

NOTICE OF MEETING **TUESDAY, MAY 8, 2018 6:00 p.m.**

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

WORKSHOP MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PDRMA OVERVIEW
- V. LAKEFRONT MASTER PLAN UPDATE REPORT
- VI. PARKS OPERATIONS / GOLF OPERATIONS CONSTRUCTION UPDATE
- VII. SUNSET VALLEY GOLF UPDATES
 - A. GOLF COURSE
 - B. CLUBHOUSE
- VIII. NORTHERN SUBURBAN SPECIAL RECREATION ASSOCIATION CAPITAL & FACILITY PLAN
- IX. HIGHLAND PARK COUNTRY CLUB INTERGOVERNMENTAL AGREEMENT
- X. REVIEW OF VOUCHERS
- XI. OPEN TO PUBLIC TO ADDRESS BOARD
- XII. **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.
- XIII. ACTION FROM CLOSED SESSION IF ANY
- XIV. ADJOURNMENT

NOTICE OF MEETING
TUESDAY, MAY 8, 2018 6:00 p.m.

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

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



Memorandum

To: Board of Park Commissioners
From: Liza McElroy, Executive Director
Date: May 8, 2018
Subject: **PARK DISTRICT RISK MANAGEMENT ASSOCIATION (PDRMA) UPDATE**

Brett Davis, the CEO of Park District Risk Management Association (PDRMA), will be attending the meeting. PDRMA provides a wide array of insurance coverage for the Park District. Brett will provide the Board with an overview of all of the services that PDRMA provides to the Park District of Highland Park.



Memorandum

To: Board of Park Commissioners

From: Amalia Schwartz, Senior Planner; Jeff Smith, Assistant Director of Parks, Properties & Planning; Dan Voss, Director of Parks, Properties and Planning; Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

Date: May 8, 2018

Subject: LAKEFRONT MASTER PLAN UPDATE REPORT

In 2007, the Park District, in collaboration with city-wide stakeholders, completed and began implementing the Lakefront Master Plan which provided a roadmap for improvements at all lakefront parks, beaches, and ravine ecosystems. GreenPrint 2024 identified the need to prepare a Lakefront Master Plan Update to better build upon recent accomplishments and to better reflect current community priorities and the changing nature of the lakefront.

Since 2007, much has been accomplished along our lakefront. Major accomplishments include Rosewood Beach Development, Moraine Park Sculpture Garden, lakefront programing expansion, and natural areas restoration at Millard, Moraine, and Rosewood.

Now, 11 years later, our lakefront parks and community priorities have changed. As a result, the plan is being revisited and updated to better address today's Highland Park.

The Lakefront Master Plan Update will focus on celebrating accomplishments since the 2007 Master Plan. Acknowledging the changing complexion of the lakefront and community, the update will reassess lakefront priorities. The information gathered through the update will better inform the Park District for next steps at Lakefront Parks, including Park Avenue Beach.

The approach to the plan update is as follows:

Preparation/Data Gathering (April 2017 - March 2018)

1. Internal assessment/2007 Plan implementation tracking
2. Identify the external factors that have changed since the 2007 Plan
3. Identify key stakeholders
4. Prepare for community engagement strategy

Community Outreach (May 2018 – September 2018)

1. Open House: Project Kick-off
2. Grass Roots Campaign effort: Listening tour at each lakefront park. PDHP staff to visit each lakefront park to engage residents, listen, and distribute survey.
3. Digital Campaign: Online Survey, project website, and a monthly article showcasing each of the lakefront parks.

Plan Update (Fall 2018)

1. Update plan with information gathered

Plan Approval (December 2018)

1. Present plan at Park District Public Board Meeting

Implementation and Evaluation

1. Seek funding
2. Implement projects per plan
3. Evaluate success

Staff will provide an overview of the Lakefront Master Plan Update approach and details on the upcoming Lakefront Open House on May 23rd.



LAKEFRONT
MASTER PLAN
UPDATE



highland park lakefront

I Executive Summary

2007 Lakefront Master Plan



JJR
January 2007

A photograph of a park in autumn. In the foreground, a large, dark, metallic sculpture resembling a leaf or a petal is mounted on a cylindrical pedestal. The sculpture is set on a grassy area with some fallen leaves. In the background, there are several trees with vibrant yellow and orange autumn foliage. A paved path and a wooden picnic table are visible in the distance. The sky is bright and clear.

Moraine Park
Sculpture Walk
and Garden



Millard Park
Habitat
Restoration




Rosewood Park
and Beach
Development



Park Avenue
Beach Boating

Our lakefront parks and community priorities have changed since the approval of the 2007 plan and we look to the community to plan for the future.



A photograph of a beach scene. In the foreground, a person wearing a light blue shirt and dark shorts stands on the sand, holding a red life preserver. The ocean waves are breaking onto the shore. In the middle ground, there is a rocky breakwater extending into the water. The sky is overcast with grey clouds. The text is overlaid on the right side of the image.

The Lakefront Master Plan Update is a reprioritization of Lakefront goals. The Park District will take the information heard throughout the community outreach process to inform the direction of future Lakefront efforts.

Planning Process

Preparation/ Data Gathering

April 2017 –
March 2018

- Internal Assessment
- External Factors
- Stakeholders
- Strategy



Community Outreach

May 2018 –
Sept 2018

- Open House
- Listening Tour
- Survey
- Digital Campaign



Plan Update Fall 2018

- Priority Assessment
- Goals/Objectives



Plan Approval/ Implementation & Evaluation

Year End 2018 +

- Funding Opportunities
- Implement Initiatives and
Evaluate Success

A photograph of a beach scene. In the foreground, a large, dark, weathered piece of driftwood lies on the sand. The sand is light brown and scattered with small, smooth stones. In the middle ground, waves with white foam are crashing onto the shore. The water is a deep blue-green. In the upper left corner, there is a dark circular graphic with a white border, containing the word "Questions" in white text.

Questions



Memorandum

To: Board of Park Commissioners

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

Date: May 8, 2018

Subject: **PARK AND GOLF MAINTENANCE FACILITY PROJECT UPDATE**

CONSTRUCTION PROGRESS

Now that the weather has begun to warm up, the Parks and Golf Maintenance staff have begun planting the final trees as part of the landscape plan. Additional shipments of trees are schedule for later this month.

The asphalt surface layer is schedule to be installed this week.

The need for an epoxy floor coating in the second level garages has been identified and is scheduled to be installed this week.

Utilities have been disconnected at the former Parks Maintenance Garage and demolition is scheduled to begin this week. Neighbors have been notified of the demolition schedule.

FINANCIAL REPORT

Below is the current project financial report. Expenses to date cover design, engineering, permitting, site testing, pre-construction management, construction administration, and construction since the approval of the Integrated Project Development Agreement in September 2016.

Park and Golf Maintenance Facility	Budget	- Project YTD	- Variance
Total Lamp Construction (Base Bid and Alternates)	\$4,891,390.00	\$4,121,813.00	(\$769,577.00)
Total Soft Costs	\$863,530.00	\$790,595.48	(\$72,934.52)
Contingency	\$229,950.00	\$192,342.50	(\$33,607.50)
Total Park and Golf Maintenance Facility Project	\$5,984,870.00	\$5,108,750.98	(\$876,119.02)

EMP: \$5,984,400



Memorandum

To: Board of Park Commissioners

From: Ryan Ochs, Superintendent of Golf;
Brian Romes, Director of Recreation and Facilities;
Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

Date: May 8, 2018

Subject: **SUNSET VALLEY GOLF CLUB – COURSE RENOVATION UPDATE**

Staff will present an overview of the course conditions. Staff will be available to answer any questions.



Memorandum

To: Board of Park Commissioners

From: Brian Romes, Director of Recreation and Facilities;
Kathy Donahue, Deputy Director of Operations; Liza McElroy, Executive Director

Date: May 8, 2018

Subject: SUNSET VALLEY GOLF CLUB - CLUBHOUSE RENOVATION PROJECT UPDATE

RENOVATION PROGRESS

Demolition of the clubhouse was completed in the month of April, making way for interior construction to begin. New underground plumbing has been installed, inspected, approved, and patched. Layout for the interior walls and doorways is completed, and drywall framing has begun. Masonry walls have been repaired and constructed. New ceiling structural beams have been installed, ceiling framing has begun throughout the building, duct work is being installed and electrical conduit is being run for low voltage. New electrical distribution conduits have been installed and electrical work should be completed in the next few weeks. New water lines and new sewer piping have been installed in the basement. Underground drainage lines outside the building are being installed. The exterior of the building should start to progress in the coming weeks with the welcome of warmer weather.

Bids have been released for the parking lot asphalt repair, in addition to installation of new parking lot lights, conversion of the cart barn to accommodate electrical powered golf carts, and the installation of two new car charging ports. A variety of clubhouse furniture has been purchased. Requests for proposals for both landscaping supplies and labor will be distributed later this month.

FINANCIAL REPORT

<u>SVGC Clubhouse Renovation</u>	<u>Budget</u>	<u>Project YTD</u>	<u>Variance</u>
Total Hard Costs (GMP)	\$ 1,832,234	\$ 510,000	\$ (1,332,234)
Contingency	\$ 90,892	\$ 5,029	\$ (85,863)
Other Soft Costs	\$ 269,426	\$ 119,375	\$ (150,051)
<u>Total SVGC Clubhouse Renovation</u>	<u>\$ 2,192,552</u>	<u>\$ 634,404</u>	<u>\$ (1,558,148)</u>

PROJECT TIMELINE

Building construction completed	July 1, 2018
Design and Review for Parking Lot Lighting	May 15, 2018
Parking Lot Lighting, Cart Barn Conversion and Car Charging Bids Due	May 15, 2018
Parking Lot Lighting, Cart Barn Conversion and Car Charging work to begin	June 4, 2018
Parking Lot Asphalt work to begin	July 9, 2018
Landscaping work to begin	July 23, 2018
Site work completed	July 27, 2018
Grand Opening	August 3, 2018



Memorandum

To: Board of Park Commissioners
From: Liza McElroy, Executive Director
Date: May 8, 2018
Subject: **Northern Suburban Special Recreation Association (NSSRA) Capital & Facility Plan Update**

Attached is the original Capital & Facility Plan that was reviewed in 2013 by all Partner Agency Boards. This provides information on the funding plan for new administration office and recreational space for NSSRA.

The second attachment is an update of the Partnership that has just begun with the Northbrook Park District. The update will illustrate the process that will need to be completed and timelines that have been established for approvals needed for all 13 Member Agency Boards. This is an aggressive timeline and it is important that Park Board is provided.



nssra
Northern Suburban Special
Recreation Association

Capital and Facility Acquisition Plan

Updated October 2017





Northern Suburban Special Recreation Association

NSSRA Mission:

To enrich the lives of people with disabilities in our partner communities through quality recreation services.

NSSRA Vision:

To be leaders in recreation by providing innovative and exceptional services for people with disabilities.

Northern Suburban Special Recreation Association (NSSRA) formed in 1970 as the first special recreation association in Illinois and among the first of its kind in the country. NSSRA provides and facilitates recreation programs for over 1,500 children, teens and adults with physical, developmental, emotional or other disabilities. NSSRA has nearly 600 recreation, sport, cultural, social, and leisure offerings available throughout the year, creating new experiences, opportunities for skill development, leisure time, and perhaps most importantly, friendship.

NSSRA is an extension of ten park districts, two cities and one village in the northern suburbs of Chicago including the Park Districts of Deerfield, Glencoe, Glenview, Highland Park, Kenilworth, Lake Bluff, Northbrook, Northfield, Wilmette and Winnetka, the cities of Highwood and Lake Forest and the Village of Riverwoods.

Funding for NSSRA comes from three sources, including partner agency contributions, program fees and outside support from Northern Suburban Special Recreation Association Foundation (NSSRA Foundation). Contributions from the partner agencies are made proportionately based on community size and collected through a property tax levy issued by each partner.

In calendar years 2009 – 2016, NSSRA's fiscal responsibility has enabled the agency to grow its fund balance while keeping the partner agency contributions in line with the Consumer Price Index (CPI).

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Introduction

In 2010, NSSRA started a strategic planning process that resulted in the NSSRA 2011-2014 Strategic Plan. One of the initiatives of the Strategic Plan is to research and secure the most suitable permanent location for NSSRA. In response to this initiative, NSSRA Board of Directors and staff initiated a study to evaluate the long term viability of the current facility. Extensive deficiencies in the facility prompted a directive from the NSSRA board in the form of a goal, to secure the most suitable permanent location for NSSRA preferably with a partner agency.

As a result of this goal, NSSRA staff, Facility Committee and Board of Directors developed this plan for the acquisition of a new NSSRA facility. Throughout the planning process, key considerations included:

- NSSRA must address existing and future facility needs.
- The plan must be financially conservative and efficient.
- The process must provide for partner agency involvement.

The recommended plan for the acquisition of a new NSSRA facility is contained in the remainder of this document. Key points include:

- Preferably located with one of the 13 partner agencies in the northern suburbs of Chicago.
- Address the substantial needs of private meeting space, safety issues, adequate space to conduct business, centralize training and provide some additional space for programming.
- Continue NSSRA's model to secure the majority of programming space in its partner agencies' facilities.
- Review acquisition opportunities as they arise and update overall plan status on an annual basis.

This plan has been reviewed and accepted by the NSSRA Board of Directors.

The desired outcome for NSSRA is to secure a permanent location preferably with a partner agency that will provide NSSRA with a long term solution that is fully accessible and incorporates private meeting space for families and staff; adequate office space; on site storage; safe pick-up and drop-off for participants; and multi-use programming and training space. In addition, the facility will be in a safe, recreation setting that is centrally located within the 13 partner communities. Most importantly, this new facility will provide a needed location for participants and their families to feel welcome and have a sense of belonging. This facility will promote increased opportunities for participants to socialize, develop skills and engage in new experiences that will allow them to live life to its fullest.

Existing Facility Deficiencies

No Private Space for Families and Staff to Interact

In order for NSSRA to adequately serve its participants and families, staff must meet with families to discuss detailed information about the participants needs. Often these meetings include sensitive, personal and confidential information. Currently, there is only one main meeting space at the NSSRA facility, which is not a private meeting space. Several of the NSSRA offices have multiple staff occupying them, leaving no room for private group meetings or confidential phone conversations with families.

Unsafe Location in an Industrial Park

The current NSSRA facility is located deep in an industrial park. During the day and early evening, the roads surrounding the facility are heavily traveled by semi-trucks and industrial vehicles. Later in the evening, the industrial park is desolate and dark, potentially putting staff and participants at risk for a dangerous situation.

No Safe Pick Up/Drop Off for Participants

Due to the design of the NSSRA parking lot, there is no turnabout drive or designated area for families or NSSRA buses to safely drop-off and pick-up participants.

Not Accessible

The NSSRA facility is not accessible according to the current Americans with Disabilities Act (ADA) standards. Several of the hallways and doorways are narrow, making it difficult for those with physical disabilities to easily navigate the building. The facility also has two separate doors at the entrance, neither of which is equipped with accessible or automatic entry.

Lack of Training and Meeting Space

NSSRA trains more than 500 part-time staff annually and provides approximately 125 trainings to full-time and part-time staff throughout the year. NSSRA currently uses Partner Agency facilities to host trainings of 15 staff or more.

No Programming Space

No recreation programs are held at the NSSRA facility. Due to zoning ordinances, NSSRA is prohibited from conducting these programs on premise. As a result of this ordinance there is also no space suited for recreation programs.

Insufficient Amount of Office Space for NSSRA Staff

Six full-time staff shares three offices (two per an 80 sq. ft. office). These staff are not able to have conversations on the phone or in person about private, sensitive or confidential disability related subjects. In addition, working in a small office space with another staff is often distracting and full of interruptions which negatively impacts productivity.

Lack of Storage Space

There is a tremendous lack of storage space at the NSSRA facility resulting in more than \$7,000 annually in offsite commercial storage costs. The offsite storage requires numerous hours of lost staff time traveling to and from the storage facility to gather supplies and equipment for programs.

No Room for Future Growth

There is currently no room for growth of the NSSRA staff with the facility in its current state. All offices are currently occupied and some offices have multiple staff sharing the space. During the summer months, the facility is overfilled with an increased number of summer leadership staff, interns and supplies occupying any open space that is available.

Pending Capital Improvements

NSSRA moved into its current facility in 2001. Williams Architects conducted an existing conditions report in 2009 that found in excess of \$400,000 in capital improvements throughout the facility.

Space Needs Analysis

NSSRA staff and Williams Architects identified the space required to address NSSRA's needs for the future through a space needs analysis. The analysis concluded the need for a 15,000 sq. ft. facility as compared to the current 8,370 sq. ft. facility. The space requirements below represent a baseline of need that any new facility must minimally meet.

New Facility (15,000 sq. ft.)

Offices (4,000 sq. ft.)
Programming/Training (3,300 sq. ft.)
Meeting/Conference (3,350 sq. ft.)
Common Area/Storage (4,350 sq. ft.)

Current Facility (8,370 sq. ft.)

Offices (3,124 sq. ft.)
Programming/Training (0 sq. ft.)
Meeting/Conference (2,023 sq. ft.)
Common Area/Storage (3,223 sq. ft.)

Space Needs Analysis Details for New Facility

Offices (4,000 sq. ft.)

- 27 offices for current staff needs, interns and two offices for future expansion

Programming/Training (3,300 sq. ft.)

- Program/training rooms
- Storage area
- Program kitchen
- Kitchen storage

Meeting/Conference (3,350 sq. ft.)

- Office work room
- Copy room
- Staff lunchroom
- Conference room 1 (6-8 individuals)
- Conference room 2 (10-16 individuals)
- Board room (up to 32 individuals)
- IT room
- Washrooms

Common Area/Storage (4,350 sq. ft.)

- Vestibule with bus waiting
- Lobby
- Washrooms: Men, Women, Family
- Main storage room
- Mechanical rooms
- Elevator

Estimated Costs and Funding of New Facility

In creating the Capital and Facility Acquisition Plan, NSSRA estimated new facility construction and land acquisition costs of \$3,850,000 (without interest). Taking into account a 20 year bond issuance that includes interest costs of \$831,531, the total estimated cost for the new facility is \$4,681,531. NSSRA’s goal is to have \$770,000 of the costs of the new facility supported from outside sources including NSSRA Foundation, grants, and donations through a capital campaign targeting all supporters and users of NSSRA. Partner agencies and NSSRA will fund the remaining costs through partner agency contributions, 20 year bond issuance, NSSRA fund balance allocation and sale of current NSSRA building.

The following is a detailed explanation and corresponding tables that demonstrate the estimated costs and funding sources for a new facility for the next 25 years assuming an acquisition date in 2018.

Partner Agency Contributions for New Facility: \$3,217,531

1. Partner Agency Contributions 2014 – 2018: \$616,000

Based on the estimated acquisition date of 2018, the Capital and Facility Acquisition Plan will require partner agencies to contribute \$123,200 annually until a new facility is acquired. These funds will be reserved in a capital account to be applied to the purchase of a new facility.

2. 20 Year Bond Issue 2019 – 2038: \$2,601,531

On page 9 is the Estimated Debt Service after Call Provision table from Eric Anderson of BMO Capital Markets. This table demonstrates the costs of a 20 year bond issuance by NSSRA for \$2,540,000. A call provision is embedded that allows use of funds from the sale of the building and capital funds collected from outside sources to be applied toward the payment of bonds at year eight. Please note the list of assumptions pertaining to the bond issuance.

- An estimated all-inclusive interest rate of 3.95% is being used
- \$2,540,000 is financed
- In year eight of the bond issuance, the call provision is utilized with \$770,000 going toward bond payoff coming from the sale of the building (\$500,000) and the remaining amount of funding from outside sources (\$270,000)
 - o The current NSSRA building will be sold after acquisition of the new facility. Proceeds from the sale (\$500,000) will be reserved and applied to bonds at call in year eight of bond issuance.
 - o Funds raised after the acquisition of the new facility through a capital campaign and from NSSRA Foundation for the new facility (\$270,000) will be applied to bonds at call in year eight of bond issuance.

3. Explanation of Why \$2,540,000 of the Facility Cost will be Financed Through a 20 Year Bond Starting in 2019:

Initial Estimated Facility Costs (without interest):	\$3,850,000
Cash Available for Purchase of Facility in 2018*:	<u>\$1,310,000*</u>
Amount Financed Through 20 Year Bond Issuance:	\$2,540,000

*Source of Funds Available for Purchase in 2018:

NSSRA Partner Capital Contribution 2014 – 2018 (\$123,200/year x 5 years)	\$ 616,000
NSSRA Fund Balance Allocation	\$ 194,000
NSSRA Foundation Capital Donation in 2018	\$ 250,000
Private Family Donation in 2018	<u>\$ 250,000</u>
Total Cash toward Facility in 2018	\$1,310,000

NSSRA Fund Balance Allocation: \$194,000

NSSRA will reserve \$194,000 from its fund balance into a capital account specifically for the purchase of the new facility.

Outside Funding: \$770,000

NSSRA's goal is to have \$770,000 of the new facility costs supported from outside sources including NSSRA Foundation, grants and donations from supporters and users of NSSRA. A capital campaign will be conducted for approximately two years from the point at which a new facility is secured until shortly after NSSRA has moved into the new facility.

Eric Anderson of BMO Capital Markets provided the bond issue table on page 9 which demonstrates specifically how the \$770,000 could be worked into the payment of the new facility over the next 25 years. He suggests in 2018 when the bonds are issued that support collected from outside sources (\$500,000 estimated) is used toward the purchase of the new facility. At year eight of the bond issuance the call provision is utilized at which time support collected after the bond issue (\$270,000 estimated) go toward bond payoff.

Sale of Current Building: \$500,000

The current NSSRA building will be sold after acquisition of a new facility. An appraisal report on NSSRA's building in Northbrook was conducted by Lorenz and Associates that estimated the value of the building at \$680,000. Staff is conservatively estimating that \$500,000 from the sale of the building will go toward the new facility. Eric Anderson of BMO Capital Markets recommends that \$500,000 be applied toward the purchase of the new facility at year eight of the bond issuance at which time the call provision is utilized in the amount of \$500,000 going toward bond payoff.

Total Estimated Funding for New Facility

With interest, the total estimated funding for the new facility is \$4,681,531.

Partner Agency Contribution	\$3,217,531
NSSRA Fund Balance Allocation	\$ 194,000
Outside Funding	\$ 770,000
Sale of Current Building	\$ 500,000

\$4,681,531

New Facility Funding Sources FY 2014 - FY 2038					
Year	Partner Contribution	NSSRA Fund Balance Allocation	Outside Funding	Proceeds from Sale of Building	Total Funding Per Year
FY 14	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 15	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 16	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 17	\$ 123,200	\$ -	\$ -	\$ -	\$ 123,200
FY 18	\$ 123,200	\$ 194,000	\$ 500,000	\$ -	\$ 817,200
FY 19	\$ 182,073	\$ -	\$ -	\$ -	\$ 182,073
FY 20	\$ 185,882	\$ -	\$ -	\$ -	\$ 185,882
FY 21	\$ 184,482	\$ -	\$ -	\$ -	\$ 184,482
FY 22	\$ 182,782	\$ -	\$ -	\$ -	\$ 182,782
FY 23	\$ 185,722	\$ -	\$ -	\$ -	\$ 185,722
FY 24	\$ 183,296	\$ -	\$ -	\$ -	\$ 183,296
FY 25	\$ 185,566	\$ -	\$ -	\$ -	\$ 185,566
FY 26	\$ 182,420	\$ -	\$ 270,000	\$ 500,000	\$ 952,420
FY 27	\$ 154,023	\$ -	\$ -	\$ -	\$ 154,023
FY 28	\$ 155,536	\$ -	\$ -	\$ -	\$ 155,536
FY 29	\$ 156,730	\$ -	\$ -	\$ -	\$ 156,730
FY 30	\$ 157,541	\$ -	\$ -	\$ -	\$ 157,541
FY 31	\$ 153,029	\$ -	\$ -	\$ -	\$ 153,029
FY 32	\$ 158,180	\$ -	\$ -	\$ -	\$ 158,180
FY 33	\$ 152,602	\$ -	\$ -	\$ -	\$ 152,602
FY 34	\$ 41,672	\$ -	\$ -	\$ -	\$ 41,672
FY 35	\$ -	\$ -	\$ -	\$ -	\$ -
FY 36	\$ -	\$ -	\$ -	\$ -	\$ -
FY 37	\$ -	\$ -	\$ -	\$ -	\$ -
FY 38	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 3,217,531	\$ 194,000	\$ 770,000	\$ 500,000	\$ 4,681,531

Estimated Debt Service After Call Provision and \$270,000 Equity Injection Utilized

Assuming the call provision is utilized in the amount of \$500,000 in the eighth year, and an equity injection of \$270,000 is made at the same time, remaining debt service would look as follows in the chart to the right, with a total of \$315,414 in interest expense avoided. Note that this amount may be further reduced if the existing building is sold in year five, with such proceeds invested until the call provision is triggered in year eight.

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
0.5 years	-	-	43,656.95	43,656.95	0
1 year	95,000	1.000%	43,415.75	138,415.75	182,072.70
1.5 years	-	-	42,940.75	42,940.75	0.00
2 years	100,000	1.400%	42,940.75	142,940.75	185,881.50
2.5 years	-	-	42,240.75	42,240.75	0.00
3 years	100,000	1.700%	42,240.75	142,240.75	184,481.50
3.5 years	-	-	41,390.75	41,390.75	0.00
4 years	100,000	2.060%	41,390.75	141,390.75	182,781.50
4.5 years	-	-	40,360.75	40,360.75	0.00
5 years	105,000	2.310%	40,360.75	145,360.75	185,721.50
5.5 years	-	-	39,148.00	39,148.00	0.00
6 years	105,000	2.600%	39,148.00	144,148.00	183,296.00
6.5 years	-	-	37,783.00	37,783.00	0.00
7 years	110,000	2.860%	37,783.00	147,783.00	185,566.00
7.5 years	-	-	36,210.00	36,210.00	0.00
8 years	110,000	3.170%	36,210.00	146,210.00	182,420.00
8.5 years	-	-	19,511.25	19,511.25	0.00
9 years	115,000	3.310%	19,511.25	134,511.25	154,022.50
9.5 years	-	-	17,767.75	17,767.75	0.00
10 years	120,000	3.490%	17,767.75	137,767.75	155,535.50
10.5 years	-	-	15,864.80	15,864.80	0.00
11 years	125,000	3.610%	15,864.80	140,864.80	156,729.60
11.5 years	-	-	13,770.50	13,770.50	0.00
12 years	130,000	3.730%	13,770.50	143,770.50	157,541.00
12.5 years	-	-	11,514.25	11,514.25	0.00
13 years	130,000	3.850%	11,514.25	141,514.25	153,028.50
13.5 years	-	-	9,089.75	9,089.75	0.00
14 years	140,000	3.980%	9,089.75	149,089.75	158,179.50
14.5 years	-	-	3,801.00	3,801.00	0.00
15 years	145,000	4.090%	3,801.00	148,801.00	152,602.00
15.5 years	-	-	836.00	836.00	0.00
16 years	40,000	4.180%	836.00	40,836.00	41,672.00
16.5 years	-	-	0.00	0.00	0.00
17 years	-	4.240%	0.00	0.00	0.00
17.5 years	-	-	0.00	0.00	0.00
18 years	-	4.320%	0.00	0.00	0.00
18.5 years	-	-	0.00	0.00	0.00
19 years	-	4.400%	0.00	0.00	0.00
19.5 years	-	-	0.00	0.00	0.00
20 years	-	4.450%	0.00	0.00	0.00
	1,770,000	0	831,531	2,601,531	2,601,531

The final five maturities are affected by the call provision, reducing interest expense in years 8.5 through year 20, and principal amounts from year 16 through year 20.

NSSRA Partner Funding for New Facility

Year	New Facility Cost	City of Highwood	Deerfield Park District	Glencoe Park District	Glenview Park District	Kenilworth Park District	Lake Bluff Park District	Lake Forest Recreation Dept	Northbrook Park District	Northfield Park District	Park District of Highland Park	Village of Riverwoods	Wilmette Park District	Winnetka Park District	Total Per Year
FY 14	\$ 123,200	\$ 1,956	\$ 9,331	\$ 5,541	\$ 24,946	\$ 1,713	\$ 4,145	\$ 13,934	\$ 18,103	\$ 3,138	\$ 16,104	\$ 2,160	\$ 13,637	\$ 8,491	\$ 123,200
FY 15	\$ 123,200	\$ 1,982	\$ 9,469	\$ 5,437	\$ 24,555	\$ 1,721	\$ 4,171	\$ 14,241	\$ 17,908	\$ 3,070	\$ 16,441	\$ 2,211	\$ 13,524	\$ 8,469	\$ 123,200
FY 16	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200
FY 17	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200
FY 18	\$ 123,200	\$ 1,922	\$ 9,363	\$ 5,482	\$ 25,010	\$ 1,725	\$ 4,189	\$ 13,872	\$ 18,234	\$ 3,031	\$ 15,917	\$ 2,168	\$ 13,724	\$ 8,562	\$ 123,200
FY 19	\$ 182,073	\$ 2,840	\$ 13,838	\$ 8,102	\$ 36,961	\$ 2,549	\$ 6,190	\$ 20,501	\$ 26,947	\$ 4,479	\$ 23,524	\$ 3,204	\$ 20,283	\$ 12,654	\$ 182,073
FY 20	\$ 185,882	\$ 2,900	\$ 14,127	\$ 8,272	\$ 37,734	\$ 2,602	\$ 6,320	\$ 20,930	\$ 27,510	\$ 4,573	\$ 24,016	\$ 3,272	\$ 20,707	\$ 12,919	\$ 185,882
FY 21	\$ 184,482	\$ 2,878	\$ 14,021	\$ 8,209	\$ 37,450	\$ 2,583	\$ 6,272	\$ 20,773	\$ 27,303	\$ 4,538	\$ 23,835	\$ 3,247	\$ 20,551	\$ 12,821	\$ 184,482
FY 22	\$ 182,782	\$ 2,851	\$ 13,891	\$ 8,134	\$ 37,105	\$ 2,559	\$ 6,215	\$ 20,581	\$ 27,052	\$ 4,496	\$ 23,615	\$ 3,217	\$ 20,362	\$ 12,703	\$ 182,782
FY 23	\$ 185,722	\$ 2,897	\$ 14,115	\$ 8,265	\$ 37,701	\$ 2,600	\$ 6,315	\$ 20,912	\$ 27,487	\$ 4,569	\$ 23,995	\$ 3,269	\$ 20,689	\$ 12,908	\$ 185,722
FY 24	\$ 183,296	\$ 2,859	\$ 13,930	\$ 8,157	\$ 37,209	\$ 2,566	\$ 6,232	\$ 20,639	\$ 27,128	\$ 4,509	\$ 23,682	\$ 3,226	\$ 20,419	\$ 12,739	\$ 183,296
FY 25	\$ 185,566	\$ 2,895	\$ 14,103	\$ 8,258	\$ 37,670	\$ 2,598	\$ 6,309	\$ 20,895	\$ 27,464	\$ 4,565	\$ 23,975	\$ 3,266	\$ 20,672	\$ 12,897	\$ 185,566
FY 26	\$ 182,420	\$ 2,846	\$ 13,864	\$ 8,118	\$ 37,031	\$ 2,554	\$ 6,202	\$ 20,540	\$ 26,998	\$ 4,488	\$ 23,569	\$ 3,211	\$ 20,322	\$ 12,678	\$ 182,420
FY 27	\$ 154,023	\$ 2,403	\$ 11,706	\$ 6,854	\$ 31,267	\$ 2,156	\$ 5,237	\$ 17,343	\$ 22,795	\$ 3,789	\$ 19,900	\$ 2,711	\$ 17,158	\$ 10,705	\$ 154,023
FY 28	\$ 155,536	\$ 2,426	\$ 11,821	\$ 6,921	\$ 31,574	\$ 2,177	\$ 5,288	\$ 17,513	\$ 23,019	\$ 3,826	\$ 20,095	\$ 2,737	\$ 17,327	\$ 10,810	\$ 155,536
FY 29	\$ 156,730	\$ 2,445	\$ 11,911	\$ 6,974	\$ 31,816	\$ 2,194	\$ 5,329	\$ 17,648	\$ 23,196	\$ 3,856	\$ 20,249	\$ 2,758	\$ 17,460	\$ 10,893	\$ 156,730
FY 30	\$ 157,541	\$ 2,458	\$ 11,973	\$ 7,011	\$ 31,981	\$ 2,206	\$ 5,356	\$ 17,739	\$ 23,316	\$ 3,876	\$ 20,354	\$ 2,773	\$ 17,550	\$ 10,949	\$ 157,541
FY 31	\$ 153,029	\$ 2,387	\$ 11,630	\$ 6,810	\$ 31,065	\$ 2,142	\$ 5,203	\$ 17,231	\$ 22,648	\$ 3,765	\$ 19,771	\$ 2,693	\$ 17,047	\$ 10,635	\$ 153,029
FY 32	\$ 158,180	\$ 2,468	\$ 12,022	\$ 7,039	\$ 32,110	\$ 2,215	\$ 5,378	\$ 17,811	\$ 23,411	\$ 3,891	\$ 20,437	\$ 2,784	\$ 17,621	\$ 10,993	\$ 158,180
FY 33	\$ 152,602	\$ 2,381	\$ 11,598	\$ 6,791	\$ 30,978	\$ 2,136	\$ 5,188	\$ 17,183	\$ 22,585	\$ 3,754	\$ 19,716	\$ 2,686	\$ 17,000	\$ 10,606	\$ 152,602
FY 34	\$ 41,672	\$ 650	\$ 3,167	\$ 1,854	\$ 8,459	\$ 583	\$ 1,417	\$ 4,692	\$ 6,167	\$ 1,025	\$ 5,384	\$ 733	\$ 4,642	\$ 2,896	\$ 41,672
FY 35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 37	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FY 38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Partner Total	\$ 3,217,531	\$ 50,288	\$ 244,607	\$ 143,193	\$ 652,641	\$ 45,031	\$ 109,334	\$ 362,725	\$ 475,738	\$ 79,297	\$ 416,416	\$ 56,663	\$ 358,145	\$ 223,454	\$ 3,217,531

Facility Operations Cost Projections

In the past eight years, NSSRA has incurred an average of \$52,000 in annual building operation costs for the 8,370 sq. ft. facility. Operation costs for the new facility are conservatively estimated at approximately \$55,000 per year.

Assumptions

- 45% increase in space
- New facility will be more efficient
- Decrease in repairs/maintenance

Annual Cost Estimates

- Utilities **\$20,082**
- Operations **\$35,300**
 - Repairs/maintenance \$10,000
 - Cleaning service \$15,500
 - Trash/alarm/landscaping \$ 9,800

	Current Facility								New Facility
	2009	2010	2011	2012	2013	2014	2015	2016	Future Estimate
Utilities*	8,862	14,125	12,945	14,910	11,534	14,365	12,809	11,478	20,082
Operations**	31,351	37,200	33,179	30,821	45,755	42,719	55,078	39,325	35,300
Total	\$40,213	\$51,325	\$46,124	\$45,731	\$57,289	\$57,084	\$67,887	\$50,803	\$55,382

*Utilities: Electric, water, gas

**Operations: Waste removal, cleaning service, landscaping, repairs/maintenance, fire/alarm

New Facility Benefits

Meeting Rooms

Access to three private meeting rooms in the new building as described in the plan will dramatically affect the manner in which NSSRA is able to conduct its business. Families and participants will be able to discuss private and sometimes difficult information with staff in a private, comfortable meeting room without interruption. These sensitive and confidential meetings typically occur when a family first becomes involved with NSSRA or when behavioral issues arise. This addition provides space to deliver the professional level of services that families and participants expect from NSSRA. Meeting rooms will enhance staff's ability to accomplish goals by using them regularly to meet with other NSSRA staff, partner agency staff and other community providers.

Programming/Training Space

The addition of accessible multi-purpose training/programming space and a teaching kitchen in the NSSRA building will improve NSSRA's all around service delivery. The training space will allow NSSRA to centralize its training sessions, adding efficiency to this critical operation. The dedicated space will provide contingency programming space when unforeseen circumstances at a scheduled facility results in program cancellation. In addition, this dedicated space will allow ongoing programs to be scheduled at the new facility, but will not detract from NSSRA's need to primarily program in its partner agency facilities throughout the northern suburbs of Chicago.

Safety

Providing a drop-off and pick-up area that is not part of the traffic pattern will eliminate a huge safety concern that exists at the current NSSRA building. Locating with a partner agency's facility will ensure that NSSRA is in a recreation setting as opposed to an industrial park. Families, participants and staff will be safer when picking up and dropping off after hours; as partner agency facilities are commonly open into the evening.

Office Space

Adequate office space for the NSSRA staff will ensure more efficient operations. Each NSSRA staff having their own office will eliminate the distractions of others in the office on the phone or preparing for programs. Adequate office space will also allow staff the flexibility to meet with families without having to find suitable meeting space or to ask their officemate to relocate. Ideally, office space located on one level will promote staff cohesiveness and improve morale.

Storage

On site storage in a new facility will save staff time and financial resources. Staff will no longer have to plan trips to and from an offsite storage unit to pick up or drop off supplies needed for programs and events. Giving this time back to staff will allow them the ability to use the time to focus more on quality programming and building family and staff relationships. Having on site storage will also eliminate the additional cost that NSSRA currently incurs to have two offsite storage units year round.

New Home with Partner Agency

Locating the NSSRA facility preferably with a Partner Agency, in a park setting and with programmable space, establishes an NSSRA home for participants and families for many years to come. This facility creates a safe place where participants and families can join together with their friends and neighbors to share in times of joy while building lifelong relationships and unforgettable memories.

Required Process to Acquire a New Facility

Coordinating each step in the process of acquiring a new facility and selling the existing facility along with communicating the information contained within this Facility Acquisition Plan to 13 partner agencies is a complex process. It is imperative that the NSSRA Board, staff, and Partner Agency Boards act in a timely fashion to keep the process moving toward successful accomplishment of the goal. Below are specific steps, as required by NSSRA's Articles of Agreement, for the NSSRA Board of Directors and Partner Agency Boards to accomplish this goal.

1. NSSRA staff and Board communicates need and Capital and Facility Acquisition Plan with partner communities, stakeholders and Partner Agency Boards.
2. NSSRA staff and Board seek out most suitable permanent location for NSSRA.
3. Partner Agency Boards approve and ratify NSSRA Board's resolution to petition court to sell the building at 3105 MacArthur Blvd., Northbrook.
4. NSSRA Board approve contract to acquire new facility.
5. Partner Agency Boards approve contract to acquire new facility.
6. NSSRA Board approves contract to sell the building at 3105 MacArthur Blvd., Northbrook.
7. Partner Agency Boards approves contract to sell the building at 3105 MacArthur Blvd., Northbrook.

NSSRA 10 Year Capital Plan Estimate

As a cooperative agency, NSSRA operates all of its programs in partner agency facilities. As a result, NSSRA only has three areas of capital expenses including vehicles, technology and facility. Northern Suburban Special Recreation Association Foundation (NSSRA Foundation) has committed to funding the purchase of NSSRA's program vehicles from 2013 - 2023 at an estimated cost of over \$553,00. A smaller portion of the capital expenses are NSSRA's technology costs that total \$139,000 over 10 years and the current facility costs which include improvements to the existing building and are estimated at \$11,000. On page 14 is a summary table of the total estimated NSSRA capital costs from 2014 - 2024. NSSRA's Capital Plan will be reviewed and approved by NSSRA's Board on an annual basis.

10 Year Summary

Year	Technology	Vehicles	Current Facility	New Facility	Total Capital Expenses to be Funded
2014	\$ -	\$ -	\$ -	\$ 123,200	\$ 123,200
2015	\$ -	\$ 20,000	\$ -	\$ 123,200	\$ 143,200
2016	\$ 51,000	\$ -	\$ -	\$ 123,200	\$ 174,200
2017	\$ -	\$ -	\$ 11,000	\$ 123,200	\$ 134,200
2018	\$ 5,000	\$ -	\$ -	\$ 123,200	\$ 128,200
2019	\$ 5,000	\$ -	\$ -	\$ 182,073	\$ 187,073
2020	\$ 5,000	\$ 25,000	\$ -	\$ 185,882	\$ 215,882
2021	\$ 45,000	\$ -	\$ -	\$ 184,482	\$ 229,482
2022	\$ 9,000	\$ -	\$ -	\$ 182,782	\$ 191,782
2023	\$ 5,000	\$ -	\$ -	\$ 185,722	\$ 190,722
2024	\$ 5,000	\$ -	\$ -	\$ 183,296	\$ 188,296
Partner Total	\$ 130,000	\$ 45,000	\$ 11,000	\$ 1,720,235	\$ 1,906,235

2014-2016 (Actual), 2017 (Budgeted), 2018-2024 (Projected)

Year	City of Highwood	Deerfield Park District	Glencoe Park District	Glenview Park District	Kenilworth Park District	Lake Bluff Park District	Lake Forest Recreation Dept	Northbrook Park District	Northfield Park District	Park District of Highland Park	Village of Riverwoods	Wilmette Park District	Winnetka Park District	Total Per Year
2014	\$ 1,956	\$ 9,331	\$ 5,541	\$ 24,946	\$ 1,713	\$ 4,145	\$ 13,934	\$ 18,103	\$ 3,138	\$ 16,104	\$ 2,160	\$ 13,637	\$ 8,491	\$ 123,200
2015	\$ 2,304	\$ 11,007	\$ 6,319	\$ 28,541	\$ 2,001	\$ 4,848	\$ 16,553	\$ 20,815	\$ 3,568	\$ 19,110	\$ 2,570	\$ 15,719	\$ 9,844	\$ 143,200
2016	\$ 2,718	\$ 13,239	\$ 7,752	\$ 35,363	\$ 2,439	\$ 5,923	\$ 19,615	\$ 25,782	\$ 4,285	\$ 22,507	\$ 3,066	\$ 19,406	\$ 12,107	\$ 174,200
2017	\$ 2,094	\$ 10,199	\$ 5,972	\$ 27,243	\$ 1,879	\$ 4,563	\$ 15,111	\$ 19,862	\$ 3,301	\$ 17,339	\$ 2,362	\$ 14,950	\$ 9,327	\$ 134,200
2018	\$ 2,000	\$ 9,743	\$ 5,705	\$ 26,025	\$ 1,795	\$ 4,359	\$ 14,435	\$ 18,974	\$ 3,154	\$ 16,563	\$ 2,256	\$ 14,281	\$ 8,910	\$ 128,200
2019	\$ 2,918	\$ 14,218	\$ 8,325	\$ 37,976	\$ 2,619	\$ 6,360	\$ 21,064	\$ 27,687	\$ 4,602	\$ 24,170	\$ 3,292	\$ 20,840	\$ 13,002	\$ 187,073
2020	\$ 3,368	\$ 16,407	\$ 9,607	\$ 43,824	\$ 3,022	\$ 7,340	\$ 24,308	\$ 31,950	\$ 5,311	\$ 27,892	\$ 3,800	\$ 24,049	\$ 15,004	\$ 215,882
2021	\$ 3,580	\$ 17,441	\$ 10,212	\$ 46,585	\$ 3,213	\$ 7,802	\$ 25,840	\$ 33,963	\$ 5,645	\$ 29,649	\$ 4,039	\$ 25,564	\$ 15,949	\$ 229,482
2022	\$ 2,992	\$ 14,575	\$ 8,534	\$ 38,932	\$ 2,685	\$ 6,521	\$ 21,595	\$ 28,384	\$ 4,718	\$ 24,778	\$ 3,375	\$ 21,364	\$ 13,329	\$ 191,782
2023	\$ 2,975	\$ 14,495	\$ 8,487	\$ 38,716	\$ 2,670	\$ 6,485	\$ 21,475	\$ 28,227	\$ 4,692	\$ 24,641	\$ 3,357	\$ 21,246	\$ 13,255	\$ 190,722
2024	\$ 2,937	\$ 14,310	\$ 8,379	\$ 38,224	\$ 2,636	\$ 6,402	\$ 21,202	\$ 27,868	\$ 4,632	\$ 24,328	\$ 3,314	\$ 20,976	\$ 13,087	\$ 188,296
Partner Total	\$ 29,841	\$ 144,965	\$ 84,833	\$ 386,374	\$ 26,672	\$ 64,747	\$ 215,133	\$ 281,614	\$ 47,046	\$ 247,081	\$ 33,591	\$ 212,034	\$ 132,303	\$ 1,906,235

Supporting Information



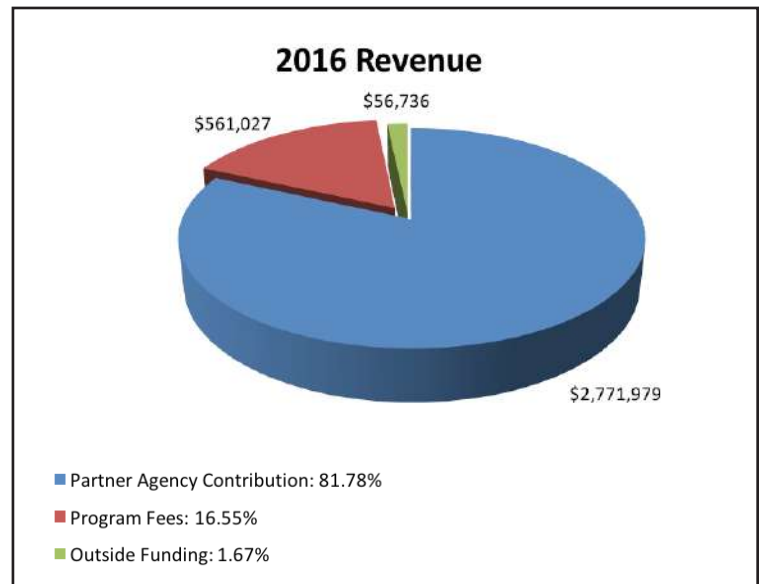
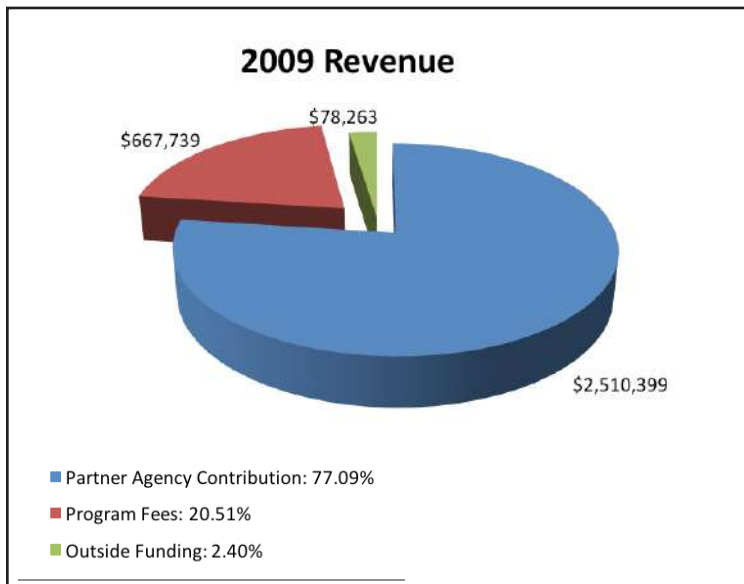
Capital and Facility Acquisition Plan

Funding Sources for NSSRA

Funding for NSSRA comes from three sources: Partner agency contributions, program fees and outside support from Northern Suburban Special Recreation Association Foundation (NSSRA Foundation), grants and donations.

Contributions from the partner agencies comes from property taxes collected through a tax levy issued by each partner. The Illinois Park District Code and corresponding Municipal Code's section 5-8 (special recreation levy) enables each partner to assess up to \$.04 per \$100 of Equalized Assessed Valuation (EAV) specifically for special recreation services. This levy is exempt from the tax cap and is only accessible to agencies that are partners in a Special Recreation Association. NSSRA's current levy averaged for all 13 partners is 1.7 cents.

NSSRA's philosophy is to offer the same type of recreation experiences for people with disabilities as those available through our partner agency park district and recreation departments. NSSRA is committed to offer these programs and services at the same or similar fee as our partner agencies. However, the average NSSRA program is staffed at a 3:1 ratio with many programs at or near a 1:1 ratio based on ADA requirements, participant need, safety and quality programming. Supplies and special equipment also inflate NSSRA program expenses. Consequently, NSSRA program expenses are higher than partner agency expenses for the similar programs. Because NSSRA is committed to keeping participation fees in line with partner agencies, NSSRA program fees only account for about 20% of total annual revenue.



	2009		2010		2011		2012	
	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue
Revenue								
Partner Agency Contribution	\$ 2,510,399	77.09%	\$ 2,533,835	78.12%	\$ 2,563,247	75.54%	\$ 2,585,256	72.25%
Program Fees	\$ 667,739	20.51%	\$ 672,393	20.73%	\$ 718,536	21.18%	\$ 856,304	23.93%
Outside Funding	\$ 78,263	2.40%	\$ 37,202	1.15%	\$ 111,511	3.29%	\$ 136,692	3.82%
Total Revenue	\$ 3,256,401	100%	\$ 3,243,431	100%	\$ 3,393,294	100%	\$ 3,578,253	100%

	2013		2014		2015		2016	
	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue	Actual	% of Revenue
	\$ 2,587,903	72.72%	\$ 2,716,063	76.88%	\$ 2,776,818	76.97%	\$ 2,771,979	81.78%
	\$ 805,177	22.63%	\$ 705,685	19.98%	\$ 716,986	19.88%	\$ 561,027	16.55%
	\$ 165,576	4.65%	\$ 111,004	3.14%	\$ 113,627	3.15%	\$ 56,736	1.67%
	\$ 3,558,655	100%	\$ 3,532,752	100%	\$ 3,607,431	100%	\$ 3,389,743	100%

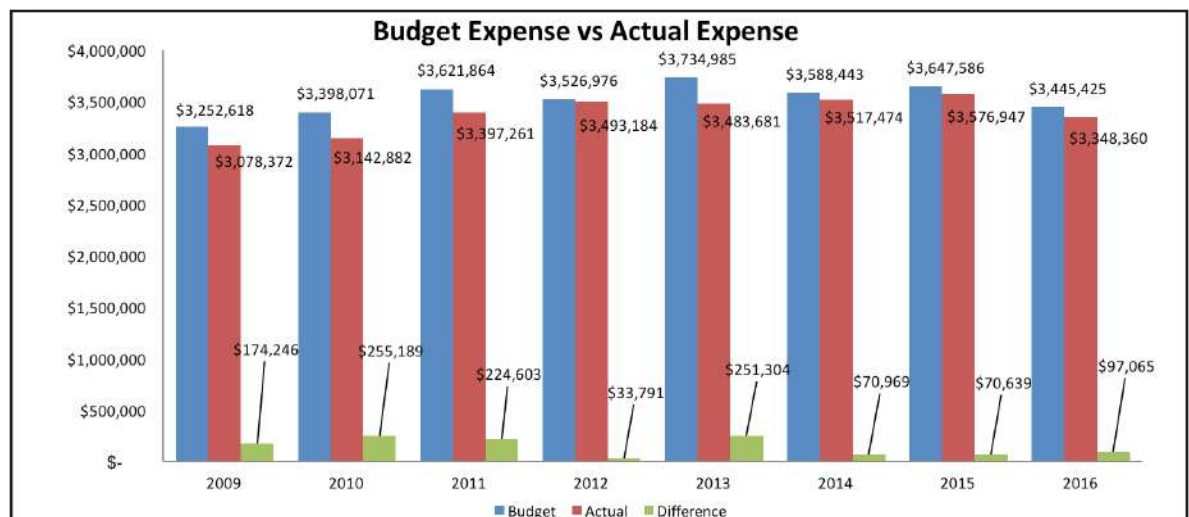
NSSRA Fund Balance Performance (2009 - 2016)

As the budget performance and fund balance history shows, NSSRA has been financially responsible in this difficult economy. There are two major reasons for the demonstrated success in the budget and the increase in the fund balance. First, NSSRA was understaffed for most of 2009 – 2010 which created a substantial reduction in expenses. More importantly, since 2009, the staff has a renewed focus on budget execution by continually monitoring the budget to be as efficient and fiscally conservative as possible. Although NSSRA's budget has not grown dramatically since 2009, NSSRA staff has been successful in outperforming the budget resulting in actual expenses being less than budgeted expenses each year.

Budget Expense vs Actual Expense

	2009		2010		2011		2012	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenue	\$ 3,254,527	\$ 3,256,401	\$ 3,411,756	\$ 3,243,431	\$ 3,460,278	\$ 3,393,294	\$ 3,518,957	\$ 3,578,253
Expense	\$ 3,252,618	\$ 3,078,552	\$ 3,398,071	\$ 3,141,570	\$ 3,621,864	\$ 3,397,261	\$ 3,526,976	\$ 3,493,182
Revenue Less Expense	\$ 1,909	\$ 177,850	\$ 13,685	\$ 101,861	\$ (161,586)	\$ (3,967)	\$ (8,019)	\$ 85,071

	2013		2014		2015		2016	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Revenue	\$ 3,706,194	\$ 3,558,655	\$ 3,594,665	\$ 3,532,752	\$ 3,614,260	\$ 3,607,431	\$ 3,442,513	\$ 3,389,743
Expense	\$ 3,734,985	\$ 3,483,681	\$ 3,588,443	\$ 3,517,474	\$ 3,647,586	\$ 3,576,947	\$ 3,445,425	\$ 3,348,360
Revenue Less Expense	\$ (28,791)	\$ 74,974	\$ 6,222	\$ 15,278	\$ (33,326)	\$ 30,484	\$ (2,912)	\$ 41,383



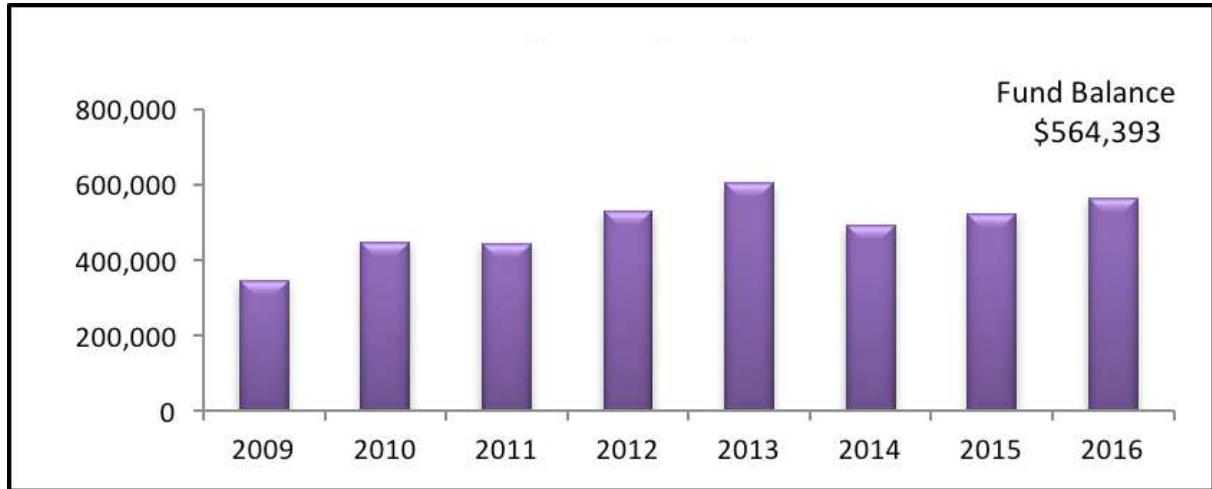
General Fund

	2009	2010	2011	2012	2013	2014	2015	2016
Beginning Fund Balance	\$ 167,459	\$ 345,309	\$ 447,170	\$ 443,203	\$ 528,274	\$ 603,248	\$ 492,526	\$ 523,010
Change in Fund Balance	\$ 177,850	\$ 101,861	\$ (3,967)	\$ 85,071	\$ 74,974	\$ 15,278	\$ 30,484	\$ 41,383
Disbursement from General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 126,000	\$ -	\$ -
Ending Fund Balance	\$ 345,309	\$ 447,170	\$ 443,203	\$ 528,274	\$ 603,248	\$ 492,526	\$ 523,010	\$ 564,393

Continue on next page.

NSSRA Fund Balance Performance (2009 - 2016) Cont.

General Fund Balance



Capital Reserve Fund

	2014	2015	2016
Beginning Fund Balance	\$ -	\$ 223,200	\$ 346,581
Partner Capital Contribution	\$ 123,200	\$ 143,200	\$ 174,200
NSSRA Contributions	\$ 100,000	\$ -	\$ -
Disbursements	\$ -	\$ 19,819	\$ 58,934
Ending Balance	\$ 223,200	\$ 346,581	\$ 461,847

NSSRA Restricted Fund (Foundation Capital Campaign)

	2014	2015	2016
Beginning Fund Balance	\$ -	\$ 26,000	\$ 26,000
Contributions	\$ -	\$ -	\$ -
NSSRA Contributions	\$ 26,000	\$ -	\$ -
Disbursements	\$ -	\$ -	\$ -
Ending Balance	\$ 26,000	\$ 26,000	\$ 26,000

NSSRA Five Year Operational Budget (2013 - 2017)

The following table documents the financial performance for NSSRA's operations from 2013 - 2016 and budget projections for 2017. NSSRA's budget is evaluated on an annual basis by the NSSRA Board of Directors.

NSSRA FIVE YEAR OPERATIONAL BUDGET

2013 (Actual) 2014 (Actual) 2015 (Actual) 2016 (Actual) 2017 (Budget)*

Revenue

Partner Agency Contribution	\$ 2,587,903	\$ 2,716,063	\$ 2,776,818	\$ 2,771,979	\$ 2,859,856
Grants	151,003	103,523	103,000	47,517	60,000
Fees	805,177	705,685	716,986	561,027	572,053
Other Revenue	14,572	7,481	10,627	9,220	9,155
Total Revenue	\$ 3,558,655	\$ 3,532,752	\$ 3,607,431	\$ 3,389,743	\$ 3,501,064

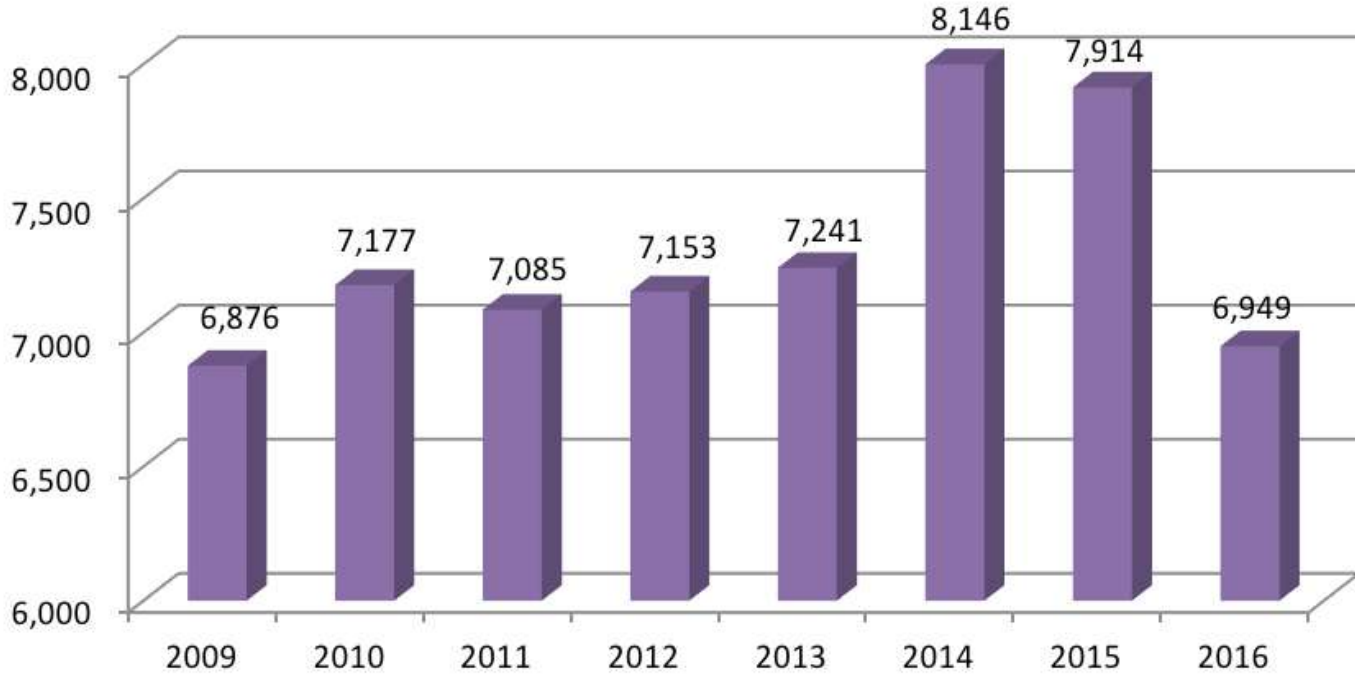
Expense

Personnel & Benefits	\$ 2,460,883	\$ 2,554,137	\$ 2,613,279	\$ 2,666,680	\$ 2,843,184
Services	692,726	704,098	708,241	518,807	565,665
Commodities	138,520	134,428	134,162	112,070	127,561
Building - Operating	57,289	57,084	67,887	50,803	52,715
Capital - Operating	134,263	67,727	53,378	0	0
Total Operating Expense	\$ 3,483,681	\$ 3,517,474	\$ 3,576,947	\$ 3,348,360	\$ 3,589,125
Net Surplus (Deficit)	\$ 74,974	\$ 15,278	\$ 30,484	\$ 41,383	\$ (88,061)

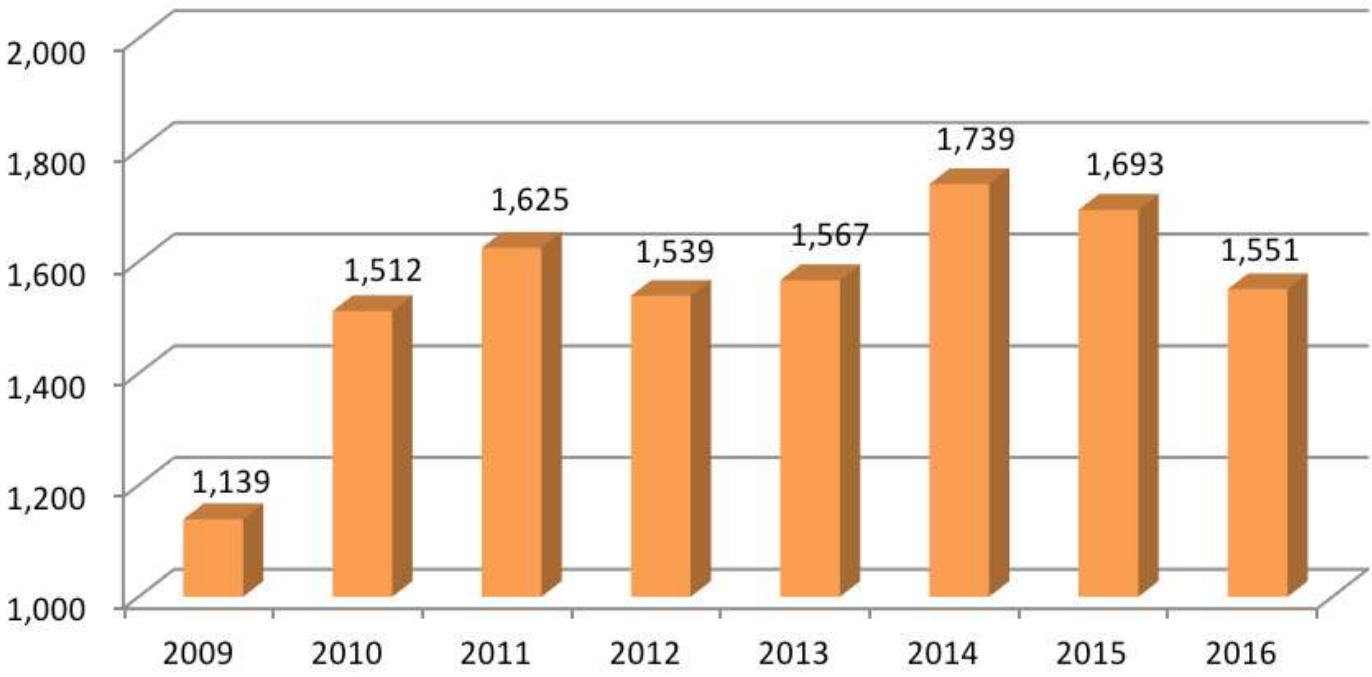
*2017 budgeted amounts as approved by NSSRA Board of Directors

NSSRA Program Participation (2009 - 2016)

Registrations



Individuals





3105 MacArthur Blvd.
Northbrook, IL 60062

p (847) 509-9400
f (847) 509-1177

info@nssra.org
www.nssra.org

TO: Ron Salski, Chair
Jeff Nehila
Lisa Sheppard
Mike McCarty
Liza McElroy
Jim Hospodarsky
Johnathan Kiwala
Sally Swarthout
Molly Hamer
George Alexoff
Kris Ford
Steve Wilson
John Muno

FROM: Craig Culp, Executive Director

SUBJECT: NSSRA/Northbrook Park District Facility Partnership Update

DATE: April 17, 2018

Please see the attached NSSRA/Northbrook Park District Partnership Update that provides a review of the progress NSSRA has made related to its Capital and Facility Acquisition Plan including the current status of the facility partnership opportunity with Northbrook Park District and the next steps in the process of achieving NSSRA's goal of securing a permanent location for NSSRA with a partner agency. My request is that you include the attached update as an agenda item at one of your upcoming Board committee or Board meetings. After the meeting with your Board members please report back to the Facility Committee any and all feedback, questions or concerns your Board expressed.



Partnership Update

NSSRA Capital and Facility Acquisition Plan

Goal: To secure the most suitable, permanent location for NSSRA with a partner agency.

1. NSSRA and Northbrook Park District Facility Partnership

- A. Accomplishes goal of securing suitable, permanent location for NSSRA with a partner agency.
- B. Addresses all facility and programming needs identified in NSSRA's Capital and Facility Acquisition Plan including:
 - Full accessibility
 - Private meeting space for families and staff
 - Safe pick up and drop off for participants
 - Multi-use programming and training space
 - On site storage
 - Adequate office space
 - NSSRA gymnasium (Funded by NSSRA Foundation Capital Campaign)
- C. Provides an ideal, safe recreation setting centrally located within the 13 partner communities.

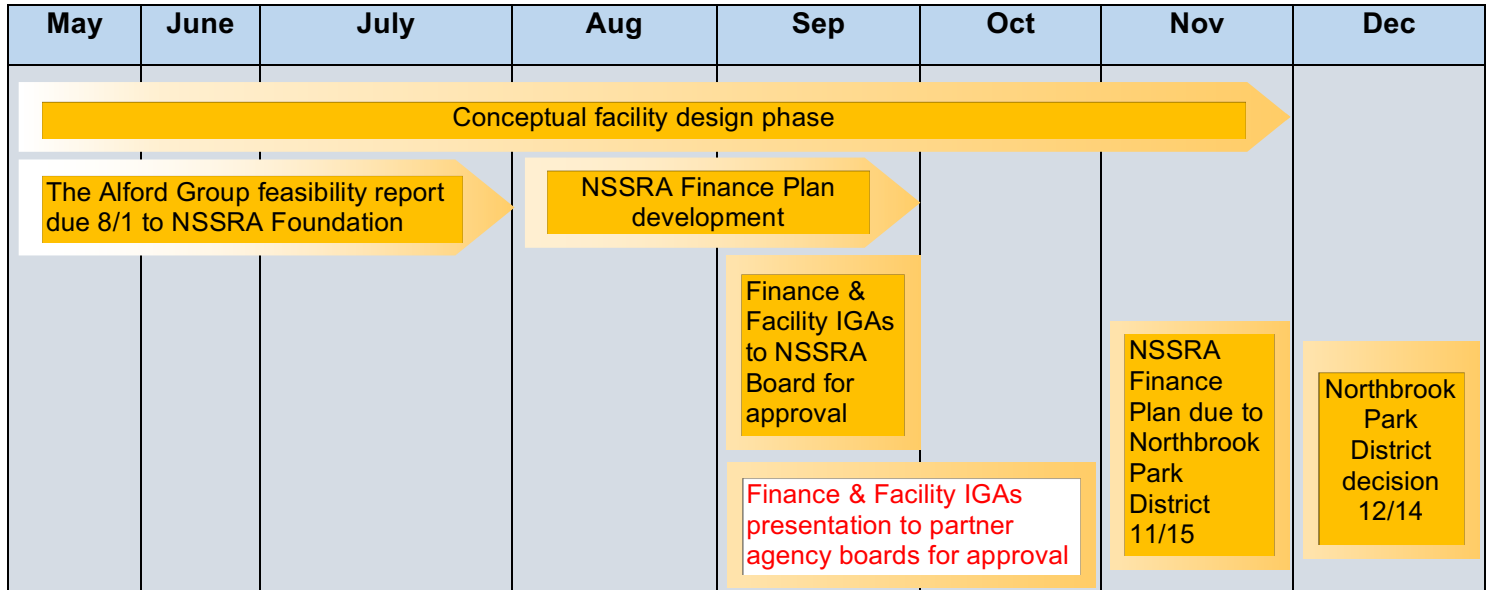
2. Financing IGA for NSSRA Facility

- A. NSSRA will develop a financing IGA that specifically outlines each partner agency contribution to the facility. Plan will be presented to Northbrook Park District on or before November 15, 2018.
- B. Sources of revenue for the facility are derived from:
 - NSSRA partner agencies
 - NSSRA Foundation
 - NSSRA fund balance
 - Sale of current NSSRA building

3. Develop Facility IGA between NSSRA and Northbrook Park District

- A. Construction
 - Determine construction costs, allocated percentages for NSSRA use and space.
 - Estimated construction begins as early as August 2019 or by March 2020.
- B. Operational and Capital Maintenance Costs
 - NSSRA and Northbrook Park District as partners will share proportionate operational and capital maintenance costs for the facility.
- C. Shared Use Calendar Process
 - NSSRA and Northbrook Park District as partners will schedule programmatic and public use of facility.

4. Significant Project Timelines: May – December 2018



5. NSSRA Requirements to Acquire New Facility (*Outlined in Capital and Facility Acquisition Plan*)

1. NSSRA staff and Board communicates facility need and shares Capital and Facility Acquisition Plan with partner communities, stakeholders and partner agency Boards. **(Completed)**
2. NSSRA staff and Board seek most suitable, permanent location for NSSRA. **(Completed)**
3. Partner agency Boards approve and ratify NSSRA Board's resolution to petition court to sell the building at 3105 MacArthur Blvd., Northbrook. **(Completed)**
4. NSSRA Board approves Finance IGA and Facility IGA to acquire new facility.
5. **Partner agency Boards approve Finance IGA and Facility IGA to acquire new facility. Executive Director Craig Culp will attend agency Board meetings in September/October.**
6. NSSRA Board approves contract to sell building at 3105 MacArthur Blvd., Northbrook.
7. Partner agency Boards approve contract to sell building at 3105 MacArthur Blvd., Northbrook.

6. Significant Milestones Achieved

- ✓ NSSRA Board approved NSSRA Capital and Facility Acquisition Plan, **February 2013**
- ✓ NSSRA Capital and Facility Acquisition Plan approved by partner agencies, **Spring 2013 – Spring 2014**
- ✓ Partner agencies begin capital contributions, **2014**
- ✓ NSSRA Foundation committed to capital support including a gymnasium, **December 2016**
- ✓ Northbrook Park District presented NSSRA the opportunity to pursue partnership on new Activity Center construction project at Techny Prairie Park and Fields, **October 2017**
- ✓ NSSRA re-engaged The Alford Group to coordinate capital campaign feasibility study, **December 2017**
- ✓ NSSRA capital reserve balance: \$582,562, **January 2018**

Questions, feedback, concerns from partner agency Boards



Memorandum

To: Board of Park Commissioners
From: Liza McElroy, Executive Director
Date: May 8, 2018
Subject: **HIGHLAND PARK COUNTRY CLUB – INTERGOVERNMENTAL AGREEMENTS**

Mayor Rotering, the City Manager Neukirch, President Kaplan and Executive Director McElroy recently met to review the Intergovernmental Agreements relating to the Highland Park Country Club.

The agreements are as follows:

- Intergovernmental Agreement for the Transfer of Property (Lots 1, 2, 6 & 7) – This agreement addresses the conditions for the purchase of property as well as identifies to convert the golf course to a natural passive area.
 - Tree Nursery Lease Agreement – This is a separate agreement that addresses the conditions for the City’s tree nursery that will be located on Lot 1.
- Shared Use Agreement (Lot 4) – This agreement addresses the shared use of the Highland Park Country Club building and parking lot which includes banquet operations and general maintenance of the facility.
- Lease Agreement (Lot 3) – This agreement addresses the arrangement for the Park District to operate the Learning Center which includes the Driving Range, Mini Golf and includes the transfer of the Dome.

President Kaplan and Executive Director McElroy will provide an overview of these agreements.

It is suggested that the Park District convene with the City Council at their Committee of the Whole Meeting on Tuesday, May 29, 2018 to discuss the proposed terms and conditions. The agreements would be formally considered in June.



To: Board of Park Commissioners

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

Date: May 8, 2018

Subject: Bills presented for the Board's review on May 8, 2018.
Checks written April 21, 2018 through May 3, 2018.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
April 27, 2018	\$ 700.00
May 3, 2018	\$ 241,086.47
May 3, 2018	\$ 249,863.00
Void Payments	\$ (21.00)
Bank Drafts	\$ 57,367.76
P-Card	\$ 193,703.27
TOTAL	\$ 742,699.50

PAYROLL DISBURSEMENTS

TOTAL

GRAND TOTAL \$ **742,699.50**



Park District of Highland Park, IL

Check Register

Packet: APPKT01569 - 20180427 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						
17191	BROWN'S TRUCKING	04/27/2018	Regular	0.00	700.00	181543
<u>043018</u>	Invoice	04/27/2018	01-14 Delivery cost of trees C.O.D.	0.00	700.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	700.00
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
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>700.00</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT01577 - 05032018 5

By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
10006 <u>042318</u>	3301-NCPERS - IL IMRF Invoice	05/03/2018 04/23/2018	Regular NCPERS Group Life Insurance	0.00 0.00	32.00 32.00	181544
16398 <u>854255</u>	ADDISON GROUP Invoice	05/03/2018 04/21/2018	Regular 01-11 04/15/18-04/21/18	0.00 0.00	1,003.63 1,003.63	181545
10049 <u>513394444</u>	ADP, INC. Invoice	05/03/2018 04/27/2018	Regular Payroll Services 04/20/18	0.00 0.00	533.21 533.21	181546
17202 <u>452602</u>	ALEJANDRA BALICKI Invoice	05/03/2018 04/25/2018	Regular Refund	0.00 0.00	16.00 16.00	181547
13520 <u>453953</u>	AMY SOIFER Invoice	05/03/2018 04/26/2018	Regular Refund	0.00 0.00	21.40 21.40	181548
17050 <u>453853</u>	ANDREW LIVINGSTON Invoice	05/03/2018 04/26/2018	Regular Refund	0.00 0.00	28.49 28.49	181549
17198 <u>453852</u>	ANN GENSER Invoice	05/03/2018 04/26/2018	Regular Refund	0.00 0.00	129.00 129.00	181550
10267 <u>041818</u>	BELLE KOLMAN Invoice	05/03/2018 04/18/2018	Regular 308 Classroom Supplies Reimbursed	0.00 0.00	78.53 78.53	181551
17207 <u>458279</u>	BRUNO BEHREND Invoice	05/03/2018 05/01/2018	Regular Refund	0.00 0.00	100.00 100.00	181552
10420 <u>6857371</u>	CENTERPOINT ENERGY SERVICES, IN Invoice	05/03/2018 04/27/2018	Regular 03/01/18-03/31/18	0.00 0.00	10,009.24 10,009.24	181553
17203 <u>451887</u>	CLAIRE WEILER Invoice	05/03/2018 04/25/2018	Regular Refund	0.00 0.00	250.00 250.00	181554
10537 <u>1814767015 042</u> <u>7261044014 042</u>	COMED Invoice Invoice	05/03/2018 04/23/2018 04/24/2018	Regular Egandale Sec Light at Boat Beach, Cunliff 3 1240 Fredrickson 03/26/18-04/24/18	0.00 0.00 0.00	937.95 55.17 882.78	181555
16142 <u>0044505483</u> <u>0044505483 042</u>	CONSTELLATION NEWENERGY INC Invoice Invoice	05/03/2018 04/20/2018 04/20/2018	Regular February-March 2018 March-April 2018	0.00 0.00 0.00	20,329.37 10,240.18 10,089.19	181556
17197 <u>457407</u>	DANA TAITZ Invoice	05/03/2018 04/30/2018	Regular Refund	0.00 0.00	35.70 35.70	181557
17195 <u>457391</u>	DAVID KAPLAN Invoice	05/03/2018 04/30/2018	Regular Refund	0.00 0.00	16.94 16.94	181558
14204 <u>040618-3</u>	ENVIRONMENTAL SERVICES FIRM, II Invoice	05/03/2018 04/06/2018	Regular 70-11 Sand & Water samples	0.00 0.00	2,399.00 2,399.00	181559
10878 <u>PDHIPRO50118-1</u>	FERRET BACKGROUND CHECK Invoice	05/03/2018 05/01/2018	Regular Applicant profiles 04/01/18-04/30/18	0.00 0.00	53.10 53.10	181560
17190 <u>042018</u>	FIGIEL COACHING & CONSULTING IN Invoice	05/03/2018 04/20/2018	Regular 29-11 Prof. Coaching for staff	0.00 0.00	2,000.00 2,000.00	181561
17194 <u>457390</u>	GARY BREGMAN Invoice	05/03/2018 04/30/2018	Regular Refund	0.00 0.00	7.66 7.66	181562

Check Register

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
17201 <u>453952</u>	HANNA SUPANICH-WINTER Invoice	05/03/2018 04/26/2018	Regular Refund	0.00 0.00	64.00 64.00	181563
11240 <u>4162018</u>	J.W. TURF, INC. Invoice	05/03/2018 04/16/2018	Regular 29-41 Qty 3 Mower Trailers	0.00 0.00	1,500.00 1,500.00	181564
17204 <u>041818</u>	JOSHUA GILBERT DMD MS PC Invoice	05/03/2018 04/18/2018	Regular 814 Sponsor Refund-Event Cancelled	0.00 0.00	500.00 500.00	181565
16611 <u>182098-1</u>	LINDSAY GRANT Invoice	05/03/2018 07/28/2017	Regular Stale check replaced	0.00 0.00	21.00 21.00	181566
17192 <u>362691</u>	MAKDAD INDUSTRIAL SUPPLY CO, II Invoice	05/03/2018 03/27/2018	Regular 29-53 Refrigerant-Dectron repair	0.00 0.00	3,854.00 3,854.00	181567
17200 <u>453860</u>	MARTHA LILIA SANCHEZ-JAUREGUI Invoice	05/03/2018 04/26/2018	Regular Refund	0.00 0.00	20.79 20.79	181568
16928 <u>4439</u>	E-QUANTUM CONSULTING, LLC Invoice	05/03/2018 05/01/2018	Regular 01-11 Natural Gas Consulting Services	0.00 0.00	165.00 165.00	181569
17205 <u>18-252</u>	48 BARRIERS Invoice	05/03/2018 04/12/2018	Regular 29-34 Qty 12 Concrete Barriers	0.00 0.00	6,850.00 6,850.00	181570
11998 <u>050118</u>	PARK DISTRICT RISK MGMT AGCY Invoice	05/03/2018 05/01/2018	Regular Health Invoice	0.00 0.00	2,040.92 2,040.92	181571
11998 <u>0418133</u>	PARK DISTRICT RISK MGMT AGCY Invoice	05/03/2018 04/30/2018	Regular Property/Liability/Workers Comp/Emp	0.00 0.00	30,537.26 30,537.26	181572
11998 <u>0418133H</u>	PARK DISTRICT RISK MGMT AGCY Invoice	05/03/2018 04/30/2018	Regular Health invoice	0.00 0.00	143,301.24 143,301.24	181573
16369 <u>451880</u>	RAVINIA NURSERY SCHOOL Invoice	05/03/2018 04/25/2018	Regular Refund	0.00 0.00	100.00 100.00	181574
16092 <u>1073</u>	RONI BEN-YOSEPH Invoice	05/03/2018 05/02/2018	Regular 308 Children's yoga March/April classes	0.00 0.00	1,333.80 1,333.80	181575
12264 <u>7872</u>	ROTARY CLUB OF HIGHLAND PARK Invoice	05/03/2018 04/01/2018	Regular Qtrly dues	0.00 0.00	292.00 292.00	181576
17196 <u>457405</u>	SASHA NELSON Invoice	05/03/2018 04/30/2018	Regular Refund	0.00 0.00	12.40 12.40	181577
17199 <u>453858</u>	SIDNEY FIRSTMAN Invoice	05/03/2018 04/26/2018	Regular Refund	0.00 0.00	29.34 29.34	181578
12393 <u>0130338</u>	SMITHGROUP JJR, INC. Invoice	05/03/2018 04/12/2018	Regular Professional services 10/28/17-03/30/18	0.00 0.00	1,604.50 1,604.50	181579
12490 <u>16103</u>	SUNDEK OF ILLINOIS, INC. Invoice	05/03/2018 04/23/2018	Regular 70-11 Halfway House floor replacement	0.00 0.00	1,995.00 1,995.00	181580
12510 <u>11046</u>	T.J. EMMERICH ASSOCIATES INC. Invoice	05/03/2018 04/17/2018	Regular 29-41 Irrigation Consultants-SVGC Reno.	0.00 0.00	2,450.00 2,450.00	181581
17189 <u>CS18157-1</u>	W-T STRUCTURAL ENGINEERING LLC Invoice	05/03/2018 04/12/2018	Regular 01-11 Park Ave Barge Eval/Report	0.00 0.00	1,400.00 1,400.00	181582
17206 <u>050218</u>	TRIPLE CROWN PRODUCTIONS INC Invoice	05/03/2018 05/02/2018	Regular 29-26 O.Gullen @ Champions Banquet	0.00 0.00	5,000.00 5,000.00	181583
12703	UNITED WAY OF METRO CHICAGO	05/03/2018	Regular	0.00	34.00	181584

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	
050118	Invoice	05/01/2018	United Way	0.00	34.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	43	41	0.00	241,086.47
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
	43	41	0.00	241,086.47



Park District of Highland Park, IL

Check Register

Packet: APPKT01579 - 20180503 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						
16119	LAMP INC	05/03/2018	Regular	0.00	249,863.00	181585
<u>11</u>	Invoice	03/31/2018	POGO-HP General Construction	0.00	249,863.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	249,863.00
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	249,863.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01575 - 05032018 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 16611	LINDSAY GRANT	05/03/2018	Regular	0.00	-21.00	180395

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	-21.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	1	0.00	-21.00



Park District of Highland Park, IL

Check Register

Packet: APPKT01564 - 20180424 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	
11176	ILL LIQUOR CONTROL COMMISSION	04/24/2018	Bank Draft	0.00	600.00	DFT0001773
042018	Invoice	04/01/2018	29-42 State Liquor License Renewal	0.00	600.00	

Bank Code: AP-AP BANK

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	600.00
EFT's	0	0	0.00	0.00
	<u>1</u>	<u>1</u>	<u>0.00</u>	<u>600.00</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT01571 - 20180430 2

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	04/30/2018	Bank Draft	0.00	8,388.28	DFT0001775
<u>ICMA 457 04271</u>	Invoice	04/27/2018	Wire Transfer ICMA 457 Deferred Comp	0.00	8,388.28	
12825	ICMA RETIREMENT TRUST #705568	04/30/2018	Bank Draft	0.00	325.00	DFT0001776
<u>ICMA Roth 04271</u>	Invoice	04/27/2018	Wire Transfer ICMA Roth	0.00	325.00	
11177	ILL MUNICIPAL RETIREMENT FUND	04/30/2018	Bank Draft	0.00	48,054.48	DFT0001777
<u>IMRF APRIL 2018</u>	Invoice	04/27/2018	IMRF 04/30/18	0.00	48,054.48	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	56,767.76
EFT's	0	0	0.00	0.00
	3	3	0.00	56,767.76



Park District of Highland Park, IL

Check Register

Packet: APPKT01566 - 20180425 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	04/25/2018	Bank Draft	0.00	193,703.27	DFT0001774
<u>040718</u>	Invoice	04/07/2018	P-Card with PA	0.00	193,703.27	

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	193,703.27
EFT's	0	0	0.00	0.00
	1	1	0.00	193,703.27

P-Card Transactions
03/08/18 - 04/07/18

Vendor Name	Transaction Count	Amount Total
2XL CORP/CARE-GYMWIPES	1	\$840.00
ABC BUSINESS FORMS INC	1	\$79.39
ACT FRSTPRESDISTCKCTY	1	\$100.00
ADVANCED TREE CARE	2	\$9,560.00
AED SUPERSTORE	2	\$701.42
AGR GARDENER SUPPLY CO	1	\$45.45
AIR COMFORT CORPORATIO	1	\$832.00
ALL STATE BANNERS & SI	1	\$235.68
ALPHA PRIME WIRELESS C	1	\$445.00
AMAZON MKTPLACE PMTS	21	\$1,785.55
AMAZON MKTPLACE PMTS W	12	\$1,436.60
AMAZON.COM AMZN.COM/BI	6	\$294.11
ANTHONY'S BALLOONS, LL	3	\$305.00
APL APPLE ONLINE STORE	1	\$4,068.00
AQUA VISIONS AQUATIC S	1	\$216.94
AQUATIC COUNCIL	1	\$365.00
AT&T PREMIER EBIL	1	\$1,817.02
ATT BUS PHONE PMT	5	\$2,265.72
AUTOMATIC ICEMAKERS	1	\$300.00
AVALON PETROLEUM	1	\$3,994.64
BARNABYS OF NORTHBROOK	3	\$457.00
BEST BUY 00003038	1	(\$15.50)
BEST LIGHTS INC	1	\$780.00
BESTBUYCOM805536642092	1	\$69.99
BHFX #10	1	\$30.00
BLICK ART 800 447 1892	1	\$351.89
BLS SPAMTITAN	1	\$180.00
BOXWOOD TECHNOLOGY	1	\$275.00
BTSI	2	\$0.00
BUFFOS	1	\$207.41
BURRIS EQUIPMENT CO	1	\$503.96
BUYONLINENOW.COM	1	\$134.00
CHARLES J. FIORE CO	1	\$350.00
CHICAGO TRIB SUBSCRIPT	2	\$147.55
CITY OF HIGHLAND PARK	13	\$12,724.57
CITY OF HIGHLAND PARK	4	\$3,885.46
CLAIM ADJ/VZWRLSS MW M722	26	(\$4,914.64)
CLIFFORD WALD AND COMP	1	\$180.00
CLUCKERS CHARCOAL CH	1	\$83.64
COMCAST	1	\$11,761.98
COMCAST CHICAGO	1	\$144.85
COMCAST CHICAGO CS 1X	10	\$2,145.45
CONVEX MIRROR SHOP	1	\$448.82
CRAFTWOOD LUMBER & HAR	30	\$2,017.53
CUSTOMTHROW	1	\$399.90
CUTLER WORKWEAR	1	\$150.00
CVS/PHARMACY #04787	9	\$342.29
CYGANY INC	1	\$570.00
DEERFIELD AUTO AND TIR	1	\$148.00
DLX FOR SMALLBUSINESS	1	\$73.73
DOLLAR TREE	2	\$46.92

P-Card Transactions
03/08/18 - 04/07/18

DOMESTIC UNIFORM IL	1	\$177.00
DREAMSTIME.COM	1	\$14.99
DRI CADSOFTTOOLS	1	\$134.00
DROPBOX MYZRSF34CZJP	1	\$9.99
DTV DIRECTV SERVICE	2	\$452.95
DUNBAR ARMORED	1	\$1,150.06
ECOLAB INC MF	5	\$3,262.38
EDWARD DON AND COMPANY	2	\$10,268.39
EMERGENCY MEDICAL PROD	1	\$63.50
ESRI	1	\$1,450.00
FASTSIGNS	1	\$692.90
FEDEX 377674930	1	\$24.68
FEDEX 780347502570	1	\$38.50
FEDEX 780368667924	1	\$38.50
FIELDTEX PRODUCTS, INC	1	\$142.50
FISH TECH	4	\$32.28
FOX VALLEY FIRE AND SA	1	\$646.00
FRANKLIN SPORTS	1	\$53.67
FUN EXPRESS	1	\$300.86
GCSAA EIFG	1	\$380.00
GEMPLER'S	1	\$421.74
GIH GLOBALINDUSTRIALEQ	4	\$1,795.64
GOOGLE SVCSAPPS_pdhp.	1	\$4.16
GROOT INDUSTRIES INCOR	1	\$41.65
HALF PRICE BOOKS #101	1	\$5.99
HALL SIGNS INC	1	\$49.21
HALOGEN SUPPLY COMPANY	1	\$126.00
HAYNEEDLE	1	\$168.15
HIGHLAND PARK FORD LIN	2	\$1,727.83
HOMEDEPOT.COM	1	\$302.34
IDLEWOOD ELECTRIC S-HP	10	\$1,306.26
ILIPRA.ORG	2	\$330.00
ILLINOIS ASSOC PARK DI	1	\$370.33
IMPERIAL SURVEILLANCE,	1	\$9,700.00
INT IN T2 SITE AMENIT	1	\$1,903.60
INT IN THE MULCH CENT	1	\$225.00
INTERNATIONAL TRANSACTION	1	\$1.44
J2 EFAX SERVICES	1	\$33.90
JEWEL #3459	17	\$278.90
JEWEL #3471	1	\$71.50
JIMMY JOHNS # 533 - E	1	\$80.53
JOANN STORES #2057	2	\$76.56
JOANN STORES #2117	1	\$69.90
JOHNSTONE SUPPLY OF VH	3	\$249.88
JORSON AND CARLSON COM	2	(\$199.26)
K & M PRINTING	1	\$195.00
K2 AWARDS AND APPAREL	1	\$324.90
KERI SYSTEMS INC	1	\$1,195.00
KEYTH TECHNOLOGIES	1	\$96.00
KIRBY BUILT PRODUCT	1	\$5,047.89
KRITZ VACUUM & ALLERGY	4	\$387.66
LAKE IL RECORDER	5	\$70.00

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LAKESHORE IT SOLUTIONS	9	\$22,902.35
LAKESHORE LEARNING MAT	1	\$119.71
LAKESHORE RECYCLING SY	8	\$1,369.86
LEARN TO SKATE USA	1	\$51.75
LIGHTING SUPPLY	1	\$45.03
LOGSDON OFFICE SUPPLY	1	\$4,488.00
M.A.S.A. / SPORTSADV	1	\$218.49
MAILCHIMP MONTHLY	1	\$240.00
MALWAREBYTES	1	\$3,463.50
MARIANOS 00085332	2	\$44.39
MARIANOS 8542 00085423	1	\$37.00
MARK VEND CO.	1	\$130.40
MARTIN IMPLEMENT-ORLAN	1	\$822.89
MCCOMBS SUPPLY CO INC	1	\$21.11
MENONI AND MOCOJNI	2	\$291.34
METAVANTE-TDS CONV FEE	2	\$3.90
MICHAELS STORES 1314	1	(\$129.20)
MICHAELS STORES 2037	10	\$275.61
MICHAELS STORES 3849	1	\$69.44
MICHAELS STORES 5018	6	(\$39.08)
MICHAELS.COM	1	\$101.75
MIDWEST ASSOC GCS	2	\$320.00
Mobile Room Escape	1	\$362.50
MONOPRICE, INC.	2	\$235.30
MUTT MITT	1	\$112.49
MUTUAL ACE HARDWARE &	25	\$1,182.47
NAPA AUTO PARTS	48	\$3,974.70
NORTHERN SUBURBAN SPEC	1	\$240.00
NORTHSHORE PHYSICIAN	2	\$141.00
OFFICESUPPLY.COM	7	\$2,032.53
OTC BRANDS, INC.	1	\$42.75
P & W GOLF SUPPLY LLC	2	\$2,364.95
PANERA BREAD #204019	1	\$14.99
PANERA BREAD #601763	1	\$121.81
PAPA JOHN'S #04792	1	\$46.62
Park District Risk Man	2	\$50.00
PARTY CITY	7	\$334.94
PAYPAL CHEERLEADIN	1	\$91.96
PAYPAL FOXVALLEYFI	1	\$395.00
PELLA ENGRAVING COMP	1	\$138.74
PETRA 1	1	\$235.32
PIEROS PIZZA - MOTO	2	\$522.75
PITMAN	3	\$885.96
PITNEY BOWES PI	3	\$2,323.90
POPUPBANNER LLC	1	\$660.92
POS REMARKETING GROUP	1	\$175.00
Power Systems	3	\$988.05
PRO AM TEAM SPORTS	4	\$1,882.00
READY CARE-PURE FIJI	1	\$399.80
READYREFRESH BY NESTLE	2	\$316.97
RED WING SHOES #712	4	\$0.00
REVDANCE/TENTH HOUSE	1	\$148.96

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RIVER TRAILS PARK DIST	1	\$100.00
ROGANS SHOES INC MUNDE	1	\$114.75
SANTO SPORT STORE	8	\$4,124.80
SEILER INSTRUMENT	1	\$993.00
SIGNSONTHECHEAP.COM	1	\$135.02
SKOKIE VALLEY CLEANERS	1	\$533.40
SMITHEREEN PEST MANAGE	3	\$358.00
SP PAYLESS4LIGHTING	1	\$74.34
SQ SQ CHICAGO SU	1	\$499.00
SQU SQ JEFF COHEN CRE	1	\$75.00
SQU SQ THE ART OF WON	1	\$395.00
STANGCO INDUSTRIAL EQU	1	\$180.00
STAPLES 00116616	6	\$226.45
STORE SUPPLY	1	\$209.44
SUNNY CLEANERS	2	\$50.00
SUNSET FOODS #1	4	\$281.08
SUSTAINABLESUPPLY.COM	1	\$127.40
SWIMOUTLET.COM	2	\$820.11
TARGET 00011684	11	\$387.87
TDS PAYMENT	2	\$1,719.39
TEAMSNAP	1	\$19.98
TEC #126	1	\$69.85
TELEPHONEONHOLD.COM	1	\$177.00
TERRA SOUNDS	1	\$550.00
THE ATHLETIC EQUIPMENT	1	\$163.95
THE HOME DEPOT #1926	17	\$1,005.31
THE HOME DEPOT 1926	1	\$319.00
THE UPS STORE #1714	3	\$50.18
THE WEBSTAIRANT STORE	1	\$24.32
THORNTONS #0312	5	\$224.34
TIGER MEDICAL	1	\$1,015.14
TJMAXX #0293	1	\$22.00
TLF FLORAL GARDENS INC	2	\$115.00
TOYS R US #6026 QPS	1	\$41.30
TRADER JOE'S #682 QPS	1	\$101.86
TRIBUNE PUBLISHING COM	1	\$410.40
TYCOINTEGRATEDSECURITY	2	\$937.08
ULINE SHIP SUPPLIES	3	\$6,167.00
UNDERWATER SAFARIS	1	\$250.00
UPS 1ZD8F35T0309185727	1	\$17.79
UPS 1ZD8F35T0315956945	1	\$13.75
UPS 1ZD8F35T0319497130	1	\$17.79
UPS ADJ00195105641081	1	\$72.83
USA FOOTBALL	1	\$20.00
USGA MEMBERSHIP	1	\$110.00
USPS PO 1620160015	2	\$13.40
USPS PO 1636060035	1	\$6.91
VHPD SULLIVAN	1	\$50.00
WALKER BROS. ORIGINAL	1	\$42.48
WAL-MART #3893	1	\$50.12
WAREHOUSE DIRECT	26	\$3,492.43
WEB NETWORKSOLUTIONS	1	\$11.98

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WEISSMAN DESIGNS FOR D	1	(\$29.90)
WHEELING PARK DISTRICT	2	\$300.00
WHENTOWORK INC	1	\$192.00
WISCONSIN RIVERSID	1	\$455.76
WM SUPERCENTER #3893	2	\$51.21
WSG WILSON SPTG GDS	3	\$571.47
WW GRAINGER	2	\$127.46
XO COMMUNICATIONS	1	\$283.24
YOUR ADVANTAGE II LTD	1	\$336.00
TOTAL		\$193,703.27