

NOTICE OF REGULAR MEETING

Wednesday, November 15, 2023

Regular Meeting

6:00 pm

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream

REGULAR MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. CONSENT AGENDA
 - A. Approval of Minutes October 17, 2023 Finance Committee Meeting
 - B. Approval of Minutes October 18, 2023 Facility and Recreation Committee Meeting
 - C. Approval of Minutes October 25, 2023 Regular Meeting
 - D. Approval of the 2024 Board Meeting Calendar
 - E. Approval of 2024 IAPD/IPRA Credentials Certificate
 - F. Approval of Policy # 5.03.07 Household Credits Left on Account
 - G. Approval of the Site Design and Engineering Services Proposal from Lamar Johnson for the Sunset Woods Improvements project
 - H. Approval an Independent Contractor Agreement with The Golf Practice for Golf Programs and Services
 - I. Bills and Payroll in the amount of \$1,693,772.76
- VI. FINANCIAL FORECASTS TREASURER'S REPORT
- VII. UNFINISHED BUSINESS
 - A. Approval of the Truth in Taxation Resolution #2023-08
 - B. Consideration to Approve a Restricted Donor Agreement with Ron Saslow for the Enterprise Property Improvement Plan at 2205 Skokie Valley Road (Lot 3)
- VIII. NEW BUSINESS
 - A. Parks Foundation Update
 - B. Board Committee Updates
 - C. Director's Report
 - a. End of Season Lakefront Report
 - D. Board Comments
- IX. OTHER BUSINESS
- X. OPEN TO PUBLIC TO ADDRESS THE BOARD

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Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
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- XI. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; 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.

**MINUTES OF A THE FINANCE COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON OCTOBER 17, 2023, 8:02 AM.**

Present: Commissioner Bernstein, Vice President Freeman, President Grossberg

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr, Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird; Director Hall; Assistant Director Reyes, Assistant Director Acevedo, Manager Ochs, Manager Kutscheid, Manager Sangern; Manager Nichols, Supervisor Moara, Supervisor Kelly; Coordinator Hejnowski

Vice President Freeman joined the meeting at 8:10 a.m. Vice President Freeman left the meeting at 9:46 a.m.

Guest Speaker: Bob Lewis, PMA Securities, LLC.

Additions to the Agenda

None.

Recreation Center of Highland Park Quarterly Report

Supervisor Kelly and Manager DiTomasso reported, to date, the Recreation Center of Highland Park actual revenues have surpassed budgeted revenues by 51% for membership sales, personal training has a 20% surplus, group exercise has a 65% surplus. They also shared graphs highlighting personal training, group exercise, fitness floor, and track utilization. Due to high utilization of the track, staff are proposing to charge non-residents. Lastly, Supervisor Kelly reported that RCHP has a 39% conversion rate to membership, to date, RCHP has 2030 members.

President Grossberg would like to better understand the user experience (membership retention) vs. membership acquisition.

Manager DiTomasso provided an update on growth strategy, highlighting new hires and what they brought to RCHP. Additionally, RCHP will be offering Pilates Reformer training this fall.

Supervisor Kelly reminded the Committee that Membership Appreciation Day is October 24.

Commissioner Bernstein would like to know the membership growth from January through today.

Manager DiTomasso reported that membership has grown by 39% since January.

Commissioner Bernstein commended staff, the locker rooms and indoor pool looks great since.

October 17, 2023

Debt Presentation

Director Peters introduced Bob Lewis, PMA Securities, LLC.

Mr. Lewis reviewed the various tools available to park districts to raise funds, this includes general obligation bonds, revenue bonds, and debt certificates.

He reviewed the District's debt service extension base, noting tax levy years, the current DSEB, and the DSEB at 1.5% growth. He reminded the Committee that the last debt certificates were sold in 2021 at a TIC of 1.98%. Payments are scheduled to decline in 2031, which was intended so the District can issue a debt certificate without seeing an increase to the payments.

He reviewed the District's legal debt margin, noting that park district's have a dual limit unlike school districts.

He reviewed the District's EAV, noting that home values are going up.

He shared a graph highlighting general park obligation bond borrowings, noting the Park District would like to issue debt bonds in 2024, 2028, and 2031. He reviewed the 2024 bond issuance timeline: BINA hearing in April 2024, bonds sold in June 2024, and Bonds close in July 2024 (PDHP gets the proceeds).

He reviewed a 20year history of the bond market, noting interest rates are climbing.

Commissioner Bernstein would like to know if there are any changes to the 10-year funding model based on the debt presentation.

Director Peters reported that three debt issuances will be done a year earlier from the last presentation.

Truth in Taxation Resolution/Levy Presentation

Director Peters reviewed the tax levy timeline.

She reminded the Committee that the District relies on 50/50 split between revenues from property taxes and operating funds.

She provided a tax levy refresher, noting the purpose of a tax levy which captures funds to support mission critical community assets and services:

- **Capital Repair and Replacement** – Capital assets (\$39M) including Tier 1-3 Capital Projects (\$37M in 5-Year Capital Plan)
- **Capital Improvements** –Tiers 4-6 Capital Projects (\$30M) of which \$28M is currently unfunded (Tier 6)
- **Operational Maintenance** - 45 parks, 4 Lakefront properties, nearly 800 acres of open space, and 11 facilities

She reviewed the tax levy consideration which includes increasing the levy by the ***CPI and New Growth*** avoids a negative impact on future levies and long-term funding for capital repair, replacement, improvements, and operational maintenance.

She reviewed the tax levy factors for the general and recreation funds.

Finance Committee Meeting Minutes
October 17, 2023

- CPI for 2023 is 6.5%
- New Growth accounts for new property which cannot be accessed in future years. As of September 18, 2023, new growth is estimated at \$10 Million, so staff are recommending \$20 Million.
- EAV (Equalized Assessed Valuation) is 8.83% per Lake County Assessor/Clerk as of September 18, 2023, so 8.83% is recommended.
- Special Recreation Fund is .04% of EAV.

She reviewed the 30year history of tax caps in Illinois, noting inflation is at the highest it has been over the last 30years.

She reviewed the tax bill, and the impacts for an individual taxpayer.

She reviewed tax levy calculations. Nothing the general fund, which is tax capped, would see a 6.45% change, the recreation fund, which is tax capped, would see a 6.93% change, the special recreation fund would see a 10.34% change, for an overall increase of 6.96%. She reviewed the historical rates that the district levied. The key considerations for the proposed tax levy include:

- The District's Tax Levy increase will be less than the 6.5% CPI.
- A 5% levy, plus new growth will provide the District with revenue to sustain its operations and address increases in Part-time & Seasonal Wages, Construction, Materials and Supplies, Utilities, Health Insurance, Security, and IT.
- The District has more than \$28 million in unfunded capital expenditures.
- The District will continue to focus on equity, alternative revenue sources and grant-in-aid scholarships.

She reviewed that the Highland Park government bodies are proposing the levy.

Sunset Woods Improvements Design Service Request for Qualifications

Director Smith reminded the Committee that the District received three RFQ submittals for this project. Staff received consensus from the Park Board of Commissioners at the September 27, 2023 Regular Meeting to proceed with negotiating a fee with the top-ranked firm, Lamar Johnson. Director Smith reported that staff received the agreement late last night and will have an update at the Regular Park Board Meeting on October 25, 2023.

Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road

Manager Ochs reported that the District received three RFP submittals for this project: Ron Saslow Pickleball Dome Proposal, Golf Development Strategies and The Golf Practice, and The Golf Practice Partnership with The Highland Park Golf Learning Center. Submittals were required to present a plan for the following scope of work: the operation and management of an enterprise facility, with consideration given to a proposed design, construction, and financing at 2205 Skokie Valley Road. Proposals could be for all, or portions of the entire property.

- a. Ron Saslow proposes to build a new Four-Season Dome structure with Pickleball courts and Padel courts and donate the Dome to the Park District upon completion. The new Dome will also feature a reception area, café, locker rooms and a pro shop. The Park District will operate the facility upon completion. The Park District team is currently working on a Proforma to illustrate how the facility will operate financially.

Finance Committee Meeting Minutes

October 17, 2023

- b. Golf Development Strategies and The Golf Practice proposes to reimage the driving range, reconfigure the putting green, short game area, and the 13th hole, operate the dome as is, and expand the food and beverage patio.
- c. The Golf Practice Partnership with The Highland Park Golf Learning Center proposes operational changes. The Golf Practice would team up with PDHP staff to enhance programs and golf instruction.

President Grossberg is concerned if a private entity is controlling golf programs.

Commissioner Bernstein would like to know if Golf Development Strategies and The Golf Practice would still be interested if the dome is removed.

Executive Director Romes reported there is potential to work with all three parties.

Commissioner Bernstein would like to know if staff have plans for lost program usage for current programs operating in the dome.

Executive Director Romes reported that there are discussions with the three parties.

Staff received consensus from the Finance Committee to have Park District Counsel begin working on an agreement to accept the proposal from Ron Saslow to replace the dome on Lot 3 with an agreed upon interior design containing pickleball courts and other amenities. The new dome and its contents will be donated to the Park District upon completion. With regard to the remaining facility, staff received consensus from the Finance Committee to work with The Golf Practice to explore future development of the driving range area, programs, and instructions.

Vouchers

Commissioner Ruttenberg reviewed the vouchers and had no concerns.

Other Business

None.

Open to the Public to Address the Board

None.

Adjournment

The meeting adjourned at 10:12 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**MINUTES OF A THE FACILITY AND RECREATION COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON OCTOBER 18, 2023, 6:05 PM.**

Present: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr, Director Peters, Director Smith, Director Voss, Director Gogola, Assistant Director Acevedo, Manager Ochs, Manager Kutscheid, Manager Schwartz, Coordinator Hejnowski

Guest Speaker: None

Additions to the Agenda

None.

CONSTRUCTION PROJECT UPDATES

A. Hidden Creek AquaPark Deck Replacement and Shade Structures project

Manager Kutscheid reported that conduit was encased in concrete during construction. The contractor had to come back to fix the mishap. Regardless, the project should be completed before the end of the year.

B. Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road

Manager Ochs reported that the District received three RFP submittals for this project: Ron Saslow Pickleball Dome Proposal, Golf Development Strategies and The Golf Practice, and The Golf Practice Partnership with The Highland Park Golf Learning Center. Submittals were required to present a plan for the following scope of work: the operation and management of an enterprise facility, with consideration given to a proposed design, construction, and financing at 2205 Skokie Valley Road. Proposals could be for all, or portions of the entire property.

- a.** Ron Saslow proposes to build a new Four-Season Dome structure with Pickleball courts and Padel courts and donate the Dome to the Park District upon completion. The new Dome will also feature a reception area, café, locker rooms and a pro shop. The Park District will operate the facility upon completion. The Park District team is currently working on a Proforma to illustrate how the facility will operate financially. Staff would like to work with counsel on an agreement.

Commissioner Kaplan would like to know if the current amount of parking spaces is enough.

Executive Director Romes reported that staff will need to conduct a parking analysis.

Commissioner Bernstein would like to know if staff have developed a business plan for the Ron Saslow pickleball dome proposal.

Executive Director Romes reported that staff have started a proforma.

Commissioner Bernstein would like staff to develop plans for lost program usage for current programs operating in the dome.

- b.** Golf Development Strategies and The Golf Practice proposes to reimagine the driving range, reconfigure the putting green, short game area, and the 13th hole, operate the dome as is, and expand the food and beverage patio. Staff do not recommend working with counsel to develop an agreement at this time and would like to further explore.
- c.** The Golf Practice Partnership with The Highland Park Golf Learning Center proposes operational changes. The Golf Practice would team up with PDHP staff to enhance programs and golf instruction. Staff would like to work on a license agreement with the Golf Practice.

Staff received consensus from the Facility and Recreation Committee to request approval from the Park Board of Commissioners at the October 25, 2023 Regular Meeting to have Park District Counsel begin working on an agreement to accept the proposal from Ron Saslow. The Park Board would like to further discuss the golf proposals.

C. *Larry Fink Memorial Park Baseball Field Improvements project*

Manager Kutscheid reminded the Park Board of Commissioners that the improvements include installing synthetic turf in the infield, covered dug outs and bleachers, a warning track and portable outfield fence, a scoreboard and welcome sign, and donor bricks behind the batter's box. Staff completed design work and submitted for permits. Staff will release the bid at the end of the month, award the bid in November, and begin construction in March of 2024. Staff estimated the project to be completed in July of 2024.

D. *Port Clinton and Old Elm Park Playground projects*

Staff will provide an update at the November 8, 2023 Workshop Meeting.

E. *Park Avenue North Beach project*

Manager Schwartz reported that the design layout plan of the site, furniture options, pergola and fencing options, and boardwalk materials were shared with the community. Staff are relaying feedback from the community and the Park Avenue Working Group to Hitchcock Design Group. Staff will meet with the City of Highland Park and the North Shore Water Reclamation District before requesting final design approval from the Park Board. Staff hope to bid the project out in January 2024, construction is expected to commence in the Spring, anticipated completed in the Fall.

F. *New Community Center at West Ridge Park*

Manager Schwartz reported that programming and schematic design for the new community center at West Ridge Park will continue through the end of the year. Architects, Holabird and Root, developed and presented a program reconciliation to park district staff this past week. Highlights from the reconciliation include multipurpose rooms with flexible spaces to increase utilization, designing a building for many different users, designing adequate storage space, incorporating a gymnastics program, and weaving recommendations from the District's security consultant into design.

Facility and Recreation Committee Meeting Minutes
October 18, 2023

Commissioner Ruttenberg requested that all deliverables from Holabird and Root are shared with the Park Board.

Other Business

None.

Open to the Public to Address the Board

None.

Adjournment

The meeting adjourned at 7:25 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF THE REGULAR MEETING
OCTOBER 25 2023**

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

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to allow Commissioner Kaplan to participate by electronic means.

Roll Call:

Aye: Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

ROLL CALL

Present: Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Absent: Commissioner Bernstein

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Gogola; Director Voss; Director Hall; Assistant Director Acevedo; Assistant Director Reyes; Manager Ochs; Manager Deptula; Supervisor Mephram; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to approve the Minutes September 13, 2023 Workshop Meeting, the Minutes September 19, 2023 Finance Committee Meeting, the Minutes September 27, 2023 Regular Meeting, and Bills and Payroll in the amount of \$2,024,422.25

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Bernstein

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER’S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of September 30, 2023, actual revenues are exceeding budgeted revenue by about \$361,000 and actual expenses are \$1.5 million less than budgeted, for a year-to-date surplus of \$1.8 million.

Conclusion

The following Park District programs and facilities are performing better than budget: interest income has a \$537,000 surplus, youth dance has a \$44,000 surplus, tennis has a \$166,000 surplus, sponsorship revenue has a \$66,000 surplus, Recreation Center memberships has a \$172,000 surplus and personal training has a \$36,000 surplus, and golf has a \$425,000 surplus. Also, there is a \$400,000 savings from payroll expenses.

UNFINISHED BUSINESS

A. Consideration to Approve Ordinance 2023-08 Renaming Cloverdale Park to Fontana-Pasquesi Park

Director Gogola reported that according to Park District policy, Park Property may be named after individuals or groups who have made substantial philanthropic donations toward the development of Park Property. The threshold for considering the naming of a park, building or facility includes contribution of an agreed upon dollar amount to fund all or part of the scheduled maintenance, repair and replacement of a baseball backstop, playground, tennis courts, basketball courts and appurtenant improvements located at the park. Provisions of a naming rights agreement include an agreed upon term to fund an endowment for the continued maintenance of the park. To this end, Staff has been in discussions Laurence Pasquesi regarding renaming rights agreement in exchange for a generous donation for Cloverdale Park.

Per the terms of the agreement, the Pasquesi family donated \$250,000 to the Parks Foundation of Highland Park to rename Cloverdale Park to Fontana-Pasquesi Park. The donation funds will be used

to fund all or part of the scheduled maintenance, repair and replacement of a baseball backstop, playground, tennis courts, basketball courts and appurtenant improvements located at the park. The naming rights agreement was presented and approved by the Park Board of Commissioners at the August 23, 2023, Regular Board Meeting. The name has sat for a period of 60 days for public review.

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to approve Ordinance 2023-08 Re-naming Cloverdale Park to Fontana-Pasquesi Park.

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Bernstein

Abstain: None

Motion Carried

Director Gogola reported that a small dedication ceremony will be held on Wednesday, November 1, 2023, at 4:00 p.m. for the Fontana-Pasquesi family.

B. Consideration to Approve the Design Services Agreement from Lamar Johnson for the Sunset Woods Improvements

Director Smith reported staff are still negotiating a fee with Lamar Johnson for design services for the Open Space Lands Acquisition and Development (OSLAD) Grant Project to implement Phase 1 of the Sunset Woods Master Plan which includes new multi-use basketball court, new skate park, new wheel friendly plaza, new game court, native planting, and interpretation area. The scope also includes design services for related Capital Projects for replacement of athletic field and tennis lighting, assessment of existing tennis courts and associated drainage improvements. Staff hope to have a final recommendation and request approval of a Design Services Agreement in November.

C. Consideration to Approve Two Proposals for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road

Manager Ochs reported that the District received three RFP submittals for this project: Ron Saslow Pickleball Dome Proposal, Golf Development Strategies and The Golf Practice, and The Golf Practice Partnership with The Highland Park Golf Learning Center. Submittals were required to present a plan for the following scope of work: the operation and management of an enterprise facility, with consideration given to a proposed design, construction, and financing at 2205 Skokie Valley Road. Proposals could be for all, or portions of the entire property.

- a. **Ron Saslow Pickleball Dome** proposed building a new Four-Season Dome structure with Pickleball courts and Padel courts and donate the Dome to the Park District upon completion. The new Dome will also feature a reception area, café, locker rooms and a pro shop. The Park District will operate the facility upon completion. The Park District is responsible for developing a Proforma.
- b. **Golf Development Strategies and The Golf Practice** proposed reimagining the driving range, reconfiguring the putting green and short game area, operating the dome “as is” in the short term with future long term improvement considerations, and expanding the food and beverage area. Golf Development Strategies and The Golf Practice will offer \$100,000 payment per year for rental of the space where the current dome is located, and a \$20,000 payment per year for the management fee of the Highland Park Golf Learning Center site. Golf Development Strategies would assume all operational responsibilities and associated expenses for the entire site.
- c. **The Golf Practice Partnership with The Highland Park Golf Learning Center** proposed operational services. The Golf Practice will provide a \$20,000 yearly payment to the Park District for exclusive use of four grass hitting bays for Golf Practice coaches to provide instruction. Additionally, The Golf Practice will provide a revenue share agreement with the Park District for all golf programming (excluding private lessons). The Golf Practice will retain 75% of the gross revenue and share 25% of the gross revenue with the Park District of Highland Park.

Staff received consensus from the Park Board of Commissioners for staff to work with Park District Legal Counsel to further negotiate terms and develop a donor agreement with Ron Saslow and a license agreement with The Golf Practice. Agreements are anticipated to be considered for approval by the Park Board of Commissioners at the November Regular Board Meeting. Staff also received consensus to continue negotiations directly with Golf Development Strategies on an agreement for future consideration.

NEW BUSINESS

A. Parks Foundation Update

Vice President Freeman reported the Parks Foundation met last night to review the 2023 fundraising campaigns, estimate total funds per campaign by December 31, 2023. Additionally, the Park Foundation is working on 2024 initiatives including the scholarship fundraising report, community outreach opportunities, grant opportunities, and the Gala.

B. Board Committee Updates

Executive Director Romes reported at the October 17 Finance Committee Meeting staff reviewed the third quarter financials for the Recreation Center of Highland Park; PMA Securities LLC reviewed the proposed debt issuance for the 2024 fiscal year; staff reviewed the tax levy timeline and the key considerations for the 2023 tax levy considerations, and its impacts to the 2024 budget; staff reviewed the three Request for Qualifications (RFQs) for the Sunset Woods Improvements Design Service and received consensus from the Finance Committee to proceed with negotiating a fee with the top-ranked firm, Lamar Johnson; lastly, staff reviewed the Request for Proposals (RFP) for the Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road.

At the October 18 Facility and Recreation Committee Meeting staff provided construction project updates for the Hidden Creek AquaPark Deck Replacement and Shades Structure project, the Larry Fink Memorial Park Baseball Field Improvements project, the Park Avenue North Beach project; staff reviewed the Request for Proposals (RFP) for the Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road; and staff reviewed the program reconciliation developed by Architects Holabird and Root for the New Community Center at West Ridge Park.

C. Scholarship Presentation

Manager Deptula reviewed the scholarship process, and provided a five-year trend analysis of grant-in-aid, SMILE, and FYI scholarship utilization.

SMILE (Scholarships Mean Involvement in Leisure for Everyone) Grant-in-Aid Program gives families in need of financial assistance the opportunity to participate in Park District programs. Founded in 1992, SMILE has provided thousands of Highland Park residents facing economic difficulty with access to classes, camps, sports leagues, fitness activities, lessons, and events that promote healthy lifestyles. A little over \$107,000 in SMILE funds was awarded in 2021, \$130,000 in 2022, and \$182,000 this year providing Highland Park families access to all Park District programs.

In 2022, the FYI (Foundation Youth Initiative) Grant-in-Aid Program was developed for qualifying Highwood families to help cover up to 50% of camp fees. A little over \$2,500 was awarded to Highwood families. This year, the program was expanded to all Park District programs. A little less than \$2,000 has been awarded thus far.

The FYI Learn-to-Swim programs are available for qualifying Highwood families and cover 100% of the fees. A little over \$2,000 in FYI Swim was awarded in 2018, a little over \$6,000 in 2022, and close to \$6,000 was awarded this year.

Lastly, the Goldman Golf scholarship provides Highland Park and Highwood students ages 12-18 who have an interest in learning to play golf and demonstrate need are eligible. Applications are available and will be accepted throughout the year. Each participant will receive approximately eight private lessons plus practice time and the chance to develop a personal relationship with a caring golf pro and member of the Park District of Highland Park staff. Lessons and equipment were provided for 10 golfers in 2020 and 2021, and 6 golfers this year.

D. Hidden Creek AquaPark End of Season Report

Assistant Director Acevedo and Manager Mephram reviewed the 2023 pre-season and regular season hours of operation, this included lap swim, aquafit, swim lessons, open swim, and splash pad play. Groups could reserve the aquapark on Saturdays and Sundays from 10:00 a.m. – noon and 1:00 p.m. – 3:00 p.m. To ensure safe operations, the Park District employed 175 seasonal staff for the aquapark. Lifeguards and building attendants were on duty daily from 5:30 a.m. – 8:00 p.m. Lifeguards received pre-season trainings, internal/external audits with live action drills, and weekly mandatory in-services.

Assistant Director Acevedo is pleased to report that the aquapark exceeded several of their operational goals, including surpassed staffing goal by 10 employees (goal of 165 employees), camp visits by 736 (goal 5,000 visits), and membership sales by \$13,208 (goal \$164,882 sales).

Summer of 2023, staff hosted 100 days of summer activities throughout the regular season at Hidden Creek AquaPark. Staff received wonderful feedback from members, so staff are planning for summer 2024 activities.

Assistant Director Acevedo reviewed the revenue and expenses over the last five seasons. Revenue includes fees and charges, membership sales, and rentals. Expenses include salaries and wages, contractual services, insurance, materials and supplies, landscaping, utilities, and pension. Overall, Hidden Creek AquaPark continues to operate at a deficit. While the deficit is continuing to decrease, staff are working to break even and hopefully generate revenue in future years.

Assistant Director Acevedo reviewed the 2024 scheduled improvements, recruitment efforts, and operational plans.

E. Directors Report

Executive Director Romes shared upcoming events, including Jack-O-Latern Geocache this Friday, October 27, from 6:00 – 7:30 p.m. at Heller Nature Center and Scary Skate from 7:00 – 8:30 p.m. at Centennial Ice Arena; Scary Halloween Miniature Golf this Saturday, October 28 and Sunday, October 29 at Rivers Edge Mini Golf; The Great Pumpkin Smash on November 3 from 4:00 – 6:00 p.m. at the Preserve of Highland Park. This free event includes pumpkin-smashing, target-throwing, composting event as we bid farewell to the fall season in style; and Dia De Los Muertos on November 4 from 1:00 – 4:00 p.m. at the Recreation Center of Highland Park. This free event Honors Our Past, Celebrating Our Future and Bridging Our Communities! Join us for a day of dance, music, art projects, and face painting.

F. Board Comments

None.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to adjourn into Closed Session for discussion of Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent;

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Bernstein

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:57 p.m.

The meeting reconvened into Open Session at 7:19 p.m.

Action From Closed Session If Any

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent;

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 7:20 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: November 15, 2023
Subject: **Approval of the 2024 Board Meeting Calendar**

Summary

The attached proposed 2024 Board Meeting Calendar reflects all Regular Meetings (Workshop and Regular Business Meetings) of the Park Board of Commissioners to be held each month at 6:00pm at West Ridge Center, located at 636 Ridge Road in Highland Park.

Recommendation

Staff recommends approval from the Park Board of Commissioners of the 2024 Board Meeting Calendar.

PARK DISTRICT OF HIGHLAND PARK - DRAFT
2024 Workshop and Regular Meeting Dates
West Ridge Center
636 Ridge Road
Highland Park, IL 60035

All Regular Meetings (Workshop and Business Meetings) of the Board to be held on the 2nd (Workshop) and 4th (Business) Wednesday of each month at 6:00 p.m. at West Ridge Center, located at 636 Ridge Road in Highland Park. If the day of any meeting falls on a holiday, the meeting shall be held on a different date as designated.

| | |
|-------------------------------|----------------------|
| WEDNESDAY, JANUARY 17, 2024 | Workshop Meeting |
| WEDNESDAY, JANUARY 31, 2024 | Regular Meeting |
| WEDNESDAY, FEBRUARY 14, 2024 | Workshop Meeting |
| WEDNESDAY, FEBRUARY 28, 2024 | Regular Meeting |
| WEDNESDAY, MARCH 13, 2024 | Workshop Meeting |
| WEDNESDAY, MARCH 20, 2024 | Regular Meeting |
| WEDNESDAY, APRIL 10, 2024 | Workshop Meeting |
| WEDNESDAY, APRIL 24, 2024 | Regular Meeting |
| WEDNESDAY, MAY 8, 2024 | Workshop Meeting |
| WEDNESDAY, MAY 22, 2024 | Annual Board Meeting |
| WEDNESDAY, MAY 22, 2024 | Regular Meeting |
| WEDNESDAY, JUNE 12, 2024 | Workshop Meeting |
| WEDNESDAY, JUNE 26, 2024 | Regular Meeting |
| WEDNESDAY, JULY 17, 2024 | Workshop Meeting |
| WEDNESDAY, JULY 31, 2024 | Regular Meeting |
| WEDNESDAY, AUGUST 14, 2024 | Workshop Meeting |
| WEDNESDAY, AUGUST 28, 2024 | Regular Meeting |
| WEDNESDAY, SEPTEMBER 11, 2024 | Workshop Meeting |
| WEDNESDAY, SEPTEMBER 25, 2024 | Regular Meeting |
| WEDNESDAY, OCTOBER 16, 2024 | Workshop Meeting |
| WEDNESDAY, OCTOBER 30, 2024 | Regular Meeting |
| WEDNESDAY, NOVEMBER 13, 2024 | Workshop Meeting |
| WEDNESDAY, NOVEMBER 20, 2024 | Regular Meeting |
| WEDNESDAY, DECEMBER 11, 2024 | Workshop Meeting |
| WEDNESDAY, DECEMBER 18, 2024 | Regular Meeting |



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: November 15, 2023
Subject: **Approval of the 2024 IAPD/IPRA Credentials Certificate**

Summary

Attached is the Park District of Highland Park's completed annual credentials certification form for the IAPD/IPRA Conference Certification.

As we have done in the past, the President of the Park Board of Commissioners is given voting rights at the annual Conference Association Business Meeting. If the President of the Park Board of Commissioners is unavailable, Executive Director Romes or the Vice President of the Park Board of Commissioners, Jennifer Freeman, will attend in his place.

Recommendation

Staff recommends the Board of Park Commissioners approve the annual credentials certificate for the 2024 IAPD/IPRA Conference.

CREDENTIALS CERTIFICATE

This is to certify that at a meeting of the Governing Board of the

Park District of Highland Park _____ held at
(Name of Agency)
636 Ridge Road, West Ridge Center on November 15, 2023 at 6:00 p.m.
(Location) *(Month/Day/Year)* *(Time)*

the following individuals were designated to serve as delegate(s) to the Annual Business Meeting of the ILLINOIS ASSOCIATION OF PARK DISTRICTS to be held on **Saturday, January 27, 2024 at 3:30 p.m.:**

Name Title Email

Delegate: Terry Grossberg, President of the Park Board of Commissioners - trpltung@gmail.com _____

1st Alternate: Jennifer Freeman, Vice President of the Park Board of Commissioners - jfreeman@transpireus.com _____

2nd Alternate: Brian Romes, Executive Director of the Park District of Highland Park - bromes@pdhp.org _____

3rd Alternate: _____

This is to certify that the foregoing is a statement of action taken at the board meeting cited above.

Affix Seal: Signed: _____
(President of Board)

Attest: _____
(Board Secretary)

Return this form to: Illinois Association of Park Districts
211 East Monroe Street
Springfield, IL 62701-1186
Email: iapd@ilparks.org



Memorandum

To: Park Board of Commissioners

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

Date: November 15, 2023

Subject: **Approval of Policy # 5.03.07 Household Credits Left on Account**

At the November 14, 2023 Finance Committee Meeting, staff will review Policy #5.03 Refund of District Fees. There is no current policy regarding refunds of household credits left on customer accounts.

Staff propose changing the policy to add 5.03.07: Household Credits Left on Account. The Policy for consideration includes the following language:

Credits over \$10 Left on Household Accounts Over 365 Days Old: Any household account credits exceeding \$10 that have remained dormant for over 365 days will be returned to the account holder via the original payment method, which may include a previously used credit card or a paper check. Prior to processing the refund, the Park District of Highland Park will make reasonable attempts to contact the account holder to verify mailing information, if a check needs to be mailed. If there is no response within 30 days from first attempt to reach account holder and the original payment method is no longer valid (e.g., expired credit card), the Park District of Highland Park will mail a check to the last known address for the account holder.

Credits over 365 Days Old and Under \$10: Household account credits that have been dormant for over 365 days and have a credit balance less than \$10 will be donated to the Parks Foundation of Highland Park, a 501(c)(3) nonprofit organization that supports access to world-class Park District programs and facilities that enhance community life in Highland Park. Prior to processing the donation, the Park District of Highland Park will make reasonable attempts to contact the account holder to ascertain whether the credit will be applied to any current program, pass, membership, or other charge. If there is no response within 30 days from first attempt to reach account holder, the credit will be donated. Account holders will be notified of this donation for their records.

Recommendation

Staff recommends approval from the Park Board of Commissioners of Policy # 5.03.07 Household Credits Left on Account in the Park District of Highland Park Policy Manual.



PARK DISTRICT OF HIGHLAND PARK

DEPT: General

Policy #: 5.03

APPROVED: 7/23/2019

Refunds of District Fees

REVISED: 11/15/2023

5.03.1 General Guidelines

Refunds are issued to patrons under the following specific policy guidelines. This Policy applies to all programs, memberships, rentals and fees offered by the District.

- A. Refunds will be issued back to the original form of payment submitted at the time of purchase; provided that cash payments will be refunded by check.
- B. Refunds shall be issued in the name of whomever initially made payment, provided that cash payments shall be refunded in the name of an adult member of the participant's household address.
- C. Direct fees, such as uniform, equipment or supply fees, are not refundable.
- D. A refund will not be granted if the refund amount is less than \$3.00.

5.03.2 Program Refunds

The Park District of Highland Park understands that schedules change and will grant a refund of program fees when possible. In order to be considered for a refund, a Refund Request must be submitted by filling out a Refund Request Form at a Park District facility or by utilizing the Activity Cancellation program available on the online registration website. All program refunds are subject to the established refund schedule and service charges (in accordance with the then current administrative policy and procedure) except under the following circumstances:

- A. A refund initiated by the Park District due to program cancellations, inclement weather, facility closures or other circumstances affecting the program's schedule or ability to meet.
- B. Injury or illness with a doctor's note prior to the start of the program. Once a program has begun, a partial refund (prorated based on the date of the cancellation) may be issued, provided a doctor's note is received within 7 days of the missed class. Participants who, due to acute illness or injury, are unable to attend individual sessions of a program are not eligible for a refund.
- C. A program participant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the program, a partial refund (prorated based on the date of the cancellation) will be issued.
- D. Report to military duty. A written notification must be received within 10 days of the date of the notice. If the request occurs after the start of the program, a partial refund (prorated based on the date of the cancellation) will be issued.
- E. "Good Time Guarantee" Policy
The Park District of Highland Park is committed to providing the public with high quality recreation programs. Under the "Good Time Guarantee" policy, a full refund will be issued if the participant is unsatisfied with the quality of instruction, they are unable to adapt emotionally in the class, or the skill level is not appropriate for the participant.

This policy applies to recreation programs only. A recreation program is defined as a program

where Park District employees, but not independent contractors, teach activities or skills over a period of six or more class periods. This policy does not apply to camps, contractual programs, basketball, baseball, or programs less than five weeks in length.

Those requesting a "Good Time Guarantee" refund must attend the first two classes of the program. A "Good Time Guarantee" Refund Form must be filled out appropriately and received prior to the third-class meeting. Forms are available online or at the front desk of all Park District facilities. Upon receiving completed form prior to the third class, a full refund of all paid fees will be issued.

F. Participant Withdrawal from a Travel Sports Team

"Travel Sports" are defined as any sport that requires a tryout in order to be selected to a team. "Travel Teams" are any team that requires a "tryout" in order to be selected to that team.

If a child attends any "travel sport" tryout, is selected to a "travel team" and following the posting of that team voluntarily withdraws, quits, or is removed by Park District management for any reason other than family emergency or specific medical problem, that player will not receive any refund. Additionally, that player will be prohibited from participating in any "travel team" tryouts for the 12 months following the withdrawal date for all "travel sports", including tryouts for the "travel sport" in which they withdrew, quit or were removed from for the following season.

G. Special circumstances evaluated and approved by a staff member as delegated by the Executive Director.

5.03.3 Room Rental Refunds

See Building Use Policy 5.07.

5.03.4 Picnic Permit Refunds

See Picnic Permit Policy 4.03.

5.03.5 Memberships & Passes

Due to the varying nature of memberships and passes in both their term and function, membership and pass refunds will follow the then current administrative policy and procedure established for the specific membership. Membership and pass refunds may be granted under the following circumstances:

- A. Injury or illness when substantiated by a doctor's note. If the illness occurs after the start of the membership or pass, a partial refund (prorated based on the date of the cancellation or the number of pass visits remaining) will be issued. Participants who, due to acute illness or injury, are unable to attend individual days or sessions within the membership period are not eligible for a refund.
- B. Participant moves from the District and adequate proof of the move is provided. If the move occurs after the start of the membership or pass, a partial refund (prorated based on the date of the cancellation or the number of pass visits remaining) will be issued.
- C. Report to military duty. A note must be received within 10 days of the date of the notice. If the request occurs after the start of the membership or pass, a partial refund (prorated based on the date of the cancellation or the number of pass visits remaining) will be issued.
- D. Special circumstances evaluated and approved by a staff member as delegated by the Executive Director.

5.03.6 Daily/Drop-In Fees

Daily fees are non-refundable. Special circumstances will be evaluated and approved by a staff member as delegated by the Executive Director on a case-by-case basis. Daily fees are non-refundable if the patron was removed from the facility or park by reason of misconduct, a breach of Park District rules or disobedience to a lawful order of a Park District employee.

5.03.7 Household Credits Left on Account

Credits over \$10 Left on Household Accounts Over 365 Days Old: Any household account credits exceeding \$10 that have remained dormant for over 365 days will be returned to the account holder via the original payment method, which may include a previously used credit card or a paper check.

Prior to processing the refund, the Park District of Highland Park will make reasonable attempts to contact the account holder to verify mailing information, if a check needs to be mailed. If there is no response within 30 days from first attempt to reach account holder and the original payment method is no longer valid (e.g., expired credit card), the Park District of Highland Park will mail a check to the last known address for the account holder.

Credits over 365 Days Old and Under \$10: Household account credits that have been dormant for over 365 days and have a credit balance less than \$10 will be donated to the Parks Foundation of Highland Park, a 501(c)(3) nonprofit organization that supports access to world-class Park District programs and facilities that enhance community life in Highland Park.



Memorandum

To: Board of Park Commissioners

From: Ben Kutscheid, Projects Manager; Jeff Smith, Director of Planning, Projects, and IT; Brian Romes, Executive Director

Date: November 15, 2023

Subject: **Approval of the Sunset Woods Park Improvements Site Design and Engineering Services Agreement**

Summary

At the September 27, 2023 Regular Meeting, staff reviewed the three Request for Qualifications submittals for design services for the Open Space Lands Acquisition and Development (OSLAD) Grant Project to implement Phase 1 of the Sunset Woods Master Plan which includes new multi-use basketball court, new skate park, new wheel friendly plaza, new game court, native planting and interpretation area. The scope also includes design services for related Capital Projects for replacement of athletic field and tennis lighting, assessment of existing tennis courts and associated drainage improvements. Staff received consensus from the Park Board of Commissioners to proceed soliciting a proposal from the top-ranked firm, Lamar Johnson Collaborative (LJC). Staff have negotiated a fee with LJC. Staff reviewed the proposal with the Park Board at the November 8 Workshop Meeting, and is scheduled for discussion at the November 14 Finance Committee Meeting. The agreement from LJC is attached.

Fee

| | |
|---|------------------|
| Total Design Fee | \$186,000 |
| Additional Services as Needed | |
| Geo-Technical Study | \$ 5,655 |
| Structural Review (Hourly, not to exceed) | \$ 6,000 |
| Additional Construction Administration visit for ARC to review Skate Park/Plaza | \$ 2,950 |
| Reimbursable Expenses (Not to Exceed) | \$ 1,800 |
| Total Not to Exceed | \$202,405 |

Financial Impact

| | |
|---------------------------------------|--------------------|
| Total Project Funds in Capital Budget | \$178,000 |
| Total Not to Exceed | \$202,405 |
| Amount Over Budget | (\$ 24,405) |

Recommendation

Staff recommend approval from the Park Board of Commissioners for the Site Design and Engineering Services Agreement from Lamar Johnson Collaborative for the Sunset Woods Improvements project and authorize the Executive Director to enter into an agreement in the amount not to exceed \$202,405.

November 6, 2023

Ben Kutscheid PLA, CPSI
Projects Manager
Park District of Highland Park
636 Ridge Road
Highland Park, IL
(847) 579-3104
kbkutschweid@pdhp.org

Re: **AGREEMENT Site Design & Engineering Services**
Sunset Woods Park Improvements
Highland Park, Illinois

Ben,

This Agreement (the “Agreement”) is for Design Services between Lamar Johnson Collaborative (LJC or ARCHITECT) and the Park District of Highland Park (CLIENT) for preparation of schematic design, design development documentation, bid documents and construction administration services for the Sunset Woods Park Improvements Project located in Highland Park, Illinois.

LJC shall be identified as Design Architect which is the legal registered name with the state where the project is to be located.

1. PROJECT DESCRIPTION AND UNDERSTANDING

Park District of Highland Park (PDHP) coordinated a master plan process in 2021 for the full park site. Based on the RFQ documents, interview process and coordination to date, we understand the refined focus is on the south portion of the site, roughly 9 acres, and includes (Exhibit “A”):

- OSLAD Projects
 - Multi-Use Basketball
 - Native Plantings
 - Skate Plaza
 - Game Area
 - Wheel Friendly Plaza
- Investigation and findings for Future Projects
 - General geometries to serve the 2024 and 2025 improvements
 - Future Tennis Court Conversion

The Project assumes the following Team assignments:

- Client – Park District of Highland Park
- Architect - Lamar Johnson Collaborative (LJC)
 - Sub-Consultants
 - Gewalt Hamilton, Associates, Inc. – Civil Engineering
 - American Ramp Company – Skate & Wheeled Plaza Design
 - Berg Engineering Consultants, Ltd. – Electrical Engineering/Lighting Design
 - TS Engineering, PLLC – Structural Engineering
 - Soil and Material Consultants, Inc. – Geotechnical Investigation

Sunset Woods Park Improvements/ Highland Park, IL
Site Design and Engineering Services

Project Schedule:

We anticipate these Services will commence in late November 2023 and be approximately fifty-two [52] weeks in duration, concluding in November 2024 for design and documentation services with bidding and construction administration services extending beyond that date, as indicated on the attached Project Schedule, Exhibit "B". ***The current schedule anticipates no use of the 6-month OSLAD Grant extension. In the event that delays occur due to approvals, etc. an extension may be submitted which would alter the schedule included.***

The CLIENT acknowledges they have the funds to pay and shall pay for all professional Design Services and fees, provided by the ARCHITECT and ARCHITECT's Consultants regardless of project approval or financing. If for whatever reason the project does not proceed, the CLIENT shall pay the ARCHITECT for all work performed and expenses incurred according to the percent complete of the design services up to the date of CLIENT'S notification to stop work.

2. SCOPE OF DESIGN SERVICES

The ARCHITECT shall provide the following Scope of Design Services, as described in Exhibit "C."

3. ADDITIONAL SERVICES

The services described below are not included in LJC's Design Services. LJC shall be entitled to an appropriate adjustment in its schedule and compensation if any of the following Additional Services are required for the Project. Making revisions in the Design Drawings or other documents when such revisions are:

- a. Items the Client deems necessary, but which LJC responsibly excluded in the accepted proposal.
- b. Graphic exhibits and/or professional renderings in addition to items listed in each task.
- c. Payment for government permits, applications fees, processing fees, and plan check fees.
- d. Meetings or site visits exceeding those indicated in each task.
- e. Inconsistent with approvals or instructions previously given by the Owner, including revisions made necessary by adjustments in the Owner's program or Project budget.
- f. Required by the enactment or revisions of codes, laws or regulations or official interpretations.
- g. Due to changes in the Project including, but not limited to, size, quality, complexity, the OWNER's schedule, or budget for Cost of the Work.
- h. Preparation for, and attendance at a dispute resolution proceeding or legal proceeding, except where LJC is a proper party thereto.

For Additional Services and deliverables requested by the OWNER, LJC will develop an Additional Services Fee and revised schedule for review and approval by the OWNER. LJC will proceed with the proposed Additional Services upon receipt of written approval of the OWNER and will bill these in addition to the Basic Design Services Fee.

For Additional Services that may arise during the course of the Project, the OWNER shall compensate LJC based on a Stipulated (Lump) Sum, Hourly Rates, or as mutually agreed upon.

For Additional Services of Consultants, including a multiple of one and one-tenth (1.1) times the amounts billed to the Architect for such services.

4. OWNER'S RESPONSIBILITIES

- a. The OWNER shall provide LJC with all existing information relating to the Project, which LJC may request. If the OWNER becomes aware of any fault or defect in the Project or LJC's services, it shall promptly notify LJC. The OWNER shall furnish required information or services as expeditiously as necessary for the orderly performance of the work.
- b. The OWNER shall furnish evidence that financial arrangements have been made to fulfill the OWNER's obligations for this project.

- c. The OWNER acknowledges they have the funds to pay and shall pay for all professional Design Services and fees, provided by the LJC and its Consultants regardless of project approval or financing.

5. CONSULTANTS

The ARCHITECT, in consideration of the Fee specified hereinafter, conveys and agrees to perform, in connection with this Project, with the assistance of competent registered professional staff and/or sub consultants including, but not limited to, landscape architect, structural engineer, civil engineer, electrical engineer and any others as necessary, to complete the professional services as detailed herein or in any additional contract Attachments/Exhibits.

Design Consultants are those who provide special Design Consulting Services to LJC in support of the Project.

If it is requested that LJC retain any additional Consultants on the OWNER's behalf, their charges will be in addition to LJC's fee. Invoicing and payment shall be the same as in Payment below.

LJC will coordinate with Consultants that are separately retained by the OWNER. LJC shall have no responsibility or liability for the performance or technical sufficiency of the services of such separately retained OWNER consultants.

3. COMPENSATION, REIMBURSABLE EXPENSES, & PAYMENT

Compensation - The ARCHITECT's compensation for performing its Design Services, shall be a Total Lump Sum Fee in the amount of One Hundred and Eighty-Six Thousand Dollars (\$186,000.00).

| | |
|--------------------------------|----------------------------|
| <u>TOTAL DESIGN FEE</u> | <u>\$186,000.00</u> |
|--------------------------------|----------------------------|

Additional Services as Needed

| | |
|--|------------|
| Geo-Technical Study | \$5,655.00 |
| Structural Review (If required. Hourly, not to exceed) | \$6,000.00 |
| Additional CA visit for ARC to review Skate Park/Plaza | \$2,950.00 |
| Reimbursable Expenses (Not to Exceed) | \$1,800.00 |

Reimbursable Expenses – For Reimbursable Expenses, the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus zero percent (0 %) of the expenses incurred.

Anticipated Design Milestones are:

Schematic Design, Design Development, 50% Construction Documents, 100% Construction Documents.

- ARCHITECT shall provide OWNER with PDF of the documents at each design milestone.

Payment - Invoices will be submitted monthly to the CLIENT by the 25th of each month. Payment shall be made no later than thirty (30) days after the date of invoice submittal. Project-related expenses shall be reimbursed at 1.0 times the actual amount if paid within 30 days of invoice receipt otherwise there will be a 1% per month handling carry charge. The compensation and reimbursable expenses are net of all taxes. If LJC retains consultants to perform any Basic or Additional Services, compensation for such services shall include a multiple of one and one-tenth (1.1) times the amounts billed to the Architect for such services.

4. INSURANCE

The ARCHITECT shall provide the CLIENT with a Certificate of Insurance in the amounts indicated in the attached Exhibit “D” Insurance Requirements.

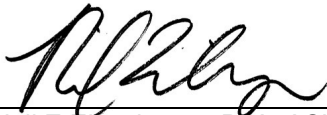
5. FORM OF AGREEMENT

Please sign and return one signed copy of this Agreement to the ARCHITECT. The executed document will be binding as the interim agreement between the parties hereto until superseded by a mutually acceptable and duly executed final Agreement.

Agreed,

LAMAR JOHNSON COLLABORATIVE, Inc.
(ARCHITECT)

(CLIENT)



Neil E Eisenberger PLA, ASLA
Principal

Attachments:

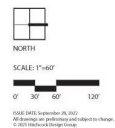
- Exhibit “A” Site Boundary Map
- Exhibit “B” Project Schedule
- Exhibit “C” Scope of Design Services
- Exhibit “D” Terms and Condition
- Exhibit “E” Insurance Coverages

EXHIBIT "A"
SITE BOUNDARY MAP



Phase One - OSLAD Concept
Sunset Woods Park
Highland Park, Illinois

- A** Multi-use Basketball Court (with Futsal goals for multi-purpose use)
- B** Native Planted Storm Water Area
- C** Skate Plaza
- D** Table Tennis & Game Tables
- E** Wheeled Plaza
- Project Boundary (OSLAD 2023)



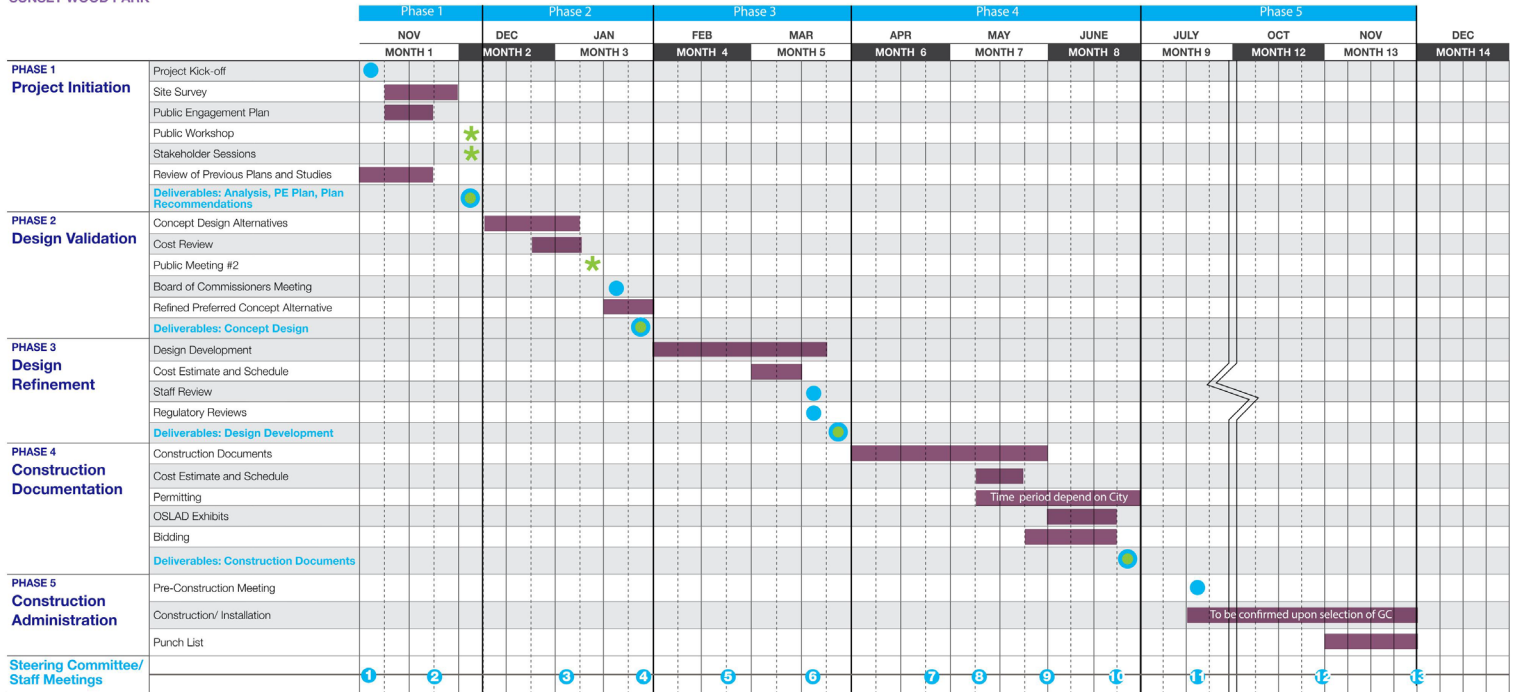
Highland Park
Park District of
Highland Park

EXHIBIT "B"
PROJECT SCHEDULE*

Proposed Schedule

* Public Meeting ● Review Meeting / Presentation ■ Tasks ● Deliverable # Staff Meeting

SUNSET WOOD PARK



MEETINGS
 Steering Committee Meetings (5 in-person). Includes a presentation to the Board of Commissioners. Not all meetings during construction shown.
 Public Meetings - up to 2 formal meetings.
 Staff Meetings - We will work to establish effective communication with staff through regular virtual meetings and project updates as required to maintain the project schedule and meet the expectations of the Park District. Impromptu meetings may be scheduled as needed to maintain the schedule and coordinate design efforts.

***The current schedule anticipates no use of the 6-month OSLAD Grant extension. In the event that delays occur due to approvals, etc. an extension may be submitted which would alter the schedule included.**

EXHIBIT "C"
SCOPE OF DESIGN SERVICES

LJC proposes to lead the overall design for all the site improvements and landscape amenities in association with our sub-consultants.

The following items identify further clarifications between ARCHITECT and OWNER:

- The ARCHITECT is responsible for the coordination of all drawings and other design documents relating to the ARCHITECT'S project design, regardless of whether such drawings and documents are prepared by the ARCHITECT or by the ARCHITECT'S consultants. If preliminary or design development work has been performed by others, the ARCHITECT is nevertheless fully responsible for and accepts full responsibility for such earlier work when the ARCHITECT performs subsequent phases of the Basic Services, as fully as if the preliminary, schematic, and design development work had been performed by the ARCHITECT itself. The ARCHITECT is responsible for coordination and internal checking of all design documents and for the accuracy of all dimensional, layout and specified information contained therein, as fully as if each document were prepared by the ARCHITECT. The ARCHITECT is responsible for the completeness and accuracy of all documents, including drawings and specifications, submitted by or through the ARCHITECT and for their compliance with all applicable codes, ordinances, regulations, laws, and statutes.
- The ARCHITECT must prepare drawings, specifications, and other documents necessary so that the construction contract bid from a responsive, responsible bidding contractor will be within the COW defined by the last estimate agreed upon by all parties prior to Project Bidding. The Architect shall be responsible to redesign at its own expense to reduce scope to get within budget.
- The ARCHITECT shall provide a Draft Preliminary Construction Cost Estimate to the Park District of Highland Park at the completion of Schematic Design and Final Preliminary Construction Cost Estimate at the completion of Design Development. The ARCHITECT may, at its own expense, prepare independent estimates of the COW if deemed necessary.
- Design and construction services shall include the following as the responsibility of the ARCHITECT (if required):
 - Landscape Architecture
 - Electrical distribution for Lighting Design provided by vendor
 - Structural Engineering
 - Civil Engineering
 - Low Voltage Design
 - Site amenities planning, selection, and estimating
 - Public Agency Interface: All pre-planning required for approvals and permitting
 - Construction Cost Estimating
 - Stakeholder Engagement & Presentations
 - Typical Construction Phase administration
- Preparation of Change Orders which are not initiated by the Owner shall be included as a basic service, at no additional cost to the Owner, unless the Owner, in its reasonable discretion, agrees to additional compensation for good cause shown by the Architect with the Contract Documents

EXCLUSIONS / SCOPE PROVIDED BY OTHERS

Landscape Architect will provide services beyond Basic Services (“Additional Services”) if requested by Owner and confirmed in writing. Additional Services include but are not limited to: design changes after issuing drawings for Permit, Owner -requested revisions that are inconsistent with prior approvals or instructions, and:

- Fee listed includes LJC Landscape Architectural Design only and does not include: AV Design, Pool or Water Features, Surveying, Full irrigation design.
- Fee assumes construction to be bid as one contract.
- Gas, electric, telephone, or other public utility service design not in scope.
- All drawings and deliverables will be submitted electronically, Posters and prints are a reimbursable expense.
- LEED/Sustainability Design Services, Post Construction Services, and Seasonal planting designs are an additional service.
- Drone Flights are not included.
- Additional renderings are \$1200.00 per view.
- Maintenance, and consultation during operation.
- Waterflow Test, System Commissioning, Energy Studies.
- Electrical receptacle and low voltage communication device layouts except as required by code.
- Photography or brochure printing.
- Additional meeting time beyond the number of meetings identified.
- Implementation of proprietary Construction Management software.
- Changes or value engineering in excess of the number of revisions list above.

PROJECT SCOPE OF WORK

The following is a description of the specific Tasks and Schedule associated with the Design Services Scope of Services.

Phase 1 – Project Initiation - Four (4) week effort

Phase 1 – Tasks:

- Kick-Off Meeting – Meeting with the Client/Stakeholders to discuss the project objectives, communications, project schedule, etc.
- Data Collection + Analysis – Site Visit and data collection to understand the projects unique context as well as to evaluate the findings for preparation in developing ideas/concepts.
 - Review and evaluate existing site conditions and field verification with a focus on the South +/- 9 acres
 - Review OSLAD submittal for the South +/- 9.0 Acres
 - Review Sunset Woods Park Master Plan completed in 2021. It is anticipated that minimal changes will be made to this concept plan.
 - Assess existing conditions related to drainage patterns, hydrology, and land use/cover including vegetation species.
 - Coordinate sub-consultant geotechnical soil borings and pavement cores. These will help the design team develop foundation information and pavement design requirements.
 - Incorporate owner provided property boundary, tree survey, existing utility data, old plans, and topography into a project existing condition plan. This data will need to be delivered in AutoCAD dwg format.
 - Review City and County stormwater management ordinances as they pertain to

- proposed park improvements within this project's scope.
- Prepare and distribute notes from each meeting and review notes and conclusion with Park District.

- Evaluation & Scope Confirmation
 - Community input plan – With coordination with the Park District to identify project stakeholders, LJC will lead the effort to develop a community input plan to facilitate input to confirm scope and develop the existing concept plan: The plan should include specific recommendations and include staff, users and the wider neighborhood and community.
 - LJC in coordination with the Park District will hold individual stakeholder meetings to review the project program, document feedback and develop recommendations.
 - Develop specific input with individual stakeholders;
 - Input plan for outreach and discussion on transforming 4 clay tennis courts to 4 hard courts
 - Input plan for outreach and discussion on the addition of the basketball lights and the potential skate park lights
 - Input plan for outreach and discussion on the design of the skate park and wheeled plaza
 - Input plan for outreach and discussion on the design of the game area.
 - Public Workshop – LJC in coordination with the Park District will conduct a public workshop to review stakeholder feedback and gain the larger community feedback related to the existing master plan.
 - Prepare preliminary stormwater narrative / outline of design approach to review with City engineering staff.
 - Coordinate with the Park District to prepare a web survey to elicit greater community feedback on the master plan program. Web survey could be hosted on the Park District website.
 - Feedback – Document and share public input with Client/Stakeholder

Phase 1 – Meetings:

- Kick-Off Meeting – Participate in a maximum of one (1) meeting with the Client
 - Park District, Park Board
- Stakeholder Meetings – Participate in a maximum of four (4) meetings with the Stakeholders to review master plan program and gain feedback
- Design Review Meeting - Participate in a maximum of two (2) review sessions with Client
 - Park District, Park Board
- Public Workshop – Participate in maximum of one (1) public workshop.

Phase 2 – Design Validation/Concept Design - Eight (8) week effort

Phase 2 – Tasks:

- Ideation & Documentation– Based upon data collection and analysis develop initial concepts and schematic design.
 - Evaluate tennis court design options for the renovation of the existing south tennis courts
 - Develop general geometry for updated parking lot on Sunset Road. Full drawings will not be developed.
 - Evaluate manufacturer provided photometrics and specifications for replacement of tennis court and ball field lighting.

- Identify any utility concerns in regard to the proposed project.
 - Identify opportunities and constraints based on the site analysis such as views, natural features, topography, and vegetation.
 - Determine preliminary layouts of basketball court, game area, skate plaza and wheeled plaza, park path alignments, and amenities areas.
 - Develop Illustrative Site Plan Update
 - Develop Site Vignettes & Sections
 - Opinion of Probable Costs (30%)
 - Identify any utility concerns in regard to the proposed project.
 - Review preliminary design concepts/ideation with steering stakeholder groups
-
- Concept Design Review Meeting - Participate in review sessions with Client/Stakeholders, including operations/maintenance and other representatives to review the Concept Design Documents.

Phase 2– Deliverables: *LJC and Sub-Consultants will prepare the following deliverables:*

- Concept Design Package (described below)
- ARCHITECT shall provide OWNER with one (1) full size and one (1) half size sets of documents listed below.
- Concept Design Package:
 - Overall Site Plan Drawing: (Scale TBD) Illustrating in color, the proposed landscape architectural development for the site. This drawing will show preliminary stormwater BMP locations, landscaping/open space, and hardscape relationships; vehicular and pedestrian circulation; and the basketball court, game area, skate plaza and wheeled plaza locations.
 - Rendered Perspective(s) Three (3) maximum, Scale TBD
 - Grading/Drainage Design (Multiple Sheets): (Scale TBD) Indicating a preliminary idea for site grading/drainage related to site improvements including BMPs and potential detention areas.
 - Planting Design (Multiple Sheets): (Scale TBD) Indicating all soft scape areas such as and their treatment. Provide General Plant Images & Plant Key.
 - Paving Design (Multiple Sheets): (Scale TBD) Indicating all paved areas (excluding roadway) such as pathways, basketball court, game area, skate plaza, wheeled plaza, and any other amenity areas, etc. to include dimensions, materials noted and paving legend.
 - Site Amenity Design (Multiple Sheets): (Scale TBD) Schematic section(s) and detail(s) of site amenities/elements such as site furnishings, site walls, site lighting, structure at game area and any additional site features in the open space indicating their location, overall dimensions, material, and types to be used.
 - Cost Estimate: Indicating probable costs for all site improvements at (30%).

Phase 2 – Meetings:

1. Design Review Meeting - Participate in a maximum of two (2) review sessions with Client/Stakeholders.
 - Park District, Park Board, Stakeholders
2. Board of Commissioners Meeting
3. Public Meeting – Participate in maximum of one (1) public meeting.

Phase 3 – Design Refinement - Eight (8) week effort

Following approval of the schematic design begin design development and documentation.

Phase 3 – Tasks:

- Refinement & Documentation – Based upon Client/Stakeholder review of the Concept Design Package and a selected concept direction begin to refine detail design development.
 - Coordinate with the project team’s civil engineer to confirm grading, drainage improvements, and proposed structures align with the site features and site amenities. Future work to the tennis court and parking will not be calculated in the stormwater plans and calculations.
 - Review tennis court lighting recommendations including a photometric study, future pole locations, and future electrical runs
 - Prepare design development of cross sections, plan sheets, and details necessary to stormwater areas including BMPs and detention areas.
 - Coordinate with utilities for possible relocation of their facilities to accommodate the project.
 - Refine recommended planting palette for all planting areas including stormwater BMPs and detention areas.
 - Refine concept design including park and path alignments, basketball court, game area, skate plaza, wheeled plaza, and any other amenity areas.
 - Participate in review sessions with Client/Stakeholders, including operations/maintenance and other representatives to review Design Development materials at 100%.
 - Prepare documentation for regulatory reviews.
 - Develop the Opinion of Probable Costs (60%)
 - Participate in Cost Estimate evaluation session with the Client/Stakeholders to confirm project site budget.
- Design Development Review Meeting - Participate in review sessions with Client/Stakeholders, including operations/maintenance and other representatives to review the Schematic Design Documents.

Phase 3– Deliverables: *LJC and Sub-Consultants will prepare the following Work Products at (100%):*

- Design Development Package (described below)
- ARCHITECT shall provide OWNER with a PDF of the documents listed below.
- Design Development Package:
 - Preliminary Grading/Drainage Plan (Multiple Sheets): (Scale TBD) Design development for site grading/drainage related to site improvements including BMPs and potential detention areas.

- Preliminary Planting Plan (Multiple Sheets): (Scale T.B.D.) Indicating all softscape areas and their treatment as well as probable plant palette(s) as well as schedule of plant palette(s) and typical details.
- Preliminary Layout & Paving Plan (Multiple Sheets): (Scale T.B.D.) Indicating all identifying all paved areas such as pathways, basketball court, game area, skate plaza, wheeled plaza, and any other amenity areas. To include dimensions and schedule of materials to be used including section detail.
- Preliminary Site Amenities Plan/Detail (Multiple Sheets): (Scale T.B.D.) Section(s) and detail(s) of site amenities/elements such as site furnishings, site walls, seat walls, structure at game area and additional site features indicating their location, overall dimensions and schedule of material and types to be used including section/elevation details.
- Preliminary Civil / Utility Improvements (Multiple Sheets): (Scale T.B.D.) Plan(s) and detail(s) of site demolition plan, drainage area map, site grading, erosion control plan and site utilities (electrical distribution, water, and stormwater).
- Preliminary Site Lighting Plan: (Scale T.B.D.) Plan(s) of site lighting with lighting fixture “type” designations. Including future layout of tennis court lighting but light fixture specifications for this scope area are not included as part of this scope.
- Preliminary Areas to Be Irrigated Plan: (Scale T.B.D.) Plan(s) of areas to be irrigated indicated drip, spray, and rotor zones
- Technical Specifications: Design development level specifications in master spec format
- Cost Estimate: Estimate of Probable Costs (60%)

Phase 3 – Meetings:

- Design Review Meeting - Participate in a maximum of four (4) review sessions with Client/Stakeholders.
 - Park District, Park Board, Stakeholders

Phase 4 – Construction Documentation – Twelve (12) week effort: Following review and approval of the design development documentation, begin final construction documentation and coordination.

Phase 4 – Tasks:

- Paving Detail – Refine DD and finalize detail design identifying all paved areas such as basketball court, game area, pathways, and amenity areas.
- Planting Detail – Refine DD and finalize detail design identifying all softscape areas including key areas such as BMPs, etc. and their treatment.
- Grading Detail – Refine DD and finalize detail design including plan(s) indicating key spot levels within hardscape and landscape areas including cross sections, etc.

- Site Amenities Detail - Refine DD and finalize detail design including plan(s) indication location of site furnishings, site walls, seat walls, structure at game area and any additional site features in hardscape areas
- Site Civil/Utility Detail – Finalize detail design and coordination with existing infrastructure to remain and proposed utility improvements including electrical distribution, water, and stormwater, etc.
- Site Lighting Detail – Refine DD and finalize lighting layouts and produce final fixture schedule.
- Meet and Coordinate with the following and other agencies as required:
 - City of Highland Park
 - Planning & Zoning
 - Stormwater Agency
 - Utility as required
- OSLAD Grant Exhibits
- Coordinate and prepare Permit Drawing Sets as required
- Participate in review sessions with Client/Stakeholders and other representatives to review Construction Documentation at 50% and 100%
- Prepare final bid set. Coordinate front-end specifications prepared by the Park District
- Participate in Cost Estimate evaluation session with the Client/Stakeholders to confirm project site budget.

Phase 4– Deliverables: *LJC and Sub-Consultants will prepare the following Work Products at (50%, 100%)*

50% Construction Documents

- ARCHITECT shall provide OWNER with a PDF of the documents listed below.

100% Construction Documents

- ARCHITECT shall provide OWNER with a PDF of the documents listed below.

- Construction Document Package:

- Final Grading/Drainage Plan (Multiple Sheets): (Scale TBD) Final site grading/drainage related to stormwater BMPs and detention areas
- Final Planting Plan (Multiple Sheets): (Scale T.B.D.) Indicating all softscape areas and their treatment as well as final plant palette(s) as well as schedule of plant palette(s) and typical details.
- Final Layout & Paving Plan (Multiple Sheets): (Scale T.B.D.) Finalize all detail and layout paved areas such as pathways, amenity areas, basketball court, and game area to include dimensions and schedule of materials to be used including section detail.
- Final Site Amenities Plan/Detail (Multiple Sheets): (Scale T.B.D.) Section(s) and detail(s) of site amenities/elements such as site furnishings, site walls, seat walls, structure at game area and

additional site features indicating their location, overall dimensions and schedule of material and types to be used including section/elevation details.

- Final Civil / Utility Improvements (Multiple Sheets): (Scale T.B.D.) Plan(s) and detail(s) of site demolition plan, drainage area map, site grading, erosion control plan and site utilities (electrical distribution, and water).
- Final Soil Erosion and Sediment Control (SESC) Plan: (Scale T.B.D) Plan with applicable notes and SE/SC details and planting schedules
- Final Site Lighting Plan: (Scale T.B.D.) Plan(s) of site lighting with lighting fixture “type” designations including details.
- Final Areas to Be Irrigated Plan: (Scale T.B.D.) Plan(s) of areas to be irrigated indicated drip, spray, and rotor zones
- Technical Specifications: Design development level specifications in master spec format
- Cost Estimate: Estimate of Probable Costs (100%)
- Final Specifications: Construction Document Specifications.

Phase 4– Meetings:

- Design Review Meeting - Participate in a maximum of six (6) review sessions with Client/Stakeholders.
 - Park District, Park Board, Stakeholders

Phase 5 – Bidding & Construction Administration – Six (6) month effort Following review and approval of the final construction documentation assist in the bidding process to answer questions and supply information for clarification. LJC would assist the Park District who will lead the bidding and preconstruction efforts. Once construction has commenced provide observation and administration in support of the identified Park District Project Manager.

Phase 5 – Tasks:

- Pre-Bid Meeting - Participate in pre-construction conference for prospective bidders to answer questions.
- Bid Opening – Participate with the review of the bids and provide commentary related to final contractor selection.
- Pre-Construction Meeting -Participate in the preconstruction meeting to answer questions related to processing time requirements for submittals, RFIs etc.
- Submittal Review - In accordance with LJC and Sub-Consultants-approved submittal schedule, LJC will provide a reviews and approvals of the Contractor’s submittals such as Shop Drawings, Product Data and Samples. Also provide plan material review and selection/review prior to shipping.
- Requests for Information - LJC and Sub-Consultants will review properly prepared, timely requests by the Contractor for additional information about the Construction Documents.
- Project Site Visits – The Park District of Highland Park will have the primary role for on-site job observations to become generally familiar with the progress and quality of the portion of the Work completed. They will share their findings with the design team and sub-consultants. LJC and Sub-

Consultants will visit the Project Site to assist the client in field observations and contractor coordination on a limited scope.

- Non-conforming Work - LJC and Sub-Consultants will advise the Client when it is necessary to reject Work that does not conform to the Contract Documents.
- Changes in the Work - LJC may authorize minor changes in the Work that are consistent with the intent of the Construction Documents and do not involve an adjustment in the Cost of the Work or an extension of the Time for performance of Work.
- Project Completion - LJC will conduct inspections and prepare a punch list to determine the date or dates of Substantial Completion and the date of final completion.

Phase 5– Deliverables:

- (1) Punch List & (1) Final Inspection

Phase 5– Meetings:

- Participate in one (1) on-site preconstruction meeting.
- Participate in team coordination conference calls as needed.
- (5) site visits by GHA,
- (2) site visits by ARC.
- (4) site visits by LJC.
- Participate in maximum of one (1) substantial completion walks. Once the contractor has completed the majority of the landscape improvements documented within our scope of work, LJC will conduct an inspection to check conformance with the contract documents.
- Participate in maximum of one (1) inspections to determine Final Completion.

**EXHIBIT "D"
TERMS AND CONDITIONS**

1. PAYMENTS are due and owing to ARCHITECT as stated above in this Agreement.
2. LEGAL COSTS. The CLIENT shall reimburse ARCHITECT for all costs incurred in collection of unpaid accounts, including, without limitation, all reasonable attorney, and legal expenses.
3. DIRECT PERSONNEL EXPENSE, if applicable, is defined as the direct salary of all ARCHITECT's personnel engaged on the Project and the portion of the cost of their mandatory and customary contributions and benefits related thereto, such as employment taxes and other statutory employee benefits, insurance, sick leave, holidays, vacations, pensions and similar contributions and benefits.
4. CONSULTANTS are those who provide services to ARCHITECT in support of the Project. If it is requested that ARCHITECT retain any additional Consultants on the CLIENT's behalf, their charges will be in addition to the stated lump sum fee. Invoicing and payment shall be the same as in Item 1 above.
5. SEPARATE CONSULTANTS. If a firm or firms are separately engaged by the CLIENT to work under the general direction of ARCHITECT, ARCHITECT shall have no responsibility or liability for the performance or technical sufficiency of the services of such separately engaged firms.
6. DISPUTE RESOLUTION. Any controversy, claim or dispute arising out of or relating to the interpretation, construction, or performance of this Agreement, or breach thereof, shall be referred to the American Arbitration Association (the "AAA") for a voluntary, non-binding mediation in the municipality where the Project is located and to be conducted by a mutually acceptable single mediator, in accordance with then applicable Construction Industry Mediation Rules, prior to resorting to litigation to any State or Federal Court located nearest to where the Project is located. Absent anything to the contrary in this Agreement, the prevailing party in litigation of a dispute shall be entitled to its reasonable attorney's fees from the non-prevailing party. Neither party shall be liable for any indirect, incidental, or consequential damages of any nature or kind resulting from or arising in connection with this Agreement.

WITH RESPECT TO ANY SUCH LITIGATION, EACH PARTY TO THIS AGREEMENT HEREBY KNOWINGLY, VOLUNTARILY AND WILLINGLY WAIVES ALL RIGHTS TO TRIAL BY JURY IN ANY ACTION, SUIT, OR PROCEEDING BROUGHT TO RESOLVE ANY DISPUTE BETWEEN OR AMONG ANY OF THE PARTIES HERETO, WHETHER ARISING IN CONTRACT, TORT, OR OTHERWISE, ARISING OUT OF, CONNECTED WITH, RELATED OR INCIDENTAL TO THIS AGREEMENT, THE TRANSACTION(S) CONTEMPLATED HEREBY AND/OR THE RELATIONSHIP ESTABLISHED AMONG THE PARTIES HEREUNDER.

7. CLIENT'S RESPONSIBILITIES. The CLIENT shall provide ARCHITECT with all existing information relating to the Project, which ARCHITECT may request. If the CLIENT becomes aware of any fault or defect in the Project or ARCHITECT's services, it shall promptly notify ARCHITECT. The CLIENT shall furnish required information or services as expeditiously as necessary for the orderly performance of the work. The CLIENT shall make available appropriate personnel during the engagement to participate in meetings, interviews and work sessions as may be required. The CLIENT shall provide appropriate meeting space for all meetings, interviews, and work sessions to be held at the CLIENT's location.

The CLIENT shall furnish evidence that financial arrangements have been made to fulfill the CLIENT's obligations for this project.

8. ADDITIONAL SERVICES. For services and deliverables requested by the CLIENT, which are beyond the scope of the Project Understanding, work plan and/or the schedule, ARCHITECT will

develop an additional fee for review and approval by the CLIENT. The ARCHITECT will proceed with these services upon receipt of written approval of the CLIENT and will bill these in addition to the lump sum fee.

9. MISCELLANEOUS. Neither party may assign its interest in this Agreement to any other person without the express written consent of the other party. This Agreement constitutes the complete and entire agreement between the parties with respect to the Project and may be amended only by a written document signed by both parties and shall be governed by the State where the Project is located.
10. TERMINATION. This agreement may be terminated by the Architect upon seven (7) days written notice should the CLIENT fail substantially to perform in accordance with its terms through no fault of the ARCHITECT. The CLIENT upon seven (7) days written notice to ARCHITECT may terminate this agreement. In the event of termination, the ARCHITECT shall be compensated for all services performed and Direct Personnel Expense incurred through the termination date, together with Reimbursable Expenses. This agreement shall terminate one year from final completion (not substantial completion).
11. SUSPENSION. If the Project is suspended, the CLIENT shall compensate the ARCHITECT for all fees and expenses incurred to the date of suspension.
12. COPYRIGHT AND USE OF DOCUMENTS. All right, title, and interest, including all rights under federal and state copyright and intellectual property laws in the Drawings, Specifications and other documents prepared by the Architect for this Project (collectively "Instruments of Service") and the electronic methods of reproducing such documents are hereby conveyed, assigned, and transferred by Architect and its consultants to Owner. Owner shall retain legal title to such Instruments of Service, whether or not the project for which they may be made is completed, provide that the Architect has been paid for all compensation due under this agreement for the services completed by the Architect. No further compensation shall be due to the Architect for Owner's use of the Instruments of Service, whether during performance of this Agreement or after its termination or completion. Except as described below, Owner may use the Instruments of Service for any purpose. Owner agrees not to sell the Instruments of Service to others under any circumstances, and to hold harmless the Architect for any re-use of the Instruments of Service by Owner, provided that the Architect is not the Architect of Record for the re-use and the re-use is not for maintenance, repair or operation of the Owner's Facility. All Instruments of Service, including series in electronic form, shall be furnished to the Owner in a format requested by Owner, including electronic format.
13. COUNTERPARTS/ELECTRONIC MAIL. This Agreement may be signed in counterparts, which collectively shall constitute a single agreement. Executed counterparts of the Agreement (or signature page thereto) which are transmitted by facsimile, or electronic mail through the internet, shall have the same binding effect as the hand-delivery of an ink-signed original document. The signature of any party thereon, for purposes hereof, is to be considered as an original signature, and the document transmitted is to be considered to have the same binding effect as an original signature on an original document.
14. SUCCESSIONS AND ASSIGNS. All terms, conditions and agreements herein set forth shall inure to the benefit of and be binding upon the parties and their respective permitted successors and assigns. Notwithstanding anything to the contrary in the Agreement, the rights and obligations of the parties are not assignable, except to the extent expressly provided herein.
15. WAIVER. The failure of either party to insist upon strict performance of any term or provision of this Agreement or to exercise any option, right or remedy herein contained, shall not be construed as a waiver or as a relinquishment for the future of such term, provision, option, right or remedy, but the same shall continue and remain in full force and effect. No waiver by either party of any

term or provision hereof shall be deemed to have been made unless expressed in writing and signed by such party.

16. **PARTIAL INVALIDITY.** If any portion of this Agreement shall be decreed invalid by the judgment of a court, this Agreement shall be construed as if such portion had not been inserted herein except when such construction would constitute a substantial deviation from the general intent and purpose of this Agreement.
17. **LIMITATION OF LIABILITY:** The CLIENT agrees, To the fullest extent permitted by law, Architect, its successors, and assigns shall defend, indemnify and hold harmless Tower Grove Park and its agents, representatives, officers, directors, officials, employees from and against allegations, demands, proceedings, suits, actions, claims, damages, losses, expenses, including but not limited to, attorney fees, court costs, and the cost of appellate proceedings where recoverable by law but only to the extent arising from or out of, or resulting from any negligent acts, errors, mistakes or omissions caused in by Architect relating to work or services in the performance of this Contract, including anyone employed by Architect.

**EXHIBIT "E"
INSURANCE COVERAGES**

A. Workers' Compensation Insurance

Workers' Compensation Insurance in statutory limits, including benefits provided under United States Longshoremen and Harbor Workers Act, with Coverage B - Employer's Liability limits of:

Bodily Injury by Accident

\$1,000,000 Each Accident/ Each Employee/Policy Limit

B. Commercial General Insurance

Bodily Injury and Property Damage combined:

\$3,000,000 General Annual Aggregate Per Project

\$3,000,000 Products and Completed Operations Annual Aggregate

\$3,000,000 Each Occurrence

Claims under LJC's Commercial General Insurance policy shall be subject to a deductible amount of ten thousand dollars (\$10,000) per occurrence. If a claim results from construction activity, the Architect and/or any of its lower tiers deemed to be responsible shall pay the deductible amount and, if any portion is not covered by the General Liability policy, the repair and/or replacement cost for such loss or damage.

C. Automobile Liability Insurance

Bodily Injury and Property Damage combined:

\$3,000,000 Single Limit Each Occurrence

D. Aircraft or Marine (if applicable)

Bodily Injury and Property Damage combined:

\$10,000,000 Per Occurrence

E. Umbrella (Excess) Liability Insurance

Bodily Injury and Property Damage combined:

\$1,000,000 General Annual Aggregate

F. Professional Liability – if applicable (Design/Build Subs, Architects/Engineers)

\$2,000,000 Each Claim/Aggregate

The Professional Liability Insurance shall contain prior acts coverage sufficient to cover all services rendered by the Architect. Such insurance shall be maintained continuously in effect by Architect for a period of not less than ten years following final payment to Consultant. This requirement contemplates the maintenance of a Professional Liability policy by Architect, not merely the purchase of an extended reporting period endorsement.

The following **must** appear on the certificate of insurance before work can begin or any payments can be released:



Memorandum

To: Park Board of Commissioners

From: Ryan Ochs, General Manager/Superintendent of Golf Operations; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: November 15, 2023

Subject: **Approval of an Independent Contractor Agreement with The Golf Practice for Golf Programs and Services**

Background

A Request for Proposals was released on September 30, 2023, for an Agreement for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road, Highland Park, in consideration for payment to the Park District of Highland Park. The Park District received three RFP submittals: Ron Saslow Pickleball Dome, Golf Development Strategies and The Golf Practice, and The Golf Practice Partnership with The Highland Park Golf Learning Center. Submittals were required to present a plan for the following scope of work: the operation and management of an enterprise facility, with consideration given to a proposed design, construction, and financing at 2205 Skokie Valley Road. Proposals could be for all, or portions of the entire property.

Proposals Summary

- **Ron Saslow Pickleball Dome** proposed donating a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. The new Dome will include a reception area, and pro shop.
- **Golf Development Strategies and The Golf Practice** proposed reimagining the driving range, reconfiguring the putting green and short game area, operating the dome “as is” in the short term with future long term improvement considerations, and expanding the food and beverage area. Golf Development Strategies and The Golf Practice will offer \$100,000 payment per year for rental of the space where the current dome is located, and a \$20,000 payment per year for the management fee of the Highland Park Golf Learning Center site. Golf Development Strategies would assume all operational responsibilities and associated expenses for the entire site excluding River’s Edge Miniature Golf.
- **The Golf Practice Partnership with The Highland Park Golf Learning Center** proposed providing golf operational program and services. The Golf Practice will provide a \$20,000 yearly payment to the Park District for exclusive use of four grass hitting bays for The Golf Practice coaches will provide instruction. The Golf Practice will provide a revenue share agreement with the Park District for all golf programming (excluding private lessons).

A committee of Park District staff and Park Board liaisons interviewed all three firms. Qualifications and criteria consistent with the RFQ were considered, and then reviewed and discussed at the Finance Committee Meeting on October 17, the Facility and Recreation Committee Meeting on October 18, and the Regular Park Board Meeting on October 25. The Park Board provided consensus to negotiate an Independent Contractor Agreement with The Golf Practice, and a Donor Agreement with Ron Saslow. While an agreement is not being considered for approval with Golf Development Strategies at this time, discussions may continue in consideration of a future agreement.

Recommendation

Staff recommends the Park Board of Commissioners approve an Independent Contractor Agreement with The Golf Practice for Golf Programs and Services.

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is entered into by and between **The Golf Practice, LLC** referred to as "Contractor", with a principal place of business at 1546 Old Deerfield Rd, Highland Park, IL 60035 and Park District of Highland Park, 636 Ridge Road, Highland Park, Illinois 60035, Lake County, Illinois hereinafter referred to as the "Park District."

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereinafter contained, and other good and valuable consideration received and to be received, Contractor and the Park District agree as follows:

Subject to the terms and conditions of this Agreement, the Park District agrees to engage Contractor and Contractor agrees to use and occupy the Highland Park Golf Learning Center and Sunset Valley Golf Club for the purpose of providing the services and/or programs described in the Parties' mutually agreed upon proposal (the "Proposal"), a copy of which is attached hereto as Exhibit "A" and incorporated as though fully recited herein (the "Work").

1. **Term.** The term of this Agreement shall begin on the last date this Agreement is signed by the Park District or Contractor and end on the anniversary date thereof. Park District and Contractor shall have a mutual option to renew this agreement for consecutive one-year terms (the "Renewal Option"). Each Renewal Option shall be for a period of one year and must be exercised in writing by the Contractor and Park District at least sixty (60) days prior to the expiration of term preceding the period for which renewal is being sought. This Agreement may be terminated: (a) on thirty (30) days written notice to the Contractor for any reason or no reason, or (b) immediately, in the event the Park District finds the Contractor's continued provision of services or programs represents an imminent threat to the health, safety and welfare of the Park District's patrons and guests.
2. The Contractor shall have use of premises, (Highland Park Golf Learning Center Driving Range, Short Game Area, Putting Greens, 13th Hole and Mini Golf) during the term hereof for the operation of private instruction and programs (as more specifically defined in Exhibit A). On course playing lessons at Sunset Valley Golf Club will need to be scheduled with the Golf Operations Manager at Sunset Valley Golf Club and the tee-time must be pre-paid at the posted rate for the instructor and student(s).
3. The contractor shall pay the Park District to the agreed upon terms specifically defined in Exhibit A. Such payment will be made to the Park District of Highland Park and mailed to 636 Ridge Road, Highland Park, IL 60035 and addressed to the Director of Golf. All amounts due to the Park District of Highland Park hereunder which remain unpaid after their respective due date shall be considered delinquent. Delinquent payments shall accrue interest at a rate equal to 1.5% for each whole or partial month payment remains unpaid and a late payment penalty equal to \$250.
4. The Contractor has examined the Premises and is satisfied with the physical condition thereof. The Contractor represents and acknowledges that the Park District has made no representations or warranties regarding the condition of the Premises or its fitness for a particular purpose or use. The Contractor further represents and acknowledges that is it accepting this contract for the Premises in an AS-IS condition and that the Contractor is relying solely on its own investigation regarding the condition of the Premises to determine its utility and safety for Contractor's purposes.
5. The Contractor shall make no alterations to any part of the Premises at any time without written approval from the Park District. All personal property shall be removed when the Premises are vacated at the end

of the term. Whenever damage has occurred, or repairs are required due to the acts of the Contractor or its employees, guests, invitees, or the like, then the Contractor shall make such repairs. If the Contractor fails to make any necessary repairs and the Park District undertakes the repair, in its sole discretion, the Contractor shall pay within 5 business days from receipt of an invoice the cost of labor and materials incurred by the Park District. Upon Contractor vacating the Premises, if the Premises are not clean and in good repair with all personal property removed, Park District or its agent may repair and clean the Premises to that condition and the cost therefor shall be a debt due to the Park District from the Contractor. The Contractor shall not cause or permit any misuse of any portion of the Premises or its vehicles.

6. The Premises shall be occupied for programming purposes only (as more specifically described in Exhibit A),. All programs, camps and private lessons run or offered by the Contractor at the Premises are subject to the review and approval of the Park District in its reasonable discretion. The Contractor shall not engage in any activity which will increase the rate of insurance relative to the Premises. The Contractor shall not allow trash to accumulate on the Premises. All Park District facilities are non-smoking and the Contractor and its employees, guests, invitees, or the like shall not smoke inside Park District facilities or within 15 feet of an entrance. Without prejudice to any other remedies available to the Park District for breach, in the event of a violation of this no smoking provision, the Contractor agrees to pay on demand, as an additional contractor fee, a \$1,500 cleaning fee.
7. The Contractor is permitted to provide one outdoor storage unit to be located behind the mini golf course at the Highland Park Golf Learning Center with the final location to be approved by the Park District. The Contractor will be permitted to provide two of their own gas golf carts for use during their camps at Sunset Valley. The carts may be stored at a location to be determined by the Park District when not in use. The Contractor will need to provide their own gasoline for their carts. The Contractor will not be permitted to store gasoline onsite. The Contractor shall not make any additional alterations to the Premises nor install any additional storage units or equipment of any kind without prior written consent of the Park District.
8. It is mutually understood and agreed that the Contractor shall have full control of the ways and means of performing the work referred to in this agreement and that the Contractor or its employees are in no sense employees of the Park District. Contractors and any party employed by the Contractor have the status under this agreement of an Independent Contractor to the Park District. Contractor represents and warrants to the Park District that the Contractor and its employees, representatives, or subcontractors are fully trained and qualified to render the service contemplated in this Agreement. The Contractor shall at all times have sole control over the manner, means, and methods of performing and supervising the work and/or service required by the contract to his/her own independent judgment, and is solely responsible for the direction and supervision of his/her employees and agents. The Contractor acknowledges and agrees that he/she will devote such times as is necessary to produce the contracted-for results without any adjustment to the compensation described herein.
9. To the extent Park District conducts background checks on its employees, and upon request from the Park District, Contractor shall perform, and deliver to the Park District, the same background checks on all of Contractor's personnel who may be involved with the supervision and instruction of Contractor's programs at the Premises. Failure to provide a background check may bar the individual from performing Work under this Agreement.

10. The Contractor further acknowledges and agrees that the cost of any loss or damage to any personal property owned by the Contractor and used in the course of performing said contracted services shall be borne by the Contractor and shall not be the responsibility of the District. Contractor hereby waives and releases the Park District from any and all claims, of any kind, nature and amount, with respect to or arising from the loss or damage to any personal property owned by the Contractor.
11. Consistent with the foregoing, the Park District shall not deduct any Federal or State withholding taxes, FICA, or any other taxes required to be deducted by an employer. As required by law, the Park District will comply with the Internal Revenue Service and file necessary 1099 forms for Contractor's service as necessary.
12. Contractor acknowledges that neither he nor she nor Contractor's employees, provided and assigned by Contractor shall be entitled to any other benefits normally associated with employment such as worker's compensation, insurance, unemployment insurance, and liability insurance. The Contractor also acknowledges that they are personally responsible for any work-related injury or illness arising out and in the course of performing any services. Contractors shall comply will all federal, state, and local laws and regulations in its performance under this agreement (including, without limitation, compliance with all OSHA. safety and child labor requirements), and shall defend, indemnify and hold the Park District harmless from claims, loss or damage due to Contractor's lack of compliance.
13. Contractor and Contractor's employees or subcontractors shall dress suitably and appropriately for the activities contemplated by this Agreement. Contractor also understands that the Park District may deem it important for the Contractor to attend certain Park District meetings addressing Contractor's services/programs, and Contractor agrees that if Contractor's presence is requested by the Park District, Contractor or a representative of Contractor shall attend said meeting.
14. Contractor agrees that it shall protect, indemnify, save, defend, hold and save harmless the Park District, its officials, employees, volunteers, and agents against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses including reasonable attorney's fees, which the Park District or its officials, employees, volunteers and agents may become obligated by reason of any accident, injury or death of persons or loss of or damages to property directly or indirectly caused by or arising out of or claimed to have been caused by or to have arisen out of an act or omission of Contractor or its agents, employees or subcontractors in connection with performance of this agreement, or resulting from Contractor's breach of this Agreement. In the event of Contractor's default under the Agreement, the Contractor shall have financial responsibility to the Park District for reasonable costs incurred by the Park District including the cost of obtaining replacement services.
15. Contractor shall procure and maintain for the duration of the contract, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the service hereunder. The cost of such insurance shall be borne by the Contractor.

- a. Minimum Scope of Insurance

Coverage shall be at least as broad as:

- i. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form GG 00 01 10 93, or a substitute providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).
 - ii. Workers' Compensation Insurance as required by statute and Employer's Liability Insurance.
 - iii. Personal property replacement coverage for an amount which, at all times, shall be not less than the replacement value of Contractor's personal property used in the performance of this Agreement.
- b. Minimum Limits of Insurance
 - i. General Liability: \$1,000,000 combined single limit per occurrence for bodily, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be twice the required occurrence limit.
 - ii. Workers' Compensation and Employer's Liability: Workers' Compensation limits as required by statute and Employer's Liability limits of \$500,000 per accident and \$500,000 per disease.

c. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions in excess of \$10,000 must be declared to and approved by the District. At the option of the District, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its officers, officials, employees, volunteers, and agents; or the Independent Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

d. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- i. General Liability
 - The Park District shall be included as additional insureds under the CGL, using ISO additional insured endorsement CG 20 11 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. The coverage shall contain no special limitations on the scope of protection afforded to the Park District, its officers, officials, employees, volunteers, or agents.
 - The Contractor's insurance coverage shall be primary insurance as respects the Park District, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the Park District, its officers, officials, employees, volunteers, or agents shall be excess of the Contractor's insurance and shall not contribute with it.

- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Park District, its officers, officials, employees, volunteers, or agents.
- Coverage shall state that the Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

ii. Workers' Compensation and Employer's Liability Coverage

The Contractor and insurer shall agree to waive all rights of subrogation against the Park District, officers, officials, employees, volunteers, and agents for losses covered by the insurance required by this Agreement.

a. All Coverage

Contractor shall send (30) days' prior written notice by certified mail, return receipt requested, to the Park District in the event any insurance policy required by this Agreement shall not be suspended, voided, canceled, reduced in coverage or in limits

b. Acceptability of Insurers

Insurance is to be placed with insurers with a Best rating if no less than A: VII and licensed to do business in Illinois.

e. Verification of Coverage

- Contractor shall furnish the Park District with certification of insurance and with original endorsements, if applicable, effecting coverage required by this clause. The certification and endorsements of each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.
- All certificates and endorsements are to be received and approved by the Park District before the services are rendered. The Park District reserves the right to require complete, certified copies of all required policies, at any time.

1. Failure of the Park District to demand any certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Contractor's obligation to maintain such insurance. Under no circumstances shall the Park District be deemed to have waived any of the insurance requirements of this Agreement by any action or omission, including but not limited to:

- i. allowing any Work to commence before receipt of certificates of insurance;
- ii. failing to review any certificates of insurance;
- iii. failing to advise the other party that any certificate of insurance fails to contain all the required insurance provisions, or is otherwise deficient in any manner.
- iv. The parties agree that the obligation to provide the insurance required by these documents is a requirement which cannot be waived by any conduct, action, inaction or omission by either party.

16. The Contractor acknowledges and agrees that it will comply with all applicable laws, rules, and regulations promulgated by any federal, state, county, municipal, Park District, or any other governmental unit or regulatory body or court.
17. The Park District may terminate this contractual agreement without compensation to Contractor if the program does not meet the minimum number of participants.
18. Failure or delay on the part of either party to exercise any right, power, privilege, or remedy under this Agreement shall not constitute a waiver thereof. No modification or waiver by either party of any provision shall be deemed to have been made unless in writing. Waivers of a specific failure or delay shall not be construed as a general waiver.
19. The persons signing this Agreement shall have all legal authority and power in their respective capacities to bind Contractor and the Park District, and the Agreement shall not be effective until fully executed and delivered to both Parties.
20. All notices shall be in writing and shall be given by personal delivery, certified or registered mail, or prepaid mail carrier to the parties hereto at the respective addresses set forth above.
21. Contractor shall have no authority or power to sell, transfer or assign this Agreement or any interest therein, nor any power or authority to permit any other person or party to have any use of any part of the Park District property covered by this Agreement, for any purpose whatsoever, it being the intention of this Agreement to grant the privilege solely to Contractor and neither directly nor indirectly to any other party. Any attempt to assign the Agreement shall cause the Agreement to become null and void.
22. Representations.
 - A. Contractor represents and covenants that no official, employee or agent of the Park District (1) has been employed or retained to solicit or aid in the procuring of this Agreement; or (2) will be employed or otherwise benefit from this Agreement without the immediate divulgence of such fact to the Park District.
 - B. In compliance with Section 10.1 of the Illinois Purchasing Act, Contractor certifies that it has not been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any governmental entity, nor has Contractor made an admission of guilt of such conduct which is a matter of record, nor has an official, agent, or employee of Contractor been convicted nor made such an admission.
23. This Agreement may be signed in duplicate counterparts with the same effect as if the signatures to each copy, when taken together, were upon the same Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their duly authorized officers.

CONTRACTOR:

PARK DISTRICT OF HIGHLAND PARK:

Signature

Signature

Date: _____

Date: _____

Independent Contractor Agreement
Addendum #1

As an independent contractor for the Park District of Highland Park, I acknowledge with my signature below, authorizes the Park District to use any and all photographs, audio, and/or video that contains my voice, image, likeness, and/or image for promotional and/or publicity purposes. I hereby waive any right to inspect or approve the finished photograph, audio, video, advertising copy, printed matter that may be used in conjunction therewith or the eventual use to which it may be applied. The Park District of Highland Park will only use the aforementioned photograph, audio, and/or video, promotional and/or publicity purpose (i.e. brochures, flyers, website design, cable television program, pamphlets and/or any other form of media presentations used by the Park District of Highland Park to promote and/or publicize its recreational programs and event offerings).

Signature

Date

Independent Contractor Agreement

Addendum #2

As an independent contractor for the Park District of Highland Park, I acknowledge with my signature below, that I, nor any of my employees, agents and/or any other associates relating to my business and in particular with this Independent Contractor Agreement with the Park District of Highland Park, will use any documentation provided by the Park District for any other reason than for the particular recreational program(s) for which this Independent Contractor Agreement covers.

I understand that any information provided to me by the Park District providing information on the various class participants is considered property of the Park District of Highland Park and the Park District of Highland Park is the only entity that can disseminate and/or use information provided by and/or about the particular recreational program roster. Should the Park District provide me with class rosters that have the participant mailing addresses and/or telephone numbers, the information on any class roster will not be used for any other purpose than for the particular program listed in Paragraph #1 of the Independent Contractor Agreement. I understand that if this privacy issue is violated, the Park District may terminate its relationship with me and my firm/business. Should it become necessary for the Park District to initiate legal proceedings against me and/or my firm/business, I agree to pay all of the Park District's reasonable attorney fees and court cost.

Signature

Date

Exhibit A

Proposal from the Golf Practice to provide Golf Instruction at the Park District of Highland Park

The Golf Practice will provide the following:

- Charge Highland Park Resident/Nonresident rates for camps and programs.
- 30% revenue share on golf camps and programs that are solely at the HPGLC. This includes all Spring, Summer, and Fall camps and programs.
- 25% revenue share on travel camps and competitive camps that will utilize both Highland Park Golf Learning Center and Sunset Valley Golf Club.
- At the end of each month, The Golf Practice will submit a participation report for camps and programs and deliver a check to the Park District of Highland Park within 7 business days.
- Camp Usage:
 - Mats stations only for camp
 - Grass stations are available for competitive and travel camps only.
 - The Golf Practice will use a combination of mini-golf, 4-5 spots on the range, the short game area chipping or putting green and hole 13 for camp purposes.
 - Camp setup can occur one hour prior to camp beginning and cleanup must be complete
- \$20,000 per year payment for private lessons, with an increase of 5% year over year. The \$20,000 will be paid in five installments in the months of May, June, July, August and September.
- Private Lesson Usage:
 - Four grass hitting bays for private lessons.
 - One bucket of golf balls (70) per private lesson.
 - Stations to be available anytime during business hours and maintenance schedule.
 - Weather dependent, grass hitting bays will open in May and close in September.
- \$1,000 fee for PDHP marketing fee to introduce the Golf Practice at the Highland Park Golf Learning Center.
- The Golf Practice shall purchase and maintain a storage shed to keep all their teaching aids and instruments at the Highland Park Golf Learning Center. Location will be determined and approved by Park District Staff.
- The Golf Practice will share monthly reports for their camp and program financials.
- Responsible for all camp and program registration
 - The Golf Practice agrees to share contact information for all registrations.
- The Golf Practice will pre-pay the posted rate at Sunset Valley based on the day and time of play. Junior rates applicable after 2:30pm only Monday through Thursday.
- The Golf Practice will supply and store two of their own gas golf carts at Sunset Valley during their golf camp season. The final storage location will be determined by Park District Staff.



Memorandum

To: Board of Park Commissioners

From: Samantha Santizo - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: November 15, 2023

Subject: Bills and Payroll Disbursements authorized by Finance Committee Member(s). Checks written October 23, 2023 through November 09, 2023 to be presented to the Board for approval on November 15, 2023.

BILLS

| <u>DATE</u> | <u>AMOUNT</u> |
|----------------------------------|----------------------|
| October 23, 2023 Emergency Check | \$ 1,250.00 |
| October 25, 2023 Emergency Check | \$ 2,820.04 |
| October 31, 2023 Emergency Check | \$ 3,000.00 |
| November 02, 2023 | \$ 310,862.44 |
| November 09, 2023 | \$ 332,914.60 |
| Void Payments | \$ (3,900.00) |
| Bank Drafts | \$ 58,605.52 |
| P-Card | \$ 175,563.70 |
| TOTAL | \$ 881,116.30 |

PAYROLL DISBURSEMENTS

| | |
|-------------------|----------------------|
| October 20, 2023 | \$ 405,478.33 |
| November 03, 2023 | \$ 407,178.13 |
| TOTAL | \$ 812,656.46 |

| | |
|--------------------|------------------------|
| GRAND TOTAL | \$ 1,693,772.76 |
|--------------------|------------------------|

To the Treasurer:

The payment of the above listed accounts is hereby approved by the below named Finance Committee member as of 11-15-23 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: APPKT03839 - 10/23/23 Studio E16-Emergency Check

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 | |
| 18411 | STUDIO E 16, LLC | 10/23/2023 | Regular | 0.00 | 1,250.00 | 189898 |
| PDHP_Fall23 | Invoice | 10/18/2023 | B-Roll filming on 10/24/23 | 0.00 | 1,250.00 | |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 1 | 1 | 0.00 | 1,250.00 |
| 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 | 1,250.00 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-----------------|
| 99 | POOLED CASH FUND | 10/2023 | 1,250.00 |
| | | | <hr/> |
| | | | 1,250.00 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03847 - 10/25/23 Windstream-Emergency Check

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 | | | | | | |
| 17515 | WINDSTREAM | 10/25/2023 | Regular | 0.00 | 2,820.04 | 189899 |
| 76004944 | Invoice | 10/22/2023 | October 2023 | 0.00 | 2,820.04 | |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 1 | 1 | 0.00 | 2,820.04 |
| 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 | 2,820.04 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-----------------|
| 99 | POOLED CASH FUND | 10/2023 | 2,820.04 |
| | | | <hr/> |
| | | | 2,820.04 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03855 - 10/31/23 Parks Foundation-Emergency Check

By Vendor DBA Name

| 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 | |
| 16344 | PARKS FOUNDATION OF HIGHLAND P/ | 10/31/2023 | Regular | 0.00 | 3,000.00 | 189900 |
| 103123 | Invoice | 10/31/2023 | Foundation funds collected at PDHP-October... | 0.00 | 3,000.00 | |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-----------------|
| Regular Checks | 1 | 1 | 0.00 | 3,000.00 |
| 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 | 3,000.00 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-----------------|
| 99 | POOLED CASH FUND | 10/2023 | 3,000.00 |
| | | | <u>3,000.00</u> |



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 | | | | | | |
| 10034 | ABSOLUTE HOME IMPROVEMENTS | 11/02/2023 | Regular | 0.00 | 27,252.00 | 189901 |
| Invoice# 1 | Invoice | 10/27/2023 | Cunniff Park Maintenance Building Restroom.. | 0.00 | 27,252.00 | |
| 10149 | ANCEL, GLINK, DIAMOND, BUSH | 11/02/2023 | Regular | 0.00 | 6,710.25 | 189902 |
| 99359 | Invoice | 10/09/2023 | Legal Services September 2023 | 0.00 | 6,710.25 | |
| 20071 | AVALON PETROLEUM COMPANY | 11/02/2023 | Regular | 0.00 | 3,283.33 | 189903 |
| 009039 | Invoice | 10/04/2023 | Unleaded fuel 10/4/23 | 0.00 | 1,110.89 | |
| 009095 | Invoice | 10/06/2023 | Unleaded gas 10/6/23 | 0.00 | 1,237.17 | |
| 040237 | Invoice | 10/04/2023 | Diesel fuel 10/4/23 | 0.00 | 935.27 | |
| 18051 | BREE STERN | 11/02/2023 | Regular | 0.00 | 1,025.00 | 189904 |
| 2117680 | Invoice | 10/24/2023 | Refund | 0.00 | 1,025.00 | |
| 10363 | BUREAU VERITAS TECHNICAL ASSESSM | 11/02/2023 | Regular | 0.00 | 2,375.00 | 189905 |
| VIS65403-001 | Invoice | 10/24/2023 | RCHP: Utility Allowance-Onsite Completed 1... | 0.00 | 2,375.00 | |
| 16209 | CHRISTOPHER B. BURKE ENG. LTD | 11/02/2023 | Regular | 0.00 | 3,822.00 | 189906 |
| 187283 | Invoice | 10/23/2023 | Prof Services Bridge Inspections 8/27/23-9/... | 0.00 | 3,822.00 | |
| 17592 | CLASSIC TILE INC | 11/02/2023 | Regular | 0.00 | 855.00 | 189907 |
| 15581 | Invoice | 09/11/2023 | Johnsite CG21 Platinum 4" Vinyl Cove Bases... | 0.00 | 855.00 | |
| 14270 | CLUB MOMENTUM ATHLETICS | 11/02/2023 | Regular | 0.00 | 2,283.13 | 189908 |
| 058 | Invoice | 10/22/2023 | Fall 2023 Youth Volleyball Camps | 0.00 | 2,283.13 | |
| 10537 | COMMONWEALTH EDISON COMPANY | 11/02/2023 | Regular | 0.00 | 8,576.23 | 189909 |
| 101223 02032300... | Invoice | 10/12/2023 | 1390 Sunset Rd 9/13/23-10/12/23 | 0.00 | 1,877.81 | |
| 101923 18122640... | Invoice | 10/19/2023 | 636 Ridge Rd 9/20/23-10/19/23 | 0.00 | 2,873.13 | |
| 101923 18147670... | Invoice | 10/19/2023 | ES Egandale 1N Park 9/20/23-10/19/23 | 0.00 | 55.67 | |
| 102023 72610440... | Invoice | 10/20/2023 | 1240 Fredrickson Pl (POGO) 9/21/23-10/20/... | 0.00 | 877.25 | |
| 102323 17303300... | Invoice | 10/23/2023 | NS Clavey 1E Rt 41 9/21/23-10/20/23 | 0.00 | 2,892.37 | |
| 20512 | EMILY ESPINOSA | 11/02/2023 | Regular | 0.00 | 57.00 | 189910 |
| 2119131 | Invoice | 10/25/2023 | Refund | 0.00 | 57.00 | |
| 10887 | FIRST STUDENT, INC. | 11/02/2023 | Regular | 0.00 | 171,365.28 | 189911 |
| 630233 & 119139... | Invoice | 10/16/2023 | 2023 Summer Busing | 0.00 | 171,365.28 | |
| 20515 | FOX VALLEY FAMILY YMCA INC. | 11/02/2023 | Regular | 0.00 | 1,080.00 | 189912 |
| 102423 | Invoice | 10/24/2023 | Queen of Hearts Meet Fees 2/3/24-2/4/24 | 0.00 | 1,080.00 | |
| 10974 | GEWALT HAMILTON ASSOCIATES INC | 11/02/2023 | Regular | 0.00 | 4,785.00 | 189913 |
| 5121.051-4 | Invoice | 10/17/2023 | Fink Park Baseball Field II Services thru 9/30... | 0.00 | 4,785.00 | |
| 11184 | ILLINOIS DEPARTMENT OF AGRICULTU | 11/02/2023 | Regular | 0.00 | 45.00 | 189914 |
| NANCE101923 | Invoice | 10/19/2023 | Mitchell White-3 Year Period Pest Control Li... | 0.00 | 45.00 | |
| 12440 | ILLINOIS OFFICE OF THE STATE FIRE M. | 11/02/2023 | Regular | 0.00 | 280.00 | 189915 |
| 9681839 | Invoice | 07/24/2023 | 7/20/23 RCHP HW Storage Tank Certificate F... | 0.00 | 140.00 | |
| 9686276 | Invoice | 10/24/2023 | 10/19/23 RCHP Boiler Inspections/Fees | 0.00 | 140.00 | |
| 11196 | ILLINOIS STATE POLICE | 11/02/2023 | Regular | 0.00 | 410.00 | 189916 |
| 20230800686 | Invoice | 08/31/2023 | 8/1/23-8/31/23 Background Checks | 0.00 | 240.00 | |
| 20230900686 | Invoice | 09/30/2023 | 9/1/23-9/30/23 Background Checks | 0.00 | 170.00 | |
| 20519 | ISMAEL ROSAS | 11/02/2023 | Regular | 0.00 | 552.95 | 189917 |

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 | |
| 110123 | Invoice | 11/01/2023 | Reimbursement for Vaccum purchase 10/23... | 0.00 | 552.95 | |
| 18561 | J MILLER MARKETING INC | 11/02/2023 | Regular | 0.00 | 1,120.00 | 189918 |
| 24886 | Invoice | 10/05/2023 | October 2023 Online Management | 0.00 | 1,120.00 | |
| 20513 | KATHERINE AXELRAD | 11/02/2023 | Regular | 0.00 | 128.00 | 189919 |
| 2119147 | Invoice | 10/25/2023 | Refund | 0.00 | 128.00 | |
| 20272 | LANGTON GROUP | 11/02/2023 | Regular | 0.00 | 6,357.00 | 189920 |
| 57701 | Invoice | 10/16/2023 | North Route Service Week 10/16/23 Mowing | 0.00 | 3,169.00 | |
| 57702 | Invoice | 10/16/2023 | South Route Service Week 10/16/23 Mowing | 0.00 | 3,188.00 | |
| 19693 | LINCOLNSHIRE SPORTS ASSOCIATION | 11/02/2023 | Regular | 0.00 | 2,500.00 | 189921 |
| 103023 | Invoice | 10/30/2023 | 2024 Lincolnshire Summer Slam-4 teams | 0.00 | 2,500.00 | |
| 18474 | LRS , LLC | 11/02/2023 | Regular | 0.00 | 2,169.31 | 189922 |
| LR5439662 | Invoice | 08/25/2023 | 1801 Sunset Rd 9/1/23-9/30/23 | 0.00 | 92.92 | |
| LR5477325 | Invoice | 09/25/2023 | 1801 Sunset Rd 10/1/23-10/31/23 | 0.00 | 92.92 | |
| LR5512976 | Invoice | 10/25/2023 | 2205 Skokie Valley Rd 11/1/23-11/30/23 | 0.00 | 84.24 | |
| LR5513088 | Invoice | 10/25/2023 | 1240 Fredrickson Pl (POGO) 11/1/23-11/30/... | 0.00 | 396.73 | |
| PS567954 | Invoice | 10/19/2023 | POP Units-Woodridge, Wolters,Fink/WR/Cu... | 0.00 | 1,290.00 | |
| PS568273 | Invoice | 10/19/2023 | 1 Unit-1x Wk Unit Rental 9/22/23-10/25/23 | 0.00 | 212.50 | |
| 19450 | HR SOURCE | 11/02/2023 | Regular | 0.00 | 540.00 | 189923 |
| 18825 | Invoice | 10/04/2023 | 9/11/23-Individual Coaching-2 sessions | 0.00 | 540.00 | |
| 20511 | MARY JO TINKOFF | 11/02/2023 | Regular | 0.00 | 234.00 | 189924 |
| 2114196 | Invoice | 10/20/2023 | Refund | 0.00 | 234.00 | |
| 19987 | MOLLY SLOAT | 11/02/2023 | Regular | 0.00 | 66.00 | 189925 |
| 2116314 | Invoice | 10/23/2023 | Refund | 0.00 | 66.00 | |
| 11841 | MORRIS SCHWARTZ | 11/02/2023 | Regular | 0.00 | 240.00 | 189926 |
| 102623 | Invoice | 10/26/2023 | Baseball Umpire-3 games 5/21, 5/29 & 6/5 | 0.00 | 240.00 | |
| 13604 | NORTH SHORE GAS | 11/02/2023 | Regular | 0.00 | 2,483.09 | 189927 |
| 101323 06011450... | Invoice | 10/13/2023 | RCHP 9/14/23-10/11/23 | 0.00 | 1,004.54 | |
| 101823 06011450... | Invoice | 10/18/2023 | Deer Creek 9/15/23-10/16/23 | 0.00 | 508.17 | |
| 101823 06011450... | Invoice | 10/18/2023 | 1240 Fredrickson Pl 9/15/23-10/16/23 | 0.00 | 369.83 | |
| 101823 06022257... | Invoice | 10/18/2023 | 1390 Sunset Rd 9/15/23-10/16/23 | 0.00 | 322.23 | |
| 101823 06024054... | Invoice | 10/18/2023 | 1377 Clavey Rd 9/15/23-10/16/23 | 0.00 | 61.49 | |
| 101823 06024054... | Invoice | 10/18/2023 | 2900 Trailway Cunniff Park Shelter 9/15-10/... | 0.00 | 62.13 | |
| 101823 06024054... | Invoice | 10/18/2023 | 3100 Trail Way 9/15/23-10/16/23 | 0.00 | 54.90 | |
| 101823 06024054... | Invoice | 10/18/2023 | Aquatic Park 9/15/23-10/16/23 | 0.00 | 99.80 | |
| 20516 | NORTHFIELD PARK DISTRICT | 11/02/2023 | Regular | 0.00 | 3,187.50 | 189928 |
| 101823 | Invoice | 10/18/2023 | 2024 Game Rentals | 0.00 | 3,187.50 | |
| 14901 | GAME TIME | 11/02/2023 | Regular | 0.00 | 151.79 | 189929 |
| 3283025 | Invoice | 10/10/2023 | Order#3283025 Sand Digger Part for lower ... | 0.00 | 151.79 | |
| 20517 | DAUGHERTY SALES, INC. | 11/02/2023 | Regular | 0.00 | 1,070.00 | 189930 |
| 32321 | Invoice | 09/27/2023 | Pressure Diaphragm Switch/Single Pole-Qty 3 | 0.00 | 1,070.00 | |
| 12211 | RICOH USA, INC | 11/02/2023 | Regular | 0.00 | 20.35 | 189931 |
| 1098318792 | Invoice | 09/03/2023 | Late Charge 9/3/23 | 0.00 | 61.55 | |
| 5067009704 | Credit Memo | 03/20/2023 | Credit on Customer#13682283 3/20/23 | 0.00 | -2,374.22 | |
| 5068128163 | Invoice | 09/17/2023 | Copies 8/17/23-9/16/23 | 0.00 | 1,226.05 | |
| 5068309015 | Invoice | 10/17/2023 | Copies 9/17/23-10/16/23 | 0.00 | 1,106.97 | |
| 12264 | ROTARY CLUB OF HIGHLAND PARK | 11/02/2023 | Regular | 0.00 | 251.00 | 189932 |
| 342 | Invoice | 10/08/2023 | Membership Dues-Brian Romes | 0.00 | 251.00 | |
| 20237 | SANDRA MERRILL | 11/02/2023 | Regular | 0.00 | 379.00 | 189933 |

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 | |
| 2111870 | Invoice | 10/18/2023 | Refund | 0.00 | 379.00 | |
| 16459 | SANTO SPORT STORE | 11/02/2023 | Regular | 0.00 | 3,070.50 | 189934 |
| 709631 | Invoice | 08/09/2023 | Flag Football Uniforms-174 Youth & 54 Adult... | 0.00 | 2,793.00 | |
| 709691 | Invoice | 08/17/2023 | Baseball Uniforms-13 Youth Jerseys/2 Adult ... | 0.00 | 277.50 | |
| 17607 | SCHAUMBURG PARK DISTRICT | 11/02/2023 | Regular | 0.00 | 1,020.00 | 189935 |
| 102423 | Invoice | 10/24/2023 | Gymnastics Meet Fee 03/01/24-03/02/24 | 0.00 | 1,020.00 | |
| 18695 | REAL DEAL SPORTS LLC | 11/02/2023 | Regular | 0.00 | 150.00 | 189936 |
| 100823 | Invoice | 10/08/2023 | Travel Basketball Evaluations Assignor Fee | 0.00 | 150.00 | |
| 20463 | STICKY FINGERS COOKING | 11/02/2023 | Regular | 0.00 | 1,386.00 | 189937 |
| 766 | Invoice | 10/20/2023 | 7 Cooking Classes Sept-Oct 2023 | 0.00 | 1,386.00 | |
| 18900 | STUCKEY CONSTRUCTION CO., INC. | 11/02/2023 | Regular | 0.00 | 44,075.23 | 189938 |
| Application No. 12 | Invoice | 10/27/2023 | Centennial Arena Project#22-039 | 0.00 | 44,075.23 | |
| 17860 | SEGAL CONSULTING | 11/02/2023 | Regular | 0.00 | 2,500.00 | 189939 |
| 458381-16 | Invoice | 03/07/2023 | Acturial Services for 9/30/22 Acturial Valuati... | 0.00 | 2,500.00 | |
| 18739 | THE CODER SCHOOL-NORTH SHORE | 11/02/2023 | Regular | 0.00 | 896.00 | 189940 |
| 76 | Invoice | 10/19/2023 | Friday Classes-4 Students | 0.00 | 896.00 | |
| 20518 | VARI SALES CORPORATION | 11/02/2023 | Regular | 0.00 | 2,110.50 | 189941 |
| 90972267 | Invoice | 07/26/2023 | Table 48x24 - Order#339257 | 0.00 | 405.00 | |
| 90974592 | Invoice | 08/01/2023 | File Cabinets/Privacy Panels-Order#339257 | 0.00 | 1,705.50 | |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 67 | 41 | 0.00 | 310,862.44 |
| 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 |
| | 67 | 41 | 0.00 | 310,862.44 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-------------------|
| 99 | POOLED CASH FUND | 11/2023 | 310,862.44 |
| | | | <u>310,862.44</u> |



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 | | | | | | |
| 20525 | ARLINGTON SPORTS LLC | 11/09/2023 | Regular | 0.00 | 1,160.00 | 189942 |
| 110223 | Invoice | 11/02/2023 | Payment for 8 teams-Arlington Shoutout 20... | 0.00 | 1,160.00 | |
| 20521 | CHRIST OUR HOPE PARISH | 11/09/2023 | Regular | 0.00 | 250.00 | 189943 |
| 230924 | Invoice | 09/26/2023 | 9/24/23 Ave Maria Dance Ministry Performa... | 0.00 | 250.00 | |
| 10502 | CITY OF HIGHLAND PARK | 11/09/2023 | Regular | 0.00 | 836.33 | 189944 |
| 110223 003875 | Invoice | 11/02/2023 | 0 Burton Ave 8/1/23-10/31/23 | 0.00 | 51.08 | |
| 110223 004546 | Invoice | 11/02/2023 | 750 Lincoln Ave W 8/1/23-10/31/23 | 0.00 | 382.81 | |
| 110223 005735 | Invoice | 11/02/2023 | 0 Cavell Ave 8/1/23-10/31/23 | 0.00 | 47.30 | |
| 110223 006536 | Invoice | 11/02/2023 | 1800 Spruce Ave 8/1/23-10/31/23 | 0.00 | 29.30 | |
| 110223 026489 | Invoice | 11/02/2023 | 2255 Ridge Rd 8/1/23-10/31/23 | 0.00 | 150.50 | |
| 110223 026496 | Invoice | 11/02/2023 | 1160 Cavell Ave 8/1/23-10/31/23 | 0.00 | 149.84 | |
| 110223 026500 | Invoice | 11/02/2023 | 1435 Arbor Ave 8/1/23-10/31/23 | 0.00 | 25.50 | |
| 19725 | CLIFTON TURNER | 11/09/2023 | Regular | 0.00 | 360.00 | 189945 |
| 110823 | Invoice | 11/08/2023 | Flag Football Referee-Payment for 9 games i... | 0.00 | 360.00 | |
| 18562 | DAVIS BANCORP INC | 11/09/2023 | Regular | 0.00 | 1,837.72 | 189946 |
| 117648 | Invoice | 10/31/2023 | Armored Transportation October 2023 & De... | 0.00 | 1,837.72 | |
| 10675 | DEERFIELD YOUNG WARRIORS | 11/09/2023 | Regular | 0.00 | 2,205.00 | 189947 |
| 110223 | Invoice | 11/02/2023 | Deerfield Shootout-Payment for 6 basketball... | 0.00 | 2,205.00 | |
| 17122 | DYNEGY ENERGY SERVICES | 11/09/2023 | Regular | 0.00 | 28,173.06 | 189948 |
| 331665723101 | Invoice | 10/24/2023 | September-October 2023 | 0.00 | 28,173.06 | |
| 19618 | EUGENE O'MALLEY | 11/09/2023 | Regular | 0.00 | 880.00 | 189949 |
| 110223 | Invoice | 11/02/2023 | Payment for 11 games Sept-Oct 2023 | 0.00 | 880.00 | |
| 17719 | CONSTELLATION NEWENERGY - GAS D | 11/09/2023 | Regular | 0.00 | 1,008.54 | 189950 |
| 3877996 | Invoice | 10/31/2023 | 1201 Park Ave W-September 2023 | 0.00 | 1,008.54 | |
| 16086 | GLENBROOK FEEDER CLUB | 11/09/2023 | Regular | 0.00 | 1,775.00 | 189951 |
| 110223 | Invoice | 11/02/2023 | Glenbrook North Spartans Boys Feeder Tour... | 0.00 | 1,775.00 | |
| 17541 | GOVTEMPSUSA LLC | 11/09/2023 | Regular | 0.00 | 441.00 | 189952 |
| 4207424 | Invoice | 06/29/2023 | Barb Cremin HR help Period Ending 6/18/23 | 0.00 | 441.00 | |
| 11175 | ILLINOIS EPA | 11/09/2023 | Regular | 0.00 | 250.00 | 189953 |
| 110R10ZDA5 | Invoice | 11/02/2023 | General Permit to Discharge StormWater IL... | 0.00 | 250.00 | |
| 11192 | ILLINOIS PUMP, INC. | 11/09/2023 | Regular | 0.00 | 22,664.12 | 189954 |
| S-14757 | Invoice | 04/19/2023 | Speed Slimp Pump | 0.00 | 22,664.12 | |
| 15081 | JASON HEER | 11/09/2023 | Regular | 0.00 | 480.00 | 189955 |
| 110823 | Invoice | 11/08/2023 | Flag Football Referee-Payment for 12 games ... | 0.00 | 480.00 | |
| 16866 | JEFF COHEN CREATIVE LTD | 11/09/2023 | Regular | 0.00 | 1,665.00 | 189956 |
| 102723 | Invoice | 10/27/2023 | Photography September-October 2023 | 0.00 | 1,665.00 | |
| 13391 | JIM STATZA | 11/09/2023 | Regular | 0.00 | 440.00 | 189957 |
| 110823 | Invoice | 11/08/2023 | Flag Football Referee-Payment for 11 games ... | 0.00 | 440.00 | |
| 15821 | JOHN ANDERSON | 11/09/2023 | Regular | 0.00 | 560.00 | 189958 |
| 110223 | Invoice | 11/02/2023 | Payment for 7 games Sept-Oct 2023 | 0.00 | 560.00 | |
| 20522 | JORGE MONTES | 11/09/2023 | Regular | 0.00 | 350.00 | 189959 |

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 | |
| 110723 | Invoice | 11/07/2023 | 11/4/23 Chinelos Dance Performance | 0.00 | 350.00 | |
| 20272 | LANGTON GROUP | 11/09/2023 | Regular | 0.00 | 6,357.00 | 189960 |
| 57761 | Invoice | 10/23/2023 | North Route Service Week 10/23/23 Mowing | 0.00 | 3,169.00 | |
| 57762 | Invoice | 10/23/2023 | South Route Service Week 10/23/23 Mowing | 0.00 | 3,188.00 | |
| 19677 | LASALLE NETWORK | 11/09/2023 | Regular | 0.00 | 2,327.50 | 189961 |
| 649300 | Invoice | 10/09/2023 | 10/8/23 Regular-Suzan Pero: IT Specialist | 0.00 | 787.50 | |
| 650626 | Invoice | 10/23/2023 | 10/22/23 Regular-Suzan Pero: IT Specialist | 0.00 | 787.50 | |
| 651284 | Invoice | 10/30/2023 | 10/29/23 Regular-Suzan Pero: IT Specialist | 0.00 | 752.50 | |
| 15982 | LIBERTYVILLE JCATS BOYS BASKETBALL | 11/09/2023 | Regular | 0.00 | 900.00 | 189962 |
| 110223 | Invoice | 11/02/2023 | Libertyville Shootout-2 Basketball Teams | 0.00 | 900.00 | |
| 18474 | LRS, LLC | 11/09/2023 | Regular | 0.00 | 1,324.05 | 189963 |
| LR5378834 | Invoice | 06/30/2023 | 1390 Sunset Rd 7/1/23-7/31/23 | 0.00 | 131.40 | |
| LR5439659 | Invoice | 08/25/2023 | 1390 Sunset Rd 9/1/23-9/30/23 | 0.00 | 165.36 | |
| LR5513081 | Invoice | 10/25/2023 | 883 Sheridan Rd 11/1/23-11/30/23 | 0.00 | 84.24 | |
| LR5513082 | Invoice | 10/25/2023 | 31 Park Ave 11/1/23-11/30/23 | 0.00 | 46.46 | |
| LR5513083 | Invoice | 10/25/2023 | 2821 Ridge Rd 11/1/23-11/30/23 | 0.00 | 84.24 | |
| LR5513084 | Invoice | 10/25/2023 | 701 Deer Creek Pkwy 11/1/23-11/30/23 | 0.00 | 145.91 | |
| LR5513085 | Invoice | 10/25/2023 | 636 Ridge Rd 11/1/23-11/30/23 | 0.00 | 216.14 | |
| LR5513087 | Invoice | 10/25/2023 | 1390 Sunset Rd 10/26-10/31/23 | 0.00 | 68.54 | |
| LR5513340 | Invoice | 10/25/2023 | 1201 Park Ave W 11/1/23-11/30/23 | 0.00 | 381.76 | |
| 20524 | MGT FILMS | 11/09/2023 | Regular | 0.00 | 17,332.00 | 189964 |
| 15714 | Invoice | 07/24/2023 | Furnish & Install 42 panes of Ultra S800 | 0.00 | 8,666.00 | |
| 15800 | Invoice | 08/21/2023 | Furnish & Install 42 panes of Ultra S800 | 0.00 | 8,666.00 | |
| 17635 | NICHOLAS SUHADOLNIK | 11/09/2023 | Regular | 0.00 | 400.00 | 189965 |
| 110823 | Invoice | 11/08/2023 | Flag Football Referee-Payment for 10 games ... | 0.00 | 400.00 | |
| 13604 | NORTH SHORE GAS | 11/09/2023 | Regular | 0.00 | 71.84 | 189966 |
| 110223 06081976... | Invoice | 11/02/2023 | 1801 Sunset Rd 9/1/23-10/31/23 | 0.00 | 71.84 | |
| 20028 | ODD PRODUCE INC | 11/09/2023 | Regular | 0.00 | 330.00 | 189967 |
| 2123 | Invoice | 10/07/2023 | 10/7/23 Program-Instructor lead hike | 0.00 | 330.00 | |
| 11998 | PARK DISTRICT RISK MGMT AGCY | 11/09/2023 | Regular | 0.00 | 25,743.70 | 189968 |
| 1023133 | Invoice | 10/31/2023 | October 2023-Liability Insurance | 0.00 | 25,743.70 | |
| 11998 | PARK DISTRICT RISK MGMT AGCY | 11/09/2023 | Regular | 0.00 | 197,779.67 | 189969 |
| 1023133H | Invoice | 10/31/2023 | October 2023-Employee Health Insurance | 0.00 | 197,779.67 | |
| 19484 | PLANSOURCE | 11/09/2023 | Regular | 0.00 | 4,087.12 | 189970 |
| 110323 | Invoice | 11/03/2023 | IMRF Retiree Insurance November 2023 Pr... | 0.00 | 4,087.12 | |
| 20520 | RICHARD G. STUMPF | 11/09/2023 | Regular | 0.00 | 1,023.95 | 189971 |
| 110323 | Invoice | 11/03/2023 | IMRF Reimbursement 11/1/2023 | 0.00 | 1,023.95 | |
| 12211 | RICOH USA, INC | 11/09/2023 | Regular | 0.00 | 1,488.00 | 189972 |
| 1098766327 | Invoice | 10/18/2023 | Ecoprint Papercut Converter 1Yr/M&S Rene... | 0.00 | 1,488.00 | |
| 18695 | REAL DEAL SPORTS LLC | 11/09/2023 | Regular | 0.00 | 35.00 | 189973 |
| 110323 | Invoice | 11/03/2023 | Bank Fees charge for returned check on 10/... | 0.00 | 35.00 | |
| 18410 | SIKICH LLP | 11/09/2023 | Regular | 0.00 | 4,324.00 | 189974 |
| 34623 | Invoice | 10/31/2023 | Professional Services thru 6/30/23 & GASB S... | 0.00 | 4,324.00 | |
| 12607 | TIM GIBSON | 11/09/2023 | Regular | 0.00 | 480.00 | 189975 |
| 110823 | Invoice | 11/08/2023 | Flag Football Referee-Payment for 12 games ... | 0.00 | 480.00 | |
| 19785 | THE SWEET GROUP | 11/09/2023 | Regular | 0.00 | 400.00 | 189976 |
| 110823 | Invoice | 11/08/2023 | Flag Football Referee-Payment for 10 games ... | 0.00 | 400.00 | |
| 14060 | TOTAL PROMOTIONS, INC | 11/09/2023 | Regular | 0.00 | 1,055.00 | 189977 |

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 | |
| 20791 | Invoice | 10/31/2023 | 20 Port Authority Challenger Jackets | 0.00 | 1,055.00 | |
| 20523 | WAUCONDA HOOPS NFP | 11/09/2023 | Regular | 0.00 | 900.00 | 189978 |
| 110223 | Invoice | 11/02/2023 | 2024 Wauconda Shootout Tournament Fee-3.. | 0.00 | 900.00 | |
| 20063 | WILLIE ROUNSAVILLE | 11/09/2023 | Regular | 0.00 | 320.00 | 189979 |
| 110823 | Invoice | 11/08/2023 | Flag Football Referee-Payment for 8 games i... | 0.00 | 320.00 | |
| 20033 | YAMEL AZCOITIA | 11/09/2023 | Regular | 0.00 | 900.00 | 189980 |
| 110423 | Invoice | 11/04/2023 | 11/4/23 Dia De Los Muertos Event-Face Pain... | 0.00 | 900.00 | |

Bank Code AP Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|----------------|---------------|---------------|-------------|-------------------|
| Regular Checks | 57 | 39 | 0.00 | 332,914.60 |
| 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 |
| | 57 | 39 | 0.00 | 332,914.60 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-------------------|
| 99 | POOLED CASH FUND | 11/2023 | 332,914.60 |
| | | | <u>332,914.60</u> |



Park District of Highland Park, IL

Check Register

Packet: APPKT03841 - Bank Draft 10/18/23 Health Equity
INV5747359

By Vendor DBA Name

| 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 | |
| 19658 | HEALTHEQUITY INC | 10/18/2023 | Bank Draft | 0.00 | 788.24 | DFT0004479 |
| INV5747359 | Invoice | 10/18/2023 | PMB Payments DCFSA/Visa Card Payments ... | 0.00 | 788.24 | |

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 | 788.24 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 788.24 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|---------------|
| 99 | POOLED CASH FUND | 10/2023 | 788.24 |
| | | | <hr/> |
| | | | 788.24 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03843 - Bank Draft 10/20/23 ICMA 457

By Vendor DBA Name

| 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 | 10/20/2023 | Bank Draft | 0.00 | 4,169.76 | DFT0004481 |
| 102023 ICMA 457 | Invoice | 10/20/2023 | 10/20/23 ICMA 457 Deductions Plan#302037 | 0.00 | 4,169.76 | |

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 | 4,169.76 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 4,169.76 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-----------------|
| 99 | POOLED CASH FUND | 10/2023 | 4,169.76 |
| | | | <hr/> |
| | | | 4,169.76 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03842 - Bank Draft 10/20/23 ICMA Roth

By Vendor DBA Name

| 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 | 10/20/2023 | Bank Draft | 0.00 | 285.00 | DFT0004480 |
| 102023 ICMA Roth | Invoice | 10/20/2023 | Pay Period 10/20/23 ICMA Roth IRA Plan#70... | 0.00 | 285.00 | |

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 | 285.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 285.00 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|---------------|
| 99 | POOLED CASH FUND | 10/2023 | 285.00 |
| | | | <hr/> |
| | | | 285.00 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03844 - Bank Draft 10/24/23 Health Equity
INV5763603

By Vendor DBA Name

| 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 | | | | | | |
| 19658 | HEALTHEQUITY INC | 10/24/2023 | Bank Draft | 0.00 | 1,098.03 | DFT0004482 |
| INV5763603 | Invoice | 10/24/2023 | Visa Card Payments HCFS | 0.00 | 1,098.03 | |

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 | 1,098.03 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 1,098.03 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-----------------|
| 99 | POOLED CASH FUND | 10/2023 | 1,098.03 |
| | | | <hr/> |
| | | | 1,098.03 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03849 - Bank Draft 10/27/23 Health Equity
INV5781084

By Vendor DBA Name

| 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 | |
| 19658 | HEALTHEQUITY INC | 10/27/2023 | Bank Draft | 0.00 | 103.95 | DFT0004484 |
| INV5781084 | Invoice | 10/27/2023 | Oct 2023 HCFS/DCFS/HCDCFS Admin Fe... | 0.00 | 103.95 | |

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 | 103.95 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 103.95 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|---------------|
| 99 | POOLED CASH FUND | 10/2023 | 103.95 |
| | | | <hr/> |
| | | | 103.95 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03851 - Bank Draft 10/30/23 Health Equity
INV5797592

By Vendor DBA Name

| 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 | |
| 19658 | HEALTHEQUITY INC | 10/30/2023 | Bank Draft | 0.00 | 512.46 | DFT0004485 |
| INV5797592 | Invoice | 10/30/2023 | PMB Payments DCFSA/Visa Card Payments ... | 0.00 | 512.46 | |

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 | 512.46 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 512.46 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|---------------|
| 99 | POOLED CASH FUND | 10/2023 | 512.46 |
| | | | <hr/> |
| | | | 512.46 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03859 - Bank Draft 11/3/23 ICMA 457

By Vendor DBA Name

| 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 | 11/03/2023 | Bank Draft | 0.00 | 4,283.53 | DFT0004498 |
| 110323 ICMA 457 | Invoice | 11/03/2023 | 11/3/23 ICMA 457 Deductions Plan#302037 | 0.00 | 4,283.53 | |

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 | 4,283.53 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 4,283.53 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-----------------|
| 99 | POOLED CASH FUND | 11/2023 | 4,283.53 |
| | | | <hr/> |
| | | | 4,283.53 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03861 - Bank Draft 11/7/23 Health Equity INV5814795

By Vendor DBA Name

| 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 | |
| 19658 | HEALTHEQUITY INC | 11/07/2023 | Bank Draft | 0.00 | 50.00 | DFT0004500 |
| INV5814795 | Invoice | 11/07/2023 | Visa Card Payments-HCFSA 2023 | 0.00 | 50.00 | |

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 | 50.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 50.00 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|--------------|
| 99 | POOLED CASH FUND | 11/2023 | 50.00 |
| | | | <hr/> |
| | | | 50.00 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03860 - Bank Draft 11/07/23 ICMA Roth

By Vendor DBA Name

| 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 | 11/03/2023 | Bank Draft | 0.00 | 285.00 | DFT0004499 |
| 110323 ICMA Roth | Invoice | 11/03/2023 | Pay Period 11/03/23 ICMA Roth IRA Plan#70... | 0.00 | 285.00 | |

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 | 285.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 285.00 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|---------------|
| 99 | POOLED CASH FUND | 11/2023 | 285.00 |
| | | | <hr/> |
| | | | 285.00 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03862 - Bank Draft 11/7/23 IMRF

By Vendor DBA Name

| 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 | 11/07/2023 | Bank Draft | 0.00 | 47,029.55 | DFT0004501 |
| 103123 | Invoice | 11/07/2023 | October 2023 IMRF Contributions | 0.00 | 47,029.55 | |

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 | 47,029.55 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 47,029.55 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|------------------|
| 99 | POOLED CASH FUND | 11/2023 | 47,029.55 |
| | | | <hr/> |
| | | | 47,029.55 |



Park District of Highland Park, IL

Check Register

Packet: APPKT03845 - P-Card Statement 9/8/23-10/7/23 Payment

By Vendor DBA Name

| 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 | 10/06/2023 | Bank Draft | 0.00 | 175,563.70 | DFT0004483 |
| 100623 | Invoice | 10/06/2023 | P-Card with PA | 0.00 | 175,563.70 | |

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 | 175,563.70 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | 1 | 1 | 0.00 | 175,563.70 |

Fund Summary

| Fund | Name | Period | Amount |
|------|------------------|---------|-------------------|
| 99 | POOLED CASH FUND | 10/2023 | 175,563.70 |
| | | | <u>175,563.70</u> |



Park District of Highland Park, IL

Payment Reversal Register

APPKT03853 - 10/31/23 Lincolnshire Sports Association
 Check # 189889

Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

| Vendor Number | Vendor Name | | | | Total Vendor Amount |
|------------------------|---|-----------------------|---------------|-------------|---------------------|
| 19693 | LINCOLNSHIRE SPORTS ASSOCIATION | | | | -3,750.00 |
| Payment Type | Payment Number | Original Payment Date | Reversal Date | Cancel Date | Payment Amount |
| Check | 189889 | 10/19/2023 | 10/31/2023 | 10/31/2023 | -3,750.00 |
| Payable Number: | Description | Payable Date | Due Date | | Payable Amount |
| 101123 | Lincolnshire Summer Slam 6/19/24-6/23/24 Tourn. | 10/11/2023 | 10/19/2023 | | 3,125.00 |
| 101223 | Summer Slam June 2024-9U White | 10/12/2023 | 10/19/2023 | | 625.00 |

Bank Code Summary

| Bank Code | Canceled Payables | Payables Left To Pay Again | Total |
|----------------------|-------------------|----------------------------|------------------|
| AP | -3,750.00 | 0.00 | -3,750.00 |
| Report Total: | -3,750.00 | 0.00 | -3,750.00 |



Park District of Highland Park, IL

Payment Reversal Register

APPKT03856 - 10/31/23 Void Check#189855

Payables Left To Pay Again

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

| Vendor Number | Vendor Name | | | | Total Vendor Amount |
|------------------------|--|-----------------------|---------------|--|---------------------|
| 18695 | SCOTT LIDSKIN | | | | -150.00 |
| Payment Type | Payment Number | Original Payment Date | Reversal Date | | Payment Amount |
| Check | 189855 | 10/12/2023 | 10/31/2023 | | -150.00 |
| Payable Number: | Description | Payable Date | Due Date | | Payable Amount |
| 100823 | Travel Basketball Evaluations Assignor Fee | 10/08/2023 | 10/12/2023 | | 150.00 |

Bank Code Summary

| Bank Code | Canceled Payables | Payables Left To Pay Again | Total |
|----------------------|-------------------|----------------------------|----------------|
| AP | 0.00 | -150.00 | -150.00 |
| Report Total: | 0.00 | -150.00 | -150.00 |



Park District of Highland Park, IL

DISTRICT WIDE

Income Statement

Current Period Ending 10/31/2023

| Type | Month | | Year To Date | | | Annual Budget | Prior Year | |
|---|---------------------|----------------------|----------------------|----------------------|----------------------------------|----------------------|---------------------|----------------------|
| | Actual | Budget | Actual | Budget | Variance Favorable (Unfavorable) | | Month | YTD |
| Revenue | | | | | | | | |
| 100 - PROGRAMS | 191,045.45 | 206,826.81 | 3,274,844.54 | 2,751,587.62 | 523,256.92 | 3,191,011.99 | 156,787.31 | 3,015,423.94 |
| 110 - CAMPS | 24.00 | 5,240.40 | 1,703,009.52 | 1,873,650.47 | -170,640.95 | 1,892,552.79 | 3,114.00 | 1,741,169.14 |
| 120 - LESSONS | 61,843.42 | 41,084.17 | 483,841.31 | 420,495.63 | 63,345.68 | 492,376.50 | 55,779.95 | 467,250.10 |
| 130 - SPECIAL EVENTS | 0.00 | 2,923.82 | 57,991.64 | 104,441.44 | -46,449.80 | 131,853.00 | 10,245.25 | 73,207.21 |
| 410 - TAX | 1,738,948.21 | 277,880.08 | 13,895,665.20 | 14,409,607.60 | -513,942.40 | 14,720,156.20 | 1,993,271.68 | 13,913,512.90 |
| 420 - FEES & CHARGES | 196,428.32 | 168,303.50 | 2,935,669.24 | 2,479,811.08 | 455,858.16 | 2,582,599.57 | 175,925.24 | 2,555,321.45 |
| 440 - MEMBERSHIPS | 97,255.24 | 61,849.54 | 1,092,345.11 | 769,477.86 | 322,867.25 | 893,518.36 | 67,602.94 | 698,485.22 |
| 450 - RENTALS | 151,091.37 | 134,702.21 | 1,288,860.61 | 1,062,028.21 | 226,832.40 | 1,268,593.98 | 73,464.09 | 1,156,890.64 |
| 460 - MERCHANDISING | 12,732.32 | 7,197.14 | 162,893.58 | 113,487.68 | 49,405.90 | 119,463.50 | 11,447.51 | 147,277.26 |
| 470 - INTEREST INCOME | 97,675.14 | 3,581.90 | 894,799.50 | 35,819.00 | 858,980.50 | 43,000.00 | 63,606.15 | 224,314.13 |
| 480 - MISCELLANEOUS INCOME | 33,136.59 | 4,227.99 | 240,209.17 | 1,251,759.04 | -1,011,549.87 | 1,809,883.22 | 21,358.72 | 575,436.34 |
| 510 - OTHER INCOME | 10,000.00 | 0.00 | 38,683.50 | 24,639.00 | 14,044.50 | 368,078.00 | 68,391.25 | 281,453.80 |
| 520 - BOND/DEBT PROCEEDS | 0.00 | 0.00 | 25,536.09 | 0.00 | 25,536.09 | 0.00 | 4,411.80 | 15,505.66 |
| Total Revenue: | 2,590,180.06 | 913,817.56 | 26,094,349.01 | 25,296,804.63 | 797,544.38 | 27,513,087.11 | 2,705,405.89 | 24,865,247.79 |
| Expense | | | | | | | | |
| 100 - PROGRAMS | 157,035.91 | 119,576.83 | 1,349,200.99 | 1,420,940.29 | 71,739.30 | 1,717,096.49 | 108,319.55 | 1,235,037.33 |
| 110 - CAMPS | 96.88 | 4,895.07 | 750,589.26 | 1,000,018.57 | 249,429.31 | 1,015,437.03 | 1,478.32 | 832,363.20 |
| 120 - LESSONS | 22,064.27 | 21,131.86 | 220,504.33 | 227,708.55 | 7,204.22 | 270,640.47 | 19,250.92 | 203,104.79 |
| 130 - SPECIAL EVENTS | 4,321.15 | 3,770.75 | 91,140.76 | 163,603.54 | 72,462.78 | 185,843.88 | 12,194.51 | 132,024.81 |
| 440 - MEMBERSHIPS | 9,185.79 | 12,669.25 | 90,944.77 | 126,692.50 | 35,747.73 | 152,040.12 | 7,398.10 | 80,764.36 |
| 610 - SALARIES & WAGES | 662,910.39 | 660,753.17 | 6,977,320.40 | 7,320,684.12 | 343,363.72 | 9,150,363.81 | 592,884.58 | 6,186,547.38 |
| 620 - CONTRACTUAL SERVICES | 308,973.19 | 337,411.77 | 2,231,295.27 | 3,393,913.45 | 1,162,618.18 | 4,200,987.52 | 234,501.09 | 2,457,390.37 |
| 630 - INSURANCE | 197,988.01 | 180,387.20 | 1,680,793.57 | 1,810,880.62 | 130,087.05 | 2,308,794.17 | 110,562.10 | 1,357,247.89 |
| 640 - MATERIALS & SUPPLIES | 78,182.10 | 40,965.90 | 550,367.00 | 546,580.07 | -3,786.93 | 637,723.01 | 44,964.95 | 444,304.99 |
| 650 - MAINTENANCE & LANDSCAPING CONTRACTS | 47,327.45 | 34,333.61 | 434,995.93 | 468,344.64 | 33,348.71 | 514,617.04 | 49,978.61 | 422,522.10 |
| 660 - UTILITIES | 103,640.14 | 97,372.32 | 765,999.03 | 818,815.31 | 52,816.28 | 1,028,048.56 | 77,235.21 | 652,978.62 |
| 670 - PENSION CONTRIBUTIONS | 53,771.81 | 59,704.61 | 572,372.05 | 628,407.93 | 56,035.88 | 791,637.20 | 48,311.39 | 506,845.75 |
| 680 - COST OF GOODS SOLD | 3,244.82 | 1,285.61 | 87,808.01 | 56,004.10 | -31,803.91 | 57,835.00 | 7,324.52 | 88,612.20 |
| 710 - DEBT RETIREMENT | 0.00 | 0.00 | 541,300.00 | 541,350.00 | 50.00 | 3,342,200.00 | 0.00 | 619,310.27 |
| 720 - CAPITAL OUTLAY | 359,443.85 | 1,071,282.68 | 6,559,326.13 | 10,445,811.80 | 3,886,485.67 | 12,044,232.00 | 1,359,207.93 | 3,067,481.60 |
| Total Expense: | 2,008,185.76 | 2,645,540.63 | 22,903,957.50 | 28,969,755.49 | 6,065,797.99 | 37,417,496.30 | 2,673,611.78 | 18,286,535.66 |
| Report Total: | 581,994.30 | -1,731,723.07 | 3,190,391.51 | -3,672,950.86 | 6,863,342.37 | -9,904,409.19 | 31,794.11 | 6,578,712.13 |

Fund Summary

| Fund | Month | | Year To Date | | | Annual Budget | Prior Year | |
|-------------------------|-------------------|----------------------|---------------------|----------------------|----------------------------------|----------------------|------------------|---------------------|
| | Actual | Budget | Actual | Budget | Variance Favorable (Unfavorable) | | Month | YTD |
| 01 - GENERAL CORPORATE | 249,750.86 | -417,784.39 | 1,876,044.23 | 952,727.82 | 923,316.41 | -298,061.52 | 513,331.51 | 2,225,184.13 |
| 25 - SPECIAL RECREATION | 80,266.03 | 9,318.42 | 659,380.34 | 656,725.10 | 2,655.24 | 502,044.64 | 79,555.01 | 678,853.93 |
| 29 - RECREATION | 459,341.25 | -136,557.93 | 6,144,502.80 | 3,915,331.50 | 2,229,171.30 | 2,863,500.69 | 500,242.71 | 5,454,852.24 |
| 60 - DEBT SERVICE | 189,569.82 | 34,343.83 | 984,076.66 | 1,069,059.50 | -84,982.84 | -1,664,778.22 | 223,024.98 | 925,030.28 |
| 70 - CAPITAL PROJECTS | -396,933.66 | -1,221,043.00 | -6,473,612.52 | -10,266,794.78 | 3,793,182.26 | -11,307,114.78 | -1,284,360.10 | -2,705,208.45 |
| Report Total: | 581,994.30 | -1,731,723.07 | 3,190,391.51 | -3,672,950.86 | 6,863,342.37 | -9,904,409.19 | 31,794.11 | 6,578,712.13 |

General Fund - Interest income is above budget with continued increased rates. This is a permanent difference. Salary and wages, insurance and pension costs are trending low due to open positions earlier in the year. Furthermore, insurance distribution is incorrect. This is both a permanent and timing difference. Contractual services were largely under-budget due to professional fees being allocated across the year and not using such services much, thus far. Safety services are also under budget. In Parks, maintenance contracts are \$22,000 under budget due to timing differences. Ecological restoration is under budget by \$23,000 and is a timing difference. Tree care services is under budget by \$10,000. Contingencies, marketing/special projects, education and training, computer expense, landscape services, turf maintenance, and staff development are also under budget and are timing differences. Maintenance and landscaping contracts are under budget largely due to miscellaneous equipment not yet being purchased (\$11,000). Playground surfacing is also under budget by a timing difference of \$7,000. Several utility bills are trending late. This favorable variance is largely a timing difference.

Special Recreation Fund - Companion fees came in under budget.

Recreation Fund - Program revenue is showing a favorable variance due to childhood enrichment programming (\$81,000 permanent), youth art (\$22,000 permanent), youth dance (\$47,000 permanent) and \$14,000 for new programs like dog training and stream. Additionally, tennis is showing a \$251,000 favorable timing variance at 10/31 with \$166,000 being a permanent difference. Athletics is showing a \$56,000 surplus in boys travel baseball and is temporary and a \$14,000 variance in hitting league, which is also a temporary surplus. CIA is showing a \$14,000 surplus in programs. Finally, personal training is \$34,000 permanent surplus. Lessons is showing a permanent surplus due to swim lessons being over budget by \$49,000. The surplus at tennis of \$12,000 is temporary. Fees and charges are showing a surplus due to permanent tee times at SVGC for \$17,000, greens fees of \$407,000, and loyalty club at \$14,000. Additionally, the Rec Center has \$15,000 surplus in daily fees. Membership favorable variance is largely due to the rec center and new memberships at \$193,000 and group exercise at \$76,000. Additionally, memberships at tennis are \$29,000 more than budget. Season memberships at HCAP are at a \$16,000 surplus. Rentals are showing a favorable variance. This is largely due to prime tennis at \$22,000 (permanent), Park Ave \$17,000 (timing), CIA with Falcons and Giants using more ice than budgeted (\$32,000 permanent), golf carts at \$117,000 (permanent), and building rental at Rosewood (\$13,000), permanent. Merchandising is showing a surplus due to the high level of golf ball sales (\$22,000) and \$25,000 in golf accessory sales with surplus visitors. Interest income was not budgeted for in this fund, but must be allocated between the rec and general funds. This \$443,000 variance is permanent. Miscellaneous income has a permanent difference of \$86,000 over budget due to unbudgeted sponsorships at several facilities. SMILE donations of \$46,000 were collected from the Foundation that were not budgeted. Program expenses are under budget due to youth tennis wages being under budget by \$19,000, skating and gymnastics wages being under budget by \$31,000, and special parties expenses at camp being under budget by \$12,000. Camp expense is under budget due to camp revenue and programming falling short. Savings are in wages for \$31,000 at CIA, \$114,000 in general camps, \$20,000 at golf camp, and a \$53,000 difference at Heller. Special events expenses are largely under budget due to the minimal expenses for the independence day event (\$54,000). Membership expense is largely due to group exercise wages being under budget. Contractual Services are under budget due to computer expense, Grant & aid SMILE, bank charges and fees, and advertising and promotion being under budget due to timing differences.

Debt Service Fund - Tax receipts for this fund are slow in coming in. This is a timing difference.

Capital Fund - Other income is impact fees. Those are not budgeted for. Interest on the bond money was not budgeted for in the 470 account. Significantly under budget is contractual services as estimated cost of such services is spread across the year and often does not align with work and when invoices are received. Finally, capital projects and invoicing thereof are moving more slowly than anticipated. These are largely timing differences, however projected capital expenditures are at least \$2M less than the annual budget.



Park District of Highland Park, IL

01 - GENERAL FUND

Income Statement

Current Period Ending 10/31/2023

| Type | Month | | Year To Date | | | Annual Budget | Prior Year | |
|---|-------------------|--------------------|---------------------|---------------------|----------------------------------|---------------------|-------------------|---------------------|
| | Actual | Budget | Actual | Budget | Variance Favorable (Unfavorable) | | Month | YTD |
| Revenue | | | | | | | | |
| 410 - TAX | 770,885.62 | 120,391.83 | 6,104,358.48 | 6,299,199.98 | -194,841.50 | 6,419,591.85 | 898,118.58 | 6,129,740.10 |
| 420 - FEES & CHARGES | 3,398.24 | 3,417.48 | 37,818.50 | 30,961.02 | 6,857.48 | 35,400.00 | 3,520.99 | 34,603.54 |
| 450 - RENTALS | -352.02 | 0.00 | 8,818.58 | 0.00 | 8,818.58 | 0.00 | 0.00 | 0.00 |
| 460 - MERCHANDISING | 0.00 | 33.34 | 245.86 | 327.42 | -81.56 | 396.00 | 0.00 | 0.00 |
| 470 - INTEREST INCOME | 31,465.48 | 3,581.90 | 222,470.35 | 35,819.00 | 186,651.35 | 43,000.00 | 31,252.93 | 110,543.94 |
| 480 - MISCELLANEOUS INCOME | 320.00 | 2,558.85 | 57,328.53 | 51,915.41 | 5,413.12 | 54,551.00 | 753.87 | 52,504.43 |
| 510 - OTHER INCOME | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 20,000.00 |
| Total Revenue: | 805,717.32 | 129,983.40 | 6,431,040.30 | 6,418,222.83 | 12,817.47 | 6,552,938.85 | 933,646.37 | 6,347,392.01 |
| Expense | | | | | | | | |
| 610 - SALARIES & WAGES | 239,304.35 | 263,068.85 | 2,368,448.77 | 2,724,687.71 | 356,238.94 | 3,471,802.45 | 227,894.38 | 2,184,884.72 |
| 620 - CONTRACTUAL SERVICES | 133,503.17 | 106,809.83 | 769,361.12 | 1,044,397.04 | 275,035.92 | 1,229,881.08 | 68,012.72 | 706,446.35 |
| 630 - INSURANCE | 94,671.19 | 102,170.93 | 843,741.98 | 1,010,433.58 | 166,691.60 | 1,292,998.04 | 60,759.05 | 690,594.90 |
| 640 - MATERIALS & SUPPLIES | 44,530.75 | 24,425.62 | 212,831.20 | 223,894.64 | 11,063.44 | 283,165.50 | 18,253.04 | 186,059.79 |
| 650 - MAINTENANCE & LANDSCAPING CONTRACTS | 8,474.61 | 10,823.21 | 71,701.98 | 106,071.36 | 34,369.38 | 122,788.04 | 11,443.10 | 65,408.45 |
| 660 - UTILITIES | 15,887.08 | 18,293.13 | 90,726.36 | 132,208.19 | 41,481.83 | 165,099.16 | 15,354.79 | 108,334.96 |
| 670 - PENSION CONTRIBUTIONS | 19,595.31 | 22,176.22 | 198,184.66 | 223,802.49 | 25,617.83 | 285,266.10 | 18,597.78 | 180,478.71 |
| Total Expense: | 555,966.46 | 547,767.79 | 4,554,996.07 | 5,465,495.01 | 910,498.94 | 6,851,000.37 | 420,314.86 | 4,122,207.88 |
| Report Total: | 249,750.86 | -417,784.39 | 1,876,044.23 | 952,727.82 | 923,316.41 | -298,061.52 | 513,331.51 | 2,225,184.13 |

Interest income is above budget with continued increased rates. This is a permanent difference.

Salary and wages, insurance and pension costs are trending low due to open positions earlier in the year. Furthermore, insurance distribution is incorrect. This is both a permanent and timing difference.

Contractual services were largely under-budget due to professional fees being allocated across the year and not using such services much, thus far. Safety services are also under budget. In Parks, maintenance contracts are \$22,000 under budget due to timing differences. Ecological restoration is under budget by \$23,000 and is a timing difference. Tree care services is under budget by \$10,000. Contingencies, marketing/special projects, education and training, computer expense, landscape services, turf maintenance, and staff development are also under budget and are timing differences.

Maintenance and landscaping contracts are under budget largely due to miscellaneous equipment not yet being purchased (\$11,000). Playground surfacing is also under budget by a timing difference of \$7,000.

Several utility bills are trending late. This favorable variance is largely a timing difference.



Park District of Highland Park, IL

Income Statement

Current Period Ending 10/31/2023

25 - SPECIAL RECREATION

| Type | Month | | Year To Date | | Variance Favorable (Unfavorable) | Annual Budget | Prior Year | |
|----------------------------|-------------------|-----------------|-------------------|-------------------|----------------------------------|-------------------|-------------------|-------------------|
| | Actual | Budget | Actual | Budget | | | Month | YTD |
| Revenue | | | | | | | | |
| 410 - TAX | 110,475.85 | 9,318.42 | 889,451.46 | 922,523.98 | -33,072.52 | 931,842.40 | 125,743.04 | 934,908.90 |
| Total Revenue: | 110,475.85 | 9,318.42 | 889,451.46 | 922,523.98 | -33,072.52 | 931,842.40 | 125,743.04 | 934,908.90 |
| Expense | | | | | | | | |
| 620 - CONTRACTUAL SERVICES | 30,209.82 | 0.00 | 230,071.12 | 265,798.88 | 35,727.76 | 429,797.76 | 46,188.03 | 256,054.97 |
| Total Expense: | 30,209.82 | 0.00 | 230,071.12 | 265,798.88 | 35,727.76 | 429,797.76 | 46,188.03 | 256,054.97 |
| Report Total: | 80,266.03 | 9,318.42 | 659,380.34 | 656,725.10 | 2,655.24 | 502,044.64 | 79,555.01 | 678,853.93 |

Tax receipts for this fund are slow in coming in. This is a timing difference.

For contractual services, companion fees came in under budget.



Park District of Highland Park, IL

29 - RECREATION FUND

Income Statement

Current Period Ending 10/31/2023

| Type | Month | | Year To Date | | | Annual Budget | Prior Year | |
|---|---------------------|--------------------|----------------------|----------------------|----------------------------------|----------------------|---------------------|----------------------|
| | Actual | Budget | Actual | Budget | Variance Favorable (Unfavorable) | | Month | YTD |
| Revenue | | | | | | | | |
| 100 - PROGRAMS | 191,045.45 | 206,826.81 | 3,274,844.54 | 2,751,587.62 | 523,256.92 | 3,191,011.99 | 156,787.31 | 3,015,423.94 |
| 110 - CAMPS | 24.00 | 5,240.40 | 1,703,009.52 | 1,873,650.47 | -170,640.95 | 1,892,552.79 | 3,114.00 | 1,741,169.14 |
| 120 - LESSONS | 61,843.42 | 41,084.17 | 483,841.31 | 420,495.63 | 63,345.68 | 492,376.50 | 55,779.95 | 467,250.10 |
| 130 - SPECIAL EVENTS | 0.00 | 2,923.82 | 57,991.64 | 104,441.44 | -46,449.80 | 131,853.00 | 10,245.25 | 73,207.21 |
| 410 - TAX | 668,016.92 | 113,826.00 | 5,376,478.60 | 5,577,474.14 | -200,995.54 | 5,691,300.17 | 746,385.08 | 5,304,523.35 |
| 420 - FEES & CHARGES | 193,030.08 | 164,886.02 | 2,897,850.74 | 2,448,850.06 | 449,000.68 | 2,547,199.57 | 172,404.25 | 2,520,717.91 |
| 440 - MEMBERSHIPS | 97,255.24 | 61,849.54 | 1,092,345.11 | 769,477.86 | 322,867.25 | 893,518.36 | 67,602.94 | 698,485.22 |
| 450 - RENTALS | 151,443.39 | 134,702.21 | 1,280,042.03 | 1,062,028.21 | 218,013.82 | 1,268,593.98 | 73,464.09 | 1,156,890.64 |
| 460 - MERCHANDISING | 12,732.32 | 7,163.80 | 162,647.72 | 113,160.26 | 49,487.46 | 119,067.50 | 11,447.51 | 147,277.26 |
| 470 - INTEREST INCOME | 54,029.87 | 0.00 | 442,669.61 | 0.00 | 442,669.61 | 0.00 | 0.00 | 0.00 |
| 480 - MISCELLANEOUS INCOME | 21,443.14 | 1,669.14 | 123,112.83 | 37,316.41 | 85,796.42 | 42,805.00 | 3,104.85 | 105,431.91 |
| 510 - OTHER INCOME | 0.00 | 0.00 | 23,183.50 | 24,639.00 | -1,455.50 | 68,078.00 | 0.00 | 29,097.55 |
| Total Revenue: | 1,450,863.83 | 740,171.91 | 16,918,017.15 | 15,183,121.10 | 1,734,896.05 | 16,338,356.86 | 1,300,335.23 | 15,259,474.23 |
| Expense | | | | | | | | |
| 100 - PROGRAMS | 157,035.91 | 119,576.83 | 1,349,200.99 | 1,420,940.29 | 71,739.30 | 1,717,096.49 | 108,319.55 | 1,235,037.33 |
| 110 - CAMPS | 96.88 | 4,895.07 | 750,589.26 | 1,000,018.57 | 249,429.31 | 1,015,437.03 | 1,478.32 | 832,363.20 |
| 120 - LESSONS | 22,064.27 | 21,131.86 | 220,504.33 | 227,708.55 | 7,204.22 | 270,640.47 | 19,250.92 | 203,104.79 |
| 130 - SPECIAL EVENTS | 4,321.15 | 3,770.75 | 91,140.76 | 163,603.54 | 72,462.78 | 185,843.88 | 12,194.51 | 132,024.81 |
| 440 - MEMBERSHIPS | 9,185.79 | 12,669.25 | 90,944.77 | 126,692.50 | 35,747.73 | 152,040.12 | 7,398.10 | 80,764.36 |
| 610 - SALARIES & WAGES | 423,606.04 | 397,684.32 | 4,608,871.63 | 4,595,996.41 | -12,875.22 | 5,678,561.36 | 364,990.20 | 4,001,662.66 |
| 620 - CONTRACTUAL SERVICES | 69,405.76 | 79,966.94 | 904,842.16 | 1,030,370.53 | 125,528.37 | 1,194,308.68 | 72,491.90 | 1,022,414.50 |
| 630 - INSURANCE | 103,316.82 | 78,216.27 | 837,051.59 | 800,447.04 | -36,604.55 | 1,015,796.13 | 49,803.05 | 666,652.99 |
| 640 - MATERIALS & SUPPLIES | 33,651.35 | 16,540.28 | 337,535.80 | 322,685.43 | -14,850.37 | 354,557.51 | 26,711.91 | 258,245.20 |
| 650 - MAINTENANCE & LANDSCAPING CONTRACTS | 38,852.84 | 23,510.40 | 363,293.95 | 362,273.28 | -1,020.67 | 391,829.00 | 38,535.51 | 357,113.65 |
| 660 - UTILITIES | 87,753.06 | 79,079.19 | 675,272.67 | 686,607.12 | 11,334.45 | 862,949.40 | 61,880.42 | 544,643.66 |
| 670 - PENSION CONTRIBUTIONS | 34,176.50 | 37,528.39 | 374,187.39 | 404,605.44 | 30,418.05 | 506,371.10 | 29,713.61 | 326,367.04 |
| 680 - COST OF GOODS SOLD | 3,244.82 | 1,285.61 | 87,808.01 | 56,004.10 | -31,803.91 | 57,835.00 | 7,324.52 | 88,612.20 |
| 720 - CAPITAL OUTLAY | 4,811.39 | 874.68 | 82,271.04 | 69,836.80 | -12,434.24 | 71,590.00 | 0.00 | 55,615.60 |
| Total Expense: | 991,522.58 | 876,729.84 | 10,773,514.35 | 11,267,789.60 | 494,275.25 | 13,474,856.17 | 800,092.52 | 9,804,621.99 |
| Report Total: | 459,341.25 | -136,557.93 | 6,144,502.80 | 3,915,331.50 | 2,229,171.30 | 2,863,500.69 | 500,242.71 | 5,454,852.24 |

Fund Summary

| Fund | Month | | Year To Date | | Variance Favorable (Unfavorable) | Annual Budget | Prior Year | |
|----------------------|-------------------|--------------------|---------------------|---------------------|----------------------------------|---------------------|-------------------|---------------------|
| | Actual | Budget | Actual | Budget | | | Month | YTD |
| 29 - RECREATION | 459,341.25 | -136,557.93 | 6,144,502.80 | 3,915,331.50 | 2,229,171.30 | 2,863,500.69 | 500,242.71 | 5,454,852.24 |
| Report Total: | 459,341.25 | -136,557.93 | 6,144,502.80 | 3,915,331.50 | 2,229,171.30 | 2,863,500.69 | 500,242.71 | 5,454,852.24 |

Program revenue is showing a favorable variance due to childhood enrichment programming (\$81,000 permanent), youth art (\$22,000 permanent), youth dance (\$47,000 permanent) and \$14,000 for new programs like dog training and stream. Additionally, tennis is showing a \$251,000 favorable timing variance at 10/31 with \$166,000 being a permanent difference. Athletics is showing a \$56,000 surplus in boys travel baseball and is temporary and a \$14,000 variance in hitting league, which is also a temporary surplus. CIA is showing a \$14,000 surplus in programs. Finally, personal training is \$34,000 permanent surplus.

Lessons is showing a permanent surplus due to swim lessons being over budget by \$49,000. The surplus at tennis of \$12,000 is temporary.

Special events revenue is low due to no revenue being generated by independence day (\$23,000). This is a permanent difference. The Halloween event was free versus \$11,000 revenue budgeted. Also, a \$10,000 summer special events (hoe down and luau) did not occur that was budgeted for.

Fees and charges are showing a surplus due to permanent tee times at SVGC for \$17,000, greens fees of \$407,000, and loyalty club at \$14,000. Additionally, the Rec Center has \$15,000 surplus in daily fees.

Membership favorable variance is largely due to the rec center and new memberships at \$193,000 and group exercise at \$76,000. Additionally, memberships at tennis are \$29,000 more than budget. Season memberships at HCAP are at a \$16,000 surplus.

Rentals are showing a favorable variance. This is largely due to prime tennis at \$22,000 (permanent), Park Ave \$17,000 (timing), CIA with Falcons and Giants using more ice than budgeted (\$32,000 permanent), golf carts at \$117,000 (permanent), and building rental at Rosewood (\$13,000), permanent.

Merchandising is showing a surplus due to the high level of golf ball sales (\$22,000) and \$25,000 in golf accessory sales with surplus visitors.

Interest income was not budgeted for in this fund, but must be allocated between the rec and general funds. This \$443,000 variance is permanent.

Miscellaneous income has a permanent difference of \$86,000 over budget due to unbudgeted sponsorships at several facilities. SMILE donations of \$46,000 were collected from the Foundation that were not budgeted.

Program expenses are under budget due to youth tennis wages being under budget by \$19,000, skating and gymnastics wages being under budget by \$31,000, and special parties expenses at camp being under budget by \$12,000.

Camp expense is under budget due to camp revenue and programming falling short. Savings are in wages for \$31,000 at CIA, \$114,000 in general camps, \$20,000 at golf camp, and a \$53,000 difference at Heller.

Special events expenses are largely under budget due to the minimal expenses for the independence day event (\$54,000).

Membership expense is largely due to group exercise wages being under budget.

Contractual Services are under budget due to computer expense, Grant & aid SMILE, bank charges and fees, and advertising and promotion being under budget due to timing differences.

Insurance looks to be over budget due to distribution errors. This is a timing difference.

Cost of goods sold is over budget due to the surplus of items being sold.

Capital outlay is over budget, largely due to dredging costing \$21,000 more than budgeted.



Park District of Highland Park, IL

Income Statement

Current Period Ending 10/31/2023

60 - DEBT SERVICE

| Type | Month | | Year To Date | | Variance Favorable (Unfavorable) | Annual Budget | Prior Year | |
|-----------------------|-------------------|------------------|---------------------|---------------------|--|----------------------|-------------------|---------------------|
| | Actual | Budget | Actual | Budget | | | Month | YTD |
| Revenue | | | | | | | | |
| 410 - TAX | 189,569.82 | 34,343.83 | 1,525,376.66 | 1,610,409.50 | -85,032.84 | 1,677,421.78 | 223,024.98 | 1,544,340.55 |
| Total Revenue: | 189,569.82 | 34,343.83 | 1,525,376.66 | 1,610,409.50 | -85,032.84 | 1,677,421.78 | 223,024.98 | 1,544,340.55 |
| Expense | | | | | | | | |
| 710 - DEBT RETIREMENT | 0.00 | 0.00 | 541,300.00 | 541,350.00 | 50.00 | 3,342,200.00 | 0.00 | 619,310.27 |
| Total Expense: | 0.00 | 0.00 | 541,300.00 | 541,350.00 | 50.00 | 3,342,200.00 | 0.00 | 619,310.27 |
| Report Total: | 189,569.82 | 34,343.83 | 984,076.66 | 1,069,059.50 | -84,982.84 | -1,664,778.22 | 223,024.98 | 925,030.28 |

Tax receipts for this fund are slow in coming in. This is a timing difference.



Park District of Highland Park, IL

70 - CAPITAL FUND

Income Statement

Current Period Ending 10/31/2023

| Type | Month | | Year To Date | | | Annual Budget | Prior Year | |
|----------------------------|--------------------|----------------------|----------------------|-----------------------|----------------------------------|-----------------------|----------------------|----------------------|
| | Actual | Budget | Actual | Budget | Variance Favorable (Unfavorable) | | Month | YTD |
| Revenue | | | | | | | | |
| 470 - INTEREST INCOME | 12,179.79 | 0.00 | 255,195.63 | 0.00 | 255,195.63 | 0.00 | 36,765.02 | 129,275.85 |
| 480 - MISCELLANEOUS INCOME | 11,373.45 | 0.00 | 59,767.81 | 1,162,527.22 | -1,102,759.41 | 1,712,527.22 | 17,500.00 | 417,500.00 |
| 510 - OTHER INCOME | 10,000.00 | 0.00 | 15,500.00 | 0.00 | 15,500.00 | 300,000.00 | 68,391.25 | 232,356.25 |
| Total Revenue: | 33,553.24 | 0.00 | 330,463.44 | 1,162,527.22 | -832,063.78 | 2,012,527.22 | 122,656.27 | 779,132.10 |
| Expense | | | | | | | | |
| 620 - CONTRACTUAL SERVICES | 75,854.44 | 150,635.00 | 327,020.87 | 1,053,347.00 | 726,326.13 | 1,347,000.00 | 47,808.44 | 472,474.55 |
| 720 - CAPITAL OUTLAY | 354,632.46 | 1,070,408.00 | 6,477,055.09 | 10,375,975.00 | 3,898,919.91 | 11,972,642.00 | 1,359,207.93 | 3,011,866.00 |
| Total Expense: | 430,486.90 | 1,221,043.00 | 6,804,075.96 | 11,429,322.00 | 4,625,246.04 | 13,319,642.00 | 1,407,016.37 | 3,484,340.55 |
| Report Total: | -396,933.66 | -1,221,043.00 | -6,473,612.52 | -10,266,794.78 | 3,793,182.26 | -11,307,114.78 | -1,284,360.10 | -2,705,208.45 |

Budgeted revenue in miscellaneous income is \$200,000 for Park Ave grants \$280,000 for Park Ave donations, \$150,000 for Cunniff pickleball donations, and \$500,000 of the budget is for Fink Memorial. The grant dollars will come in later in 2023, as will more Park Ave donations, and the pickle-ball donations have yet to come to fruition. The Fink Memorial project and related cost have not yet been approved by the Board.

Other income is impact fees. Those are not budgeted for.

Interest on the bond money was not budgeted for in the 470 account.

Significantly under budget is contractual services as estimated cost of such services is spread across the year and often does not align with work and when invoices are received.

Finally, capital projects and invoicing thereof are moving more slowly than anticipated. These are largely timing differences, however projected capital expenditures are at least \$2M less than the annual budget.



RECREATION BY CENTER

Park District of Highland Park, IL

| Account Type | Fiscal 2022 Total Budget | Fiscal 2022 YTD Activity | 2023 Total Budget | 2023 YTD Activity |
|---|-----------------------------|-----------------------------|------------------------|------------------------|
| Fund: 29 - RECREATION | | | | |
| Center: 11 - ADMINISTRATIVE | | | | |
| Revenue | \$ 5,390,269.73 | \$ 5,358,095.47 | \$ 5,732,520.17 | 5,902,089.08 |
| Expense | \$ 5,420,948.66 | \$ 1,700,875.84 | \$ 5,547,576.13 | 2,181,029.30 |
| Center: 11 - ADMINISTRATIVE Surplus (Deficit): | \$ (30,678.93) | \$ 3,657,219.63 | \$ 184,944.04 | 3,721,059.78 |
| Net Revenue: | -0.57% | 68.26% | 3.23% | 63.05% |
| Center: 24 - WEST RIDGE CENTER | | | | |
| Revenue | \$ 512,901.00 | \$ 585,725.63 | \$ 625,799.00 | 703,936.35 |
| Expense | \$ 712,673.10 | \$ 534,316.80 | \$ 837,846.96 | 704,278.20 |
| Center: 24 - WEST RIDGE CENTER Surplus (Deficit): | \$ (199,772.10) | \$ 51,408.83 | \$ (212,047.96) | \$ (341.85) |
| Net Revenue: | -38.95% | 8.78% | -33.88% | -0.05% |
| Center: 26 - ATHLETICS | | | | |
| Revenue | \$ 1,011,527.00 | \$ 1,097,939.65 | \$ 1,048,253.99 | 1,087,226.82 |
| Expense | \$ 963,107.28 | \$ 852,557.22 | \$ 1,019,270.68 | 837,516.18 |
| Center: 26 - ATHLETICS Surplus (Deficit): | \$ 48,419.72 | \$ 245,382.43 | \$ 28,983.31 | 249,710.64 |
| Net Revenue: | 4.79% | 22.35% | 2.76% | 22.97% |
| Center: 28 - CAMPS | | | | |
| Revenue | \$ 1,057,804.00 | \$ 865,774.53 | \$ 945,309.00 | 959,799.15 |
| Expense | \$ 759,992.47 | \$ 586,083.83 | \$ 622,557.33 | 458,848.02 |
| Center: 28 - CAMPS Surplus (Deficit): | \$ 297,811.53 | \$ 279,690.70 | \$ 322,751.67 | 500,951.13 |
| Net Revenue: | 28.15% | 32.31% | 34.14% | 52.19% |
| Center: 29 - SPECIAL EVENTS | | | | |
| Revenue | \$ 67,170.00 | \$ 43,412.70 | \$ 67,028.00 | 29,333.75 |
| Expense | \$ 161,006.41 | \$ 122,188.76 | \$ 177,961.55 | 102,940.76 |
| Center: 29 - SPECIAL EVENTS Surplus (Deficit): | \$ (93,836.41) | \$ (78,776.06) | \$ (110,933.55) | \$ (73,607.01) |
| Net Revenue: | -139.70% | -181.46% | -165.50% | -250.93% |
| Center: 31 - HIDDEN CREEK AQUAPARK | | | | |
| Revenue | \$ 398,865.00 | \$ 384,752.45 | \$ 435,327.00 | 458,605.74 |
| Expense | \$ 543,764.76 | \$ 538,415.79 | \$ 605,397.89 | 560,408.12 |
| Center: 31 - HIDDEN CREEK AQUAPARK Surplus (Deficit): | \$ (144,899.76) | \$ (153,663.34) | \$ (170,070.89) | \$ (101,802.38) |
| Net Revenue: | -36.33% | -39.94% | -39.07% | -22.20% |
| Center: 32 - ROSEWOOD INTERPRETIVE CENTER | | | | |
| Revenue | \$ 167,507.00 | \$ 176,251.49 | \$ 169,347.00 | 132,600.80 |
| Expense | \$ 126,823.89 | \$ 109,221.10 | \$ 119,888.92 | 75,656.65 |
| Center: 32 - ROSEWOOD INTERPRETIVE CENTER Surplus (Deficit): | \$ 40,683.11 | \$ 67,030.39 | \$ 49,458.08 | 56,944.15 |
| Net Revenue: | 24.29% | 38.03% | 29.21% | 42.94% |

| Account Type | Fiscal 2022 Total Budget | Fiscal 2022 YTD Activity | 2023 Total Budget | 2023 YTD Activity |
|---|-----------------------------|-----------------------------|------------------------|------------------------|
| Center: 33 - ROSEWOOD BEACH | | | | |
| Revenue | \$ 193,825.00 | \$ 163,826.90 | \$ 178,540.00 | 179,446.10 |
| Expense | \$ 280,643.81 | \$ 195,790.98 | \$ 268,908.94 | 224,864.30 |
| Center: 33 - ROSEWOOD BEACH Surplus (Deficit): | \$ (86,818.81) | \$ (31,964.08) | \$ (90,368.94) | \$ (45,418.20) |
| Net Revenue: | -44.79% | -19.51% | -50.62% | -25.31% |
| Center: 34 - PARK AVENUE | | | | |
| Revenue | \$ 268,507.00 | \$ 258,100.68 | \$ 261,290.00 | 255,657.14 |
| Expense | \$ 260,750.62 | \$ 162,067.81 | \$ 265,847.68 | 117,689.55 |
| Center: 34 - PARK AVENUE Surplus (Deficit): | \$ 7,756.38 | \$ 96,032.87 | \$ (4,557.68) | 137,967.59 |
| Net Revenue: | 2.89% | 37.21% | -1.74% | 53.97% |
| Center: 38 - ICE ARENA | | | | |
| Revenue | \$ 1,068,717.20 | \$ 821,781.49 | \$ 996,120.48 | 784,703.52 |
| Expense | \$ 883,225.72 | \$ 635,940.47 | \$ 1,032,446.03 | 741,284.11 |
| Center: 38 - ICE ARENA Surplus (Deficit): | \$ 185,491.48 | \$ 185,841.02 | \$ (36,325.55) | 43,419.41 |
| Net Revenue: | 17.36% | 22.61% | -3.65% | 5.53% |
| Center: 41 - MAINTENANCE | | | | |
| Expense | \$ 834,343.54 | \$ 671,519.93 | \$ 897,675.43 | 790,081.06 |
| Center: 41 - MAINTENANCE Total: | \$ 834,343.54 | \$ 671,519.93 | \$ 897,675.43 | 790,081.06 |
| Net Revenue: | | | | |
| Center: 42 - PRO SHOP | | | | |
| Revenue | \$ 1,689,725.00 | \$ 2,123,628.16 | \$ 1,929,231.00 | 2,495,320.38 |
| Expense | \$ 613,503.82 | \$ 595,164.56 | \$ 694,153.85 | 680,757.02 |
| Center: 42 - PRO SHOP Surplus (Deficit): | \$ 1,076,221.18 | \$ 1,528,463.60 | \$ 1,235,077.15 | 1,814,563.36 |
| Net Revenue: | 63.69% | 71.97% | 64.02% | 72.72% |
| Center: 49 - RECREATION CENTER ADMIN | | | | |
| Revenue | \$ 100,827.50 | \$ 96,630.30 | \$ 107,270.00 | 97,088.52 |
| Expense | \$ 728,034.67 | \$ 507,481.27 | \$ 704,720.08 | 527,035.71 |
| Center: 49 - RECREATION CENTER ADMIN Surplus (Deficit): | \$ (627,207.17) | \$ (410,850.97) | \$ (597,450.08) | \$ (429,947.19) |
| Net Revenue: | -622.06% | -425.18% | -556.96% | -442.84% |
| Center: 51 - RECREATION CENTER FITNESS | | | | |
| Revenue | \$ 1,360,180.00 | \$ 675,935.11 | \$ 954,714.68 | 1,106,731.97 |
| Expense | \$ 859,674.59 | \$ 474,859.38 | \$ 767,995.46 | 566,330.36 |
| Center: 51 - RECREATION CENTER FITNESS Surplus (Deficit): | \$ 500,505.41 | \$ 201,075.73 | \$ 186,719.22 | 540,401.61 |
| Net Revenue: | 36.80% | 29.75% | 19.56% | 48.83% |
| Center: 53 - RECREATION CENTER AQUATICS | | | | |
| Revenue | \$ 184,612.50 | \$ 228,684.19 | \$ 235,643.75 | 253,610.99 |
| Expense | \$ 308,079.11 | \$ 261,628.44 | \$ 335,706.89 | 265,072.08 |
| Center: 53 - RECREATION CENTER AQUATICS Surplus (Deficit): | \$ (123,466.61) | \$ (32,944.25) | \$ (100,063.14) | \$ (11,461.09) |
| Net Revenue: | -66.88% | -14.41% | -42.46% | -4.52% |

| Account Type | Fiscal 2022 Total Budget | Fiscal 2022 YTD Activity | 2023 Total Budget | 2023 YTD Activity |
|---|-----------------------------|-----------------------------|------------------------|------------------------|
| Center: 55 - INDOOR TENNIS | | | | |
| Revenue | \$ 1,278,727.00 | \$ 1,344,373.43 | \$ 1,754,621.79 | 1,792,624.84 |
| Expense | \$ 1,063,959.35 | \$ 769,461.25 | \$ 1,379,971.25 | 1,064,854.00 |
| Center: 55 - INDOOR TENNIS Surplus (Deficit): | \$ 214,767.65 | \$ 574,912.18 | \$ 374,650.54 | 727,770.84 |
| Net Revenue: | 16.80% | 42.76% | 21.35% | 40.60% |
| Center: 56 - OUTDOOR TENNIS | | | | |
| Revenue | \$ 263,561.10 | \$ 312,218.93 | \$ (5.00) | \$ - |
| Expense | \$ 204,743.97 | \$ 208,859.33 | \$ 33.00 | \$ - |
| Center: 56 - OUTDOOR TENNIS Surplus (Deficit): | \$ 58,817.13 | \$ 103,359.60 | \$ (38.00) | \$ - |
| Net Revenue: | 22.32% | 33.10% | 760.00% | 0.00% |
| Center: 61 - HELLER NATURE CENTER | | | | |
| Revenue | \$ 357,928.25 | \$ 247,477.18 | \$ 303,718.00 | 182,902.67 |
| Expense | \$ 625,442.22 | \$ 470,937.80 | \$ 671,514.54 | 435,054.32 |
| Center: 61 - HELLER NATURE CENTER Surplus (Deficit): | \$ (267,513.97) | \$ (223,460.62) | \$ (367,796.54) | \$ (252,151.65) |
| Net Revenue: | -74.74% | -90.30% | -121.10% | -137.86% |
| Center: 74 - HPCC LEARNING CENTER | | | | |
| Revenue | \$ 585,953.00 | \$ 455,429.55 | \$ 546,750.00 | 473,155.83 |
| Expense | \$ 538,786.24 | \$ 385,392.57 | \$ 532,296.56 | 412,576.69 |
| Center: 74 - HPCC LEARNING CENTER Surplus (Deficit): | \$ 47,166.76 | \$ 70,036.98 | \$ 14,453.44 | 60,579.14 |
| Net Revenue: | 8.05% | 15.38% | 2.64% | 12.80% |
| Center: 76 - HPCC BUILDING | | | | |
| Revenue | \$ 38,874.58 | \$ 19,436.39 | \$ 46,878.00 | 23,183.50 |
| Expense | \$ 38,872.78 | \$ 21,858.86 | \$ 46,367.00 | 27,237.92 |
| Center: 76 - HPCC BUILDING Surplus (Deficit): | \$ 1.80 | \$ (2,422.47) | \$ 511.00 | \$ (4,054.42) |
| Net Revenue: | 0.00% | -12.46% | 1.09% | -17.49% |
| Fund: 29 - RECREATION Surplus (Deficit): | \$ 69,104.85 | \$ 5,454,852.24 | \$ (189,779.31) | 6,144,502.80 |
| Net Revenue: | 0.43% | 35.75% | -1.16% | 36.32% |
| Report Surplus (Deficit): | \$ 69,104.85 | \$ 5,454,852.24 | \$ (189,779.31) | 6,144,502.80 |
| Net Revenue: | 0.43% | 35.75% | -1.16% | 36.32% |



Sunset Valley Golf Course

| | 2022 | 2022 | 2023 | 2023 |
|----------------------------------|-------------------|---------------------|-------------------|---------------------|
| | Budget | YTD Activity | Budget | YTD Activity |
| Revenue | 1,689,725.00 | 2,123,628.16 | 1,929,231.00 | 2,495,320.38 |
| Expense | 1,447,847.36 | 1,266,684.49 | 1,591,829.28 | 1,470,838.08 |
| Report Surplus (Deficit): | 241,877.64 | 856,943.67 | 337,401.72 | 1,024,482.30 |

Recreation Center of HP

| | 2022 | 2022 | 2023 | 2023 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
| | Budget | YTD Activity | Budget | YTD Activity |
| Revenue | 1,645,620.00 | 1,001,249.60 | 1,297,628.43 | 1,457,431.48 |
| Expense | 1,895,788.37 | 1,243,969.09 | 1,808,422.43 | 1,358,438.15 |
| Report Surplus (Deficit): | (250,168.37) | (242,719.49) | (510,794.00) | 98,993.33 |

Deer Creek Raquet Club

| | 2022 | 2022 | 2023 | 2023 |
|----------------------------------|-------------------|---------------------|-------------------|---------------------|
| | Budget | YTD Activity | Budget | YTD Activity |
| Revenue | 1,542,288.10 | 1,656,592.36 | 1,754,621.79 | 1,792,624.84 |
| Expense | 1,268,703.32 | 978,320.58 | 1,379,971.25 | 1,064,854.00 |
| Report Surplus (Deficit): | 273,584.78 | 678,271.78 | 374,650.54 | 727,770.84 |

Park District of Highland Park
Investment Schedule
October 31, 2023

10.31.23

| Security | Type | | Purchase Date | Maturity Date | Interest Rate | Purchase Price | Monthly Interest | Expected Interest |
|-----------------------------|------|--------------|---------------|---------------|---------------|----------------|------------------|-------------------|
| First Bank of Highland Park | CD | 2,000,000.00 | 5/26/23 | 5/26/24 | 4.79% | 2,000,000.00 | 7,983.33 | 94,800.00 |
| PMA | CD | 974,085.22 | 7/13/23 | 1/11/24 | 5.35% | 974,085.22 | 4,342.80 | 25,914.78 |
| PMA | CD | 948,200.00 | 9/13/23 | 9/12/24 | 5.38% | 948,200.00 | 4,256.30 | 50,875.59 |
| | | | | | | | | |
| | | 3,922,285.22 | | | | 3,922,285.22 | 16,582.43 | 171,590.37 |



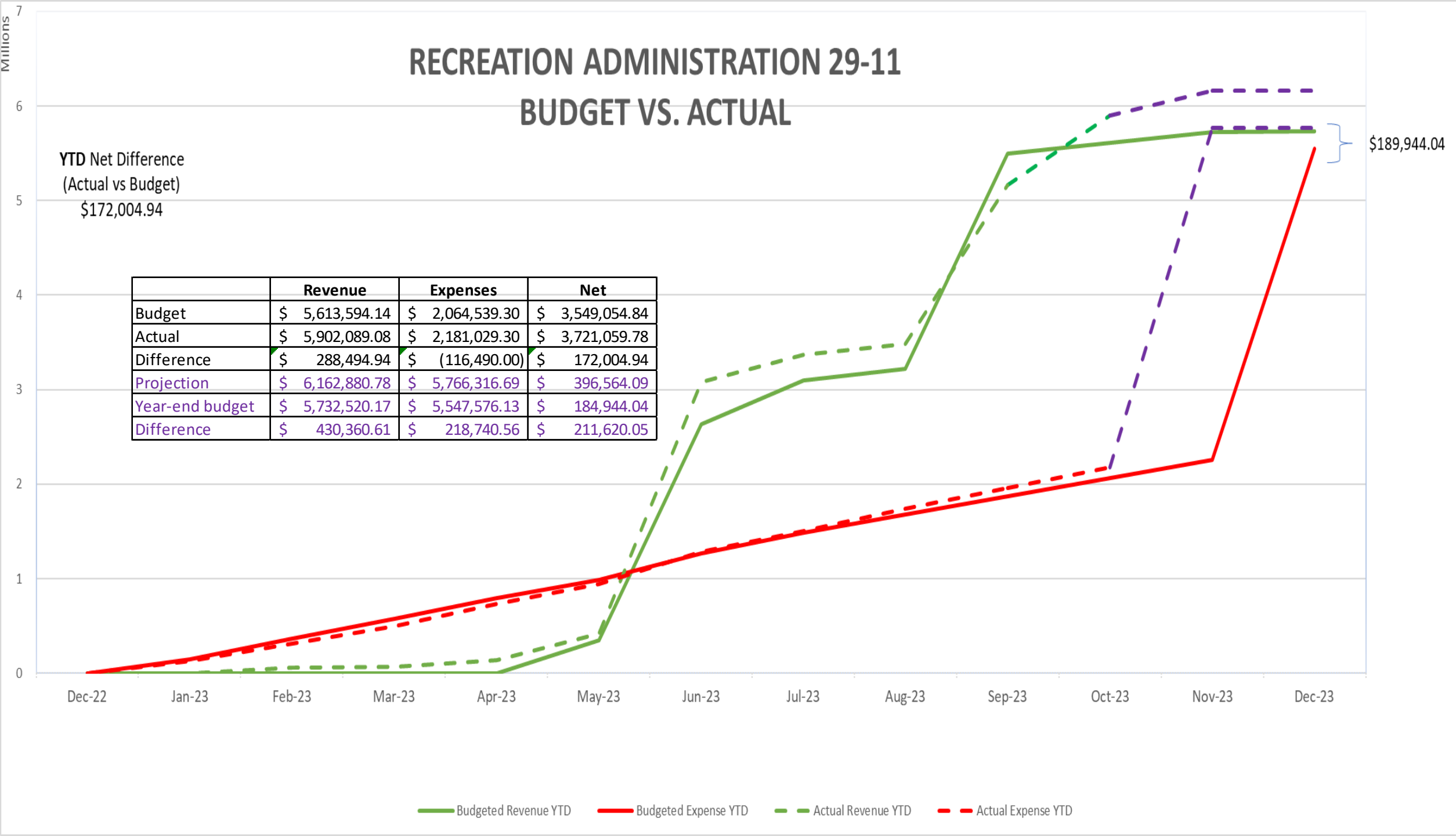
Revenue and Expense Charts by Center – October 2023

RECREATION ADMINISTRATION 29-11

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$172,004.94

| | Revenue | Expenses | Net |
|-----------------|-----------------|-----------------|-----------------|
| Budget | \$ 5,613,594.14 | \$ 2,064,539.30 | \$ 3,549,054.84 |
| Actual | \$ 5,902,089.08 | \$ 2,181,029.30 | \$ 3,721,059.78 |
| Difference | \$ 288,494.94 | \$ (116,490.00) | \$ 172,004.94 |
| Projection | \$ 6,162,880.78 | \$ 5,766,316.69 | \$ 396,564.09 |
| Year-end budget | \$ 5,732,520.17 | \$ 5,547,576.13 | \$ 184,944.04 |
| Difference | \$ 430,360.61 | \$ 218,740.56 | \$ 211,620.05 |



— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

WEST RIDGE CENTER 29-24

BUDGET VS. ACTUAL

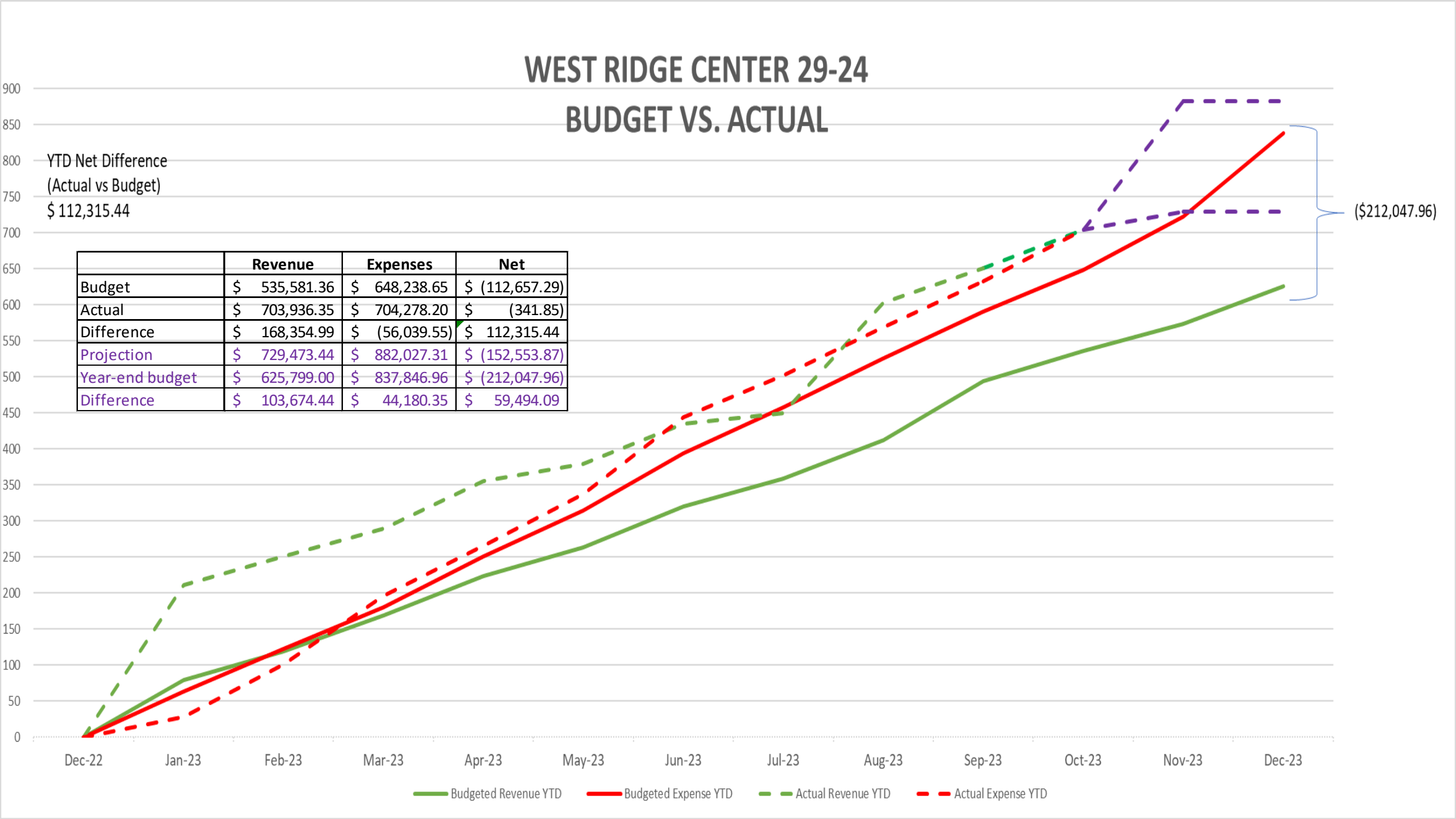
YTD Net Difference
(Actual vs Budget)
\$ 112,315.44

| | Revenue | Expenses | Net |
|-----------------|---------------|----------------|-----------------|
| Budget | \$ 535,581.36 | \$ 648,238.65 | \$ (112,657.29) |
| Actual | \$ 703,936.35 | \$ 704,278.20 | \$ (341.85) |
| Difference | \$ 168,354.99 | \$ (56,039.55) | \$ 112,315.44 |
| Projection | \$ 729,473.44 | \$ 882,027.31 | \$ (152,553.87) |
| Year-end budget | \$ 625,799.00 | \$ 837,846.96 | \$ (212,047.96) |
| Difference | \$ 103,674.44 | \$ 44,180.35 | \$ 59,494.09 |

Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23

— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

(\$212,047.96)



ATHLETICS 29-26

BUDGET VS. ACTUAL

Thousands

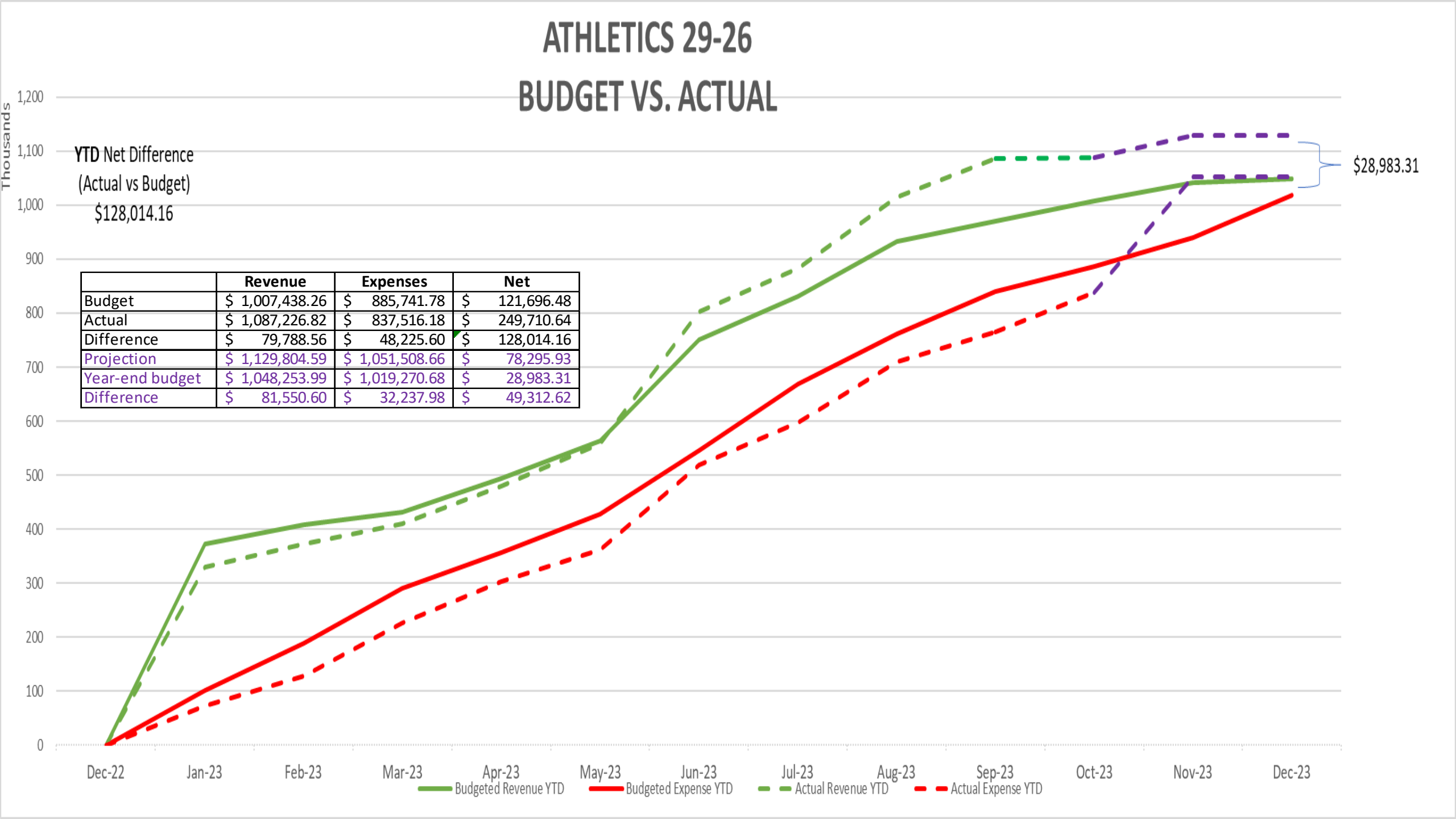
YTD Net Difference
(Actual vs Budget)
\$128,014.16

| | Revenue | Expenses | Net |
|-----------------|-----------------|-----------------|---------------|
| Budget | \$ 1,007,438.26 | \$ 885,741.78 | \$ 121,696.48 |
| Actual | \$ 1,087,226.82 | \$ 837,516.18 | \$ 249,710.64 |
| Difference | \$ 79,788.56 | \$ 48,225.60 | \$ 128,014.16 |
| Projection | \$ 1,129,804.59 | \$ 1,051,508.66 | \$ 78,295.93 |
| Year-end budget | \$ 1,048,253.99 | \$ 1,019,270.68 | \$ 28,983.31 |
| Difference | \$ 81,550.60 | \$ 32,237.98 | \$ 49,312.62 |

\$28,983.31

Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23

— Budgeted Revenue YTD — Budgeted Expense YTD — Actual Revenue YTD — Actual Expense YTD



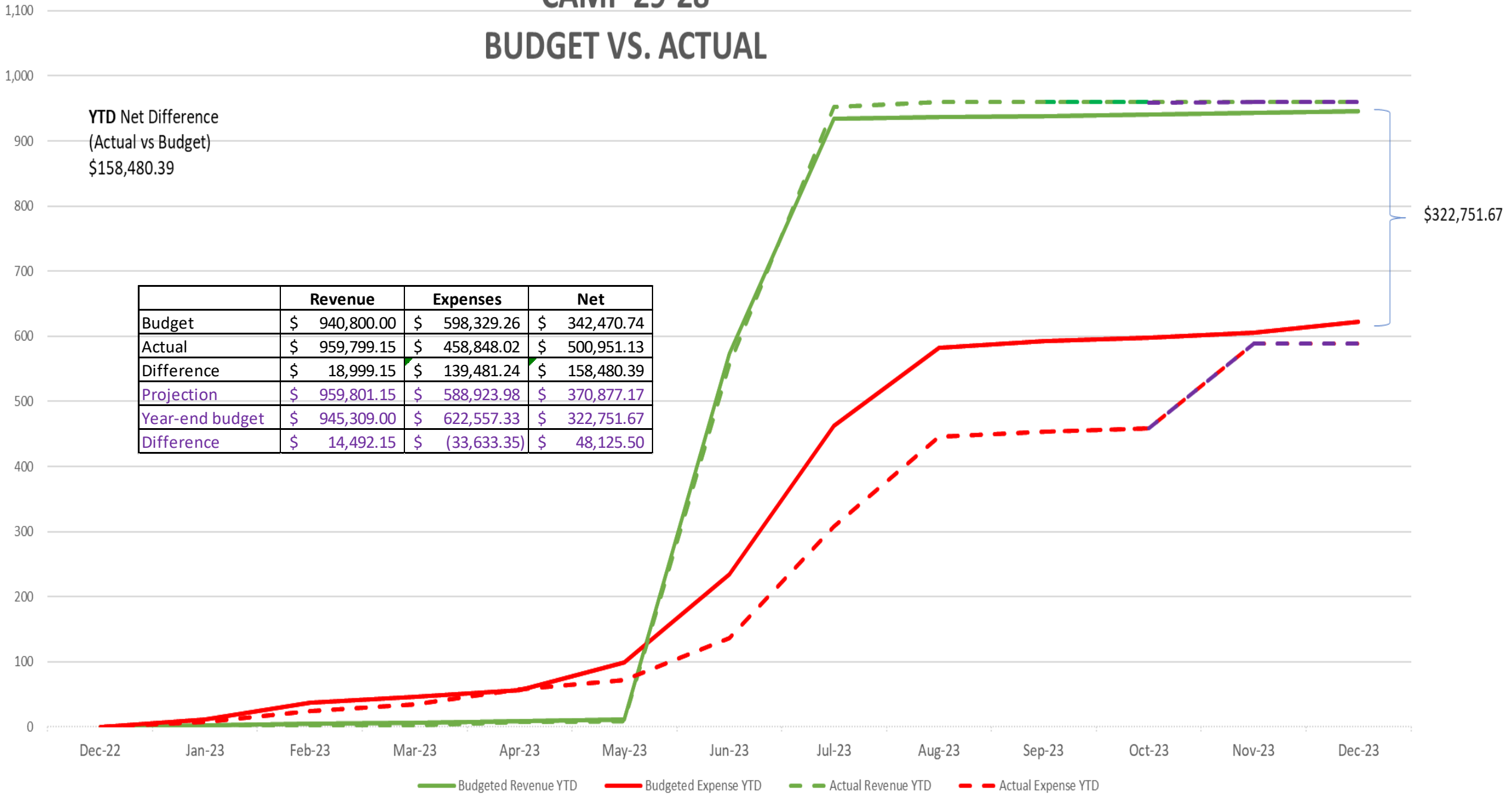
CAMP 29-28

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$158,480.39

| | Revenue | Expenses | Net |
|-----------------|---------------|----------------|---------------|
| Budget | \$ 940,800.00 | \$ 598,329.26 | \$ 342,470.74 |
| Actual | \$ 959,799.15 | \$ 458,848.02 | \$ 500,951.13 |
| Difference | \$ 18,999.15 | \$ 139,481.24 | \$ 158,480.39 |
| Projection | \$ 959,801.15 | \$ 588,923.98 | \$ 370,877.17 |
| Year-end budget | \$ 945,309.00 | \$ 622,557.33 | \$ 322,751.67 |
| Difference | \$ 14,492.15 | \$ (33,633.35) | \$ 48,125.50 |

\$322,751.67



— Budgeted Revenue YTD — Budgeted Expense YTD - - - Actual Revenue YTD - - - Actual Expense YTD

SPECIAL EVENTS 29-29

BUDGET VS. ACTUAL

Thousands

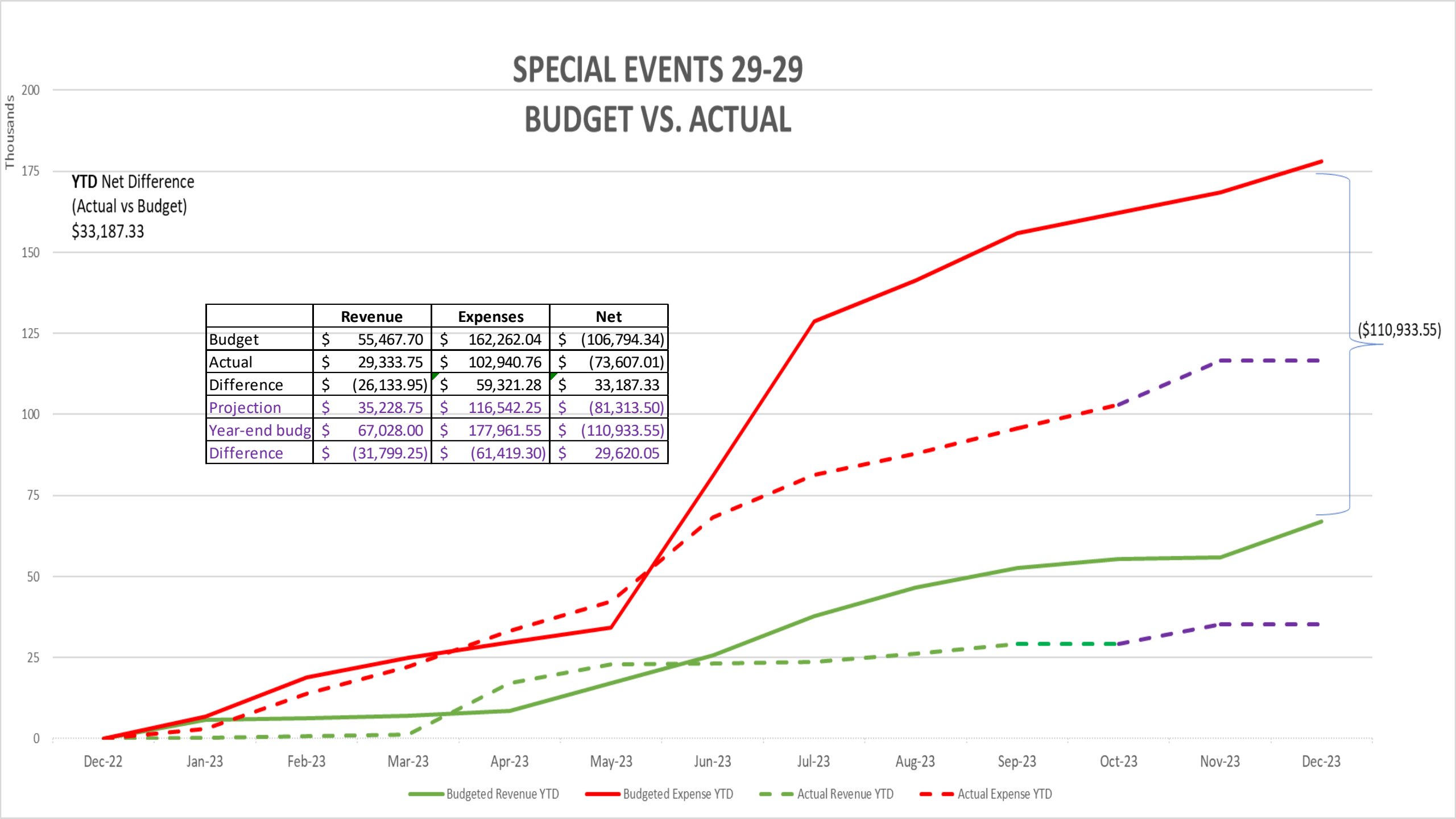
YTD Net Difference
(Actual vs Budget)
\$33,187.33

| | Revenue | Expenses | Net |
|---------------|----------------|----------------|-----------------|
| Budget | \$ 55,467.70 | \$ 162,262.04 | \$ (106,794.34) |
| Actual | \$ 29,333.75 | \$ 102,940.76 | \$ (73,607.01) |
| Difference | \$ (26,133.95) | \$ 59,321.28 | \$ 33,187.33 |
| Projection | \$ 35,228.75 | \$ 116,542.25 | \$ (81,313.50) |
| Year-end budg | \$ 67,028.00 | \$ 177,961.55 | \$ (110,933.55) |
| Difference | \$ (31,799.25) | \$ (61,419.30) | \$ 29,620.05 |

Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23

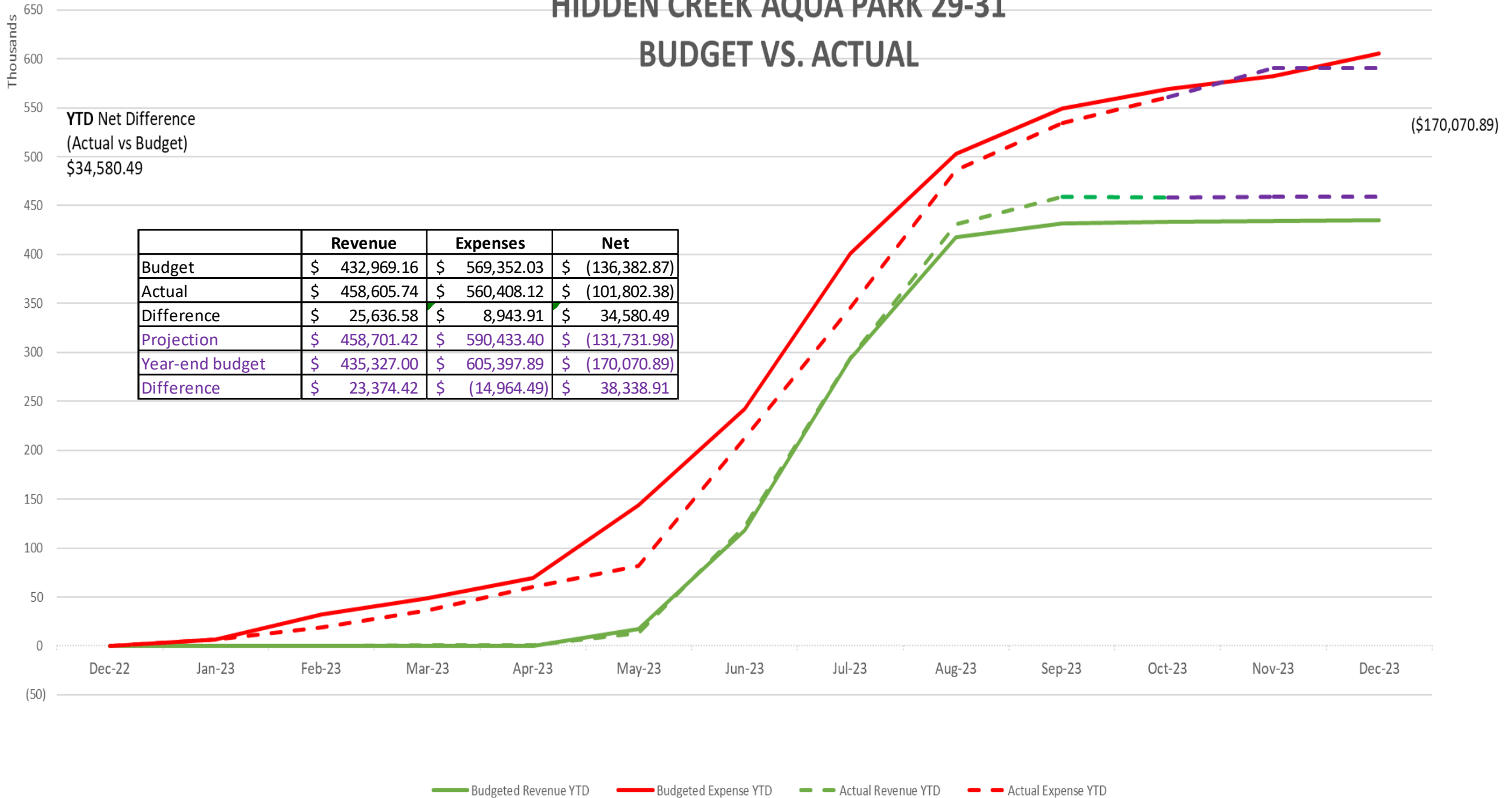
— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

(\$110,933.55)



HIDDEN CREEK AQUA PARK 29-31

BUDGET VS. ACTUAL



ROSEWOOD INTERPRETIVE CENTER 29-32

BUDGET VS. ACTUAL

Thousands

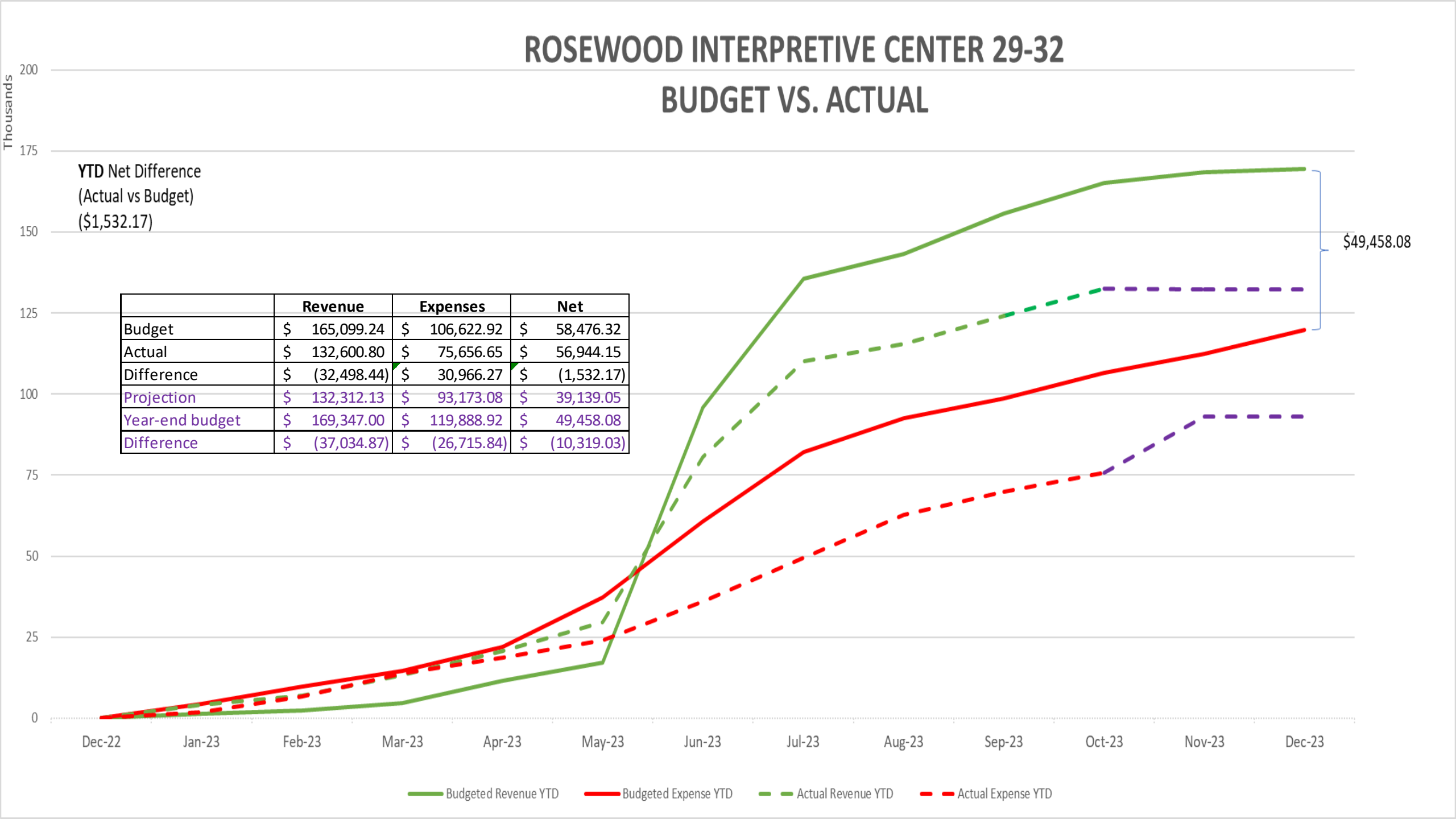
YTD Net Difference
(Actual vs Budget)
(\$1,532.17)

| | Revenue | Expenses | Net |
|-----------------|----------------|----------------|----------------|
| Budget | \$ 165,099.24 | \$ 106,622.92 | \$ 58,476.32 |
| Actual | \$ 132,600.80 | \$ 75,656.65 | \$ 56,944.15 |
| Difference | \$ (32,498.44) | \$ 30,966.27 | \$ (1,532.17) |
| Projection | \$ 132,312.13 | \$ 93,173.08 | \$ 39,139.05 |
| Year-end budget | \$ 169,347.00 | \$ 119,888.92 | \$ 49,458.08 |
| Difference | \$ (37,034.87) | \$ (26,715.84) | \$ (10,319.03) |

\$49,458.08

Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23

— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD



ROSEWOOD BEACH 29-33

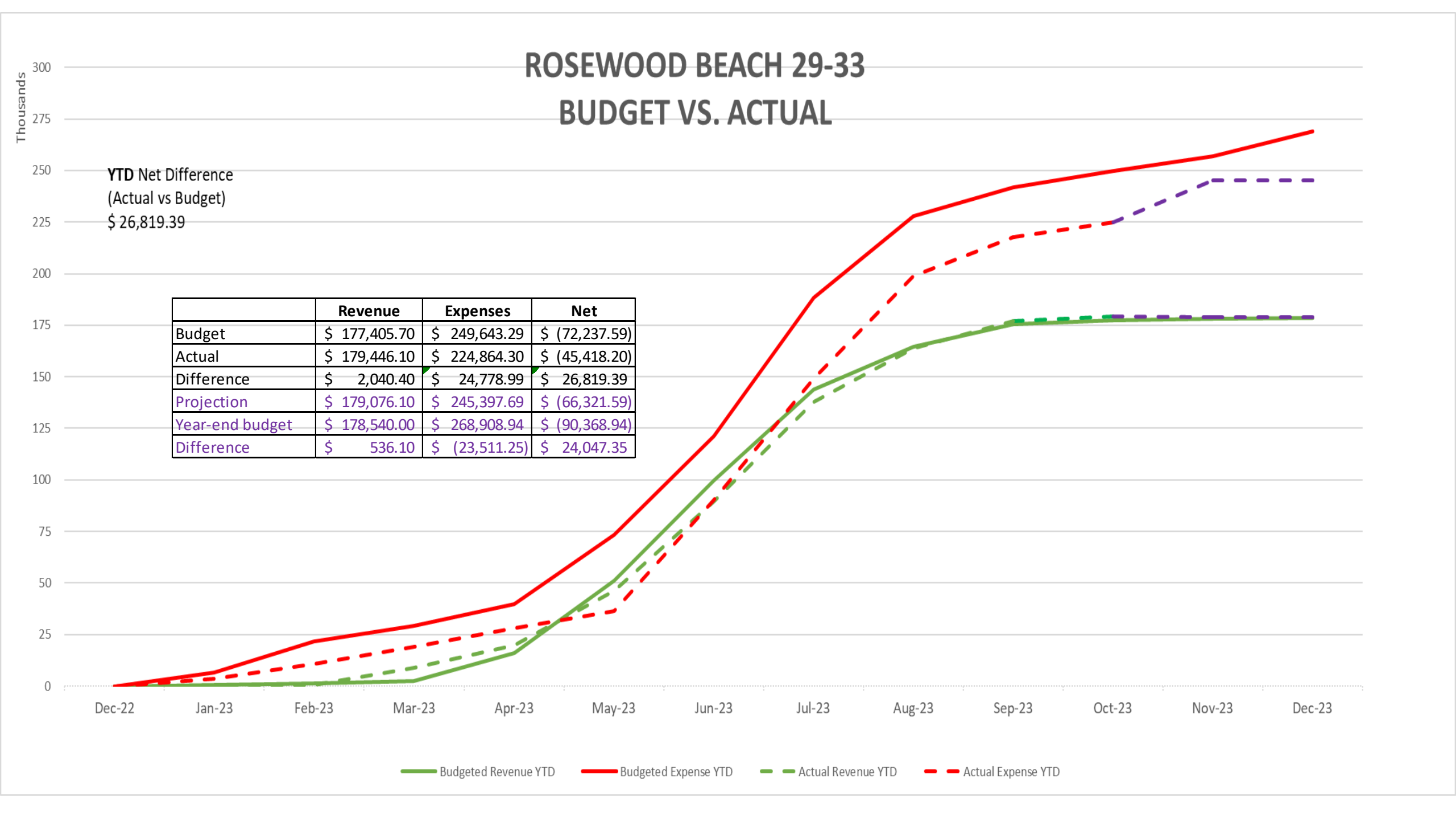
BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 26,819.39

| | Revenue | Expenses | Net |
|-----------------|---------------|----------------|----------------|
| Budget | \$ 177,405.70 | \$ 249,643.29 | \$ (72,237.59) |
| Actual | \$ 179,446.10 | \$ 224,864.30 | \$ (45,418.20) |
| Difference | \$ 2,040.40 | \$ 24,778.99 | \$ 26,819.39 |
| Projection | \$ 179,076.10 | \$ 245,397.69 | \$ (66,321.59) |
| Year-end budget | \$ 178,540.00 | \$ 268,908.94 | \$ (90,368.94) |
| Difference | \$ 536.10 | \$ (23,511.25) | \$ 24,047.35 |

Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23

— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

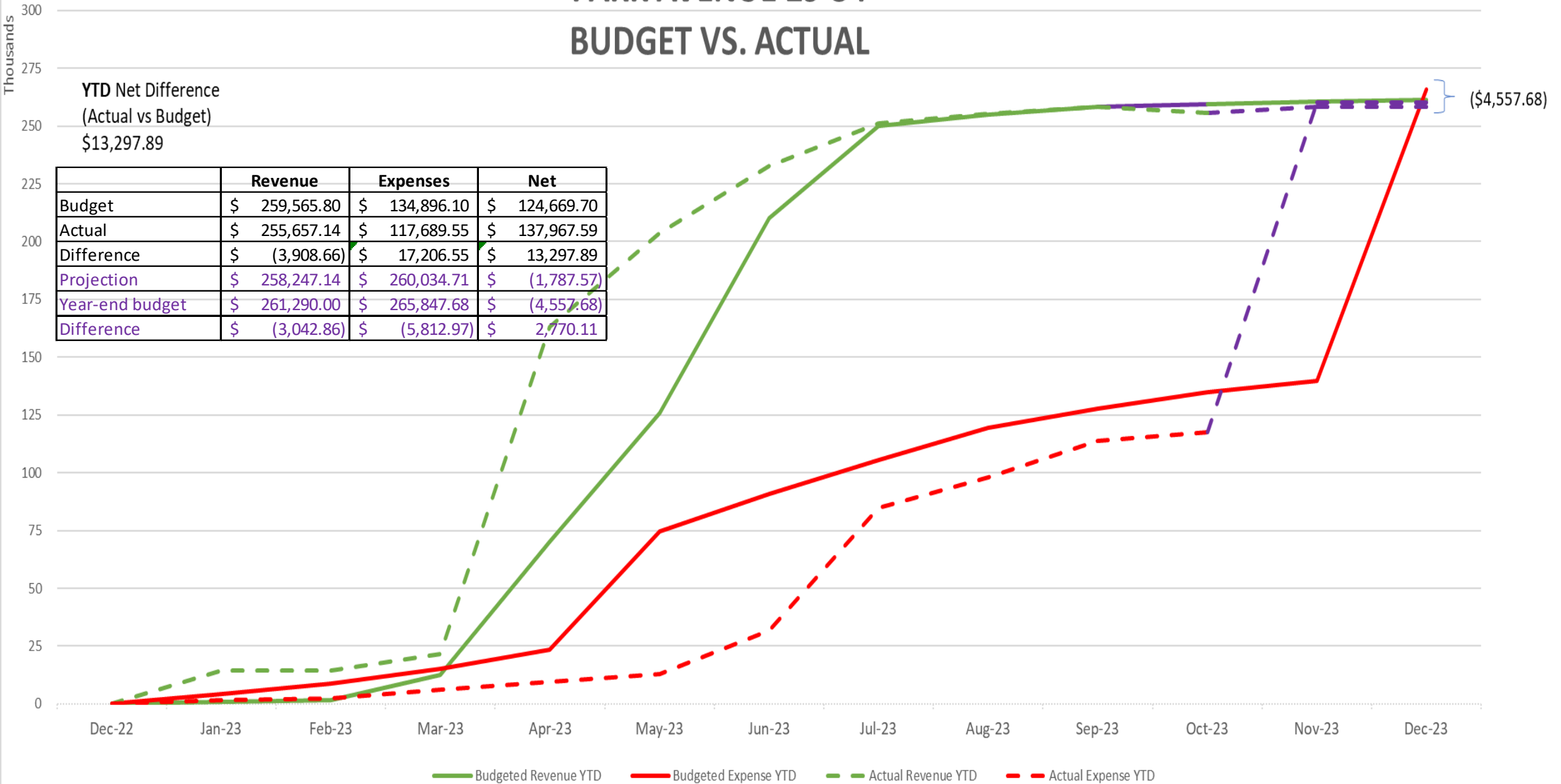


PARK AVENUE 29-34

BUDGET VS. ACTUAL

YTD Net Difference
 (Actual vs Budget)
 \$13,297.89

| | Revenue | Expenses | Net |
|-----------------|---------------|---------------|---------------|
| Budget | \$ 259,565.80 | \$ 134,896.10 | \$ 124,669.70 |
| Actual | \$ 255,657.14 | \$ 117,689.55 | \$ 137,967.59 |
| Difference | \$ (3,908.66) | \$ 17,206.55 | \$ 13,297.89 |
| Projection | \$ 258,247.14 | \$ 260,034.71 | \$ (1,787.57) |
| Year-end budget | \$ 261,290.00 | \$ 265,847.68 | \$ (4,557.68) |
| Difference | \$ (3,042.86) | \$ (5,812.97) | \$ 2,770.11 |

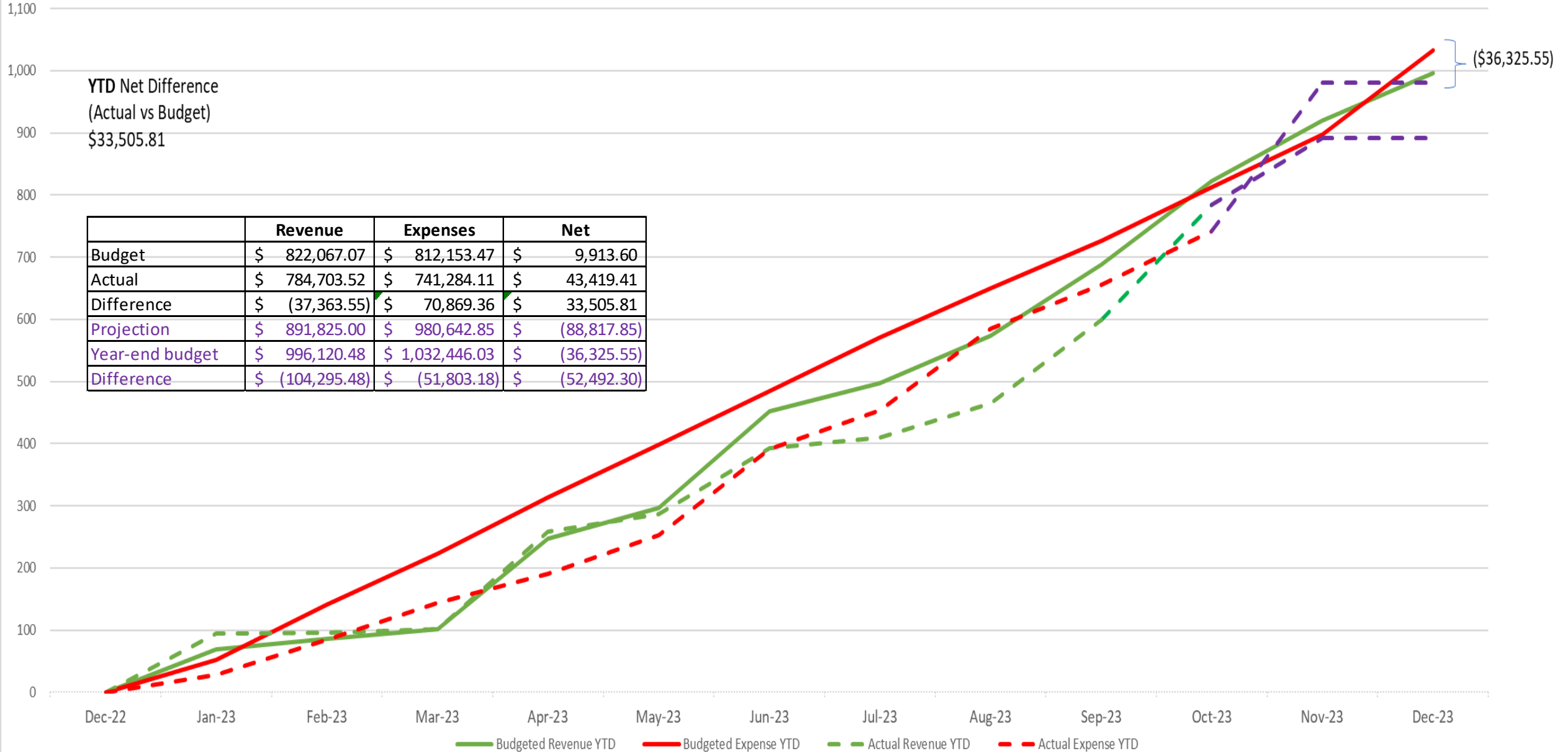


CENTENNIAL 29-38

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$33,505.81

| | Revenue | Expenses | Net |
|-----------------|-----------------|-----------------|----------------|
| Budget | \$ 822,067.07 | \$ 812,153.47 | \$ 9,913.60 |
| Actual | \$ 784,703.52 | \$ 741,284.11 | \$ 43,419.41 |
| Difference | \$ (37,363.55) | \$ 70,869.36 | \$ 33,505.81 |
| Projection | \$ 891,825.00 | \$ 980,642.85 | \$ (88,817.85) |
| Year-end budget | \$ 996,120.48 | \$ 1,032,446.03 | \$ (36,325.55) |
| Difference | \$ (104,295.48) | \$ (51,803.18) | \$ (52,492.30) |

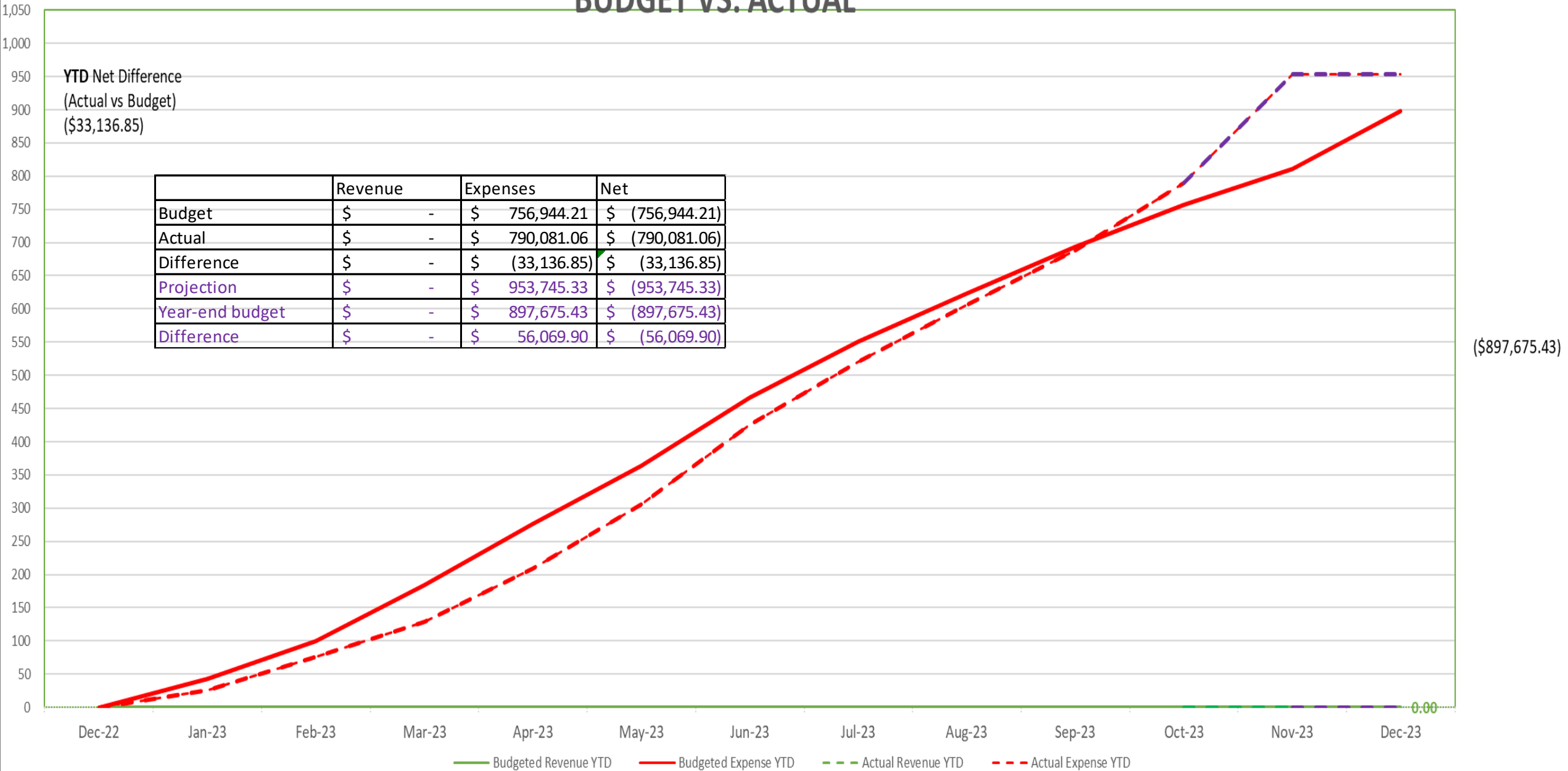


MAINTENANCE 29-41

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
(\$33,136.85)

| | Revenue | Expenses | Net |
|-----------------|---------|----------------|-----------------|
| Budget | \$ - | \$ 756,944.21 | \$ (756,944.21) |
| Actual | \$ - | \$ 790,081.06 | \$ (790,081.06) |
| Difference | \$ - | \$ (33,136.85) | \$ (33,136.85) |
| Projection | \$ - | \$ 953,745.33 | \$ (953,745.33) |
| Year-end budget | \$ - | \$ 897,675.43 | \$ (897,675.43) |
| Difference | \$ - | \$ 56,069.90 | \$ (56,069.90) |



(\$897,675.43)

SUNSET VALLEY 29-42

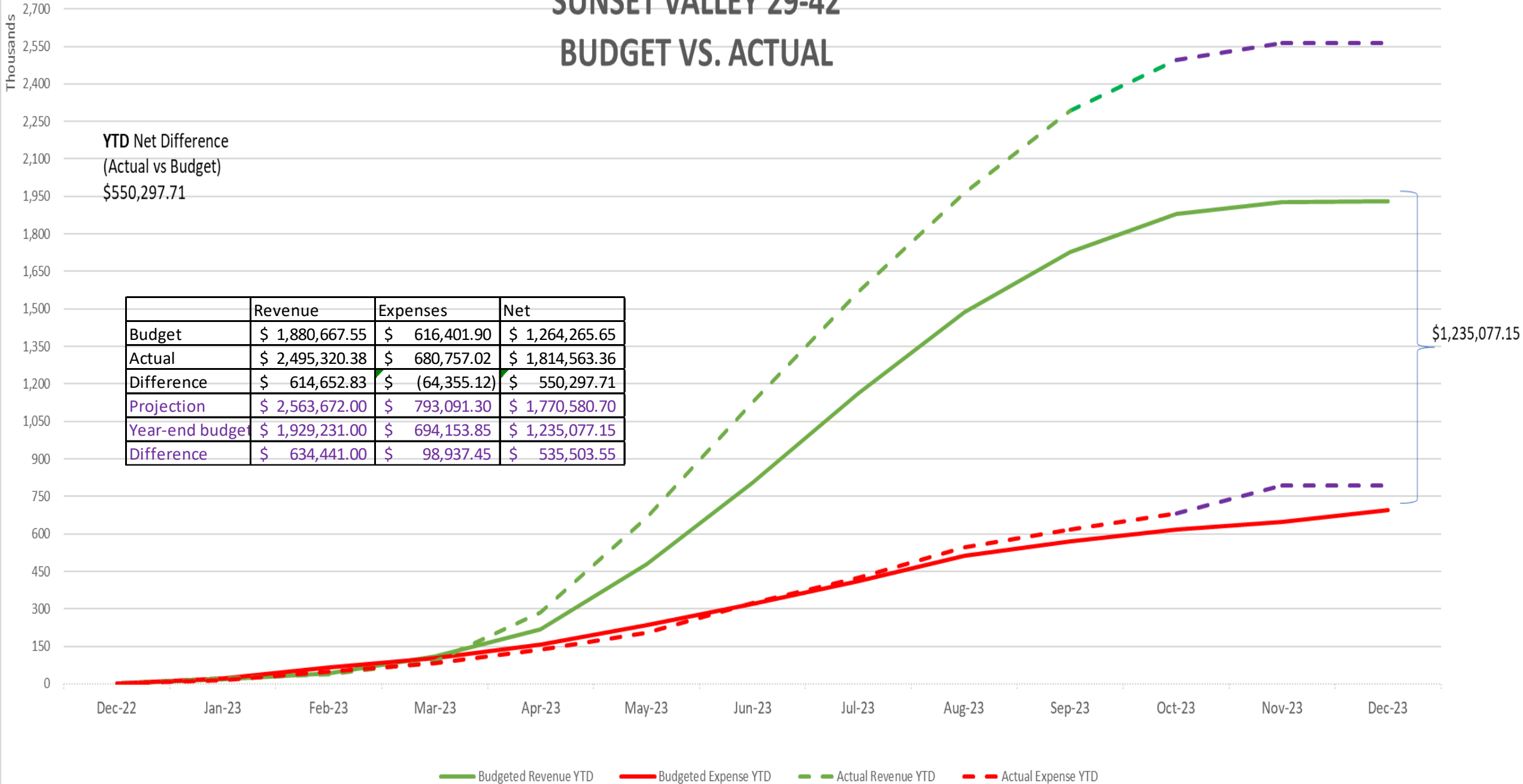
BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$550,297.71

| | Revenue | Expenses | Net |
|-----------------|-----------------|----------------|-----------------|
| Budget | \$ 1,880,667.55 | \$ 616,401.90 | \$ 1,264,265.65 |
| Actual | \$ 2,495,320.38 | \$ 680,757.02 | \$ 1,814,563.36 |
| Difference | \$ 614,652.83 | \$ (64,355.12) | \$ 550,297.71 |
| Projection | \$ 2,563,672.00 | \$ 793,091.30 | \$ 1,770,580.70 |
| Year-end budget | \$ 1,929,231.00 | \$ 694,153.85 | \$ 1,235,077.15 |
| Difference | \$ 634,441.00 | \$ 98,937.45 | \$ 535,503.55 |

\$1,235,077.15



REC CENTER ADMIN 29-49

BUDGET VS. ACTUAL

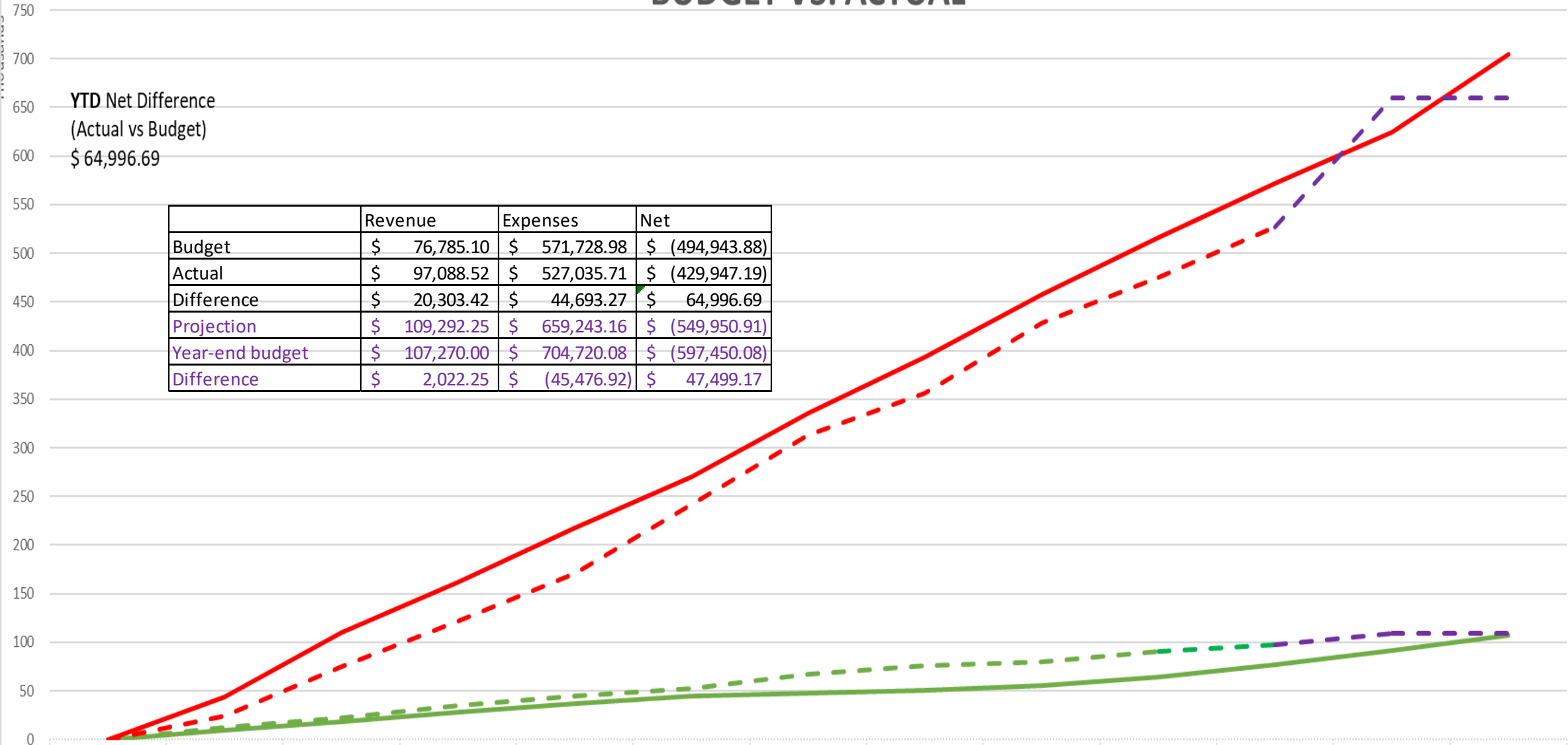
YTD Net Difference
(Actual vs Budget)
\$ 64,996.69

| | Revenue | Expenses | Net |
|-----------------|---------------|----------------|-----------------|
| Budget | \$ 76,785.10 | \$ 571,728.98 | \$ (494,943.88) |
| Actual | \$ 97,088.52 | \$ 527,035.71 | \$ (429,947.19) |
| Difference | \$ 20,303.42 | \$ 44,693.27 | \$ 64,996.69 |
| Projection | \$ 109,292.25 | \$ 659,243.16 | \$ (549,950.91) |
| Year-end budget | \$ 107,270.00 | \$ 704,720.08 | \$ (597,450.08) |
| Difference | \$ 2,022.25 | \$ (45,476.92) | \$ 47,499.17 |

(\$597,450)

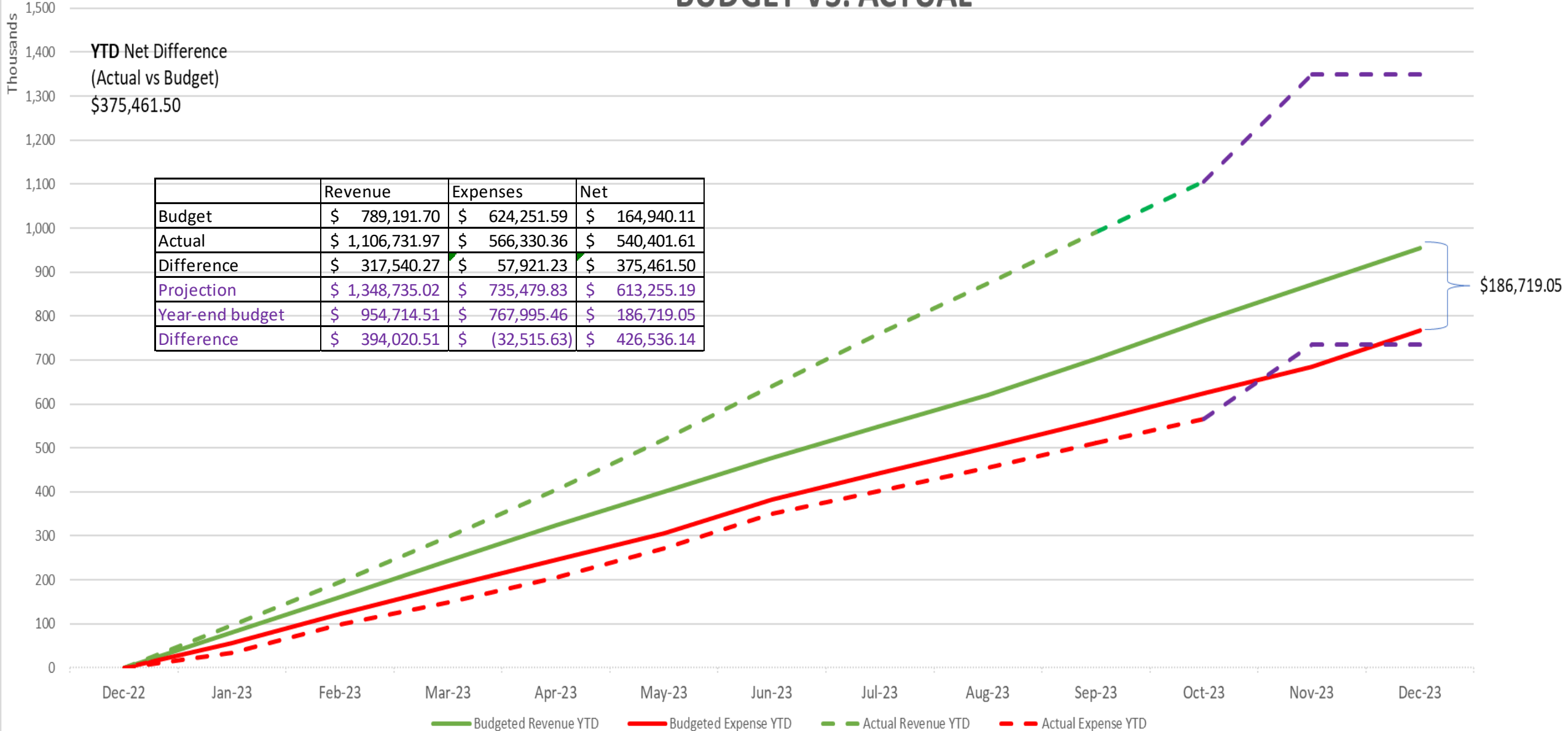
Dec-22 Jan-23 Feb-23 Mar-23 Apr-23 May-23 Jun-23 Jul-23 Aug-23 Sep-23 Oct-23 Nov-23 Dec-23

— Budgeted Revenue YTD — Budgeted Expense YTD — Actual Revenue YTD — Actual Expense YTD



RECREATION CENTER FITNESS 29-51

BUDGET VS. ACTUAL

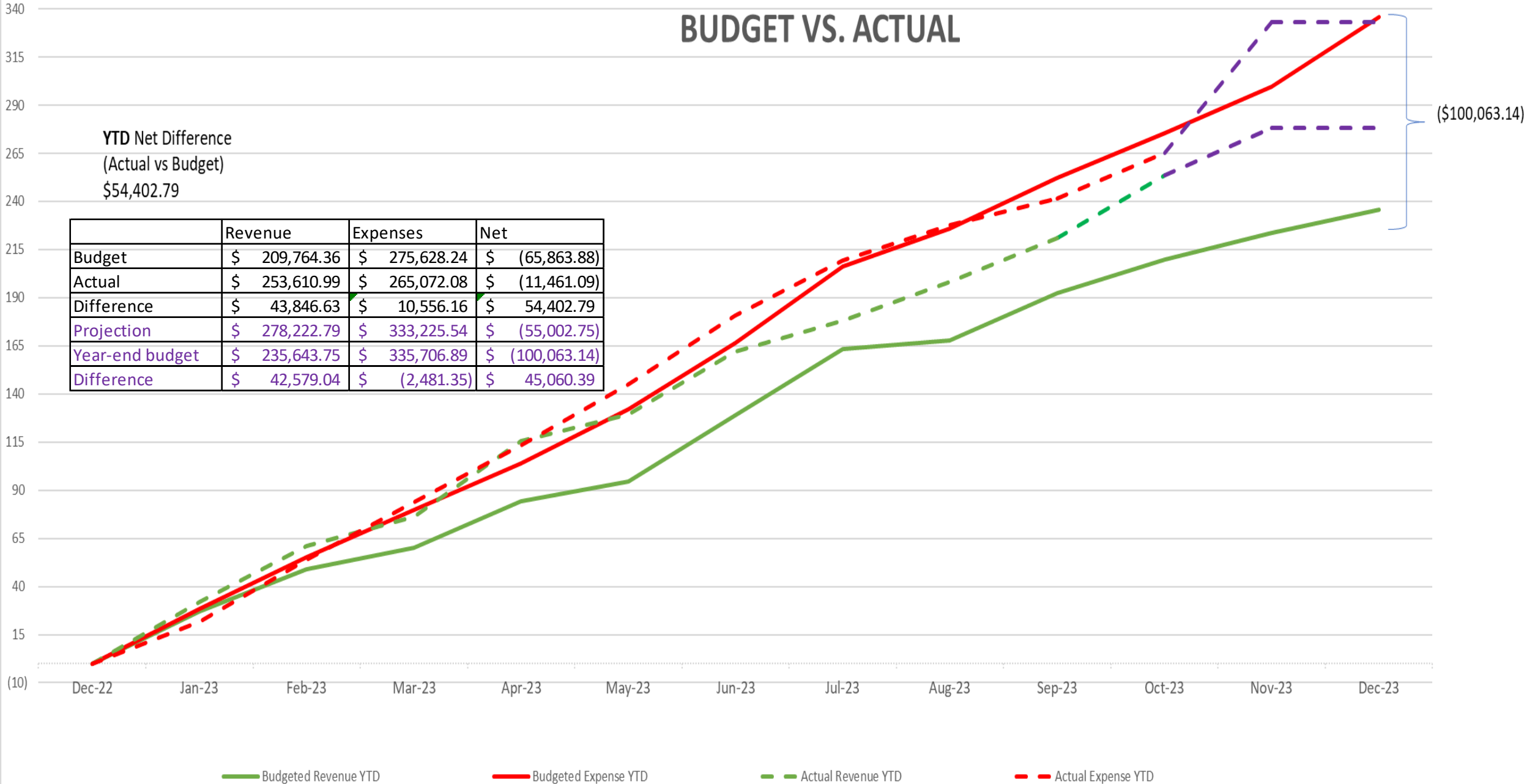


RECREATION CENTER AQUATICS 29-53

BUDGET VS. ACTUAL

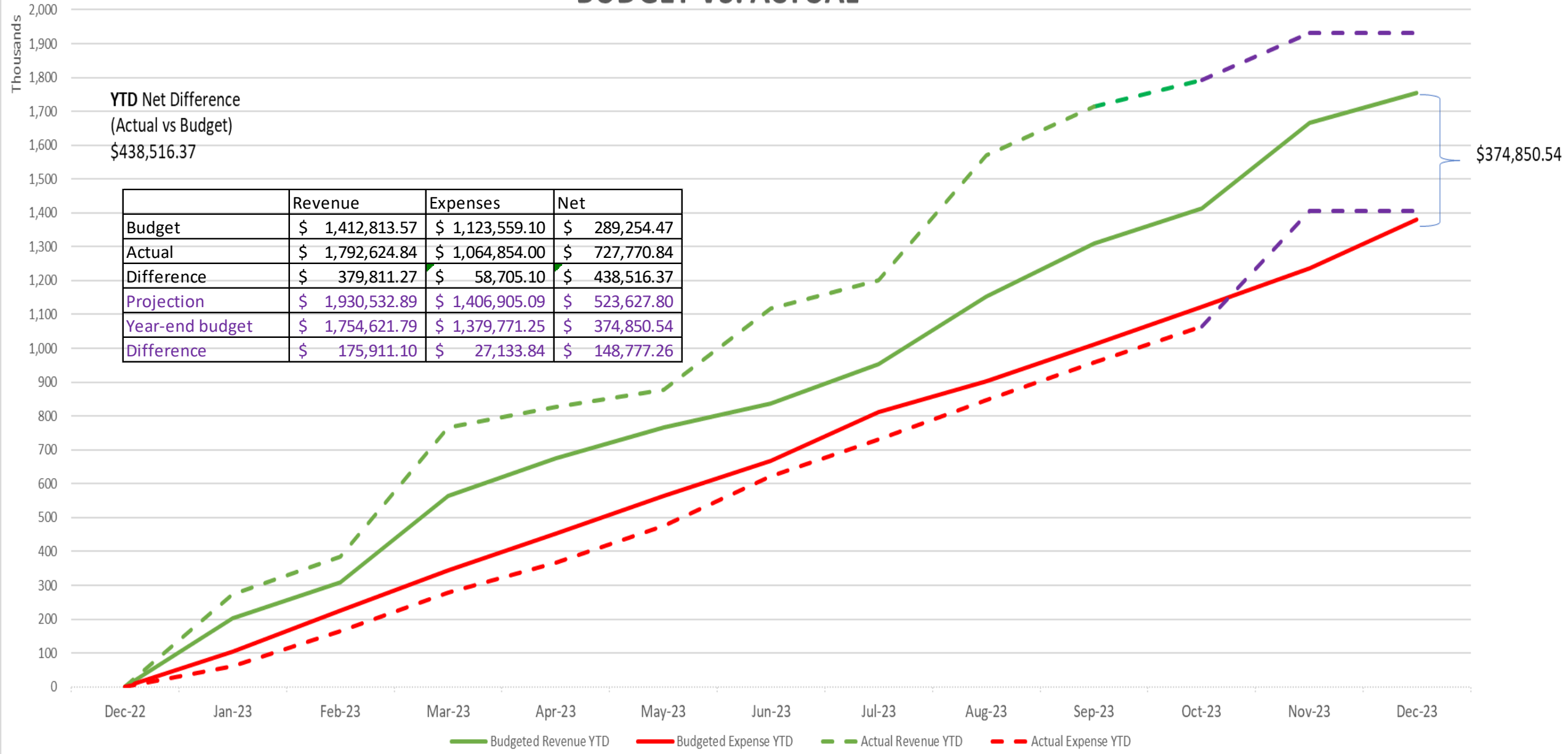
YTD Net Difference
(Actual vs Budget)
\$54,402.79

| | Revenue | Expenses | Net |
|-----------------|---------------|---------------|-----------------|
| Budget | \$ 209,764.36 | \$ 275,628.24 | \$ (65,863.88) |
| Actual | \$ 253,610.99 | \$ 265,072.08 | \$ (11,461.09) |
| Difference | \$ 43,846.63 | \$ 10,556.16 | \$ 54,402.79 |
| Projection | \$ 278,222.79 | \$ 333,225.54 | \$ (55,002.75) |
| Year-end budget | \$ 235,643.75 | \$ 335,706.89 | \$ (100,063.14) |
| Difference | \$ 42,579.04 | \$ (2,481.35) | \$ 45,060.39 |



INDOOR TENNIS 29-55

BUDGET VS. ACTUAL



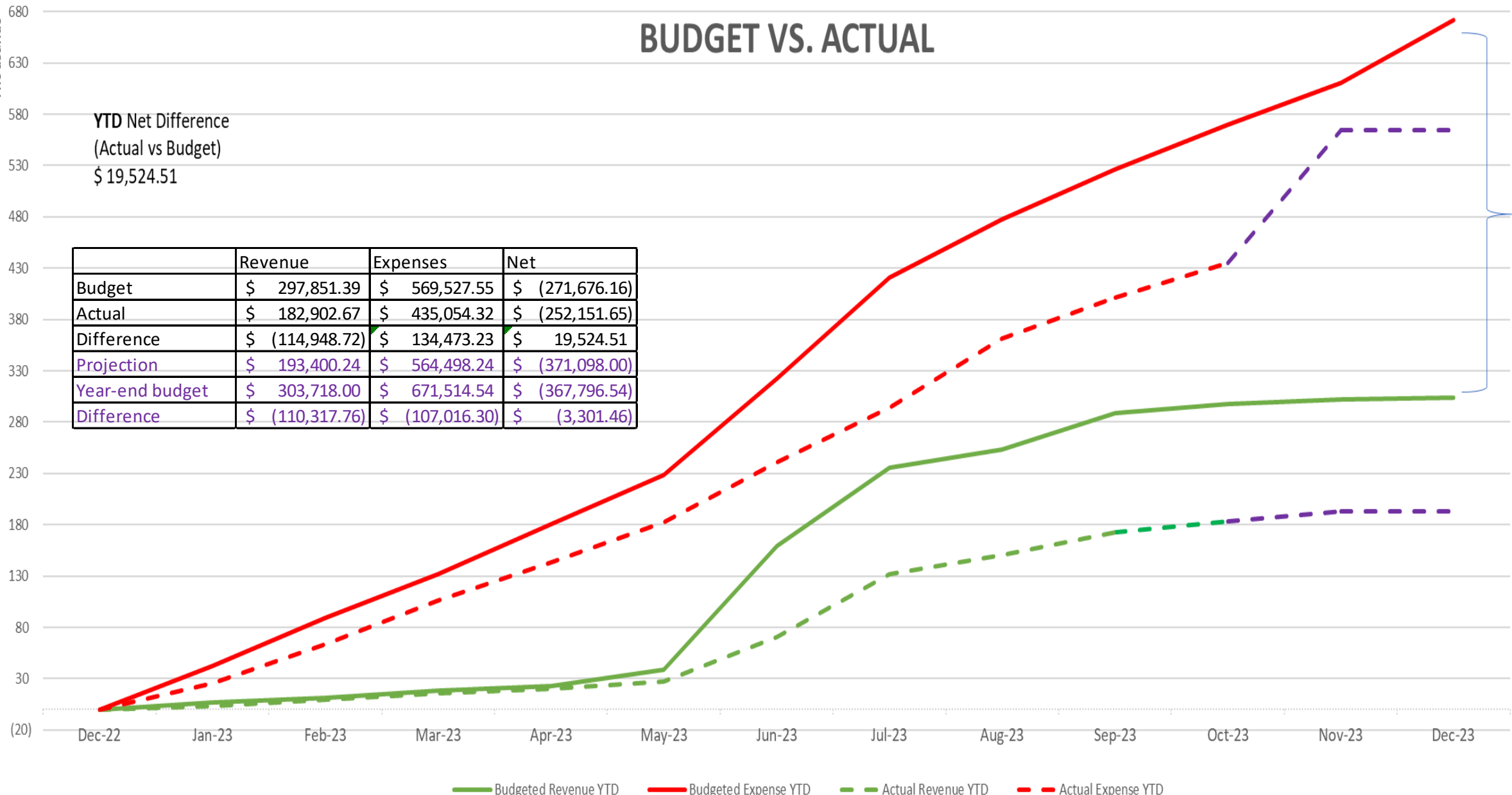
HELLER NATURE CENTER 29-61

BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$ 19,524.51

| | Revenue | Expenses | Net |
|-----------------|-----------------|-----------------|-----------------|
| Budget | \$ 297,851.39 | \$ 569,527.55 | \$ (271,676.16) |
| Actual | \$ 182,902.67 | \$ 435,054.32 | \$ (252,151.65) |
| Difference | \$ (114,948.72) | \$ 134,473.23 | \$ 19,524.51 |
| Projection | \$ 193,400.24 | \$ 564,498.24 | \$ (371,098.00) |
| Year-end budget | \$ 303,718.00 | \$ 671,514.54 | \$ (367,796.54) |
| Difference | \$ (110,317.76) | \$ (107,016.30) | \$ (3,301.46) |



— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD

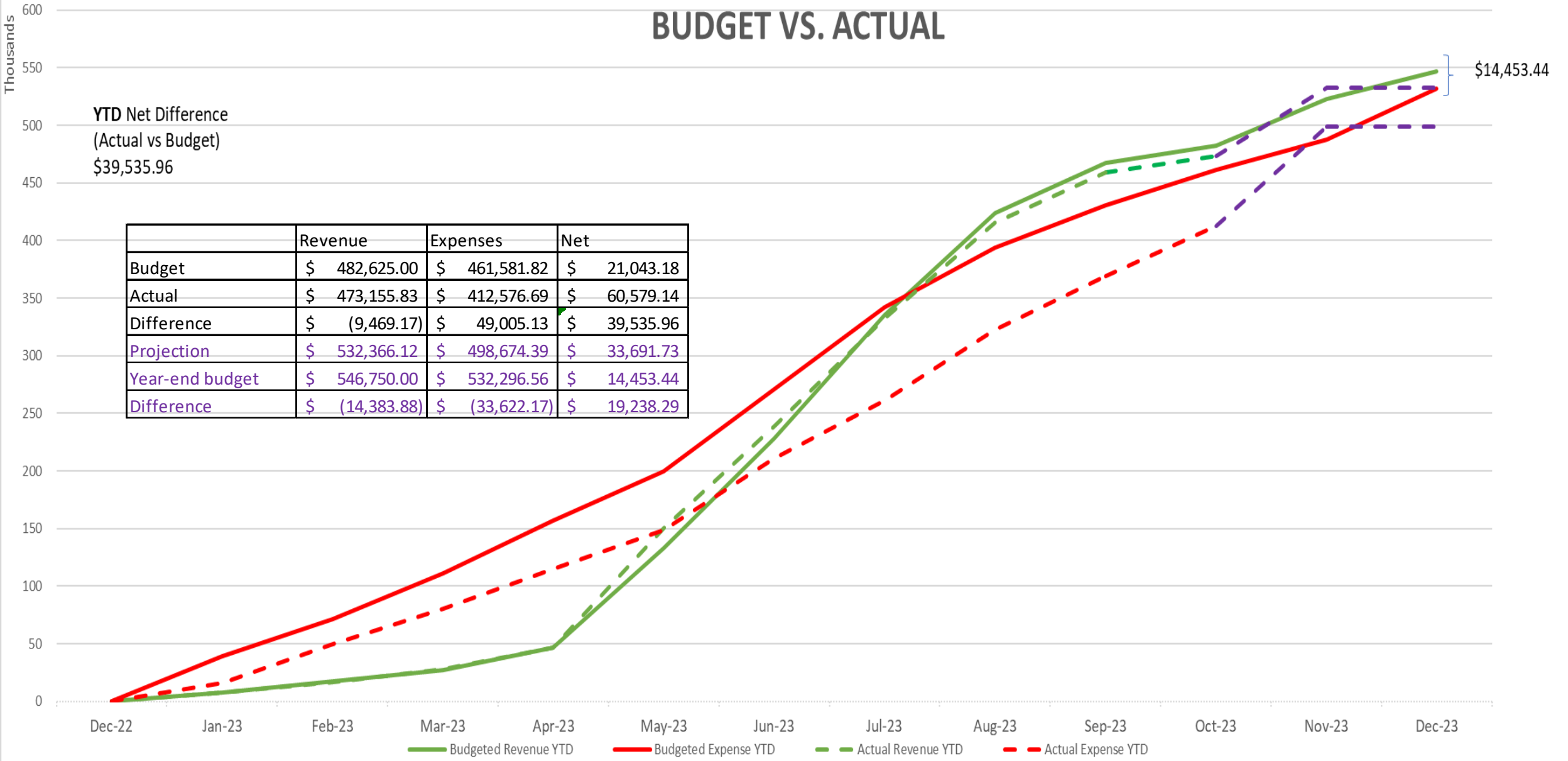
HPCC LEARNING CENTER 29-74

BUDGET VS. ACTUAL

Thousands

YTD Net Difference
(Actual vs Budget)
\$39,535.96

| | Revenue | Expenses | Net |
|-----------------|----------------|----------------|--------------|
| Budget | \$ 482,625.00 | \$ 461,581.82 | \$ 21,043.18 |
| Actual | \$ 473,155.83 | \$ 412,576.69 | \$ 60,579.14 |
| Difference | \$ (9,469.17) | \$ 49,005.13 | \$ 39,535.96 |
| Projection | \$ 532,366.12 | \$ 498,674.39 | \$ 33,691.73 |
| Year-end budget | \$ 546,750.00 | \$ 532,296.56 | \$ 14,453.44 |
| Difference | \$ (14,383.88) | \$ (33,622.17) | \$ 19,238.29 |



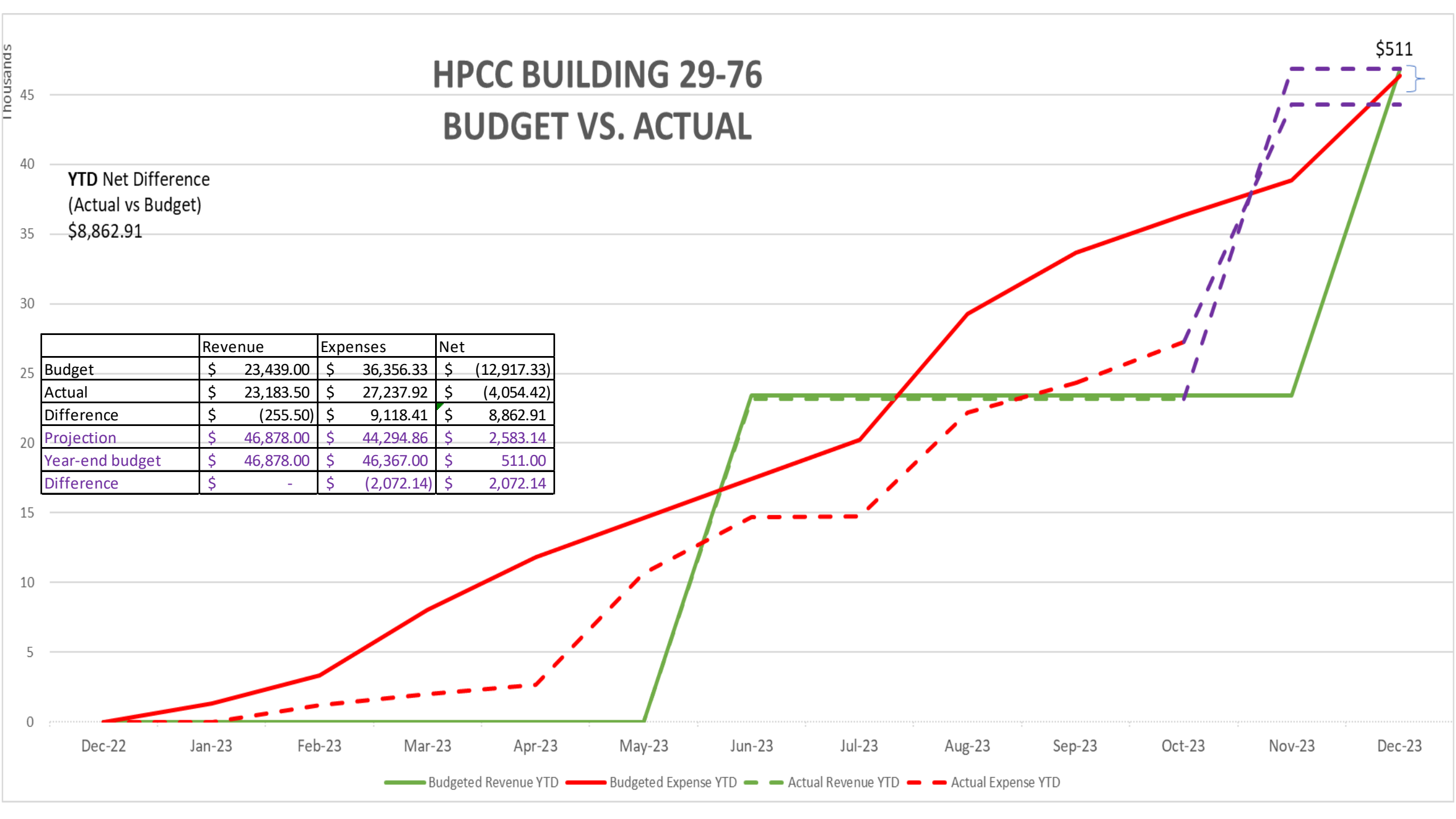
— Budgeted Revenue YTD — Budgeted Expense YTD - - - Actual Revenue YTD - - - Actual Expense YTD

HPCC BUILDING 29-76

BUDGET VS. ACTUAL

YTD Net Difference
 (Actual vs Budget)
 \$8,862.91

| | Revenue | Expenses | Net |
|-----------------|--------------|---------------|----------------|
| Budget | \$ 23,439.00 | \$ 36,356.33 | \$ (12,917.33) |
| Actual | \$ 23,183.50 | \$ 27,237.92 | \$ (4,054.42) |
| Difference | \$ (255.50) | \$ 9,118.41 | \$ 8,862.91 |
| Projection | \$ 46,878.00 | \$ 44,294.86 | \$ 2,583.14 |
| Year-end budget | \$ 46,878.00 | \$ 46,367.00 | \$ 511.00 |
| Difference | \$ - | \$ (2,072.14) | \$ 2,072.14 |

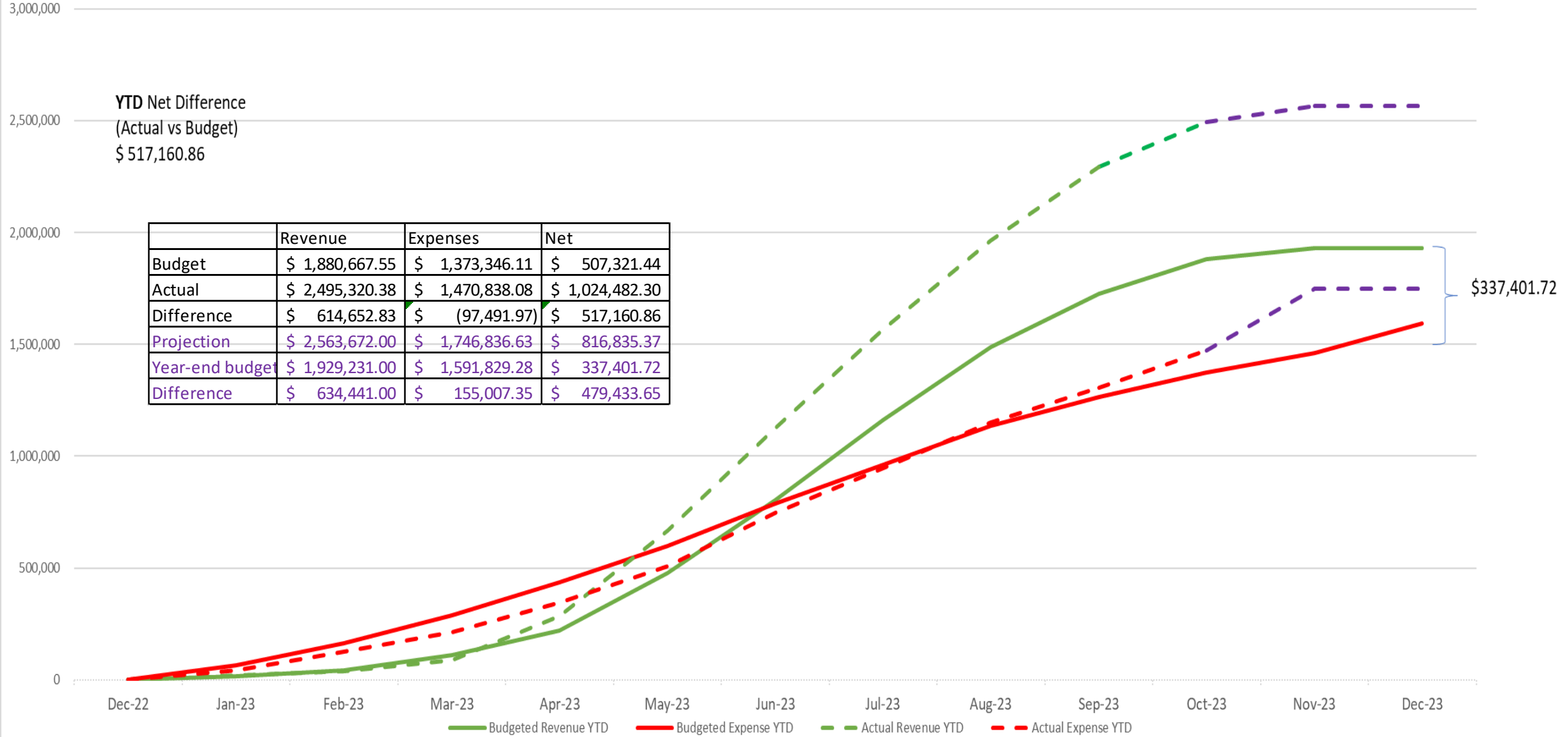


SUNSET VALLEY 29-41 and 42

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 517,160.86

| | Revenue | Expenses | Net |
|-----------------|-----------------|-----------------|-----------------|
| Budget | \$ 1,880,667.55 | \$ 1,373,346.11 | \$ 507,321.44 |
| Actual | \$ 2,495,320.38 | \$ 1,470,838.08 | \$ 1,024,482.30 |
| Difference | \$ 614,652.83 | \$ (97,491.97) | \$ 517,160.86 |
| Projection | \$ 2,563,672.00 | \$ 1,746,836.63 | \$ 816,835.37 |
| Year-end budget | \$ 1,929,231.00 | \$ 1,591,829.28 | \$ 337,401.72 |
| Difference | \$ 634,441.00 | \$ 155,007.35 | \$ 479,433.65 |



\$337,401.72

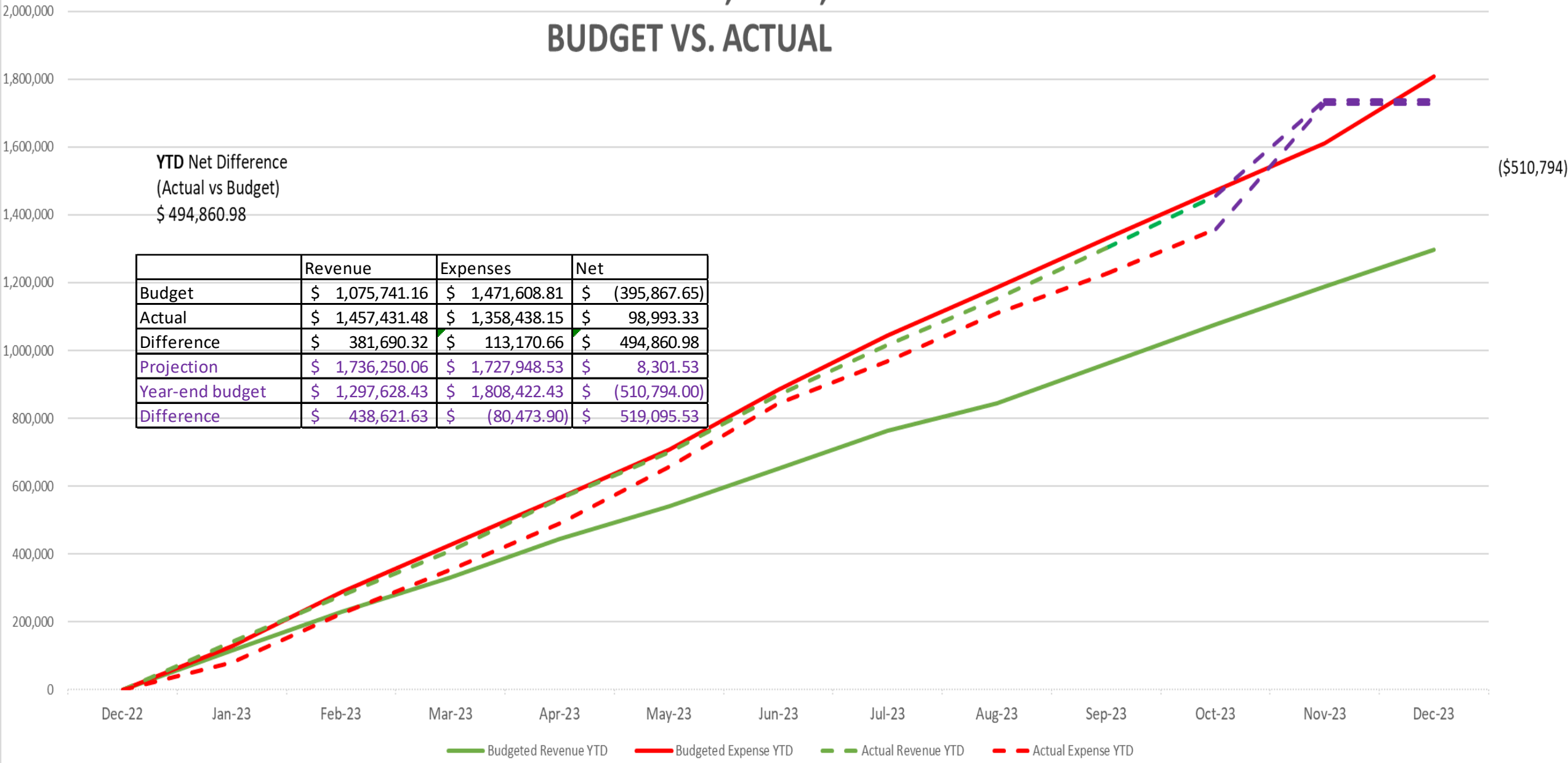
RECREATION 29-49, 29-51, 29-53

BUDGET VS. ACTUAL

YTD Net Difference
(Actual vs Budget)
\$ 494,860.98

(\$510,794)

| | Revenue | Expenses | Net |
|-----------------|-----------------|-----------------|-----------------|
| Budget | \$ 1,075,741.16 | \$ 1,471,608.81 | \$ (395,867.65) |
| Actual | \$ 1,457,431.48 | \$ 1,358,438.15 | \$ 98,993.33 |
| Difference | \$ 381,690.32 | \$ 113,170.66 | \$ 494,860.98 |
| Projection | \$ 1,736,250.06 | \$ 1,727,948.53 | \$ 8,301.53 |
| Year-end budget | \$ 1,297,628.43 | \$ 1,808,422.43 | \$ (510,794.00) |
| Difference | \$ 438,621.63 | \$ (80,473.90) | \$ 519,095.53 |



— Budgeted Revenue YTD
 — Budgeted Expense YTD
 - - - Actual Revenue YTD
 - - - Actual Expense YTD



2023

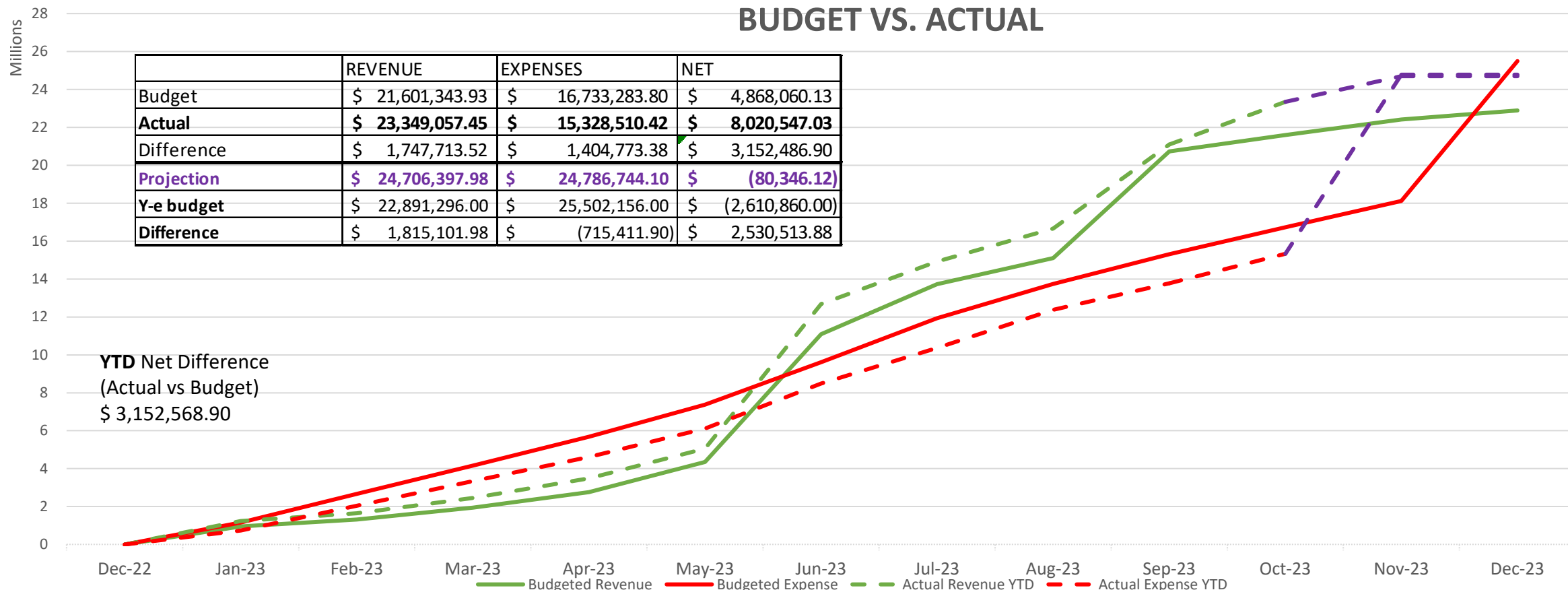
**FINANCIAL
FORECASTS
AND
TREASURER'S
REPORT**

10/31/23

Actuals 10/31/23

OPERATIONS (GENERAL AND RECREATION FUNDS)

BUDGET VS. ACTUAL



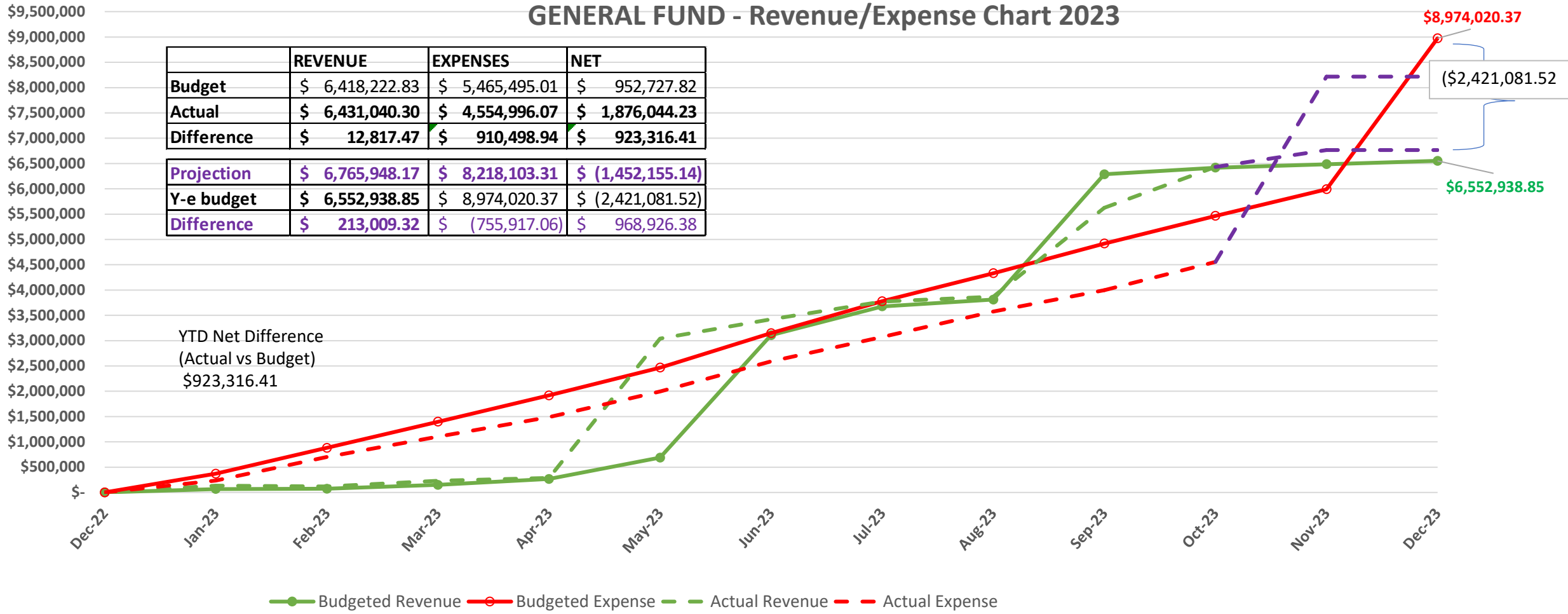
| | REVENUE | EXPENSES | NET |
|-------------------|-------------------------|-------------------------|--------------------------|
| Budget | \$ 21,601,343.93 | \$ 16,733,283.80 | \$ 4,868,060.13 |
| Actual | \$ 23,349,057.45 | \$ 15,328,510.42 | \$ 8,020,547.03 |
| Difference | \$ 1,747,713.52 | \$ 1,404,773.38 | \$ 3,152,486.90 |
| Projection | \$ 24,706,397.98 | \$ 24,786,744.10 | \$ (80,346.12) |
| Y-e budget | \$ 22,891,296.00 | \$ 25,502,156.00 | \$ (2,610,860.00) |
| Difference | \$ 1,815,101.98 | \$ (715,411.90) | \$ 2,530,513.88 |

| | | | | | | | | | | | | | |
|---------------------------|------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Budgeted Revenue | 0.00 | 951,832.72 | 1,309,428.33 | 1,936,071.58 | 2,755,075.87 | 4,354,196.67 | 11,092,787.02 | 13,730,209.97 | 15,104,674.92 | 20,731,193.62 | 21,601,348.93 | 22,420,085.96 | 22,891,296.00 |
| Budgeted Expense | 0.00 | 1,159,952.54 | 2,672,199.31 | 4,159,926.92 | 5,676,794.21 | 7,374,322.05 | 9,617,965.83 | 11,930,550.05 | 13,736,239.47 | 15,308,756.29 | 16,733,253.57 | 18,121,162.94 | 25,502,156.00 |
| Actual Revenue YTD | 0.00 | 1,235,567.77 | 1,646,915.92 | 2,454,307.72 | 3,492,161.43 | 5,055,770.95 | 12,688,752.40 | 14,923,533.42 | 16,662,272.45 | 21,092,476.30 | 23,349,057.45 | 24,706,397.98 | 24,706,397.98 |
| Actual Expense YTD | 0.00 | 733,247.75 | 2,037,885.38 | 3,333,330.77 | 4,612,249.50 | 6,117,944.52 | 8,485,465.10 | 10,362,049.80 | 12,372,171.31 | 13,781,021.38 | 15,328,510.42 | 24,786,744.10 | 24,786,744.10 |

Actuals 10/31/23

GENERAL FUND - Revenue/Expense Chart 2023

| | REVENUE | EXPENSES | NET |
|-------------------|-----------------|-----------------|-------------------|
| Budget | \$ 6,418,222.83 | \$ 5,465,495.01 | \$ 952,727.82 |
| Actual | \$ 6,431,040.30 | \$ 4,554,996.07 | \$ 1,876,044.23 |
| Difference | \$ 12,817.47 | \$ 910,498.94 | \$ 923,316.41 |
| Projection | \$ 6,765,948.17 | \$ 8,218,103.31 | \$ (1,452,155.14) |
| Y-e budget | \$ 6,552,938.85 | \$ 8,974,020.37 | \$ (2,421,081.52) |
| Difference | \$ 213,009.32 | \$ (755,917.06) | \$ 968,926.38 |

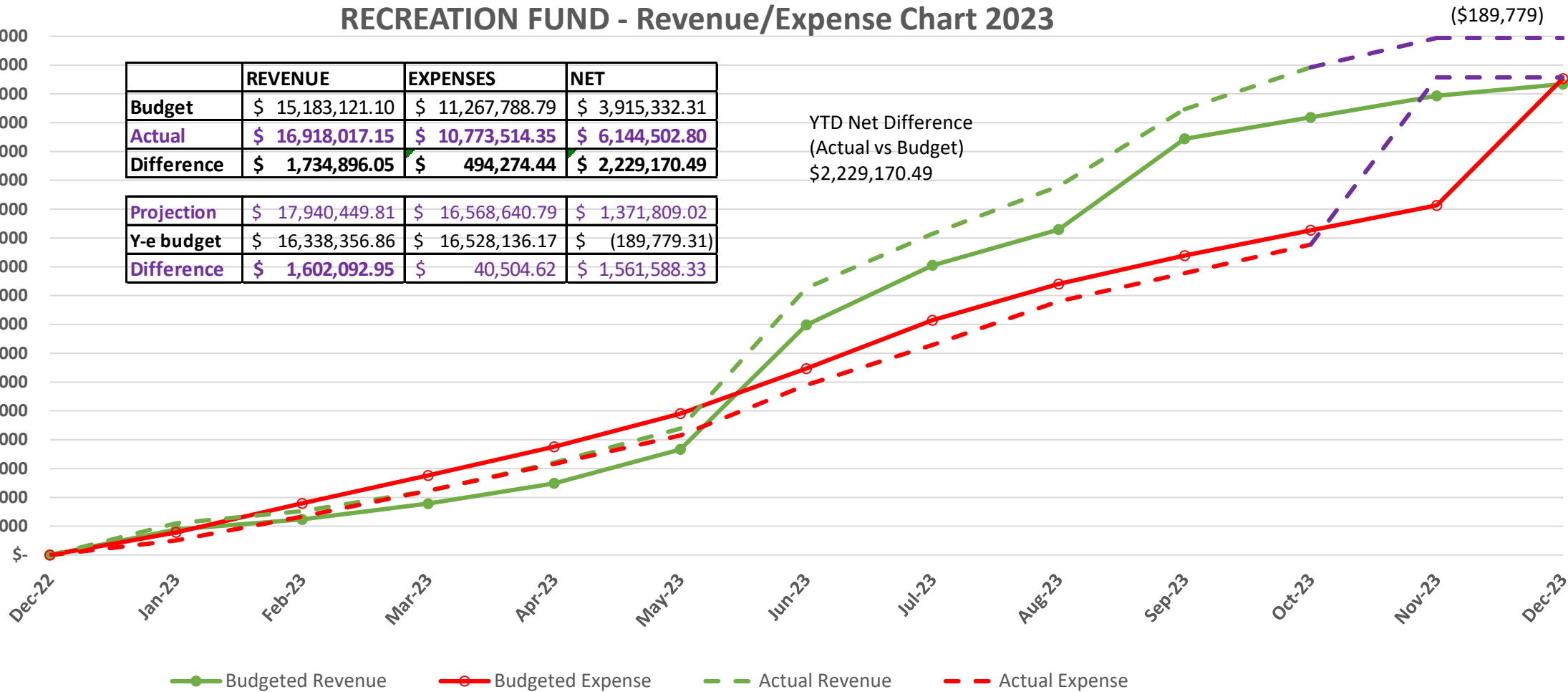


| | | | | | | | | | | | | | |
|-------------------------|---|------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Budgeted Revenue | - | 66,967.14 | 72,991.27 | 150,107.81 | 266,037.34 | 687,112.88 | 3,107,337.45 | 3,677,092.73 | 3,811,286.34 | 6,288,239.43 | 6,418,222.83 | 6,485,812.71 | 6,552,938.85 |
| Budgeted Expense | - | 371,395.07 | 880,506.29 | 1,396,937.95 | 1,918,924.57 | 2,466,786.25 | 3,148,528.06 | 3,778,515.85 | 4,331,391.80 | 4,917,727.22 | 5,465,495.01 | 5,991,794.42 | 8,974,020.37 |
| Actual Revenue | - | 133,182.03 | 119,407.26 | 230,558.25 | 285,659.28 | 3,039,925.40 | 3,423,353.05 | 3,773,294.90 | 3,867,349.08 | 5,625,322.98 | 6,431,040.30 | 6,765,948.17 | 6,765,948.17 |
| Actual Expense | - | 233,357.07 | 702,099.64 | 1,103,741.76 | 1,489,652.59 | 1,997,188.26 | 2,589,837.57 | 3,071,818.90 | 3,574,800.13 | 3,999,029.61 | 4,554,996.07 | 8,218,103.31 | 8,218,103.31 |

Actuals 10/31/23

RECREATION FUND - Revenue/Expense Chart 2023

\$18,000,000
 \$17,000,000
 \$16,000,000
 \$15,000,000
 \$14,000,000
 \$13,000,000
 \$12,000,000
 \$11,000,000
 \$10,000,000
 \$9,000,000
 \$8,000,000
 \$7,000,000
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 \$5,000,000
 \$4,000,000
 \$3,000,000
 \$2,000,000
 \$1,000,000
 \$-



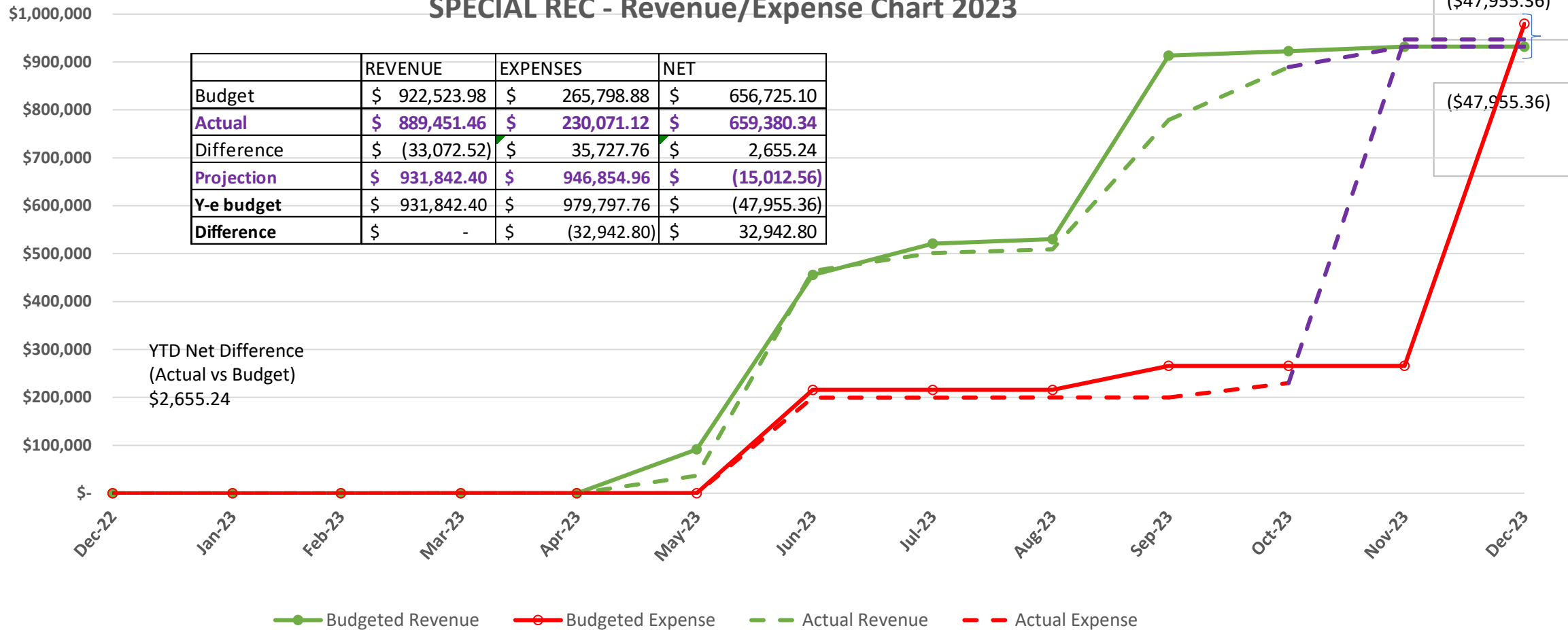
| | REVENUE | EXPENSES | NET |
|-------------------|------------------|------------------|-----------------|
| Budget | \$ 15,183,121.10 | \$ 11,267,788.79 | \$ 3,915,332.31 |
| Actual | \$ 16,918,017.15 | \$ 10,773,514.35 | \$ 6,144,502.80 |
| Difference | \$ 1,734,896.05 | \$ 494,274.44 | \$ 2,229,170.49 |
| Projection | \$ 17,940,449.81 | \$ 16,568,640.79 | \$ 1,371,809.02 |
| Y-e budget | \$ 16,338,356.86 | \$ 16,528,136.17 | \$ (189,779.31) |
| Difference | \$ 1,602,092.95 | \$ 40,504.62 | \$ 1,561,588.33 |

—●— Budgeted Revenue
 —○— Budgeted Expense
 - - - Actual Revenue
 - - - Actual Expense

| | | | | | | | | | | | | | |
|-------------------------|---|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Budgeted Revenue | - | 884,865.58 | 1,236,437.06 | 1,785,963.77 | 2,489,038.53 | 3,667,083.79 | 7,985,450.57 | 10,053,119.31 | 11,293,383.58 | 14,442,949.19 | 15,183,121.10 | 15,934,268.25 | 16,338,356.86 |
| Budgeted Expense | - | 788,557.47 | 1,791,693.02 | 2,762,988.97 | 3,757,869.64 | 4,907,541.23 | 6,469,432.81 | 8,145,125.88 | 9,404,877.90 | 10,391,059.30 | 11,267,788.79 | 12,129,401.52 | 16,528,136.17 |
| Actual Revenue | - | 1,103,684.26 | 1,527,508.66 | 2,223,749.47 | 3,206,502.15 | 4,383,677.02 | 9,265,399.34 | 11,150,238.51 | 12,794,923.36 | 15,467,153.32 | 16,918,017.15 | 17,940,449.81 | 17,940,449.81 |
| Actual Expense | - | 788,557.47 | 1,335,785.74 | 2,229,589.01 | 3,164,993.82 | 4,148,023.10 | 5,895,627.53 | 7,290,230.85 | 8,797,371.13 | 9,781,991.77 | 10,773,514.35 | 16,568,640.79 | 16,568,640.79 |

Actuals 10/31/23

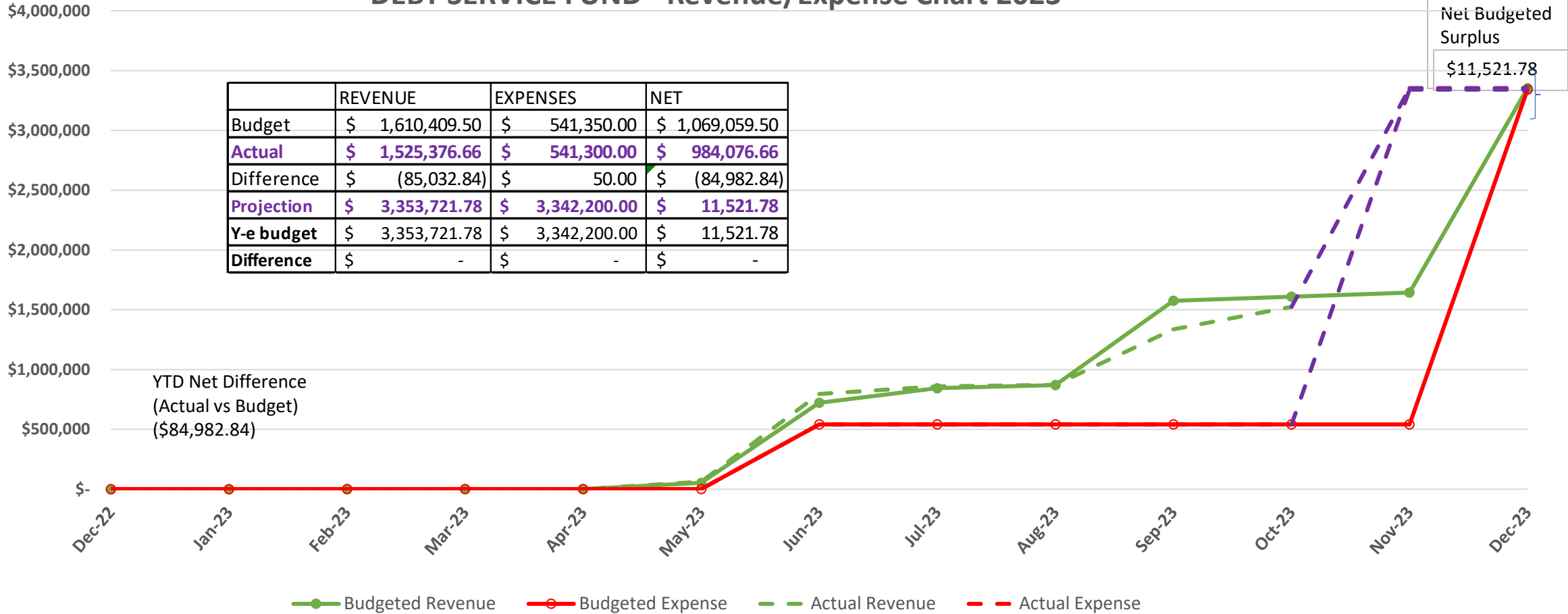
SPECIAL REC - Revenue/Expense Chart 2023



| | | | | | | | | | | | | |
|-------------------------|---|---|-------|-------|-----------|------------|------------|------------|------------|------------|------------|------------|
| Budgeted Revenue | - | - | - | - | 91,600.10 | 455,670.92 | 520,899.88 | 530,218.30 | 913,205.56 | 922,523.98 | 931,842.40 | 931,842.40 |
| Budgeted Expense | - | - | 90.00 | 90.00 | 90.00 | 215,798.88 | 215,798.88 | 215,798.88 | 265,798.88 | 265,798.88 | 265,798.88 | 979,797.76 |
| Actual Revenue | - | - | - | - | 36,524.50 | 464,032.34 | 501,150.15 | 509,079.66 | 778,975.61 | 889,451.46 | 931,842.40 | 931,842.40 |
| Actual Expense | - | - | - | - | - | 199,501.30 | 199,501.30 | 199,861.30 | 199,861.30 | 230,071.12 | 946,854.96 | 946,854.96 |

Actuals 10/31/23

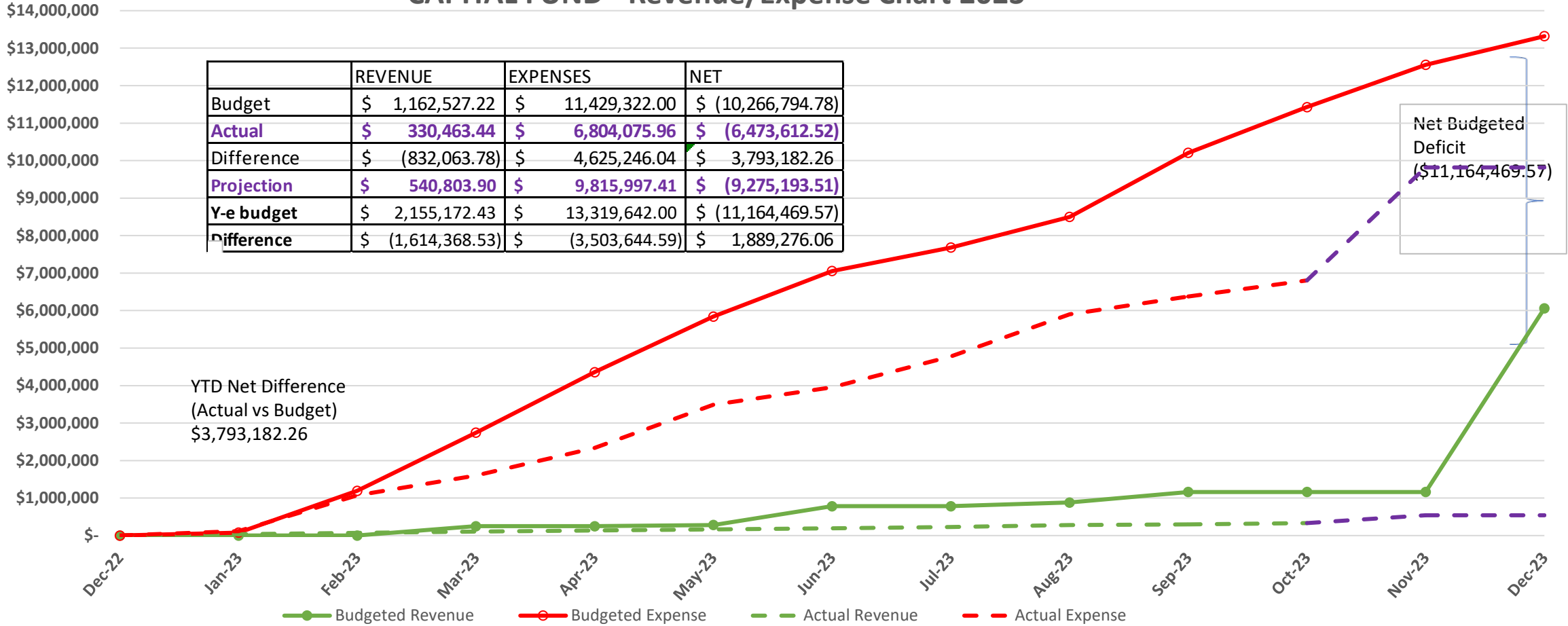
DEBT SERVICE FUND - Revenue/Expense Chart 2023



| | | | | | | | | | | | | |
|------------------|---|---|--------|----------|-----------|------------|------------|------------|--------------|--------------|--------------|--------------|
| Budgeted Revenue | - | - | - | - | 52,437.11 | 722,559.96 | 844,019.72 | 870,322.04 | 1,576,065.67 | 1,610,409.50 | 1,643,915.64 | 3,353,721.78 |
| Budgeted Expense | - | - | 500.00 | 1,000.00 | 1,000.00 | 541,350.00 | 541,350.00 | 541,350.00 | 541,350.00 | 541,350.00 | 541,850.00 | 3,342,200.00 |
| Actual Revenue | - | - | - | - | 62,240.30 | 795,743.60 | 859,146.03 | 872,746.39 | 1,335,806.84 | 1,525,376.66 | 3,353,721.78 | 3,353,721.78 |
| Actual Expense | - | - | 475.00 | 475.00 | 950.00 | 541,300.00 | 541,300.00 | 541,300.00 | 541,300.00 | 541,300.00 | 3,342,200.00 | 3,342,200.00 |

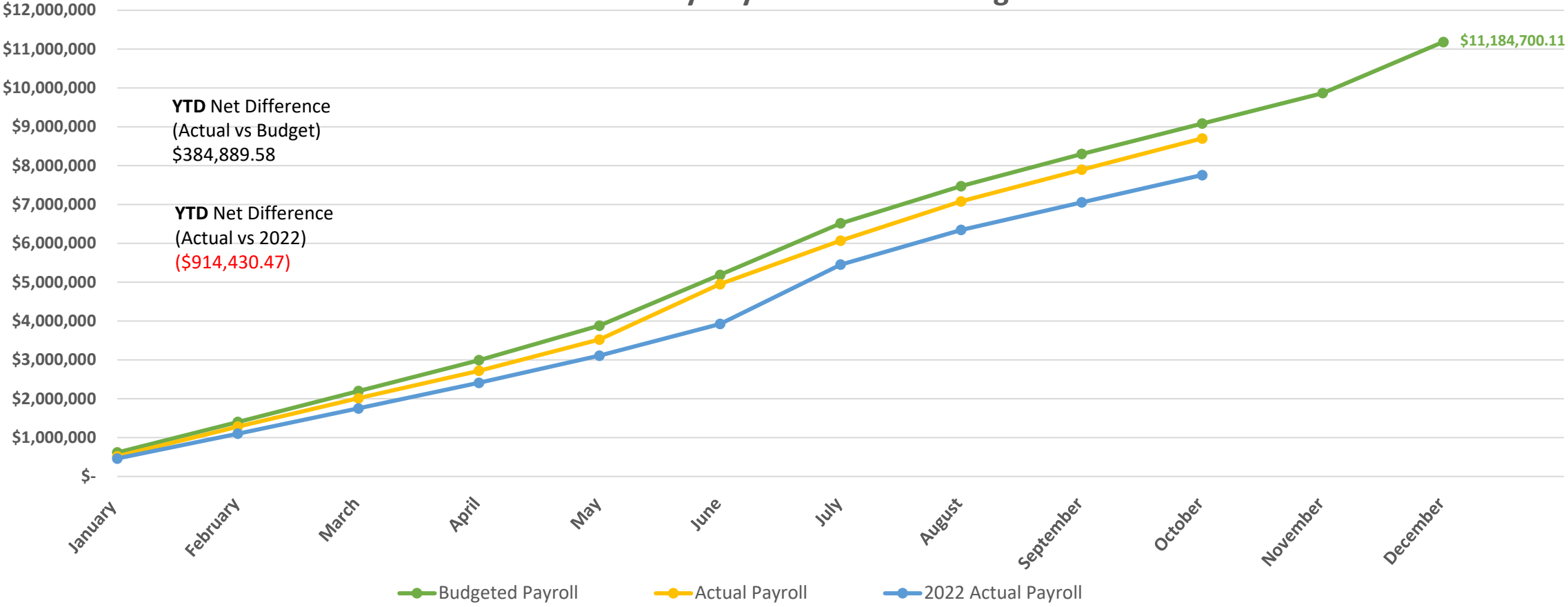
Actuals 10/31/23

CAPITAL FUND - Revenue/Expense Chart 2023



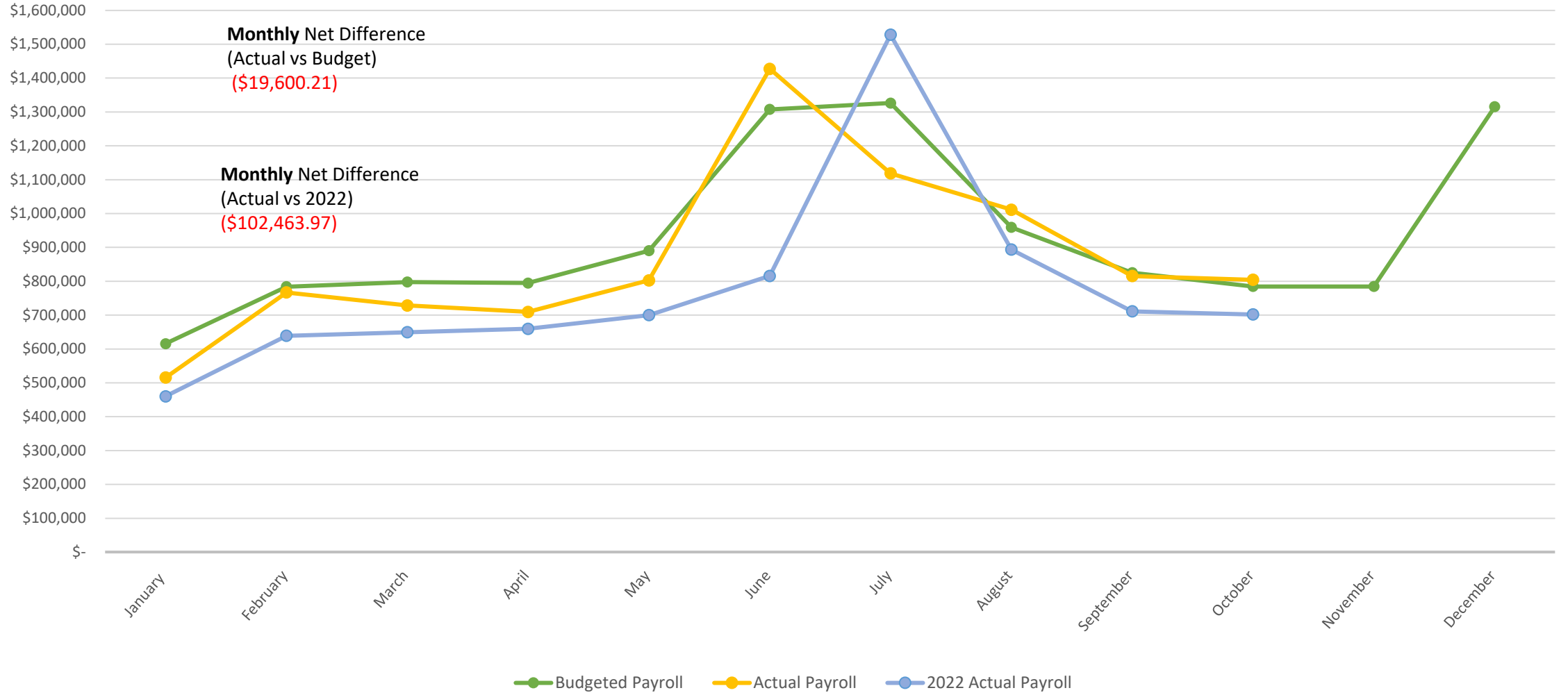
| | | | | | | | | | | | | | |
|-------------------------|---|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|---------------|---------------|---------------|
| Budgeted Revenue | - | 0.00 | 0.00 | 250,000.00 | 250,000.00 | 282,527.22 | 782,527.22 | 782,527.22 | 882,527.22 | 1,162,527.22 | 1,162,527.22 | 1,162,527.22 | 2,155,172.43 |
| Budgeted Expense | - | 79,968.00 | 1,194,615.74 | 2,745,264.00 | 4,359,597.00 | 5,842,487.00 | 7,056,405.00 | 7,680,812.00 | 8,498,452.00 | 10,208,279.00 | 11,429,322.00 | 12,555,124.00 | 13,319,642.00 |
| Actual Revenue | - | 39,995.56 | 72,469.45 | 104,659.67 | 134,267.95 | 166,981.62 | 192,338.02 | 230,306.84 | 282,185.75 | 296,910.20 | 330,463.44 | 540,803.90 | 540,803.90 |
| Actual Expense | - | 115,380.19 | 1,076,405.06 | 1,604,124.04 | 2,335,247.77 | 3,489,328.60 | 3,956,485.27 | 4,776,532.53 | 5,902,253.31 | 6,373,589.06 | 6,804,075.96 | 9,815,997.41 | 9,815,997.41 |

Cummulative Monthly Payroll Actual vs Budget



| | | | | | | | | | | | | |
|---|------------|--------------|--------------|--------------|---|---|--------------|--------------|--------------|--------------|--------------|---------------|
| Total Payroll (Budget) | 615,482.86 | 1,399,262.73 | 2,197,111.43 | 2,991,811.64 | 3,881,972.09 | 5,189,433.56 | 6,515,588.40 | 7,474,814.57 | 8,300,081.96 | 9,084,738.76 | 9,869,263.47 | 11,184,700.11 |
| Payroll 1 | 163,818.81 | 391,308.33 | 370,116.68 | 345,570.86 | 388,483.03 | 433,645.71 | 539,997.57 | 580,324.48 | 408,486.96 | 398,778.68 | | |
| Payroll 2 | 351,605.25 | 375,153.61 | 358,454.80 | 364,044.33 | 414,300.01 | 452,973.04 | 578,543.98 | 431,034.74 | 407,053.12 | 405,478.33 | | |
| Payroll 3 | | | | | | 540,676.86 | | | | | | |
| Total Payroll (Actual) ▲ | 515,424.06 | 1,281,886.00 | 2,010,457.48 | 2,720,072.67 | 3,522,855.71 ▲ | 4,950,151.32 | 6,068,692.87 | 7,080,052.09 | 7,895,592.17 | 8,699,849.18 | | |
| 2022 Payroll 1 | 143,939.11 | 324,477.42 | 328,846.24 | 323,384.40 | 339,629.14 | 386,977.93 | 490,988.47 | 519,595.13 | 359,791.66 | 352,814.76 | | |
| 2022 Payroll 2 | 316,121.07 | 314,320.30 | 320,653.55 | 336,339.16 | 360,283.98 | 428,876.16 | 512,517.88 | 373,960.48 | 351,454.11 | 348,978.28 | | |
| 2022 Payroll 3 | | | | | | | 524,469.48 | | | | | |
| Total Payroll (Actual) | 460,060.18 | 1,098,857.90 | 1,748,357.69 | 2,408,081.25 | 3,107,994.37 | 3,923,848.46 ▲ | 5,451,824.29 | 6,345,379.90 | 7,056,625.67 | 7,758,418.71 | | |

NON CUMMULATIVE MONTHLY PAYROLL ACTUAL VS BUDGET



| | | | | | | | | | | | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|---------------------|-------------------|-------------------|-------------------|---------------------|
| Payroll 1 | 163,818.81 | 391,308.33 | 370,116.68 | 345,570.86 | 388,483.03 | 433,645.71 | 539,997.57 | 580,324.48 | 408,486.96 | 398,778.68 | | |
| Payroll 2 | 351,605.25 | 375,153.61 | 358,454.80 | 364,044.33 | 414,300.01 | 452,973.04 | 578,543.98 | 431,034.74 | 407,053.12 | 405,478.33 | | |
| Payroll 3 | | | | | | 540,676.86 | | | | | | |
| Total Payroll (Actual) | 515,424.06 | 766,461.94 | 728,571.48 | 709,615.19 | 802,783.04 | 1,427,295.61 | 1,118,541.55 | 1,011,359.22 | 815,540.08 | 804,257.01 | - | - |
| Budgeted Payroll | 615,482.86 | 783,779.87 | 797,848.70 | 794,700.21 | 890,160.45 | 1,307,461.47 | 1,326,154.84 | 959,226.17 | 825,267.39 | 784,656.80 | 784,524.71 | 1,315,436.64 |
| 2022 Payroll 1 | 143,939.11 | 324,477.42 | 328,846.24 | 323,384.40 | 339,629.14 | 386,977.93 | 490,988.47 | 519,595.13 | 359,791.66 | 352,814.76 | | |
| 2022 Payroll 2 | 316,121.07 | 314,320.30 | 320,653.55 | 336,339.16 | 360,283.98 | 428,876.16 | 512,517.88 | 373,960.48 | 351,454.11 | 348,978.28 | | |
| 2022 Payroll 3 | | | | | | | 524,469.48 | | | | | |
| Total Payroll (Actual) | 460,060.18 | 638,797.72 | 649,499.79 | 659,723.56 | 699,913.12 | 815,854.09 | 1,527,975.83 | 893,555.61 | 711,245.77 | 701,793.04 | | |



Memorandum

To: Park Board of Commissioners

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

Date: November 15, 2023

Subject: **Approval of the Truth in Taxation Resolution #2023-08**

Summary

Under Illinois law, if a District is considering extending an aggregate property tax levy of more than 5% greater than the preceding year's levy, it must publicly disclose its intention and hold a public hearing. Aggregate levy is defined as real estate taxes, exclusive of the election costs and debt service. Also, the District must determine the amount to be levied at least 20 days prior to adopting the levy ordinance.

The attached Resolution was presented at the November 14 Finance Committee meeting of the Park District Board of Commissioners. The resolution estimates a 6.96% increase over the prior year's extension. This represents an increase of \$905,710. This is essentially a cost-of-living increase based upon the lessor of CPI or 5% while trying to capture new growth. Additionally, it includes a full levy in the Special Recreation Fund of .04% for programs, services, and projects that support persons with disabilities. As such, a public hearing will be required at the December 14 Regular Meeting.

Adoption of the levy ordinance is scheduled for the December 13 Regular Meeting. The Levy Request does not guarantee that these funds will be received. In the Spring when property values and tax cap limits are finalized, the Park District tax extension number is calculated. This is the total property tax amount that is billed to residents.

Financial Impact

As noted in item 3 of the resolution, the estimated tax increase is split into two components: the increase in the Consumer Price Index or 5%, whichever is lower and anticipated growth.

| | <u>FY 2023 Extension</u> | <u>FY 2024 Levy Request</u> | <u>2023 Ext. vs. 2024 Request</u> | <u>Percent Change</u> |
|-------------------------|-------------------------------------|--|--|----------------------------------|
| Tax Cap General Fund | 6,176,456 | 6,575,000 | 398,544 | |
| Tax Cap Recreation Fund | 5,863,187 | 6,270,000 | 406,813 | |
| Special Recreation | 969,647 | 1,070,000 | 100,353 | |
| Total | 13,009,290 | 13,915,000 | 905,710 | 6.96% |

Recommendation

Staff recommends the Park Board of Commissioners approve the Truth in Taxation Resolution #2023-08, where the estimated percentage increase in the proposed 2024 aggregate levy over the amount of real estate taxes extended upon the final 2023 aggregate levy based on 5% tax cap and anticipated growth is 6.96%. Additionally, a public hearing shall be scheduled at the December 13 Regular Meeting, with an anticipated passing of the Tax Levy Ordinance.

**PARK DISTRICT OF HIGHLAND PARK
TRUTH IN TAXATION LAW
RESOLUTION #2023-08**

RESOLVED, by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois that based upon the most recently ascertainable information, the following determinations are hereby made in accordance with the "Truth in Taxation Law".

1. The amount of real estate taxes, exclusive of the election costs and debt service levies, extended by the Park District, plus any amount abated by the Park District prior to such extension, upon the final 2022 real estate tax levy of the Park District is \$13,009,290.

2. The amount of real estate taxes, exclusive of election costs, public commission leases and debt service levies, proposed to be levied by the Park District for FY 2023 is \$13,915,000.

3. Based on the foregoing, the estimated percentage increase in the proposed 2023 aggregate levy over the amount of real estate taxes extended upon the final 2022 aggregate levy based on 5% (lessor of 6.5% CPI or 5% cap) and anticipated growth is 6.96%.

Passed this 15th day of November 2023

AYES: _____

NAYS: _____

ABSENT: _____

Terry Grossberg, President
Board of Park Commissioners

Attested and filed this 15th day of November 2023:

Brian Romes, Secretary
Board of Park Commissioners



Memorandum

To: Park Board of Commissioners

From: Ryan Ochs, General Manager/Superintendent of Golf Operations; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: November 15, 2023

Subject: **Consideration to approve a Restricted Donor Agreement with Ron Saslow for the Enterprise Property Improvement Plan at 2205 Skokie Valley Road (Lot 3)**

Background

A Request for Proposals was released on September 30, 2023, for an Agreement for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road, Highland Park, in consideration for payment to the Park District of Highland Park. The Park District received three RFP submittals: Ron Saslow Pickleball Dome, Golf Development Strategies and The Golf Practice, and The Golf Practice Partnership with The Highland Park Golf Learning Center. Submittals were required to present a plan for the following scope of work: the operation and management of an enterprise facility, with consideration given to a proposed design, construction, and financing at 2205 Skokie Valley Road. Proposals could be for all, or portions of the entire property.

Proposals Summary

- **Ron Saslow Pickleball Dome** proposed donating a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. The new Dome will include a reception area, and pro shop.
- **Golf Development Strategies and The Golf Practice** proposed reimagining the driving range, reconfiguring the putting green and short game area, operating the dome “as is” in the short term with future long term improvement considerations, and expanding the food and beverage area. Golf Development Strategies and The Golf Practice will offer \$100,000 payment per year for rental of the space where the current dome is located, and a \$20,000 payment per year for the management fee of the Highland Park Golf Learning Center site. Golf Development Strategies would assume all operational responsibilities and associated expenses for the entire site excluding River’s Edge Miniature Golf.
- **The Golf Practice Partnership with The Highland Park Golf Learning Center** proposed providing golf operational program and services. The Golf Practice will provide a \$20,000 yearly payment to the Park District for exclusive use of four grass hitting bays for The Golf Practice coaches will provide instruction. The Golf Practice will provide a revenue share agreement with the Park District for all golf programming (excluding private lessons).

A committee of Park District staff and Park Board liaisons interviewed all three firms. Qualifications and criteria consistent with the RFQ were considered, and then reviewed and discussed at the Finance Committee Meeting on October 17, the Facility and Recreation Committee Meeting on October 18, and the Regular Park Board Meeting on October 25. The Park Board provided consensus to negotiate an Independent Contract Agreement with The Golf Learning Center, and a Donor Agreement with Ron Saslow. While an agreement is not being considered for approval with Golf Development Strategies at this time, discussions may continue in consideration of a future agreement.

Recommendation

The Park Board of Commissioners will consider approval of the Restricted Donor Agreement with Ron Saslow for the Enterprise Property Improvement Plan at 2205 Skokie Valley Road.



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: November 15, 2023
Subject: **Board Committee Updates**

Summary

Executive Director Romes will provide a summary of the items discussed at the November Committee Meetings.



Memorandum

To: Park Board of Commissioners

From: Debbie Pierce, Districtwide Rental Manager; Jessica Reyes, Assistant Director of Recreation, Kari Acevedo, Assistant Director of Recreation, Nick Baird, Director of Recreation, Brian Romes, Executive Director

Date: November 15, 2023

Subject: **2023 End of Season Report Lakefront Report**

Summary

Staff will provide a 2023 end of season report for all Lakefront Operations.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

NOVEMBER 15, 2023

UPCOMING MEETINGS

- Wednesday, November 29, 2023 / 6:00 p.m. / Lakefront, Parks, and Natural Areas Committee Meeting
- Tuesday, December 5, 2023 / 8:00 a.m. / Finance Committee Meeting
- Wednesday, December 6, 2023 / 6:00 p.m. / Regular Board Meeting
- Wednesday, December 13, 2023 / 5:00 p.m. / Decennial Committee Meeting
- Wednesday, December 13, 2023 / 6:00 p.m. / Regular Board Meeting

UPCOMING EVENTS

- **Snacks with Santa on Thu. Nov. 30 from 5:00 – 6:15 p.m. at West Ridge Center**
This heartwarming event is tailored to children aged 3 to 8 so they can share their holiday wishes, snap photos, and indulge in a variety of yummy snacks and treats. \$10R/\$12NR.
- **Grinchmas on Sat. Dec. 2 from 10:00 – 11:30 a.m. at the Highland Park Country Club**
This one-of-a-kind interactive event will include breakfast, a themed craft, photo opportunities, games and more. \$40R/\$50NR.
- **The Great Ornament Hunt on Sat. Dec. 2 from 2:00 – 3:30 p.m. at Heller Nature Center**
Follow our trails as we search for ornaments dazzling the trees and make some of your own to put on your own trees at home. \$15/person.
- **Shine Bright: A Hanukkah Workshop on Mon. Dec. 4 from 4:00 – 5:00 p.m. at West Ridge Center**
Enjoy a Hanukkah themed story, read by the published author herself, along with some fun crafting, music, and tasty treats! \$12R/\$17NR.
- **BYOB Paint & Sip on Thu. Dec. 7 from 5:00 – 7:30 p.m. at Rosewood Interpretive Center**
Bring your favorite beverage and we will supply you with step-by-step instructions and all supplies necessary to create a display-worthy masterpiece. Light refreshments will be served. 21yrs+. \$40R/\$50NR.
- **Gingerbread House Workshop on Thu. Dec. 14 from 5:00 – 8:00 p.m. at West Ridge Center**
Start with a box house and cover with our handmade frosting. Embellish with candy, cookies and goodies. 2 sessions (5pm start & 6:45pm start). \$30R/\$38NR.
- **Winter Solstice on Sat. Dec. 16 from 6:30 – 8:00 p.m. at Heller Nature Center**
Celebrate the beginning of winter and sunlight's return. Create a solstice lantern to use on our guided night hike through the forest, learn about winter solstice traditions and end with a warm campfire celebration. \$12/person.
- **Holiday Break Camps Dec. 26 – 29 & Jan. 2 – 5**
 - **STREAM Explorers** from 9:00 – 3:00 p.m. at WRC. \$320R/\$400NR.
 - **Junior Tennis** from 9:00 – 12:00 p.m. at DCRC. \$45/day or \$162 all 4 days.

DEER CREEK RACQUET CLUB – OCTOBER 2023

| | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|------------------------------------|-------------|-------------|-------------|
| Daily Court Rentals (Hours) | | | |
| Tennis | 134 | 144 | 194 |
| Pickleball | N/A | N/A | 45.25 |
| Racquetball | 45.5 | 41 | 32.75 |
| | | | |
| Private Lessons (Hours) | 287.75 | 297 | 225.25 |
| | | | |
| Drop-Ins | 166 | 204 | 181 |
| | | | |
| Memberships | 768 | 449 | 1004 |

News & Events

- Deer Creek Racquet Club surpassed 1000 members (record breaking number of members).
- Hosted Family Tennis Night with 6 families.
- Hosted a USTA Tournament for Girls 14 and Under.
- Our new B Travel Team won their first match.

CENTENNIAL ICE ARENA – OCTOBER 2023

| | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|---|-------------|-------------|---------------|
| Daily Drop-in Fees | | | |
| Public Skate | 0 | | 177 |
| Drop In Freestyle & Package Ice and Adult | 0 | | 119 |
| Open Hockey | 0 | | 9 |
| Open Gymnastics | 0 | | 1 |
| Skate Rental | 0 | | 365 |
| | | | |
| Punches Passes Sold | | | |
| Public and Adult Skate | 0 | | 4 |
| Freestyle | 0 | | 0 |
| Skate Rental | 0 | | 4 |
| | | | |
| Facility Rentals Total Hours | 0 | 197 | 214.81 |

News & Events

- Fall 2 session started on Oct 23. There are currently 402 participants enrolled in gymnastics and 300 in skating with 154 enrolled in Packaged Ice.
- Centennial held our Fall Skating Exhibition for our Learn to Skate class participants and had 30 skaters performing their skating number.
- Centennial held our free community Scary Skate event on Oct, 27 and had over 200 skaters enjoying the rink activities.

RECREATION CENTER OF HIGHLAND PARK – OCTOBER 2023

| | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|-------------------------------------|--------------------|--------------------|--------------------|
| Group Exercise Classes Conducted | 149 | 253 | 222 |
| Group Exercise Participation/Visits | 1,636 | 2,410 | 2,985 |
| Fitness Floor Visits | 6,032 | 7,800 | 9,223 |
| Track Visits | 328 | 455 | 901 |
| Personal Training Participation | 491 | 625 | 670 |
| Personal Training Sales (Units) | 230 | 300 | 333.5 |
| Personal Training Revenue | \$18,128.05 | \$28,278.64 | \$26,651.95 |
| Private Swim Lesson Participation | 89 | 95 | 115 |
| Private Swim Lesson Sales (Units) | 34 | 41 | 50 |
| Private Swim Lesson Revenue | \$4,737 | \$6,135 | \$7,157.50 |

| MEMBERS | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|------------------------------|--------------|--------------|--------------|
| Basic - Annual | 957 | 1,393 | 1,448 |
| All-Inclusive - Annual | 206 | 326 | 351 |
| Group Exercise only – Annual | 146 | 211 | 216 |
| Short-Term Promotional | 0 | 0 | 0 |
| Month to Month | 4 | N/A | N/A |
| 30 Day | 12 | 10 | 7 |
| Total Members | 1,325 | 1,940 | 2,022 |

RECREATION CENTER OF HIGHLAND PARK – OCTOBER 2023

Fitness and Membership

- October's budgeted annual membership goal was 1940. We ended the month with 2,022 annual memberships, 4% above the month's goal.
- October FREE Fall Membership Promotion ended October 4 with a total of 137 new annual members, 39 signed up in September and 98 in October. Overall October ended with 158 new annual memberships.
- Personal Training October revenue was negative -6% to budget. However, year to date personal training is positive 16% to budget. The Personal Training department welcomes new trainer, Noah Gordon, to the team. Noah is already on staff working on the fitness desk and kids club teams. He is extremely well-liked by our members and will do great in his new role.
- Fall Group Exercise schedule began October 2nd adding 10 additional classes to bring our weekly offerings to 51 classes. Class participation class average was 13 participants for the month. The Group Ex team welcomes Mercedes Trejo and Tessa Carpenter. Mercedes Trejo has a long-standing relationship with the Highwood community. Mercedes has brought the Highwood community to the Rec Center in annual memberships resulting in at least 12 new members that we know of. Tessa Carpenter is a member of the Rec Center that stood out in our classes as someone that should lead. We approached Tessa with that compliment, and she worked on obtaining her Group Exercise Instructor and Yoga certifications to join our team. These are 2 extraordinarily new instructors for the team!
- Membership Appreciation Day was October 24. Members were celebrated with the return of towels, healthy snacks, drinks, drawings and prizes, chair massages, bring a friend for free, and as a special thank you all members were able to use the facility as all-inclusive members through the end of the month.
- Spooky Spin week returned for the 5th consecutive year. The spin room was haunted with the scariest decorations, lights, Halloween-themed music, and videos. Classes were filled and a couple waitlisted.

Aquatics

- Private Swim lessons are booming. Recruiting, hiring, and training additional swim instructors have helped the private lesson waitlist. Prime instructors have taken on additional lessons that allow for their schedules.

HELLER NATURE CENTER & ROSEWOOD INTERPRETIVE – OCTOBER 2023

Community Programs

| | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|-------------------------------------|-------------|-------------|-------------|
| Heller Nature Center | | | |
| Participants / Programs | 361/22 | | 423/21 |
| | | | |
| Rosewood Interpretive Center | | | |
| Participants / Programs | 130/7 | | 66/4 |

News & Events

- Not reflected in community programs were 21 teams programs.
- Fall Afterschool classes have been busy at Rosewood.
- Adult programs have seen an increase with the addition of programs such Mushroom Hunting.
- Heller launched Hispanic Heritage Month programs that high participation.

SUNSET VALLEY GOLF CLUB - OCTOBER 2023

| GOLF | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|--------------------------|--------------|--------------|--------------|
| Golf Shop Sales | | | |
| Golf Balls | 518 | 335 | 467 |
| Accessories | 193 | 90 | 200 |
| Total Sales | 711 | 425 | 667 |
| Golf Rentals | | | |
| Carts | 2,079 | 1,590 | 2,221 |
| | | | |
| Golf Greens Fees | | | |
| Resident | 1,179 | | 1,132 |
| Nonresident | 2,200 | | 2,466 |
| Outing/Tournaments | 0 | | 0 |
| Other | 0 | | 0 |
| Total Green Fees | 3,379 | 2,650 | 3,598 |
| Misc. Sales | | | |
| Sapphire Club | 0 | 0 | 1 |
| Permanent Tee Time | 0 | 0 | 0 |
| Total Misc. Sales | 0 | 0 | 1 |

News & Events

- 3,598 rounds in October.
- Surpassed 40,000 rounds through October 31, 2023.

HIGHLAND PARK LEARNING CENTER – OCTOBER 2023

Driving Range Monthly Sales Report (buckets sold)

| | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|---------------|---------------|---------------|---------------|
| January | 428 | 543 | 458 |
| February | 567 | 750 | 496 |
| March | 585 | 680 | 612 |
| April | 677 | 1,388 | 1,082 |
| May | 1,675 | 3,562 | 2,122 |
| June | 2,202 | 4,402 | 2,714 |
| July | 2,413 | 4,787 | 2,958 |
| August | 2,268 | 4,750 | 2,698 |
| September | 1,537 | 3,210 | 1,649 |
| October | 711 | 1,125 | 665 |
| November | 193 | 167 | |
| December | 303 | 292 | |
| Totals | 13,559 | 25,656 | 15,454 |

Mini Golf Monthly Sales Report (rounds sold)

| | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|---------------|--------------|---------------|--------------|
| March | - | - | - |
| April | 255 | 786 | 442 |
| May | 998 | 1,357 | 1,124 |
| June | 1,764 | 2,057 | 2,016 |
| July | 2,090 | 2,571 | 2,104 |
| August | 2,115 | 2,428 | 2,055 |
| September | 1,035 | 1,514 | 952 |
| October | 725 | 714 | 452 |
| November | 131 | | |
| Totals | 9,113 | 10,714 | 9,145 |

News & Event

- Held scary miniature golf on October 28 & 29. 65 people showed up.

DISTRICT WIDE RENTALS – OCTOBER 2023

| | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|---|-------------|-------------|-------------|
| Heller Nature Center | | | |
| Rentals | 23.5 | 7.0 | 15.0 |
| Party Package-Not Offered | 0 | 0 | 0 |
| | | | |
| Rosewood Interpretive Center | | | |
| Rentals | 37.5 | 15.0 | 36.0 |
| Party Package-Not Offered | 0 | 0 | 0 |
| | | | |
| Recreation Center of Highland Park | | | |
| Rentals | 24.0 | 29.0 | 28.0 |
| Party Packages | 0 | 3 | 2 |
| Athletics | 0 | 0 | 25.5 |
| Total Rentals | 24.0 | 30.0 | 55.5 |
| | | | |
| West Ridge Center | | | |
| Rentals | 28.0 | 12.5 | 42.5 |
| Party Packages | 3 | 1.0 | 4.0 |
| | | | |
| Centennial Ice Arena | | | |
| Party Packages | - | - | - |
| | | | |
| Hidden Creek Aqua Park | | | |
| Party Packages | 16.0 | 20.0 | 24.0 |
| | | | |
| Park Avenue Yacht Club | | | |
| Rentals | 0 | 0 | 3.0 |

Rentals listed as number of rental hours; Party Packages listed as number of packages

GRANT-IN-AID – OCTOBER 2023

| | 2022 ACTUAL | 2023 BUDGET | 2023 ACTUAL |
|--------------------------|--------------------|---------------------|---------------------|
| SMILE | | | |
| Total YTD Subsidy | \$78,659.22 | \$150,000.00 | \$117,067.02 |
| Households | | | |
| 100% Subsidy YTD | 54 | | 84 |
| 50% Subsidy YTD | 6 | | 2 |
| Total YTD | 60 | | 86 |
| FYI | | | |
| Total YTD Subsidy | \$2,538.50 | | \$1,999.50 |
| Households | | | |
| 50% Subsidy YTD | 3 | | 5 |
| FYI-Swim Lessons | | | |
| Total YTD Subsidy | \$6,136.00 | | \$4,360.00 |
| Households | | | |
| 100% Subsidy YTD | 60 | | 41 |

News & Events:

- 2024 SMILE and FYI Applications are now available.

Marketing Board Report (Oct 13 – Nov 7)

SOCIAL MEDIA



6,032
FOLLOWERS



2,563
FOLLOWERS

EMAIL



50%
OPEN RATE

1.4%
CLICK RATE

PDHP.ORG



15,644
VISITORS

25,122
PAGEVIEWS

0m 38s
AVG. ENGAGEMENT
TIME

DIGITAL GUIDE



235
VIEWS

APP



1,520
INSTALLATIONS

- The Recreation Center of Highland Park is maintaining the most visited page, followed by:
 - Recreation Center of Highland Park: Contact Us (form)
 - Deer Creek Racquet Club: Memberships
 - Recreation Center of Highland Park: Group Exercise
- Our Facebook engagement was over 6,500 and reached over 62,000 accounts; Instagram reached over 3,200 accounts.

Graphics

LAST CHANCE TO SIGN UP!
DEADLINE: SUN, NOV 5

DAD BOD 3v3 BASKETBALL TOURNAMENT

Sun, Nov 12 • 11:30am-3:30pm
Rec Center of Highland Park

All proceeds benefit the Parks Foundation of Highland Park

Thank you to our sponsors!

catch the *Thrill*

ICE SKATING
Registration Going On Now!

WINTER SESSION BEGINS JANUARY 8

Spots Filling Fast!

Register & receive two complimentary public skate passes to use during your class session!

CENTENNIAL ICE ARENA

Share the warmth with those in need

Winter Clothes Drive

Drop-off Dates: Mon, Oct 16 - Fri, Dec 1

Items Needed for Men, Women, and Children (Lightly Used/Clean OR New):

- Winter coats (no wool coats)
- Winter shoes (no dress shoes, high heels, or sandals)
- Sweatshirts and sweatpants
- Hats, gloves, and scarves
- Snow pants
- Comforters and blankets

Drop-off Locations:

Recreation Center of Highland Park
1207 Park Avenue West

Highland Park City Hall
1707 St. Johns Avenue

GEAR UP FOR WINTER FUN

Browse Winter Programs beginning Fri, Nov 3

Winter Registration begins Wed, Nov 8

FREE

THE GREAT PUMPKIN SMASH

Fri, Nov 3 • 4pm-6pm
The Preserve of Highland Park • 1207 Park Ave. W.

SAY GOOD-BYE TO YOUR GOURDS THE SUSTAINABLE WAY & GET READY TO UNLEASH YOUR INNER PUMPKIN WARRIOR!

Join the pumpkin smashing, target throwing, composting event on the field located to the fall season in style. Let's turn those pumpkins into a bountiful harvest of composting fun and environmental responsibility. All the pumpkins collected will be composted - ensuring that the water and nutrients they store are returned to the soil.

PROSECCO BRUSHING: For the year-round safety, hygiene and protection for pumpkins and gourds, brush with our pumpkins-friendly brush to protect.

DIY TARGET THROWING: Compete in your own yard, practice in a variety of creative targets, and treat!

TRICK THROWING: Get into the spirit of the season with some pumpkin-themed fun!

BRING YOUR PUMPKINS TO SMASH! Pumpkins must be free of candles, wax, glues, dyes, and other non-compostable materials. Please ensure you have an appropriate personal protective gear on hand.

For more information visit pdhp.org

GET HOLIDAY FIT!

start your journey to a healthier you, **TODAY**

STARTING AT | \$39/MONTH

SIGN UP TODAY AT PDHP.ORG

RECREATION CENTER of Highland Park

BECOME A PARK DISTRICT PARTNER...

SET YOUR BUSINESS UP FOR VICTORY!

Affordable advertising and sponsorship opportunities are available.

NOW SECURING SPONSORSHIPS FOR 2024!

Contact Nik Lapin at (847) 971-0718 or nlapin@pdhp.org for more info.

PARK DISTRICT OF HIGHLAND PARK

DIA DE LOS MUERTOS
THE TRADITIONAL HISPANIC CELEBRATION OF THE DAY OF THE DEAD

FREE!

Sat, Nov 4 • 1-4pm
Recreation Center of Highland Park • 1207 Park Ave. West

| Landing page + | | ↓ Sessions | | |
|----------------|--|---------------|--|--|
| | | 25,122 | | 20 /recreation-center-of-highland-park/membership-passes |
| | | 100% of total | | 21 /bids-rfps |
| 1 | / | 5,039 | | 22 /dia-de-los-muertos-a-celebration-of-life |
| 2 | /recreation-center-of-highland-park | 1,766 | | 23 /centennial-ice-arena/gymnastics-programs |
| 3 | (not set) | 1,669 | | 24 /project/park-avenue-north-beach-access-improvements |
| 4 | /recreation-center-of-highland-park/membership-passes/contact-us | 1,487 | | 25 /pickleball |
| 5 | /deer-creek-racquet-club/memberships | 1,390 | | 26 /recreation-center-of-highland-park/lap-open-swim |
| 6 | /recreation-center-of-highland-park/group-exercise-2 | 1,099 | | 27 /deer-creek-racquet-club/pickleball-programs |
| 7 | /centennial-ice-arena | 971 | | 28 /west-ridge-center |
| 8 | /deer-creek-racquet-club | 866 | | 29 /basketball-programs |
| 9 | /highland-park-golf-learning-center | 471 | | 30 /fontana-pasquesi-park-renaming-ceremony |
| 10 | /heller-nature-center | 456 | | 31 /rosewood-beach/interpretive-center-rentals |
| 11 | /event/dia-de-los-muertos | 451 | | 32 /event/dad-bod-3x3-basketball-tournament |
| 12 | /event/the-great-pumpkin-smash | 404 | | 33 /deer-creek-racquet-club/junior-tennis-programs |
| 13 | /recreation-center-of-highland-park/open-gym-2 | 399 | | 34 /event/scary-halloween-miniature-golf |
| 14 | /share-the-warmth-winter-clothing-drive | 374 | | 35 /rivers-edge-mini-golf |
| 15 | /centennial-ice-arena/figure-skating-hockey-programs | 342 | | 36 /events |
| 16 | /get-involved/jobs | 304 | | 37 /project/the-preserve-of-highland-park |
| 17 | /recreation-center-of-highland-park/indoor-pickleball | 261 | | 38 /sunset-woods-rocket-ship-park-is-now-open |
| 18 | /rosewood-beach | 236 | | 39 /our-story/staff-directory |
| 19 | /fall-2023 | 235 | | 40 /baseball-programs |
| | | | | 41 /rentals |

Advertising

Recreation Center of Highland Park

- Social Media
 - 903 clicks
 - 96,890 impressions
 - 0.93% click through rate (industry avg: 1.01%)
- Search Ads
 - 256 clicks
 - 4,999 impressions
 - 5.1% click through rate (industry avg: 6.15%)
- Geofencing
 - 102 visits
 - 95,390 impressions
 - \$0.004 cost per view



Deer Creek Racquet Club

- Social Media
 - 623 clicks
 - 68,551 impressions
 - 0.91% click through rate (industry avg: 0.90%)
- Search Ads
 - 356 clicks
 - 10,741 impressions
 - 3.3% click through rate (industry avg: 4.15%)
- Geofencing
 - 47 visits
 - 95,281 impressions
 - \$0.004 cost per view



New Technology

Departmental Needs

Staff attended the IPRA Software Symposium in search of new and existing software solutions to best meet the growing needs of our customers and operations as it pertains to program registration, memberships, scheduling, private lessons/training, league management, and indoor/outdoor facility rentals. Collaboration between Marketing, Registration, and IT is currently taking place to develop a comprehensive list of criteria for potential new software to meet these needs. Any potential solutions that meet these criteria will be presented and evaluated by a full evaluation team. From the symposium, I learned that RecTrac has several newer modules that might meet these needs, and we will be speaking more with RecTrac directly to learn more about them.

We have demos scheduled with RecTrac, Club Automation, Xplor, ActiveNet, and Amilia. Participating in initial calls are Caitlin Deptula and myself to initially evaluate if the software meets our requirements. From there, we will include recreation team members to further evaluate the software and continue the decision-making process. Our desired criteria list for recreation software includes the following:

- Payment Processing
 - Credit cards compatible with accounting
 - Ability to add a backup card
 - Chargeback report
- Robust reporting
 - Scheduled reports to email
 - Completely customizable
- Registration
 - Online registration
 - Paperless—waivers, contracts, etc. included in registration
 - Emergency camp forms: sync with epact or built into software, HIPAA compliant
- Memberships
- Scheduling
- Private Lessons
- Programs
- League Management
- Indoor/Outdoor Facility Rentals
 - Built-in contracts
 - Automatic billing
 - Deposit and set up payment plan
 - Repeating rentals
 - Ties into Parks
- Communication
 - Mass notification system
 - Email and text
- User experience
 - Easy to use, intuitive, as few steps to checkout as possible
- Software that can talk to/be able to communicate with financial software
- Ticketing
 - Dance, ice show, etc.

New Technology

Departmental Needs (cont.)

- Customer support
 - Available after hours
 - Direct rep
- Supplementary software integration
 - Talks to current financial software
 - MailChimp
 - Musco lighting integration for field rentals
- Account accommodations for split families—add payer
- Externally hosted
- API for website