I	08/05/2020	Regular	0.00	420.70	185237
<u>1022-49734</u>	Invoice	06/17/2020	Service call - rodded lines	0.00	420.70	
18474	LAKESHORE RECYCLING SYSTEMS, LI	08/05/2020	Regular	0.00	308.24	185238
<u>0004465863</u>	Invoice	06/30/2020	Trash removal 07/01/20-07/31/20	0.00	308.24	
17710	MNJ TECHNOLOGIES DIRECT, INC	08/05/2020	Regular	0.00	1,028.44	185239
<u>0003686053</u>	Invoice	08/30/2019	Loenovo ThinkPad USB-C Dock	0.00	189.74	
<u>0003702203</u>	Invoice	11/26/2019	Loenovo ThinkPad USB-C Dock	0.00	189.74	
<u>0003702281</u>	Invoice	11/30/2019	Lenovo 4yr upgraded extended warranty/	0.00	254.00	
<u>0003706161</u>	Invoice	12/20/2019	Viewsonic 22" monitor	0.00	124.99	
<u>0003736166</u>	Invoice	07/14/2020	Microsoft Exchange Online Plan 2 Subscri	0.00	269.97	
10006	NCPERS GROUP LIFE INSURANCE	08/05/2020	Regular	0.00	96.00	185240
<u>3301082020</u>	Invoice	07/13/2020	NCPERS Group Life Insurance	0.00	96.00	
13604	NORTH SHORE GAS	08/05/2020	Regular	0.00	1,298.68	185241
<u>0601145072-000</u>	Invoice	07/16/2020	Deer Creek 06/12/20-07/14/20	0.00	372.02	
<u>0601145072-000</u>	Invoice	07/24/2020	RCHP 06/12/20-07/09/20	0.00	347.76	
<u>0601145072-000</u>	Invoice	07/16/2020	1240 Fredrickson Pl 06/12/20-07/09/20	0.00	211.55	
<u>0602225773-000</u>	Invoice	07/16/2020	1390 Sunset Rd 06/12/20-07/09/20	0.00	98.19	
<u>0602405421-000</u>	Invoice	07/15/2020	2900 Trail Way,Cunniff Park Shelter 06/12	0.00	40.15	
<u>0602405421-000</u>	Invoice	07/16/2020	1377 Clavey Rd 06/12/20-07/09/20	0.00	47.28	
<u>0602405421-000</u>	Invoice	07/16/2020	3100 Trail Way 06/12/20-07/09/20	0.00	41.35	
<u>0602405421-000</u>	Invoice	07/23/2020	Aquatic Park 06/02/20-07/01/20	0.00	100.42	
<u>0608197647-000</u>	Invoice	07/21/2020	Sunset Rd N of Bldg 06/02/20-07/01/20	0.00	39.96	
14914	NORTH SHORE WATER RECLAMATIC	08/05/2020	Regular	0.00	404.97	185242
<u>4312445</u>	Invoice	07/25/2020	636 Ridge Rd 11/12/19-02/14/20	0.00	404.97	
11998	PARK DISTRICT RISK MGMT AGCY	08/05/2020	Regular	0.00	30,797.77	185243
<u>0720133</u>	Invoice	07/31/2020	Property/Liabilty/Workers Comp/Emp	0.00	30,797.77	
11998	PARK DISTRICT RISK MGMT AGCY	08/05/2020	Regular	0.00	154,159.71	185244
<u>0720133H</u>	Invoice	07/31/2020	Health Invoice	0.00	154,159.71	
18775	PIPER BARACANI	08/05/2020	Regular	0.00	1,067.76	185245
<u>1158582</u>	Invoice	08/04/2020	Refund	0.00	1,067.76	
17288	RACHEL MELTZER	08/05/2020	Regular	0.00	10.00	185246
<u>1157407</u>	Invoice	07/31/2020	Refund	0.00	10.00	
16459	SANTO SPORT STORE	08/05/2020	Regular	0.00	4,988.30	185247
<u>704471</u>	Invoice	06/15/2020	3 Hoodies	0.00	59.00	
<u>704492</u>	Invoice	06/11/2020	48 Jerseys,48 caps,39 socks,39 belts,39 p	0.00	2,125.65	
<u>704565</u>	Invoice	06/30/2020	6 Socks	0.00	14.25	
<u>704631</u>	Invoice	06/29/2020	8 Jerseys	0.00	232.00	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>704632</u>	Invoice	06/25/2020	4 Shirts,4 pants,4 belts, 4 socks	0.00	172.40	
<u>704661</u>	Invoice	06/18/2020	Baseballs	0.00	300.00	
<u>704696</u>	Invoice	06/30/2020	Baseballs, 6 catchers sets	0.00	1,893.00	
<u>704698</u>	invoice	06/30/2020	2 Catchers sets	0.00	192.00	
18695	REAL DEAL SPORTS LLC	08/05/2020	Regular	0.00	1,852.50	185248
<u>072820</u>	Invoice	07/28/2020	Basketball camps, clinics	0.00	1,852.50	
18778	SCOTT MEIER	08/05/2020	Regular	0.00	31.96	185249
<u>1158586</u>	Invoice	08/04/2020	Refund	0.00	5.08	
<u>1158586-1</u>	Invoice	08/04/2020	Refund	0.00	26.88	
16847	SHARON MEITIN	08/05/2020	Regular	0.00	5.88	185250
<u>1158587</u>	Invoice	08/04/2020	Refund	0.00	5.88	
18410	SIKICH LLP	08/05/2020	Regular	0.00	3,800.00	185251
<u>441300</u>	Invoice	05/06/2020	Professional services thru 04/30/20	0.00	3,000.00	
<u>451402</u>	Invoice	07/07/2020	Professional services thru 07/06/20	0.00	800.00	
17465	SONYA COHEN	08/05/2020	Regular	0.00	43.62	185252
<u>1158583</u>	invoice	08/04/2020	Refund 2@\$13.72	0.00	27.44	
<u>1158583-1</u>	Invoice	08/04/2020	Refund	0.00	16.18	
12455	STERNBERG LANTERNS, INC.	08/05/2020	Regular	0.00	304.00	185253
<u>56218</u>	Invoice	07/22/2020	Replacement parts	0.00	304.00	
17292	STUART GORDON	08/05/2020	Regular	0.00	5.00	185254
<u>1156362</u>	Invoice	07/29/2020	Refund	0.00	5.00	
18769	THE LOCAL MOMS NETWORK	08/05/2020	Regular	0.00	750.00	185255
<u>4965</u>	Invoice	03/11/2020	Social Media-Tennis, ParkSchool, RecCente	0.00	500.00	
<u>4966</u>	Invoice	03/11/2020	Newsletter - ParkSchool, Tennis	0.00	250.00	
18771	TOM REIMAN	08/05/2020	Regular	0.00	5.00	185256
<u>1157561</u>	Invoice	07/31/2020	Refund	0.00	5.00	
12664	JOHNSON CONTROLS SECURITY SOL	08/05/2020	Regular	0.00	1,500.23	185257
<u>10454290</u>	Invoice	05/30/2020	Qtrly Fire Alarm Monitoring 07/01/20-09	0.00	1,500.23	
12703	UNITED WAY OF METRO CHICAGO	08/05/2020	Regular	0.00	66.00	185258
<u>073020</u>	Invoice	07/30/2020	United Way	0.00	66.00	
18779	VICTOR RUTSTEIN	08/05/2020	Regular	0.00	8.82	185259
<u>1158590</u>	Invoice	08/04/2020	Refund	0.00	8.82	
17515	WINDSTREAM	08/05/2020	Regular	0.00	2,550.17	185260
<u>72863876</u>	Invoice	07/22/2020	July 2020	0.00	2,550.17	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	76	48	0.00	273,177.37
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	76	48	0.00	273,177.37



Park District of Highland Park, IL

Check Register

Packet: APPKT02459 - 20200820 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
15147	ABC PRINTING COMPANY	08/20/2020	Regular	0.00	453.78	185261
248703	Invoice	08/04/2020	10 Picnic table yard signs	0.00	150.00	
248899	Invoice	08/14/2020	50 Ticket books	0.00	303.78	
17997	AD-WEAR & SPECIALTY OF TEXAS IN	08/20/2020	Regular	0.00	3,897.90	185262
29304-2-IN	Invoice	07/15/2020	610 Backpacks	0.00	3,897.90	
18139	AMERICAN BACKFLOW & FIRE PREV	08/20/2020	Regular	0.00	1,210.00	185263
25293	Invoice	07/27/2020	07/24/20 Service Call - Panels showing tr	0.00	710.00	
25822	Invoice	08/10/2020	8/4 Emergency Service Call-Fire Alarm Co	0.00	500.00	
10149	ANCEL, GLINK, DIAMOND, BUSH,	08/20/2020	Regular	0.00	2,848.75	185264
77308	Invoice	08/11/2020	Professional fees thru July 31, 2020	0.00	2,848.75	
11009	GRANDI BROTHERS	08/20/2020	Regular	0.00	95.00	185265
2496357	Invoice	07/14/2020	Oil gas mix	0.00	95.00	
17441	BETH ZADIK	08/20/2020	Regular	0.00	13.72	185266
1164349	Invoice	08/18/2020	Refund	0.00	13.72	
10387	CAREY DOWDLE	08/20/2020	Regular	0.00	260.00	185267
081720	Invoice	08/17/2020	Umpire fees July 2020	0.00	260.00	
10389	CHICAGO KILN SERVICE INC	08/20/2020	Regular	0.00	7,175.00	185268
25682 1	Invoice	01/22/2020	Balance due - Kiln construction	0.00	7,175.00	
18802	CAROL WILLIS	08/20/2020	Regular	0.00	24.76	185269
1164359	Invoice	08/18/2020	Refund	0.00	24.76	
16209	CHRISTOPHER B. BURKE ENG. LTD	08/20/2020	Regular	0.00	811.00	185270
160130	Invoice	08/05/2020	Prof Services-DCRC roof load calculation 6	0.00	811.00	
10502	CITY OF HIGHLAND PARK	08/20/2020	Regular	0.00	180.00	185271
258829	Invoice	08/05/2020	Annual fee - 6 lockout devices on RPZ valv	0.00	180.00	
10502	CITY OF HIGHLAND PARK	08/20/2020	Regular	0.00	410.39	185272
003875 080120	Invoice	08/01/2020	Water/Sewer 05/01/20-07/31/20 0 Burto	0.00	12.75	
004546 080120	Invoice	08/01/2020	Water/Sewer 05/01/20-07/31/20 750 Lin	0.00	135.96	
005735 080120	Invoice	08/01/2020	Water/Sewer 05/01/20-07/31/20 0 Cavell	0.00	34.50	
006536 080120	Invoice	08/01/2020	Water/Sewer 05/01/20-07/31/20 1800 S	0.00	26.34	
026489 080120	Invoice	08/01/2020	Water/Sewer 05/01/20-07/31/20 2255 RI	0.00	25.50	
026496 080120	Invoice	08/01/2020	Water/Sewer 05/01/20-07/31/20 1160 C	0.00	149.84	
026500 080120	Invoice	08/01/2020	Water/Sewer 05/01/20-07/31/20 1435 Ar	0.00	25.50	
18487	DAN PROCACCIO	08/20/2020	Regular	0.00	300.00	185273
081120	Invoice	08/11/2020	On site video service - Summer camp	0.00	300.00	
18805	DANIEL WEITZMAN	08/20/2020	Regular	0.00	45.21	185274
1164372	Invoice	08/18/2020	Refund	0.00	45.21	
18804	DANIELA WEKSLER	08/20/2020	Regular	0.00	17.81	185275
1164369	Invoice	08/18/2020	Refund	0.00	17.81	
18803	DAVID WOLF	08/20/2020	Regular	0.00	45.21	185276
1164361	Invoice	08/18/2020	Refund	0.00	45.21	
18796	DEBORAH RUBENSTEIN	08/20/2020	Regular	0.00	5.00	185277

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1164050</u>	Invoice	08/18/2020	Refund	0.00	5.00	
18783	DRAINS MADE SIMPLE INTERNATIOI	08/20/2020	Regular	0.00	6,810.00	185278
<u>49</u>	Invoice	06/01/2020	55 Gallon drum of disinfectant	0.00	810.00	
<u>50</u>	Invoice	05/01/2020	Disposable face masks	0.00	6,000.00	
10762	DUNLOP SPORTS GROUP AMERICAS	08/20/2020	Regular	0.00	1,900.80	185279
<u>6041884 SO</u>	Invoice	07/29/2020	Balls	0.00	1,900.80	
17122	DYNEGY ENERGY SERVICES	08/20/2020	Regular	0.00	17,852.71	185280
<u>331665720071</u>	Invoice	07/27/2020	June-July 2020	0.00	17,852.71	
17719	CONSTELLATION NEWENERGY - GAS	08/20/2020	Regular	0.00	505.13	185281
<u>2966638</u>	Invoice	08/11/2020	July 2020	0.00	505.13	
10868	FAULKS BROS. CONSTRUCTION, INC	08/20/2020	Regular	0.00	1,035.33	185282
<u>338239</u>	Invoice	07/21/2020	Sand topdressing	0.00	1,035.33	
10958	GARY WOOL	08/20/2020	Regular	0.00	45.41	185283
<u>1164357</u>	Invoice	08/18/2020	Refund	0.00	45.41	
17505	GYMNASTICS OF ILL. JR ORGS	08/20/2020	Regular	0.00	50.00	185284
<u>080320</u>	Invoice	08/18/2020	Annual Membership Fee	0.00	50.00	
11144	HOWARD ROOT	08/20/2020	Regular	0.00	60.00	185285
<u>081820</u>	Invoice	08/18/2020	Umpire fees August 2020	0.00	60.00	
17708	ILM	08/20/2020	Regular	0.00	2,684.00	185286
<u>INV8404</u>	Invoice	06/17/2020	Pond dye	0.00	167.00	
<u>INV9465</u>	Invoice	08/06/2020	Aquatic vegetation removal	0.00	2,350.00	
<u>INV9466</u>	Invoice	08/06/2020	Pond dye	0.00	167.00	
18798	JACK TARBIS	08/20/2020	Regular	0.00	32.95	185287
<u>1164407</u>	Invoice	08/18/2020	Refund	0.00	32.95	
18785	JENNIFER MEYER	08/20/2020	Regular	0.00	5.15	185288
<u>1161198</u>	Invoice	08/10/2020	Refund	0.00	5.15	
18790	JODI LEVIT	08/20/2020	Regular	0.00	192.00	185289
<u>1162303</u>	Invoice	08/13/2020	Refund 2 @ \$96.00 ea.	0.00	192.00	
11338	JOE FIDDLER	08/20/2020	Regular	0.00	320.00	185290
<u>081720</u>	Invoice	08/17/2020	Umpire fees June/July 2020	0.00	320.00	
18788	KAREN BECKER	08/20/2020	Regular	0.00	26.00	185291
<u>1158988</u>	Invoice	08/05/2020	Refund	0.00	26.00	
11514	LAKE COUNTY SMC	08/20/2020	Regular	0.00	1,320.00	185292
<u>WDP-20-370 080</u>	Invoice	08/06/2020	Watershed development permit applicati	0.00	1,320.00	
18473	LENUTA UNGUREANU	08/20/2020	Regular	0.00	13.72	185293
<u>1164382</u>	Invoice	08/18/2020	Refund	0.00	13.72	
18806	LES WEINSTINE	08/20/2020	Regular	0.00	24.76	185294
<u>1164373</u>	Invoice	08/18/2020	Refund	0.00	24.76	
18794	LISA MINTZER	08/20/2020	Regular	0.00	35.20	185295
<u>1163628</u>	Invoice	08/17/2020	Refund	0.00	35.20	
18474	LAKESHORE RECYCLING SYSTEMS, LI	08/20/2020	Regular	0.00	1,708.69	185296
<u>0004427316</u>	invoice	04/30/2020	Trash removal 05/01/20-05/31/20	0.00	303.68	
<u>0004448817</u>	invoice	05/31/2020	Garbage roll off container	0.00	433.50	
<u>0004487625</u>	invoice	07/31/2020	Trash 08/01/20-08/31/20 Recycle 06/13/	0.00	119.04	
<u>0004487626</u>	invoice	07/31/2020	Trash removal 08/01/20-08/31/20	0.00	45.55	
<u>0004487627</u>	invoice	07/31/2020	Trash removal 08/01/20-08/31/20	0.00	45.55	
<u>0004487628</u>	invoice	07/31/2020	Trash and Recycle removal 08/01/20-08/	0.00	126.89	

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>0004487630</u>	Invoice	07/31/2020	Trash removal 08/01/20-08/31/20	0.00	303.68	
<u>0004487892</u>	Invoice	07/31/2020	Trash and recycle removal 08/01/20-08/3	0.00	330.80	
11665	MARC EKLUND	08/20/2020	Regular	0.00	240.00	185297
<u>081720</u>	Invoice	08/17/2020	Umpire fees July/August 2020	0.00	240.00	
18792	MARK JAMES MARESCO	08/20/2020	Regular	0.00	137.25	185298
<u>081020</u>	Invoice	08/10/2020	Reimburse supplies for scout project	0.00	137.25	
11724	MATT ARBIT	08/20/2020	Regular	0.00	300.00	185299
<u>081820</u>	Invoice	08/18/2020	Umpire fees July/August 2020	0.00	300.00	
18789	MICHAEL EPSTEIN	08/20/2020	Regular	0.00	243.00	185300
<u>1161929</u>	Invoice	08/12/2020	Refund	0.00	243.00	
18801	MILLA YORISH	08/20/2020	Regular	0.00	13.72	185301
<u>1164354</u>	Invoice	08/18/2020	Refund	0.00	13.72	
18786	MITCHELL LIFSON	08/20/2020	Regular	0.00	22.60	185302
<u>1161201</u>	Invoice	08/10/2020	Refund	0.00	22.60	
11860	MUTUAL ACE HARDWARE	08/20/2020	Regular	0.00	28.78	185303
<u>1191 073120</u>	Invoice	07/31/2020	Supplies	0.00	28.78	
11901	NELS J JOHNSON TREE EXPERT INC	08/20/2020	Regular	0.00	2,257.50	185304
<u>1318049</u>	Invoice	06/25/2020	Tree removal - Fink	0.00	722.50	
<u>1318884</u>	Invoice	07/24/2020	Tree removal - Kennedy	0.00	1,535.00	
18799	NICOLE STONE	08/20/2020	Regular	0.00	13.72	185305
<u>1164411</u>	Invoice	08/18/2020	Refund	0.00	13.72	
15818	PAUL BACH	08/20/2020	Regular	0.00	390.00	185306
<u>081720</u>	Invoice	08/17/2020	Umpire fees July 2020	0.00	390.00	
12057	PHIL FOLINO	08/20/2020	Regular	0.00	245.00	185307
<u>081720</u>	Invoice	08/17/2020	Umpire fees July 2020	0.00	245.00	
18795	AIRPHX	08/20/2020	Regular	0.00	12,288.00	185308
<u>072120-01</u>	Invoice	07/21/2020	2 PA2400 Air and surface disinfection unit	0.00	12,288.00	
17425	PNC EQUIPMENT FINANCE	08/20/2020	Regular	0.00	22,962.55	185309
<u>888069</u>	Invoice	07/31/2020	Golf Carts GPS	0.00	22,962.55	
17425	PNC EQUIPMENT FINANCE	08/20/2020	Regular	0.00	10,561.00	185310
<u>888068</u>	Invoice	07/31/2020	Lease September Golf Carts	0.00	10,561.00	
17425	PNC EQUIPMENT FINANCE	08/20/2020	Regular	0.00	1,309.70	185311
<u>888067</u>	Invoice	07/31/2020	Lease September Utility Carts	0.00	1,309.70	
18807	TOP ROOFING	08/20/2020	Regular	0.00	290,358.00	185312
<u>1</u>	Invoice	08/18/2020	DCRC Roof Improvements	0.00	290,358.00	
18797	RANDALL TOIG	08/20/2020	Regular	0.00	32.95	185313
<u>1164394</u>	Invoice	08/18/2020	Refund	0.00	32.95	
12195	RICH WHEELER	08/20/2020	Regular	0.00	300.00	185314
<u>081720</u>	Invoice	08/17/2020	Umpire fees July/August 2020	0.00	300.00	
16459	SANTO SPORT STORE	08/20/2020	Regular	0.00	234.85	185315
<u>704773</u>	Invoice	07/27/2020	Backpack	0.00	67.00	
<u>704822</u>	Invoice	07/27/2020	2 Jerseys	0.00	64.00	
<u>704823</u>	Invoice	08/05/2020	Supplies	0.00	41.85	
<u>704848</u>	Invoice	07/28/2020	1 pr pants	0.00	31.00	
<u>704859</u>	Invoice	08/04/2020	Supplies	0.00	31.00	
18791	SARAH GAINES	08/20/2020	Regular	0.00	202.80	185316

Check Register

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1162410</u>	Invoice	08/13/2020	Refund	0.00	46.20	
<u>1162410-1</u>	Invoice	08/13/2020	Refund	0.00	156.60	
12393	SMITHGROUP, INC.	08/20/2020	Regular	0.00	3,825.00	185317
<u>0148395</u>	Invoice	07/28/2020	Prof Services 05/30/20-06/26/20 Rosewo	0.00	3,825.00	
18694	STELLAR INDUSTRIAL SOLUTIONS, IN	08/20/2020	Regular	0.00	709,371.00	185318
<u>3</u>	Invoice	07/25/2020	Centennial Ice Arena Renovation	0.00	709,371.00	
12493	SUNSET FOOD MART INC	08/20/2020	Regular	0.00	45.00	185319
<u>16200 073120</u>	Invoice	07/31/2020	Supplies	0.00	45.00	
18787	SYBIL WINER	08/20/2020	Regular	0.00	5.00	185320
<u>1158984</u>	Invoice	08/05/2020	Refund	0.00	5.00	
18236	CIAO BELLA SEWING	08/20/2020	Regular	0.00	504.00	185321
<u>214</u>	Invoice	08/13/2020	June/July Virtual sewing programs	0.00	504.00	
17590	V3 CONSTRUCTION GROUP LTD	08/20/2020	Regular	0.00	780.00	185322
<u>1 073120</u>	Invoice	07/31/2020	Mowing at Preserve	0.00	780.00	
18793	WAUKEGAN PARK DISTRICT	08/20/2020	Regular	0.00	285.00	185323
<u>11-2020</u>	Invoice	02/27/2020	OSHA Classes - D.Voss, M.Irvin, V.Picchiet	0.00	285.00	
12747	WAUKEGAN ROOFING CO., INC.	08/20/2020	Regular	0.00	2,782.62	185324
<u>1146080</u>	Invoice	07/22/2020	R;roof repairs	0.00	2,350.00	
<u>1218332</u>	Invoice	07/22/2020	Roof leak checks	0.00	432.62	
18800	WAYNE ZABIN	08/20/2020	Regular	0.00	32.95	185325
<u>1164352</u>	Invoice	08/18/2020	Refund	0.00	32.95	
16823	WELLS FARGO EQUIPMENT FINANCI	08/20/2020	Regular	0.00	515.26	185326
<u>5011434868</u>	Invoice	08/04/2020	Walking green's mower lease	0.00	515.26	
16823	WELLS FARGO EQUIPMENT FINANCI	08/20/2020	Regular	0.00	1,046.23	185327
<u>5011434867</u>	Invoice	08/04/2020	Walking green's mower lease	0.00	1,046.23	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	92	67	0.00	1,113,748.86
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	92	67	0.00	1,113,748.86



Park District of Highland Park, IL

Check Register

Packet: APPKT02431 - 20200731 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK 18748	JOHANNA WELSH	07/31/2020	Regular	0.00	-22.11	185182

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	-22.11
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-22.11



Park District of Highland Park, IL

Check Register

Packet: APPKT02432 - 20200731 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	07/31/2020	Bank Draft	0.00	3,447.08	DFT0002668
<u>ICMA 457 07312</u>	Invoice	07/31/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	3,447.08	
12825	ICMA RETIREMENT TRUST #705568	07/31/2020	Bank Draft	0.00	270.00	DFT0002669
<u>ICMA Roth 07312</u>	Invoice	07/31/2020	Wire Transfer ICMA Roth	0.00	270.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	3,717.08
EFT's	0	0	0.00	0.00
	2	2	0.00	3,717.08



Park District of Highland Park, IL

Check Register

Packet: APPKT02439 - 20200804 6

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	08/04/2020	Bank Draft	0.00	1,178.16	DFT0002670
<u>AFLAC 073020</u>	Invoice	07/30/2020	AFLAC 07/30/20	0.00	1,178.16	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,178.16
EFT's	0	0	0.00	0.00
	1	1	0.00	1,178.16



Park District of Highland Park, IL

Check Register

Packet: APPKT02441 - 20200804 7

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK 10058	AFLAC	08/04/2020	Bank Draft	0.00	-1,178.16	DFT0002670

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	1	0.00	-1,178.16
EFT's	0	0	0.00	0.00
	0	1	0.00	-1,178.16



Park District of Highland Park, IL

Check Register

Packet: APPKT02443 - 20200804 9

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
10058	AFLAC	07/31/2020	Bank Draft	0.00	1,178.16	DFT0002672
<u>AFLAC_073020</u>	Invoice	07/30/2020	AFLAC 07/30/20	0.00	1,178.16	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,178.16
EFT's	0	0	0.00	0.00
	1	1	0.00	1,178.16



Park District of Highland Park, IL

Check Register

Packet: APPKT02444 - 20200804 9

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	07/08/2020	Bank Draft	0.00	-225.00	DFT0002651

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	1	0.00	-225.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-225.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02446 - 20200804 11

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	07/08/2020	Bank Draft	0.00	255.00	DFT0002674
<u>ICMA Roth 0703</u>	Invoice	07/03/2020	Wire Transfer ICMA Roth	0.00	255.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	255.00
EFT's	0	0	0.00	0.00
	1	1	0.00	255.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02450 - 20200805 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11177	ILL MUNICIPAL RETIREMENT FUND	08/05/2020	Bank Draft	0.00	70,084.64	DFT0002675
<u>IMRF July 2020</u>	Invoice	08/05/2020	IMRF 07/31/20	0.00	70,084.64	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	70,084.64
EFT's	0	0	0.00	0.00
	1	1	0.00	70,084.64



Park District of Highland Park, IL

Check Register

Packet: APPKT02454 - 20200814 3

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
11188	ILLINOIS DEPT OF REVENUE	08/14/2020	Bank Draft	0.00	1,127.00	DFT0002688
July 2020	Invoice	08/14/2020	July 2020	0.00	1,127.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	1,127.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,127.00



Park District of Highland Park, IL

Check Register

Packet: APPKT02455 - 20200814 4

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	08/14/2020	Bank Draft	0.00	3,351.92	DFT0002689
<u>ICMA 457 08142</u>	Invoice	08/14/2020	Wire Transfer ICMA 457 Deferred Comp	0.00	3,351.92	
12825	ICMA RETIREMENT TRUST #705568	08/14/2020	Bank Draft	0.00	270.00	DFT0002690
<u>ICMA Roth 08142</u>	Invoice	08/14/2020	Wire Transfer ICMA Roth	0.00	270.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	3,621.92
EFT's	0	0	0.00	0.00
	2	2	0.00	3,621.92



Park District of Highland Park, IL

Check Register

Packet: APPKT02429 - 20200729 1

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	07/30/2020	Bank Draft	0.00	128,581.42	DFT0002667
<u>070720</u>	Invoice	07/07/2020	P-Card with PA	0.00	128,581.42	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	128,581.42
EFT's	0	0	0.00	0.00
	1	1	0.00	128,581.42

P-Card Transactions
06/08/20-07/07/20

Vendor Name	Transaction Count	Amount Total
2 XL CORPORATION	1	\$840.00
24HOURWRISTBANDS.COM	1	\$529.27
4TE KEYTH SECURITY SYS	2	\$273.00
ABADAK TARP CANOPY	1	\$116.94
ACUSHNET BILLTRUST	4	\$1,958.74
ADOBE CREATIVE CLOUD	1	\$4,575.98
AMAZON.COM MJ3SR3NP2 A	1	\$116.11
AMAZON.COM MJ6EM13R1 A	1	\$107.55
AMAZON.COM MS1PM1EL2 A	1	\$24.51
AMAZON.COM MS3308EW2 A	1	\$40.97
AMAZON.COM MS3J40AW0 A	1	\$72.98
AMAZON.COM MY0M02SV1 A	1	\$239.97
AMAZON.COM MY41W67R0 A	1	\$30.95
AMAZON.COM MY4MX5SQ1 A	1	\$239.97
AMERICAN RED CROSS	2	\$538.00
AMZN Mktp US	1	(\$100.90)
AMZN MKTP US MJ0E65LN2	1	\$57.76
AMZN MKTP US MJ18S1C80	1	\$297.48
AMZN MKTP US MJ30T5C80	1	\$178.65
AMZN MKTP US MJ3H03LG1	1	\$216.85
AMZN MKTP US MJ58O4ZK2	1	\$38.89
AMZN MKTP US MJ58W6P51	1	\$16.97
AMZN Mktp US MJ80I5NQ0	1	\$209.88
AMZN MKTP US MJ8DH1EF1	1	\$109.99
AMZN MKTP US MJ8PT9N21	1	\$31.50
AMZN MKTP US MS0I68CW2	1	\$105.99
AMZN MKTP US MS2111KZ0	1	\$71.90
AMZN MKTP US MS22R6RW0	1	\$28.56
AMZN MKTP US MS2VT8GM0	1	\$231.96
AMZN Mktp US MS3603YL0	1	\$99.98
AMZN Mktp US MS3GQ8WB2	1	\$193.97
AMZN MKTP US MS3SL1Y22	1	\$77.18
AMZN MKTP US MS4K30LI2	1	\$123.54
AMZN MKTP US MS59K8ZW0	1	\$71.98
AMZN MKTP US MS5ZR3LM2	1	\$239.76
AMZN MKTP US MS6JB9A62	1	\$334.46
AMZN Mktp US MS6X26FU2	1	\$52.00
AMZN MKTP US MS78E9BH2	1	\$137.90
AMZN Mktp US MS7HY4GA1	1	\$37.86
AMZN Mktp US MS7MU0J42	1	\$124.95
AMZN MKTP US MS85Q0J90	1	\$304.78
AMZN Mktp US MS8HL2B02	1	\$68.00
AMZN MKTP US MS8U84HE0	1	\$66.84
AMZN MKTP US MS9O204Y0	1	\$413.79
AMZN MKTP US MS9QB1UN0	1	\$166.63
AMZN Mktp US MY0C79XV2	1	\$139.96
AMZN Mktp US MY0RH42O0	1	\$54.69
AMZN Mktp US MY10S4YA0	1	\$13.49
AMZN MKTP US MY34R4MO0	1	\$30.78
AMZN Mktp US MY3XY89O1	1	\$589.99
AMZN MKTP US MY4060VK0	1	\$110.08

P-Card Transactions
06/08/20-07/07/20

AMZN MKTP US MY4M21Y00	1	\$267.72
AMZN Mktp US MY4UZ9IQ2	1	\$19.59
AMZN Mktp US MY6KQ37V1	1	\$89.04
APFS STAFFING, INC.	3	\$6,634.64
APLOS SOFTWARE LLC	1	\$540.00
ARTHUR CLESEN- LINCOLN	2	\$151.52
AT&T PREMIER EBIL	2	\$2,501.46
ATT BUS PHONE PMT	2	\$204.10
AVALON PETROLEUM	1	\$5,824.11
BLN SPAMTITAN	2	\$180.00
BURRIS EQUIPMENT - WAU	1	\$376.60
CANOPIES AND TARPS.COM	1	\$257.63
CANVA 02733-1259865	1	\$10.00
CANVA 02733-1263434	1	\$10.00
CHEMCRAFT INDUSTRIES I	1	\$267.59
CHICAGO TRIB SUBSCRIPT	2	\$55.44
CITY OF HIGHLAND PARK	1	\$7,611.58
CLIFFORD WALD AND COMP	1	\$515.97
COBRA-PUMA GOLF INC	1	\$86.23
COMCAST	1	\$11,915.05
COMCAST CHICAGO	10	\$2,186.07
COMCAST CHICAGO CS 1X	2	\$166.30
COMPLIANCE SIGNS.COM	2	\$55.00
CRAFTWOOD LUMBER & HAR	28	\$716.06
CVS/PHARMACY #04787	1	\$2.49
DOLLAR TREE	1	\$20.00
Dollar Tree, Inc.	3	\$391.41
DOLLARTREE	1	\$42.00
DOMYOWN.COM	1	\$35.14
DROPBOX VY84VP3RQ2YM	1	\$11.99
DTV DIRECTV SERVICE	2	\$440.97
EMPIRE COOLER SERVICE	1	\$150.00
FACEBK 8R5HKTNUL2	1	\$25.00
FISH TECH	2	\$13.16
FRIENDS OF THE FOREST	1	\$300.00
G&O THERMAL SUPPLY	5	\$168.10
GOKEYLESS	1	\$123.67
GOOGLE GSUITE PDHP.ORG	1	\$6.00
GOVERNMENT FINANCE OFF	1	\$460.00
GRAINGER	4	\$171.06
GRAPHIC MARKING SYSTEM	1	\$177.41
GROWER EQUIPMENT & SUP	1	\$55.98
GUITAR CENTER #337	2	\$857.33
GUITARCENTER.COM INTER	1	(\$1.11)
HALOGEN SUPPLY COMPANY	3	\$1,953.22
HARRELLS LLC	3	\$9,295.60
HEY AND ASSOCIATES INC	1	\$11,300.42
HIGHLAND PARK FORD LIN	1	\$164.04
HORNUNG S GOLF PRODS	1	\$73.15
ID WHOLESALE	1	\$195.34
IDLEWOOD ELECTRIC SUPP	2	\$140.51
ILLINOIS ASSOC OF PARK	1	\$6.00

P-Card Transactions
06/08/20-07/07/20

IN A TO Z GLOBAL MARK	1	\$49.95
IN BULLDOG SECURITY,	1	\$1,050.00
IN METRO TANK AND PUM	1	\$230.00
IN PALMFLEX, INC	1	\$104.98
IN THE MULCH CENTER L	2	\$180.00
JEWEL OSCO 3459	1	\$57.96
JOHNSTONE SUPPLY OF NI	3	\$1,290.00
JORSON AND CARLSON COM	1	\$65.02
K & M PRINTING	1	\$360.00
K M PRINTING CO INC	2	\$1,080.00
KEYTH TECHNOLOGIES	2	\$54.00
LAKESHORE RECYCLING SY	2	\$1,307.07
LIFEGUARD STORE - ONLI	1	\$204.75
LITANIA SPORTS GROUP	1	\$244.08
MAILCHIMP MONTHLY	1	\$285.81
MAIN EVENT HOF E-ECOMM	1	(\$283.16)
Marathon Sportswear, I	2	\$815.19
MARIANOS #542	1	\$19.94
MARK VEND CO.	2	\$394.79
MENARDS 3327	2	\$61.08
MENONI & MOCOJNI, INC.	4	\$322.50
MICHAELS STORES 2037	1	\$43.91
MICHAELS STORES 9048	1	\$57.36
MIDWEST COPIER	1	\$365.90
MIDWEST GROUNDCOVERS L	1	\$1,316.99
MURNANE PAPER COMPANY	1	\$4,772.00
MUTUAL ACE HARDWARE &	36	\$1,445.31
NAPA AUTO PRTS HIGHLAN	34	\$2,046.49
NATIONAL LIFT TRUCK	1	\$328.64
P & W GOLF SUPPLY LLC	1	\$643.46
PARK DISTRICT OF HIGHL	1	\$1.00
PARTY CITY 168	2	\$89.94
PGA MEMBER INFO SRVCS	1	\$736.00
POS REMARKETING GROUP	1	\$70.00
QUICKSCORES COM	1	\$112.00
READYREFRESH BY NESTLE	1	\$28.97
REINDERS SUSSEX CUSTOM	5	\$1,126.45
RME THE GOLFWORKS	1	\$169.78
ROSEWOOD BEACH	1	\$10.00
S&S WORLDWIDE, INC.	1	\$6,186.42
SAMSCLUB.COM	1	\$26.66
SCHNEIDERELECTRIC IT C	1	(\$34.31)
SITEONE LANDSCAPE SUPP	5	\$9,135.82
SMARTSIGN	1	\$66.84
SP EXPRESS PAINT	1	\$112.25
STAPLES 00116616	2	\$47.46
TARGET 00011676	2	\$132.30
TARGET 00011684	5	\$408.76
TEC #130	1	\$151.00
TERMINAL SUPPLY TROY 1	1	\$213.62
THE HOME DEPOT #1926	3	\$246.09
THE HOME DEPOT #1980	1	\$24.53

P-Card Transactions
06/08/20-07/07/20

TRIBUNE PUBLISHING COM	1	\$54.86
ULINE SHIP SUPPLIES	1	\$134.31
USPS PO 1636060035	5	\$46.00
WAL-MART #2204	1	\$43.82
WAL-MART #3893	1	\$47.97
WALMART.COM	3	\$1,552.51
WAREHOUSE DIRECT	23	\$3,944.90
WEB NETWORKSOLUTIONS	1	\$385.89
WM SUPERCENTER #1735	1	\$121.96
WRIST-BAND.COM	1	\$274.50
YA YA E FAVORMART	4	\$1,869.52
YOUR ADVANTAGE II LT	1	\$171.00
ZOOM.US	1	\$84.97
TOTAL		\$128,581.42



UPDATED
FINANCIAL
FORECASTS

Due to Covid-19

SPECIAL DISCLAIMER REGARDING RESEARCH AND FORECASTS

Research and forecasts are based on current information as of July 31, 2020, that we consider reliable, but we do not represent it as accurate or complete, and it should not be relied on as such. The information, opinions, estimates, and forecasts contained herein are also as of the date hereof and are subject to change without prior notification.

Source: Public Financial Management (PFM)

OPERATIONS (GENERAL AND RECREATION FUNDS)

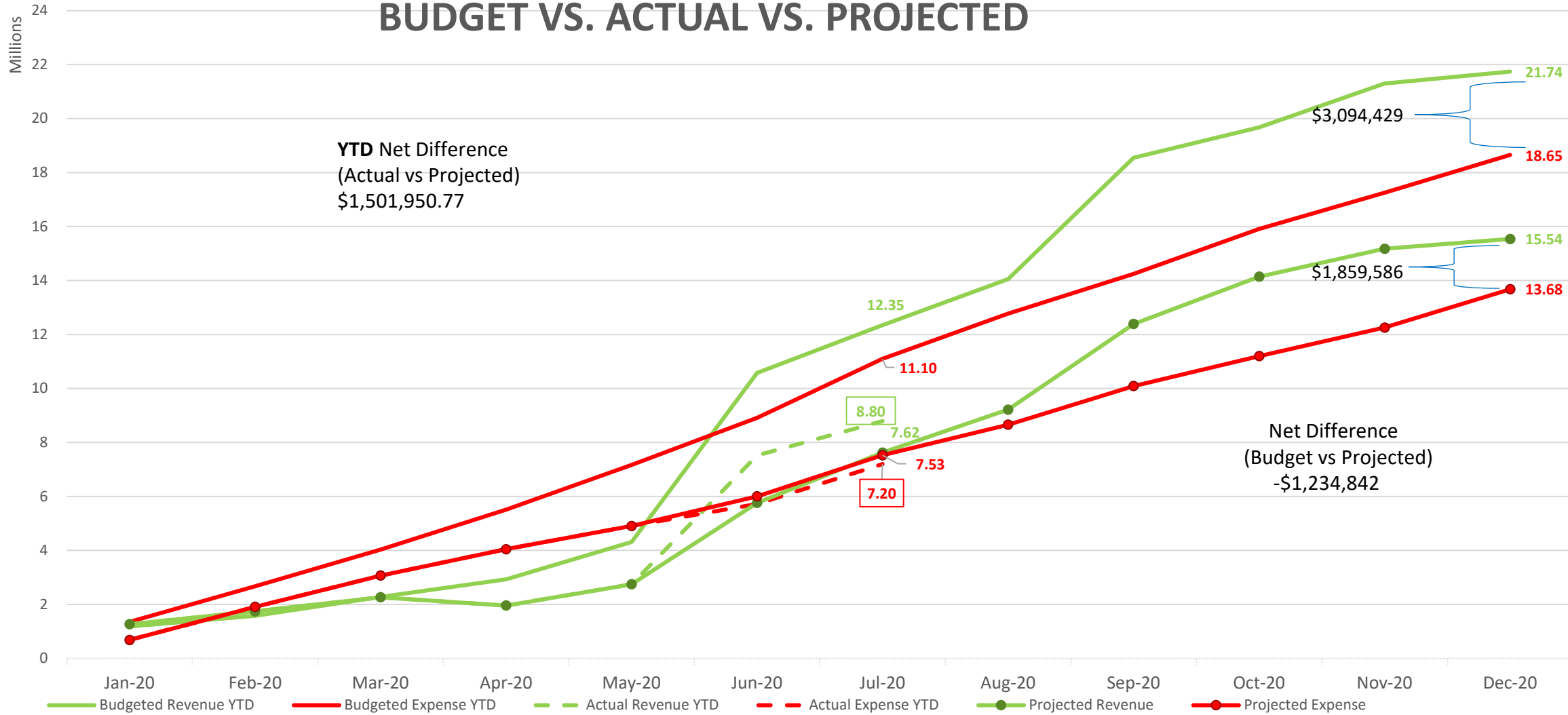
PROJECTED CASH FLOW/OPERATIONS

	PROJECTED	PROJECTED	PROJECTED	PROJECTED	PROJECTED
	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER

MONTH END PROJECTED CASH ON HAND	\$ 11,437,663.31	\$ 13,177,736.17	\$ 13,820,564.08	\$ 13,796,828.96	\$ 11,294,165.13
ORIGINAL BUDGETED CASH ON HAND	\$ 11,691,777.51	\$ 14,715,904.14	\$ 14,182,780.83	\$ 14,460,389.40	\$ 11,950,825.24
25% RESERVE PER BUDGET (End of Year)	\$ 4,662,551.00	\$ 4,662,551.00	\$ 4,662,551.00	\$ 4,662,551.00	\$ 4,662,551.00

OPERATIONS (GENERAL AND RECREATION FUNDS)

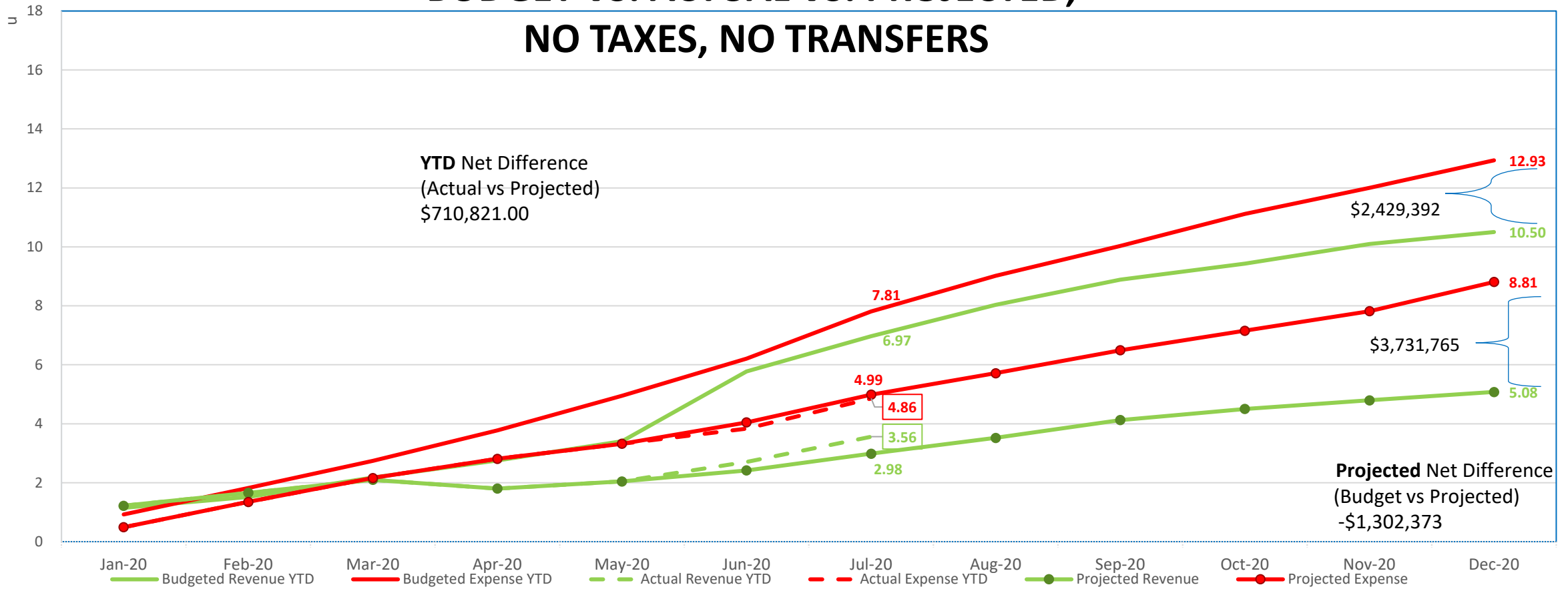
BUDGET VS. ACTUAL VS. PROJECTED



	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20
Budgeted Revenue YTD	1,188,294.13	1,575,195.97	2,280,462.98	2,927,603.82	4,314,417.76	10,576,659.18	12,345,363.37	14,054,602.59	18,552,446.55	19,679,220.39	21,297,789.22	21,744,635.46
Budgeted Expense YTD	1,353,093.79	2,668,619.84	4,029,485.33	5,511,507.99	7,169,117.86	8,916,565.52	11,098,300.23	12,776,144.10	14,249,861.43	15,909,758.58	17,250,718.34	18,650,205.74
Projected Revenue	1,267,006.47	1,744,428.16	2,265,402.76	1,959,942.81	2,747,825.88	5,764,849.80	7,624,576.02	9,216,976.42	12,391,589.96	14,143,550.54	15,176,378.01	15,538,124.04
Projected Expense	684,323.94	1,912,537.68	3,067,451.28	4,046,400.91	4,907,674.16	6,005,541.12	7,529,406.27	8,657,328.87	10,091,869.55	11,201,001.55	12,257,564.14	13,678,537.74
Actual Revenue YTD	1,267,006.47	1,744,428.16	2,265,402.76	1,959,942.81	2,747,825.88	7,518,873.47	8,797,264.32					
Actual Expense YTD	684,323.94	1,912,537.68	3,067,451.28	4,046,400.91	4,907,674.16	5,722,755.49	7,200,143.80					

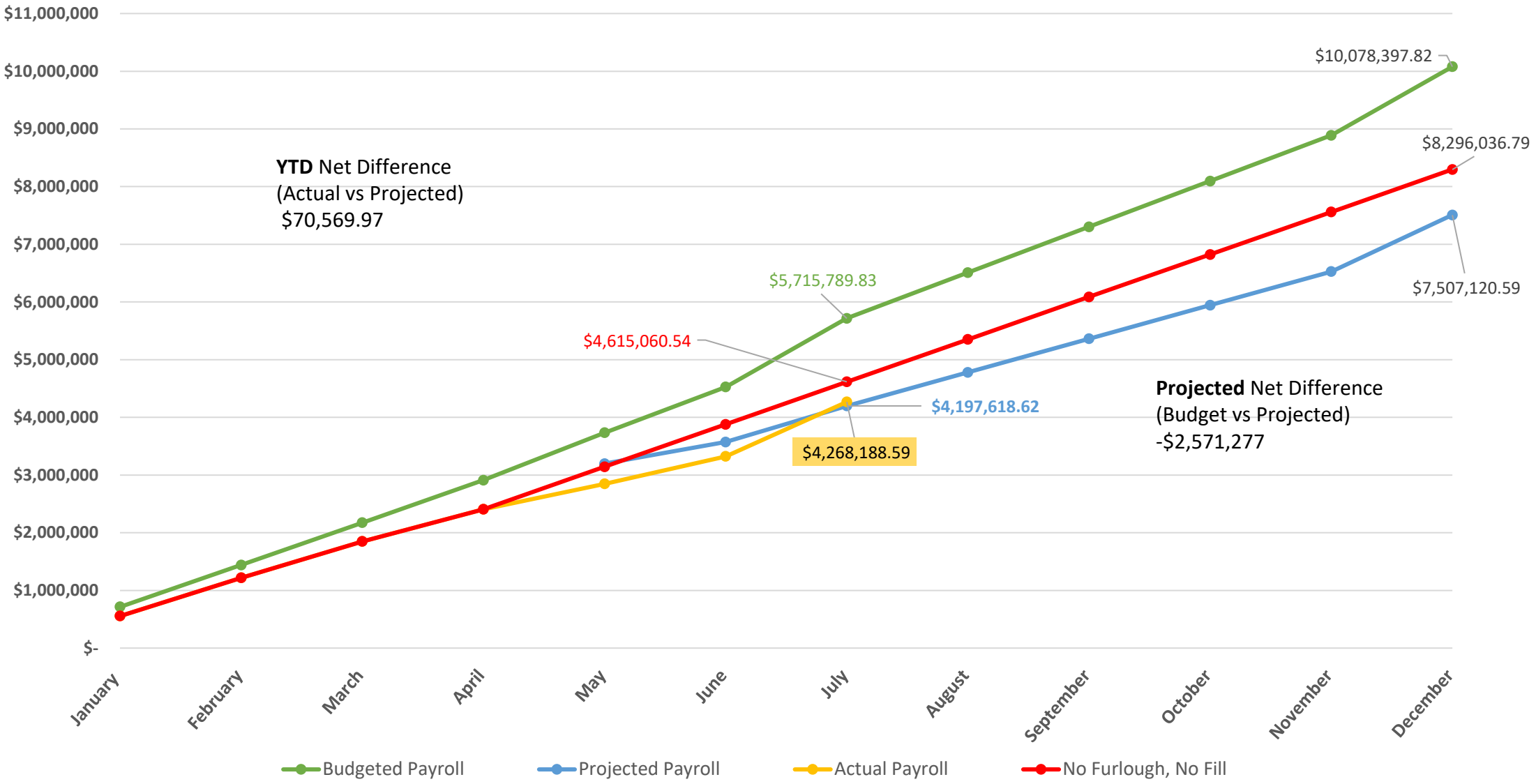
RECREATION FUND

BUDGET VS. ACTUAL VS. PROJECTED, NO TAXES, NO TRANSFERS



Budgeted Revenue YTD	1,147,386.38	1,517,683.06	2,180,490.99	2,756,054.01	3,408,016.71	5,775,708.13	6,970,607.75	8,034,511.12	8,888,541.22	9,427,525.10	10,097,449.50	10,502,488.46
Budgeted Expense YTD	924,796.93	1,819,651.35	2,740,629.74	3,779,965.74	4,946,734.96	6,211,173.22	7,806,770.80	9,015,285.16	10,033,695.35	11,117,850.93	11,996,920.65	12,931,881.22
Projected Revenue	1,218,772.72	1,656,454.61	2,099,358.41	1,801,328.82	2,044,893.50	2,417,700.28	2,984,941.09	3,522,247.62	4,126,282.13	4,501,858.24	4,794,314.35	5,078,223.98
Projected Expense	493,448.53	1,352,058.50	2,160,055.82	2,810,994.85	3,323,307.55	4,048,036.56	4,989,444.72	5,714,823.48	6,493,104.62	7,155,695.56	7,818,574.79	8,809,989.11
Actual Revenue YTD	1,218,772.72	1,656,454.61	2,099,358.41	1,801,328.82	2,044,893.50	2,704,019.93	3,563,434.90					
Actual Expense YTD	493,448.53	1,352,058.50	2,160,055.82	2,810,994.85	3,323,307.55	3,833,127.99	4,857,117.53					

Monthly Payroll Budget vs. Actual vs. Projection



COVID RELATED EXPENSES

	Budget	YE Projected	Difference
• COVID-19 supplies:	\$0	\$71,701	(\$71,701)
• Lakefront Staff:	\$32,888	\$108,549	(\$75,661)
• Lost Operating Revenue	\$0	\$6,206,511	(\$6,206,511)
• Total:	\$32,888	\$6,386,761	(\$6,353,873)



Park District of Highland Park, IL
DISTRICT WIDE

Income Statement

Current Period Ending 07/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	243,148.02	87,145.93	1,208,291.62	1,776,173.03	-567,881.41	2,927,414.43	85,022.83	1,567,655.13
110 - CAMPS	41,637.95	370,378.81	76,514.05	1,843,635.95	-1,767,121.90	1,911,333.50	226,628.75	1,633,364.97
120 - LESSONS	42,099.58	41,713.49	180,526.00	236,882.36	-56,356.36	374,985.50	42,190.60	214,100.68
130 - SPECIAL EVENTS	-258.00	14,177.34	10,592.00	78,295.00	-67,703.00	112,105.00	25,230.66	82,801.65
410 - TAX	593,893.17	766,994.46	6,359,297.24	6,274,466.67	84,830.57	13,523,199.00	332,908.48	6,873,033.81
420 - FEES & CHARGES	395,031.54	378,664.84	1,020,344.09	1,149,551.95	-129,207.86	1,870,237.00	387,946.00	1,034,271.98
440 - MEMBERSHIPS	20,171.70	161,177.23	412,820.58	957,394.96	-544,574.38	1,635,001.20	154,075.59	912,663.69
450 - RENTALS	93,764.26	103,020.06	521,930.88	787,655.17	-265,724.29	1,361,334.70	107,509.70	801,313.33
460 - MERCHANDISING	14,397.00	40,534.02	59,197.46	113,727.77	-54,530.31	175,519.00	12,025.03	79,482.66
470 - INTEREST INCOME	3,940.23	14,161.00	76,631.44	99,127.00	-22,495.56	170,000.00	9,225.17	205,272.86
480 - MISCELLANEOUS INCOME	9,584.25	15,362.89	623,233.79	154,764.01	468,469.78	306,117.43	3,428.33	110,805.17
510 - OTHER INCOME	2,450.00	0.00	989,786.18	21,176.56	968,609.62	73,978.13	464.00	16,322.38
520 - BOND/DEBT PROCEEDS	1,342.92	0.00	6,466,597.18	7,100,000.00	-633,402.82	7,100,000.00	0.00	0.00
Total Revenue:	1,461,202.62	1,993,330.07	18,005,762.51	20,592,850.43	-2,587,087.92	31,541,224.89	1,386,655.14	13,531,088.31
Expense								
100 - PROGRAMS	125,032.37	95,832.74	653,271.84	1,039,871.96	386,600.12	1,742,372.36	86,020.38	804,235.03
110 - CAMPS	49,731.12	402,614.46	69,688.84	751,351.19	681,662.35	1,036,564.89	298,500.37	400,871.42
120 - LESSONS	29,586.74	16,001.21	95,188.82	113,484.17	18,295.35	191,345.95	17,951.90	107,460.78
130 - SPECIAL EVENTS	1,066.81	9,848.68	63,984.41	144,289.79	80,305.38	236,312.08	11,218.46	151,692.00
610 - SALARIES & WAGES	782,178.52	1,119,589.21	3,664,829.62	4,700,854.99	1,036,025.37	8,154,729.26	635,797.54	3,823,584.03
620 - CONTRACTUAL SERVICES	151,756.63	189,439.87	1,095,556.28	1,979,523.75	883,967.47	2,944,773.67	140,353.98	1,353,681.55
630 - INSURANCE	148,130.17	219,324.40	913,844.05	1,349,932.36	436,088.31	2,323,922.96	158,720.18	997,907.17
640 - MATERIALS & SUPPLIES	40,135.48	62,149.53	155,640.01	357,884.15	202,244.14	602,514.61	59,279.73	258,852.28
650 - MAINTENANCE & LANDSCAPING CONTRACTS	51,369.39	38,697.08	168,481.98	306,362.18	137,880.20	425,817.47	35,635.87	188,387.24
660 - UTILITIES	62,040.29	74,380.57	378,154.66	483,180.58	105,025.92	920,634.66	85,428.02	435,569.59
670 - PENSION CONTRIBUTIONS	82,990.07	100,969.65	404,928.99	510,911.16	105,982.17	891,036.45	65,520.40	336,169.00
680 - COST OF GOODS SOLD	2,758.09	9,776.80	9,394.07	33,637.60	24,243.53	42,427.50	4,402.32	29,017.20
710 - DEBT RETIREMENT	475.00	0.00	228,182.29	283,889.25	55,706.96	3,273,044.50	475.00	264,431.25
720 - CAPITAL OUTLAY	675,470.59	980,451.63	1,416,190.81	2,499,024.41	1,082,833.60	7,694,927.00	180,788.00	753,631.35
Total Expense:	2,202,721.27	3,319,075.83	9,317,336.67	14,554,197.54	5,236,860.87	30,480,423.36	1,780,092.15	9,905,489.89
Report Total:	-741,518.65	-1,325,745.76	8,688,425.84	6,038,652.89	2,649,772.95	1,060,801.53	-393,437.01	3,625,598.42

Fund Summary

Fund	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
01 - GENERAL CORPORATE	-186,277.87	-496,884.59	507,320.22	-74,421.93	581,742.15	312,539.98	-209,154.13	696,475.25
25 - SPECIAL RECREATION	113,139.25	80,906.20	314,675.02	-308,897.47	623,572.49	212,737.38	22,764.52	130,376.96
29 - RECREATION	-12,719.59	-64,997.00	1,089,800.30	1,367,415.98	-277,615.68	2,781,889.24	-31,432.41	3,128,089.92
60 - DEBT SERVICE	67,854.60	131,668.47	519,620.69	374,611.19	145,009.50	-1,692,390.50	35,836.45	529,530.79
70 - CAPITAL PROJECTS	-723,515.04	-976,438.84	6,257,009.61	4,679,945.12	1,577,064.49	-553,974.57	-211,451.44	-858,874.50
Report Total:	-741,518.65	-1,325,745.76	8,688,425.84	6,038,652.89	2,649,772.95	1,060,801.53	-393,437.01	3,625,598.42

Special Recreation: Budgeted tax receipts are trending favorably due to timing difference. Variance should diminish. Contractual services payment for the NSSRA building were budgeted for June but will not take place until billed after understanding granting opportunities better.

Capital Projects: Significantly under budget as projects have been delayed or eliminated due to COVID-19.

General Corporate: Showing a favorable variance from budget due to reduced payroll, reduced expenses due to closing, and timing difference in health insurance. Also, due to another \$518,000 in miscellaneous income for two grants receivable.

Debt Service: Budgeted tax receipts are trending favorably due to timing difference. Variance should continue to diminish. The favorable variance in debt retirement will be used in December when making debt certificate payments.

Recreation: Showing an unfavorable variance from budget due to closure and reduced activities related to COVID-19. Unfavorable variance is improving



Park District of Highland Park, IL

01 - GENERAL FUND

Income Statement

Current Period Ending 07/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
410 - TAX	260,569.34	120,320.00	2,709,101.25	3,040,318.00	-331,216.75	5,760,000.00	152,510.00	2,928,560.20
420 - FEES & CHARGES	915.09	4,085.58	12,763.36	21,994.86	-9,231.50	36,600.00	3,670.56	25,555.90
460 - MERCHANDISING	46.29	88.02	199.48	251.61	-52.13	540.00	13.26	313.72
470 - INTEREST INCOME	3,940.23	14,161.00	76,631.44	99,127.00	-22,495.56	170,000.00	9,225.17	205,272.86
480 - MISCELLANEOUS INCOME	-800.05	1,050.18	49,200.96	42,044.07	7,156.89	53,300.00	650.00	63,066.97
510 - OTHER INCOME	2,450.00	0.00	2,450.00	0.00	2,450.00	10,425.00	464.00	1,464.00
Total Revenue:	267,120.90	139,704.78	2,850,346.49	3,203,735.54	-353,389.05	6,030,865.00	166,532.99	3,224,233.65
Expense								
610 - SALARIES & WAGES	257,186.10	369,004.91	1,290,630.86	1,616,139.41	325,508.55	2,795,046.32	174,956.43	1,323,247.53
620 - CONTRACTUAL SERVICES	39,060.80	92,583.72	279,998.78	604,765.88	324,767.10	1,012,140.62	63,924.40	371,925.64
630 - INSURANCE	75,099.68	94,767.81	446,123.37	663,374.67	217,251.30	1,137,666.82	85,003.08	525,647.98
640 - MATERIALS & SUPPLIES	15,606.06	20,164.84	62,466.87	101,427.88	38,961.01	234,973.90	15,598.89	84,099.32
650 - MAINTENANCE & LANDSCAPING CONTRACTS	23,266.03	9,537.68	53,712.51	51,392.92	-2,319.59	98,817.47	3,349.02	36,069.51
660 - UTILITIES	13,948.48	12,120.34	63,031.68	62,754.44	-277.24	122,705.60	10,994.05	66,847.36
670 - PENSION CONTRIBUTIONS	29,231.62	38,410.07	147,062.20	178,302.27	31,240.07	316,974.29	21,861.25	119,921.06
Total Expense:	453,398.77	636,589.37	2,343,026.27	3,278,157.47	935,131.20	5,718,325.02	375,687.12	2,527,758.40
Report Total:	-186,277.87	-496,884.59	507,320.22	-74,421.93	581,742.15	312,539.98	-209,154.13	696,475.25

Budgeted tax receipts are trending unfavorably due to timing difference. Interest income is lagging as interest rates have plummeted since COVID 19. Salaries and pension contributions are down due to furloughing of staff, hiring freeze and open positions. Contractual services are down due to turf maintenance and landscape services contracts not being signed and work being performed in-house. Ecological restoration work was not completed. Also causing more than a \$180,000 variance in insurance is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The July insurance was paid in August, while the budgeted amount is allocated evenly over the year. Additionally, there are less staff than originally budgeted for causing less insurance expense. Materials and supplies are trending favorably, as operations were ceased in March and reduced operations continue into August. Spending is on essential work and necessary repairs only. Annuals, trees, and athletic field supplies were not purchased.



Park District of Highland Park, IL

25 - SPECIAL RECREATION FUND

Income Statement

Current Period Ending 07/31/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	113,139.25	80,906.20	518,910.08	404,628.15	114,281.93	971,263.00	22,764.52	497,754.00
Total Revenue:	113,139.25	80,906.20	518,910.08	404,628.15	114,281.93	971,263.00	22,764.52	497,754.00
Expense								
620 - CONTRACTUAL SERVICES	0.00	0.00	204,235.06	713,525.62	509,290.56	758,525.62	0.00	367,377.04
Total Expense:	0.00	0.00	204,235.06	713,525.62	509,290.56	758,525.62	0.00	367,377.04
Report Total:	113,139.25	80,906.20	314,675.02	-308,897.47	623,572.49	212,737.38	22,764.52	130,376.96

Budgeted tax receipts are trending favorably due to timing difference. Variance should diminish. Contractual services payment for the NSSRA building were budgeted for June but will not take place until billed after understanding granting opportunities better.



Park District of Highland Park, IL
29 - RECREATION FUND

Income Statement

Current Period Ending 07/31/2020

Typ...	Month		Year To Date			Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget	Variance Favorable (Unfavorable)		Month	YTD
Revenue								
100 - PROGRAMS	243,148.02	87,145.93	1,208,291.62	1,776,173.03	-567,881.41	2,927,414.43	85,022.83	1,567,655.13
110 - CAMPS	41,637.95	370,378.81	76,514.05	1,843,635.95	-1,767,121.90	1,911,333.50	226,628.75	1,633,364.97
120 - LESSONS	42,099.58	41,713.49	180,526.00	236,882.36	-56,356.36	374,985.50	42,190.60	214,100.68
130 - SPECIAL EVENTS	-258.00	14,177.34	10,592.00	78,295.00	-67,703.00	112,105.00	25,230.66	82,801.65
410 - TAX	151,854.98	434,099.79	2,383,482.93	2,171,020.08	212,462.85	5,211,282.00	121,322.51	2,652,757.57
420 - FEES & CHARGES	394,116.45	374,579.26	1,007,580.73	1,127,557.09	-119,976.36	1,833,637.00	384,275.44	1,008,716.08
440 - MEMBERSHIPS	20,171.70	161,177.23	412,820.58	957,394.96	-544,574.38	1,635,001.20	154,075.59	912,663.69
450 - RENTALS	93,764.26	103,020.06	521,930.88	787,655.17	-265,724.29	1,361,334.70	107,509.70	801,313.33
460 - MERCHANDISING	14,350.71	40,446.00	58,997.98	113,476.16	-54,478.18	174,979.00	12,011.77	79,168.94
480 - MISCELLANEOUS INCOME	10,384.30	2,261.50	55,334.38	28,361.47	26,972.91	108,145.00	2,778.33	44,238.20
510 - OTHER INCOME	0.00	0.00	30,846.68	21,176.56	9,670.12	63,553.13	0.00	14,858.38
Total Revenue:	1,011,269.95	1,628,999.41	5,946,917.83	9,141,627.83	-3,194,710.00	15,713,770.46	1,161,046.18	9,011,638.62
Expense								
100 - PROGRAMS	125,032.37	95,832.74	653,271.84	1,039,871.96	386,600.12	1,742,372.36	86,020.38	804,235.03
110 - CAMPS	49,731.12	402,614.46	69,688.84	751,351.19	681,662.35	1,036,564.89	298,500.37	400,871.42
120 - LESSONS	29,586.74	16,001.21	95,188.82	113,484.17	18,295.35	191,345.95	17,951.90	107,460.78
130 - SPECIAL EVENTS	1,066.81	9,848.68	63,984.41	144,289.79	80,305.38	236,312.08	11,218.46	151,692.00
610 - SALARIES & WAGES	524,992.42	750,584.30	2,374,198.76	3,084,715.58	710,516.82	5,359,682.94	460,841.11	2,500,336.50
620 - CONTRACTUAL SERVICES	63,308.46	87,984.70	338,682.50	599,132.10	260,449.60	1,006,607.43	45,745.14	461,878.13
630 - INSURANCE	73,030.49	124,556.59	467,720.68	686,557.69	218,837.01	1,186,256.14	73,717.10	472,259.19
640 - MATERIALS & SUPPLIES	24,529.42	41,984.69	93,173.14	256,456.27	163,283.13	367,540.71	43,680.84	174,752.96
650 - MAINTENANCE & LANDSCAPING CONTRACTS	28,103.36	29,159.40	114,769.47	254,969.26	140,199.79	327,000.00	32,286.85	152,317.73
660 - UTILITIES	48,091.81	62,260.23	315,122.98	420,426.14	105,303.16	797,929.06	74,433.97	368,722.23
670 - PENSION CONTRIBUTIONS	53,758.45	62,559.58	257,866.79	332,608.89	74,742.10	574,062.16	43,659.15	216,247.94
680 - COST OF GOODS SOLD	2,758.09	9,776.80	9,394.07	33,637.60	24,243.53	42,427.50	4,402.32	29,017.20
720 - CAPITAL OUTLAY	0.00	833.03	4,055.23	56,711.21	52,655.98	63,780.00	21.00	43,757.59
Total Expense:	1,023,989.54	1,693,996.41	4,857,117.53	7,774,211.85	2,917,094.32	12,931,881.22	1,192,478.59	5,883,548.70
Report Total:	-12,719.59	-64,997.00	1,089,800.30	1,367,415.98	-277,615.68	2,781,889.24	-31,432.41	3,128,089.92

Programs, camps, lessons, and special events were largely reduced or eliminated due to COVID 19. Thus, revenues and expenses related to all are significantly reduced. While fees and charges are trending unfavorably, July was very strong for golf learning, Rosewood Beach, Park Avenue, and Sunset Valley. \$438,000 of the unfavorable variance in memberships is due to the fitness center being closed due to COVID-19 and refunds. Rentals are unfavorable due to COVID-19, however golf cart rentals and Park Avenue rentals accounted for much of the \$90,000 figure in June. Merchandising is also unfavorable due to closure from COVID-19, which also reduced Cost of Goods Sold. Miscellaneous income is trending favorable due to several sponsorships and the North Shore Amateur Golf Tournament. Salaries and pension contributions are down due to furloughing of staff, hiring freeze and open positions. Also causing more than a \$218,000 variance in the Recreation Fund is the absence of the Park District's Health and Risk Management Monthly Insurance premium payment to PDRMA. The July insurance was paid in August, while the budgeted amount is allocated evenly over the year. Contractual services, materials and supplies, utilities and maintenance & landscaping contracts are all significantly underbudget due to closure.



Park District of Highland Park, IL
 60 - DEBT SERVICE FUND

Income Statement

Current Period Ending 07/31/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
410 - TAX	68,329.60	131,668.47	747,802.98	658,500.44	89,302.54	1,580,654.00	36,311.45	793,962.04
Total Revenue:	68,329.60	131,668.47	747,802.98	658,500.44	89,302.54	1,580,654.00	36,311.45	793,962.04
Expense								
710 - DEBT RETIREMENT	475.00	0.00	228,182.29	283,889.25	55,706.96	3,273,044.50	475.00	264,431.25
Total Expense:	475.00	0.00	228,182.29	283,889.25	55,706.96	3,273,044.50	475.00	264,431.25
Report Total:	67,854.60	131,668.47	519,620.69	374,611.19	145,009.50	-1,692,390.50	35,836.45	529,530.79

Budgeted tax receipts are trending favorably due to timing difference. Variance should continue to diminish. The favorable variance in debt retirement will be used in December when making debt certificate payments.



Park District of Highland Park, IL

70 - CAPITAL FUND

Income Statement

Current Period Ending 07/31/2020

Typ...	Month		Year To Date		Variance Favorable (Unfavorable)	Annual Budget	Prior Year	
	Actual	Budget	Actual	Budget			Month	YTD
Revenue								
480 - MISCELLANEOUS INCOME	0.00	12,051.21	518,698.45	84,358.47	434,339.98	144,672.43	0.00	3,500.00
510 - OTHER INCOME	0.00	0.00	956,489.50	0.00	956,489.50	0.00	0.00	0.00
520 - BOND/DEBT PROCEEDS	1,342.92	0.00	6,466,597.18	7,100,000.00	-633,402.82	7,100,000.00	0.00	0.00
Total Revenue:	1,342.92	12,051.21	7,941,785.13	7,184,358.47	757,426.66	7,244,672.43	0.00	3,500.00
Expense								
620 - CONTRACTUAL SERVICES	49,387.37	8,871.45	272,639.94	353,496.15	80,856.21	511,751.00	30,684.44	152,500.74
720 - CAPITAL OUTLAY	675,470.59	979,618.60	1,412,135.58	2,442,313.20	1,030,177.62	7,631,147.00	180,767.00	709,873.76
Total Expense:	724,857.96	988,490.05	1,684,775.52	2,795,809.35	1,111,033.83	8,142,898.00	211,451.44	862,374.50
Report Total:	-723,515.04	-976,438.84	6,257,009.61	4,388,549.12	1,868,460.49	-898,225.57	-211,451.44	-858,874.50

The \$400,000 favorable variance in miscellaneous income is the recording of the receipt of the OSLAD grant for The Preserve. The Capital Outlay is significantly under budget as projects have been delayed or eliminated due to COVID-19. Contractual services are largely underbudget due to consultant costs for various potential projects being delayed, underbudget and not used.



RECREATION BY CENTER

Park District of Highland Park, IL

Y-T-D JULY 2020

Account Type	2019 Total Budget	2019 YTD Activity	2020 Total Budget	2020 YTD Activity
Fund: 29 - RECREATION				
Center: 11 - ADMINISTRATIVE				
Revenue	5,240,000.00	5,138,744.90	5,271,282.00	2,399,992.93
Expense	5,162,801.24	5,044,069.55	5,569,944.00	979,455.33
Center: 11 - ADMINISTRATIVE Surplus (Deficit):	77,198.76	94,675.35	(298,662.00)	1,420,537.60
Net Revenue:	1.47%	1.84%	-5.67%	59.19%
Center: 24 - WEST RIDGE CENTER				
Revenue	431,541.00	393,725.06	525,565.96	158,411.19
Expense	826,728.70	765,765.43	875,789.65	354,828.95
Center: 24 - WEST RIDGE CENTER Surplus (Deficit):	(395,187.70)	(372,040.37)	(350,223.69)	(196,417.76)
Net Revenue:	-91.58%	-94.49%	-66.64%	-123.99%
Center: 26 - ATHLETICS				
Revenue	958,379.00	965,333.07	955,092.97	409,801.84
Expense	922,942.28	835,324.63	914,819.32	346,096.01
Center: 26 - ATHLETICS Surplus (Deficit):	35,436.72	130,008.44	40,273.65	63,705.83
Net Revenue:	3.70%	13.47%	4.22%	15.55%
Center: 28 - CAMPS				
Revenue	808,416.00	881,387.38	987,541.00	85,605.50
Expense	587,252.22	603,433.27	657,076.00	110,007.54
Center: 28 - CAMPS Surplus (Deficit):	221,163.78	277,954.11	330,465.00	(24,402.04)
Net Revenue:	27.36%	31.54%	33.46%	-28.51%
Center: 29 - SPECIAL EVENTS				
Revenue	60,305.00	57,079.83	64,285.00	24,172.00
Expense	210,304.34	195,532.84	190,993.66	58,984.70
Center: 29 - SPECIAL EVENTS Surplus (Deficit):	(149,999.34)	(138,453.01)	(126,708.66)	(34,812.70)
Net Revenue:	-248.73%	-242.56%	-197.10%	-144.02%
Center: 31 - HIDDEN CREEK AQUAPARK				
Revenue	387,467.00	320,226.23	427,880.00	3,626.24
Expense	471,161.18	459,082.77	563,474.68	76,625.28
Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit):	(83,694.18)	(138,856.54)	(135,594.68)	(72,999.04)
Net Revenue:	-21.60%	-43.36%	-31.69%	-2,013.08%
Center: 32 - ROSEWOOD INTERPRETIVE CENTER				
Revenue	121,237.50	92,100.94	143,640.50	7,856.17
Expense	99,583.28	99,123.48	134,451.45	33,630.93
Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit):	21,654.22	(7,022.54)	9,189.05	(25,774.76)
Net Revenue:	17.86%	-7.62%	6.40%	-328.08%

Account Type	2019 Total Budget	2019 YTD Activity	2020 Total Budget	2020 YTD Activity
Center: 33 - ROSEWOOD BEACH				
Revenue	75,271.00	77,315.50	86,515.00	65,435.00
Expense	124,067.86	121,458.17	144,011.88	117,148.66
Center: 33 - ROSEWOOD BEACH Surplus (Deficit):	(48,796.86)	(44,142.67)	(57,496.88)	(51,713.66)
Net Revenue:	-64.83%	-57.09%	-66.46%	-79.03%
Center: 34 - PARK AVENUE				
Revenue	106,068.00	101,915.74	104,681.00	119,411.16
Expense	112,812.05	115,786.17	120,079.51	32,001.25
Center: 34 - PARK AVENUE Surplus (Deficit):	(6,744.05)	(13,870.43)	(15,398.51)	87,409.91
Net Revenue:	-6.36%	-13.61%	-14.71%	73.20%
Center: 38 - ICE ARENA				
Revenue	1,359,999.10	1,298,228.72	1,236,655.20	331,430.50
Expense	1,164,839.51	987,116.75	1,078,636.25	416,306.28
Center: 38 - ICE ARENA Surplus (Deficit):	195,159.59	311,111.97	158,018.95	(84,875.78)
Net Revenue:	14.35%	23.96%	12.78%	-25.61%
Center: 41 - MAINTENANCE				
Revenue	-	-	-	-
Expense	806,560.88	741,285.72	776,887.19	334,123.36
Center: 41 - MAINTENANCE Surplus (Deficit):	(806,560.88)	(741,285.72)	(776,887.19)	(334,123.36)
Net Revenue:	0.00%	0.00%	0.00%	0.00%
Center: 42 - PRO SHOP				
Revenue	1,518,909.00	1,377,483.33	1,439,530.00	945,481.16
Expense	562,921.88	469,244.58	502,375.52	204,795.22
Center: 42 - PRO SHOP Surplus (Deficit):	955,987.12	908,238.75	937,154.48	740,685.94
Net Revenue:	62.94%	65.93%	65.10%	78.34%
Center: 49 - RECREATION CENTER ADMIN				
Revenue	201,753.00	155,525.19	173,222.00	44,847.92
Expense	1,243,782.86	1,134,248.50	1,208,314.98	534,552.05
Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit):	(1,042,029.86)	(978,723.31)	(1,035,092.98)	(489,704.13)
Net Revenue:	-516.49%	-629.30%	-597.55%	-1,091.92%
Center: 51 - RECREATION CENTER FITNESS				
Revenue	1,877,352.00	1,716,076.60	1,839,560.20	479,229.15
Expense	739,066.44	743,576.00	875,679.55	334,459.67
Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit):	1,138,285.56	972,500.60	963,880.65	144,769.48
Net Revenue:	60.63%	56.67%	52.40%	30.21%
Center: 53 - RECREATION CENTER AQUATICS				
Revenue	231,370.00	207,807.84	230,067.50	42,736.47
Expense	313,329.26	359,455.07	370,015.39	138,508.00
Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit):	(81,959.26)	(151,647.23)	(139,947.89)	(95,771.53)
Net Revenue:	-35.42%	-72.97%	-60.83%	-224.10%

Account Type	2019	2019	2020	2020
	Total Budget	YTD Activity	Total Budget	YTD Activity
Center: 55 - INDOOR TENNIS				
Revenue	1,314,678.60	1,238,429.60	1,274,182.50	403,533.01
Expense	1,055,274.71	1,021,350.99	1,124,363.62	421,532.36
Center: 55 - INDOOR TENNIS Surplus (Deficit):	259,403.89	217,078.61	149,818.88	(17,999.35)
Net Revenue:	19.73%	17.53%	11.76%	-4.46%
Center: 56 - OUTDOOR TENNIS				
Revenue	215,880.00	240,838.36	247,742.50	169,938.15
Expense	166,066.75	156,053.85	171,679.04	102,181.45
Center: 56 - OUTDOOR TENNIS Surplus (Deficit):	49,813.25	84,784.51	76,063.46	67,756.70
Net Revenue:	23.07%	35.20%	30.70%	39.87%
Center: 61 - HELLER NATURE CENTER				
Revenue	308,047.90	276,073.35	305,280.00	14,834.57
Expense	668,307.31	620,692.73	662,626.22	250,090.74
Center: 61 - HELLER NATURE CENTER Surplus (Deficit):	(360,259.41)	(344,619.38)	(357,346.22)	(235,256.17)
Net Revenue:	-116.95%	-124.83%	-117.06%	-1,585.86%
Center: 74 - HPCC LEARNING CENTER				
Revenue	248,750.00	306,730.62	358,694.00	220,150.32
Expense	278,349.19	318,421.96	382,463.71	162,525.63
Center: 74 - HPCC LEARNING CENTER Surplus (Deficit):	(29,599.19)	(11,691.34)	(23,769.71)	57,624.69
Net Revenue:	-11.90%	-3.81%	-6.63%	26.18%
Center: 76 - HPCC BUILDING				
Revenue	20,879.00	40,796.30	42,353.13	21,176.55
Expense	20,879.00	39,296.31	42,353.10	13,520.68
Center: 76 - HPCC BUILDING Surplus (Deficit):	-	1,499.99	0.03	7,655.87
Net Revenue:	0.00%	3.68%	0.00%	36.15%



Sunset Valley Golf Course

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	1,518,909.00	1,377,483.33	1,439,530.00	945,481.16
Expense	1,369,482.76	1,210,530.30	1,279,262.71	538,918.58
Report Surplus (Deficit):	149,426.24	166,953.03	160,267.29	406,562.58

Recreation Center of HP

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	2,310,475.00	2,079,409.63	2,242,849.70	566,813.54
Expense	2,296,178.56	2,237,279.57	2,454,009.92	1,007,519.72
Report Surplus (Deficit):	14,296.44	(157,869.94)	(211,160.22)	(440,706.18)

Deer Creek Raquet Club

	2019 Budget	2019 YTD Activity	2020 Budget	2020 YTD Activity
Revenue	1,530,558.60	1,479,267.96	1,521,925.00	573,471.16
Expense	1,221,341.46	1,177,404.84	1,296,042.66	523,713.81
Report Surplus (Deficit):	309,217.14	301,863.12	225,882.34	49,757.35

Park District of Highland Park
Investment Schedule
June 30, 2020

Security	Type		Purchase Date	Maturity Date	Interest Rate	Effective Yield to Mat	Purchase Price	Amortized Book Value	Par Value	Monthly Interest	Expected Interest
Citizens Bank National Association	CD	183	12/26/19	6/26/20	1.70%	1.70%	246,000.00	246,000.00	246,000.00	343.73	2,096.73
Millington Bank	CD	183	12/30/19	6/30/20	1.66%	1.66%	247,049.13	252,000.00	252,000.00	343.82	2,097.33
Bank of China	CD	270	11/7/19	8/3/20	1.78%	1.78%	246,700.00	246,700.00	246,700.00	360.93	3,248.33
Prudential Bank	CD	270	11/7/19	8/3/20	1.64%	1.64%	246,900.00	246,900.00	246,900.00	332.81	2,995.27
TBK Bank, SSB, The Nat'l Bank Savanna, IL	CD	285	12/18/19	9/28/20	1.68%	1.68%	246,700.00	249,937.02	249,937.02	345.12	3,278.63
Wells Fargo National Bank West	CD	276	1/17/20	10/19/20	1.66%	1.66%	249,074.79	249,074.79	249,000.00	339.73	3,125.53
Veritex Community Bank Dallas, TX	CD	270	9/20/19	6/16/20	1.80%	1.80%	246,000.00	246,000.00	246,000.00	351.81	3,275.51
First National Bank of McGregor	CD	270	11/7/19	8/3/20	1.60%	1.60%	246,000.00	246,000.00	246,000.00	323.51	2,911.56
First Internet Bank of Indiana	CD	271	2/26/20	11/23/20	1.50%	1.50%	246,000.00	246,000.00	246,000.00	293.18	2,739.70
Gateway First Bank, Cherokee OK	CD	365	12/23/19	12/22/20	1.80%	1.80%	245,000.00	245,000.00	245,000.00	362.47	4,410.00
							2,465,423.92		2,473,537.02	3,397.10	30,178.58



Memorandum

To: Park Board of Commissioners

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

Date: August 25, 2020

Subject: **Rosewood Beach Boardwalk Update**

Summary

At the May 12, 2020 Workshop Meeting, staff reported on conditions at Rosewood Beach, including the boardwalk along the south side of the Rosewood Beach parking lot showing signs of leaning. The District entered into an agreement with SmithGroup in June to investigate the reason for the leaning and develop potential solutions, including concept level opinions of probable construction cost.

SmithGroup has completed this work. Adam Hammen with SmithGroup will review the attached report and discuss repair options.

PROJECT | Rosewood Beach Boardwalk DATE | 8/14/2020
PROJECT NO. | 12529.000
PROJECT LOCATION | Highland Park, IL
SUBJECT | Boardwalk Condition
Assessment and Repair
Options
PREPARED BY | Eva Koester, Adam Hammen

DISTRIBUTION

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1. Introduction

A portion of boardwalk adjacent to the existing ravine at Rosewood Beach has been undermined and has settled. The Park District of Highland Park (PDHP) requested that SmithGroup investigate the reason for the undermining and associated settling of the boardwalk and develop potential solutions and concept level costs to address the undermining and settling. PDHP also requested that SmithGroup observe conditions of the adjacent pedestrian bridge and note any concerns.

The subject boardwalk area is depicted below in Figure 1 along with the pedestrian bridge:

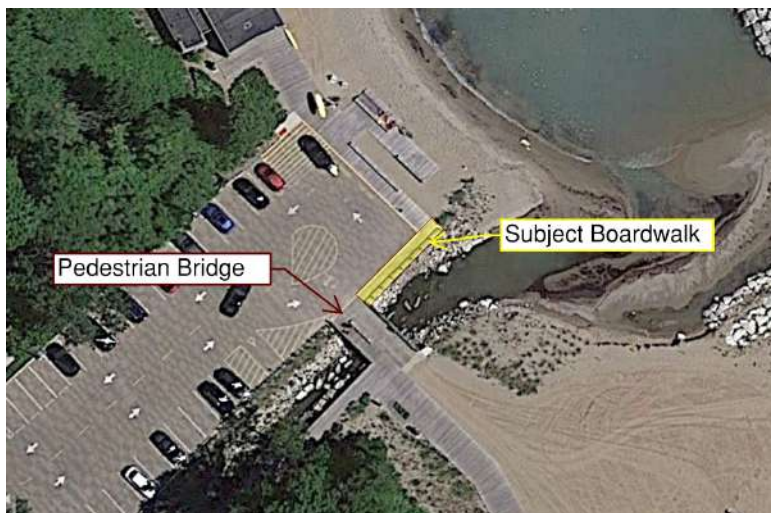


Figure 1 – Pedestrian Bridge and Subject Boardwalk (7/2018 – Google Earth)

The following memorandum first presents a brief understanding of the timeline of observations and events associated with the boardwalk's initial construction and its subsequent settling. The memorandum then presents a summary of the work that has been completed, along with our findings and observations, potential solutions, and concept level costs.

2. Timeline

Below is an abbreviated timeline of observations and events associated with the initial construction and settling of the boardwalk. The purpose of this timeline is to give the reader an overall chronological perspective. The subsequent sections of this memo then delve deeper into the specifics of the construction work and related observations.

- 2015: Rosewood Beach constructed by US Army Corps of Engineers (USACE). The work included construction of the beach coves, along with the construction of the ravine and the adjacent parking area.
- 2015: Under separate contract, the subject boardwalk and pedestrian bridge were installed adjacent to the ravine.
- 2015-2018: Between 2015 and 2018, the ravine experienced significant erosion due to heavy rains, including along the embankment adjacent to the boardwalk.
- 2018: The US Army Corps of Engineers implemented construction repairs to address the erosion at the ravine. The repair work included significant excavation and stabilization measures along the ravine, directly adjacent to the boardwalk.
- 2019: In March of 2019, the PDHP first noticed that the boardwalk appeared to be settling. More specifically, the boardwalk appeared to be settling and leaning toward the ravine.
- 2019: After the observation in March, it appeared that the boardwalk was continuing to further settle. In September of 2019, a piece of wood was installed to cover a gap in the boardwalk. The gap had come about as a result of the boardwalk settling.
- 2020: The PDHP is concerned about the current condition of the boardwalk and that it will continue to settle over time. The PDHP also expressed concern regarding the condition of the adjacent pedestrian bridge, based on its proximity to the settled portion of the boardwalk.

3. Summary of Work

The work completed has included a review of record documents associated with the 2015 beach and ravine construction, 2015 boardwalk construction, and the 2018 ravine repair. The work has also included a review of associated record photographs, as well as a site visit in July of 2020 to observe conditions at the settled boardwalk and nearby bridge.

Drawings: The following construction record documents were reviewed. The record documents were provided by PDHP:

- USACE Record Drawings: The record drawings for the USACE portion of the Rosewood Beach renovation, construction completed in 2015. Included the construction of the ravine adjacent to the subject boardwalk and the construction of the permeable pavement parking lot adjacent to the subject boardwalk.

- DWA Drawings: The record drawings for the Rosewood beach renovation, by David Woodhouse Architects LLC (DWA), construction completed in 2015. Included construction of the subject boardwalk and the pedestrian bridge.
- USACE Ravine Repairs: The record drawings for the USACE ravine repair work conducted adjacent to the subject boardwalk area. Construction initiated fall of 2018 and completed in December 2018.

Record Photographs: The following record photographs were reviewed. The record photographs were provided by the PDHP:

- Photos of the USACE 2018 construction repairs at the ravine area adjacent to the subject boardwalk. The photos were taken during the time of the construction repair work.
- Various photos of the subject boardwalk over time, including when the leaning was first noticed in March 2019.

Site Visit: SmithGroup conducted a site visit on July 14, 2020:

- The site visit was conducted by Eva Koester and Adam Hammen of SmithGroup.
- Mr. Jeffrey Smith of the PDHP met with Ms. Koester and Mr. Hammen while on site.

4. Findings and Observations

The findings and observations discussed within this section of the memorandum are organized as follows:

- Review of Record Drawings
- Review of Record Photographs
- Site Observations from July 14, 2020 site visit.

Our associated conclusions and recommendations are then summarized in a Section 5 of this memorandum.

4.1. Record Drawings Review

(2015) DWA Rosewood Beach Boardwalk Plans: The DWA Rosewood Beach Boardwalk Plans were reviewed. SmithGroup reviewed the DWA plans and noted the following.

Detail 10 on sheet A1.5 depicts the subject wood boardwalk resting on the underlying concrete slab. The detail indicates a 3-foot downturned edge on the concrete slab where the downturned edge is adjacent to the ravine slope (Figure 2):

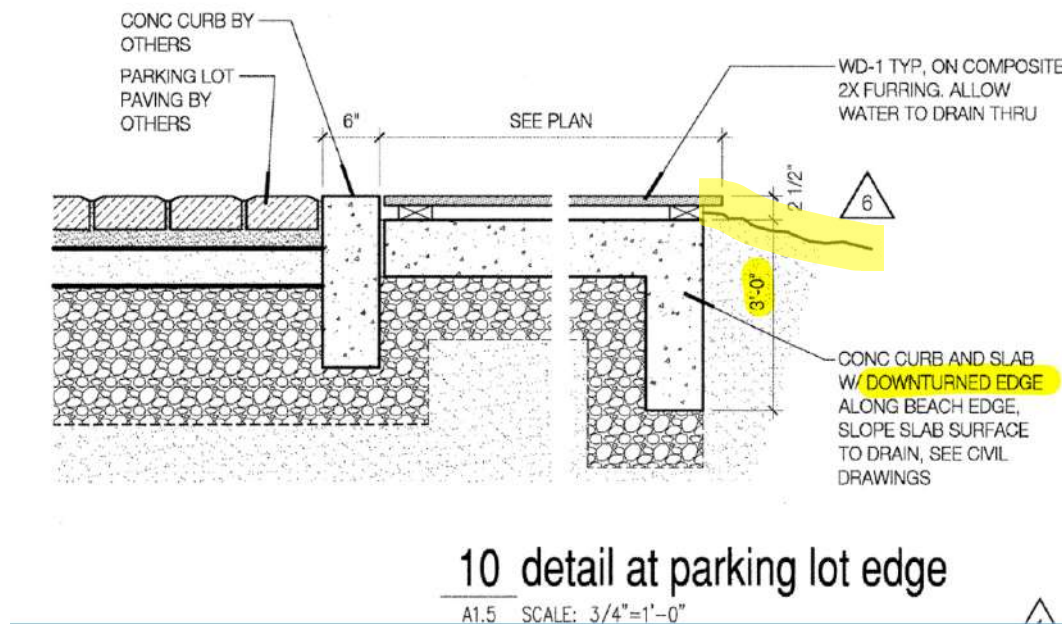


Figure 2 – Parking Lot Edge, Detail 10 on Sheet A1.5 of DWA Plans

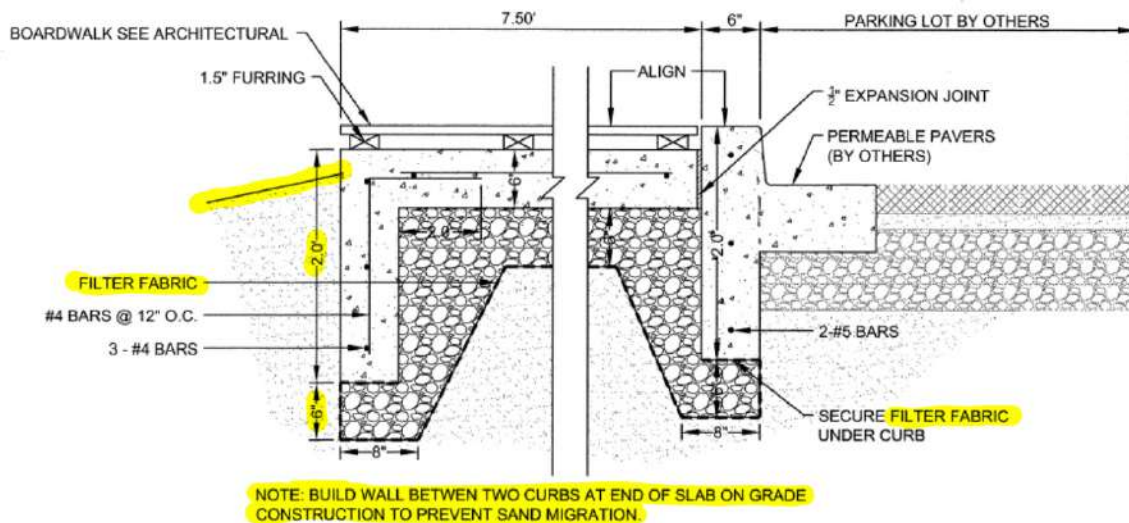
The same DWA plans include detail 7 on Sheet C4.1, which is another detail depicting the subject boardwalk adjacent to the ravine (Figure 3). Unlike Figure 2, Figure 3 depicts a 2-foot downturned concrete edge adjacent to the ravine rather than a 3-foot downturned edge. Although there is a discrepancy between the 2-foot versus the 3-foot dimension for the downturned edge, when considering both details (Figure 2 and Figure 3) collectively, it appears that a downturned slab edge of at least 2 feet was called for in the DWA construction documents.

Detail 7 on Sheet 4.1 (Figure 3) also calls out further details for the slab section, with what appears to be a 6-inch thick aggregate base layer underneath the slab, where a filter fabric is to be wrapped around the base aggregate layer, including around the portion of aggregate underneath the downturned slab. The purpose of the geotextile is presumably to help protect and hold the base aggregate in place and prevent voids from occurring under the slab and associated downturned edge.

Detail 7 on Sheet 4.1 (Figure 3), also calls for a 2-foot tall curb section that is embedded into the ground between the permeable pavement area and boardwalk slab. It is noted that detail 7 appears to be a general detail that does not reflect the installed conditions, which are that the permeable pavement curbing and the adjacent parking surface are both approximately flush with the top of the boardwalk at the subject boardwalk area.

Detail 7 on Sheet 4.1 (Figure 3), also calls to “build a wall between the two curbs at end of slab on grade construction to prevent sand migration”. It is unclear what the phrase “two curbs” is referring to, but it may be referring to the distance between the downturned concrete edge and the permeable pavement curb edge. With this interpretation, the wall described in the note would be constructed then at the upstream edge of the boardwalk, just adjacent to the pedestrian bridge, and then at the downstream end of the boardwalk, which lies outside of the subject area, with the presumed purpose of the wall being to confine the start and end of the boardwalk to prevent sand migration which could lead to voids under the slab. Detail 7 does not indicate what materials the wall is to be constructed of or any other details for the wall construction beyond the note provided.

Both details (Figure 2 and Figure 3), suggest a condition where the base of the downturned edge adjacent to the ravine is embedded below the ground and therefore not exposed.



7 CONCRETE WALK AT PARKING LOT
SCALE: 1" = 1'

Figure 3 – Concrete Walk at Parking Lot, Detail 7 on Sheet C4.1 of 2015 DWA Plans

(2015) USACE Construction Plans: The construction plans for the overall Rosewood beach renovation were prepared by the United States of Army Corps of Engineers (USACE). Detail C-C on Sheet CS301 of the USACE Plans depicts gabion baskets underneath the subject boardwalk area (Figure 4). The USACE plans indicate the gabion baskets are to be filled with not just stone, but sand as well, and wrapped with geotextile fabric, presumably to help prevent the migration of fines that could create undesirable voids or settling. Detail C-C indicates that the gabion baskets are to be embedded in the ground, within an earthen slope along the ravine section.

Like the DWA details shown in Figures 2 and 3, the USACE detail shown in Figure 4 appears to suggest that the downturned slab edge along the ravine is to be embedded in the ground rather than exposed.

It is also noted the USACE plans indicate the parking lot, which is constructed of permeable pavement with an aggregate underlayer, is to generally slope in a direction that is toward the location of the subject boardwalk.

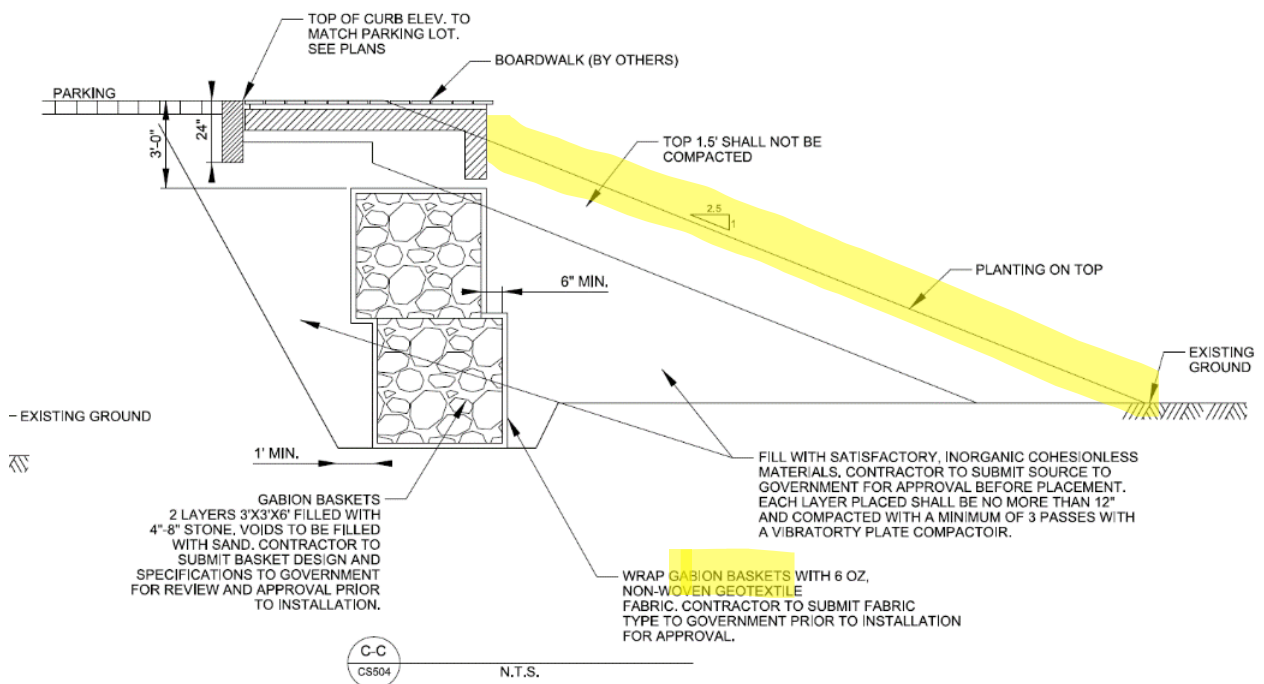


Figure 4 – Boardwalk Cross Section, Detail C-C on Sheet CS301 of 2015 USACE Plans

(2018) USACE Plans – Ravine Repairs The ravine adjacent to the subject boardwalk was repaired by USACE in 2018 to address erosion of the ravine embankments caused by heavy rains. Stacked Limestone blocks were installed in front of the gabion baskets to stabilize the ravine against erosion. See Figure 5 below for the ravine repair typical cross section. Figure 5 appears to show that the bottom of the downturned slab edge of the subject boardwalk would rest at or very close to the top of the gabion baskets. Figure 5 also suggests that the repair would leave the downturned edge exposed, and that it would no longer be buried as depicted in the previous design details (Figures 2,3 and 4).

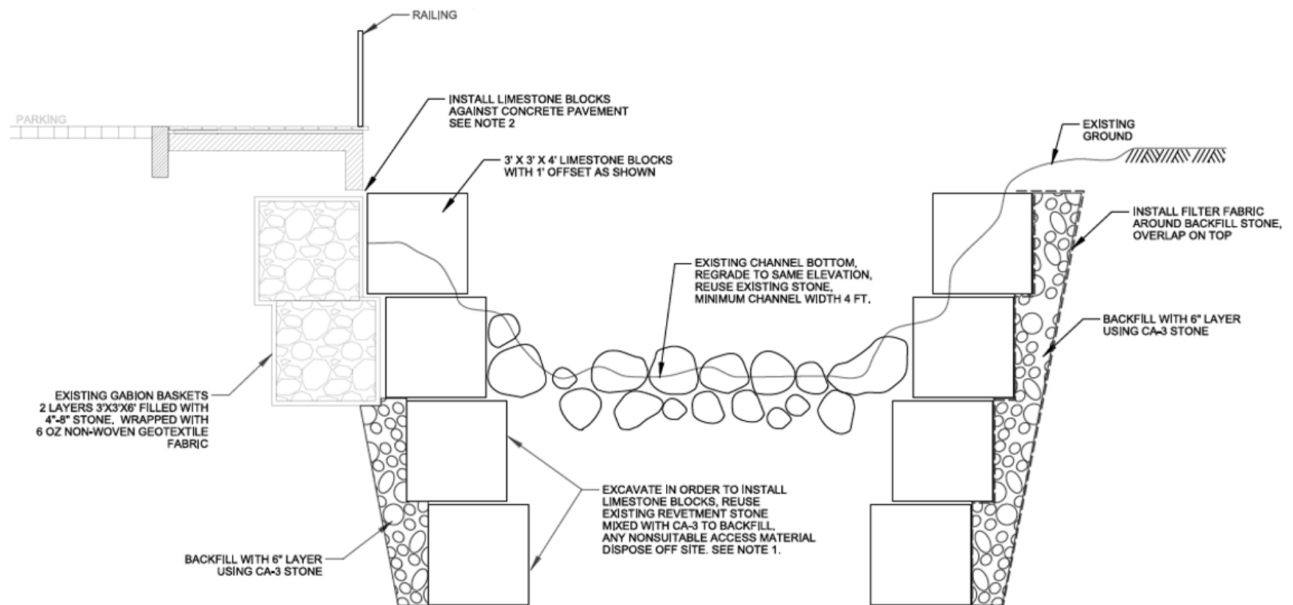


Figure 5 – Ravine Typical Cross Section, Sheet CS301 of 2018 USACE Plans

4.2. Record Photographs Review

The following photos were provided by the PDHP and show the subject boardwalk area prior to, during, and after the USACE 2018 repair.

Photo 1 shows the eroded ravine after heavy rains and prior to the USACE repair work. The photo shows the area below the downturned edge of slab has been undermined.



Photo 1 – Eroded Ravine

The following three photos (Photos 2, 3, and 4) were taken during the 2018 USACE repair work, and show the exposed state of the concrete slab and gabion baskets during the installation of the limestone blocks. Similar to Photo 1, Photos 2, 3, and 4 show the downturned edge of the slab along the subject boardwalk area is exposed and undermined.



Photo 2 – Construction Photo of USACE Ravine Repair October 20, 2018

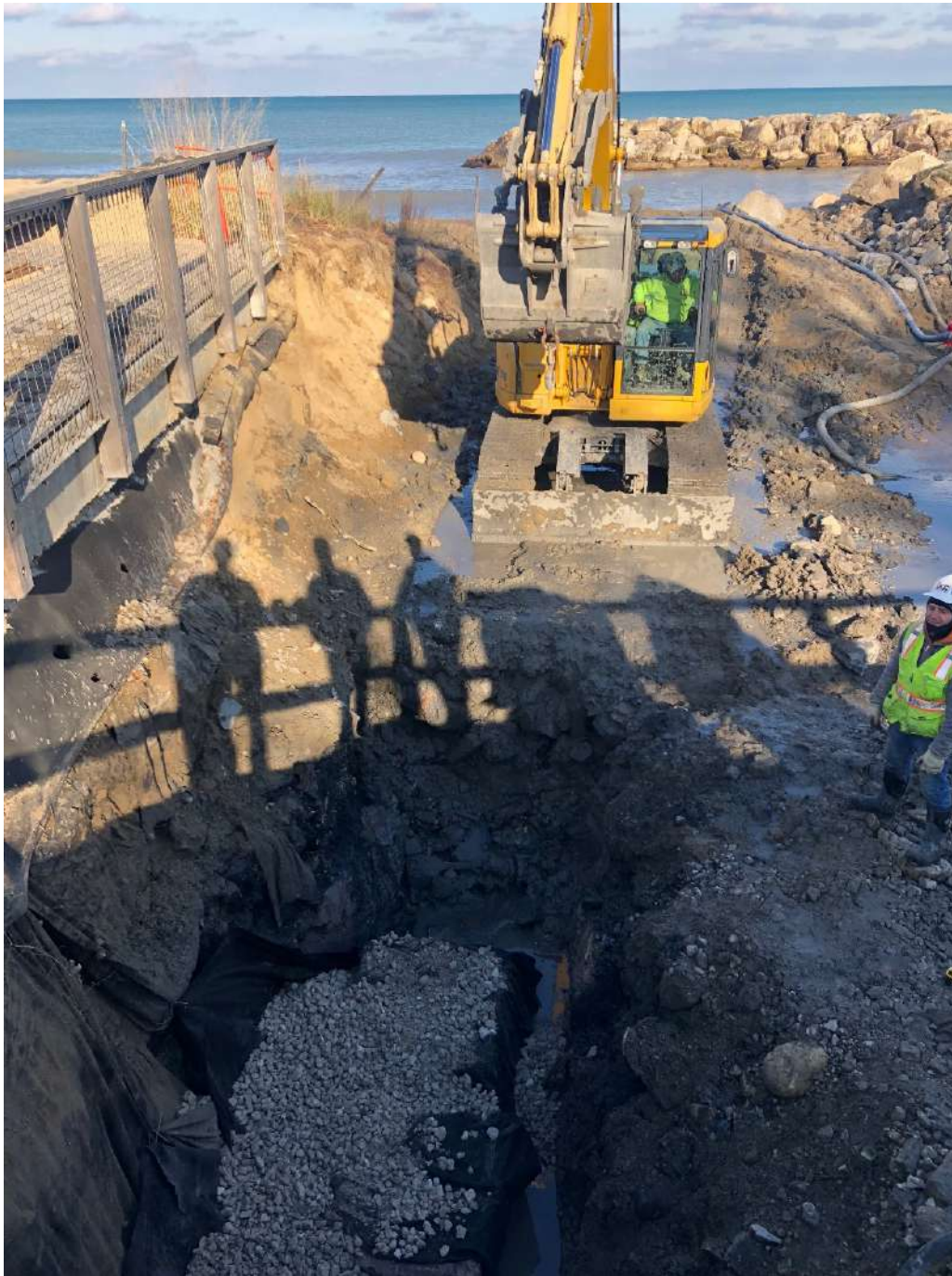


Photo 3 – Construction Photo USACE Ravine Repair, October 20, 2018



Photo 4 – Construction Photo USACE Ravine Repair, October 30, 2018

In March 2019, the PDHP first noticed that the boardwalk was leaning toward the ravine. The damage included noticeable settlement along the boardwalk in a direction sloping toward the ravine. The settlement created a gap in the wood surface of the boardwalk (Photos 5 and 6). The permeable pavers directly adjacent to the boardwalk also appeared to have settled (Photo 5).



Photos 5 (left) and 6 (right) – Boardwalk Gap Due to Settling Toward Ravine, March 12, 2019

In September 2019, the PDHP installed a piece of wood to fill the gap as shown in Photo 7. This was intended to be a temporary fix.



Photo 7 – Filler Board Installed in Boardwalk Gap

4.3. Site Visit

The SmithGroup team visited the site on July 14, 2020 to observe conditions at the subject boardwalk area and at the adjacent pedestrian bridge. The following observations were noted:

- The bridge directly adjacent to the boardwalk appeared to be in good condition (Photo 8). The precast slabs appeared intact and to be bearing solidly on the associated concrete bridge abutments which also appeared intact.
- The subject boardwalk area has noticeably settled in a direction toward the ravine. The associated railing was no longer vertical. It appeared the settlement of the subject boardwalk area was most severe at around 10-15 feet from the pedestrian bridge.
- The downturned edge of the concrete slab at the subject boardwalk area was exposed at various locations. At one location where the void space at the edge of the downturned slab was approximately 4-inches high, SmithGroup was able to freely extend a tape measure approximately 56-inches underneath the slab (Photos 9 and 10).
- A stress crack in the concrete slab at the subject boardwalk area was observed approximately 11 feet from the pedestrian bridge (Photo 11). A crack in the slab was also observed directly next to the bridge (Photo 12).
- The downturned edge of the concrete slab under the boardwalk was measured to be around 18 inches where it was exposed (Photo 13); which is less than the 2-ft to 3-ft length noted in the original 2015 DWA plans. Unlike the 2015 DWA plans, a geotextile confining the aggregate underneath the downturned edge of the slab was not observed to be present.



Photo 8 – Bridge Adjacent to Boardwalk



Photos 9 (left) and 10 (right): Open Space Between Aggregate and Concrete Slab



Photo 11 – Stress Crack in Concrete Slab Approximately 11 feet From Bridge.



Photo 12 – Crack in Boardwalk Concrete Slab Directly Next to Bridge



Figure 13 – Downturned (Exposed) Edge of Concrete Slab

5. Overall Conclusions

The following conclusions are provided based on a review of the record drawings, record photographs, and our site visit:

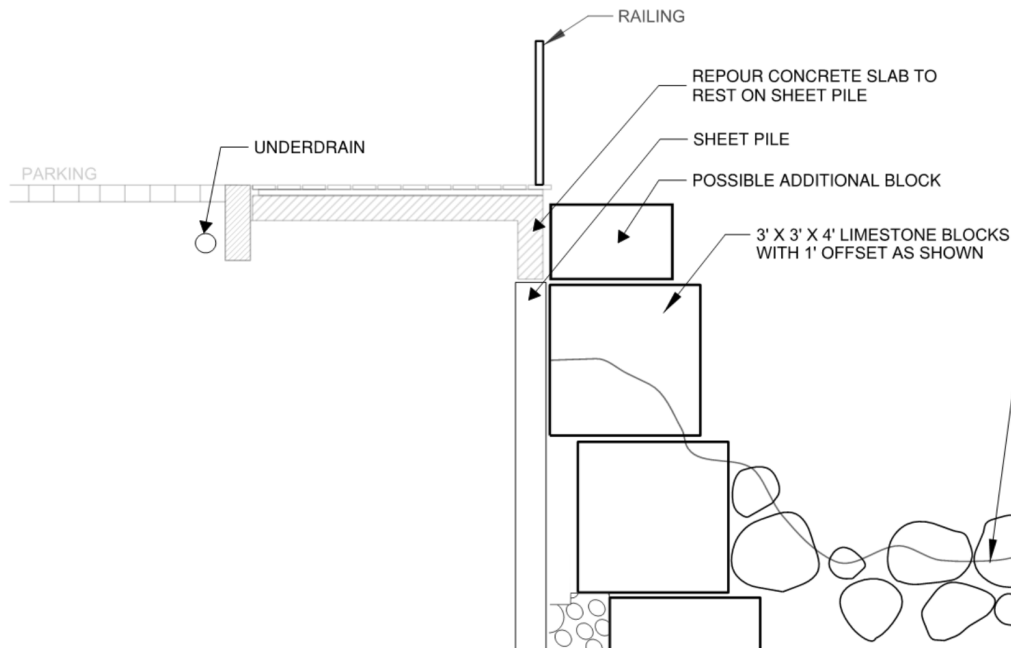
- The bridge directly adjacent to the boardwalk appeared to be in good condition.
- At the subject boardwalk area there are gaps underneath the downturned edge of the concrete slab and void spaces underneath the slab itself.
- The concrete slab is compromised based on the presence of the observed stress cracks and void spaces.
- The concrete slab is not properly supported, and the subject boardwalk is at risk to experience further settlement over time. Construction repairs would be necessary to address the existing settlement and to mitigate the risk of further settlement occurring in the future.
- The original DWA (2015) Plans appeared to indicate that the downturned edge of the subject boardwalk slab was to be buried below grade and the associated aggregate underneath the slab would be confined with a geotextile. Similarly, the 2015 USACE Plans appeared to indicate that the downturned edge of the subject boardwalk slab would be buried below grade, within the embankment of the ravine. The heavy rains that occurred (prior to the USACE 2018 repair) resulted in erosion of the ravine embankment, exposing the downturned edge of the concrete slab and the underlying aggregate. With the downturned edge of the slab exposed, the underlying aggregate was more susceptible to being washed away, likely resulting in voids underneath the downturned edge of the slab and underneath the slab itself. It is possible that the geotextile that was to confine the aggregate underneath the slab was disturbed by the heavy rains and is no longer in its installed location, or it may not have been installed per plan in the first place.
- The drawings for the USACE 2018 repair work appeared to focus on addressing the ravine itself, including the stability of the ravine slope, and its ability to resist damage due to future erosive forces of water moving through the ravine. The drawings did not depict any specific details to address the void space underneath the slab or the downturned slab edge.
- The drainage pattern of the permeable pavement parking lot and associated subgrade, which appears to be toward the subject boardwalk area, may be contributing to the undermining of the subject boardwalk area by directing stormwater through the underlying aggregate base of the boardwalk. However, the degree to which this is a contributing factor, if at all, cannot be evaluated without further testing, which could include monitoring wells, dye tracing, and other intrusive methods.
- The current conditions leave the downturned edge of the slab and the slab itself susceptible to further undermining and settlement.

6. Potential Solutions

We offer three options for boardwalk repair and stabilization. The options range from more permanent (more costly) to less permanent (less costly).

Option 1 – Sheet Pile

Option 1 is the most robust option for repairing and stabilizing the boardwalk. In this option, the existing wood boardwalk, underlying concrete slab, and gabion baskets would be removed. A sheet pile wall would be installed behind the limestone blocks and a new concrete base for the boardwalk would be installed, supported by the sheet pile. The existing limestone blocks would need to be slightly adjusted to allow for the sheet pile installation during this process. The existing wood decking and railing would be salvaged to the extent practicable and reinstalled after stabilization. An underdrain system would be installed adjacent to the boardwalk to intercept and redirect potential infiltrated stormwater from the permeable pavement parking area before it reaches the boardwalk. The design may include some additional block on top of the existing limestone edge as further protection.



Option 1 Typical Cross Section

The pros and cons of Option 1 are summarized as follows:

Pros:

- *Stable under even extreme events*
- *Lowest risk of failure; longest design life*
- *Could be installed concurrently with other contemplated sheetpile work at the beach, to save on associated mobilization costs*

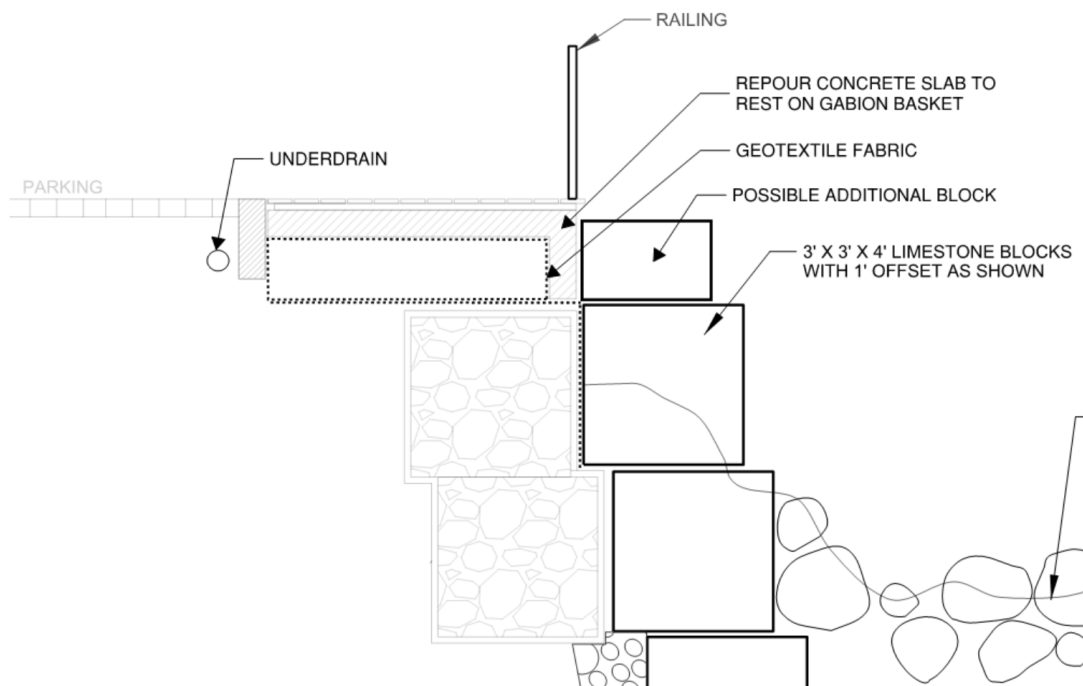
Cons:

- *Most costly option*
- *Most disruptive*

The conceptual cost is \$145,000 to \$165,000 and the estimated lifespan is 50+ years.

Option 2 – Concrete Slab

Option 2 is not quite as robust as Option 1, but it is still envisioned to be a longer-term solution to stabilize the boardwalk. Option 2 consists of removing the existing boardwalk and concrete slab, then installing a new concrete slab, with the concrete slab edge resting on the gabion baskets. A geotextile fabric confining layer would wrap around the underlying aggregate layer of the new concrete slab and along the above grade face of the existing gabion baskets. The existing wood decking and railing would be salvaged to the extent practicable and reinstalled after stabilization. An underdrain system would be installed adjacent to the boardwalk to intercept and redirect potential infiltrated stormwater from the permeable pavement parking area before it reaches the boardwalk. The design may include some additional block on top of the existing limestone edge as further protection.



Option 2 Typical Cross Section

The pros and cons of Option 2 are as follows:

Pros:

- *Less costly and intrusive than Option 1*
- *Longer term solution (when compared to Option 3).*

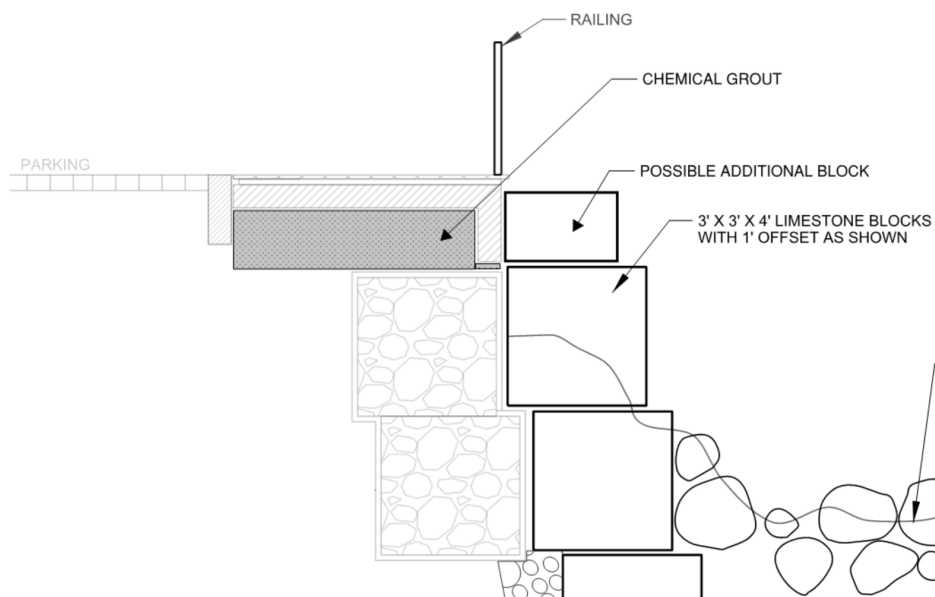
Cons:

- *Higher risk of failure than Option 1*

The conceptual cost is \$60,000-\$70,000 and the estimated lifespan is 15-25 years.

Option 3 – Chemical Grout

Option 3 offers a more temporary and less costly solution than Options 1 and 2 to stabilize and level the boardwalk without removing or replacing any existing concrete slab. This option consists of injecting grout through the existing concrete slab to fill the void spaces between the existing aggregate and concrete. This process would help level the boardwalk, fill the void space, and provide a temporary seal underneath the boardwalk to prevent washout. The existing wood decking and railing would be removed during the injection of the grout, salvaged to the extent practicable, and reinstalled after stabilization. The design may include some additional block on top of the existing limestone edge as further protection.



Option 3 Typical Cross Section

The pros and cons of Option 3 are as follows:

Pros:

- *Least cost of the 3 options*
- *Simple construction with minimal disturbance to existing conditions*
- *Construction is quick – may be done in a few days*

Cons:

- *Limited duration design life*
- *Higher risk of failure than Options 1 and 2*
- *Does not address potential water migration from pervious pavement under this slab and out to the ravine*

The conceptual cost is \$40,000 - \$50,000 and the estimated lifespan is 5-15 years depending on frequency of severe weather and high-water levels.



Memorandum

To: Park Board of Commissioners

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

Date: August 25, 2020

Subject: **Rosewood Beach Revetment Update**

Summary

In early 2020, the District worked with SmithGroup to explore long-term solutions for addressing erosion at Rosewood Beach due to near-record high lake levels and increased storm activity in Lake Michigan. A variety of options were considered including the construction of an underwater weir, reducing the gap of the breakwaters, and constructing a back of beach revetment.

In an effort to protect the Rosewood Beach parking lot and building, the back of beach revetment option was selected, and the District entered into a contract with SmithGroup to prepare construction documents for the Interpretive Cove and Swimming Cove.

Margaret Boshek with SmithGroup will provide an update on this project. She will review the attached preliminary drawings, discuss the opinion of probable construction cost, and review a potential project schedule.

Rosewood Beach Park Revetment Protection

883 Sheridan Rd,
Highland Park, IL 60035

August 20, 2020
Review Set

SmithGroup Project Number: 11766.001



PROJECT VICINITY MAP

Sheet List	
TITLE SHEET	CG100
EXISTING CONDITIONS	CE101
INTERPRETATION COVE	CS101
RECREATION COVE	CS102
SECTIONS	CS301
SECTIONS	CS302

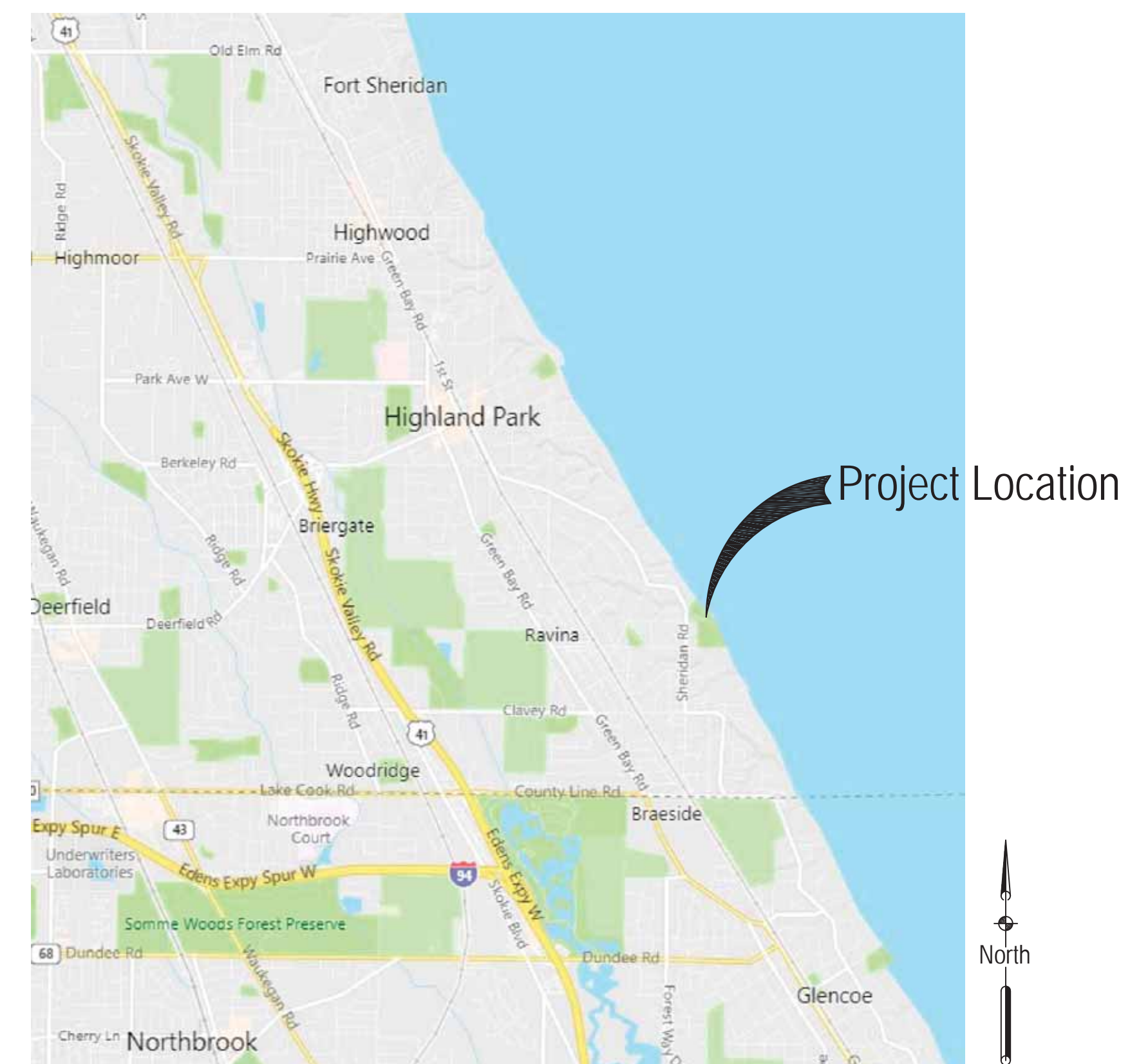
Prepared for:



Prepared by:

SMITHGROUP

44 EAST MIFFLIN STREET
SUITE 500
MADISON, WI 53703
608.251.1177
www.smithgroup.com



PROJECT LOCATION MAP

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SHEET NOTES

1. 2019 TOPO SURVEY COLLECTED BY JSD PROFESSIONAL SERVICES, INC. BETWEEN MAY 22 - JUNE 26, 2019.
2. ALL TOPO ABOVE APPROXIMATE ELEVATION 589 COLLECTED IN PRIOR SURVEY DATED 2015.
3. ALL ELEVATIONS SHOWN IN IGLD85, FEET.
4. HORIZONTAL DATUM REFERENCED TO NAD83 ILLINOIS STATE PLANE, EAST, US FOOT.
5. AERIAL IMAGERY ACQUIRED 10-12-2019 BY NEARMAP US INC.

KEYED NOTES

LEGEND

- 865--- EXISTING MAJOR CONTOUR
- 864--- EXISTING MINOR CONTOUR
- ~~~~~ STEEL SHEETPILE WALL
- - - - - ORDINARY HIGH WATER MARK

ROSEWOOD BEACH REVTMENT PROTECTION

883 SHERIDAN ROAD
HIGHLAND PARK, IL 60035

Owner:
PARK DISTRICT OF
HIGHLAND PARK

SMITHGROUP

44 EAST MIFFLIN STREET
SUITE 500
MADISON, WI 53703
608.251.1177
www.smithgroup.com

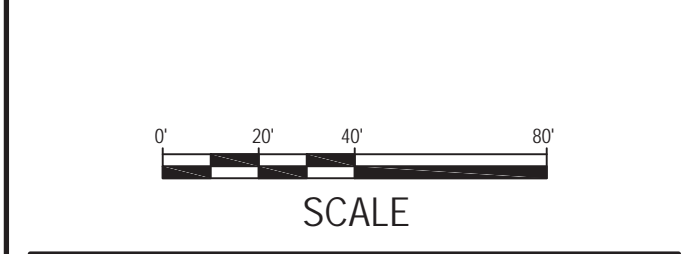
ISSUED FOR	REV	DATE

SEALS AND SIGNATURES

NOT FOR CONSTRUCTION

KEY PLAN

DRAWING TITLE
EXISTING CONDITION



SCALE 11766.001

PROJECT NUMBER **CE101**

DRAWING NUMBER

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SHEET NOTES

1. 2019 SURVEY COLLECTED BY JSD PROFESSIONAL SERVICES, INC. BETWEEN MAY 22 - JUNE 26, 2019.
2. ALL ELEVATIONS SHOWN IN IGLD85, FEET.
3. HORIZONTAL DATUM REFERENCED TO NAD83 ILLINOIS STATE PLANE, EAST, US FOOT.
4. AERIAL IMAGERY ACQUIRED 10-12-2019 BY NEARMAP US INC.

KEYED NOTES

LEGEND

- 865--- EXISTING MAJOR CONTOUR
- 864--- EXISTING MINOR CONTOUR
- 865— PROPOSED MAJOR CONTOUR
- 864— PROPOSED MINOR CONTOUR
- ARMOR STONE
- STEEL SHEETPILE WALL
- CONCRETE CURB WALL
- --- ORDINARY HIGH WATER 851.50'

**ROSEWOOD BEACH
REVTMENT PROTECTION**

883 SHERIDAN ROAD
HIGHLAND PARK, IL 60035

Owner:
**PARK DISTRICT OF
HIGHLAND PARK**

SMITHGROUP

44 EAST MIFFLIN STREET
SUITE 500
MADISON, WI 53703
608.251.1177
www.smithgroup.com

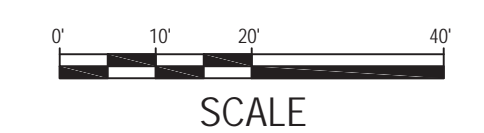
ISSUED FOR	REV	DATE

SEALS AND SIGNATURES

NOT FOR CONSTRUCTION

KEY PLAN

DRAWING TITLE
**SWIMMING COVE
LAYOUT**



SCALE 11766.001

PROJECT NUMBER **CS102**

DRAWING NUMBER

SMITHGROUP

www.smithgroup.com

Client **Park District of Highland Park**
 Project **Rosewood Beach Long Term Strategy**
 Project # **11766.000**
 Detail **Interpretive Cove & Swimming Cove: Back of Beach Revetment & Sheetpile**
 Date **7/15/2020**

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal
General Requirements					\$ 86,000.00
Mobilization and Demobilization	1	LS	\$ 61,000.00	\$ 61,000.00	
Temporary Construction Fence	0	LF	\$ 40.00	\$ -	
Temporary Construction Gate	0	LS	\$ 2,700.00	\$ -	
Temporary Project Signage	0	LS	\$ 2,000.00	\$ -	
General Erosion Control	1	LS	\$ 25,000.00	\$ 25,000.00	
Interpretive Cove Revetment					\$ 260,740.00
	174	Length			
Riprap - MidSize	560	TON	\$ 120.00	\$ 67,200.00	
Riprap - Large Size	940	TON	\$ 150.00	\$ 141,000.00	
Excavation - Stored on Site	1875	CY	\$ 20.00	\$ 37,500.00	
Geotextile	677	SY	\$ 5.00	\$ 3,385.00	
Revetment Curb Wall	37	LF	\$ 315.00	\$ 11,655.00	
Additional Sand	0	TON	\$ 25.00	\$ -	
Interpretive Cove Parking Lot Sheetpile					\$ 180,000.00
	100	Length			
Sheetpile (NZ14, 2/3 embedment - cantilever)	36	TON	\$ 5,000.00	\$ 180,000.00	
Swimming Cove Revetment					\$ 136,105.00
	90	Length			
Riprap - MidSize	150	TON	\$ 120.00	\$ 18,000.00	
Riprap - Large Size	450	TON	\$ 150.00	\$ 67,500.00	
Excavation - Stored on Site	1025	CY	\$ 20.00	\$ 20,500.00	
Geotextile	351	SY	\$ 5.00	\$ 1,755.00	
Revetment Curb Wall	90	LF	\$ 315.00	\$ 28,350.00	
Additional Sand	0	TON	\$ 25.00	\$ -	
Boardwalk Repair					\$ 9,500.00
Boardwalk Repair - Interpretive Cove	600	SF	\$ 10.00	\$ 6,000.00	
Boardwalk Repair - Swimming Cove	350	SF	\$ 10.00	\$ 3,500.00	
Construction Subtotal					\$ 672,345
Bonds and Insurance	1%			\$ 6,700.00	
Contractor Fee	0%			\$ -	
Phasing	0%			\$ -	
Escalator	2.0%		0 years	\$ -	
Construction Total					\$ 679,045
Design/Engineering/Permits - Under Contract	0%			\$ -	
Construction Contingency & Remaining Elements	10%			\$ 67,900.00	
Project Total (Construction, design, contingency and permitting)					\$ 746,945

SMITHGROUP

www.smithgroup.com

Client **Park District of Highland Park**
 Project **Rosewood Beach Long Term Strategy**
 Project # **11766.000**
 Detail **Back of Beach Riprap Revetment & Sheetpile**
 Date **7/15/2020**

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal
General Requirements					\$ 90,000.00
Mobilization and Demobilization	1	LS	\$ 65,000.00	\$ 65,000.00	
Temporary Construction Fence	0	LF	\$ 40.00	\$ -	
Temporary Construction Gate	0	LS	\$ 2,700.00	\$ -	
Temporary Project Signage	0	LS	\$ 2,000.00	\$ -	
General Erosion Control	1	LS	\$ 25,000.00	\$ 25,000.00	
Interpretive Cove Revetment					\$ 260,740.00
	174	Length			
Riprap - MidSize	560	TON	\$ 120.00	\$ 67,200.00	
Riprap - Large Size	940	TON	\$ 150.00	\$ 141,000.00	
Excavation - Stored on Site	1875	CY	\$ 20.00	\$ 37,500.00	
Geotextile	677	SY	\$ 5.00	\$ 3,385.00	
Revetment Curb Wall	37	LF	\$ 315.00	\$ 11,655.00	
Additional Sand	0	TON	\$ 25.00	\$ -	
Interpretive Cove Parking Lot Sheetpile					\$ 180,000.00
	100	Length			
Sheetpile (NZ14, 2/3 embedment - cantilever)	36	TON	\$ 5,000.00	\$ 180,000.00	
Boardwalk Repair					\$ 6,000.00
Boardwalk Repair - Interpretive Cove	600	SF	\$ 10.00	\$ 6,000.00	
Construction Subtotal					\$ 536,740
Bonds and Insurance	1%			\$ 5,400.00	
Contractor Fee	0%			\$ -	
Phasing	0%			\$ -	
Escalator	2.0%		0 years	\$ -	
Construction Total					\$ 542,140
Design/Engineering/Permits - Under Contract	0.0%			\$ -	
Construction Contingency & Remaining Elements	10%			\$ 54,200.00	
Project Total (Construction, design, contingency and permitting)					\$ 596,300

SMITHGROUP

www.smithgroup.com

Client **Park District of Highland Park**
 Project **Rosewood Beach Long Term Strategy**
 Project # **11766.000**
 Detail **Back of Beach Riprap Revetment**
 Date **7/15/2020**

Item	Quantity	Unit	Unit Cost	Item Total	Subtotal
General Requirements					\$ 90,000.00
Mobilization and Demobilization	1	LS	\$ 65,000.00	\$ 65,000.00	
Temporary Construction Fence	0	LF	\$ 40.00	\$ -	
Temporary Construction Gate	0	LS	\$ 2,700.00	\$ -	
Temporary Project Signage	0	LS	\$ 2,000.00	\$ -	
General Erosion Control	1	LS	\$ 25,000.00	\$ 25,000.00	
Swimming Cove Revetment					\$ 136,105.00
	90	Length			
Riprap - MidSize	150	TON	\$ 120.00	\$ 18,000.00	
Riprap - Large Size	450	TON	\$ 150.00	\$ 67,500.00	
Excavation - Stored on Site	1025	CY	\$ 20.00	\$ 20,500.00	
Geotextile	351	SY	\$ 5.00	\$ 1,755.00	
Revetment Curb Wall	90	LF	\$ 315.00	\$ 28,350.00	
Additional Sand	0	TON	\$ 25.00	\$ -	
Boardwalk Repair					\$ 3,500.00
Boardwalk Repair - Swimming Cove	350	SF	\$ 10.00	\$ 3,500.00	
Construction Subtotal					\$ 229,605
Bonds and Insurance	1%			\$ 2,300.00	
Contractor Fee	0%			\$ -	
Phasing	0%			\$ -	
Escalator	2.0%		0 years	\$ -	
Construction Total					\$ 231,905
Design/Engineering/Permits - Under Contract	0.0%			\$ -	
Construction Contingency & Remaining Elements	10%			\$ 23,200.00	
Project Total (Construction, design, contingency and permitting)					\$ 255,100



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: August 25, 2020
Subject: **COVID-19 Emergency Operations Planning Update**

Summary

Executive Director Romes will provide an update regarding the Park District's emergency operational plans and response efforts due to the SARS-CoV-2 (Corona) Virus.



Memorandum

To: Park Board of Commissioners

From: Ryan Ochs, General Manager/Superintendent of Golf Operations, Rob Saunders, Manager of Golf Program and Services, Cole Sangern, Golf Operations Manager; Brian Romes, Executive Director

Date: August 25, 202

Subject: **Sunset Valley Golf Club and Highland Park Golf Learning Center Mid-Season Report**

Summary

Staff will give an update on the operations at Sunset Valley Golf Club and the Highland Park Golf Learning Center. Staff will present YTD golf shop sales, greens fees, cart rentals and miscellaneous sales at Sunset Valley Golf Club. Staff will also present YTD facility attendance figures at the Highland Park Golf Learning Center.

Reports for Sunset Valley Golf Club and Highland Park Golf Learning Center are attached.

MIDSEASON REPORT FOR GOLF OPERATIONS

FIGURES THROUGH JULY 31ST

Sunset Valley Golf Club

	2019 (YTD)	2020 (YTD)	Variance
Golf Shop Sales	2117	1965	(152)
<i>Golf Balls</i>	1583	1426	(157)
<i>Accessories</i>	534	539	5
Golf Rentals	9669	9203	(466)
<i>Carts</i>	9669	9203	(466)
Golf Greens Fees	17048	18950	1902
<i>Resident</i>	7161	10131	2970
<i>Nonresident</i>	8528	7895	(633)
<i>Outing/Tournament</i>	589	307	(282)
<i>Other</i>	770	617	(153)
<i>Member</i>	0	0	0
Misc. Sales			
<i>Sapphire Club</i>	134	149	15
<i>North Shore Amateur</i>	101	115	14

Highlights

- ❖ Course opened on March 7th.
- ❖ Course closed on March 13 through April 30 due to COVID-19 Pandemic.
- ❖ Course reopened on May 1st with the following restrictions set forth by DCEO:
 - Twosomes only
 - Tee Times 15 minutes apart
 - Bookings must be done online or by phone

- Walking only (no golf cart or pushcart rentals permitted)
 - Restaurant is open for carry-out at pick-up window only
 - Clubhouse and pro shop to remain closed
- ❖ Restrictions changed by DCEO on May 29 to the following:
 - Online or telephone bookings are encouraged
 - Players may be grouped in foursomes
 - Tee times will be spaced 10 minutes apart
 - Golf carts are permitted. Individuals, not members of the same household, must use individual carts. Golf carts will be sanitized after each use
 - Putting green will operate at 50% capacity
 - Restaurant is open for carryout and outdoor seating
- ❖ Restrictions changed by DCEO on June 26 to the following:
 - Dual-rider motorized golf carts are permitted. If two people who do not live in the same household share a cart, they should both wear face coverings while in the cart
 - 13ninety Restaurant & Bar to reopen with limited indoor seating
- ❖ Golf demand very high due to other activities being limited:
 - Record rounds in June – 7482
 - Record rounds in July – 8264
- ❖ Hosted North Shore Amateur on July 29-30:
 - 115 players participated
- ❖ Leagues:
 - Sunset Valley Women’s Golf League – 29 members, plays Tuesday mornings
 - Northbrook Men’s League – 48 members, plays Thursday mornings
 - Gals on the Green – 24 members, plays Tuesday afternoon
 - United Oil Products – 20 members, plays Wednesday afternoon
- ❖ Cancelled events due to COVID-19:
 - IJGA tournament
 - Josselyn Center Outing
 - CDGA Scramble (rescheduled)
- ❖ GREAT weather:
 - Zero days closed due to rain or flood in June & July

Highland Park Golf Learning Center

Attendance	2019 (YTD)	2020 (YTD)	Variance
<i>Driving Range</i>	5,385	7,122	1,737
<i>Miniature Golf</i>	2,747	2,530	(217)
Total	8,132	9,652	1,520

Registrations	2019 (YTD)	2020 (YTD)	Variance
<i>Park District Camp</i>	15	9	(6)
<i>PGA Camp</i>	28	43	15

*** 2019 Park District camp includes weekly option which were not allowed in 2020. ***

Registrations	2019 (YTD)	2020 (YTD)	Variance
<i>PD Programs</i>	52	130	78

Highlights

- ❖ Fieldhouse closed March 13 due to COVID-19.
- ❖ Facility reopened May 29 under Phase 3 restrictions.
 - Miniature golf open but reservations required.
 - Tee Times every 10 minutes.
 - Putters and golf balls sanitized after every use.
 - Range had every other station open for grass.
 - Mat stations were set 10 feet apart.
 - No rubber tees were allowed on the mats.
 - Range balls were washed twice.
 - Staff took balls to patrons, so no one touched the baskets.
- ❖ After June 26th, the restrictions were loosened up.
 - Staff sanitized the handles of the baskets.
 - Stations on grass were placed 8 feet apart as were the mats.
 - Tees were allowed on mats.
 - Continued cleaning of miniature golf items.
 - Reservations were encouraged to play miniature golf.
- ❖ Sportsman Golf Course is closed for renovation, many of Northbrook residents have used the facility.
- ❖ COVID-19 is getting more people interested in golf.
- ❖ Weekly PGA Half-Day camps have been very popular since the middle of June.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

AUGUST 21, 2020

UPCOMING EVENTS & HIGHLIGHTS

- Residents can enjoy old-fashioned Drive-In Movies this summer in the parking lot of the Recreation Center of Highland Park. Tickets provide each vehicle with one parking space. Patrons are welcome to watch the movie from their car or camp out next to their vehicle, so long as you stay within your assigned space. Parking spots between cars will be blocked off to allow for social distancing. Movie-time snacks will be available for purchase before and during the show. Additionally, one of the sponsor's, Judy's Pizza, is offering pre-ordered pizza deliveries.
 - Thursday, August 20th for ***Ferris Bueller's Day Off***.
 - Come out Friday, October 6th for ***Hocus Pocus***.
- Sunset Valley Golf Club will be offering an outdoor screening of Caddyshack on Thursday, September 3rd, for patrons 18years and older. Guests can reserve a table of 2-4 or a couch lounge with a firepit. Food and beverages will be available for purchase.
- Families can enjoy interactive hikes through the trails at Heller Nature Center or the shoreline of Rosewood Beach throughout September!
 - Stories in the Woods Sept 9th and 23rd at Heller Nature Center.
 - Stories in the Sand Sept 6th and 30th at Rosewood Beach.
- Look for fossils and stones at Rosewood Beach Saturday, September 12th.
- Walk with us as we identify butterflies, insects, and honeybee's Sunday, September 13th, along the trails at Heller Nature Center.

DEER CREEK RACQUET CLUB PROGRAMS

IN-PERSON RECREATION	JUNE	JULY	AUG (projected)	SEP (projected)
Daily Court Rentals (Hours)				
Tennis	4	10.50	18	
Racquetball	NA	NA	NA	NA
Private Lessons (Hours)	345.25	360.50	300	320
Weekly Camp Participants	88	224	140	NA
Drop-Ins	NA	NA	NA	NA
Memberships	601	601	250	300
Total In-Person Revenue	\$56,272	\$86,312	\$82,000	\$110,000

News & Events

- July weekly camps continue to fill each week.
- Memberships begin August 1st, for the new indoor season.
- Private lessons are in high demand and we expect this to continue into the Fall.

CIA PROGRAMS

IN-PERSON RECREATION	JUNE	JULY	AUGUST	SEPT (projected)
Daily Drop-in Fees				
Public Skate	0	0	0	0
Open Freestyle	0	0	0	85
Packaged Freestyle	0	0	0	142
Open Hockey	0	0	0	0
Open Gymnastics	0	0	0	0
Skate Rental	0	0	0	0
Punch Passes				
Public Skate	0	0	0	0
Freestyle	0	0	0	0
Skate Rental	0	0	0	0
Facility Rentals (hours)	0	0	0	125
Facility Rentals Revenue	0	0	0	\$42,841.35
Skating Program Participation	0	0	0	166

News & Events

- Live gymnastics classes are running from Aug 3rd through 28th. Some schools are starting classes mid-August. We are offering indoor gymnastics classes, as well as conditioning and dance for gymnasts' classes.
- Continuing to offer private and semi-private gymnastics private lessons.
- Due to the compressor replacement project, the ice rink will not be available until September.
- Fall session registration begins on August 10th.
 - Will be offering daytime skating and gymnastics classes, as well as typical after school classes.
 - DCEO Sports Guidelines categorize ice skating and gymnastics as low risk, whereas ice hockey is high-risk since it is a contact/competitive sport. Additionally, all sports will have reduced class sizes.

RECREATION CENTER OF HIGHLAND PARK

RECREATION	JUNE	JULY	AUG (projected)	SEP (projected)
Free Virtual Classes Conducted	0	2	0	0
Paid Classes Conducted	110	116	136	140
Free Group Exercise Participation/Visits	1,940 views 6,600 engagement	960 views 5,351 engagement	550 views 6,000 engagement	300 views 6,500 engagement
Paid Group Exercise Participation	866	1218	1400	1500
Group Exercise Revenue	\$8,660	\$7,914	\$9,096	\$9,746
Personal Training Participation	290	361	375	395
Personal Training Sales (Units)	211	144.75	152	225
Personal Training Revenue	\$12,084	\$9,359	\$9,880	\$14,625
Virtual Programing Participation	1	0	0	0
Virtual Programming Revenue	\$20	\$0	\$0	\$0
Fitness Center Reservations	15	822	866	945
Fitness Center Reservation Revenue	\$14	\$3,892	\$4,330	\$4725
Total Revenue (Virtual/In-Person)	\$34	\$3,892	\$4,330	\$4725
Total Combined Revenue	\$20,778	\$21,165	\$23,306	\$29,906

Memberships	2018	2019	2020 (approximate)
Annual	1858	1888	1723
Non-Annual	56	60	38
Total Memberships	1914	1948	1761
Kid Fit Memberships	56	53	45

Members	2018	2019	2020 (approximate)
Annual	3076	3073	2738
Non-Annual	56	60	38
Total Members	3123	3133	2776
Kid Fit Members	153	92	81

News & Events

- Members and Memberships for 2020 are an approximation based on deducting the canceled memberships from our active membership base as of March 13th, 2020, and making additional adjustments based on transfers and account modifications taken in during the closure. As of July 31st, there were 194 memberships/310 members canceled from 30 previous requests and 164 new requests. All cancellations and transfers were made effective March 13th and will continue to be until membership services resume.
- In August, we will begin offering a 30-day fitness pass which allows patrons to utilize the fitness floor and the indoor pool for lap swimming for 30 days while memberships remain suspended.
 - \$50 for Current/Active Members
 - \$70 For Residents who are Not-Active Members
 - \$90 for Non-Residents

- As of July 6th, patrons could reserve 90-minute fitness reservations while memberships remained suspended, so staff enacted a daily fee (\$5 for current/active members, \$7 for residents who are not active members, and \$10 non-residents). During July, we averaged 35 visits per day Mondays thru Thursdays vs. 20 visits per day Fridays thru Sundays. We had 140 participants in total for 837 reservations, averaging 6 reservations per participant for July. 81% of our revenue came from the \$5 member fee and 18% of our revenue came from the \$7 resident non-member fee.
- We began implementing mandatory mask usage, including while working out at the end of July, while also adjusting our time blocks to be a 4 ½ hour morning reservation time and a 3 hour evening reservation time to allow more flexibility for patrons. We predict that this will make more people comfortable to come into the facility and expect a slight rise in participation to an average of 38 visits per day Mondays-Thursdays and an average of 22 visits per day Fridays-Saturdays in August, as we will also be closing the fitness floor on Sundays effective August 3rd. With our plans to reopen the pool at the end of August and as the weather gets colder and people travel less, we expect our numbers to continue to rise in September to an average of 40 visits per day Monday thru Thursday and an average of 25 visits per day Friday thru Saturday. We expect to continue having most of our revenue come from the member fee (\$5/visit).
- Throughout July, we continued to modify our group exercise schedule and were able to offer a total of 19 formats as more group exercise staff was brought back on board. Classes that did not reach the minimum of 7 participants were canceled the night prior and refunds were issued to participants who did not want to transfer. 32 classes were canceled due to low attendance and 2 were canceled due to inclement weather. A total of 116 classes ran with a total of 1152 registrations, averaging 10 participants per class. We had a total of 266 participants, averaging 5 registrations per participant for July. While our participation increased from June 2020, we did see a slight decline in revenue due to our change in pricing structure from \$10/class for all to \$5/class for members, \$7/class for non-member residents, and \$10/class for non-member non-residents effective July 6th to coincide with our fitness reservation pricing. 52% of our revenue came from the \$5 member fee, 36% came from the \$7 resident non-member fee, and 12% of our revenue came from the \$10 non-member non-resident fee.
- Group Exercise Participation continues to build as we have been eliminating classes that have not continuously met their minimum of 7 registrations and are replacing them with strong classes that continuously reach or exceed the minimum. We are bringing on a new instructor who we are confident that will meet and/or exceed the minimum in her 2-3 classes throughout the week. In August, we will also be adding 2 other formats to the schedule that have been in high demand, which will be a Thursday morning class and a Sunday morning strength class.
- Free virtual classes were offered throughout April and May. New content creation and publication ceased when outdoor in-person classes were offered in June, but the videos remain on our social media for virtual viewing/engagement. 2 new virtual classes were posted over the holiday weekend for the Fourth of July. We predict a 50% decrease each month for views but predict a slight increase in engagement as we bring on new instructors with more new participants and have also started an Instagram page.
- In July, up to 5 areas at a time could be used for personal training sessions within the facility while also providing both the personal trainer and participant access to the fitness floor. With additional equipment stationed outside for group exercise classes, trainers have also had more opportunities to train clients outside. We had a 20% increase in personal training visits from June 2020 (290 in June vs. 360 in July) with a total of 133 training clients using an average of 3 sessions for July. There was a slight decrease in personal training revenue as many clients had recently purchased new training packages at the end of June as they completed using their January promotional packages.
- We predict a 3% increase in personal training usage and sales in July as more clients have begun to reinstate their regular training routines but are taking into consideration that many people are currently unavailable and/or transitioning from summer to fall plans. We expect more of an increase in September as people have settled into more of a routine in their lives and the weather gets colder.

HELLER NATURE CENTER PROGRAMS

RECREATION	MAY	JUNE	JULY	AUG (projected)	SEP (projected)
Free Virtual Classes Conducted	9 videos	0	0	0	0
Paid Virtual Classes Conducted	1	1	0	0	0
Total Virtual Classes Conducted	10	1	0	0	0
Free In-Person Program Participation	0	0	0	0	25 people/ 1 program
Paid In-Person Program Participation	0	36persons / 4 programs	6 persons/ 2programs	22 persons / 4 programs	76 persons/ 7 programs
Total Participation	0	36	6	22	76
Virtual Programming Revenue	\$413	\$ 288	0	0	0
In-Person Programming Revenue	0	\$1580	\$48	\$230	\$1758
Total Revenue	\$413	\$1868	\$48	\$230	\$1758

*Excludes Camp Hometown (2 groups at Heller)

ROSEWOOD INTERPRETIVE CENTER PROGRAMS

RECREATION	MAY	JUNE	JULY	AUG (projected)
In-Person Program Participation	0	0	34 persons/ 4 programs	26 persons/ 3 programs
In-Person Programming Revenue			\$1825	\$1860

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE CENTER RENTALS

RENTALS	2018	2019	2020
Heller Nature Center Rentals	48	24	11
Heller Nature Center Birthday Party Package	19	14	3
Rosewood Interpretive Center Rentals	76	73	3

*As of March 2020

News & Events

- Some inquiries about fall rentals at Rosewood.
- Heller will be harvesting honey at the end of the month.

SUNSET VALLEY GOLF CLUB

GOLF	2019 ACTUAL	2020 BUDGET	2020 ACTUAL
Golf Shop Sales	768	525	948
Golf Balls	609	350	657
Accessories	159	175	291
Golf Rentals	3836	3200	4750
Carts	3836		4750
Golf Greens Fees	6142	5583	8264
Resident	2599		4480
Nonresident	2926		3248
Outing	200		253
Other	417		283

News & Events

- Another great month. Zero days closed due to weather.
- Golf restrictions revised on June 26, 2020. The updated restrictions (Phase 4), which include the following modifications to the original guidelines:
 - Dual-rider motorized golf carts are permitted. If two people who do not live in the same household share a cart, they should both wear face coverings while in the cart.
 - 13ninety Restaurant & Bar to reopen with limited indoor seating.
 - A face mask or covering is still required to enter the clubhouse.
 - Pool noodles in a cup. Flagsticks should not be removed.
 - On-course touchpoints (water coolers, benches, ball washers, rakes) have been removed.
 - Carry-out and outdoor seating is still available at 13ninety Restaurant & Bar.
- Continued enhanced cleaning and sanitizing of golf carts, counters, and other commonly touched surfaces.
- 8264 rounds for the month is most ever since last month's total of 7482.
- North Shore Amateur tournament played on July 29-30. There were 115 players.
 - **Winners:**
 - Championship Division – Mark Noonan
 - Open/Senior Division – John Vernasco
 - Women's Division – Rima Bakaitis

HIGHLAND PARK LEARNING CENTER

Driving Range Monthly Sales Report (buckets sold)

GOLF	2019 ACTUAL	2020 BUDGET	2020 ACTUAL
January	0	500	501
February	0	584	588
March	0	584	179
April	625	681	0
May	1,168	2,556	174
June	1,678	3,727	2,547
July	1,914	4,581	3,133
August	1,795	3,917	
September	1,104	1,993	
October	644	736	
November	93	125	
December	267	208	
Totals	9,288	20,192	7,122

Mini Golf Monthly Sales Report (rounds sold)

GOLF	2019 ACTUAL	2020 BUDGET	2020 ACTUAL
March			
April	167	167	0
May	401	717	59
June	913	1,400	1,004
July	1,266	1,800	1,467
August	1,448	1,833	
September	576	1,667	
October	316	416	
November			
Totals	5,087	8,000	2,530

News & Events

- Facility was open every day in July. No rain days
- Held 2 PGA Junior camps in June.
- Great weather brought out record number of people to the range.
- Park District programs have continued to be very popular as most have filled to maximum amounts.
- Park District's Golf Camp began July 6th with 9 campers.

Park Avenue Boating Facility

BOATING	2018	2019	2020
Season Launch Only Pass			
Power Boat	11	12	15
Personal Watercraft (PWC)	15	12	23
Sailboat	0	0	1
Boat Storage w/ Launch Privileges			
Power Boat / PWC	28 / 5	34 / 3	25 / 4
Non-Motorized / Stand Up Paddleboard (SUP)	52 / 7	58 / 14	44 / 14

News & Events

- Launch only passes are very popular this year.
- Spaces are still available for motorized and non-motorized storage.

ROSEWOOD BEACH / AQUATIC PROGRAMS

AQUATICS	MAY	JUNE	JULY	AUG (projected)
NON-RESIDENT				
Daily Fee Beach Access	\$0	\$4,150	\$30,875	\$1,000
Daily Parking Fee	\$0	\$17,025	\$13,375	\$11,640
Season Passes	NA	NA	445	0
Total Revenue		\$21,175	\$26,995	\$12,640

News & Events

- Due to the continued number of crowds, safety measures, and losing staff to school, Advanced Security was brought in to help with Lakefront access control.
- Post Season has been extended until September 27th. After Labor Day the beach will be guarded on weekends only.
- Registered lap swim at the indoor pool will start on August 17th. Swimmers can register for an individual lane starting at 6:00 a.m. 15-time slots are offered during open hours and staff is trying to schedule private lessons in slots that are not filled.

WEST RIDGE CENTER

RECREATION	JUNE	JULY	AUG	SEPT (projected)
Free Virtual Classes Conducted	0	0	0	0
Paid Virtual Classes Conducted	5	5	0	5
Total Virtual Classes Conducted	5 (8-week curriculum)	5 (began in June)	0	5
Paid In-Person Program Participation	0	34	96	225
Total Participation		34	96	225
Virtual Programming Revenue	\$2,213	Revenue recognized in June		
In-Person Programming Revenue		\$7,934	\$17,190	\$98,658 (includes ParkSchool rev)
Total Revenue	\$2,213	\$7,934	\$17,190	\$98,658

ATHLETIC PROGRAMS

ATHLETICS	JUNE	JULY	AUG	SEP (Projected)
Free Virtual Classes Conducted	0	0	0	0
Paid Virtual Classes Conducted	1	1	0	0
Total Virtual Classes Conducted	1	1	0	0
Free Virtual Program Visits per day	0	0	0	0
Paid Virtual Program Visits per day	14	4	0	0
Total Virtual Participation	14	4	0	0
Virtual Programming Revenue	\$274	\$100	0	0
In-Person Participation				
Classes Youth	23	45	22	32
Camps Youth	120	99	142	0
Leagues Youth	0	213	225	64
Leagues Adult	0	0	0	0
In-Person Revenue				
Youth Programming	\$25,466	\$64,774.40	\$81,366.00	\$11,766.00
Adult Programming	0	0	0	0
Total Revenue	\$25,740	\$64,774.40	\$81,366.00	\$11,766.00

News & Events:

- Fall Baseball Leagues & Fall Flag Football Scrimmages.
- Mini-Sports Camps: JV and Girls Play Strong, Baseball.
- Classes: Parent Tot Tee ball and Mini-Sports.

GRANT-IN-AID

	2019	2020
Total YTD Subsidy	\$58,166	\$19,654
Households		
100% Subsidy YTD	51	43
50% Subsidy YTD	12	3
Total YTD	63	46

News & Events:

- Overall scholarship use has decreased due to COVID-related program cancellations.
- There have been 40 registrations for summer programs using scholarship funds, including 3 Camp Hometown enrollments and 33 mini-camp enrollments.

CAMPS

CAMP LOCATION	# OF CAMPERS ENROLLED	REVENUE
Camp Hometown at West Ridge Center	23	\$44,905.00
Camp Hometown at Heller Nature Center	17	\$38,350.00
After Camp Care at West Ridge Center	0	\$0
Camp Hometown- Specialty – Golf Camp	9	\$27,900.00
Camp Hometown – Specialty – Tennis Camp	328	\$80,157.60
Total	377	\$191,312.60

PARKS & NATURAL AREAS

News & Events

- Staff completed detailed landscaping and general park clean up at Rory David Deutsch, Memorial, Sherwood, Lincoln Parks, and the Rec Center.
- Staff removed dead branches in the frisbee golf area at Larry Fink Park and completed tree removals at Millard, Kennedy, and Moroney Parks. Contractors removed trees on power lines at Kennedy and Grove Parks.
- Staff completed on going lakefront and beach maintenance including posting additional signage and rebuilding the Park Ave. sand ramp.
- Staff working with arborist to evaluate trees treated in 2019 at Sunset Woods.
- Staff and Contractors continuing restoration work at Rosewood Park, Skokie River Woods, Fink and Cunniff Park rain gardens, and the Hidden Creek detention basin.
- Contractor performed mechanical harvesting at the Cunniff Pond to remove excessive underwater plants contributing to poor water quality.
- Staff preparing The Preserve bid documents and responding to permitting reviews from City of Highland Park and Lake County SMC on The Preserve construction documents.
- Staff started work on the IEPA Shoreline Project July 29 to satisfy conditions of grant.
- Staff and Contractors performing ongoing maintenance at The Preserve including specialized mowing and work in Highland Park Woods, gardens, and pond shorelines.

PLANNING

News & Events

- This week the Sunset Woods Playground Renovation and Master Plan staff taskforce met to explore operational opportunities and challenges at the park. The information gathered at the meeting will be shared with Hitchcock Design Group and will inform the plan design. Some ideas that were generated were, opportunities to provide more indoor space for programs, distribution of amenities throughout the park, and activating the north east corner of the park. These ideas will be considered along with the feedback from the community. Staff is preparing for the open house next Wednesday and developing on-line engagement tools for those that do not attend the in-person meeting. Emails introducing the project and welcoming further discussions were sent to stakeholder groups such as the School Districts, City, Township, Chamber of Commerce, Senior Center, and various foundations and organizations.
- The Deer Creek Racquet Club and Recreation Center of Highland Park Roofing Project is currently underway. The project is scheduled to be completed in early September.
- The Centennial Ice Arena Compressor Replacement Project is currently in progress. The project remains on schedule with an expected completion of September 1st.
- Staff continues to work with SmithGroup in the develop a Beach Management Plan which will provide management recommendations and strategies for the Park District's four lakefront locations. Funding for this plan was provided, in part, by a grant from the Illinois Department of Natural Resources Coastal Management Program.
- Staff are currently working with SmithGroup to investigate the leaning portion of the boardwalk at Rosewood Beach and develop potential solutions.
- The District is currently requesting bids for the 2020 Sunset Woods Tennis Court Access Improvements Project. This project will create accessible access to and relocate accessible parking near the Sunset Woods tennis court entrance.
- Invitations for Bid are currently being developed for the ADA Path Improvement Project and Golf Learning Center ADA Restroom Improvements Project.

COMMUNICATIONS AND MARKETING

Social Media			
			
4,437 Followers	855 Followers	1,443 Followers	174 Views

Email			
48,669 Total Audience	68,337 Emails Delivered	19,484 Emails Opened	1,623 Clicks to pdhp.org

pdhp.org		
24,293 Visitors	34,588 Visits	65,687 Pageviews

Digital Brochures			
Aug		Fall	
1,198 Views	75 Clicks to Register	2,820 Views	119 Clicks to Register

Updates

- Traffic to our website continues to increase as the summer progresses. Traffic is over 22% higher than it was this time last year. Most visited pages include our beaches, homepage news posts, COVID-19 updates, Golf Learning Center, and programs.
- In the past 30 days, 18 emails were sent to our residents and customers to keep them informed of new PDHP information, news, and opportunities.
- Followers to our social media sites continue to stay strong as residents connect to their friends, family, and the community. This month, there were over 3,500 engagements with PDHP social media.
- The August and Fall program brochures were developed and marketed via the website, email, and social media outlets.

Graphics

PARK DISTRICT
of HIGHLAND PARK
FALL 2020

SEE YOU ON THE COURTS!
TENNIS REGISTRATION
going on now!

Fall fun is here again!
Join in tennis, bring it to school, District Events, Family Fitness 200, Intermediate Walkingway TnT, Fall Festivals and so much more! See us soon!

PARK DISTRICT
of Highland Park

PARK DISTRICT
of HIGHLAND PARK
AUGUST 2020

NEW In-person & Virtual Programs
REGISTRATION GOING ON NOW!

PARK DISTRICT
of Highland Park

DRIVE-IN
Movie Nights

NEW LOCATION!
Recreation Center of Highland Park
Parking Lot

Check In: 7:45pm • Movie Begins: 8:15pm
\$20/car

Thursday July 23
Angels in the Outfield (PG)

Thursday August 6
Money! Shrunken the Kids (PG)

Thursday August 20
Ferris Bueller's Day Off (PG-13)

Friday October 16
Hocus Pocus (PG)

Tickets on sale now!

PARK DISTRICT
of Highland Park

Movie Night Feature:

Caddyshack

Thu Sep 3
Check-in: 7:45pm, Movie: 8:15pm
Sunset Valley Golf Club Patio • 18+

SUNSET VALLEY
GOLF CLUB

AUGUST
In-Person & Virtual
Programming

Registration Going On Now!

new!
Pop-up Fitness
in the Park

Sunset Woods Park • 1801 Sunset Rd

Family Fit • Senior Fit • Open Fitness in the Park

REGISTER NOW!

RECREATION CENTER
of Highland Park

Page	Pageviews	
	65,687	% of Total: 100.00% (65,687)
1. /rosewood-beach-2/	12,461	(18.97%)
2. /	11,284	(17.18%)
3. /beaches/	3,009	(4.58%)
4. /golf-learning-center/	2,030	(3.09%)
5. /programs/	1,839	(2.80%)
6. /recreation-center-highland-park-fitness-center-health-club-aquatics/	1,776	(2.70%)
7. /moraine-park-beach/	1,498	(2.28%)
8. /2020/07/covid-19-community-health-preparedness/	1,475	(2.25%)
9. /millard-park-beach/	1,391	(2.12%)
10. /hidden-creek-aquatic-park-outdoor-pool/	1,334	(2.02%)
11. /deer-creek-racquet-club/	1,130	(1.72%)
12. /heller-nature-center/	995	(1.51%)
13. /rainout-line-weather-cancellation-status-sign-up/	965	(1.47%)
14. /2020/07/beach-access-and-guidelines/	898	(1.37%)
15. /boating/	874	(1.33%)
16. /rainout-line-weather-cancellation-status-sign-up/?mc_cid=6ec57f3c3f&mc_cid={UNIQID}	774	(1.18%)
17. /beaches/parking-2/	731	(1.11%)
18. /program-guides/	720	(1.10%)
19. /centennial-ice-arena/	656	(1.00%)
20. /2020/06/recreation-center-of-highland-park-reopens-july-6/	614	(0.93%)
21. /parks/	609	(0.92%)
22. /2020/06/rosewood-beach-information-and-frequently-asked-questions/	603	(0.92%)
23. /find-listing/	591	(0.90%)
24. /recreation-center-highland-park-fitness-center-health-club-aquatics/group-fitness/	532	(0.81%)
25. /youth-sports/youth-baseball/	501	(0.76%)
26. /parks/dog-exercise-areas/	444	(0.68%)
27. /parties-rentals/	413	(0.63%)
28. /event/drive-in-movie-nights-angels-in-the-outfield/	398	(0.61%)
29. /park-school/	381	(0.58%)
30. /pdhp-internal-staff-documents/	366	(0.56%)